



## The Global Environment Facility - Small Grants Programme (GEF/SGP)

### Terms of Reference: Call for Standard Project Proposals to Support Community Management of Protected Areas for Conservation (COMPACT) Replication Project in Botswana.

**Country:** Botswana

**Description of Assignment:** The Global Environment Facility Small Grants Programme invites Civil Society Organisations, Academic and Research Institutions to submit innovative project proposals that addresses environmental conservation in strategic initiatives related to: community-based conservation of threatened ecosystems and species; sustainable agriculture, fisheries, and food security; low-carbon energy access co-benefits and local to global coalitions for chemicals and waste management in line with the country environmental management and development priorities as well as the GEF targets. The proposed projects are planned to support the Community Management of Protected Areas for Conservation (COMPACT) replication project and to be implemented within Operational Phase 7 landscape to support local communities within the boundaries of Panhandle of the Okavango Delta in Botswana.

**Project Name:** SGP OP7 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)** sealed envelopes and clearly marked **“Call for GEF/SGP Proposal - COMPACT – 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 not later than **11<sup>th</sup> July 2022 at 16:00hrs (Botswana Time)**. **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, as well as 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 7, grant-making focuses on the strategic initiatives of; community-based conservation of threatened ecosystems and species; sustainable agriculture and fisheries, and food security; low-carbon energy access co-benefits, local to global coalitions for chemicals and waste management and tap on the opportunities in line with the country environmental management and development priorities, the GEF target in Operational Phase (OP) 7 and SGP Country Programme Strategy for OP7<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.

In supporting the Government in driving her sustainable development agenda, the GEF Small Grants Programme is collaborating with the Government of Botswana and UNESCO World Heritage Centre on a series of activities to support the replication of the **Community Management of Protected Areas for Conservation (COMPACT)** model in Okavango Delta World Heritage site in Botswana under a project titled "Engaging local communities in the management of the World Heritage Sites in Africa". This project builds on similar recent efforts in several World Heritage sites in Africa, including in South Africa, Lesotho, Niger, Ethiopia, Senegal, Tanzania and Kenya. COMPACT seeks to demonstrate how community-based initiatives can significantly increase the effectiveness of the biodiversity conservation in the co-management of globally significant protected areas by working to improve the livelihoods of local communities. The COMPACT methodology is one of the strategies developed by the World Heritage Convention and aims to ensure that World Heritage conservation contributes to sustainable development by fostering peace and security, care for nature, cultural diversity, inclusive social and economic development and the quality of life of communities, whilst fully respecting the Outstanding Universal Value of World Heritage sites. This commitment was further confirmed by the General Assembly of States Parties to the World Heritage Convention when it adopted the Policy Document for the Integration of a Sustainable Development Perspective into the Processes of the World Heritage Convention at its 20<sup>th</sup> session in 2015 (20 GA 13).<sup>2</sup>

It is against this background, that the GEF/SGP invites legally registered Civil Society Organizations, academic and research institutions in Botswana to submit innovative proposals that contributes to environmental conservation as per priority areas of the COMPACT Site Strategy of: Increasing community awareness and knowledge of the Panhandle's natural and cultural heritage assets for conservation and sustainable use; Protecting and ensuring sustainable use of natural and cultural heritage assets of the landscape through active stakeholder participation and collaboration; Increasing stakeholders' capacity and skills to use the Panhandle's natural and cultural resources sustainably; Achieving effective management of the Panhandle of the Okavango Delta WHS through shared governance between and among all stakeholders; Increasing diversification and improving sustainable livelihoods opportunities for local communities and user groups through value addition for optimum returns; and Developing destination

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<sup>1</sup>.To promote and support innovative, inclusive and scalable initiatives, and foster multi stakeholder partnerships at the local level to tackle global environmental issues in priority landscapes and seascapes.

<sup>2</sup> <http://whc.unesco.org/en/sustainabledevelopment/>

marketing for the Panhandle of the Okavango Delta WHS. The proposed projects are planned to support the COMPACT replication project and to be implemented within Operational Phase 7 to support local communities within the boundaries of Panhandle of the Okavango Delta in Botswana (Table 1 and Figure 1 below).

Table 1: List of Villages Situated in the Panhandle of Okavango Delta World Heritage Site.

Villages			
i.	Xaxaba	xv.	Gudigwa
ii.	Jao	xvi.	Mohembo
iii.	Ditshiping	xvii.	Shakawe
iv.	Xakao	xviii.	Nxamasere
v.	Ngarange	xix.	Sepopa
vi.	Mogotho	xx.	Ikoga
vii.	Shaowe	xxi.	Etsha 1 to 13
viii.	Seronga	xxii.	Sekondomboro
ix.	Eretsha	xxiii.	Beetsha
x.	Kauxwi	xxiv.	Mawana
xi.	Xakao	xxv.	Kajaja
xii.	Xhaoga	xxvi.	Qauxa
xiii.	Gonutsoga	xxvii.	Kaputura
xiv.	Tobera	xxviii.	Shaikarawe

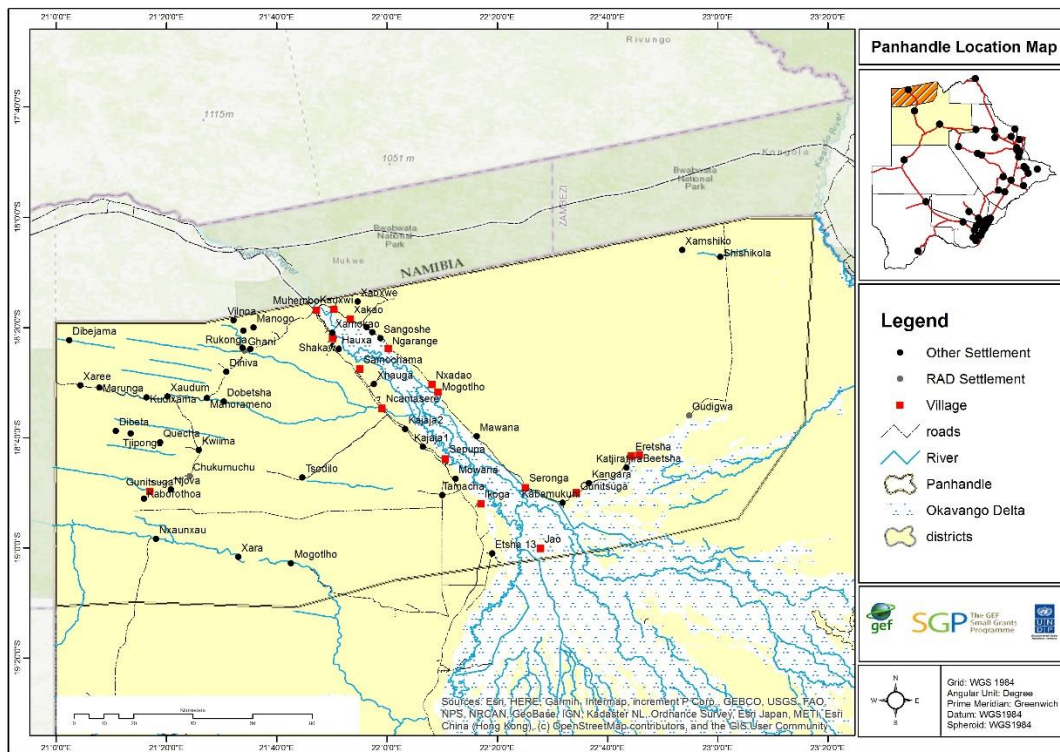


Figure 1: Location Map of Panhandle of the Okavango Delta.  
Source: GEF Small Grants Country Programme Strategy, 2019.

### Scope of Work

This Terms of Reference provide a guidance framework for a call for standard project proposals for the implementation of the COMPACT replication project in Botswana. *The overall purpose of this call for standard project is to enhance innovative initiatives that addresses environmental management and poverty reduction in the Panhandle of the Okavango World Heritage Site.*

The successful proposals are expected to address environmental conservation and poverty reduction in the strategic initiatives of; 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 line with the country environmental management and development priorities and the GEF targets as echoed in the Country Programme Strategy for OP7 and COMPACT site strategy.

Additional information can be accessed and obtained from the Operational Phase 7 Country Programme Strategy, COMPACT Site Strategy and <http://sgp.undp.org>.

### **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 in developing the proposal;
- ii. Propose pilot projects that promote environmental conservation and poverty reduction in line with the COMPACT site strategy;
- iii. During implementation, Grantee projects to promote the enhancement and utilization of indigenous knowledge and traditional knowledge systems for the sustainable use of the natural resources;
- 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 are implemented and adhere to the standards in line with the respective sectoral requirements;
- vi. As part of the knowledge management and communication of the GEF/SGP, capture and share best practices and lessons learnt from project implementation and monitoring and submit to the National Coordinator (NC) for approval and dissemination;
- vii. Maintain good working relationship with the GEF/SGP National Coordinator and ensure continuous and timely flow of updates to the NC on all relevant matters concerning activities supported by the Programme.

### **Expected Outputs**

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

- i. Reports detailing progress (narrative and financial) in the overall implementation of GEF/SGP projects.
- ii. Final product, desired results and impact as per the approved project proposal.
- 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.

### **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 the desired results.

### **Duty Station**

The grantee organisation will be working from their own operational/business space and will be expected to undertake field missions based on approved schedules and budget.

### **Management and Supervision Arrangements**

The grantee 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 could have an impact on the projects and SGP programme in Botswana.

### **Eligibility**

The SGP only supports non-profit oriented institutions registered in Botswana such as; Civil Society Organizations (Non-Governmental Organizations and Community-Based Organizations), Academic and Research Institutions. Proposals submitted by the eligible entities should be as follows;

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. A consortium of CSOs can apply as partners with one CSO being the lead entity and executor of the project; institutional arrangements should show clear role clarity between the two entities.

CSOs led and working towards uplifting the inclusion of the vulnerable groups such as; **Women, Youths, People Living Disabilities and San communities** are encouraged to apply.

**There should be evidence of consultation and inclusive participation of target beneficiary communities in the project proposal development.**

### **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 Annexed to this ToRs. The maximum grant amount for the proposed project under this call is the Pula amount equivalent to **USD 50,000.00**. The disbursement 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 assessment will be in line with the components as outlined in the proposal format and guidance availed below:

##### **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, Academic and Research Institutions obtaining a minimum of 70% of obtainable points out 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 and Notification**

- Upon completion of the assessment process the Technical Advisory Group will recommend proposals to the National Steering Committee. The NSC will further review, approve 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

**Submission Details**

1. The proposals including **proof of registration** should be submitted in **duplicate** (1 original and 1 copy) in sealed envelopes and clearly marked “**Call for GEF/SGP Proposal – COMPACT – NOT TO BE OPENED BY REGISTRY**”. The Proposal submissions must be addressed to and delivered to the following address:

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