



environmental affairs  
Department:  
Environmental Affairs  
REPUBLIC OF SOUTH AFRICA



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## REQUEST FOR PROPOSALS

### **“GEF SGP Capacity Development, Monitoring & Mentorship Support for SGP funded projects in the Vhembe Biosphere Reserve, Limpopo”**

#### **1. Background**

The Global Environment Facility Small Grants Programme (GEF SGP) implemented by UNDP, provides communities and civil society organizations in developing and transition countries with grants to enable them to implement projects in the focal areas of climate change, biodiversity, sustainable forest management, land degradation, international waters, and Persistent Organic Pollutants (POPs)/chemicals. These community-based projects must meet environmental objectives while at the same time also supports poverty reduction and local empowerment objectives.

The GEF SGP operates in a decentralized manner through SGP Country Programmes. For SGP South Africa grant-making started in 2001. Each SGP Country Programme has its own National Coordinator (NC) to which proposals are submitted and a multi-sectoral National Steering Committee (NSC) comprised of government, non-governmental organisations, private sector, academia and the UNDP Country Office, which reviews and approves projects.

GEF SGP prioritizes grant-making to poor and vulnerable communities as well as sectors such as those of women, indigenous peoples, and youth. As such, the programme proactively seeks to increase the capacities of these communities and the civil society organizations (CSOs) that work with them to develop proposals as well as to implement projects successfully and sustainably. In this regard, while every project supported by SGP should have capacity development components, stand-alone capacity development projects targeted at larger groups of community and CSO stakeholders can also be supported.

#### **2. Purpose of the Capacity Development Grant in the VBR**

The overall purpose of the GEF SGP Capacity Development Grants is to “enhance and strengthen capacity of communities and civil society organizations to address global environmental challenges”. The specific purpose of this grant is to support capacity development, monitoring and mentorship of the GEF SGP-funded community based environmental projects in the Vhembe Biosphere Reserve (VBR), Limpopo.

As part of the implementation of the Country Programme Strategy (CPS) for the 6<sup>th</sup> Operational Phase of the GEF (2015-2018), a number of community-based projects will be funded by the GEF SGP in the VBR landscape from 2016. These projects should respond to the following multifocal priority areas:

- Climate-smart innovative agroecology;
- Low-carbon energy access;
- Community-based land and water conservation;
- Local to global chemicals management; and

- Supporting CSO-government dialogue platforms.

In order to bring coordinated implementation, monitoring and impact, the GEF SGP requires the services of an NGO, or institution or research organisation based in or working within the VBR or surrounding areas to support the capacity development as well as monitoring & mentorship of funded projects. The organisation is also expected to assist in the identification of viable community projects in the VBR which are in line with the GEF SGP objectives and priorities. As the majority of communities in the VBR are Venda speaking people with others not 100% fluent in English language, it is imperative that the organisation is well conversant in both written and spoken Venda language.

The estimated number of projects to be implemented in the VBR is approximately 11-13 projects over a period of 2 and half years starting early 2016. Prior to the selection and approval of projects, the organisation is expected to assist communities in understanding the GEF SGP proposal requirements (without raising any expectations for funding), with the guiding support of the SGP Secretariat.

### **3. Tasks for the Support Organisation**

The organisation is expected to familiarize itself with the GEF SGP OP6 Country Programme Strategy and its Monitoring Framework as well as the Baseline Assessment Report for the VBR as a basis for identification of projects as well as supporting the approved project grantees and the Programme. The organisation should work closely with SGP National Coordinator, project grantees as well as key stakeholders within the VBR such as the VBR NGO which is implementing a number of 'Biosphere demonstration' projects in the landscape. Other key stakeholders include government authorities (provincial/district/local), including traditional authorities, private sector, NGOs and academic institutions.

Areas of support from the organisation will include, but not limited to the following capacity and mentorship support areas for project grantees:

- Provide technical assistance and support to community organisations for project development, including design and application of indicators and grants monitoring activities.
- Project management and implementation (e.g. supporting grantees in their management structures and implementation of activities as per work-plans);
- Monitoring and evaluation (especially participatory M&E, identification and use of indicators, and reporting). This will also include overall monitoring of projects in accordance with the SGP Monitoring Framework
- Budgeting and financial management (e.g. supporting grantees with proper bookkeeping, record keeping, monitoring of expenditures & reporting)
- Communications and knowledge management (e.g. writing articles, guidelines, short stories, events, videos, etc. for sharing, policy advocacy in national or local government policy spaces)
- Interacting with the VBR in order to ensure that the selected projects also support and contribute towards the overall vision of the VBR, which is to promote sustainable

development projects that will also be aligned with the long term conservation of the environment.

**Important:** Organisation to note that these activities (except for project development and overall Programme monitoring in the VBR) are already built into each grantees' project budgets, thus these are not new activities. Grantees would therefore require support in ensuring that these activities are done and delivered accordingly. The organisation is not expected to do it for the grantee but to assist them and ensure that the capacity is built for them to implement & monitor their projects.

#### **4. Duties and Responsibilities**

- Undertake periodic project site visits to provide technical assistance and monitor project progress according to respective work plans.
- Undertake consultations with local communities, the VBR Committee and its network of specialists in the area, local authorities and other stakeholders to facilitate consensus building, conflict resolution and cooperation and synergy.
- Provide inputs into the revision and update of the Country Programme Strategy and Baseline Assessment report for VBR and indicators for monitoring progress and evaluating its impact, including the collection of information.
- Develop and disseminate guidelines and information material to CBOs and NGOs seeking financial & technical support under the programme
- Convene meetings / workshops with grantees and provide capacity building and training needs, with the support of the GEF SGP.
- Identify capacity building and training needs of communities and identifying the human and institutional resources to meet those needs.
- Locate technical and other assistance from local and national NGOs, and agencies that can be channeled to project proponents for project preparation and/or implementation.
- Work with and support the SGP National Steering Committee (NSC) as part of its deliberation during the pre-selection process/ initial review of project proposals.
- Foster linkages, cooperation and synergy with other projects planned or underway within the landscape e.g. projects and programmes of the VBR NGO, government agencies, other donors and NGOs.
- Organize experience exchange workshops with stakeholders as well as field visits to facilitate lesson learning and enhance communication among grantees and other key stakeholders.
- Prepare analytical research and case studies on project/programme activities and lessons learnt (as part of knowledge products and communication material on the GEF SGP) and send to the National Coordinator for dissemination
- Maintain strong working partnership with the SGP NC and ensure they are kept well informed of all relevant issues affecting the Programme.

## 5. Expected Outputs

- a. Two half-yearly progress reports detailing progress in capacity development, monitoring and mentorship in the overall implementation of GEF SGP projects in the VBR
- b. Two Annual Reports detailing progress in capacity development, monitoring and mentorship in the overall implementation of GEF SGP projects in the VBR. Reports to also include challenges, best practices and lessons learnt as well as recommendations for future phases of the GEF SGP.
- c. 6 research articles and/or projects case studies for wider dissemination

The overall indicator of successful implementation of this assignment is the following: 80% of targeted project grantees are well capacitated in managing project implementation (demonstrated by the quality of both financial and narrative reports submitted by the grantees, and project activities are executed accordingly).

## 6. Organisational Competencies Required

- Broad understanding of the GEF focal areas of biodiversity management, land degradation, climate change, sustainable forest management and persistent organic pollutants / chemicals management (15%)
- Good understanding of development challenges within the province of Limpopo and more specifically the objectives of the Vhembe Biosphere Reserve (20%)
- Substantial experience in providing capacity development, monitoring & evaluation, and mentorship support to NGOs and community based organisations (25%)
- Excellent writing, presentation, communication and facilitation skills in English and Venda (20%)
- Good experience in networking, partnership and coordination with different stakeholders (10%)
- Demonstrated competence in undertaking field work and research analysis (10%)

**Reporting:** The organisation will report directly to the SGP National Coordinator (NC) on implementation progress, challenges, opportunities and any new developments that could have an impact on the projects and SGP programme in the VBR landscape. The organisation will also be given an opportunity to apprise the NSC during committee meetings of implementation progress and receive or provide strategic guidance to the NSC. Travel & accommodation costs for attending NSC meetings (2 per year) will be covered by the GEF SGP.

**Budget:** The maximum grant amount for the entire project will be limited to **US\$45,000**, with applicants required to provide a detailed budgetary estimate. The budget breakdown should be made in South African Rands quoting the prevailing exchange rate. Payment schedule will be as follows:

Deliverable	Percentage Payable
1. Upon signing of Agreement	20%
2. Upon approval of 1 <sup>st</sup> half yearly Progress Report	25%
3. Upon approval of Annual Capacity Development & Monitoring Report (2016 /2017)	25%
4. Upon approval of 2 <sup>nd</sup> half yearly Progress Report	20%
5. Upon approval of Final Capacity Development & Monitoring Report (2016-2018)	10%

**Period of services:** The assignment will last until February 2019 from the date of signing of the Agreement by both parties.

**For proposal submission and more information, contact:**

Interested NGOs and academic institutions are requested to submit their proposals electronically to [gefsgp.sa@undp.org](mailto:gefsgp.sa@undp.org) . Please include the following reference in the email subject line: *GEF SGP RFP- Capacity Development & Monitoring*

Applicants are required to submit the following:

- A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment, methodology on the approach and implementation of the assignment;
- Personal CVs of the team leader and team members proposed for this project highlighting qualifications and experience in similar projects;
- Work references - contact details of referees (firms/organisations for whom they have produced similar assignments);
- Financial proposal indicating fees and a breakdown of expenses related to the assignment; and
- Examples of similar assignments

For more information contact the GEF SGP National Coordinator or Programme Assistant on: 012 354 8166 /8155.

**CLOSING DATE FOR THE SUBMISSION OF APPLICATIONS IS the 5<sup>th</sup> of OCTOBER 2016. No late applications will be accepted.**