

TERMS OF REFERENCE:

(Firm Selection)

APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE:

CAPACITY BUILDING WORKSHOPS AND TRAINING ON THE IMPLEMENTATION OF BIODIVERSITY STEWARDSHIP FOR THE GREATER ADDO-AMATHOLE, THE GREATER KRUGER LIMPOPO, AND THE GREATER ISIMANGALISO BIODIVERSITY ECONOMY NODES.

1. BACKGROUND:

The “Catalysing Finance and Capacity for the Biodiversity Economy Around Protected Areas project” (hereafter the Biodiversity Economy project) is funded by the Global Environment Facility (GEF) with the World Bank as implementing agency. This project is implemented by the Department of Forestry Fisheries and the Environment (DFFE), with the South African National Biodiversity Institute (SANBI), the South African National Parks (SANParks), and iSimangaliso Wetland Park as the sub-executing agencies. The project seeks to address development constraints and issues such as high unemployment and limited livelihood options in and around Protected Areas (PAs), inequality in rural economies, the unrealised potential of the country’s biodiversity economy, including untapped opportunities for the expansion of conservation areas, and threats to the country’s PAs and conservation objectives. The project design builds on South Africa’s National Biodiversity Economy Strategy (NBES), which aims to balance biodiversity and natural resource protection with sustainable use for economic development and equitable distribution of benefits.

One of the focuses of this project is the implementation of Biodiversity Stewardship (BDS) as an approach to expand South Africa’s protected area network and increase the capabilities of landowners to manage biodiversity on their land.

There are a number of challenges which impact on the efficient implementation of provincial biodiversity stewardship programs in South Africa and there are various initiatives underway to enhance biodiversity stewardship implementation specifically to address these challenges. Some of the challenges include the lack of capacity amongst the extension officers who operate on the ground and the lack of opportunities to learn from more experienced officers. The National Biodiversity Stewardship Technical Working Group, chaired by SANBI with the support from the DFFE, have identified areas of capacity building that are considered important to enable implementation on the ground. Furthermore, this Biodiversity Economy project seeks to empower and capacitate the appointed Biodiversity Stewardship (BDS) facilitators across the three nodes on the good practice, legal prescripts pertaining to BDS, community and stakeholder engagement and how the BDS and Biodiversity Economy streams of work can support each other.

One of the key lessons learnt through the implementation of SANBI’s GEF 5 Biodiversity and Land Use Project (BLU) was that training of professionals on the ground allows them to take the lead on biodiversity issues within their areas. Currently, conservation agencies responsible for protected area expansion have significant financial and capacity constraints which hinder their ability to meet national and international biodiversity conservation goals and specific provincial protected area expansion targets. Biodiversity stewardship has

been proven to be a cost-effective way to secure protected area expansion, and providing capacity building to the biodiversity stewardship and livelihoods facilitators will strengthen its implementation.

SANBI wishes to appoint a service provider to facilitate capacity building workshops and review training materials on the implementation of biodiversity stewardship for the Greater Addo-Amathole, the Greater Kruger-Limpopo, and the Greater iSimangaliso Biodiversity Economy nodes.

2. A PRECISE STATEMENT OF OBJECTIVES

The South African National Biodiversity Institute seeks to appoint a service provider to review and update training manuals on biodiversity stewardship and on business enterprise to meet the current biodiversity conservation trends. Furthermore, the service provider will be required to organise capacity building workshops to the biodiversity stewardship practitioners at inter-nodal and national level, and to the community beneficiaries within the three project targeted Biodiversity Economy nodes.

3. AN OUTLINE OF THE TASKS TO BE CARRIED OUT (SCOPE OF THE SERVICES):

The successful service provider will be expected to undertake the tasks detailed below in line with the above objectives:

- Conduct preparation work and research for training need assessment and capacity building events.
- Ensure relevant training needs are identified and addressed for the biodiversity stewardship facilitators and communities within the three targeted nodes.
- Engage with and update the existing SANBI training material for capacity building.
- Ensure capacity building plans are developed and implemented.
- Ensure that key capacity building initiatives are prioritised and implemented across nodes.
- Organise capacity building events including all the capacity building logistics.
- Draw out and disseminate best practice learning across the three project nodes through the development of knowledge products and peer learning events.
- Submit a project close-out report, including training evaluations for Monitoring, Evaluation, Reflection and Learning including copies of the developed and delivered training modules (both in hard copy & soft copies).

It should be noted that the service provider must provide the trainings/capacity building session across the three project nodes. These sessions will be for the benefit of practitioners and the community members. The service provider is expected to take care of all logistical aspects and the sessions are expected to be convened for an approximately 100 participants.

4. SCHEDULE FOR COMPLETION OF TASKS AND DELIVERABLES:

The service provider will be appointed for a period of ten months with delivery of tasks from time to time, commencing in June 2025 or as close to this date as possible, with tasks to be completed by December 2026. Progress reports and deliverables will be submitted periodically, as agreed upon with SANBI.

The service provider will be required to submit these deliverables:-

Activity	Expected Outputs	Timeframe
4.1. Convene an inception meeting between the service provider, the DD: Biodiversity Stewardship and the Director: Biodiversity Mainstreaming in SANBI	Inception report submitted to SANBI.	A month after signing the contract.
4.2. A detailed work plan indicating how the requirements of this ToR will be delivered.	Work plan with time frames developed and submitted, presented to SANBI DD: Biodiversity Stewardship and the Director: Biodiversity Mainstreaming	A month after signing off the contract.
4.3. Screening exercise, conduct capacity needs analysis and training need assessment for both community beneficiaries and biodiversity stewardship practitioners.	Needs Analysis Report submitted to the DD: Biodiversity Stewardship and the Director: Biodiversity Mainstreaming	As per the workplan requirements
4.4. Review and update existing training manuals developed by SANBI on biodiversity stewardship and business enterprise development. Training manuals must cover content that integrates and aligns with current sector priorities and regulatory systems of government. Review and update the Biodiversity Stewardship training manuals to suite the current trends in biodiversity conservation and biodiversity economy. Review and update training manuals on implementing biodiversity	Training manual modules integrating biodiversity stewardship and biodiversity economy reviewed and updated – manuals and power point slides with pre-recorded voice-over made available. Course content disseminated electronically and a print ready version available	As per the workplan requirements

stewardship with communally owned and land reform sites, and expand more on declaration support.		
4.5. Convene one internodal face-to-face capacity building workshop on the wildlife economy for approximately a 100 community members and landowners across the three biodiversity economy nodes. Host two online National biodiversity stewardship capacity building for practitioners covering five modules of the biodiversity stewardship training manuals. One face to face capacity building workshop on business enterprise development aligning with biodiversity stewardship and biodiversity conservation targeting a 100 community members within the three project targeted nodes Convene one internodal face-to-face capacity building workshop on the basic training of OECMs for approximately a 100 participants.	Detailed plan presented for how the training will unfold and how participatory social learning processes will underpin the facilitation of the training workshops. Copies of capacity building invitation, program and registration forms submitted to SANBI. Supply all stationery required per learning event. Five capacity building workshops convened successfully and reports compiled, including reflections of participants Submit a signed attendance register from the capacity building events. Training evaluation report compiled from participants' feedback on the training interventions. Report detailing remaining capacity gaps within the biodiversity stewardship sector incorporates feedback out of the training interventions on future biodiversity stewardship related training priorities. The report to be communicated with the MERL service provider	As per the workplan requirements.

4.6. In line with the needs analysis, conduct training for targeted communities on e.g New Venture Creation, Project Management, Financial Management etc. Provide mentorship to existing enterprises within the nodes and advise the enterprises on how they can improve and scale up their operations.	Training evaluation report compiled from participants' feedback on the training interventions. Mentorship reports submitted to the Deputy Director: Biodiversity Stewardship and the Director: Biodiversity Mainstreaming.	As per the workplan requirements
4.7. Pamphlet: develop a pamphlet integrating biodiversity stewardship and the biodiversity economy Toolkit: develop stakeholder engagement and consultation toolkit for biodiversity stewardship practitioners Develop a Standard Operating Procedure (SOP) for the mapping of OECMs for inclusion in an	Three knowledge products (a pamphlet, a toolkit and an OECM SOP) developed through consultation with the biodiversity stewardship communities of practice and beneficiaries of biodiversity stewardship/biodiversity economy	As per the workplan requirements.

appropriate OECM database Process to include engagements with biodiversity stewardship communities of practice e.g. Technical Working Group, Land Reform and Biodiversity Stewardship Initiative Reference Group or the Biodiversity Stewardship Legal Reference Group.		
4.8. Develop an impact report highlighting the successes and challenges of the capacity building sessions. This will include liaising with communities to document the impact of the identified capacity building interventions, and how these can be improved to meet their needs.	Impact report	Submitted with the close out report.

5. CONSULTANT'S QUALIFICATIONS, EXPERIENCE REQUIREMENTS and CONSULTANT's TEAM COMPOSITION WITH ESTIMATE OF KEY EXPERTS INPUT:

In order to fulfil this role, the service provider should have the following demonstrable skills and competencies:-

The service provider must have a biodiversity stewardship background, and experience with protected area declarations and protected area expansion is essential. The service provider needs to have the necessary background, understanding and working experience on similar assignments.

Core business area, successful completion of similar assignments (specific experience), demonstrable institutional capabilities and competencies are required in the following areas:

- Protected Areas Expansion implementation
- Biodiversity stewardship implementation
- Biodiversity stewardship implementation and Protected Area Expansion on communally owned land
- Recent experiences working on Land Reform and Biodiversity Stewardship Initiatives
- Core business area in Biodiversity Stewardship and the Biodiversity Economy
- Corporate experiences and orientation to facilitate inclusive participatory learning processes
- Excellent organisational capabilities
- Having team of experts' with self-motivated and results driven, ability to work independently and deliver efficiently on high quality deliverables within tight timeframes

- Ability to deliver required products within an agreed fixed budget

6. LIST OF KEY PROFESSIONAL POSITIONS WHOSE CV AND EXPERIENCE WOULD BE EVALUATED

The service provider is required to have good mix of key experts to enable it deliver the assignment successfully. The table below provides guidance on the Key Positions for this assignment, however the service provider's may modify it based on their assignment delivery approaches and methodologies. Therefore, the table is flexible and the service provider should structure their team (individual with all required expertise OR multiple experts required for the assignment) with the required expertise necessary to complete the project.

S. No.	Key Position	Area of Specific Expertise required	Minimum Qualification and Professional Experience Required	Likely Staff inputs required in person months
K-1	Team Leader	Extensive understanding of Protected Areas expansion policies or legal framework, extensive understanding of the biodiversity stewardship programme in South Africa. Experience working with biodiversity stewardship as a tool for Protected Area Expansion on both private and communally owned/state land. Understanding of the Land Reform and Biodiversity Stewardship Initiative. Excellent organisational and stakeholder engagement skills. Self-motivated and results driven, ability to work independently and deliver efficiently on high quality deliverables within tight timeframes. Knowledge and understanding on the integration of Biodiversity Stewardship and the Biodiversity Economy Ability to deliver required products within agreed timeframes	Honour's degree in Environmental Science, Natural Resource Management, or a related field. At least 5 years of experience in program management, preferably in environmental or conservation programs. Proven experience in managing multi-disciplinary teams and coordinating large-scale projects. Strong communication and leadership skills. Hosting previous training interventions will be an advantage.	Engaged and leading the process throughout the project period (up to 8 months, part-time).
K-2	Capacity building	Learning materials development	Bachelor's degree in Education, Environmental Science, Social Science, or a related field	Engaged and leading the process throughout the

	specialist/ facilitator	Facilitating capacity building across different age groups including adults. Knowledge on biodiversity conservation, biodiversity economy and biodiversity stewardship. Understanding of social learning process and ability to read the room during capacity building sessions and adapt programme as required. Develops and delivers training or capacity development materials and workshops to practitioners and community members.	At least 5 years of experience in developing and delivering training programs Experience in biodiversity conservation or environmental education Excellent facilitation and presentation skills.	project period (up to 8 months, part-time).
K-3	Stakeholder engagement specialist.	Community engagement and ability to converse in local languages. Understanding of cultural issues and experience with conflict resolution will be an added advantage. Ability to engage with community members and leaders to foster collaboration and support for biodiversity stewardship initiatives.	Bachelor's degree in Social Science, Community Development, Anthropology, or a related field. At least 5 years of experience in community engagement or development projects. Experience working with diverse communities, including traditional leaders. Strong interpersonal and communication skills.	Engaged and leading the process throughout the project period (up to 4 months, part-time).

Event manager, to deal seamlessly with all the logistics of organising events

7. CLIENT'S ASSIGNMENT MANAGEMENT ARRANGEMENT AND DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT::

The service provider will report to SANBI. SANBI will provide necessary information, collaboration opportunities, and engagement platforms for effective execution. The service provider is required to possess independent computer facilities and reliable internet services. While service providers are permitted to work remotely, occasional attendance at specified meetings, site visits, and events will be necessary. SANBI will make all travel arrangements in line with its policies and procedures. Additionally, the submission of all reports is expected to be electronic.

- The service provider will be working with SANBI's Biodiversity Mainstreaming Director and the Deputy Director: Biodiversity Stewardship
- Accountability and reporting will be to the SANBI's Biodiversity Mainstreaming Director and the Deputy Director: Biodiversity Stewardship
- Assignment progress reports are required. However, the exact number and nature of progress reports will be agreed between the service provider and SANBI's Biodiversity Mainstreaming Director and the Deputy Director: Biodiversity Stewardship during work program discussions.

- The service provider should be available to meet as required with SANBI's Director: Biodiversity Mainstreaming and Deputy Director: Biodiversity Stewardship in Pretoria and online.
- Electronic versions and printed copies of all products and reports must be submitted to SANBI.

8. CONTRACT TYPE AND OTHER INFORMATION:

Detailed contract terms and conditions will be drawn up between SANBI and the service provider. The service provider will work with the project office based in Pretoria for the duration of the project. The contract will be a "retained time-based" type of assignment where input based payment will be linked to deployment of expertise and delivery of tasks from time to time. SANBI will facilitate the service providers work by assuring access to necessary information and documentation to be used for the purpose of the assignment. SANBI counterpart staff may be assigned, if found necessary.