



Call for Proposals from NGOs

INSTRUCTIONS

DESCRIPTION OF THE ASSIGNMENT: Non-Governmental Organization (NGOs)/Civil society Organizations (CSOs) to submit technical proposals for implementation of identified Community livelihoods projects, for the GEF-financed, GEF-6 Child Project

Project Title: *Managing the human-wildlife interface to sustain the flow of agro-ecosystem services and prevent illegal wildlife trafficking in the Kgalagadi and Ghanzi Drylands* (PIMS 5590) project.

Submission Details: Proposals should be submitted by email and clearly labelled NGOs/CSOs to develop technical proposals for implementation of identified Community Livelihoods developments projects, for the GEF -Financed, GEF-6 Child Project

TO

procurement.bw@undp.org

Submission date: 10th October 2022, E-tendering Time

The project implementation will be supervised and guided by the relevant government entities responsible for oversight in community developed, business and tourism development, and the respective resource management, particularly the Department of Wildlife and National Parks (DWNP). This will also be guided by evidence of broad-based community stakeholder consultations and support for such projects.

Any request for clarification must be sent in writing, or by standard electronic communication e-mailed to enquiries.bw@undp.org. UNDP Botswana will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of the inquiry to all prospective facilitators.

1. BACKGROUND

1.1. UNDP partners with people at all levels of society to help build nations that can withstand crisis, drive, and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

- 1.2.** This Call for Proposals (CFP) is specifically related to the UNDP and the Government of Botswana's Kgalagadi and Ghanzi Drylands Ecosystem Project (KGDEP). The call for proposal is for interested Non-Governmental Organization (NGOs)/Civil society Organizations (CSOs) to develop technical proposals for implementation of community livelihoods bankable/sustainable project for the GEF-6 Child Project titled "*Managing the human-wildlife interface to sustain the flow of agro-ecosystem services and prevent illegal wildlife trafficking in the Kgalagadi and Ghanzi Drylands*", PIMS 5590; GEF ID 9774.
- 1.3.** The Government of Botswana, through the Ministry of Environment, and Tourism (MET), in partnership with UNDP, is implementing the 7-year KGDEP. This is a child project under the World Bank-led Global Wildlife Programme which seeks, globally to prevent the extinction of known threatened species through activities that: reduce illegal wildlife trade (IWT) and wildlife crime; protect the habitats of targeted species through improved governance and natural resource management; and, reduce demand for illegally-traded wildlife and wildlife products by changing consumer behavior, supporting activities that promote alternative, nature-based livelihoods and decrease the costs to communities of living with wildlife (by mitigating human-wildlife conflict).
- 1.4.** Due to the complex interplay of multiple factors, the effectiveness of the WMAs is being compromised, wildlife is under threat from poaching, wildlife poisoning and illegal wildlife trade (IWT), and communities are yet to realize the benefits of living with wildlife. Competition between commercial and subsistence livestock farmers and increasing land-use pressures from these and other sectors is reducing the productivity of rangelands. The lack of viable alternative livelihood opportunities fuels community frustrations. Stakeholders currently lack the planning tools, institutional coordination and operational capacities to balance competing needs and optimize environmental, social and economic outcomes.

2. BACKGROUND TO THE CALL FOR PROPOSAL

- 2.1.** The project Mid-Term Review (MTR), which was instituted between March to July 2021, highlighted that overall performance of the project was behind target for several of reasons, and that significant adaptive management would be required immediately to address identified challenges.
- 2.2.** One of the recommendations was that under Component 2, the project should identify and engage NGOs/CSOs partners to implement some Component 2 activities. The MTR noted that some of the NGOs/CSOs have been working in the two Districts and their knowledge and experience would improve project implementation.
- 2.3.** The project partners recognize the experience, capacity, and established track record of several NGOs/CSOs which are active in the project landscape and beyond. These have been identified as potential partners to be engaged in project execution, mainly under Component 2.

- 2.4. It is further recognized that engaging these NGOs/CSOs would enable effective and efficient delivery of project results, which will contribute significantly to: accelerated performance, improved stakeholder engagement, and improve project sustainability plans.
- 2.5. Following the MTR recommendations, a project reset process was instituted and based on previous several community consultations, the revised ProDoc (see attached **Annexure 1**) has identified community livelihood projects which could be implemented by the NGOs/CSOs in the remaining time of the project life.
- 2.6. The project reset identified two Community Based organizations (CBOs), leasing GH10, and GH11 (see **Annexure 2**) where the KGDEP would support the identified livelihoods interventions for these particular CBOs.
- 2.7. The projects are to be implemented on behalf of the Ministry of Environment and Tourism, in close collaboration with the respective Government Implementing Partners (IPs), The Technical Advisory Committee, and the communities.
- 2.8. The IPs shall provide oversight and guidance for quality and assurance and monitoring, therefore there should be a scheduled progress reporting to the perspective IPs, the KGDEP, the advisory committee, and the community.
- 2.9. In light of the above, UNDP is seeking the services of interested Botswana based NGOs/CSOs to undertake: development of a technical proposal, and implementation of sustainable projects for the selected community projects in the specific areas.
- 2.10. Applicants are encouraged to familiarize themselves with all local conditions, policies and procedures, and institutional guidelines and standards, pertaining to the development of the project proposal and its implementation, as these may be necessary for sustainability beyond donor support. **Applicants are, therefore advised to clearly define sustainability plans, or transitional plans beyond donor support.**
- 2.11. This call for proposals is for a **Quality-Based Fixed Budget Selection (QB-FBS)**, for the development of project proposal and implementation of the projects listed in **Annexure 2**, as outlined in the reset document.
- 2.12. This call for proposal is for Botswana based and lawfully registered NGOs/CSOs. Kindly provide all necessary documents as proof of lawful registration and license to provide required services.

3. PROJECT INSTITUTIONAL ARRANGEMENTS

- 3.1.** KGDEP is a Government of Botswana Project, with MET as the overall accountable project Implementing Partner on behalf of the various Implementing Partners (IPs), across the four project components.
- 3.2.** The United Nations Development Programme Country Office (UNDP CO) as the Global Environmental Fund (GEF) Implementing Agency, plays an oversight role to the project implementation. The Project National Coordination role has been placed under the Director- Department of Environmental Affairs (DEA).
- 3.3.** A Project Management Unit (PMU) has been set up to facilitate and coordinate the day-to-day project implementation activities working with the DEA District Coordinators, as the Project Coordination offices, at District level.
- 3.4.** The project implementation will be supervised and guided by the relevant government entities responsible for oversight in community developed, business and tourism development, and the respective resource management. These include: Department of Wildlife and National Parks; Botswana Tourism Organization; Department of Museum; Local Enterprise Authority; and Department of Forestry and Range Resources. This will also be guided by evidence of broad-based community stakeholder consultations and support for such projects.

4. GUIDANCE TO THE DEVELOPMENT OF PROJECT PROPOSAL

- 4.1.** The technical proposals should demonstrate proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO's response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.
- 4.2.** Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the ToRs, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable for quality assurance and monitoring.
- 4.3.** Management Structure and Resource (Key Personnel) – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) and copy of certificates of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the ToR. Further details are outlined in paragraphs 4.5, and 4.6 below.

- 4.4.** Technical proposals, in read-only PDF format, should be submitted electronically to the address provided for delivery of project proposals. Additionally, the financial proposal should also be supplied in Microsoft Excel format (in addition to the PDF version in the technical proposal).
- 4.5.** Interested CSOs/NGOs shall submit a technical proposal which includes the following:
- a) One page maximum- A covering letter of announcing the interest and duration of availability to implement the project.
 - b) two pages maximum- Proposals executive summary
 - c) one page maximum- Introduction to the project including a summary of the problem statement, objective and expected outcomes.
 - d) Five pages maximum- Detailed description of the proposed project including but not limited to: location/spatial design (where applicable); activities, beneficiaries, institutions involved etc., including maps of proposed target areas.
 - e) Two pages maximum- Detailed log-frame (**see template in Annexure 3**), including overall goal, objectives, outcomes, outputs, impacts on the beneficiaries. The outcomes, outputs and impacts should be measurable and follow SMART principles. Applicants should align their project log-frame with the relevant outcomes, outputs and indicators in the KGDEP Project Document.
 - f) Two pages maximum- Proposed implementation arrangements including: project design and supervisor (with regard to construction); reporting; standard and policy guidance oversight; and approvals.
 - g) Two pages maximum -Anticipated Social and environmental impacts, including proposed mitigation measures for negative impacts.
 - h) Two pages maximum -Work plan for the entire project (**see template in Annexure 4**), including activities, responsibility and timeframe. The work plan should be aligned with the budget and incorporate relevant financial information. Please note that the workplan may need further discussion with the respective government IP.
 - i) One page maximum- A long-term Project Sustainability Plan beyond project support.
 - j) Attach all relevant documents that are needed to provide proof of status of the NGO, and qualification of key personnel.
 - k) A detailed budget in BWP or USD (**see template in Annexure 5**) including: a schedule of rates and recommended payment terms (these could be further negotiated during contracting arrangement); co-financing by the NGO; total costs; and any signed financing arrangements as proof of availability of co-financing.
- 4.6.** Interested CSOs/NGOs should attach the following information for their respective organizations:

- a) Ownership and governance, registration and regulatory compliance forms (registration certificate; tax registration certificate; good-standing certificate from the tax authority)
 - b) List of relevant project experience **(see template in Annexure 6)**
 - c) List of current project commitments **(see template in Annexure 7)**
 - d) Schedule of human resources to be availed for the project **(see template in Annexure 8)**
 - e) list of equipment and assets to be availed for the project **(see template in Annexure 9)**
 - f) Resumes of key personnel to be employed on the project
- 4.7.** CSOs/NGOs may wish to prepare their proposals using information collected during a site visit. Site visits are not mandatory, however may be necessary for acquiring additional information, however, should the CSO/NGO choose to do field visits these will be at the cost and risk of the CSO/NGO.
- 4.8.** CSOs/NGOs should note that they are required to adhere to all relevant environmental and social guidelines, and applicable laws during project proposal and its implementation. The CSOs/NGOs are therefore expected to adhere to industry best practice in this regard.
- 4.9.** Project proposals must demonstrate clear plans to ensure its employees are fully aware and adhere to health and safety issues in the project area, including but not limited to applicable COVID-19 protocols.

5. FUNDS DISBURSEMENT PROCEDURE

- 5.1.** Prices and rates shall be fixed for the duration of the contract as per the agreed budget.
- 5.2.** This shall be a lump sum contract comprising all costs and be disbursed according to an agreed payment schedule, as provided in paragraph 4.5 (k) above.
- 5.3.** Method of payment shall be in the form of electronic bank transfers.

6. PROPOSAL EVALUATION CRITERIA

The procedure for evaluation of the bids shall consist of three stages.

6.1. STAGE -1 – Preliminary Evaluation/Compliance Check

Preliminary evaluation of the proposals will be a compliance check based on the submission of documents requested in Paragraph 4 above.

This evaluation for Stage 1 is based on a yes/no response. The following will be evaluated:

Description	Yes or No
Compliance documents attached.?	
• Cover letter	
• Registration & regulatory forms	
Required forms completed & attached?	
• Schedule of relevant project experience	
• Schedule of current projects	
• Schedule of human resources	
• Schedule of equipment	
• Resumes of key personnel	
Other documents attached?	
• Description of ownership & governance	
• Technical and financial proposal	
Other administrative requirements met?	
• Submission on time, right address?	
• Correct format of all attachments	
Accept or Reject proposal	

6.2. STAGE-2 -Technical Evaluation

6.2.1. The technical proposal will be evaluated based on the following:

- Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.
- High impact interventions directly targeting and responding to the needs established in the ToR.
- Size of budget requested commensurate with 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.

6.2.2.Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)

- QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the CSO/ NGO proposed approach and methodology.
- The CSO/NGO have to provide their best technical proposal and financial breakdown (within the budget).
- Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the CSO/NGO which obtains the highest technical score shall be selected.

- d) CSOs/ NGOs exceeding the established fixed budget in their financial proposals will be rejected

6.2.3. The following detailed evaluation criteria will be used:

Ref:	Description	Points
1.	Institutional capacity and experience: NGO Eligibility and qualifications	30
1.1.	Is the financial standing of the NGO in good standing? Has the NGO managed similar resources in the last 3-years	5
1.2.	Does the NGO own (or has a clear plan to access) adequate equipment and other resources to implement the project?	5
1.3.	Does the NGO have adequate relevant experience in implementing similar projects? Consider experience within the project area and beyond.	5
1.4.	Are the institutional arrangements to enable project implementation clearly defined and workable?	5
1.5.	Do the specific personnel defined in the project proposal as responsible for implementation have relevant experience in implementing similar projects?	5
1.6.	Overall, has the NGO demonstrated beyond a reasonable doubt that the institutional and structure arrangements are workable, and that the applicant has the relevant technical expertise, experience, financial capacity and management capacity (including staff, equipment and ability) to successfully implement the project?	5
2.	Proposed Methodology, Approach and Implementation Plan	40
2.1.	Does the proposal demonstrate clearly that the project will contribute to the overall goal and outcomes of the KGDEP as defined in the elements of the ProDoc?	8
2.2.	Are the proposed activities appropriate, practical and consistent with the objectives, expected results and budgets?	8

Ref:	Description	Points
2.3.	Does the overall design of the proposed project reflect analysis of the problems involved, a need driven strategy and demonstration that external factors have been considered?	8
2.4.	Is there a work plan included and is it clear and feasible with definite timelines?	8
2.5.	If the project involves procurement works has a proper implementation concept been provided (including designs, scope of works, plans, technical specifications, bills of quantities, proposed sub-contracts etc.)?	5
2.6.	Does the project require land acquisition (e.g. leasehold)? If so, is the land tenure secured? (Yes/No) if No are they indication of processes to acquire required land tenure?	3
3.	Social, and Environmental Impact, and sustainability	30
3.1.	Have the project beneficiaries been clearly defined?	3
3.2.	Is there a clear and feasible plan to ensure equitable distribution of benefits from the project?	3
3.3.	Does the project have a clear Gender balance plan in terms of beneficiaries, is it practical, realistic and measurable?	3
3.4.	Will the project increase incomes or improve the livelihoods of the intended beneficiaries?	3
3.5.	Have the needs, roles and responsibilities of the applicant, partners and other role players been clearly defined of everyone knows what to expect?	3
3.6.	Are the expected results of the proposed project financially sustainable?	3
3.7.	Are the expected results of the proposed project institutionally sustainable (<i>will structures allowing the activities to continue be in place at the end of the Project? Will there be local "ownership" of the results of the project?</i>)	3

Ref:	Description	Points
3.8.	Is there a clear and acceptable long-term Project Sustainability Plan, and does it demonstrate beyond a reasonable doubt that the project will be sustainable?	3
3.9.	Are there actions included to mitigate possible environmental impacts and are these practical, realistic and approved/endorsed by the appropriate authority?	3
3.10.	Is an environmental assessment required for the project under the relevant national laws? If so, is this requirement reflected within the work plan and budget / co-funding arrangements? If not is there a waiver or confirmation of no environmental assessment requirement from relevant authorities?	3
4.	General observations and recommendations	

6.3. STAGE 3-The financial proposal will be accessed for the following:

Ref:	Description	Yes/No
5.	Financial proposal assessment:	
5.1	Is the budget in the correct format?	
5.2	Are unit rates clearly indicated for all cost items?	
5.3	Are management fees indicated? What is the % and amount requested?	
5.4	Are the unit rates and management fees within an acceptable range and line with best industry practice?	
5.5	Can the applicant provide co-financing either directly or via partners, and / or via in-kind contributions? If so, what is the value of this? Is there letter of undertaking on the availability of co-financing?	
5.6	If the applicant can provide match co-financing, has it been secured or provided already?	

Ref:	Description	Yes/No
5.8	Are there calculation errors in the budget?	
5.9	Are there any items omitted or not permitted in the budget?	
5.10	What is the corrected amount requested?	
5.11	Do the costs specified for the measures exceed what would reasonably be expected to pay if procuring them via the market (does it demonstrate value for money)?	
6.	General observations and recommendations	

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. In principle, project duration will not exceed 18 months.

7. SELECTION PROCESS:

- 7.1. The UNDP will review proposals through a five-step process: (i) determination of compliance; (ii) technical review of compliant proposals; (iii) scoring and ranking of the compliant proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Responsible Party Agreement (RPA) signing.
- 7.2. Kindly note that successful CSOs/NGOs may be subjected to the **UNDP Partner Capacity Assessment Tool (PCAT)**, to confirm capacity of the CSO/NGO to implement the projects and meeting all requirements.

8. SUBMISSION PROCESS

- 8.1. Applicants shall bear all costs related to proposal preparation and submission.
- 8.2. Applicants must submit their technical proposals in PDF. **Financial proposal must be submitted in both PDF and Soft copies (Excel format) to allow arithmetic checks.**
- 8.3. **All submission should be done electronically to: procurement.bw@undp.org**

8.4. A CSOs/ NGOs may apply for more than one livelihood project; however, these have to be submitted as individual/separate proposals. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

8.5. For additional questions about the Call for Proposals Guidelines or application forms, please e-mail enquiries.bw@undp.org

Note; UNDP reserves the right not to fund any proposals arising from this Call for Proposals

9. IMPORTANT ADDITIONAL INFORMATION

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, 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 a firm 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 programme/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, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.