

Terms of reference

Coordination assignment related to the program:

CLIMATE CHANGE ADAPTATION THROUGH WATERSHED, FOREST AND DISASTER RISK MANAGEMENT AND GOVERNANCE

Background:

The European Union has agreed to delegate funds to the Embassy of Sweden in La Paz for work with environmental protection and combatting climate change. The four main areas of action are:

1. Improved and inclusive conservation, restoration and sustainable management and use of forests and biodiversity –within and outside protected areas- including prevention of forest fires and implementation of climate adaptation and mitigation efforts
2. Promotion of sustainable production models that allow the country to benefit from its natural resources in an ecologically sustainable way.
3. Strengthening of environmental governance, access to justice and rights protection for men and women and indigenous people, according to their differentiated needs and role
4. Increasing participation of women in decision-making and activities linked to environment, climate change and sustainable production.

Support in the above areas will in the first place be directed towards Bolivian and international civil society organisations with a proven track record in working with the above issues in Bolivia. The exact counterparts will be defined during the process of implementation. The total sum of the delegation is 10 M Euros for the period 2023-2027, and as Sweden provides an equal counterpart the total sum of the program will be 20 M Euros. Implementation will begin in mid-2023.

Considering that the Sweden-EU intervention will work with multiple partners in the environmental sector, the creation of an environmental platform will be a crucial component within the scope of the program. Such a coordinating body will bring together the different implementing organisations with the aim of coordinating their actions and promoting synergies, complementarities, and common responses according to the needs of the stakeholders. The main task of the present consultancy is leading the creation and coordination of the environmental platform.

Purpose of the assignment:

The Embassy of Sweden in La Paz wishes to procure consultancy services to support the partner coordination within the scope of the program. This includes supporting the design, establishment and development of an Environmental Partner Platform gathering the different partners within the program.

The primary purpose of this assignment is to ensure that all the initiatives and specific actions under the Sweden-UE intervention are optimized in terms of coordination, synergies, and collaboration between the different partners. Results to be expected by strengthened coordination are e.g.: common strategies for public policy incidence, common communication strategies and activities, common workshops and outreach events, efficient on-the-ground coordination, identification of potential overlapping activities where coordination and/or collaboration is needed, and identification of opportunities for new initiatives or new partners.

Initially, the consultancy is expected to lead a continuous mapping exercise of existing and planned initiatives and activities considering thematic and geographical reach of each partner's initiative.

In parallel, the consultancy should lead the formation of an environmental partner platform with the purpose of facilitating and stimulating coordination, exchanges, synergies, and collaboration between partners. Regular platform meetings (every 3 to 4 months) should be convened, coordinated, and arranged under this consultancy. On an annual basis, a joint agenda and work plan should be developed by the platform under the lead of this consultancy. Moreover, this consultancy is expected to develop and present proposals for enhanced coordination efforts.

In addition, the consultancy should seek synergies and complementarities between the Swedish-EU program initiatives with similar sectoral or territorial initiatives in Bolivia and the region, and with EU facilities (B4Life, ALINVEST, EUROCLIMA, Amazonia +, etc.) e.g., EU regional programs or other donor initiatives in climate change, deforestation, and integrated rural development.

Regular planning and debriefing meetings (every third month) with the Swedish-EU technical committee (with program officers from the Swedish Embassy and the EU-delegation) are foreseen.

The consultancy is expected to produce biannual reports (of some ten to twenty pages), covering the progress, opportunities and challenges linked to partner coordination and the environmental platform of the Sweden-EU intervention.

Time frame:

The assignment is planned to initiate in October 2023. Contracts will be signed for one year at a time. The maximum amount of time estimated for the assignment is ninety (90) days for the first year, forty days (40) for year 2 and 3, and thirty days (30) for the final year (considering time input from one consultant).

Method:

Interested parties are asked to present a proposed methodological and practical approach for the coordination assignment and for the mapping exercise. Furthermore, the consultants are asked to submit a proposed timetable along with estimated deliverables, as well as a detailed annual budget, with the first year covering the period Oct 2023 - Sep 2024, only. The following years, until Sep 2027, should also be covered in the proposed timetable and budget (covering all necessary expenditures associated with the assignment e.g., salary, travel, and per diem), contemplating the program's reporting periods Jun 1st to May 31st (although this broader timeframe to 2027 is conditioned to the extension of the consultancy contract).

In general, it is foreseen that the assignment will at the very least include regular visits to Bolivia in order to visit activities and for the organization of platform meetings (which are expected to primarily be held in Santa Cruz, Pando, and Tarija). Permanent presence in the country would be a merit in this regard. The consultant must comply with all relevance income taxes regarding their own nationality and country of residence.

Apart from convening platform meetings, the consultant(s) are expected to gather impressions and opinions of partners and initiatives on a bilateral basis through meetings and field visits in order to ensure obtaining first-hand information both from partners and intended beneficiaries, other implementing partners, and other relevant local and national organization and authorities involved in

the area. However, it is important that potential coordination with authorities and/or other third parties always be developed in close dialogue with the Swedish Embassy and the EU delegation. Likewise, planned field visits should always be coordinated with the Swedish Embassy and EU, as well as the concerned partners.

In addition to the information obtained in exchange with partners and through field visits, the consultancy is expected to gather and use additional material in the form of project documents and reporting from the participating organisations, official data, and similar for developing initiatives and proposals for enhanced coordination. When such data is used in reporting, its sources should be clearly indicated.

Deliverables:

The consultants will be asked to present an inception report no later than December 15, 2023. This report shall consider the initial impressions regarding the program and its counterparts (including an initial proposal of how the environmental platform could work in the following periods). The inception report shall indicate any adaptations to the proposed workplan and method that this consultancy wants to propose based on their initial impressions. In addition to the inception report, the consultancy should present a draft report of the mapping exercise of the initiatives within the interventions, as well as the draft first-year joint agenda and work plan for the environmental partner's platform

Subsequently, the consultants will be asked to produce reports covering the progress of coordination as well as mapping partner actions every six months, beginning May 2024. These reports shall be succinct and should focus on the achievements and opportunities linked to coordination, exchanges, synergies, and collaboration between partners, rather than on providing background or context unless this is necessary for the interpretation of the report findings. In addition, for the following year the annual joint agenda and workplan from the partner platform should be presented no later than August 31st, beginning in August 2024.

It is possible that part of the contents of such reports will be used as an input in the overall reporting from the program.

At the end of the assignment, the consultancy is asked to provide a comprehensive report of the work along with the main achievements of the assignment.

Competences:

The consultants are expected to possess the following qualifications and competences:

- Solid knowledge of environmental protection.
- Good knowledge of civil society support.
- Thorough experience of project/program coordination.
- Experience in organizing dialogue meetings.
- Thorough knowledge of Bolivia and of the environmental challenges that the country faces in its Eastern and Northern parts.
- Excellent command of both English and Spanish.
- Experience of performing similar assignments.