



## Request for Proposal (RFP)

**Request for proposal (RFP) for conducting an ex-post Landscape-wide Baseline Assessment for the Community Development and Knowledge Management for the *Satoyama* Initiative (COMDEKS) project in Bhutan.**

### **I. General background information on the context of the engagement:**

In June 2011, UNDP launched the “Community Development and Knowledge Management for the *Satoyama Initiative*” (COMDEKS) Project in partnership with the Ministry of the Environment of Japan (MOEJ), the Secretariat of the Convention on Biological Diversity (SCBD), and the United Nations University (UNU), to promote sound socio-ecological production landscapes, as part of UNDP’s broader support to the *Satoyama Initiative* – the initiative officially adopted as part of sustainable use in the Biodiversity Convention at the COP10 in October 2010.

The main objective of the Project is to develop sound biodiversity management and sustainable livelihood activities with local communities in socio-ecological production landscapes to maintain, rebuild, and revitalize landscapes, in accordance with the following five perspectives of the *Satoyama Initiative*.

- Resource use within the carrying capacity and resilience of the environment
- Cyclic use of natural resources
- Recognition of the value and importance of local traditions and cultures
- Natural resource management by various participating and cooperating entities
- Contributions to local socio-economies

The COMDEKS Project has been designed to support local community activities to maintain and rebuild socio-ecological production landscapes and seascapes (SEPLS), and to collect and disseminate knowledge and experiences from successful on the ground actions for replication and up-scaling in other parts of the world. The project aims to develop sound biodiversity management and sustainable livelihood activities with local communities by providing small-scale finance to local community organizations in developing countries. Funded through the Japan Biodiversity Fund established within the CBD Secretariat, the COMDEKS Project is implemented by UNDP, and delivered through the GEF Small Grants Programme.

### **II. Scope of the assignment:**

The overall aim of the project should be to produce case study material, conduct community consultations, ensure stakeholder participation, and assess the resilience of the target landscape by piloting indicators for resilience in socio-ecological production landscapes and seascapes.



The objective of the assignment is to assist SGP National Coordinators and National Steering Committees (1) to evaluate achievements at the landscape level through the use of the indicators for resilience in socio-ecological production landscapes and seascapes, (2) produce a COMDEKS video with stories from supported projects, and (3) develop a case study, in English, focused on key activities, results and impacts achieved at the landscape level and recommendations for the future.

The ex-post baseline assessments will be instrumental to assess the implementation of the COMDEKS Country Programme Landscape Strategies in participating countries, and promote an adaptive management process. An ex-post baseline assessment provides National Coordinators and landscape stakeholders with information about the current state of the landscapes which can be used if necessary to adjust goals and approaches. These reflections, consultations, and adjustments inform new planning and action. Lessons learnt in carrying out ex-post baseline assessment and community consultations are expected to be captured to develop case studies to be shared with other SGP country programmes as well as external partners.

### III. Main tasks and deliverables

The Grantee main responsibilities include:

- **Task 1: Pre-workshop consultation, exercise, and review:** Design preparatory exercises and help prepare the workshop participants, including the preparation of necessary information to bring for the workshop discussion (template and guidelines for implementing the indicators for socio-ecological production landscapes and seascapes, and monitoring change will be provided by the SGP National Coordinator). Work with SGP National Coordinator (and National Steering Committee members as appropriate) to review the [country] COMDEKS Country Programme Landscape Strategy and the on-the-ground projects supported by COMDEKS to analyze existing experiences and results achieved at the landscape level.
- **Task 2: Workshop Facilitation:** Facilitate, in consultation with SGP National Coordinator a workshop programme that will engage the participants in assessing and evaluating achievements at the landscape level through the use of the indicators for resilience in socio-ecological production landscapes and seascapes. It is important to keep the exercise clear and concise, and to gather strategically selected information from a cross-section of stakeholders from the selected landscape. The ex-post baseline scoring exercise will assist stakeholders in the target area to assess the resilience of the target landscape.
- **Task 3: Community Participatory Video:** Development of a video presenting the target landscape, project activities aimed at enhancing the resilience of the target landscape following a community-based landscape approach, achievements to-date. The video should be developed in a participatory manner, including perspectives from community members and other stakeholders involved in the process. The video should also include sequences describing the overall process from the baseline assessment aimed at piloting the indicator until the ex-post baseline assessment. The main tasks for the development of the video will include: Initial Assembly; Rough cut & Script Revision - (the rough cut would be about 10-12 minutes long with key sequences in place); Final cut - Video Revised (allowing some time for final edits); Mix – Hiring professional narrator, Audio Mix and Master, Color Grade, Digital Archive; Finished video - Dissemination, e.g. posted on YouTube.



- **Task 4 Post-workshop:** Development of a 5-10-page COMDEKS Case Study, in English (or in local language with English translation) of publishable quality (following template and guidelines provided by the COMDEKS Project Manager) focused on key activities, results and impacts achieved at the landscape level, and recommendations for the future.

**IV. Who may submit proposals:** The Ex-post Baseline stakeholder workshops may be organized by an appropriate, experienced national or subnational NGO, CSO or academic institution as an on-the-ground capacity building project and financed by a grant. The proposal will clearly present the experience of the applicant and its partner's organizations in the issues to be addressed.

**V. Competencies:**

- Demonstrated capacity for strategic thinking, and expertise in landscape management.
- Proven experiences in working with community-led initiatives.
- Proven capacity to produce high quality qualitative research and ability to absorb, analyze and synthesize large amounts of complex information within tight deadlines.
- Strong presentation and facilitation skills.
- Exceptional writing skills of policy and communication materials for a variety of audiences, including the civil society and policymakers.
- Excellent command of English with exceptional writing, presentation, communication and facilitation skills.

**VI. Budget:** The maximum amount per grant award for such baseline assessment project will be limited to \$25000, with applicants required to provide a detailed budgetary estimate.

**VII. Period of services:** January to April 2016.

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

**Singay Dorji**, Country Programme National Coordinator/ Tara Monger, GEF Small Grants Programme, Bhutan

***Completed proposals should be received by the SGP National Coordinator no later than 25 November 2015***



## Ex-post Baseline Assessment Proposal Outline and Content

### A. Applicant

Name of Organization: \_\_\_\_\_

Established \_\_\_\_\_ Number of members \_\_\_\_\_ Number of projects implemented \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Project Title \_\_\_\_\_ COMDEK ex-post Landscape Baseline Assessment for Bhutan Country Programme

Principal Officer: \_\_\_\_\_

(Name and Position)

Project Contact/Manager: \_\_\_\_\_

(Name and Position)

Proposed Starting Date: \_\_\_\_\_ Expected Project Duration: [indicate deadline date]

**Note:** Please ensure that a project proposal and all attachments are legible. All supporting documents (attachments) should also have the name of the project on them. Submit one original copy of the Proposal (soft and hard copy) to Bhutan *National Coordinator, GEF Small Grants Programme*. **Keep a copy of your proposal for your own records as the one you submit will not be returned.**

### B. Proposed Budget

Total COMDEKS Request:[US] \_\_\_\_\_

Total from Other Sources: [US] \_\_\_\_\_

Total Project Cost: [US] \_\_\_\_\_

### C. Organizational Background and Capacity to implement the Baseline Assessment (max 1 page)

- This section should clearly demonstrate that the proposing organization has the experience, capacity, and commitment to implement successfully the proposed assessment. Among the issues to be covered in this section include:



- Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution?
- Purpose and core activities of the organization,
- Organizational approach (philosophy) for project implementation, i.e. how does the organization deliver its projects?
- Length of existence and project management experience
- Organizational structure, governance and administrative framework: number of paid staff members, if any.
- Membership and affiliation to associations or umbrella organizations
- Legal status - registration with government approved authority
- Target population group (women, indigenous peoples, youth, etc)
- Previous experience relevant to the proposed project including: projects addressing problems of Biodiversity loss, Climate Change Mitigation and/or Adaptation, land degradation/Sustainable Forest Management and Pollution of International Waters. OR experience with projects that focus on environment and natural resources management and sustainable development at community level.

**D. Proposed Methodology and Approach (max 2pages)**

- o Provide a description of the methodology for performing the assignment.
- o Provide suggested work plan and timetable. This section may be presented in graphical (table) form and can be attached as an annex. It should indicate the sequence of all major activities and implementation milestones, including targeted beginning and ending dates for each step.
- o Describe how stakeholder communities will be involved in the baseline assessment exercise and in the definition of landscape goals and outcomes.

**E. Quality of Personnel and Suitability for the assignment –CVs**

- o This section should demonstrate proven in-house experience – evidence that the applicant can successfully implement the project.
- o Provide information on team composition and task assignments, and attached CVs/resume of Technical team leader.
- o Details of Current staff and Qualifications: indicate total number and number of professional, administrative and support staff etc.

**F. Additional information**

- o Provide additional information or description of resources supporting your organization's qualification for the proposed assignment, including any brochures, pamphlets etc. the grantee wishes to attach.

**G. Detail Budget**