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**Terms of Reference: Call for Expression of Interest for Individuals to serve in the Technical Advisory Group**

**Country:** Botswana

**Description of Assignment:** The Global Environment Facility Small Grants Programme (GEF/SGP) invites individuals from the Civil Society Organisations (CSOs), Academic and Research Institutions and Private Sector to submit an Expression of Interest (EoI) to serve in the Technical Advisory Group (TAG). The Technical Advisory Group is an ad-hoc and technical sub-committee of the National Steering Committee (NSC). The Technical Advisory Group has been constituted as a pool of voluntary experts on call to serve as a technical sub-committee of the NSC, for review of proposals and in relation to specific areas of programming and partnership development.

**Period of Services:** 3 years

**Project Name:** SGP OP7 Anglophone Africa

**Project Number:** 11960-003

**Supervision:** GEF/SGP National Coordinator

The application package should be submitted in **1 original** in sealed envelope and clearly marked **“Expression of Interest for Individuals to serve in the Technical Advisory Group” – 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. Applications should reach the addresses specified above no later than **30<sup>th</sup> November 2020 at 16:30 hrs. No late applications will be accepted**

3. General enquiries or any request for clarification regarding any part of the Expression of Interest 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 at the Rio Earth Summit, the Global Environment Facility Small Grants Programme (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 GEF/SGP is a corporate programme of the GEF, implemented by United Nations Development Programme (UNDP) and executed by United Nations Office for Project Services (UNOPS).

The GEF Small Grants Programme, implemented by UNDP, is decentralized and country driven. Within the parameters established by the GEF Council and reflected in the Project Document for an Operational Phase, the programme seeks to provide for maximum country, and community-level, ownership and initiative. This decentralization is balanced against the need for programme consistency and accountability across the participating countries for the achievement of the GEF global environmental objectives, and the SGP's benchmarks as stated in the Project Document for a relevant Operational Phase.

The SGP is a global and multi-focal area GEF project, approved for funding by the GEF Council on a rolling replenishment, and implemented on behalf of the GEF partnership by UNDP, and executed by UNOPS. 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. By providing financial and technical support to projects that conserve and restore the environment while enhancing people's well-being and livelihoods, SGP demonstrates that community action can maintain the fine balance between human needs and environmental imperatives.

Since its establishment in 1992, the Botswana Programme has supported 196 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.

**SGP Headquarters Structure**

The UNDP/GEF Unit at UNDP Headquarters in New York provides fiduciary oversight for all of its GEF activities, including the SGP. Overall SGP programme management, operational guidance and support to the country programmes, as well as the identification and establishment of the SGP in new countries, are conducted by the SGP Central Programme Management Team (CPMT). The CPMT is composed of a Global Manager and Deputy Global Manager; Programme Specialists responsible for matrixed country support and focal area guidance, knowledge management, and monitoring & evaluation; Programme Associates; as well as external consultants as needed.

The SGP Global Manager and his/her alternate, the SGP Deputy Global Manager, are ultimately responsible for the overall management, strategic direction, policy development and resource mobilization efforts of the SGP. The Programme Specialists are primarily responsible for guidance on GEF focal areas and thematic directions, country programme support, assigned regional coordination responsibilities, knowledge sharing, partnership development and networking.

### **SGP Country Programme Structure**

The SGP operates in a decentralized and country-driven manner through a National Coordinator (NC), the National Steering Committee (NSC) with financial and administrative support provided by the UNDP Country Office (CO). Both NSC and the TAG are composed of voluntary members from Civil Society Organisations (Non-Governmental Organisations and Community Based Organisations), Academic and Research Institutions, Private Sector, the UNDP CO, and Government, with most members coming from the Civil Society sector. The NSC and TAG provides overall guidance and direction to the country programme and contributes to developing and implementing strategies for country programme sustainability. The technical capacity of the individual TAG members is an important criterion in determining its composition, and to the maximum extent possible the membership. The inclusion of the government GEF Operational Focal Point (OFP) at Department of Environmental Affairs and the UNDP Environment and Climate Change Unit in the TAG is mandatory.

In Botswana, the Technical Advisory Group (TAG) has been constituted as a pool of voluntary experts on call to serve as a technical sub-committee of the NSC, for review of proposals and in relation to specific areas of programming and partnership development. The TAG can also be tasked by the NSC to provide specific technical guidance in specialized areas of work, such as; carbon measurement, payments for ecosystem services, marketing and certification of products, transboundary diagnostic analysis, and other relevant fields.

### **Criterion for Selection of the Technical Advisory Group**

The Technical Advisory Group is an ad-hoc and technical sub-committee of the National Steering Committee; is a voluntary and multi-sectoral. TAG screen/review, evaluate and recommend projects for funding to the NSC through consensus decision-making. It provides specific technical guidance in specialized areas of work, developing partnerships and co-financing for the Programme and in supporting the translation of its lessons learned to improvements in policy and development practices in the country.

TAG members should have expertise, experience, an abiding interest and commitment to working with local communities and share a vision of sustainable development and "thinking globally, acting locally" in terms of linking the GEF focal areas and strategic initiatives. In Operational Phase 7 (July 2019- June 2023) the GEF/SGP strategic initiatives are; a) community-based conservation of threatened ecosystems and species, b) sustainable agriculture and fisheries, and food security, c) low-carbon energy access co-benefits and d) local to global coalitions for chemicals and waste management.

In addition, the members should bring along expertise and experience to support the GEF/SGP grant maker+ services that enhance the overall effectiveness of the portfolio through Government-Private Sector Dialogue Platforms, promoting social inclusion (youth, women, People With Disabilities and the San communities ) and global knowledge platforms. TAG Non-Governmental members must have high credibility and wide experience working with local communities and CSOs in the country and thus can represent their needs and interests in committee discussions. Strong, experienced, and technically competent civil society representation on the TAG is crucial as a means of keeping the SGP responsive to its mandate to work with NGOs, CBOs and vulnerable groups particularly at the grassroots levels.

In nominating members for the TAG, NCs and the UNDP RR or his/her delegate should consider both the expertise and qualifications of the individual candidates, and the overall composition and balance of the committee. While certain institutions (UNDP, and government GEF Operational Focal Point (OFP) at Department of Environmental Affairs) must be represented in the TAG, members should also be chosen who as individuals including from the Private sector and donor community would contribute significantly to the committee and the Programme's various expertise needs (e.g. on GEF focal areas, sustainable livelihoods, gender considerations, knowledge management, communications, resource mobilization and capacity development).

Governmental and donor agency members should hold positions relevant to the work of the SGP and at a level where they could make decisions on behalf of their agencies. TAG members overall must be able and willing to discuss constructively and develop consensus decisions. The TAG, with the NC, are responsible for ensuring that participatory, democratic, impartial, and transparent procedures for project review and approval, as well as all other aspects of programme implementation at the country level in accordance with the SGP Project Document for the relevant Operational Phase.

### **Timing**

TAG members usually serve for a maximum duration of 2 terms of 3 years each. In general, periodically inviting new members is a sound and healthy policy that brings new ideas and expertise to programme implementation, and roughly one quarter of TAG members may rotate in any given year. Changing the entire membership at one time should be avoided.

**Participation in the TAG is without monetary compensation.** Travel expenses for project site visits or to TAG meetings can be covered by the SGP Country Operational Budget.

### **Responsibilities**

#### **a) The Technical Advisory Group**

The TAG is responsible for the review, selection and recommendation of projects to the NSC, and for ensuring their technical and substantive quality as regards the strategic objectives of the SGP. In collaboration with the NC and NSC, the TAG contributes to the development of the Country Programme Strategy (CPS) in accordance with the relevant Operational Phase Project Document (ProDoc) and national environmental priorities and oversees its implementation. TAG members are expected to support the Country Programme in resource mobilization and in mainstreaming SGP lessons learned and successes in national development planning and policymaking. TAG members are encouraged to participate in pre-selection project site visits and in project monitoring and evaluation.

In recommending projects to the NSC for approval, the TAG must do its best to ensure the technical and substantive content of SGP grants, and the administrative and financial capacity, either actual or potential, of the CSO grant recipients. The UNDP RR, or his/her delegate, as well as other members of the TAG, are encouraged to provide any relevant information about these concerns, especially the financial and organizational integrity of CSOs.

#### **b) National Coordinator**

The SGP NC has lead responsibility for managing the Country Programme implementation and ensuring that grants and projects meet GEF and SGP criteria. The NC major functions inter alia include: (i) assisting CSOs in the formulation of project proposals; (ii) serving as the ex officio secretariat for the TAG; (iii) ensuring sound programme monitoring and evaluation, including periodic project site visits; (iv) resource mobilization; (v) communication and dissemination of SGP information; and (v) global reporting to CPMT, UNOPS, responding to audits, and other tasks as stipulated in their ToRs.

### **c) United Nations Development Programme Country Office**

The UNDP CO provides management support to the SGP Country Programme. The UNDP Resident Representative/Resident Coordinator (hereafter abbreviated to UNDP RR) in each UNDP CO assigns a staff person to participate in the TAG. Each UNDP CO also contributes to monitoring Programme activities – usually through broad oversight by the designated focal point as part of TAG responsibilities; facilitates interaction with the host government; and develops links with other in-country financial and technical resources.

The UNDP CO is also responsible for providing operational support – the RR signature of grant project MOAs (on behalf of UNOPS); appointment letters to TAG members (on behalf of SGP); local grant disbursements; HR administration; as well as assisting in audit exercises for the Programme. The detailed steps for each operational aspect are described in the UNOPS SGP SOPs. The UNDP CO also plays a fundamental role in launching a new SGP Programme in terms of endorsement of the government application to be a participating SGP country and in helping CPMT organize the startup mission.

### **Technical Advisory Group Decision Making**

TAG adopt decisions under the principle of consensus, and rarely resort to voting to determine whether a project is approved, or a particular course of action is taken. To facilitate meetings, the TAG may decide to select its Chairperson(s) in the following way: (i) one of the most committed expert member to chair for a particular period of time; (ii) members to chair meetings on a rotating basis to enhance each member's participation; and (iii) on a co-chair approach with government and non-government representation to promote civil society leadership and CSO-government collaboration which are institutional objectives of the Programme.

The objectivity, transparency and credibility of the TAG is of paramount importance to the success of the Country Programme, and to maintaining good relations among stakeholders. Generally, Country Programmes cannot consider proposals associated with sitting TAG member organizations. An NGO may nonetheless submit proposals when its representative has finished the term of service and is no longer on the Committee. On an exceptional basis, and under specified conditions pre-approved by CPMT, CSOs with members in the TAG can submit proposals.

### **Duty Station**

The TAG members will be working from their own operational/business space and will be expected to undertake field missions and participate at the TAG meetings based on approved schedules.

### **Management and Supervision Arrangements**

The TAG members will work under the guidance of the SGP National Coordinator and direct supervision of UNDP RR for the entire duration of their term.

## Evaluation

The assessment of submissions to serve in the TAG will be done by the NC in consultation with the UNDP Environment and Climate Change Unit. The evaluation will be based on the technical competence, expertise and knowledge on the OP7 strategic initiatives and the GEF focal areas, experience in community-based initiatives and CSO work including serving in the boards. In addition, academic qualifications will be considered in the requisite fields of among others environment, natural resources, development, monitoring and evaluation. Upon completion of the evaluation, the selected individuals will be recommended to UNDP RR before submission for ratification by the SGP Global Manager.

The composition of a newly established TAG is subject to ratification by the SGP Global Manager while subsequent appointments can be ratified by the responsible CPMT Regional Focal Point. In general, only one government representative on the TAG is required. However, depending on the circumstances, Country Programmes can have additional government representatives such as Convention focal points. The UNDP RR provides the appointment letters on behalf of the SGP.

## Application

Submission of an up to date and detailed CV together with a motivation letter and certified copies of academic certificates.

## Submission Details

1. The application package should be submitted as **one original** in sealed envelopes and clearly marked **“Expression of Interest for Individuals to serve in the Technical Advisory Group” – NOT TO BE OPENED BY REGISTRY**. The submissions must be addressed to and delivered to the following address:

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