

## Terms of Reference

### **Greening of Kwa Kibadeni site in Sinza, Ubungo Municipality, Dar es Salaam, alongside a community composting initiative**

ICLEI Africa seeks to appoint a service provider to co-design and implement the greening and ‘environmental upgrading’ of the Kwa Kibadeni Site in Sinza Ward, Ubungo Municipality, and a street in Ilala Municipality, Dar es Salaam to demonstrate the interlinkages between Biodiversity, Ecosystem Services, Waste and Public Space.

**Proposals Due: 24 February 2020 by 16:00 SAST**

Email proposals to

Paul Currie at [paul.currie@iclei.org](mailto:paul.currie@iclei.org)

Ernita van Wyk at [ernita.van.wyk@iclei.org](mailto:ernita.van.wyk@iclei.org)

## 1. BACKGROUND

The work advertised in this Terms of Reference is to appoint a service provider to support ICLEI Africa in implementing a demonstration project, which forms part of the [INTERACT-Bio project](#) that is funded by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU), through the International Climate Initiative (IKI). The project is implemented in three countries (India, Brazil and Tanzania) and in Tanzania more specifically in Arusha, Moshi, Dar es Salaam and Dodoma. ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns, and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. For more information on ICLEI Africa's work, please see <http://africa.iclei.org/> and <http://cbc.iclei.org/>.

The INTERACT-Bio project aims to mainstream the benefits of urban nature into urban spatial and development planning and is designed to improve the utilization and management of urban nature within fast-growing cities and the regions surrounding them. Particular emphasis is given to connecting national and subnational government decision-makers to work together towards integrating (or, 'mainstreaming') biodiversity considerations into city-region planning and decisions. One of the project objectives is to practically demonstrate the value of systematically integrating biodiversity management into spatial and technical planning, for systemic benefits to nature, cities and urban citizens. In this way, INTERACT-Bio promotes the public visibility of biodiversity, and connects it to urban ecosystem services and livelihood generation and support.

### 1.1. Demonstration Projects

As part of INTERACT-Bio, demonstration projects have been developed towards implementation of the sub-national BSAP and are going to be implemented to showcase the relationship between biodiversity, wellbeing and livelihoods.

One of INTERACT-Bio's project objectives is to practically demonstrate the value of systematically integrating biodiversity management into spatial and technical planning, as well as strengthen city-regions' capacity to integrate biodiversity and nature-based solutions into infrastructure and development planning. Demonstration projects intend to deliver high impact through public visibility of interventions that simultaneously promote urban biodiversity, nature-based solutions and climate resilience.

The demonstration projects aim to elicit new imaginaries among residents, businesses and government, about how Dar es Salaam and Dodoma could look. Particularly, the demonstrations will allow those who experience them to see how nature can enhance human wellbeing, and address wider issues experienced across the city, such as reducing the urban heat island effect, managing abundant food waste, and absorbing air and water pollutants. In this manner, while the demonstration projects are envisioned as localized experiments with which to showcase new possibilities for the city, they are situated in a wider vision of a **green urban mosaic**.

The wider vision aims to see a patchwork of green public spaces in which residents can relax, recreate, communicate and learn about nature, connected by green-ways, a set of roads, open space and paths which are closed to motorized traffic. These green spaces will showcase natural and technological solutions for celebrating nature and improving human wellbeing. The green-ways will provide

alternative paths for residents to walk between home, transport hubs and work, reducing competition for roads and providing psychological and physical health relief through traffic-avoidance. Green public spaces and green-ways will provide small oases for professionals to relax in work breaks, as well as for pedestrians to avoid traffic. An experiment in urban agriculture will see the development of a food-way, which aims to showcase how cities can invest in regenerative systems, that protect and restore natural environments, while providing recreational, learning and income-generating spaces.

Planned Demonstration projects include:

- a. Greening of Kwa Kibadeni site in Sinza, Ubungo Municipality, Dar es Salaam, alongside a community composting initiative
- b. Greening of a stretch of road in Ilala Municipality
- c. Putting up informative plaques along the Msimbazi Boardwalk
- d. Developing a foodway in Dodoma, that serves as a buffer zone between a water source and build developments

Each demonstration project consists of physical implementation as well as community engagement activities.

**This Terms of Reference is in relation to the Demonstration projects to be implemented in Dar es Salaam, namely the Greening of Kwa Kibadeni site and composting initiative in Sinza; and the Greening of a stretch of road in Ilala Municipality**

## 2. PURPOSE OF THIS TERMS OF REFERENCE AND RATIONAL FOR APPOINTING A SERVICE PROVIDER

The purpose of this Terms of Reference is to call for proposals from service providers to support ICLEI by implementing the demonstration projects, as described below under section 3. Responses to this ToR are welcomed from individuals or organisations who will hereafter be referred to as *the service provider*.

## 3. SCOPE OF WORK & KEY DELIVERABLES

As indicated above under Section 1.1, the scope of work involves the implementation of the Demonstration projects to be implemented in Dar es Salaam, namely the Greening of Kwa Kibadeni site in Sinza alongside a community composting initiative, and the Greening of a stretch of road in Ilala Municipality.

Activities envisioned in this ToR must tie in to the investment case made by ICLEI Africa for the upgrading of the botanical garden and surrounding tree-lined avenues. The successful applicant will receive the investment case to be used as a guide for greening roadways and shaping the city towards the **green urban mosaic** envisioned.

### **3.1. Greening of Kwa Kibadeni site in Sinza, Ubungo Municipality, Dar es Salaam, alongside a community composting initiative**

An area of open land, named Kwa Kibadeni, has already been selected for greening by a community in Sinza, Dar es Salaam. As part of ICLEI Africa's Urban Natural Assets Programme, a collaborative community design process has produced a shared plan for the space. A landscaping process is expected to upgrade the area, in order to welcome the community into this space. As part of the co-design process, multiple possibilities for the area will be shared, sampled from the INTERACT-BIO outreach process around *nature hubs*, which demonstrated the benefits of Vertical Gardens, Bird Feeding Stations, butterfly hotels, green facades or rooftops, urban trees, composting and a seedling nursery, as well as options for social wellbeing, such as seating, outdoor gyms, Wi-Fi stations, public toilets (potentially with showers for homeless) and 24-hour lighting, through solar or biogas electricity generation.

Interactions with the amenities in the area will encourage people to engage with biodiversity ideas; for example, access to free Wi-Fi may require answering a question about nature's benefits. The Ubungu municipality has confirmed its participation and willingness to undertake the land levelling aspects.

From the co-design process it is hoped that a stewardship committee will be developed, who will effectively manage the space. This is necessary to ensure the space retains the purpose which the community decides, and manages informal living, traders and potential industry which emerge.

At the same site, a waste management intervention is planned, in which a composting site will be built, where community members can take their organic wastes. Between 200 and 400 households will be provided with a composting bucket, which attracts black soldier flies, whose maggots can be collected from the bins for use as chicken feed. These approaches to separating and processing organic waste can support livelihoods and it is expected that efforts are made to develop viable income streams from the production of compost or larvae.

There will be informative plaques designed and fabricated by ICLEI Africa, which the service provider will install – these will showcase aspects of biodiversity and urban ecosystems for pedestrians to engage with.

Expected activities include:

1. Engagement and/or co-design process with community to ensure that the demonstration project has buy-in. (submitted proposals should indicate how this process will proceed, as well as present detailed ideas about possible interventions)
  - a. How will you engage community around these needs? (ICLEI will assist with municipal engagements)
2. Engagement with private sector to elicit co-sponsorship, sponsorship of aspects of the projects, or develop relationships for future collaboration.
3. Physical implementation of the design – the details of this implementation should take inspiration from the demonstration project description above and make up a substantial part of the proposal.
  - a. What elements do you envision being part of the concept?
  - b. Where will you source these – who will install them?
  - c. What permissions do you foresee needing?

4. Development of a community waste management approach to separate organic wastes for composting or for black soldier fly larvae production. A strategy for use and resale of the waste products is ideal.
5. Community engagement about the demonstration
  - a. Education and awareness campaigns about biodiversity, nature's value to communities, and ecosystem services
  - b. Community launch of the green space
  - c. Community education and awareness to stop waste burning, as well as promote composting approaches. This campaign will depend on the approach chosen for activity 3, above.
6. Support ICLEI Africa with the monitoring and evaluation of the demonstration projects by interviewing or surveying community members and using the tools developed by ICLEI Africa for monitoring.

The successful applicant will receive a more detailed concept note which can be used as further inspiration when co-designing the demonstration projects.

### **3.2. Greening of a stretch of road in Ilala Municipality**

A stretch of road in Ilala Municipality will be physically closed to motorized traffic, using heavy, but moveable, bollards, with authorization from TARURA. This is the only top-down intervention, and from there, the pathway will undergo a co-creation process, in which local actors, supported by the service provider, will slowly-slowly give it its character, implementing different facilities or technologies. Options for this area could include: Vertical Gardens, Bird Feeding Stations, butterfly hotels, green facades, urban trees, as well as options for social wellbeing, such as seating, outdoor gyms, Wi-Fi stations, and 24-hour lighting, through solar.

Interactions with the amenities in the area will encourage people to engage with biodiversity ideas; for example, access to free Wi-Fi may require answering a question about nature's benefits.

From the co-design process it is hoped that a stewardship committee will be developed, who will effectively manage the space. This is necessary to ensure the space retains the purpose which the community decides, and manages informal living, traders and potential industry which emerge.

There will be informative plaques designed and fabricated by ICLEI Africa, which the service provider will install – these will showcase aspects of biodiversity and urban ecosystems for pedestrians to engage with.

Expected activities include:

1. Scouting and identification of potential roads/areas which could potentially be used as demonstration
2. Selection of the road for implementation in consultation with ICLEI Africa, Dar es Salaam City Council, Ilala Municipality and Tanzania Rural and Urban Roads Authority (TARURA)
3. Engagement and/or co-design process with community to ensure that the demonstration project has buy-in. (submitted proposals should indicate how this process will proceed, as well as present detailed ideas about possible interventions)

- a. How will you engage community around these needs? (ICLEI will assist with municipal engagements)
4. Engagement with private sector to elicit co-sponsorship, sponsorship of aspects of the projects, or develop relationships for future collaboration.
5. Physical implementation of the design – the details of this implementation should take inspiration from the demonstration project description above and make up a substantial part of the proposal.
  - a. What elements do you envision being part of the concept?
  - b. Where will you source these – who will install them?
  - c. What permissions do you foresee needing?
6. Community engagement about the demonstration
  - a. Education and awareness campaigns about biodiversity, nature's value to communities, and ecosystem services
7. Support ICLEI Africa with the monitoring and evaluation of the demonstration projects by interviewing or surveying community members and using the tools developed by ICLEI Africa for monitoring.

#### 4. REPORTING REQUIREMENTS AND MANAGEMENT

In order to meet the requirements of this ToR, the appointed service provider is expected to meet the following reporting and project management requirements:

1. An inception meeting with ICLEI Africa to clarify scope and deliverables, and determine ways of working
2. A comprehensive (electronic) closing report in English which provides:
  - a. Detailed description of the implementation process, with accompanying high-quality photos – the description should include challenges faced and ways in which they were or were not overcome
  - b. Important considerations for the long-term sustainability of this project.
  - c. Recommendations for undertaking similar projects in the future
3. A close-out meeting with ICLEI Africa to present the findings of the report
4. The service provider must supply accurate and comprehensive financial records of project-related expenses, which contribute to a financial report that is submitted with a narrative report to ICLEI AS prior to receiving payments.
5. The service provider will report to Paul Currie, who will be responsible for ensuring project implementation.

#### 5. SERVICE PROVIDER REQUIREMENTS

The service provider is required to have and demonstrate the following experience and competencies:

- Conceptual knowledge and technical skills in addressing sector-specific challenges in an equitable and sustainable manner, and an ability to apply cross-cutting expertise that is able

to make connections between knowledge and implementation. In this case, working knowledge of ecosystems services, biodiversity and waste management are expected to be used to physically shape an area of the city;

- Co-design processes, and building and landscaping projects
- Community awareness and engagement skills
- Creativity and ability to think outside-the-box
- Proven project management skills, and the ability to ensure that the project deliverables are completed in a timeous manner.

The service provider may sub-contract other parties to assist them; or form a Consortium to undertake the work specified in this Terms of Reference. Consortium members and sub-contracted parties must identify in the proposal and the specific role/s and task/s to be performed by each consortium member and sub-contracted party must be described.

Please note that preference will be given to individuals or companies who are based in Tanzania and can demonstrate knowledge of, and expertise in, ecosystem services, biodiversity, landscape design waste management, urban mobility and public space.

## 6. PROPOSAL SUBMISSION REQUIREMENTS

Proposals may be submitted by individuals, organisations or by a consortium of two to three (2-3) individuals. Only complete proposals, written in English, will be considered.

### 6.1. General

Proposals must include the following sections:

1. Clear description of each of the proposed activities and anticipated outputs, as well as a short explanation of how each activity will be done (methods) and by whom.
2. A detailed work plan and time schedule of activities should be submitted.
3. Company profile (if appropriate)
4. Short bios of all the people (including sub-contractors if applicable) who will work on this project, indicating their respective roles and responsibilities.
5. CVs of relevant persons who will work on this project, detailing qualifications, skills, experience and past track record, particularly in relation to the main requirements and skills and competencies requirements for service providers as outlined above.
6. Location of your office(s).
7. Demonstrated experience: A table or list of relevant projects, including the name, project description, client, monetary value, your role in the overall project and contact details of project reference(s).

### 6.2. Budget

The maximum budget allocation to this Demonstration project is 68 000.00 Euro. Submitted proposals should demonstrate a creative budget that can implement all activities and produce the specified outputs for this project within this limit.

The submitted budget should be detailed budget denominated in Euro and should be organised by Staff Time and Disbursements, which shows budget breakdown by activity and items.

Service providers are liable for all taxes and social security premiums, if applicable

ICLEI Africa will pay 70% of project costs at inception, with the remaining 30% to be paid upon receipt of a complete final report. ICLEI Africa will not pay for any unbudgeted items.

Submitted proposals should demonstrate a creative budget that can implement this project within this limit.

## 7. IMPLEMENTATION TIMELINE

The timelines for project process and meetings are as follows:

Week of 24 February 2020	Inception Call with appointed service provider
Week of 2 March 2020	In-person meeting with appointed service provider in TZ
1 March – 15 July 2020	Service Provision Period
15 July 2020	Draft Report Due for Comment
<b>28 July 2020</b>	<b>Final Report Due</b>
20 August 2020	Close of Project

## 8. PROPOSAL EVALUATION PROCESS

Functionality is of utmost importance in the evaluation. Budget considerations will include a balance between a clear understanding of the scope and complexity of the task, and affordability. Refer to the list below for an indication of technical evaluation criteria. The overall evaluation scoring will be as follows: technical score – out of 50; budget score – out of 30; creativity – out of 20.

List of technical evaluation criteria

- Service provider qualifications. Indicator: CVs indicating skills, expertise and qualifications
- Relevant experience in the appropriate field/s of study. Demonstration of understanding & knowledge of ecosystems services/nature-based solutions, co-design and co-production, community engagement. Indicator: track record / completed projects
- Interpretation of the scope and complexity of the task. Indicator: description of the approach to the tasks and associated methodologies
- Creative approach to implementing the project. Indicator: description of the approach to the tasks and associated methodologies
- Locality of service provider offices

## 9. SUBMISSION DEADLINE AND TIMELINE

Kindly submit your proposal to Paul Currie at [paul.currie@iclei.org](mailto:paul.currie@iclei.org) and Ernita van Wyk at [ernita.van.wyk@iclei.org](mailto:ernita.van.wyk@iclei.org) by 16:00 (SAST) on 24 February 2020. **At all times, please use the subject line, Service Provider: Dar es Salaam Demonstrations**

12 December 2019	Terms of Reference released
13 February 2020	Terms of Reference re-released
<b>24 February 2020</b>	<b>Proposal submission closing date</b>
26 February 2020	Service provider appointed

***ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER AS PER THIS TERMS OF REFERENCE***