



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 (Non-Governmental Organisations, Community Based Organisations, Cooperative Societies), Academic and Research Institutions to submit project proposals that promote and support innovative, inclusive and scalable initiatives, that foster multi-stakeholder partnerships at the local level. The proposed initiatives should be designed to tackle and address environmental conservation **within and outside selected landscapes (Makgadikgadi Wetland System, the Bobirwa Area and Panhandle of the Okavango Delta) under the following focal areas: Land Degradation and Climate Change** consistent with the country environmental management and development priorities as well as the GEF targets.

Project Name: SGP OP7 Anglophone Africa

Project Number: 21970-002

Supervision: GEF/SGP National Coordinator

1. The proposals including **proof of registration** should be submitted via email with an email heading clearly marked “**Call for GEF/SGP STAR Proposal – Within and Outside OP 7 Landscapes**” in a **pdf format** to procurement.bw@undp.org
2. Proposals should reach the addresses specified above no later than **24th July 2023, (1200hrs) Botswana Time. Late applications will not 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.

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 more than 200 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 ((Non-Governmental Organisations, Community Based Organisations, Cooperative Societies), 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 listed below:

- **Land Degradation**
- **Climate Change**

The proposed projects are planned to support the implementation of the Operational Phase 7 in local communities within and outside the boundaries of selected landscapes of Makgadikgadi Wetland System, the Bobirwa area and Panhandle of the Okavango Delta.

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 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 OP7.

Scope of Work

This Terms of Reference provide a guiding framework for a Call for standard project proposals aimed at enhancing innovative initiatives that addresses land degradation and climate change mitigation and adaptation measures.

The successful proposals are expected to address the already indicated focal areas in line with OP 7 strategic initiatives of; a) Sustainable agriculture, Fisheries, and Food Security (focusing on restoration of degraded lands) b) low carbon energy access co-benefits.

The objectives of these strategic initiatives are:

a) Sustainable Agriculture, Fisheries, and Food security

The primary focus within this strategic initiative is to remove deforestation from the supply chain and expand restoration of degraded lands. The objective is to improve the hectareage of landscapes under sustainable land management in the production systems and restore degraded agricultural lands. The initiative will also allow smallholder farmers to practice land degradation neutrality.

b) Low carbon energy access co-benefits

The objective is to promote renewable and energy efficient technologies providing socio-economic benefits and improving livelihoods. The initiative also seeks to promote off-grid energy services needs in rural and urban areas.

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

Duties and Responsibilities

- i. Undertake consultations with local authorities, Technical Advisory Committees (TACs) and other relevant stakeholders for consensus building, cooperation and partnership on SGP supported projects;
- ii. Propose pilot projects that promote land degradation and climate change mitigation and adaptation focusing on **one of the two (2) focus areas**;
- iii. During implementation of projects, Grantees are expected to promote and enhance utilization of indigenous knowledge and traditional knowledge systems;
- iv. Oversee and ensure that all planned activities as per approved AWP are implemented and adhere to the standards consistent 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 monthly 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 monthly progress), both narrative and financial on the overall implementation of GEF/SGP projects.
- ii. Final report indicating 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/articles, 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, NGO or Cooperative Society) including copies of registration certificate, constitution or governing documents (Letter of authority);
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.

Institutions that are currently implementing GEF-SGP Supported projects are not eligible for funding during this call. An institution is only allowed to submit one proposal at a time.

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, approve and 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 scoring template is Annexed to this ToRs.

The **assessment is based on 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:

- 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, include 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, approves and recommend proposals to the United Nations Development Programme Resident Representative for finalization of award and signing of a Memorandum of Agreement.
- 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, 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

- The proposals including **proof of registration** should be submitted via email with an email heading clearly marked **“Call for GEF/SGP STAR Proposal – Within and Outside OP 7 Landscapes”** in a **pdf format** to procurement.bw@undp.org
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