



IMPROVING RANGELAND AND ECOSYSTEM MANAGEMENT PRACTICES OF SMALL HOLDER FARMERS UNDER CONDITIONS OF CLIMATE CHANGE (IREMA) IN SESSFOINTEIN, FRANSPONTEIN AND WARMQUELLE AREAS

Terms of Reference

Consultancy to conduct a Disaster Risk Reduction assessment for the IREMA Project in Kunene region

1. Background on the IREMA Project

The Environmental Investment Fund of Namibia (EIF) in conjunction with the Ministry of Agriculture, Water and Land Reform (MAWLR) is Implementing Green Climate Fund (GCF) funded project titled SAP001: “Improving Rangeland and Ecosystem Management Practices of Smallholder Farmers Under Conditions of Climate Change in Sesfontein, Fransfontein, and Warmquelle Areas “IREMA Kunene Project. The project period spans from 2019 to 2023

The project aims to reduce the vulnerability of smallholder farmers under climate change conditions by safeguarding natural capital that generate ecosystem services to sustain agricultural production systems. More specifically, this project is intended to: (1) Promote investments in integrated drought early warning systems and improve the existing ones; (2) Strengthen and improve the capacity of key stakeholders in drought risks management at regional, national and local levels; and (3) Support communities to undertake innovative adaptation actions that reinforce their resilience to drought.

The consultancy will focus on components 2 and 3 of the Project. Component 2 which is *“Reducing climate driven risks in target ecosystem and land through supporting innovative drought adaptation actions”* is directed at establishment of strategies for mitigating the impacts of climate and disaster risks and building the resilience of communities in Kunene Region to the impacts of these risks. The interventions for component 2 will be guided by the national policies and strategies that promote climate change and disaster mitigation and sustainable development as expounded in NDP 5. The key outputs for component 2 are: (i) Concrete and innovative drought adaptation actions supported for smallholder farmers; and (ii) Climate resilient ecosystem management practices that supports agricultural production.

Component 3. Knowledge and information support mechanisms has one output (i) Strengthened capacities of smallholder farmers to mainstream climate change responses and effective support to adaptation efforts. The project will have a strong learning and knowledge management component to capture and disseminate lessons learned and to influence policy. The knowledge management system will be institutionalized within the regional administration systems of the Kunene area and the Ministry of Agriculture, Water and Land Reform, which will in itself provide lessons to guide the other regions. This will include lessons learned on the additional burden faced by women and children with respect to climate change. Further, lessons will also be shared through various appropriate regional and global networks, such as the Direct Climate Action Platform (DCAP) of the Green Climate Fund to facilitate learning across countries. The knowledge management system will include a feedback loop to policy makers at national level, to facilitate uptake of lessons learned into policy

It is against this background that in support of the implementation of these tasks, the EIF is looking for a qualified consultant to perform the below tasks.

2. The objective of the consultancy

The overarching objective of this consultancy is to support the IREMA Kunene Project to reduce climate driven risks in targeted landscape through developing and implementing cost-effective drought adaptation options to ensure food and nutrition security and improved livelihoods of the local communities as well as improved ecosystem wellbeing in the project target areas.

2.1 Specific tasks for the Consultants:

- Catalyse the implementation of the National DRM Plans of Action at Regional and Local levels.
- Develop guidelines for integrating DRM in farming planning activities /process in the target areas.

- Identify innovative approaches and technologies to enhance community resilience to disaster risks
- Develop DRM Plans for the three constituencies.
- Develop drought management framework that protect ecosystem from climate impacts for Kunene -using ecosystem-based approach including adoption of alternative affordable energy technologies and promotion of environment and natural resources management practices.
- Integrate drought and disaster management practices into local level institutions
- Mainstream gender-based data in DRM Plan to inform the adaption interventions of the project
- Develop DRR Training Manuals for the Training of Trainers (ToTs- MAWLR, MURD, FAs,) and Smallholder Farmers

3. Scope of the Consultancy

Under the direct supervision of the National Project Manager of IREMA Kunene Project, the consultants will work directly in support of EIF and collaborate with a range of partners including the Ministry of Agriculture, Water and Land Resettlement (MAWLR), Office of the Prime Minister (DRM Directorate), Kunene Regional Council, Farmers Associations, relevant Traditional Authorities (TAs), Ministry of Urban and Rural Development (MURD), Namibia National Farmers Union (NNFU), IRDNC, UNAM, NUST etc.

3.1 Expected Key Deliverables Expected Key Deliverables

Deliverable 1. An Inception Report (IR)

An Inception Report of not more than 10 pages should be prepared by the Consultants prior to the main assignment. The IR will set out the Consultant's understanding of the tasks, the proposed methodological approach to be used by the consultant to undertake the study, including sampling and the schedule /workplan for production of the draft and final reports. The IR should also include the proposed questionnaire to be used for the community level interviews and key informants.

Deliverable 2: DRR Report

A desk review of available Disaster Risk Reduction Reports/ information and other relevant documentation for Kunene Region.

Deliverable 3: Community Engagement Report

Detailed analysis DRR options or measures that are likely to have the greatest positive impacts in the livelihoods of the target communities and their sustainability.

Deliverable 4: Guidelines for integrating DRR in farming planning activities /process in the target areas:

- Review existing documents relevant to sustainable agriculture development and DRR at regional and local levels
- Draft a guideline for integrating DRR into farming activities. If such guidelines already exists, it is required to review and adopt it to current situation considering the results of analysis of the climate-driven vulnerabilities.
- Organize and conduct consultation meetings to present the draft guidelines with the involvement of key stakeholders (MAWLR, MURD-KRC, OPM-DDRM and FAs and revise based on the comments.

Deliverable 5: DRR Training Manuals

- Develop a Training manual for Training of Trainers (TOTs) and Smallholder farmers on DRR
- Conduct a DRR training for both TOTs and Smallholder Farmers.
- Organize and conduct Training workshops on integrating DRR into agriculture for TOTs and FAs in the project target areas.
- Produce and submit training report

Deliverable 6: DRR Plans

- Develop DRR plans for the constituencies (Sesfontein and Khorixas) including CCA measures

Deliverable 7: Draft I Report of the Assignment

- Prepare draft report on project implementation, lessons learned and project recommendations.
- Share the draft report with PMU/EIF/MAWLR for perusal (comments and guidance)
- Make a PowerPoint presentation of the Draft Report to PMU/EIF/MAWLR PMU/EIF/MAWLR as/when requested

Deliverable 8: A Final Report of the Assignment

- Share the draft report with relevant stakeholders for comments
- Incorporate the comments and respond to all the comments or questions
- Prepare and submit a final report to the Project Manager

4. Description of Tasks, Timelines and Deliverables

Item No	Deliverable	Format	Deadlines
1.	First meeting and signing of contract	On-site engagement & Contract	1 st week of award
2.	Inception meeting with PMU / EIF/MAWLR, Draft Inception meeting and Inception Report and Draft Questionnaires	A PowerPoint Presentation	1 week from award of contract
3.	Inception Report with comments from the incepting meeting incorporated	Document	2 weeks from award of contract
4	Draft Report	Document	8 weeks from award of contract
5	Draft DRR Training Manuals and Guidelines for DRR mainstreaming Submission	Documents	10 weeks from award of contract
6.	Conduct TOTs Training Workshop Compile Training Workshop Report	On-site Engagement and Document	12 weeks from award of contract
7	Training Report	Document and PowerPoint Presentation	14 weeks from award of contact
8	Final Assignment Report	Document	16 weeks from award of contract

5. Duration and reporting arrangement

Duration of the assignment is **40 days of work effort** over the spread of **four (4) months**

The consultant/s will report directly to the IREMA Project Manager and will work closely with the IREMA Regional Technical Officer, MAWRL-DAPEES ADC, Regional Councillors and Kunene Regional Council.

6. Qualifications and Experience of the Consultant

The study will be conducted by a qualified consultant. The suitable consultant should meet the following minimum requirements:

- Should have at least postgraduate degree in Environmental Management, Agricultural economics, Natural Resource Management, Climate Change, Disaster Risk Management, Development Planning or any other related fields
- Proven expertise in Disaster Risk Management assessment and mapping, Integrated drought risk assessment, planning and management
- At least 5 years of experience in Research; Climate Change Adaptation, Disaster Risk Management, NRM and Agriculture development planning;
- Demonstrated experience in DRM & mapping, GIS applications and DRR policy development
- Excellent analytical and reporting skills and fluency in written and spoken English are essential
- Good training and workshop facilitation skills are mandatory
- Demonstrated ability to assess complex situations in order to succinctly and clearly distil critical issues and draw forward looking conclusions
- Good interpersonal and general communication skills including client-oriented interpersonal skills, planning and coordination skills;
- Sound understanding of Climate Change and environmental Management;
- Ability to work in a multi-cultural environment;
- Good interpersonal skills and communication skills with government officials, leaders of deferent entities, (TAs, NGO's, CBOs FBOs) as well as the local community are required.
- Knowledge of methodologies for reducing vulnerability to climate change and drought will be a distinctive advantage

NOTE: If consultants apply as a team, one consultant should be nominated as Team Leader, who will have continuous involvement from the inception to the end of the consultancy and will be the main communication focal point for the IREMA Kunene Project team.

Specific skills are required on the following:

- Quantitative skills for the purpose of data analysis are critical and required for the purpose of this consultancy. Experience on working with Statistical software such as SPSS and STATA or any other relevant software is essential;
- Qualitative skills for the purpose of gathering information through interviews, focal group discussions, and other methodologies;
- Communication skills to clearly communicate the IREMA Kunene project's results.

7. Submission Requirements

8.1. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants OR a team of consultants must submit the following documents/information to demonstrate their qualifications **in one single PDF document**:

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability**.
- 2) **Personal CV/s**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references. If applying as a team, please submit the CVs of the team members and indicate the Team Leader)
- 3) **Technical proposal**:
 - a. Brief description of why the individual considers him/herself as the most suitable for the assignment
 - b. A methodology, on how you will approach and complete the assignment.
 - c. Electronic version of the technical proposal should be in a USB (flash drive/memory stick)
- 4) **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

8. Evaluation Criteria

Bids will be assessed on the basis of:

- Alignment of proposed methodology to the scope of work/TOR
- Realistic work plan in line with requirements and deadlines
- Skills and experience of the consultant/team
- Evidence of successful completion of similar projects
- Value for money

9. Contact Persons:

1. Admin Enquiries: Mr. Joseph Elagon
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2. Technical enquiries: Mrs. Mirjam Kaholongongo (National Project Manager)
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