

TERMS OF REFERENCE OF THE TENDER

(APPENDIX IA of the BIOFUND MOP)



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Terms of Reference of the Tender

1. Introduction

Under the Financing Cycle [*insert the name or type of financing*], the Foundation for the Conservation of Biodiversity (BIOFUND) invites the bodies [*insert the names or groups of potential beneficiaries*] to present requests for financing activities to conserve biodiversity in accordance with the present Terms of Reference.

The present tender envisages benefitting [*insert type or number of beneficiaries*], for a period of [*insert duration of financing*]. The total value of the financing for this period is [*insert total value of financing and origin of the funds*].

2. Specific Objectives

The specific objectives of this financing cycle [*specify/add others, if they are different from the list below*], are the following

- a. To support running costs (non-wage costs) of the beneficiary ACs, allowing greater autonomy and flexibility in budgetary execution as well as greater sustainability in the planning of the ACs
- b. To strengthen the administrative, financial and operational capacity of the ACs

3. Eligible Proponents

National Parks: Quirimbas, Gorongosa, Mágòe, Bazaruto, Limpopo, Zinave, Banhine

National Reserves: Lake Niassa, Niassa, Gilé, Marromeu, Chimanimani, Pomene, Mahlazine, Inhaca, Maputo, Ponta do Ouro

Area of Environmental Protection: Primeiras and Segundas Islands

Total Protection Zones: Cape São Sebastião

It is a condition of eligibility that the ACs should possess:

- a. Management Plan approved, or being approved;
- b. Annual plan of activities;
- c. Defined budget;
- d. An officially appointed Administrator or other person responsible for managing the area;
- e. Satisfactory previous financial performance.¹

¹ Satisfactory financial performance is confirmed by: 1. a copy of the audit reports (if there are any), 2. In the case of projects without audits, a written confirmation from the donor regarding the acceptance of the latest report for the project in question and/or a letter from the donor confirming the satisfactory financial performance of the

4. Value of the Proposals

Proposals shall present budgets with an annual value of between [*insert previously defined limit values*], over [*insert duration and period of the financing*].

5. Submitting the Proposals

The proposals shall be sent, in a physical or complete electronic version, to the address: Av. Samora Machel, 323, 5th Floor – Maputo, email: projectos@biofund.org.mz, by [*insert the deadline date and time*].

Proposals will not be accepted after this deadline, and nor will incomplete documentation. Failure to present all the documents will lead to the rejection of the proposal.

Each proponent (AC) is only allowed to send 01 (one) proposal

6. Drawing up the Proposals

The proposals shall be presented by using the appended forms and adding the following documents:

- Management Plan
- Annual Plan of Activities for the following year
- Budget defined for the following year
- Copy of the dispatch appointing the Administrator or other person responsible for the AC
- Report on the financial (budgetary) execution of the previous year, including audit reports (when there are any)

7. Eligible Expenditure

This funding may only be used to support the categories of current expenditure identified below (and other similar categories) which should be described and proven individually when providing accounts:

- Acquiring, hiring and maintaining office material and equipment;
- Mail, communications, and electricity, water and gas;

project. Documentation shall be delivered about all projects with sums above 50,000 USD implemented within the last 3 years. BIOFUND reserves the right to request information regarding smaller projects and the right to request an opinion directly from other donors if it deems this necessary.

- Assorted materials for use and consumption (lubricants, field materials, various tools, items for domestic use, etc.);
- Maintenance of infrastructures;
- Services to maintain equipment and vehicles (materials and labour);
- Insurance for vehicles, boats and motorcycles;
- Licensing and use fees;
- Transport (fuel, hire of vehicles, boats, etc.);
- Travel (tickets and accommodation within Mozambican territory);
- Uniforms and equipment for wardens;
- Food for wardens;
- Short duration capacity building sessions;
- Organisation of events (accommodation, meals, room hire);
- Activities to raise environmental awareness;
- Production of documents and publicity material (maps, leaflets, posters, calendars, videos, documentaries, T-shirts, caps, jackets, etc.);
- Reproduction of documents;
- Hiring services (such as field auxiliaries, casual and contracted staff);
- Hiring consultancies;
- Regular monitoring activities.

Expenditure that is not eligible includes:

- Expenditure paid by other projects or by the state;
- Wages of permanent staff, their costs and benefits;
- Allowances;
- Building of infrastructures;
- Acquisition of durable goods (e.g. vehicles);
- Community activities costing more than 10% of the total value of the project;
- Firearms and ammunition;
- Interest and fines;
- Debts of previous projects;
- Research activities;
- Scholarships;
- Subventions or sponsorship of individuals or third parties;
- Articles for personal use;
- Alcoholic drinks, cigarettes, cigars and similar items.

During the selection procedure, any expenditure regarded as out of line with the proposed activities may be rejected in whole or in part.

Any tax obligations resulting from the contract shall be the entire responsibility of the implementing body.

8. Selection Procedure

The proposals shall be submitted to a screening procedure by a Technical Team in accordance with the above-mentioned eligibility criteria. The following factors shall also be taken into account in eliminating proposals:

- Proposal sent after expiry of the deadline;
- Incomplete proposal;
- Failure to respect the minimum and maximum sums and implementation periods stipulated;
- Proposals sent by institutions that are not eligible.

Each of the proposals on the resulting short list shall have its own case file with a registration number to which will be added informative documents about the proposing AC.

The case files are sent to be assessed by a jury, appointed by the Board of Directors of BIOFUND, and operating on a voluntary basis, with the following composition:

- A member of the General Assembly of BIOFUND;
- BIOFUND Executive Director
- BIOFUND Director of Programmes
- BIOFUND Director of Administration and Finance
- A representative from a Conservation Area (which shall not be competing for this financing cycle) with recognised experience of conservation management
- A donor representative as an observer, with no right to vote

The proposals shall be scored based on the Management Capacity and Quality of the Proposals, as shown below:

| CRITERIA | OBSERVATIONS | Relative weight |
|--|---|-----------------|
| Management Capacity | | |
| Effectiveness of management | Using the data from METT (<i>Management Effectiveness Track Tool</i>) collected most recently by ANAC. | 10 |
| Organisational and financial capacity of the proponent | Scoring based on analysis of structural aspects, human resources, existing means and history of fund management. Questionnaire previously filled out by BIOFUND together with the ACs | 30 |
| Quality of the proposal | | |
| Adjustment to the Management Plan and to the threats to biodiversity | Compliance of the proposals with strategic activities aligned with the management objectives of the AC. | 10 |

| | | |
|--|--|----|
| Degree of compliance with the conditions of the tender and Budgetary coherence | Activity and budgets aligned with defined criteria and budget reflect adequately the activities proposed | 10 |
| Coherence and consistency of the document | In terms of objectives, methodology, activities, outcomes and indicators of the proposal | 10 |
| Degree of complementarity with other sources of financing of the AC | No overlapping with other financing and support programmes. | 20 |
| Socio-economic contribution of the project | Likely impact on the residential population of the buffer zone and/or the AC. | 10 |

The relative weight of the scoring is 40% for the criteria concerning management capacity and 60% for the criteria concerning the quality of the proposal.

The decision from the jury should also take into account the following factors:

- Contribution to a diversified portfolio of BIOFUND, in terms of habitats, geographical diversity, level of consolidation and partners involved.
- External Risks to the project: Outside factors which could influence implementation of the project

The final results from the jury shall be validated in Minutes of the Board of Directors of BIOFUND.

9. Publishing the results

BIOFUND shall publish the final list of the projects approved.

The proponents shall be individually informed about the details of their respective assessment procedures, in order to improve the quality of the proposals on future occasions.

10. Contract and implementation

The proposals that are approved with recommendations or conditions should have these recommendations and conditions complied with and included within the deadline granted for this, or should justify in a satisfactory way why they have not been included or complied with.

It shall be the responsibility of the BIOFUND Executive Management to decide on the acceptability of the alterations and justifications presented by the proponents.

At the end of the adjustment procedure, BIOFUND and the proponent or supervisory institution shall sign a grant contract in accordance with the norms and procedures of BIOFUND.

The date on which the contract is signed marks its starting point. The resources shall be released under the terms of the BIOFUND Implementation Manual that will be made available to the proponent after approval of the proposal.

The proposals approved under this tender shall envisage the participation and expenses of a representative at a training seminar, the date, place and duration of which shall be decided by BIOFUND, immediately after the signing of the grant contract. The purpose of this seminar is to build capacity for implementing the resources to be disbursed, ensure greater coordination and integration, as well as sharing information between representatives of the institutions whose proposals have been approved.

Additional information

Explanations and additional information about the content of this tender may be requested through the e-mail address proyectos@biofund.org.mz.

BIOFUND shall remove any reference to the institution and shall share the questions and answers with all the bidders.

11. Final considerations

In the event of *force majeure*, BIOFUND reserves the right to modify, revoke or annul, in whole or in part, the present tender, without this implying the right to compensation of any kind.

12. Appendices

APPENDIX 1: Data on the Proposing Institution

APPENDIX 2: Form for presenting the proposal (including the total budget of the AC)

APPENDIX 3: Form for the calendar for project implementation

APPENDIX 4: Form for the proposal budget

APPENDIX 5: Flow chart of the tender process

APPENDIX 1: Identification of the Institution Responsible for the Project

Identification of the Proposing Institution

| | |
|--|--|
| Name of the Institution Responsible for the Project | |
| Complete address of the Institution Responsible | |
| Telephones | |
| E-mail | |
| Address for correspondence (if it does not coincide with the above address) | |
| Legal nature (State body, NGO, Companies, etc.) | |
| Date of legal registration | |
| NUIT | |
| Legal representative(s) of the Institution Responsible for the Project (name and position) | |
| Coordinator of the Project | |
| Telephone; email; and address of the Coordinator of the Project | |
| Person who authorises expenditure (responsible for financial management) | |
| Telephone; email; and address (of the person who authorises expenditure) | |
| Place or region of activity of the proposing body | |
| Institutional partners for this Project | |

Part A (Proponent and partners)

1. PROPONENT CURRICULUM MODEL

- a) Present the mission, the strategic objectives and the main areas of activity (as stated in its Management Plan).
- b) Present the main partner organisations.
- c) Present the main coordination and management fora, networks and coordination in which the institution participates.
- d) Describe the technical capacity of the institution to carry out the activities, indicating the experience of the technical staff in the themes and actions presented in the project.
- e) Describe the experience of the coordinator in Project management and in the theme proposed.
- f) Other relevant information.

2. DATA ON THE PARTNER INSTITUTION(S) IN IMPLEMENTING THE PROJECT

[Fill out a form for each partner institution in project implementation (if there are any)]

| | |
|---|--|
| Name of the Partner Institution | |
| Complete address of the Partner Institution | |
| Telephones | |
| E-mail | |
| Address for correspondence (if it does not coincide with the above address) | |
| Legal nature (State body, NGO, Companies, etc.) | |
| NUIT | |
| Legal representative(s) of the Partner Institution (name and position) | |
| Person responsible for the Project in the Partner Institution | |
| Telephone; email; and address of the person responsible for the Project | |
| Place or region of activity of the partner body | |
| Work experience of the partner institution on activities similar to that proposed in this notice. | |

“NAME OF THE CONSERVATION AREA”

“PROJECT PROPOSAL...”

“DATE”

I. INTRODUCTION

Period of Financing: “Starting date” – “Final Date”

Total Amount Requested: US \$ XX,XXX (“amount in words” ... US dollars)

Summary of proposal: Executive summary of the project, describing where it will take place, its duration, and the general objectives, as well as the targets and what it is intended to achieve at the end of the project. (*maximum half a page*)

Antecedents and justification: Explain briefly when the AC was created, its importance and a short history of its activities and the support it has enjoyed, partnerships and main challenges and difficulties. Stress the rationale of the proposal and the impacts and added value (complementarity) that this financing could bring, relevant aspects of biodiversity or other specificities (such as type of habitats, species, etc). (*maximum two pages*)

Location: Specify the location and coverage of the project (present maps, sketches) and the estimated total area of the project (in Ha, Km or m²), when appropriate. (*maximum half a page*)

II. DETAILED PROJECT

Objectives: Mention the specific and general objectives of the project (*maximum half a page*)

Activities and results: Mention in summary the main activities (maximum **four main activities**) of the AC in this project, planned targets for

the proposed period and respective results expected.
(*maximum one page*)

Example:

Administrative support: Guarantee sustainable financing of the operations of the AC, good governance and good management practices.

Others:

Brief description of the activities to be financed:

Lay out in detail the activities, indicating the main actions and indicators (which will be used to check the achievement of each activity) for each year. Include a detailed calendar of objectives, activities and indicators for the period of the project, according to Appendix 3 of the ToR of the tender.

Challenges and threats:

Describe the main problems and difficulties faced by the AC. Justify the need for financing of each group of activities, and the added value that this financing brings, complementarity and multiplication of benefits.

Mention the advantages and benefits of this financing, as well as the consequence of the non-approval of this financing. (*maximum one page*)

Socio-economic and environmental impacts:

Mention the risks and benefits of the project for the environment and the socio-economic conditions of the surrounding population. (*maximum half a page*)

III. FINANCIAL PROPOSAL

OVERALL BUDGETARY SITUATION

Describe the financial history of the AC, summarising its sources of finance over its existence and the current situation plus the prospects for fundraising in the short and medium term.

Include a detailed table with the current situation of the budget during the project period, as shown in the example below:

| Overall budget of the AC and current resources available (20xx-20xx) | | | | |
|--|---------------|---------------|---------------|---------------|
| Origin of the finance (USD)* | Year 1 | Year 2 | Year 3 | Year 4 |
| Income of the AC (if there is any) | | | | |
| State budget | | | | |
| BIOFUND (sum requested in the proposal) | | | | |
| Partner 1 ... (specify) | | | | |
| Partner 2 ... (specify) | | | | |
| Partner ... (specify) | | | | |
| Total | | | | |
| * List all the existing projects/finance in the AC, indicating the overall total, including those that are under negotiation/envisaged and other agreements in kind (e.g. direct support in fuel, maintenance, etc). | | | | |

PROJECT BUDGET

Describe and justify the budget proposed (include table as in Appendix 4) for undertaking the planned activities.

APPENDIX 3: Form for the calendar for implementing the Proposal

| Matrix of Objectives, Activities and Indicators | | | | | | |
|---|---|---|--------|--------|--------|--------|
| Strategic objective of AC: <i>Example:</i> Guarantee, protect and improve the conservation of biodiversity and similar services in the AC | | | | | | |
| Objective 1 (by department or area): <i>Example:</i> SUPPORT FOR THE ADMINISTRATION – Ensure the continuity and efficiency of management and operational activities of the departments of the AC and programmes. Overall budget: US\$ XXX BIOFUND budget: US\$ XXXX | | | | | | |
| Activity | Action | Indicators (measurable) | Year 1 | Year 2 | Year 3 | Year 4 |
| Activity 1.1. <i>Example:</i> Financing operational administrative expenses | Action 1.1.1. <i>Example:</i> Payment of vehicle insurance, fuel and maintenance Ação 1.1.2. <i>Example:</i> Regular payment of basic administrative costs | <i>Example:</i> Vehicle insurance paid, fuel available for operations, rapid response to emergencies <i>Example:</i> Communication, electricity and water bills paid on time <i>Example:</i> Office materials/ cleaning materials/ services (documentation, legal) available. | X | X | X | X |
| Objective 2 (by department or area): XXX. | | | | | | |
| Activity | Action | Indicators (measurable) | Year 1 | Year 2 | Year 3 | Year 4 |
| Activity 2.1. | Action 2.1.1. Action 2.1.2. | | | | X | |
| Objective 3 (by department or area): XXX. | | | | | | |
| Activity | Action | Indicators (measurable) | Year 1 | Year 2 | Year 3 | Year 4 |
| Activity 3.1. | Action 3.1.1. Action 3.1.2. | | X | X | | |

APPENDIX 4: Model – Project Budget

This chart identifies all the goods and services necessary to undertake a specific activity. The chart permits allows BIOFUND to determine with precision the activities and budget envisaged for the project.

| Item | Budget envisaged (USD) | | | |
|--|------------------------|----------|----------|----------|
| | Year 1 | Year 2 | Year 3 | Year 4 |
| Activity 1.1 – Administrative Support | 0 | 0 | 0 | 0 |
| <i>Expense 1: Communications</i> | 0 | 0 | 0 | 0 |
| <i>Expense 2: Maintenance of equipment</i> | 0 | 0 | 0 | 0 |
| <i>Expense 3: Vehicle Insurance</i> | 0 | 0 | 0 | 0 |
| <i>Expense 4: Electricity, water and gas</i> | 0 | 0 | 0 | 0 |
| <i>Expense 5: Fuel</i> | 0 | 0 | 0 | 0 |
| <i>Expense 6: Travel</i> | 0 | 0 | 0 | 0 |
| <i>Expense 7: Office material</i> | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 |
| <i>Expense 10: Bank charges</i> | 0 | 0 | 0 | 0 |
| Activity 2.1 XXXX (describe the activity) | 0 | 0 | 0 | 0 |
| <i>Expense 1: (specify the expense)</i> | 0 | 0 | 0 | 0 |
| <i>Expense 2: (specify the expense)</i> | 0 | 0 | 0 | 0 |
| | | | | |
| Activity 3.1 XXXX (describe the activity) | 0 | 0 | 0 | 0 |
| <i>Expense 1: (specify the expense)</i> | 0 | 0 | 0 | 0 |
| <i>Expense 2: (specify the expense)</i> | 0 | 0 | 0 | 0 |
| | | | | |
| Activity 4.1 XXXX (describe the activity) | 0 | 0 | 0 | 0 |
| <i>Despesa 1: (specify the expense)</i> | 0 | 0 | 0 | 0 |
| <i>Despesa 2: (specify the expense)</i> | 0 | 0 | 0 | 0 |
| | | | | |
| Overall total | 0 | 0 | 0 | 0 |

APPENDIX 5: Flow chart (model tender process)

