



**THE CAPE ACTION FOR PEOPLE AND THE ENVIRONMENT (C.A.P.E.)
PROGRAMME and the SUCCULENT KAROO ECOSYSTEM PROGRAMME (SKEP)**

**Postal Address: Private Bag X7, Claremont 7735
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CALL FOR SUBMISSION OF PROPOSALS

Technical Support to C.A.P.E. and SKEP Coordination Units

CLOSING DATE: 28 September 2009

The Cape Action for People and Environment and Succulent Karoo Ecosystem Programmes (C.A.P.E. and SKEP) coordination units require the professional services of a minimum of two, but possibly up to three consultants to support these programmes throughout the second half of 2009 and into 2010 on a part-time basis working together with the teams based at Kirstenbosch in Cape Town.

Background

The SKEP and C.A.P.E. programmes evolved as a direct response to the need for the conservation of the rich biodiversity found in the Succulent Karoo and the Cape Floristic regions respectively. Both these programmes are driven and managed by a multiplicity of stakeholders who have vested interests in the conservation of biodiversity in these regions. A key function of the Coordination Units of these programmes has been to facilitate and coordinate action across these regions.

Scope of Services

The consultant/s will provide technical advisory support to the C.A.P.E. and SKEP Co-ordination Units to manage the implementation of key project activities as identified in the respective programmes' work plans. .

Specific support will be required to assist SANBI to monitor implementation of several projects including the GEF funded C.A.P.E. Biodiversity Conservation and Sustainable Development Project as well as the SKEP Monitoring and Evaluation project.

The precise programme of work will be established by an initial work programme approved by the Client, followed by revised work programmes for each calendar quarter of the contract. The key performance areas include, but are not limited to the following:

Both C.A.P.E. and SKEP

1. Monitoring and Evaluation Frameworks

- 1.1 Support the further development of the C.A.P.E. and SKEP M&E frameworks to ensure alignment with other bioregional programmes M&E frameworks.
- 1.2 Ensure that all activities inform or are informed by SANBI's monitoring and reporting programme and the NBSAP, as appropriate.

2. Technical support on nature conservation planning and management

- 2.1 Provide advice to the C.A.P.E. and SKEP Co-ordination Units regarding nature conservation planning and management issues, and assist the staff to respond to requests for information or assistance.
- 2.2 Support the Acting Coordinators with the technical implementation of the respective programmes' work plans with particular emphasis on current donor funded projects including the C.A.P.E. BCSD project as well as projects in the process of being developed.
- 2.3 Support the Coordination Units in the review of proposals submitted to partnership donors including CEPF and TMF.
- 2.4 Advise the Coordination Units and project implementers on capacity development needs, especially for management effectiveness for protected areas.
- 2.5 Support a programme to roll out the South African Management Effectiveness Tracking Tool to conservation agencies and the stewardship programmes of the Western and Northern Cape

SKEP:

3. Technical support to the SKEP Programme

- 3.1 Support the finalisation of the SKEP research strategy.
- 3.2 Produce a summary document outlining the findings of the assessment and evaluation of ecosystem services in the Succulent Karoo biome.

Support will be required on a part time basis over a period of nine months (part time) starting end September 2009. It is anticipated that a total of fourteen weeks of work over the nine month period would be required.

Minimum Criteria for Selection

Potential consultants must have:

1. Appropriate graduate or post-graduate qualifications in any, or all of Biological or Environmental Sciences, Town and Regional Planning, Social and Development Studies, Project Management or equivalents.

2. At least 5 years experience in the facilitation, design, implementation and evaluation of projects involving a variety of community stakeholders, non-governmental organisations and governmental organisations at all levels in a nature conservation context.
3. Demonstrable experience with project planning and design, including the use of logical frameworks, and technical experience in the field of nature conservation planning and management at protected area and landscape scales.
4. Experience and proven ability in project management and ensuring the timeous production of deliverables,
5. Good organisational skills and proven ability to prioritize activities and work under pressure;
6. Excellent spoken and written command of English and a working knowledge of Afrikaans or isiXhosa is required.
7. Knowledge of the Cape Floristic Region and Succulent Karoo.

In addition, the Preferential Procurement Policy Framework Act (No. 5 of 2000) and SANBI procurement process applies to these Terms of Reference. Note that service providers are required to comply with the processes outlined here. Failure to comply will result in disqualification of proposals:

1. *Service providers are required to submit a valid tax clearance certificate with their proposals. In the case that the service provider is not in possession of a valid tax clearance certificate, this should be applied for in good time ahead of the proposal deadline.*
2. *The Standard Bidding Forms (included seperately) must be completed and submitted with this proposal.*
3. *The 80/20 point system will be applied in evaluating proposals, where technical merit and price constitute 80 points and ownership by formerly disenfranchised individuals, women and disabled people constitutes 20 points. Evaluation of proposals will be done according to the following criteria. Sufficient information should be provided to allow for evaluation according to these criteria:*

Criteria	Points
Technical merit of proposal (approach, time and deliverables)	25
Qualification, expertise and competencies of service provider	25
Employment Equity	20
Price	30
TOTAL	100

4. *Service providers who fail to score a minimum of 25 points out of a possible 50 points on technical merit and qualification criteria will not be eligible for further consideration.*

Applications

Interested consultants are invited to submit applications via e-mail to Azisa Parker, C.A.P.E. Programme Developer, South African National Biodiversity Institute, to parkera@sanbi.org by **12:00 pm on 28 September 2009**.

Applications should include:

- Details of the service provider including the consultant's profile (or Curriculum Vitae) outlining relevant skills, experience and track record.
- Brief description of methodology and approach to the assignment.

- Completion of the Informal Bid Forms.
- An indication of daily rates for the proposed work (indicating VAT separately).

Enquiries can be directed to:

Azisa Parker

Programme Developer

SANBI Fynbos Programme/ C.A.P.E. Coordination Unit

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