



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

Terms of Reference for Call for Project Proposals under the Operational Phase 7 Landscapes, Botswana.

Country: Botswana

Description of Assignment: The Global Environment Facility Small Grants Programme invites Civil Society Organisations, Academic and Research Institutions to submit project proposals that promote and support innovative, inclusive and scalable initiatives, and foster multistakeholder partnerships at the local level to tackle and address environmental conservation in the landscapes under the following strategic initiatives in line with the country environmental management and development priorities as well as the GEF targets; community-based conservation of threatened ecosystems and species; sustainable agriculture and fisheries, and food security; low-carbon energy access co-benefits; and local to global coalitions for chemicals and waste management.

Project Name: SGP OP7 Anglophone Africa

Project Number: 11960-003

Supervision: GEF/SGP National Coordinator

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 – 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

2. Proposals should reach the addresses specified above no later than **11th July 2022 at 16:00 hrs (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 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 that are 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 (OP)7, grant-making focuses on 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. 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 grassroots communities as custodians of their environments, they 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 196 projects with varying successes. Through the technical and financial support provided by the Programme, the local communities have led initiatives that has significantly contributed to the restoration and conservation of the natural environments as well as enhancing people's well-being and livelihoods particularly at 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 supporting the Government in driving her sustainable development agenda, the GEF Small Grants Programme invites legally registered Civil Society Organizations, academic and research institutions in Botswana to submit innovative proposals that contributes to environmental conservation as per strategic initiatives of the Country Programme Strategy for OP 7. The proposed projects are planned to support the implementation of the Operational Phase 7 to support local communities within the boundaries of selected landscapes of Makgadikgadi Wetland System and the Bobirwa Area. Figures 1 and 2 shows the location of the project sites under this Call for Proposals.

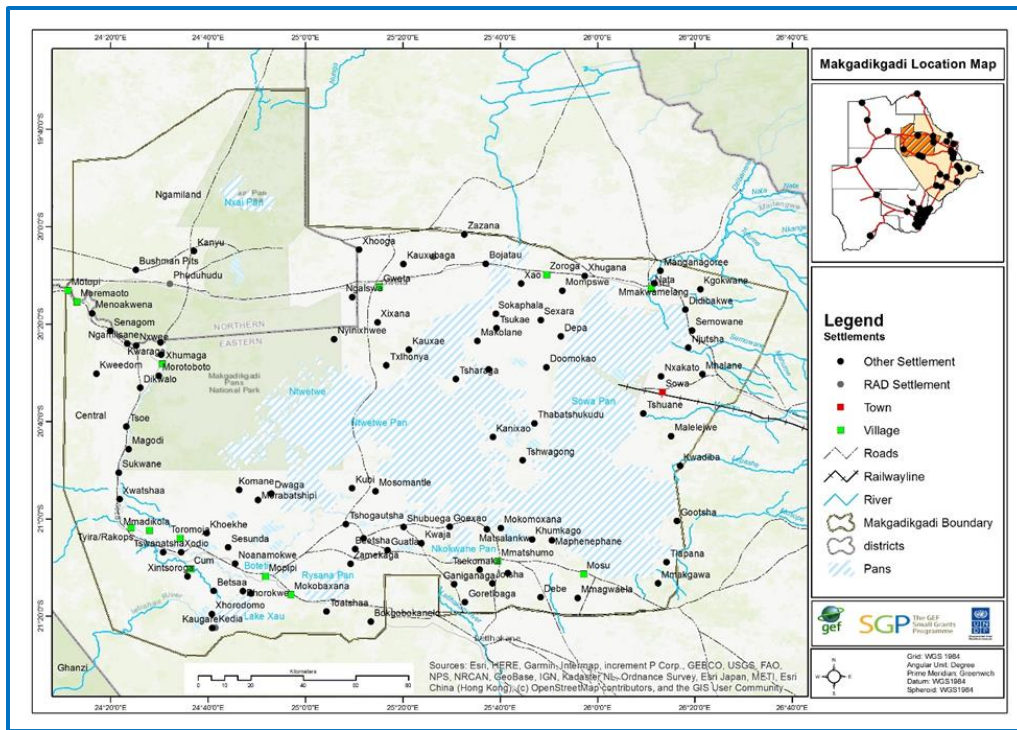


Figure 1: Location Map of Makgadikgadi Wetland Area.
 Source: GEF Small Grants Country Programme Strategy, 2019

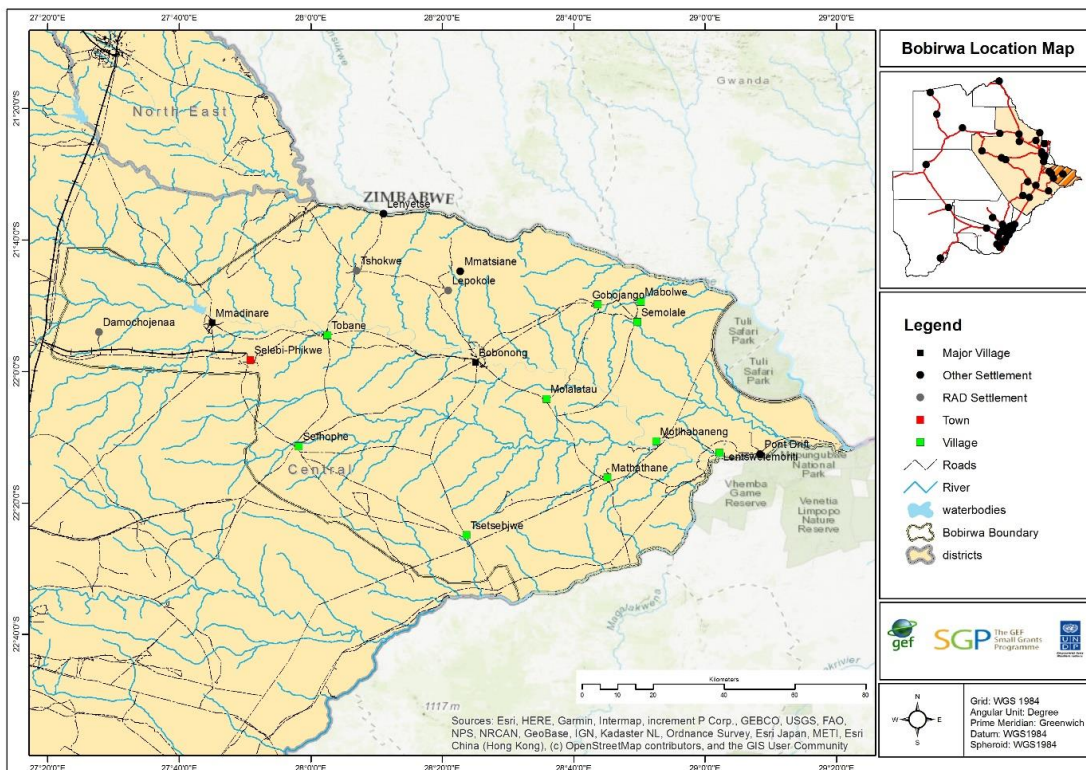


Figure 2: Location Map of Bobirwa Area.
 Source: GEF Small Grants Country Programme Strategy, 2019.

Scope of Work: Purpose, Objectives and Specific Objectives

Purpose:

The overall purpose of this call for standard project proposals is to enhance innovative initiatives that address global environmental management challenges and poverty reduction through community led interventions and actions in the selected landscapes.

Objectives:

The overall objective of this grant is to support community led projects that address environmental challenges and enhances community livelihoods in the OP7 landscapes of Makgadikgadi Wetlands and Bobirwa Sub-District.

Duties and Responsibilities

- i. Undertake consultations with local authorities, TACs and other relevant stakeholders in the selected Landscapes (Makgadikgadi or Bobirwa areas) for consensus building, cooperation and partnership on SGP supported projects;
- ii. Propose pilot projects that promote environmental management and conservation focusing on either community-based conservation of threatened ecosystems and species, or sustainable agriculture and fisheries, and food security or low-carbon energy access co-benefits or local to global coalitions for chemicals and waste management;
- 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. Oversee and ensure that all planned activities as per approved AWP are implemented and adheres to the standards in line with the respective sectoral requirements;
- v. Conduct periodic project site visits and monitor project progress according to the approved Annual Work Plans (AWPs);
- vi. As part of the knowledge management and communication of the GEF/SGP projects, 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.

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 in 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.

Management and Supervision Arrangements

The grantee will work under the guidance and direct supervision of the SGP National Coordinator for the entire duration of the project. 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 project 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 community* are encouraged to apply.

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

Budget

The proposing entity 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 Botswana Pula amount equivalent to **USD 50,000.00**. The payment disbursement will be as follows;

Deliverables/ Outputs	Percentage Payable
1) Upon signing Memorandum of Agreement	50%
2) Upon approval of first half yearly Progress Report	40%
3) Upon approval of the Final Capacity Development and Monitoring 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.

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 (UNDP RR) for review and final decision. Finally, upon satisfactory review, UNDP RR signs the Memorandum of Agreement for the proposed project on behalf of United Nations Office for Project Services (UNOPS).

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 to successful implementation;
- Monitoring, evaluation plan and indicators;
- Sustainability of results achieved.

CSOs, Academic and Research Institutions obtaining a minimum of 70% of the 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:

- a. 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;
- b. The budget should include all costs associated with managing and administering the project. In particular, include the cost of monitoring and evaluation;
- c. As per the Standard Operating Procedures for the Programme; **only 5% to 15%** can be budgeted for administrative fees/running costs for the project.
- d. The budget should not exceed the Pula amount equivalent to USD 50,000.00.**

Stage 4: Feedback and Notification

- a. Upon completion of the assessment process the Technical Advisory Group will recommend proposals to the National Steering Committee. The NSC will further review and approves proposals recommend to the United Nations Development Programme Resident Representative for finalization of award and signing of a Memorandum of Agreement.
- b. 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;
- c. CSOs, Academic and Research Institutions 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)** 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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