Terms of Reference

Dodoma Foodway Co-design and Implementation

ICLEI Africa seeks to appoint a service provider to co-design and implement a regenerative food-way in Dodoma City Council to demonstrate the interlinkages between Biodiversity, Ecosystem Services and Urban Livelihoods.

Proposals Due: 20 January 2020 by 17:00 SAST

Email proposals to

Paul Currie at paul.currie@iclei.org
Ernita van Wyk at 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 are going to be implemented to showcase the relationship between biodiversity, wellbeing and livelihoods. 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 what nature can do to 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 Developing a “foodway” in Dodoma, that serves as a buffer zone between a water source and build developments – The Dodoma Foodway

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

The purpose of this Terms of Reference is to call for proposals from service providers for the implementation of a demonstration project, as described below in 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 Dodoma Foodway demonstration, which is explained as follows:

Dodoma is a fast-growing city, driven mainly by the move of national ministries to the Capital (Dodoma) from Dar es Salaam. The Dodoma City Council has invested in a review of its Master Plan to accommodate and prepare for this new growth.

This demonstration case will offer a timely showcase for how to embed ecosystems services in planning processes and to show what its wider effects are on residents and the city. In conversation with the Lord Mayor of Dodoma, the idea of food-ways, or
regenerative urban agriculture, gained the most interest, given that much of Dodoma's natural assets may be threatened by rapid growth and expansion of the city. Using regenerative agriculture as buffer zones between biodiversity areas and built environment will offer value to the city and its citizens. The demonstration case will therefore involve a co-design process to explore how nature can be incorporated into, and enhance, food systems.

A stretch of land that separates built environments from important natural assets will be chosen and developed in a regenerative manner as a mixed-use recreation, agriculture, livestock area, ideally with involvement by those who live there. Inspiration for “regenerative agriculture” and “food-ways” can be found online. The implementation team will be supported by an external expert who can provide guidance on how to build regenerative systems, and will be providing a design for the chosen area, in consultation with the service provider, ICLEI Africa and Dodoma City Council.

Expected activities include:

1. Scouting and Identification of potential areas for implementing the Foodway.
2. Selection of the location in consultation with ICLEI Africa and Dodoma City Council
3. Engagement and/or co-design process with community members 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. Development of a landscape plan for the foodway on the site
5. Development of a technical guidance note to guide implementation
6. Engagement with private sector to elicit co-sponsorship, sponsorship of aspects of the projects, or develop relationships for future collaboration.
7. 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?
8. Community engagement at the foodway to demonstrate the benefits of regenerative agriculture and holistic use of public space for livelihoods and
   a. A community awareness and education strategy should be elaborated in the proposal
9. Support ICLEI Africa with Monitoring and Evaluation of the demonstration through conducting interviews and surveying community members, and making use of Monitoring tools developed by ICLEI Africa.

4. REPORTING REQUIREMENTS AND MANAGEMENT

In order to meet the requirements of this ToR, the appointed service provider is expected to provide the following deliverables:

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. Motivation for the approach to project implementation
   b. 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
   c. Important considerations for the long-term sustainability of this project.
   d. 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 food systems are expected to be used to physically shape an area of the city;
- Expertise in food systems, urban agriculture and regenerative agriculture
- Co-design processes, and building and landscape design
- 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 35 500.00 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 3 February 2020: Inception Call with appointed service provider
- Week of 10 February 2020: In-person meeting with appointed service provider in TZ
- 1 February – 30 June 2020: Service Provision Period
- 13 July 2020: Draft Report Due for Comment
- **28 July 2020**: Final Report Due
- 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 and Ernita van Wyk at ernita.van.wyk@iclei.org by 16:00 (SAST) on 18 January 2020. At all times, please use the subject line, Service Provider: Dodoma Foodway

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>12 December 2019</td>
<td>Terms of Reference released</td>
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<tr>
<td>18 January 2020</td>
<td>Proposal submission closing date</td>
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<tr>
<td>28 January 2020</td>
<td>Service provider appointed</td>
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ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER AS PER THIS TERMS OF REFERENCE