FOREST CONSERVATION BOTSWANA

TERMS of REFERENCE:

CONSULTANCY FOR THE DEVELOPMENT OF THE

CHOBE FOREST RESERVES MANAGEMENT PLANS (CFRMPs)
1.0 Background

Botswana has six Forest Reserves all located within the Chobe District and represents 4207.42 km\(^2\) or 3.83 % of the total protected land. The six forest reserves are; Chobe (154500 ha), Sibuyu (116100 ha), Kasane ext. (64111 ha), Maikaeleo (54300 ha), Kazuma (16800 ha) and Kasane (14931 ha). The presented sizes of the forest reserves are the initial gazetted sizes prior to any degazetttement. Chobe, Kasane ext., Maikaeleo and Kasane Forests Reserves share borders with the Chobe National Park whereas Sibuyu and Kazuma are situated along the border to Zimbabwe.

Since 1968 the Forest Reserves in the Chobe District were strictly set aside for conservation purposes. According to the Forest Act of the same year, which is the relevant legislation for the current status of the Forest Reserves, all forms of subsistent resource use or economic activities are prohibited inside the Reserves. Rare exemptions are only possible after a thorough assessment of the impacts and projecting their mitigation\(\text{\textbackslash} compensated. It is one of the core tasks of the Department of Forestry and Range Resources as the mandated authority over the Forest Reserves to ensure the aspired ecological integrity of the Reserves as determined by the Act. Furthermore the Forest Reserves are managed at a broader context by other national and international policies, regulations and treaties such as the Herbage Preservation Act, Agricultural Resources Conservation Act, United Nations Convention on Biological Diversity (CBD), Convention on International Trade in Endangered Species (CITES), Botswana Biodiversity Strategy and Action Plan (BBDSAP).

The overall low level of management and policing attention in the Forest Reserves has led to unacceptable levels of unregulated resource use over the last decades. Due to the limited personnel and budget of the Department of Forestry and Range Resources monitoring and control of activities could not be kept up to a level that prevent illegal actions as it would be desired. Being adjacent to Chobe National Park, the Forest Reserves are a host to a variety of plant and animal species. This has resulted in illegal undertaking of both night and day game drives. This clearly demonstrates that the Forest Reserves have a huge potential for tourism related activities. Chobe on the other hand has high concentrations of visitors, with the river front facing an ever increasing traffic of visitors. This situation has the potential to threaten the ecosystem in the long-run and the tourism industry in particular. The Forest Reserves have thus been identified as an area that among other uses can be used to ease congestion off the Chobe River Front.

However, the present proposal of a comprehensive study covering all of the six Forest Reserves including their wider surroundings and ecologically relevant interlinked ecosystems is attempting to mitigate those problems. This proposal intends to establish a specific and detailed management system for the Reserves that possess control and monitoring processes which are derived
in logical and scientific sound ways from a comprehensive baseline of political, socio-economic, geographical and ecological facts. This management tool set should be the basis that enables the controlled opening of the Reserves to future sustainable resource utilisation and eco-tourism entrepreneurship. The Government of Botswana is expecting a significant improvement in natural resource management and an increase in revenue by opening up the Forest Reserves. The anticipated main effects are an equalization of tourism activities leading to a relief of hot spots, improved livelihoods of neighbouring communities through granting of sustainable resource use quotas and ownership of tourism related enterprises. But first and foremost, in order to enable the mentioned outcomes, the process must ensure the long term unaltered integrity of the Forest Reserves in their national and transboundary context.

2.0 Objectives of the Consultancy

The overall objectives are:

1. To develop the Sustainable Forest Reserves Management Plans for each of the six Forest Reserves in the Chobe District to enable effective management and sustainable resource utilization.

2. To establish comprehensive ecological and socio-economic baselines that is to be developed into a scientifically and logically sound functional management framework.

3. To identify potential benefits to be accrued from the sustainable utilization of resources from the forest reserves.

4. To unlock eco-tourism potential of the area.

Specifically the consultant will be expected to do the following, guided by the approved Strategic Environmental Assessment (SEA) report for the development of the Chobe Forest Reserves Management Plans;

i. Provide comprehensive information of the area covering basic data such as the ecology, climate, the geology, the topography and the soils etc. Maps should be provided to illustrate the text at a scale not larger than 1:25000 with geospatial information for better understanding.

ii. Establish resource volumes by conducting local natural inventories and socio-economic assessments and providing a detailed comprehensive description of the different habitats, their values and interrelations including forest types and/ or flora and fauna. An inventory must list all higher plant and animal species with their IUCN Red List status that occur in the forest reserve area, as well as other Red List species with an endangered status (insects, lichen etc.).

iii. Develop a habitat and ecosystem zoning in each of the Forest Reserves with habitat maps (with geospatial information) at a scale not larger 1:20000 to display the spatial distribution of species and their habitats. Each Forest Reserve Management Plan must differentiate between
species that provide humans with Non-Timber products and those species that have no additional value other than their ecological value or timber production. The spatial occurrence of the species must be clearly discernible from supporting maps and from corresponding text.

iv. Describe pathways of conserving the biological diversity of the area to maintain integrity, function and diversity of living organisms and the complexes of which they are part; Identify and explain problems of ecosystem diversity, species diversity and genetic diversity in the forest reserves and determine the parameters to describe and monitor the situation.

v. Set biodiversity indicators and target to monitor change in the Forest Reserves.

vi. Develop a management process with detailed methodologies and timelines on how to maintain or achieve the set targets as per the set indicators. Special emphasis should be put on the existing volume of each resource, the allowable mode of utilization and the allowable annual off-take that does not harm the species integrity in the area. Off-take targets have to be justified.

vii. Identify potential ecotourism products that can be conducted in each of the Forest Reserves. The proposition should be supported by market research evidence. Creativity, innovativeness and in-depth knowledge / understanding of the tourism industry need to be demonstrated in support of the proposed versatile products.

viii. Identify opportunities for any free public access areas, as well as identify the activities to be done in these public areas.

ix. Identify neighbouring communities and advise on any potential benefits of involving the cultural aspects of such communities in the operation and management of the Forest Reserve, (in line with the Community Based Natural Resources Management (CBNRM) initiative).

x. Identify and classify sites according to their potential market segments (i.e. lower, middle or high end market) and according to the type of tourism related activity / activities or product/ s that the site can offer taking into consideration optimum land use and maximum return on investment.

xi. Identify the potential land use conflicts that may arise between the proposed activities and the existing abutting land uses.

xii. Propose zones for all identified activities and map them (with their detailed geospatial information) and further provide a full design brief and a land use disposition table for each zone and coordinates for the boundaries.

xiii. Advise on limits of acceptable change and / or carrying capacities, within each Forest Reserve, specific to tourism infrastructure and ancillary activities.
xiv. Recommend appropriate infrastructure (and bulk services) not specific to any one activity, such as access roads, boundary fences and controls, site maintenance and including action to tackle any barriers to development and come up with infrastructure development guidelines. These should address the type of facilities to be put up whether permanent or temporary and explicitly indicate non-permissible activities, level and quality of operation.

xv. Recommend appropriate management structures and develop management guidelines for the Forest Reserves. These should address issues of access, maintenance revenue collection methods, marketing, operating times and security.

3.0 Scope

The geographical scope of the Study is the Chobe District with a focus on the Forest Reserves (Chobe, Sibuyu, Kasane ext., Maikaelelo, Kazuma and Kasane). The Sustainable Forest Reserves Management Plans (SFRMPs) will be developed for each of the six forest reserves to enable sustainable resource use and ecotourism activities which are consistent with national policies and provides an enabling environment to facilitate equitable development. The development of the SFRMPs will be based on local natural inventories and socio-economic assessments and the findings of the Strategic Environmental Assessment (SEA) for the Chobe area. The consultancy will be divided and awarded in two separate projects as outlined below;

1. **Project A:** Development of the Sustainable Forest Reserves Management Plan for each of the three forest reserves; Chobe, Kasane and Kasane ext.

2. **Project B:** Development of the Sustainable Forest Reserves Management Plan for each of the three forest reserves; Maikaelelo, Kazuma and Sibuyu.

It should be acknowledged that though the Forest Reserves Management Plans will be developed separately they are under one ecosystem and are interrelated.

**Note:** A Consultant shall be allowed to bid for both projects but only one project will be awarded per consultant. Consultant/s that took part in the development of the Strategic Environmental Assessment (SEA) for the Chobe Forest Reserves Management Plans shall not be allowed to bid for this undertaking.

4.0 Time Frames for the development of the study

The study will be conducted for a period not exceeding 212 days. However the final time frame will be based on the proposed work plan by the consultant and the conclusion of the scope of work during the inception phase by the Technical Review Committee.
5.0 **Expectations and Output from the Consultant**

i. The Consultants shall commence work a day after the signing of the contract and will be expected to prepare and submit the following reports:

<table>
<thead>
<tr>
<th>Deliverables/ Output</th>
<th>Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inception Report</td>
<td>• 1 digital and 10 hard copies</td>
</tr>
<tr>
<td>2. Presentation of the Inception Report to the Reference Group</td>
<td>• Summary of comments to be included in the final report</td>
</tr>
<tr>
<td>3. Site visit</td>
<td>• Summary of comments during the site visit to be included in the final report</td>
</tr>
<tr>
<td>4. Report of survey/ scoping report</td>
<td>• 1 digital and 20 hard copies</td>
</tr>
<tr>
<td>5. Presentation of the Report of survey/ scoping to the Reference Group</td>
<td>• Summary of comments to be included in the final report</td>
</tr>
<tr>
<td>6. Verification site visit</td>
<td>• Summary of comments during the site visit to be included in the final report</td>
</tr>
<tr>
<td>7. Chobe Forest Reserves Draft Management Plans report and Executive Summary</td>
<td>• 1 digital and 20 hard copies</td>
</tr>
<tr>
<td>8. Presentation of Draft Management Plans report and Executive Summary to the Reference Group</td>
<td>• Summary of comments to be included in the final report</td>
</tr>
<tr>
<td>9. Stakeholders workshop and consultations</td>
<td>• Summary of comments to be included in the final report</td>
</tr>
<tr>
<td>o Organisation of the workshop to be done by client.</td>
<td></td>
</tr>
<tr>
<td>10. Draft Final Chobe Forest Reserves Management Plans report</td>
<td>i. 1 digital and 20 hard copies</td>
</tr>
<tr>
<td>11. Presentation of the Draft Final Chobe Forest Reserves Management Plans report to the Reference Group.</td>
<td>• Summary of comments to be included in the final report</td>
</tr>
<tr>
<td>12. Final Chobe Forest Reserves Management Plans report</td>
<td>ii. 1 digital and 40 hard copies</td>
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</tbody>
</table>
ii. The Consultant must ensure the presence of all core team members (e.g. lead consultant and specialists in vital disciplines like ecology, GIS and remote sensing, tourism studies, etc.) at all presentations.

iii. Upon submission of the final Chobe Forest Reserves Management Plans reports the Consultant should provide all relevant information in the usable format (such as geospatial information, transects and/or sampling sites information, any software, etc.) that may be vital to any future updates or reviews of the plans and monitoring purposes.

iv. The Consultant will be expected to make presentations and consultations on the Draft Management Plans report and Executive Summary to stakeholders, which presentations are to be organised by the Client.

6.0 PROJECT MANAGEMENT

i. FCB is the client and will manage the Project implementation process.

ii. The Reference Group will review the quality and content of project outputs at each stage and give advice to the Technical Review Committee.

iii. The Reference Group will comprise of members of Chobe DLUPU and the Technical Review Committee.

iv. The Technical Review Committee will review the quality and content of project outputs at each stage in consideration of the advice and inputs from the Reference Group and make recommendations to the FCB Board for approval.

v. The Technical Review Committee will comprise of representatives from Department of Forestry and Range Resources (DFRR), Forest Conservation Botswana (FCB), Department of Environmental Affairs (DEA), Department of Wildlife and National Parks (DWNP), Department of Tourism (DoT), Botswana Tourism Organisation (BTO) and the Transfrontier Conservation Area (TFCA) coordinating office.

vi. Monthly progress reports summarising progress, activities and highlighting issues that require immediate attention must be submitted both in printed and electronic copy to the Client.

vii. Reference group meetings shall be in Kasane.
7.0 Expertise Required

The consultancy team shall have a lead consultant and will comprise of different expertise, as proposed below for the successful delivery of the project.

i. The lead consultant must have a minimum of master’s degree in areas of; Natural Resources Management/ Ecology/ Forestry or any other related field. He/she should have proven experience in Project Management/ management of protected area planning and in any similar work.

ii. Additionally the consultant team or consortium must have knowledge and traceable experience in the following fields;
   
   o Natural Resources Management/ Ecology/ Forestry, Natural Resources Economics, Environmental assessment, Forest inventory, Socio-economics, Tourism studies or any related field
   o Identification and development of viable ecotourism projects and facilities.
   o Promotion and marketing of tourism products
   o Land use planning
   o Tourism legal and regulatory framework. Experience on the situation in Botswana will be an advantage
   o Geographic Information System (GIS) and Remote Sensing
   o Data collection and analysis
   o Communication and liaison skills

iii. The consultant must submit relevant documents showing capacity to undertake the project, including company profile and detailed resume of the consultant team members.

8.0 CONDITIONS FOR THE DEVELOPMENT OF THE FOREST RESERVES MANAGEMENT PLANS

i. As part of the contract, the Consultant will be required to furnish a signed commitment letter for the consultancy work to be undertaken.

ii. The Consultant will also be required to commit to the availability of key personnel as proposed in the Technical Proposal for the entire duration of the consultancy.

iii. The final composition of the consulting team shall be submitted to Client for approval.

iv. In the event that key personnel as presented in the Technical Proposal are employed by other institutions, government or parastatals, the Client will require letters of authorization (to
undertake consultancy services) from such organizations as part of the contract.

v. Those tendering shall disclose all current on-going similar or related work and anticipated completion dates and provide an assessment for the client of the likely impact such existing commitments may have on the consultant’s ability to deliver this piece of work effectively and efficiently. This is especially true given the short time span and urgent need for this work.

**a. DISBURSEMENTS**

All payments in relation to this project shall be in Botswana Pula (BWP). Payments shall be done according to the schedule below upon satisfactory delivery and client’s acceptance of the reports.

The proposed payment schedule is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Payment rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report</td>
<td>15</td>
</tr>
<tr>
<td>Report of survey/ scoping report</td>
<td>10</td>
</tr>
<tr>
<td>Draft Chobe Forest Reserves Management Plans report and Executive Summary</td>
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</tr>
<tr>
<td>Draft Final Chobe Forest Reserves Management Plans report</td>
<td>25</td>
</tr>
<tr>
<td>Final Chobe Forest Reserves Management Plans report</td>
<td>20</td>
</tr>
</tbody>
</table>

**10.0 PENALTIES**

Failure to adhere to the prescribed Terms of Reference will result in penalties being imposed upon the Consultant at the discretion of Client, which penalties may be inclusive of but not limited to termination of the contract between the Client and the Consultant.
11.0 SUBMISSION OF PROPOSALS

i. A two (2) sealed envelope procedure will be followed for each project A and B.

ii. Five (5) copies of the Technical Proposal (1 marked original) shall be placed in one envelope and five (5) copies of the Financial Proposal (1 marked original) shall be placed in a second envelope for each project A or B. Each envelope shall then be sealed and clearly marked:

“CONSULTANCY SERVICES FOR THE DEVELOPMENT OF CHOBE FOREST RESERVES MANAGEMENT PLAN: TECHNICAL PROPOSAL – PROJECT A or B”

And

“CONSULTANCY SERVICES FOR THE DEVELOPMENT OF CHOBE FOREST RESERVES MANAGEMENT PLAN: FINANCIAL PROPOSAL – PROJECT A or B”

iii. The above two envelopes (for technical and financial proposal) shall then be submitted in a sealed larger envelope for each project clearly marked:

“CONSULTANCY SERVICES FOR THE DEVELOPMENT OF CHOBE FOREST RESERVES MANAGEMENT PLAN – PROJECT A or B”

iv. The name and contact details of the tendering entity must be stated on the envelope containing the technical and financial proposals.

v. Submissions must be delivered to Forest Conservation Botswana, Gaborone International Finance Park, Mountain Park, Hemamo House, Plot 144, Unit 1; and addressed to “The Chief Executive Officer, Forest Conservation Botswana, Post Office Box 5118, Gaborone, Botswana” by 10:00 hours local time, (GMT +2:00) on or before 12 May 2017.

vi. The submissions shall be opened immediately thereafter in the Board Room of the offices of Forest Conservation Botswana (FCB) in the presence of companies or their representatives who wish to attend the opening session.

vii. Queries relating to the issue of these documents may be addressed to the Chief Executive Officer Tel No.3158427, Fax No. 3158426 and must be received at least 7 days before the tender closing date.

viii. Electronic submissions will not be accepted.
12.0 EVALUATION

I. PRE-QUALIFICATION/ COMPLIANCE

<table>
<thead>
<tr>
<th>No.</th>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Name and Contacts of Tendering Entity stated on the envelope containing technical and financial proposals</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>6 copies of each of Technical and Financial Proposal, with 1 marked original</td>
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</tbody>
</table>

The proposals must obtain 100% conformity with the pre – qualification / compliance requirements in order for them to be evaluated.

II. TECHNICAL PROPOSAL EVALUATION

The Technical proposal should clearly and specifically cover the following criteria:

<table>
<thead>
<tr>
<th></th>
<th>Weighting</th>
<th>Score</th>
<th>Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background information of the firm / i.e. company profile, experience, examples of similar work carried out, capability and capacity of the firm</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competency, capacity and experience of the key personnel to be engaged on the Project (copies of curriculum vitae to be attached)</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstration of the understanding of the work to be done, a proposed work approach and methodology</td>
<td>6</td>
<td></td>
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<tr>
<td>A clear timetable of work activities</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>100 % Botswana citizen owned</td>
<td>1</td>
<td></td>
<td></td>
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Key:  
5 – Excellent  
4 – Very Good  
3 – Good  
2 – Below Average  
1 – Poor  
0 – Not addressed

Only bids that have attained a technical score rating of 70 % and above will proceed to the financial evaluation stage.
III. FINANCIAL PROPOSAL EVALUATION

i. The Financial Proposal should provide a clear and detailed breakdown of all costs associated with the above assignments including professional fees, disbursements, reimbursable and any incidentals.

ii. In arriving at the total costs to be charged the client, the proposals will show clearly the number of man-days proposed for each member of the staff. The rates applicable per man-day should also be shown, in each case. Expenses for travel, field accommodation and other items should be listed in detail.

iii. Proposals will indicate what is intended to be done by the Consultant within Botswana and what will be done elsewhere and all costs must be expressed in Botswana Pula (BWP).

iv. The Consultant shall present his cost in a Bill of Quantities and no separate costs for rental, equipment and services shall be given.

The following overall weighting shall apply;

i. The technical proposal shall carry a weighting of 70%; and the financial proposal shall carry a weighting of 30%.

ii. Both technical and financial scores will be combined to determine the final score.

13.0 MISCELLANEOUS

i. Notwithstanding anything in the foregoing, FCB is not bound to accept the lowest or any tender or to incur any expenses in the preparation of the tender.

ii. FCB reserves the right to withdraw/cancel this tender at any time without divulging the reasons thereof.

iii. FCB reserves the right to reject any tender without divulging the reasons thereof.