



# Zambezi Valley Biodiversity Project

Call for Proposals to NGOs/CBOs

for

Sustainable Livelihoods Projects

in

Hurungwe, Mbire and Muzarabani Districts

## Table of Contents

1. BACKGROUND .....	2
3. PURPOSE OF THIS CALL FOR PROJECT PROPOSALS.....	3
4. TARGET GROUPS, STAKEHOLDERS AND GEOGRAPHIC COVERAGE .....	6
Geographic Coverage.....	6
Target beneficiaries .....	6
5. GRANTS MANAGEMENT ARRANGEMENTS .....	6
6. PROPOSAL FORMAT .....	6
7. BUDGET AND DURATION OF EXECUTION.....	7
8. ELIGIBILITY.....	7
9. REQUIRED COMPETENCIES.....	7
10. EVALUATION CRITERIA FOR PROPOSALS SELECTION .....	7
11. DIVERGENCE FROM PROPOSED CONCEPT .....	8
12. ETHICS.....	8
13. DUTY OF CARE .....	8
14. INTELLECTUAL PROPERTY .....	9
15. SUBMISSION DEADLINE, PROPOSAL SUBMISSIONS & AMENDMENT OF CFP DOCUMENTS.....	9
16. CALL FOR PROPOSALS TIMELINE .....	9
17. IMPORTANT ADDITIONAL INFORMATION .....	10

## 1. BACKGROUND

The United Nations Development Program (UNDP) and Ministry of Environment of Environment, Tourism and Hospitality Industry (METHI), with support from the Global Environment Facility (GEF) developed a project to mitigate development challenges associated with biodiversity loss, ecosystem degradation, and climate change consequences. The challenges to be addressed include, poaching and illegal wildlife trade, human wildlife conflicts and retaliatory killings, deforestation, and climate change consequences (droughts, floods, increased frequency of veld fires) in the Mid to Lower Zambezi Area of Zimbabwe. The project is entitled “Strengthening Biodiversity and Ecosystems Management and Climate-Smart Landscapes in the Mid to Lower Zambezi Region of Zimbabwe”, also known as the “Zambezi Valley Biodiversity Project (ZVBP)”. ZVBP overall objective is to promote an integrated landscape approach to managing wildlife resources, carbon and ecosystem services in the face of climate change in protected areas and community lands of the Mid to Lower Zambezi Areas of Zimbabwe. The Project has four components, and these are (1) Strengthening capacity and governance frameworks for integrated wildlife and forest management and wildlife and forest crime enforcement in Zimbabwe; (2) Strengthening Zimbabwe’s Project Area estate and CAMPFIRE Wildlife Conservancies in areas of global Biodiversity significance; (3) Mainstreaming Biodiversity and Ecosystems management, and climate change mitigation, into the wider landscape; and (4) Knowledge Management, M&E and Gender Mainstreaming. ZVBP is being implemented under the National Implementation Modality (NIM) through which the METHI is the Implementing Partner (IP). There are four entities (Responsible Parties), that have been selected to act on behalf of the IP, to directly collaborate with project partners and local communities in delivering relevant project outputs. The Responsible Parties (RPs) are Zimbabwe Parks and Wildlife Management Authority (ZPWMA), CAMPFIRE Association and Forestry Commission (FC).

This Call for Proposals (CfP) is specifically focused on components 1 and 3 of the ZVBP. Through this CfP, UNDP is inviting interested NGOs/CBOs to develop innovative proposals for projects towards supporting awareness and education on conservation, sustainable livelihood activities on community based Sustainable Forest Management (SFM), Sustainable Land Management (SLM) and Human Wildlife Conflict (HWC) Management, Alternative Sources of Income and Energy in targeted Community Wildlife Conservancies (CWCs) in Hurungwe, Mbire and Muzarabani. The focus should be on any one of the following thematic areas:

- **Thematic area 1 -Awareness and Education:** Awareness campaigns targeting Illegal Wildlife Trade (IWT), deforestation and climate change adaptation and mitigation across the project area covering all 3 districts. This thematic area contributes to output 1.6 of the ZVBP
- **Thematic Area 2 - Livelihood Enhancement:** Sustainable livelihood activities that contribute directly to community based SFM, SLM and HWC management outcomes. This thematic area contributes to output 3.2 of the ZVBP
- **Thematic Area 3 - Alternative Energy:** The provision of alternative sources of energy, clean energy and energy saving technologies in the target Districts. This thematic area contributes to output 3.4 of the ZVBP.

## 2. RATIONALE

From the ZVBP baseline findings, it was noted that in the Zimbabwean context, protected areas are mostly in arid and semi-arid areas with communities living adjacent to these areas having high poverty prevalence rates due to poor agricultural yields. There is a great reliance on natural resources as coping mechanisms. Natural resources in the communal lands and protected areas become the next available sources of income resulting in increased pressure on natural resources. There is increased illegal activities (wildlife, forest crimes) and the subsequent depletion of natural resources as communities seek to earn a living through these natural resources. In areas of high wildlife populations, there is greater interaction between people and wild animals resulting in conflicts as animals raid crops and attack livestock further affecting already strained livelihoods. Given the increase in international illegal wildlife trade syndicates, the protected areas require cooperation and support from local communities to curb IWT. Protected areas and rural communities are in the same landscape and

require coordinated planning and implementation to avoid displacement pressure that manifests in the outlined challenges.

Zimbabwe's vast natural resources provide a basis for social and economic transformation. However, the challenges of deforestation, land degradation and biodiversity loss are not only enhanced by high levels of poverty, but also directly affect the livelihoods of local communities negatively. Climate change is also recognized as a major threat in the Environment Management Cluster. The ZVBP area is expected to experience increasingly variable rainfall, increased frequency and intensity of dry periods and temperature increases in the coming years and the Zimbabwean government therefore stresses the need to develop comprehensive fire management frameworks, advocacy on climate change adaptation options and enacting legislation to effectively manage the environment in the face of climate change. Within the Protection and Conservation sector, the government also note to deal with poaching and to develop methods of increasing wildlife species populations. Therefore, poaching, IWT, climate change, deforestation and land degradation are significant threats towards the attainment of the country's priority SDGs (Goal 2 Zero Hunger, Goal 5 Gender Equality, Goal 6 Clean Water and Sanitation, Goal 7 Affordable and clean energy, Goal 13 Climate Action) as well as other SDGs (Goal 1 No Poverty, Goal 10 Reduced Inequalities, Goal 12 Responsible Consumption and Production, and Goal 15 Life on Land).

The ZVBP has a small grants window for NGOs and CBOs, focusing on Component 1, output 1.6 and Component 3, Outputs 3.2 and 3.4 of the ZVBP. This Call for proposals is therefore founded on these three (3) outputs, which are (i) project area awareness campaigns targeting IWT, deforestation and climate change adaptation and mitigation, (ii) livelihood activities on community based SFM, SLM and HWC management and (ii) provision of alternative sources of energy, clean energy and energy saving equipment for local communities in target areas. UNDP and METHI are committed to implementing the small grants projects through local NGOs/CBOs because these are locally rooted institutions that have great potential in promoting sustainable community development. This is also an opportunity to strengthen capacities of local NGOs/CBOs in delivering results for locally owned development project activities. International NGOs can also apply but preference will be given to those that engage local NGOs/CBOs.

### 3. PURPOSE OF THIS CALL FOR PROJECT PROPOSALS

The objective of this Call for Proposals is to invite NGOs and CBOs to submit project proposals with innovative project activities and responses on any one of the following thematic areas:

1. Awareness and Education: Project area awareness campaigns targeting Illegal Wildlife Trade (IWT), deforestation and climate change adaptation and mitigation
2. Sustainable livelihood activities that address community based SFM, SLM and HWC management
3. The provision of alternative sources of energy, clean energy and energy saving technologies in the targeted Districts.

**Table 1: Scope of this Call for Project Proposals**

Scope	Key Deliverables:	Timeframe	Budget Ceiling per project
<b>Thematic Area 1: Awareness and Education: Project areawide awareness campaigns targeting Illegal Wildlife Trade (IWT), deforestation and climate change adaptation and mitigation</b>			
<ul style="list-style-type: none"> <li>Grantees are expected to develop and implement cost effective and innovative project area wide awareness and education campaigns on conservation, Illegal Wildlife Trade (IWT), deforestation and climate change adaptation and mitigation</li> </ul>	The envisaged result under this thematic area is increased awareness on IWT, deforestation, climate change mitigation and adaptation and enhanced communities' capacity to address these issues; increase knowledge, attitude and practice of targeted beneficiaries	Up to 1 year	USD \$25 000.00

	<p><b>The quality of the proposed interventions will be measured by the following:</b></p> <ul style="list-style-type: none"> <li>• Quantity and quality information materials produced for local communities including SFM, SLM, IWT, deforestation, climate change, poaching, wildlife trafficking, illegal logging and mining</li> <li>• Demonstrated degree of innovation in approach to raising awareness;</li> <li>• Quantity and quality of publications of best practices and success stories on CBWM, SLM, Climate Smart Agriculture and SFM</li> <li>• Number of direct beneficiaries in the project areas reached by age, gender, vulnerable groups and people living with disabilities</li> <li>• Indirect beneficiaries</li> <li>• Evidence in change in knowledge, attitude and practice of targeted beneficiaries</li> <li>• Potential to contribute towards the landscape conservation approach, which integrates livelihoods and environmental conservation.</li> </ul>		
<b>Thematic Area 2: Sustainable livelihood activities that address community based SFM, SLM and HWC management</b>			
<ul style="list-style-type: none"> <li>• Grantees are expected to develop and implement sustainable innovative livelihood project activities that increase the area under sustainable management and benefits for local communities from CBWM, SFM and SLM in established CWCs</li> </ul>	<p>The envisaged result under this thematic area is to increase sustainable livelihood practices that address community based SFM, SLM and HWC challenges confronting local community actors, women and men, local authorities and state actors.</p> <p><b>The quality of the proposed interventions will be measured by the following:</b></p> <ul style="list-style-type: none"> <li>• Area under active conservation, SFM and SLM,</li> <li>• Increase in income,</li> <li>• Livelihoods diversification and degree of asset base creation</li> <li>• Number of direct and indirect beneficiaries in the project area reached by age, gender, vulnerable groups and people living with disabilities</li> <li>• HWC incidences reduced;</li> <li>• Hectares of firewood plantations established,</li> <li>• Sustainability of agricultural</li> </ul>	Up to 2 years per project	USD \$150 000.00

	<p>practices including energy efficient barns;</p> <ul style="list-style-type: none"> <li>• Relevance of proposed interventions to Climate-Smart Agriculture (CSA), sustainable use of woodlands, Non-Timber Forest Products (NTFP), development and strengthening of forest produce value chains and clean energy</li> <li>• For income generation or value chain related project activities, training on small business development, business planning, marketing, and management will be essential</li> <li>• Contribution towards Knowledge, Attitude and Practices (KAP)</li> <li>• Potential to contribute towards the landscape conservation approach, which integrates livelihoods and environmental conservation.</li> <li>• Contribution to poverty reduction; Disaster Risk Management (DRM) and Resilience to climate shocks</li> </ul>		
<b>Thematic Area 3: Provision of alternative sources of energy, clean energy and energy saving technologies in the targeted Districts to reduce dependence on firewood.</b>			
<ul style="list-style-type: none"> <li>• Grantees are expected to promote the use of alternative energy options, including solar energy and communal plantations as alternative sources of energy for agricultural and domestic use</li> </ul>	<ul style="list-style-type: none"> <li>• The envisaged results are an evidenced contribution to reduced pressure on forest; increased adoption of alternative energy sources for livelihood enhancement reduce the communities' dependence on indigenous trees and forests for firewood</li> </ul> <p><b>The quality of the proposed interventions will be measured on the following:</b></p> <ul style="list-style-type: none"> <li>• The number of beneficiaries with access to alternative energy</li> <li>• Documented change on pressure on indigenous forests; portions of woodlands/forests actively protected/conserved; contribution to reduced deforestation; reduced habitat loss;</li> <li>• Energy efficient tobacco curing barns constructed in the target conservancies</li> <li>• Contribution towards Knowledge, Attitude and Practices (KAP)</li> <li>• Number of direct and indirect beneficiaries in the project area reached by age, gender, vulnerable</li> </ul>	Up to 2 years per project	USD \$50 000.00

	<p>groups and people living with disabilities</p> <ul style="list-style-type: none"> <li>• Potential to contribute towards the landscape conservation approach, which integrates livelihoods and environmental conservation.</li> </ul>		
--	---	--	--

#### 4. TARGET GROUPS, STAKEHOLDERS AND GEOGRAPHIC COVERAGE

##### Geographic Coverage

In addition to the protected area network, the ZVBP is also being implemented in 21 wards that are directly participating in the establishment of Community Wildlife Conservancies (CWCs) in Hurungwe, Mbire and Muzarabani. These wards were selected based on their location in relation to protected areas, existence of important wildlife concentration sites, wildlife seasonal migration corridors and proximity to selected CWCs (wards that are sharing a boundary with a CWC), and conservation challenges hotspots. The communities were identified as highly interested and committed towards sustainable wildlife management during the development of the project and during the project baseline survey. The selected wards were also identified as areas where there is urgent need to address challenges of poaching, IWT, HWC, deforestation, and climate change consequences through sustainable livelihoods options. The project area has a population of 131,012 (65, 144 Male; 65, 868 Female) and 29,056 Households. From the project baseline survey conducted in 2019, Mbire has 5 wards that are directly connected to the selected CWCs (Karinyanga – Wards 4 and 12; Kanyurira/Masoka – Wards 2 and 11; Mbire North – Wards 1, 2 and 11). For Hurungwe there are 3 wards directly participating (Pfundundu – Ward 7, Nyaodza Ward 26<sup>1</sup>; Mukwichi – Wards 8 and 9). In Muzarabani there are 13 participating wards (Mavhuradonha- Wards 5, 6, 7, 8, 9, 10, 13, 17, 19, 20, 27, 28, 29).

Projects from applicants can target 1, 2 or all 3 of the Districts (Muzarabani, Mbire or Hurungwe) in the respective participating wards mentioned above. The outcomes of interventions proposed for specific geographic areas should have clear landscape wide multiplier benefits.

##### Target beneficiaries

Target beneficiaries/groups for project activities comprise of the following:

- Community members and Local authorities, in the target CWCs (men, women, youths, People Living with Disabilities (PLWD), indigenous and vulnerable communities/groups)

Applicants should develop project proposals in consultation with communities from the proposed participating wards.

#### 5. GRANTS MANAGEMENT ARRANGEMENTS

Successful applicants (Project Grantees) will enter into a Grant Agreement with UNDP which will be guided by the UNDP POPP Guidelines for engagement with NGOs/CSOs. UNDP Resident Representative or his designate, supported by the ZVBP Management Unit will oversee administration of the Grant Agreements.

#### 6. PROPOSAL FORMAT

Applicants are required to complete the proposal template attached in full. The Project Proposal should include the standard cover sheet, a one-page table of contents and should not exceed 15 pages of text (including any

<sup>1</sup> Nyaodza ward 26 was recommended by ZVBP Technical Committee (PTC) and Steering Committee on the premise that it is close to Pfundundu and therefore it will reduce pressure to the CWC and that it is experiencing severe deforestation (4<sup>th</sup> PTC Meeting Minutes)

charts or diagrams). The Proposal should be submitted in typed form. Additional attachments should not be more than 10 pages.

## **7. BUDGET AND DURATION OF EXECUTION**

Applicants must, in addition to the proposal, submit a budget in Excel for budget template which should show all the projected activities and expenses in detail. The Project Budget is an important part of the project proposal and must be completed prior to consideration of a proposed project for funding. Once a project has been approved for funding, the budget information becomes part of the binding agreement between the UNDP and the grantee. The development and management of a realistic budget is an important part of developing and implementing a successful project. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact of the project.

The amount requested in the Proposal should be proportionate with the organization's operations, administrative and financial management capabilities. Total expected duration of each project is up to two (2) years effective from the day an agreement is signed between the grantee and UNDP. UNDP and ZVBP Management unit reserves the right to adjust the grant awarded. Successful applicants will be notified of any changes or updates accordingly. Proposed project budgets should not exceed the maximum budget amount per thematic area. The budget amounts are inclusive of administration cost which should not exceed a maximum of 10% of the total budget. Proposals that do not conform to this guideline in their financial proposals will not be considered.

## **8. ELIGIBILITY**

Eligible grantees are registered NGOs/CBOs that have demonstrated competences and experience in working with local communities in promoting sustainable livelihoods, environmental awareness, biodiversity conservation, climate change adaptation and mitigation. The table below of UNDP Request for Information (RFI) from local CSOs/NGOs will be used to assess eligibility. Preference will be given to locally registered NGOs/CBOs, although International NGOs can apply.

## **9. REQUIRED COMPETENCIES**

- Technical and administration staff
- Proof of registration as an NGO/CBO including copies of registration certificate and constitution or another governing document
- Bank account: Grantees will be required to open a separate bank account for the project
- Demonstrated experience in the chosen thematic area
- In depth knowledge and experience in setting up local community development initiatives
- Demonstrated experience and capacity to establish partnerships with local authorities, private sector and CBOs would be a distinct advantage
- Project vehicle and other assets an added advantage

## **10. EVALUATION CRITERIA FOR PROPOSALS SELECTION**

The proposals will be reviewed by a designated Project Selection Committee and will make recommendations to ZVBP Steering Committee. Evaluation of proposals shall be carried out, in accordance with the evaluation criteria summarised in the evaluation section, Table 2 below. The selection shall focus on the quality of the proposal, proposed approach, results framework, team composition and capacity as well as the budget.

If a component of the proposal is identified as not fulfilling the eligibility criteria specified in the application guidelines at any stage of the evaluation process, the proposal will be rejected on that sole basis. A capacity assessment checklist will also be used in the evaluation of project proposal.



**Table 2: Summary of Technical Proposal Evaluation**

Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable
1.	Eligibility of the NGO (score weight - 19%, points obtainable - 190)	10%	100
2.	Soundness of the Theory of Change, Appropriateness of Approach and Implementation Plan (score weight 40%, points obtainable - 400)	40%	400
3.	Management Arrangement, Resources and Qualifications of Key Personnel (score weight - 31%, points obtainable - 310)	25%	250
4.	Value for Money, Innovation considerations, potential for landscape benefits (score weight - 10%, points obtainable - 100)	25%	250
Total			1000

Other aspects that will be considered in the evaluation process include:

- Sound technical proposal that includes replicable interventions that benefit the target communities.
- A proposed budget that is proportionate to the organization's proven administrative and financial management capacity.
- Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.
- The general list of required competencies

#### **11. DIVERGENCE FROM PROPOSED CONCEPT**

No divergence from approved concept and theory of change is expected. Grantees will be expected to implement the intervention as laid out in agreement documents and all inputs and materials should be in line with the agreed financial proposal.

#### **12. ETHICS**

All grantees are expected to abide by UNDP Code of Ethics and Social and Environmental Safeguards, including safeguards on indigenous people and disadvantaged groups' interests and the detailed codes and standards.

#### **13. DUTY OF CARE**

Grantees are responsible for the safety and well-being of their personnel (as defined in the contract) and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property. Applicants must develop their proposals with knowledge of the fact that they are fully responsible for Duty of Care in line with the details provided above. Failure to accept responsibility for Security and Duty of Care as detailed above, will be considered non-compliant and the proposal will be excluded from further evaluation.

## 14. INTELLECTUAL PROPERTY

UNDP shall, jointly own all rights in and to any work created in connection with this agreement, including all training materials, data, documents, information, copyrights, patents, trademarks, trade secrets or other proprietary rights in and to the work. Grantees are not allowed to withhold any information related to this agreement, as this will become public information.

## 15. SUBMISSION DEADLINE, PROPOSAL SUBMISSIONS & AMENDMENT OF CFP DOCUMENTS

**Mandatory subject of email: Name of Organisation CALL FOR PROPOSALS/GEF6/ZVBP SMALL GRANTS/01/2020.**

**Applicants shall submit all documents requested in this Call for Proposals as follows:**

- i. Technical proposal and Annexes: [bidstechnical.zw@undp.org](mailto:bidstechnical.zw@undp.org)
- ii. Financial Proposal: [bidsfinancial.zw@undp.org](mailto:bidsfinancial.zw@undp.org)

Application documents **must not exceed 8Mb**. Where the application exceeds the limit, applicants are encouraged to send the application documents in sets that are below the limit (for example: Technical Proposal Set 1 of  $n$ , Set 2 of  $n$ , Set 3 of  $n$  until all application documents have been sent). Application documents should clearly show the name of the organisation and address of the organisation. The following documents must be submitted for the submission to be considered:

1. Request for Information form (RFI) (Annex 1)
2. Complete Technical Proposal (Annex 2)
3. Completed Financial Proposal (Budget) (Annex 3)
4. Provide Curriculum Vitae (CVs) of key personnel include finance and admin, that will be assigned to support the project (Annex 4)
5. Proof of registration as an NGO/CBO including copies of registration certificate and constitution or another governing document (Annex 5)

**NB: Only one submission per organization per thematic area is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted. The application should be submitted electronically as per email above. Hard copy submissions will not be accepted.**

Proposals must be submitted by the deadline of 17:00 hr. on 20 March 2020 (Zimbabwe time). Proposals received after the deadline WILL NOT be considered.

### Request for clarifications

Applicants **requiring clarification** in relation to the call for proposals may send their questions to UNDP in writing at [procurement.zw@undp.org](mailto:procurement.zw@undp.org) before 15:00h on 09 March 2020 with the mandatory email subject title: **CALL FOR PROPOSALS/GEF6/ZVBP SMALL GRANTS/01/2020**. To afford prospective applicants reasonable time in which to take amendments into account in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals.

## 16. CALL FOR PROPOSALS TIMELINE

**Table 3: Call for proposals timelines**

27/01/2020	Launch of a Call for proposal
19/02/2020	Pre-Bids Information Session for all interested applicants at a venue to be advised. Interested applicants should notify UNDP by 10 February 2020

	through the email: <a href="mailto:procurement.zw@undp.org">procurement.zw@undp.org</a> , indicating <b>name of organisation, name(s) of not more than 2 representatives attending.</b>
09/03/2020	Deadline for request for any clarification from UNDP
13/03/2020	Last date on which clarifications are issued by UNDP
20/03/2020	Deadline for submission of full proposals
23/03/2020	Opening of received proposals
10/04/2020	Completion of evaluation
21/04/2020	Successful Applicants informed
01/05/2020	Grant Agreements

UNDP reserves the right to cancel the process at any time without prior notice and/or at its discretion.

## 17. IMPORTANT ADDITIONAL INFORMATION

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, sexual harassment, discrimination, collusion, unethical practices, and obstruction. UNDP committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. In responding to this Call for Proposal, UNDP requires all applicants to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests' paramount. Entity (-ies) must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All applicants found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, applicant, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- Are or have been associated in the past, with entity(-ies) or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- Were involved in the preparation and/or design of the program/project related to the services requested under this Call for Proposals; or
- Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, applicants must disclose the condition to UNDP and seek UNDP's guidance on whether or not such conflict exists.

Please note, only successful candidates will be contacted