



## UNITED NATIONS DEVELOPMENT PROGRAMME

### Terms of Reference

#### I. Position Information

**Job Code Title:** Engaging the service of a national NGO/CSO as Responsible Party for the assignment “i) Area assessment (GPS/GIS measurement) of degraded Mangrove areas in all the six project communities and ii) establishment of mangrove nurseries for transplanting to 100 ha of degraded mangrove areas” in four of the targeted project locations (Tombo, Conakry Dee, Shenge and Turtle Island).

**Project Location:** Lakka, Hamilton, Tombo, Conakrydee, Shenge and Turtle Island

**Contract Modality:** Engagement of Local NGO/CSO

**Duration:** 2.5 months

#### II. Background

UNDP is implementing a five-year GEF funded project “Adapting to climate change induced coastal risk management in Sierra Leone” with the aim to strengthening the ability of coastal communities to systemically manage climate change risks and impacts on their physical infrastructure and economic livelihoods.

The coastal zone of Sierra Leone is highly vulnerable to the increased frequency and severity of coastal erosion, flooding and storm surges which severely impact social wellbeing (health), livelihood security (and water resources) and major economic sectors such as fishing, tourism, water resources and agriculture. Coastal communities are already experiencing considerable repercussions of these impacts, notably on their livelihoods with reduced fishing productivity, ecosystem degradation and low farming outputs. The limited accessibility of climate-related data limits the ability of decision-makers to make informed planning and policy decisions for the coast (in particular marine and sea parameters databases such as wave height, wave period, wind speed and direction), and to take any clear strategic actions to remedy these negative effects. This lack of adequate knowledge is contributing towards undermining social and economic development, particularly under a changing climate. In addition, weak institutional regulatory capacity coupled with the absence of a national “coastal specific” community-based information system that focuses on supporting the management of climate-related risks continue to hamper long-term coastal planning, management and early warning activities. The GEF-funded project is designed to address these problems. The intended outcome of the project is to help the Government of Sierra Leone (GoSL) become more climate resilient, while contributing towards achieving Sustainable Development Goals (SDGs).

The project focuses on three thematic components;

Component 1: Generating sound scientific knowledge and access to information;

Component 2: Climate information internalized into coastal development policy and plans;

Component 3: Awareness and alternative, innovative activities to support adaptation in the coastal zone.

Through these components, the project will work towards the removal of those policies and any informational barriers that are preventing Sierra Leone, as a nation, to systematically manage coastal risks. This will contribute to the vulnerability reduction of both coastal communities and ecosystems and strengthen institutional capacity and adaptation planning.

UNDP is recruiting the service of a national NGO/CSO to i) carry out detailed assessment /mapping of degraded mangrove land areas available in the targeted project locations using technology-based approach and ii) to establish mangrove seedlings for transplanting to 100ha of degraded mangrove land areas in four (4) of the project at Shenge, Conankry Dee, Turtle and Tombo.

The local NGO/CBO is expected to carry out this activity in close collaboration with the cluster Lead, Sustainable Growth and the project team that includes National Project Manager, M&E and other Implementing partners (IPs).

#### **Objective of the assignment**

The general objective of the assignment is to develop technology-based application to determine degraded mangrove areas for rehabilitation and to experiments the right adaptive species that will adapt to the rising impact of climate change in the targeted project locations.

#### **Scope of work and expected outputs**

The service of a local NGO/CSO is required to offer technical service to the project through:

#### **Lot 1. Conduct detailed assessment of degraded mangrove land areas in all the project locations (as specified) along the Sierra Leone River estuary**

This activity will be carried out through a consultative process with local communities and stakeholders using field participatory approach to measure available mangrove land areas in the all the six project locations in order to rehabilitate degraded mangrove areas in the project communities

- The local NGO/CBO will undertake field participatory assessments to measure available mangrove land areas for rehabilitation
- Study and assess targeted degraded mangrove areas for rehabilitation in the project locations
- Carry out detailed technology-based approach to determine the degraded

mangrove areas along the targeted coastal communities

- Identify and analyze coordinates points through a technology-based application
- Produce technology-based map showing degraded hot spots areas of mangrove imprints in the targeted locations

**Lot 2 Establishment of mangrove nursery for rehabilitation of 100ha to degraded mangrove areas**

This activity requires an experiment-based approach to determine adaptive species that will adapt to the rising impact of climate change in the various location.

- The local NGO/CBO will carry out experimental work on various mangrove species, to determine their adaptive capacity to climate change in the different locations.
- Identify the most appropriate mangrove species for rehabilitation in the different project locations
- Establish seed nursery for rehabilitation of 100ha of mangrove seedlings to degraded mangrove areas
- Produce a report with pictures and evidences, indicating activities undertaken and accomplished

**III. EXPECTED OUTPUTS and RESULTS**

The local NGO/CBO shall complete the assignment within 2.5 months from signing of the agreement

**Lot 1.**

No.	Outputs	Target date of completion
1	Inception report showing clearly the approach to the assignment	2 Weeks after signing of contract
2	Field assessment using GPS/GIS through community consultations and visualization	4 Weeks after signing of contract
3	Submission of first draft report	6 Weeks after contract signing

**Lot 2.**

No.	Outputs	Target date of completion
1	Inception report showing clearly the approach to the assignment	2 Weeks after signing of contract
2	Seed nursery of mangrove plant at the different locations	8 weeks after contract signing

3	Handling over of the seedlings to community stakeholder and project team	10 weeks after contract signing
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**5. DURATION OF ASSIGNMENT**

The overall timeframe of the assignment is 2.5 months; the Start date for carrying out the works is immediately after signing of agreement.

The overall terms of execution of the works is until November 30<sup>th</sup>, 2019, effective from contract signature date. Urgent cases that could justify delays of works are mainly due to security reasons, deteriorating security situation or conflict in areas of implementation and extreme weather conditions.

In case of default on the part of the local NGO/CBO in carrying out an instruction of the Project Manager, UNDP shall be entitled to employ and pay other NGOs/CBO to carry out the same and all expenses consequent thereon or incidental thereto shall be borne by the NGO/CBO and shall be recoverable by UNDP and may be deducted by UNDP from any money due or which may become due.

**6. INSTITUTIONAL ARRANGEMENT**

The local NGO/CBO selected will coordinate closely with the Project Manager; Coastal Risks Management Project and the Team Lead, Sustainable Growth Cluster.

***a) Roles and Responsibilities of the Engaged NGO/CBO:***

- Allocate the proper and needed skilled personnel to carry out the project's outputs;
- Responsible for all logistics related to the completion of this assignment, including DSA to staff / experts / cost of equipment to be procured, project activity fees, all materials and tools required for activities completion; all logistical fees for training sessions; transportation; management fees; communication etc.
- Ensure proper outreach to beneficiaries;
- Implement and constantly monitor the activities;
- Provide required and comprehensive reports in a timely manner (focusing as well on the impact).
- The minimum reporting is to include narrative and financial reports throughout the implementation period; 1 midterm report and 1 final report.

***b) Role of UNDP***

- Provide field coordination support
- Follow up, monitor and evaluate the progress of implementation of the various activities, ensuring their smooth implementation and manage potential risks;
- Ensure Quality assurance and best value for money.

**8. REQUIRED DOCUMENTS TO SUBMIT**

Interested NGO/CSO are requested to submit the following documents:

- 1- Project proposal indicating the approach/methodology of the assignment, workplan and detail budget breakdown
- 2- Certificate of registration
- 2-NRA certificate
- 3- Completed Request for Information template in accordance with Annex 1;
- 5-Curriculum Vitae of experts
- 6-Evidence of previous work

Annex 1:



Request for information (RFI).docx

### 9. BUDGET

The budget should be inclusive of the following:

NGOs wishing to apply shall detail in their proposal the allocation of budget per task (as listed in the scope of works) as well as all additional fees i.e management fees: not exceeding 8% of total project cost.

Budget allocation would include for example the Staff / Facilitators / Trainers / Experts / Volunteers fees; all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; communication; food; DSA; etc.

### V. Payment Modalities

Payment will proceed as following:

60% of the contract amount upon receiving the revised list of activities and their development plan; receiving the invoice and UNDP acceptance.

40% of the contract amount upon completion of project activities as detailed in the work plan, receiving the invoice and UNDP acceptance

### VI. Qualifications

Interested NGO/CBO must should meet the following requirement:

#### a) Experience:

- The study shall be conducted by a consultancy firm, and should meet the following requirement:

- Must have at least 3 expertise, with at least a master's degree in environmental sciences; Renewable energy, agriculture, marine sciences, applied meteorology and development studies or any related;
- Must have at least 5 years' experience in mangroves development and managements

- Proven experience in GIS/GPS technology and remote sensing applications and designed
- Pprevious cooperation with international UN organizations and or international appropriate Digital Elevation Models/ Digital Terrain Models; disaster risk reduction mapping.
- previous or on-going similar work experience in coastal communities constitutes an advantage.
- Previous experience working in developing country setting would be an asset.

**Language Requirements:**

- Fluency in spoken and written English required.

**VII. How to Apply**

A completed proposal with detailed budget with requested supporting documents must be submitted to UNDP Sierra Leone indicating “**Application for field assessment and Mangrove nursery establishment for coastal Project**” on a sealed envelope by no later than **12:00 noon local time Friday 6<sup>th</sup> September 2019.**

One Original copy of the documents should be submitted in a sealed envelope to the following address:

Contact Person: Procurement Unit

Name of Office: UNDP Sierra Leone

Address: Fourah Bay Close, Off Main Motor Road, Wilberforce Freetown

**IX. Evaluation criteria**

**Technical evaluation criteria (total 70 points):**

1. Technical approach: Methodology/approach and work plan of the assignment 70 points.
2. Financial evaluation (total 30 points)

**Reviewed**

Signature: 

Name: Samuel Palmer

Designation: Program Specialist, Sustainable Growth Cluster -UNDP

Date: 23/08/19

**Approval**

Signature: 

Name: Samuel Doe

Designation: Resident Representative-UNDP

Date: 26-01-2019