



## Request for proposals

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### Capacity Needs Assessment of the African CSO Biodiversity Alliance (ACBA)

**Issued: January 23, 2023**

**Response Due Date: February 10, 2023**

Vendors may email questions and responses to the following contact:

[procurement@awf.org](mailto:procurement@awf.org) copying [JOtieno@awf.org](mailto:JOtieno@awf.org)

African Wildlife Foundation (AWF)

AWF Conservation Centre Ngong Road, Karen

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## **Background**

Formed in February 2020, the African CSO Biodiversity Alliance (ACBA) provides a platform for African Civil Society Organizations (CSOs) to speak with one voice on issues of sustainable use of nature that contribute to conservation and equitable benefits from nature. The Alliance, whose members are African CSOs, facilitates sharing of lessons, creates opportunities for collaboration, and influences national, regional, continental and global biodiversity policy processes and practices.

As a network, ACBA mobilizes the strengths of its diverse membership to work in strategic and efficient ways and speak and act collaboratively in an inclusive manner. ACBA highlights the collective contribution of African CSOs towards sustainable use of the continent's biodiversity through good practices, stories, case studies and policy briefs. It serves as a platform for exchanging and sharing knowledge and information and as a marketplace for Alliance members to create opportunities and partnerships that can enhance their work at their community and respective country levels. The network enables African CSOs to mutually support each other and identify areas of common action. It resonates with a range of stakeholders that include its members, funding partners and those that have an interest in its work such as government entities, other CSOs, academics and communities.

The ACBA members comprise national NGOs or national CSO networks, community-based organizations (CBOs), individual experts, indigenous people's organizations and youth movements that share ACBA's vision and values. These members are involved in a diverse range of activities in the environment and conservation sector that include research, advocacy and implementing activities on the ground. Their interests are both terrestrial and marine and cover thematic areas such as forests, climate change, biodiversity conservation and the rights of Indigenous People and Local Communities (IPLCs) and peasant farmers and farming communities. These Alliance members are grounded in local society and hence have legitimacy with respect to the reliance of African people on nature. They understand the challenges and opportunities for sustainable use of biodiversity and natural ecosystems that can deliver equitable benefits to people and nature.

The African CSOs have traditionally played a critical role in advocating for a transformative policy regime through evidence informed policy and practice, creating spaces and systems for local voices to be heard including supporting improved enabling conditions for sustainable use of natural resources.

The African Wildlife Foundation (AWF) has been providing secretariat support for the Alliance.

## **ACBA's Delivery Model**

ACBA currently has 80 members of which about 40 actively participate in alliance activities from all regions of the continent. The alliance works through three working groups, namely the policy, communications and secretariat. The three working groups report monthly to the full ACBA membership.

ACBA's delivery model is evolving underpinned by its vision and values and strategic objectives. Central to the model is working through members to elevate their voices and programmatic work supported by a lean but efficient secretariat. The secretariat provides coordination, convenes members, facilitates knowledge management and exchange and supports the other two working groups.

### **ACBA Thematic Pillars**

The three network thematic pillars through which ACBA delivers its work are:

- i. Communications, coordination and monitoring
- ii. Policy engagement (research, advocacy, case studies, policy briefs, reviews)
- iii. Capacity Building (finance, tools, skills, strategic planning)

### **Overarching objectives**

In order to realize its delivery model and implementation of its strategic plan, ACBA has prioritized member capacity enhancement across its three thematic pillars as well as strengthening its secretariat functions to enhance coordination of the network. An important first step in this regard is to undertake a capacity needs assessment (CNA) of the members and secretariat.

### **The purpose of the scoping is to:**

1. Analyze the optimal technical and organizational capacities needed by members and the secretariat to:
  - a. For members:
    - i. To develop organizational systems and tools for members to deliver conservation and to monitor progress
    - ii. Ensure members have the technical skills to provide thought leadership
    - iii. To prepare project funding proposal and successfully mobilize funding
    - iv. To implement impactful projects/programmes
    - v. To be able to influence policy outcomes at national and global levels
  - b. For secretariat:
    - i. Information management system to facilitate coordination of the network
    - ii. Planning and monitoring
    - iii. Membership database
    - iv. Undertake evidence-based research to support campaigns and advocacy

- v. Effective communication of impacts
  - vi. Fundraising
2. Identification and presentation of baseline capacity data trends (ex: by country/region, size of organization, age of organization, etc.)
  3. Identify and map the geographic location of organizations able to deliver technical and organizational capacity within outside ACBA membership body
  4. Based on the baseline data and identified needs/gaps, propose a detailed implementation plan

ACBA would like to increase the overall effectiveness of non-state actors in the sustainable use, management and threats to biodiversity. Policy influencing is central to ACBA's work. In addressing these issues, ACBA works through partnerships of like-minded organizations and networks.

### Methodology

ACBA invites the service providers to detail a methodological approach for the work. The consultant must describe how it will address the objectives of the Terms of Reference providing a detailed description of the work to be performed, reporting conditions and quality assurance mechanisms that will be put in place.

The methodology will demonstrate that the proposed approach will be appropriate to ACBA's pan-African network context. We encourage both 'data' from wider surveys as well as virtual and in-person interviews.

### Expected deliverables and timeframe

Activity	Deliverable	Time Allocated
Methodology design	Detailed methodology and timeline	Four weeks
Briefing with ACBA secretariat, AWF and ABCG Secretariat		
Research and consultations	Draft report with implementation plan	Five months
Workshop to present results and discuss draft report and implementation plan		
Finalization of report	Final report	July 2023

### **Experience of the consulting team:**

- Robust knowledge of networks in environment and development and/or environmental NGOs, Youth movements and IPLCs groups
- Strong preference toward regionally based consultants
- In-depth knowledge of organizational development for not-for-profit organizations in the context of the reality of African countries
- Capability to see the big picture, understand the regional political, socio-economic, and cultural contexts throughout the African continent
- Ability to facilitate sensitive discussions and political topics with neutrality
- Be non-judgmental and create learning opportunities for network members

### **Submission of Proposals**

The proposal shall include financial and technical proposals. Specifically, it should cover:

- Complete organizational profile: leadership and governance, profile of the consultants and technical capacity of the team members to be involved in the assignment, and financial data
- Complete organizational portfolio of previous work highlighting the relevant pan-African track record on capacity building/ organizational development work done in the past five years
- Introduction: A brief overview of the assignment as understood by the applicant and proposed methodological approach,
- Detailed budget
- Any other information, which the organization feels will assist the review team in evaluating the proposal.
- Interested organizations should submit the proposal to [procurement@awf.org](mailto:procurement@awf.org) with a copy to Jane Otieno at: [JOtieno@awf.org](mailto:JOtieno@awf.org) on or before 10<sup>th</sup> February 2023 5pm EAT

### **Partners**

This assessment is supported by strategic partners that recognize and support the important conservation role of national NGOs, IPLCs and Youth groups. These include African Wildlife Foundation (AWF), the African Biodiversity Collaborative Group (ABCG) and the United States Agency for International Development (USAID). The results obtained from this assessment will be shared with the partners.