



## **Terms of Reference: Call for Standard Project Proposals on Climate Change Mitigation and Adaptation in Botswana.**

**Country:** Botswana

**Description of Assignment:** The Global Environment Facility Small Grants Programme invites Civil Society Organisations, Academia and Research Institutions to submit innovative project proposals that addresses **climate change mitigation and adaption focal area** in line with the country environmental management and development priorities as well as the GEF targets. A total of 50% of the proposed projects are planned to be implemented within Operational Phase 6 landscape to support local communities within the boundaries of Makgadikgadi Framework Management Plan (in Boteti and part of Tutume (Nata, Gweta, Maposa, Zoroga, Tsokatshaa, Sepako, Manxotai, Dukwi, Mosetse, Kotamogoree, Lepashe and Matsitama villages) Sub Districts only). The other 50% of the proposed projects to be supported will be implemented outside the OP6 landscape (all the other areas in Botswana).

**Project Name:** SGP OP6 Anglophone Africa

**Project Number:** 11960-003

**Supervision:** GEF/SGP National Coordinator

The proposals including **proof of registration** should be submitted in **duplicate (1 original and 1 copy) together with a soft copy of the proposal in pdf format in a USB flash drive or CD** in sealed envelopes and clearly marked **“Call for GEF/SGP Proposal” – NOT TO BE OPENED BY REGISTRY**. The Proposal submissions must be addressed to and delivered to the following address:

The Resident Representative  
United Nations Development Programme  
The GEF Small Grants Programme  
P O Box 54  
UN Building, Ground Floor Reception Desk  
Government Enclave, Corner Khama Crescent and Presidents' Drive  
Gaborone, Botswana

**OR**

Sent by email in a **pdf format** to [procurement.bw@undp.org](mailto:procurement.bw@undp.org)

2. Proposals should reach the addresses specified above no later than **9<sup>th</sup> March, 2020 at 16:30 hrs. No late applications will be accepted**

3. General enquiries or any request for clarification regarding any part of the Call for Proposals (CFPs) must be sent in writing or by standard electronic communication to: [enquiries.bw@undp.org](mailto:enquiries.bw@undp.org) or **fax: +2673956093**

## Background

Established in 1992, following the Rio Earth Summit, the Global Environmental Facility Small Grants Programme (GEF/SGP) is a corporate programme of the Global Environment Facility and implemented by United Nations Development Programme (UNDP). The GEF/SGP supports local communities at the grassroots level to undertake projects aimed at restoring and conserving the environment while at the same time enhancing people's wellbeing and livelihoods. The projects supported are within the GEF focal areas of; biodiversity, land degradation, climate change, sustainable forest management, international waters, chemicals and Persistent Organic Pollutants (POPs).

The GEF Small Grants Programme provides Civil Society Organizations (CSOs) in developing and transitioning countries with grants and technical guidance to enable them to tackle global environmental challenges while addressing local sustainable development needs. In Operation Phase 6, grant-making focuses on the strategic initiatives of; community landscape conservation, climate smart innovative agro-ecology, low carbon energy access co-benefits and local to global chemical management coalitions and tap on the opportunities in line with the country environmental management and development priorities and the GEF target in Operational Phase (OP) 6<sup>1</sup>. With these environment-centered "grant projects" the Programme also seeks to generate sustainable livelihoods and reduce poverty in the world's neediest countries and regions. With the notion "*community action with global impact*", the Programme recognizes that grassroots communities as custodians of their environments, are better placed to tackle global environmental problems and come up with innovative and sustainable solutions.

Since its establishment in 1992, the Botswana Programme has supported 184 projects with varying successes. Through the technical and financial support provided by the Programme, the local communities have developed and led initiatives which significantly contributed to the restoration and conservation of the natural environments as well as enhanced people's well-being and livelihoods particularly in the rural areas. The Programme supports Government priorities and actions in environmental conservation as well as driving the sustainable development agenda through supporting community led pilot projects with the potential for up-scaling and replication by the Government and other partners.

In addressing new and emerging environmental issues, the programme is strategically positioned to support the government in her efforts to address these challenges particularly at the grassroots levels. One of these emerging environmental issues, the country is currently facing is climate change. Globally, climate change has become a real threat to mankind in this century and Botswana has not been spared. Unmitigated climate change presents significant risks for humanity, threatening the livelihoods of millions, while the poorest and most vulnerable are likely to suffer the most and lose development gains of recent decades. Interconnected challenges of overcoming poverty and managing climate change were described as "the two defining challenges of this century"<sup>2</sup>. According to scientific evidence on climate change, there is urgent need for stepping up climate action through adaptation and mitigation initiatives. According to studies undertaken, drought related stress in semi-arid regions such as Botswana is likely to increase due to the increased variability in precipitation coupled with extreme temperatures due to climate change. Botswana is highly vulnerable to the effects of climate change due to high dependence on climate sensitive sectors of economy such as; agriculture and tourism. It is, therefore, imperative to support initiatives aimed at mitigating and adapting to curb the effects of climate change while supporting sustainable livelihoods geared towards reducing poverty at grassroots levels.

SGP Botswana has supported a total of 11% of the projects within the climate change focal area since inception. In continued efforts to support the government of Botswana on climate action initiatives, the SGP intends to intensify support in rural areas in order to contribute to restoration and conservation of the environment, alleviate poverty and overall attainment of the Sustainable Development Goals (Goal

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<sup>1</sup> Improved management of landscapes and seascapes covering 300 million hectares; 120 million hectares under sustainable land management; 750 million tons of carbon-dioxide equivalent mitigated.

<sup>2</sup> Stern N. 2015 Economic development, climate and values: making policy. Proc. R. Soc. B 282: 20150820. <http://dx.doi.org/10.1098/rspb.2015.0820>

1: No poverty; Goal 2: Zero hunger; Goal 7: Affordable and clean energy; Goal 12: Responsible Production and Consumption; Goal 13: Climate Action; Goal 15: Life on land and Goal 17: Partnerships for the Goals). This support will also contribute to the attainment of the overall goal of the Programme<sup>3</sup> and OP6 (2015 to 2018) objective<sup>4</sup>. Furthermore, these initiatives will support the government in combatting climate change and achieving the country's obligations and pledges as echoed in the Intended Nationally Determined Contributions (INDCs) report of 2015.

It is against this background, that the GEF/SGP invites legally registered Civil Society Organizations, academia and research institutions in Botswana to submit innovative proposals that contributes towards climate change mitigation and adaption focal area within the agriculture and energy sectors. The proposals must also be linked to poverty reduction strategies in Botswana in line with the country environmental management and development priorities as well as the GEF targets as echoed in the Country Programme Strategy for OP6.

### **Scope of Work**

This Terms of Reference provide a guidance framework for a call for standard project proposals on climate change mitigation and adaptation in Botswana. *The overall purpose of this call for standard project is to enhance innovative initiatives that addresses climate change mitigation and adaptation within the agriculture and energy sectors.*

Based on the GEF/SGP implementation arrangements in OP6 of landscape approach, *50% of the allocated resources is planned to support proposed projects within Operational Phase 6 landscape.* These are projects with the target to support local communities *within the boundaries of Makgadikgadi Framework Management Plan* (in Boteti and part of Tutume (Nata, Gweta, Maposa, Zoroga, Tsokatshaa, Sepako, Manxotai, Dukwi, Moseitse, Kotamogoree, Lepashe and Matsitama villages) Sub Districts only). *A total of 50% of the proposed projects is planned to support initiatives to be implemented outside the OP6 landscape (all the other areas in Botswana).*

The successful proposals are expected to addresses climate change mitigation and adaption focal area and within the specific areas of; *a) climate smart innovative agro-ecology* and *b) low carbon energy access co-benefits* in line with the country environmental management and development priorities and the GEF targets as echoed in the Country Programme Strategy for OP6. The objectives of these strategic initiatives are:

#### **a) Climate smart innovative agro-ecology**

The objective is to support innovative and pragmatic approaches for farming that builds on both current agriculture science as well as the indigenous knowledge base of communities for sustainable land management in production systems (agriculture, rangelands, and forest landscapes). Agro-ecology practices and principles will be realized through appropriate climate-smart agriculture and improved agroecosystem service provision in the face of climate change.

#### **b) Low carbon energy access co-benefits**

The objective is to support transformational shifts to bottom-up energy solutions that are low-cost and provide high potential for carbon emissions reductions on a resilient development path. The bottom-up energy solutions will use integrated approach going beyond the energy sector and aiming at increasing climate resilience, reducing poverty, enhancing gender equality and achieving the sustainable development goals.

Additional information can be accessed and obtained from the Operational Phase 6 Country Programme Strategy and <http://sgp.undp.org>.

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<sup>3</sup> Global Environment Benefits Secured Through Community-Based Initiatives and Actions.

<sup>4</sup> To support the creation of global environmental benefits and the safeguarding of the global environment through community and local solutions that complement and add value to national and global level action.

## **Duties and Responsibilities of the Applicants**

- i. Undertake consultations with local authorities, local communities, Technical Advisory Committees at District levels and other stakeholders to facilitate consensus building, cooperation and partnership;
- ii. Pilot projects that promote the use of alternative energy options as alternative for agricultural and domestic use; or promote innovative climate smart agro-ecology practices and technologies aimed at reducing carbon-dioxide emissions and enhancing resilience to climate change;
- iii. Grantees to promote the use and enhance Indigenous Technical Knowledge systems;
- iv. Conduct periodic project site visits and monitor project progress according to the approved Annual Work Plans (AWPs);
- v. Oversee and ensure that all planned activities as per approved AWPs adhere to the standards in line with the respective sectoral requirements such as; construction, environment, tourism etc
- vi. Enhance the capacity of beneficiaries to effectively and efficiently implement impactful projects. With the support of GEF/SGP, to creatively organize and facilitated training workshops through participatory and interactive techniques;
- vii. As part of the knowledge management and communication of the GEF/SGP, to capture and share best practices and lessons learnt from project implementation and monitoring. To send these to National Coordinator (NC) for approval and dissemination;
- viii. Maintain good working partnership with the GEF/SGP National Coordinator and ensure continuous and timely flow of updates to the NC on all relevant issues affecting projects supported by the Programme.

## **Expected Outputs**

In line with the approved Memorandum of Agreement (MoA), the expected outputs of the proposed projects include:

- i. Training materials on relevant topics that addresses climate change mitigation and adaptation within the agriculture or energy sectors produced.
- ii. Reports detailing progress (narrative and financial) in the overall implementation of GEF/SGP projects.
- iii. At least 3 knowledge products for dissemination including but not limited to; guidance notes, toolkits, posters, brochures, and video documentary, short stories, policy briefs etc.

## **Required Skills and Experience**

- a) Excellent writing, presentation and communication skills in English and Setswana languages.

## **Timing**

The proposed project is expected to run for a period of 2 years from the date of signing of the Agreement by both parties. In this regard, it is important that eligible entities set realistic timeframes that will enable completion of the project on time, within budget and with desired results and impacts realised.

## **Duty Station**

The organisation will be working from their own operational/business space and will be expected to undertake field missions based on needs and as would have agreed upon at inception.

## **Management and Supervision Arrangements**

The proponents will work under the guidance and direct supervision of the SGP National Coordinator. Furthermore, the organisation will report to the SGP National Coordinator on implementation progress, challenges, opportunities and new developments that that could have an impact on the projects and SGP programme in Botswana.

## **Eligibility**

1. Proof of registration as a Civil Society Organisation (CBO or NGO) including copies of registration certificate, constitution or governing documents;

2. Academic and Research Institutions established with an Act of parliament, proof of registration provided;
3. CSOs led and working towards uplifting the inclusion of the vulnerable groups such as; *Women, Youths, People Living Disabilities and San community* are encouraged to apply.

**Applicants should develop project proposals in consultation with communities who are target beneficiaries for the projects.**

**Budget**

The project proponent should submit a detailed budget breakdown in Botswana Pula (including all estimated costs for all the components and activities) following the guidance provided in the proposal template availed. The ceiling SGP grant amount for the project under this call is the Pula amount equivalent to **USD 50,000.00**. The payment schedule will be as follows;

<b>Deliverables/ Outputs</b>	<b>Percentage Payable</b>
1) Upon signing Memorandum of Agreement	50%
2) Upon Approval of First yearly Progress Report	40%
3) Upon Approval of the Second Progress Report	10%

**Evaluation**

The proposals will be evaluated in 3 stages being the preliminary, technical and financial as follows:

**Stage 1: Preliminary evaluation**

The evaluation will be based on grant eligibility criteria for funding and **provision of proof of legal registration and capacity to manage and report on the funds**. Letters acknowledging receipt of all proposals for the call for proposals will be sent within 2 weeks of closure of the call for proposals.

**Stage 2: Technical stage**

The Technical Advisory Group (TAG) will assess, select and recommend technically competent proposals to the National Steering Committee (NSC). The NSC will review and further recommend the technically competent proposals to the United Nations Development Programme Resident Representative for review and final decision.

The assessment will be in line with the components as outlined in the proposal format and guidance availed:

**a. Project rationale and approach**

- Project summary;
- Organizational background and capacity to implement the project;
- Project objectives and expected results;
- Description of project activities;
- Implementation plan and time frame;
- Youth involvement;
- Capacity needs and capacity building activities to be undertaken
- Socio-economic or alternative livelihoods activities to be carried out;
- Clarity of roles and benefits for women and men in the community through the project;
- Activities used to include significant participation of vulnerable groups;
- Communications strategy of the project to promote public awareness;
- Project plan to produce policy impact and the intended results;
- The knowledge management strategy of the project

**b. Project risks, monitoring and evaluation**

- Risks identification and mitigation plan for facilitating successful implementation;
- Monitoring Plan for tracking and measuring implementation progress;

- Key performance indicators matrix to demonstrate what expected success will look like.
- Sustainability Plan that shows how results achieved will be sustained, scaled-up or replicated by local and national institutions.

**CSOs obtaining a minimum of 70% of obtainable points of 100 in the technical evaluation will be eligible and would be considered for the financial evaluation.**

### **Stage 3: Financial stage**

As per the proposal format, the assessment will be based on the project budget:

- Does the project outline a clear realistic budget that is consistent with the activities that are clearly linked to the project aim, objectives and resolution of the problem at hand;
- The budget should include all costs associated with managing and administering the project, in particular, the cost of monitoring and evaluation;
- As per the Standard Operating Procedures for the Programme; **only 5% to 15%** can be budgeted for administrative fees/running costs for the project.
- The budget should not exceed the Pula amount equivalent to USD 50,000.00.**

### **Stage 4: Feedback & notification**

- Upon completion of the assessment process the Technical Advisory Group will recommend proposals to the National Steering Committee. The NSC will further review and recommend to the United Nations Development Programme Resident Representative (UNDP RR) for finalization of award. Upon satisfactory review, UNDP RR will sign the Memorandum of Agreement for the proposed project on behalf of United Nations Office for Project Services (UNOPS).
- The proposals that are technical responsive, having attained **at least 70%** in the technical assessment will be recommended for grant award and the CSOs will receive written notification of such;
- CSOs with proposals attaining **less than 70%** in the technical assessment will be unsuccessful and will receive written notification as well.

### **Submission Details**

1. The proposals including **proof of registration** should be submitted in **duplicate (1 original and 1 copy) together with a soft copy of the proposal in pdf format in a USB flash drive or CD** in sealed envelopes and clearly marked **“Call for GEF/SGP Proposal” – NOT TO BE OPENED BY REGISTRY**. The Proposal submissions must be addressed to and delivered to the following address:

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