TERMS OF REFERENCE FOR BASELINE SURVEY – GEFSGP PROJECTS STANDARD TEMPLATE (form can be adjusted to meet the needs of the projects).

Name of Grantee:	VALLEY OF HOPE ORGANISATION
Project Number:	ZIM/SGP/OP7/Y4/STAR/LD/2023/01
Project Title:	RESTORATION OF DEGRADED COMMUNAL LAND, AND IMPROVING LIVELIHOODS ECONOMIC STATUS FOR MARGINALIZED HOUSEHOLDS IN CHANUHWA VILLAGE WARD 17 OF CHIMANIMANI DISTRICT
Project Location:	Biriiri, Chanhuhwa Village
Project coordinates:	
GEFSGP thematic area being addressed:	Land Degradation/Sustainable Land and Forest Management
GEFSGP Strategic Objective being addressed:	Community-based conservation of threatened ecosystems and species
Organisation conducting survey:	
Contact details of Organization conducting survey:	
Start and end date of survey:	
Duration of Baseline Survey:	12 Working Days

BACKGROUND/ PROJECT DESCRIPTION

The Global Environment Facility Small Grants Programme (GEFSGP) is a corporate programme for UNDP, UNEP and World Bank designed to support sustainable development activities. It supports actions at community level to address five critical threats to the global environment namely Biodiversity loss, Climate Change, Land Degradation, International Waters and Chemicals. The Baseline Assessment seeks to bring out the key environmental challenges being addressed by the project in line with the GEFSGP thematic areas. The other key elements to be covered are socio economic issues relating to livelihoods, gender, youth, Persons with Disabilities (PWDs) participation and health. The baseline assessment process will include community consultations, and stakeholders including local authorities, local leadership, government departments and other relevant partners.

Baseline survey is expected to provide relevant and in-depth analysis for the following areas:

1.0 DEMOGRAPHIC INFORMATION
- Quantifiable indicators number of direct and indirect beneficiaries (sex segregated data).
- Number of youths going to participate (sex segregated data)
- Number of vulnerable people like widows, orphans Persons with Disabilities participating in the project (sex segregated)
- Literacy levels of project members

2.0 BIODIVERSITY
- Assess current ecological status, systems, trends (include forests, grasslands, agricultural systems, streams, wetlands, etc) of the area.
- Determine biodiversity status (species composition, habitat assessments, protected species, vulnerable species, endangered species etc.) and identify anthropogenic led problems affecting the biodiversity.
- Identify important bird areas and bird species.
- Indicate natural resources currently being utilized and status of conservation.
- Indicate hectares of wetland area and natural forests to be protected
- Indicate the type and number of agrobiodiversity products to be produced at the project.

- Identify fish farming status and potential

- Conduct an assessment/Inventory of current conservation activities by establishing who is doing the work, where the activities are being carried out and results achieved that need replication or scaling up

- Assess level of public awareness on key environmental issues including veld fires, climate change, deforestation etc
- Identify IKS being used in conservation of resources and existence of local level by laws
- Identify related partnerships in conserving biodiversity and levels of collaboration (stakeholder inventory)

3.0 CLIMATE CHANGE MITIGATION AND ADAPTATION
- Indicate whether project is aligned with larger/ national and international frameworks for example NDCs.
- Indicate hectares of forests to be protected for enhancement of carbon stocks.
- In terms of carbon proofing, indicate number and type of trees to be planted.
- Indicate the sources of green-house gas emissions and how the project is going to reduce emission of green-house gases.
- Is the project going to have strategies of calculating the level of green-house gases reduced after intervention?

- Are there climate change disasters/shocks experienced in the area?
- What strategies are being used to respond to this shocks/build resilience in the community?

4.0 LAND DEGRADATION
- Specify areas to be addressed in terms of land degradation in the project
- If they are gullies, indicate number of gullies and total area in hectares to be rehabilitated.
- Specify the strategies to be done in terms of reclamation of degraded areas.
- Indicate number of hectares to be brought under improved agricultural, land and water management practices.
- What are the cropping strategies being adopted by project to reduce soil loss and degradation of agricultural land i.e Sustainable Land Management (SLM).
- Indicate number of farmer leaders to be involved in successful demonstrations of agro-ecological practices.
- Indicate number of farmer organizations, groups or networks going to disseminating improved climate smart agro-ecological practices.

6.0 AGRICULTURAL PRODUCTION, VALUE ADDITION AND LIVELOODS ENHANCEMENT
- Identify cropping activities in the targeted areas (key crops, production levels) including irrigation schemes/group activities. Put quantifiable indicators in kgs on levels of production for each crop per season per individual or group before project intervention.
- Identify current Natural Resource based enterprise activities and opportunities.
- Assess the level of income per each enterprise per month or per season.
- Identify and assess value addition potential for each product.
- Conduct market analysis and value chain studies for each product. Are there post-harvest losses.
- Assess the knowledge base for production, processing and marketing and identify training needs.
- Identify and document local traditional knowledge for processing.
- Food Systems and Health Risks – what are the cropping systems being used and do they pose risk to the environment and people?
- What are different types of livestock in the project area? How is the grazing land/area being managed?

7.0 CAPACITY DEVELOPMENT
- Has a capacity needs assessment been conducted for the project to identify the areas that the project needs to be trained on.
- Do the project members and beneficiaries have the requisite skills for implanting the project?
- Which areas need training and who is going to offer training?
- Is there going to be development of knowledge materials. If yes indicate the materials to be developed.
- From the list below, select strategies going to be undertaken by project in the area of capacity building and provide details for selected areas:
  - ✓ Going to strengthen grantee networks.
  - ✓ Peer to peer knowledge exchanges
  - ✓ To organize training within project grants on specific technical issues
  - ✓ Connect grantees with government services

- ✓ Connect grantees with NGOs/INGOs
- ✓ Connect grantees with the academia or research centres
- ✓ Connect grantees with development agencies/practitioners
- ✓ Connect grantees with private sector companies.

8.0 SOCIAL INCLUSION

i) GENDER

- Is the project led by a woman (e.g., had a female project coordinator/manager)
- Does the project have gender policy, strategy and action plan?
- Do women have access to natural resources (forests, land and other resources) in terms of use and control of the resources?
- Indicate the patterns of power and decision making in the project?
- Indicate number of women in leadership positions and in the project committee
- What are the needs of men, women and youth? How are the needs for women being addressed by project? What is the percentage of funds in the project directed towards addressing the needs of women?
- Indicate Gender Roles, Responsibilities/Division of Labour and Time Use. Are there gender specific activities, outputs, outcomes, and disaggregated indicators in project design?
- Are women involved in the whole value chain?
- How are the benefits in the project shared between men, women, youth and PWDs.
- Do women in the project have skills and capacity? If there are gaps are there specific ways of addressing this in the project (*Gender Training Needs Analysis)*
- Which mechanisms is the project going to use to ensure women's empowerment and gender equality during the reporting period

- Is the project going to produce knowledge and guidance materials on how to mainstream gender in community-based projects?
- Is the project going to partner with gender/women's organization in the country?
- Is the project going to support networking at the national level and global level with other gender platforms?

ii) YOUTH

- How many youths are participating in the project (sex segregated)
- What are the needs of youth and how are these addressed by project? What is the percentage of funds in the project directed towards addressing the needs of youth.
- Are youth part of the leadership structures

iii) PERSONS WITH DISABILITIES (PWD

- How many persons with disabilities are participating in the project (sex segregated)
- What are the needs of PWDs and how are these addressed by project? What is the percentage of funds in the project directed towards addressing the needs of PWDs
- What different forms of disabilities are being addressed by the project?
- Indicate the strategies being done to assist PWDs to effectively participate in terms of reasonable accommodation.
- Are PWDs part of the leadership structures?

9.0 POLICY

- Is project going to influence any policy.
- Specify the policies to be influenced.
- Indicate the strategies to be used in terms of policy influence.

10.0 GIS MAPPING
Produce the following:
- Map indicating project location
- Map showing geographical/biophysical features of the project area
- Map on land uses
- Map on degraded areas that need rehabilitation
- Map on livelihoods intervention sites (nutrition gardens)

11.0 CONSULTANCY TEAM REQUIRED
This consultancy requires an Institution or a team of consultants. The team shall consist of the following:

(i) Team leader
The consultancy will be led by a Team Leader with a minimum master's degree in any of the following Environment, Ecology, Forestry, Natural Resources Management or development studies.

(ii) **A Livelihoods, gender and disability expert** With a minimum of university degree in Rural Development, Development Studies, Business Management, Community Development or a related area.

(iii) **A Mapping Specialist/GIS** With a minimum of bachelor's degree in GIS, Geography, or related field, and relevant GIS training.

12.0 COMPETENCIES
All the team members should have the following competencies:
- Fluency in written and spoken English and local language
- Strong interpersonal and oral communication skills.
- Ability to work well in multi-disciplinary and multi-cultural teams
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Displays cultural, gender, religion, and age sensitivity and adaptability.
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.
- Ability to quickly adapt to change, and to remain calm under pressure.

13.0 DELIVERABLES
The required outputs of this consultancy will be as follows:
  i. An inception report outlining the approach/methodology, execution programme/timetable, budget and proposed outline of the reports. This report shall be submitted for review and approval by VOH and UNDP-GEFSGP after the signature of the contract before commencement of the work.

  ii. Data collection tools which shall be submitted within two days after acceptance of the methodology for review and approval by VOH and UNDP-GEFSGP.

iii. Draft survey report shall be submitted within 10 days after completion of the field work and shall be accompanied by the raw data as collected by the data collection tools.

iv. The final report shall be submitted within 7 days after the submission of the draft report and shall incorporate VOH, UNDP-GEFSGP and stakeholders inputs.

v. The report outline will be agreed with VOH. The reports submitted by the consultant shall live up to the quality standards provided by the VOH and UNDP-GEFSGP.

vi. Need to submit the GEFSGP List of Indicators under Annex 1 together with the baseline report.

vii. A detailed report which illustrates the current biodiversity situation, livelihoods options, gender and leadership roles, food security situation in Chanuhwa village and village's position on DRR level of preparedness to natural hazards (cyclones, droughts/El Nino etc).

viii. Land use land cover map for ward 17 community which are in the Gwendinge watershed, of Chimanimani district

ix. NDVI maps for Chanuhwa village in ward 17 of Chimanimani district.

The successful team will work under direct supervision by the Project/grantee management team with support from UNDP-GEFSGP office.

14.0 DURATION OF WORK

The duration of the consultancy will be 17 days starting on the 18TH of March 2024. The expected date of delivery of the final report is 09/04/2024

Activity	Date
Response to successful applicants	15/04/2024
Contracting	18/03/2024
Inception report	19/03/2024
Report review	20/03/2024
Tools submission	20/03/2024
Field work	21/03/2024
Draft report	27/03/2024
Draft review	30/03/2024
Final report	04/04/2024

15.0 PAYMENT OF MILESTONES

Payments will be made based on the agreed financial proposal and funds to be released upon submission of a certificate of payment request indicating deliverables achieved. Days worked to be verified and cleared for payment by the supervisor.

The qualified consultancy team/institution shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1st Installment	On approval of inception Report	Grantee, GEFSGP	20%
2nd Installment	Draft Baseline Report	Grantee, GEFSGP	40%
Final Installment	Final Baseline Report and Annexes,	Grantee, GEFSGP	40%

16.0 BID REQUIREMENTS

Consultants who meet the requirements should submit **an** expression of interest, which should include the following:

i. A suitability statement, including commitment to availability for the entire assignment.

ii. A brief statement of on the proposed study methodology including a detailed work plan.

iii. A detailed financial proposal, including daily cost per major activity.

iv. Curriculum vitaes of the team that clearly spell out qualifications and experience.

v. Contacts of 3 organizations that have recently contracted the consultant to carry out a Baseline.

17.0 HOW TO APPLY

If you are convinced you meet the above qualifications and requirements, please send to the address below your summarized C.V. (maximum three pages) which should outline your qualifications and relevant experience and a maximum one-page analysis highlighting your understanding of the work and the proposed methodology you will apply in delivering the intended objectives that is inclusive of the financial bid.

Address for Application:
The expression of interest should be sent to:

valleyofhopeorganisation@gmail.com, witykozi@gmail.com and sitholetaurai057@gmail.com

For more details on the survey, you can contactt the program officer whose contact details are indicated below: +263 784 206 369, sitholetaurai057@gmail.com

The closing date for submission is 12/04/2024

THESE ToRs WAS COMPILED BY: Taurai Sithole

Name and Designation: Sithole Taurai (Program Officer)
Signature.
THIS TOR IS APPROVED BY: Witness Kozanai (Dr.)
Name and Designation: Dr. Witness Kozanai (Executive Director)

Signature:

ANNEX 1: INDICATORS

GEF SGP OP7 Project Indicators (please refer to M&E guidelines for details)
All SGP project will align with at least one or more of the below global environmental indicators. The SGP priorities are aligned to that of the GEF-7 Programming Directions Paper and its outcomes to meet the GEF-7 targets. To capture global environmental benefits, in GEF-7 SGP is aligned with 6 of the 11 GEF-7 core indicators. Please select indicators that relate to your project thematic area.

SMALL GRANTS PROGRAMME INDICATORS FOR GEF-7

PROJECT LEVEL INDICATORS			
AS RELEVANT/OPTIONAL: Additional Indicators (These include both Global Environmental Benefit and Socio- Economic Benefit indicators)		Type	Targeted Indicator (write down the target indicator relevant to your project)
SGP projects are multi- focal. Checkmark focal area strategy used (biodiversity, climate change mitigation/ adaptation, land degradation, sustainable forest management, international waters, chemicals and waste)		*Due to multi-focal nature of SGP interventions, projects can select from all indicators across all focal areas while highlighting the focal area that will be their primary strategy.*	
1	Names and Number of target landscapes under improved community conservation and sustainable use	Biodiversity	
2	Number of Protected Areas (PAs)	Biodiversity	
3	Number of ICCAs; Hectares of ICCAs	Biodiversity	
4	Number of sustainably produced biodiversity and agrobiodiversity products	Biodiversity	
5	Number of significant species with maintained or improved conservation status	Biodiversity	
6	Number of community members with improved actions and practices on agriculture, land and water management	Land Degradation	
7	Number of *new or sustained* farmer leaders adopting and demonstrating improved agriculture and agroecological practices.	Land Degradation	
8	Number of *new or sustained* farmer groups or networks, advocating and disseminating improved agriculture approaches and practices.	Land Degradation	

While primary focal areas for each indicator area listed, please note irrespective of focal area selected, a project can choose from any of these indicators to be linked to in case of multifocal and integrated results. Please note these are optional in nature.

9	Number of projects working on: renewable energy (biomass, hydro, solar photovoltaic, solar thermal, other); energy efficiency, sustainable transport; and conservation/ enhancement of carbon stocks.	Climate Change		
10	Number of low carbon typologies that are community-oriented and locally adapted	Climate Change		
11	Number of households achieving energy access and co-benefits (such as, ecosystem effects, income, health and others)	Climate Change		
12	Area of Forests and non-forest lands with restoration and enhancement of carbon stocks initiated through completed projects (hectares)	Sustainable Forest Management		
13	Number of projects working on (check mark categories applicable): awareness and outreach solid waste management (reduce, reuse, recycle); sustainable pesticide management; organic farming; development of alternatives to chemicals	Chemicals and Waste		
14	Checkmark and report all that apply: Kg of pesticides avoided, reduced or prevented; Kg of solid waste prevented or reduced (such as plastics, domestic waste, agricultural waste etc); Kg of harmful chemicals avoided from utilization or release; Kg of e-waste collected or recycled; Kg of mercury avoided, reduced or sustainably managed	Chemicals and Waste		
15	Number of *new or sustained* local to global coalitions and networks on chemicals and waste management established or strengthened	Chemicals and Waste		
16	Names and Number of inland freshwater Landscapes. These include local names of marine parks, marine sanctuaries, gulfs, bays, lakes, rivers, and underground waters.	International Waters		
17	Tons of land-based pollution (such as solid waste, sewage, waste water, and agricultural waste etc.) avoided, reduced or prevented from entering the waterbodies	International Waters		
18	Hectares of river/lake basins applying sustainable management practices through projects' intervention	International Waters		
19	Names of regional transboundary waterbodies/ Strategic Action Plans (SAPs) if applicable	International Waters		
20	Number of organizations with capacities built or developed (record for both): number of civil society organizations (CSOs), number of community-based	All focal areas		

	organizations (CBOs)			
21	Number of beneficiaries with improved capacities	All focal areas		
Cross-cutting social inclusion project level indicators				
22	Was the projects led by women and/or institutes mechanisms for increased participation of women in decision-making? (Yes/ No)	GENDER		
23	Number of indigenous leaders with higher capacities (to deliver local solutions and have strong policy advocacy representation)	Indigenous People		
24	Number of youth organizations engaged with as part of SGP intervention	YOUTH		
25	Number of PWD (persons with disabilities) organizations engaged as part of SGP intervention	PWD		
Knowledge Management and Capacity Building Indicators				
26	Number of CSOs whose capacities were developed or improved	Knowledge Management & Capacity Building		
27	Number of CBOs whose capacities were developed or improved	Knowledge Management & Capacity Building		
28	Number of peer-to-peer knowledge exchanges facilitated	Knowledge Management & Capacity Building		
29	Number of training sessions organized	Knowledge Management & Capacity Building		
30	Number of knowledge fairs organized	Knowledge Management & Capacity Building		
31	Number of Stakeholder workshops organized	Knowledge Management & Capacity Building		

32	Number of grantee networks strengthened	Knowledge Management & Capacity Building		
33	Number of How-to-toolkits developed	Knowledge Management & Capacity Building		
34	Number of knowledge products, best practices developed	Knowledge Management & Capacity Building		
35	Number and type of technology/solution exchanged and replicated	Knowledge Management & Capacity Building		