

# REQUEST FOR PROPOSALS

For

## THE TECHNICAL DEVELOPMENT OF COMMUNITY BEST PRACTICE GOVERNANCE GUIDELINES

focusing on

STRENGTHENING INSTITUTIONS, INFORMATION MANAGEMENT AND MONITORING  
TO REDUCE THE RATE OF ILLEGAL WILDLIFE TRADE  
LINKED TO THE GEF 6 PROGRAMME IN SOUTH AFRICA

JULY 2020

For



PEACE PARKS FOUNDATION – COMMUNITY DEVELOPMENT

In partnership with

The Southern African Wildlife College (SAWC)

Rural Initiative for a Sustainable Environment (RISE) Unit



***\*\*Due date for submission of proposals: 17 August 2020***

## 1. BACKGROUND AND MOTIVATION

The Global Environment Facility (GEF 6) *Strengthening Institutions Programme* (GEF6 SIP), is focused on strengthening institutions, information management and monitoring to reduce the rate of illegal wildlife trade in South Africa. This programme is incremental to the existing South African National Parks (SANParks), Peace Parks Foundation (PPF), Department of Forestry, Fisheries and the Environment (DFFE), and World Wide Fund for Nature (WWF) partner programmes. This programme has been designed with an emphasis on sustainability by focusing on the relationship between ecological and social issues, specifically relationships within and between people and their environment and interdependence of people, collectives and institutions.

The GEF6 Programme has three inter-related components:

- Component 1: *Strengthening capacity and information systems for effective management of wildlife trade monitoring*, led by South Africa National Biodiversity Institute (SANBI);
- Component 2: *Development of a ready-to-use electronic permitting system for CITES-listed species*, led by DFFE; and
- Component 3: *Strengthening community capacity to reduce the rate of illegal wildlife trade*, led by SANParks and PPF.

The programme will commence in the 3<sup>rd</sup> quarter of 2020 with closure in the last quarter of 2024. Peace Parks Foundation (PPF), as one of the lead agents, in collaboration with the Southern African Wildlife College (SAWC) require the professional services of a consultancy to technically develop in collaboration with key partners, Community Governance Best Practice Guidelines for and with community structures. The purpose of the Guidelines is to support structures to achieve the overall aim of strengthening institutions, information management and monitoring to reduce the rate of illegal wildlife trade through focusing on three target areas<sup>1</sup> along the western boundary of the Kruger National Park (KNP).

These target areas are:

- The broader Makuya Area;
- The Sabie-River Sabie Sands Wildtuin Area; and
- The broader Matsulu-Mhetomusha/Stolznek Area.

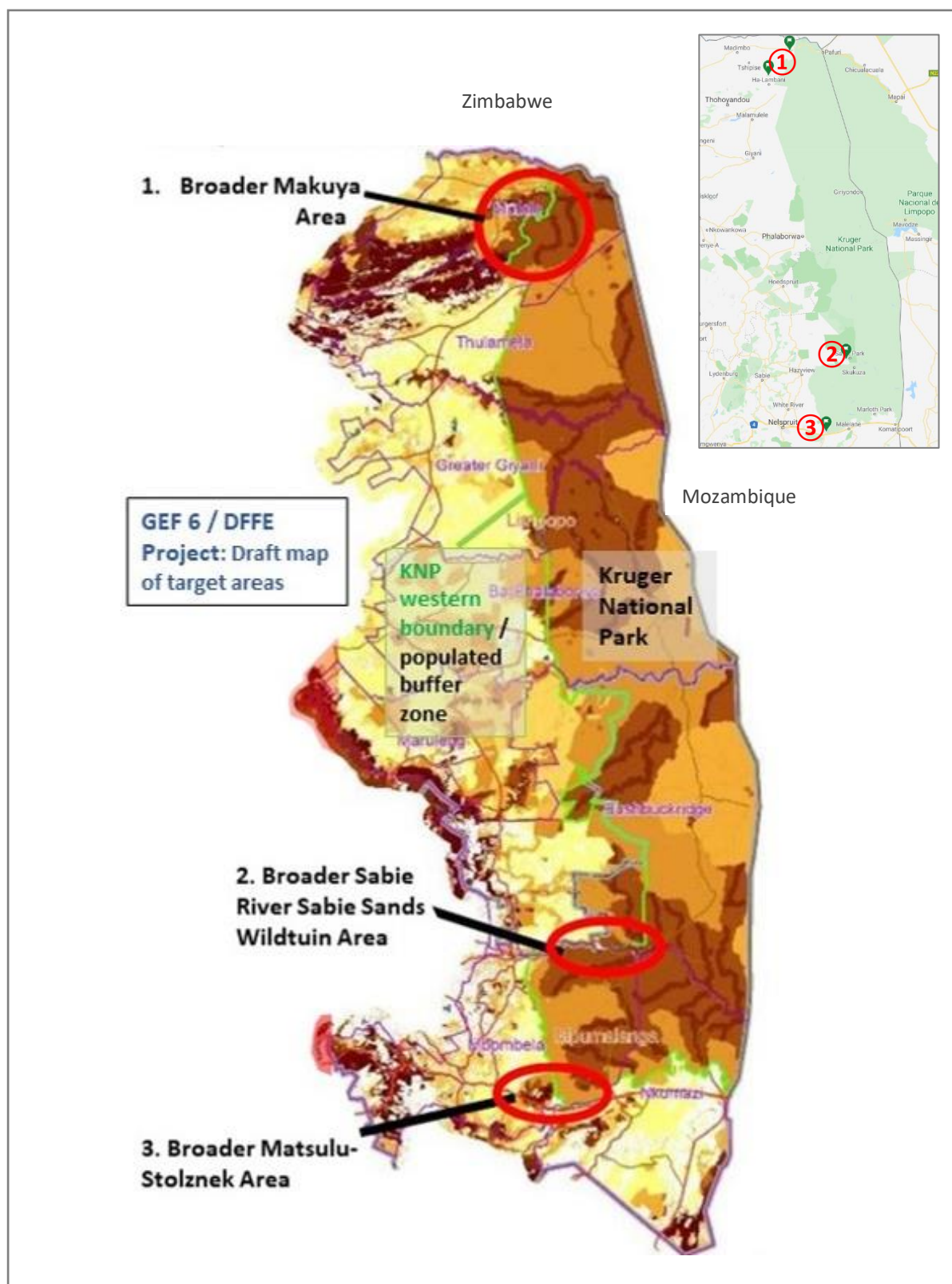
In the context of the bigger programme, the emphasis of these Terms of Reference is on Component 3, with a specific focus on Activity 3.1.4 of the overall project workplan: *Co-develop, with communities and key partners, key Governance Guidelines for stakeholder engagement and project implementation*.

The outcome thereof is, through a participatory process and with the Guidelines itself as indicator and 'tool', to improve the capacity of community governance structures to support sustainable livelihood initiatives and to mitigate negative effects of illegal wildlife trade.

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<sup>1</sup> Refer to target areas overview map on overleaf

Figure 1: Overview map of the three target areas



## **2. OBJECTIVES OF THE CONSULTANCY**

Working under the contractual and administrative oversight of PPF and in close collaboration with the SAWC, who will oversee the technical aspects and guide the development process, the consultancy is to provide the following services:

- Recognise the institutional set up of the GEF 6 SIP stakeholders, by working with and through the respective Cluster Task Teams in the three focal areas, to obtain access and information from relevant community structures, key partners and associated stakeholders;
- Collaborate with the SAWC project team to utilise the stakeholder engagement process towards the achievement of developing the Community Governance Guidelines;
- Provide technical advice and guidance on the overall layout, content and graphic design process of the required Community Governance Guidelines;
- Design, produce and present the actual Community Governance Guidelines as end product, in a participatory manner with communities in the focal areas;
- Facilitate validation workshops of the draft guidelines in each focal area, potentially through a focus group discussion in each area utilising the respective Task Teams, or other appropriate means;
- Present draft design and production (including validation workshop and other evaluation results) to PPF and SAWC, and the GEF 6 SIP Project Steering Committee (PSC) for overall sign-off, prior to final production;
- Function as part of the overall SAWC GEF6 SIP project team with the responsibility to report progress on administrative and technical deliverables.

## **3. EXPECTED DELIVERABLES AND OUTPUTS**

The expected deliverables and outputs from this consultancy relate directly to objectives outlined above and include the following:

- An inception work session with the Supervisory Team (PPF and SAWC) to develop the approach and methodology to involve relevant community structures to inform the development of the Community Governance Guidelines;
- A conceptual framework that outlines the design and process, content and structure of the guidelines;
- Validation workshop of draft Governance Guidelines in each focal area;
- Updated draft Community Governance Guidelines, including validation workshop results, presented to the Supervisory Team as well as the GEF 6 Project Steering Committee;
- Prepare final Community Governance Guidelines for graphic and illustration design;
- Provide a final Community Governance Guidelines copy to be submitted for final technical and quality review by the Supervisory Team
- Facilitate final production and printing of required guidelines

## **4. REQUIRED QUALIFICATIONS**

The preferred candidate should be experienced in Guidelines design, development and production with proven experience in community engagement, governance and conservation. Familiarity with

GEF processes and reporting requirements will be an advantage. The preferred candidate needs to be active in the Southern Africa region and have a solid track record in developing similar materials.

The expert/s engaged in this work should have a combination of the following:

- An MA/MSc or similar qualification and/or appropriate professional experience in sustainable development, wildlife economy, biodiversity conservation, natural resource management or related field with demonstrated experience in similar projects;
- Good interpersonal and communication skills, including the ability to work as part of a team; and
- Superior technical report writing and excellent command of the English language.

## **5. REPORTING, TIME FRAME AND LOGISTICS**

The appointed party shall report to the Supervisory Team and as stipulated in a Service Level Agreement with PPF. The consultancy shall be conducted over a period of three-and-a-half (3.5) years, commencing directly after appointment and signature of a Service Level Agreement.

Considering the Covid-19 National Disaster Declaration in South Africa, and the lockdown requirements, all efforts should be made to incorporate virtual and digital communication throughout project implementation. The safety of direct community engagement will be assessed in alignment with the Covid-19 National Regulations.

## **6. PROPOSAL**

A comprehensive proposal for these terms of reference should be submitted and include the following:

- Curriculum Vitae of consultant/s and company profile;
- List of other similar projects completed to date;
- Technical component: An outline of the proposed approach, tasks and activities required to complete this consultancy with time required, timeline and methodology;
- Financial component: Detail budget based on the proposed approach including service fees, and operational costs;
- Please feel free to include proposed innovations, suggested changes or additions to the specific tasks under section 3 to ensure a high quality and effective product;
- **Submit full electronic proposal via email to Ms Nita Verhoef ([nverhoef@peaceparks.org](mailto:nverhoef@peaceparks.org)) by 16h00 on 17 AUGUST, 2020.**

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**For more information and project related documents, please contact:**

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**DRAFT OUTCOMES MATRIX** [to be finalised in consultation with the Supervisory Team]

*Table: Detailed Outcomes, Tasks and Deliverables*

OUTCOME	TASKS AND ACTIVITIES	DELIVERABLES
<b>INSTITUTIONAL SET-UP UNDERSTANDING</b>	Working with and through the respective Task Teams in the three focal areas, to obtain access and information from relevant community structures, key partners and associated stakeholders	Report outlining the approach and methodology to involve relevant community structures to inform the development of the Governance Guidelines
<b>GUIDELINES DESIGN AND DEVELOPMENT: CONTENT AND STRUCTURE</b>	Collaborate with the SAWC project team to utilise the stakeholder engagement process towards the achievement of developing and evaluating the community governance guidelines	Conceptual Guidelines framework and inputs to evaluation tools
	Design and produce the actual Community Governance Guidelines in a participatory approach with communities in the focal areas	Draft Governance Guidelines and provide inputs to evaluation tools; present progress to Supervisory Team
<b>DRAFT GOVERNANCE GUIDELINES VALIDATED</b>	Facilitate validation workshops for presentation of the draft Governance Guidelines in each focal area; refine	Draft Guidelines presented to focus areas and validated with feedback captured and implemented
	Function as part of the overall SAWC GEF 6 project team with the responsibility to report progress on technical deliverables	Updated draft Governance Guidelines, including validation workshop results, presented to the Supervisory Team as well as the GEF 6 Project Steering Committee
<b>FINAL GOVERNANCE GUIDELINES PRODUCED</b>	Prepare final Community Governance Guidelines for graphic and illustration design	Community Governance Guidelines delivered in required electronic formats