



Food and Agriculture
Organization of the
United Nations



Draft Terms of Reference

Consultancy Services to undertake a study of the suitability and adequacy of existing institutional arrangements to address climate change vulnerability and adaptation

1. Background

The BCC was established in January 2007 through the signing of an Interim Agreement by Angola, Namibia and South Africa. Then, on 18 March 2013, the three governments signed the Benguela Current Convention, a ground-breaking environmental treaty that entrenches the Benguela Current Commission (BCC) as a permanent inter-governmental organisation. The BCC is the first inter-governmental commission in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The BCC is governed through the Ministerial Conference with its operational decision-making body being the Commission, and has three permanent advisory committees: The Ecosystem Advisory Committee (EAC) comprises senior, multi-disciplinary experts providing the Commission with the best scientific, legal and socio-economic advice and management recommendations based on best available relevant information, as generated and presented by various technical working groups; the Finance and Administration Committee (FAC) has the mandate to provide oversight over the secretariat's audit and financial control functions to ensure good corporate governance and also provides independent assurance and support to the Commission and the Secretariat by evaluating the Secretariat's risks, control and compliance framework, and its external accountability responsibilities; the Compliance Committee is mandated to provide the Commission with information, advice and recommendations on the implementation of, and compliance with, the measures adopted to give effect to the objectives of the Convention; and the Secretariat based in the coastal town of Swakopmund that is entrusted by the Parties to coordinate and provide support to all the BCC structures by facilitating the execution of their functions; coordinates programmes; mobilises requisite resources; and establishes partnerships with relevant organisations. Professional staff are recruited from member countries, with gender equity at the forefront of the recruitment process.

The core values of the BCC are integrity, accountability, transparency, equity and environmental sustainability.

As a result, one of the obstacles to change the current status quo on climate change adaptation and vulnerability within the national fisheries and institutions is the lack of understanding and coordination on where climate change related decisions are made, who the key institutions are to influence the mainstreaming of climate change adaptation information, and the capabilities of such institutions to address it. To ensure that the outputs are addressed continuously, consultants are invited from eligible consulting firms (consortia) to support the BCC and its Parties to assess the roles, suitability, adequacy, the need for modifications and improvements to encompass the information at all levels (local, national and regional) and across institution(s). This includes identifying cross-institutional links and information flow to existing development priorities and activities of the three (3) BCLME member states and thereafter project duration.

2. Scope of work

2.1 Objectives

This consultancy overall objective:

Objective 1: To undertake a comprehensive, in-depth study and analysis of the suitability and adequacy of existing institutional arrangements to address climate change and variability outputs.

Where relevant, the need for any modifications and improvements to encompass the greater emphasis on local and community monitoring and management functions within the national fishery.

Objective 2: To ensure cross-institutional climate change information flow and capacity building.

2.2 Specific tasks

To achieve the objective of this assignment, the successful consulting firm will undertake the following core tasks:

- i. Identify and assess the stakeholder institutions mandated with the coordination of climate change issues in the three (3) member states (Angola, Namibia, South Africa);
- ii. Outline the roles and responsibilities in addressing climate change decision-making at the local, national and regional levels and across institutions/sectors;
- iii. Provide an institutional historical analysis of how different institutions have interacted over time on issues of climate change;
- iv. Undertake a SWOT analysis on the institution(s) suitability and adequacy to address climate change issues;
- v. Facilitate three (3) national and one (1) regional workshops to solicit stakeholder's perceptions on the suitability and adequacy of existing institutional arrangements to address climate change and variability;

- vi. Participate in a regional inception workshop¹ to present a detailed methodology for the consultancy, work plan and schedule of activities for endorsement by the BCC;
- vii. Hold stakeholder consultations at regional and national levels (in the three countries) to gather information and confirm priorities;
- viii. Develop a strategy for delivering improvements in policy, legal and institutional mechanisms at regional and national levels (with input from the BCC and countries). The Strategy will include prioritized governance improvements and associated roadmap, recommendations on areas for capacity development and opportunities for collaboration to strengthen governance;
- ix. Provide regular progress reports to the BCC/PIU;
- x. Produce a final process report, including lessons learned, best practices and recommendations.

2.3 Timelines and expected outputs/deliverables

This assignment is expected to be completed within nine (9) weeks after signing of contract with the BCC. The tasks outlined above will need to be fit in the following overall timelines:

Timeline	Expected output/deliverable
September 2018 (Week 1)	Contract issued
Week 2	Inception Report
Week 3	An implementation plan, providing detailed mode of work, methodology, key information sources to be used, and institutions/organizations to be consulted in undertaking the assignment.
Week 4	A preliminary feedback report, listing all institutions, their roles and historical analysis of the interactions cross-institutions on the suitability and adequacy on the outcome of the consultations with relevant stakeholders.
Week 5	Validation Workshop Report
Week 6	Report on recommendation (s) for modifications and improvements to encompass climate change adaptation and ensure cross-institutional coordination, capacity building and information flow for the duration of the project and thereafter.
Week 7	Review meeting and agreement on the outcomes of the reports (proposer and BCC/PIU)
Week 8	Validation workshop on stakeholder perceptions and recommendations
Week 9	Final Process Report
Progress reports will be submitted at least quarterly	

3 Qualifying requirements for the Consulting Firm

¹ The BCC Secretariat/PIU will organize the Regional Inception Workshop. All workshop related costs will be paid directly by the Secretariat.

3.1 Eligibility

The ideal Consultant must have a multi-disciplinary background of issues related to climate change, fisheries and policy development. Preference will be given to a firm / consortia registered in any of the BCC member state.

3.2 Team Composition

The consulting team will consist of a team leader and no less than one member/expert from each of the three BCC member states. The team leader will be overall responsible for the delivery of the outputs. He/she will coordinate activities to ensure consistency, alignments and quality. The national experts will facilitate activities at national level.

3.3 Qualifications of Team Leader

The Team Leader will possess expertise in, at minimum, the following:

- At least a Master's degree in Natural Science, Environmental Management/Law, Social Sciences or any other relevant field;
- At least 10 years of relevant experience;
- Experience in policy formulation, development, and implementation of climate change related governance and decision making systems, including institutional coordination and management;
- Knowledgeable with government sector arrangements, mandates, responsibilities, roles and coordination structures, processes, frameworks and institutional arrangements pertaining to fisheries.
- Experience in one or more of the member states is an advantage;
- Demonstrated, successful experience in working collaboratively with a broad array of stakeholders;
- Ability to communicate clearly in English in speaking and writing is essential;
- Working knowledge of Portuguese would be highly advantageous.

Qualifications of National experts

The National Expert will possess expertise in, at minimum, the following:

- A relevant Honours 's Degree (marine sciences, environmental management, natural resources, environmental law etc)
- At least 5 years of relevant working experience in the relevant field;
- Knowledge of national level policy, legal and institutional framework;
- Working experience in the BCLME is considered a strong asset;
- Demonstrated ability to facilitate processes and to work with a broad array of stakeholders.

4 General Information

- The BCC shall cover all workshops, travel costs and per diem;

- Payments for all products and services (professional fees and reimbursements) covered by this project shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to the BCC's policies.
- A breakdown of the pricing and cost components for services set out in this invitation to tender (ITT).
- The BCC shall not be liable for any losses, damages, costs, charges or expenses caused by defects or damage to the service provider's equipment and supplies.
- The BCC shall not be liable for any losses, damages, costs, charges or expenses caused by injuries to the service provider's staff during the execution of their duties.
- The BCC may decide to reserve the right to add, modify or omit certain portions of the proposal.
- A record of previous similar assignments undertaken by the consultant;
- The Price Component must be quoted in Namibian Dollars (NAD) and must include VAT;
- Prices and costs included in this Price component must cover all the bidder's costs, including but not limited to surcharges, cancellations, rental charges, installation charges and all other charges associated with meeting the requirements. The BCC Secretariat will cover the costs related to air fare, workshops and per diem, according to the BCC Secretariat rules

5 Submission of proposals/bids

The Proposal shall comprise six (6) hard copies of the Technical and Price components as well as electronic copy (flash disk in rich text format). Both Technical and Price components must be in separate envelopes. The proposal shall be addressed and posted or couriered to:

Project Coordinator

BCC Climate Change Project

Secretariat of the Benguela Current Convention

38 Tobias Hainyeko Street, Swakopmund

Private Bag 5031, Swakopmund

Benguela Current Convention Secretariat

Swakopmund,

Both inside envelopes shall indicate your firm's name and address. The first inner envelope shall be marked Technical Proposal and contain the Technical Component of your proposal (both hard copy and electronic versions). The second inner envelope shall be marked Financial Component and include your Price Component (both hard copy and electronic versions).

Closing Date: 5 September 2018

SUPPORT DOCUMENTS AND COMPANY DETAILS

Documents to be attached:

	Documents inclusive	YES	NO	N/A
	Cover letter (Introduction letter)			
	Complete CV, certified qualification (supporting documents)			
	A profile of the Company/Consultancy firm/ Consortium/Individual			
	Certified copy of registration certificate/ Incorporation with relevant national authorities			
	Original Certificate of Good Standing / Income clearance certificate or exemption			
	Affirmative Action Certificate from the Ministry of Labour (if applicable).			
	Original Certificate of Good Standing for Tender Purposes from Inland Revenue Office (applicable and compulsory for all tenderers).			
	Proof that the Consulting firm / consortia / individual is adequately insured.			

DECLARATION OF INTEREST:

If any of your directors/owners are employed or was previously employed by the BCC Secretariat, or related to BCC Secretariat staff, list them and explain in detail in your proposal, duly signed by the authorised signatory of for the bidder.

Name of Staff	Period	Project	Position