ICLEI Africa - Local Governments for Sustainability

ICLEI Africa seeks a consortium of service providers to undertake the mapping and assessing of natural assets and gathering socio-economic information for Cape Coast, Ghana.

30 November 2021

Bids due: 9 December 2021

Bids and technical queries can be sent to Jessica Kavonic: Jessica.kavonic@iclei.org

Please indicate interest to submit a bid and submit any queries by 3 December 2021, so responses to queries may be shared with all bidders by 6 December 2021.

Bids will still be accepted if interest is not indicated, but bidders must accept that they may not have received responses to questions submitted.

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference (ToR).
Terms of Reference

As part of the Urban Natural Assets for Africa: Resilience & Restoration for Life (UNA: Resilience & Restoration) project, ICLEI Africa seeks the services of an urban biodiversity mapping specialist/s to identify and map urban natural asset hotspots/priority areas, i.e. where it would be advisable that limited development/urban sprawl should occur as well as social scientists/legal researchers/experts to gather and collect socio-economic data, within the City boundary of Cape Coast (Ghana).

This consortium of service providers should obtain data from different sources; partners; and institutions, where necessary and feasible. The collected information will be used to inform urban planning which will ensure the greatest societal benefits are derived from urban natural assets and climate resilience. The service provider is expected to only undertake work indicated within this Terms of Reference.

1. AIM OF THE ASSIGNMENT

ICLEI Africa requires the services of a consortium to undertake natural asset, biodiversity and socio-economic data modelling, gathering and analysis to support ICLEI Africa in depicting the current natural asset status and vulnerability for Cape Coast, Ghana. The objective of the project is to improve the understanding of current, and inform future projections, for natural assets and socio-economic drivers in Cape Coast, Ghana and use this information to inform the urban development and planning in each city. The mapping and assessments will be used to develop capacity amongst policy and decision-makers to apply such knowledge and to influence local and national decision-making processes and to build resilience of urban natural assets in the selected cities.

2. KEY TASKS

In order to support ICLEI Africa to undertake natural asset, biodiversity and socio-economic data modelling, gathering and analysis for Cape Coast, Ghana, the service provider is expected to undertake the following:

2.1 Urban Natural Asset Mapping and Analysis

2.1.1 Gather desktop spatial information and develop natural assets maps

Identity significant urban natural assets i.e. the spatial location of the urban natural assets in Cape Coast (Ghana) (spatial data reflecting these areas must be supplied in shapefile format to ICLEI Africa), and provide the position of these assets using coordinates and polygons where possible. The ICLEI Africa project team will be responsible for overlaying the data received with
land-cover data¹ that is being collated under a separate ToR (see the land-cover land use ToR here) and other data processing post fieldwork that will be undertaken by the consortium.

Digitize data and combine it into a single dataset: Raw data shall be made available to ICLEI Africa with clearly marked metadata. This dataset will be reviewed by ICLEI Africa to explore and discuss gaps, opportunities, and priorities before field verification begins. A subset of natural assets will be identified for field verification.

Incorporate review comments: The consortium must be available for a review and correction of the digitized final data set following a review by ICLEI Africa and if any questions should arise during the digitization process.

**Deliverable 1:** Spatial analysis, mapping and development of data set of urban natural assets in Cape Coast, Ghana

**Deliverable 2:** Workshop with ICLEI Africa to review and finalise digitized data set and spatial mapping of urban natural assets Cape Coast, Ghana

A ground-truthing methodology must be developed and shared with ICLEI Africa for review. Following the incorporation of comments, the consortium must deliver a final report on the ground-truthing methodology undertaken during the field verification process. This will include the methodology for field verification.

**Field verification:** Visit selected sites to ground-truth information collected during desktop analysis and supply data and information gathered during the field visits in digital format to the ICLEI Africa project team. This should include but not be limited to photographs, GPS waypoints, and field notes. Field notes should provide: 1) an indication of main natural assets, 2) an assessment of the state of the urban natural assets (pristine to highly degraded), 3) current ecosystem services (i.e. benefits) to people (in other words, how people are using and benefitting from ecosystems), 4) assessment of the access to the ecosystem services, and 5) assessment of the opportunities for restoration and improved use and benefits. An ecosystem services framework will be provided by ICLEI Africa.

**Development of a field trip report** that details the methodology employed, natural assets identified and assessed, and recommendations for urban natural asset restoration and improved use and benefit. The report should be detailed enough to facilitate engagement with stakeholders (including, but not limited to ICLEI Africa and city officials) utilizing the information and maps produced from the field visit/s. The report should include a short narrative for each site and include high quality photos based on the ground-truthing exercise.

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¹ Note – this assignment should not include costs for land-use data as this is being collated under a separate assignment. If the service provider requires access to this land-use data they can contact ICLEI Africa directly.
for selected sites. The consortium is also required to provide an excel spreadsheet that details the name of site visited, coordinates, and ecosystem status.

**Deliverable 3**: Ground truthing methodology report

**Deliverable 4**: Workshop with ICLEI Africa to review and finalise ground truthing methodology

**Deliverable 5**: Field verification to ground truth natural asset identification and mapping in Cape Coast, Ghana

**Deliverable 6**: Field trip report of natural asset ground truthing

### 2.1.2. Prioritization and vulnerability mapping of Natural Assets

The natural assets identified in the desktop and field verification process will be mapped to indicate 1) location of urban natural assets, 2) current status of natural assets (current condition and vulnerability of natural assets, and 3) prioritisation of urban natural assets (identification of most vulnerable natural assets). This process will be undertaken based on the data gathered in the aforementioned deliverables and will be co-developed with city officials, decision makers and academic researchers/local experts through a virtual workshop. The consortium will be required to merge all the spatial natural asset files and ground-truth data gathered to produce a single polygon shapefile with all the identified urban natural assets/priority areas in the city.

**Deliverable 7**: Prioritization and vulnerability mapping of natural assets in Cape Coast, Ghana

**Deliverable 8**: Workshop with ICLEI Africa and city officials to finalise prioritisation and vulnerability analysis and mapping of natural assets in Cape Coast, Ghana

All information and data (which details the methodology used) should be submitted to ICLEI-Africa in MS Word format and spatial information should be provided in shapefile format.

### 2.2 Socio-economic Mapping and Analysis

The aim of the socio-economic analysis, modelling and mapping is to critically assess the socio-economic dimensions of the ecumene within the previously identified natural asset boundaries. The consortium should undertake multi-perspective modelling to assess human–environment interaction, rate of resource natural asset exploitation and provide recommendations to reduce the socio-economic pressures and underlying drivers adversely affecting the natural assets in Cape Coast, Ghana. This information will be used to build an understanding of the determinants of social resilience in each context, as well as identify the social determinants of ecological degradation.
2.2.1. Current socio-economic data and/or descriptive information analysis and assessment

City-level socio-economic data and/or descriptive information analysis and assessment of the ecumene of the urban natural assets identified in key deliverable 2.1, using city planning, development policies and strategies, technical reports and other key sources that describe an array of socio-economic indicators. The actual socio-economic data that is required under this assessment should extend beyond the normal population demographics/parameters and include an analysis of indicators such as mainstreaming of gender across the socio-economic spectrum, cultural value systems, indigenous knowledge, participation of identified vulnerable groups including indigenous communities, women, youth and other key stakeholders, security of land tenure including customary tenure, legal framework on women’s equal rights to land ownership and control, national disaster risk reduction strategies and programmes, trends in recognition and policy adoption of customary sustainable use of wild flora and fauna, adoption of a national action plan/policy on business and human rights, human rights guarantees including the right to a safe, clean, healthy and sustainable environment, policy and regulatory compliance framework for non-state actors’ activities (see the annexure below for more information linked to the specifics on the human rights indicator), household income classes across the city, settlements types and/or poverty hotspots, crime/poaching/illegal resource use hotspots, unemployment rates, access to green space and natural resources and other livelihood information, inter alia, for the city, the consortium will use the aforementioned to develop a socio-economic data baseline for Cape Coast, Ghana.

The aim of the assessment is to 1) assist the city to identify and recognize hotspots in which human development interacts with urban natural assets; 2) to establish socio-economic inequalities that are exacerbated by degraded ecosystems; and 3) identify socio-economic drivers exacerbating degradation of urban natural assets.

**Deliverable 9:** Develop a matrix of socio-economic data for the ecumene of the natural assets identified in key deliverable 2.1 identifying socio-economic drivers and pressures on the natural assets in Cape Coast, Ghana.

**Deliverable 10:** Develop a report identifying the impact of socio-economic factors on the state of natural assets including recommended responses to reducing socio-economic impact on natural assets.

**Deliverable 11:** Develop a report identifying the current legal and policy framework addressing the nexus between socio-economic impacts and urban natural assets within the ecosystems, particularly those targeted at vulnerable persons/persons at risk including women, children, youth and indigenous communities. Report should also include policy and regulatory compliance framework for non-state actors’ activities.
Deliverable 12: Map the socio-economic landscape in each project country and city to build understanding of the determinants of social resilience in each context, as well as identify the social determinants of ecological degradation.

Deliverable 13: Identify where and how the socio-economic activities and pressures interface with the urban natural assets (identified in 2.1) at the ecosystem and landscape level, determining the level of impact for each activity.

Deliverable 14: Identify and map hotspots in which human development interacts with natural assets.

2.2.2. Future projections for socio-economic and demographic trends for each city

Analyse and model future projections for socio-economic and demographic trends for each city, to identify plausible futures from a nature, climate and socio-economic resilience perspective identifying key recommendations for each city identifying potential trajectory for human-natural asset interaction that are most beneficial for city residents.


Deliverable 16: Report detailing key recommendations and potential trajectories for human-natural asset interaction in Cape Coast, Ghana.

Deliverable 17: Review workshop with ICLEI Africa and city officials to ground truth the socio-economic mapping and analysis.

3. SPECIFICATIONS TO QUOTE

Service providers are to note that all data, deliverables and related products produced in the delivery of this terms of reference are the intellectual property of ICLEI Africa and require written permission to be shared or communicated externally. It is estimated that the consortium will deliver the work outlined above within 96 working days as follows:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Estimated days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1: Spatial analysis, mapping and development of data set of urban natural assets in Cape Coast, Ghana</td>
<td>10 days</td>
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<tr>
<td>Deliverable 2: Workshop with ICLEI Africa to review and finalise digitized data set and spatial mapping of urban natural assets Cape Coast, Ghana</td>
<td>1,5 days</td>
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<tr>
<td>Deliverable 3: Ground truthing methodology report</td>
<td>5 days</td>
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</tr>
<tr>
<td>Deliverable</td>
<td>Description</td>
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<td>Deliverable 15</td>
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In alignment with the number of days estimated, the **total budget submitted for this assignment cannot exceed ZAR 768 000.00.**

### 4. SERVICE PROVIDER REQUIREMENTS

Proposals must be submitted by a consortium with proven expertise in natural asset, biodiversity and socio-economic data modelling, gathering and analysis as well as report writing. The consortium of service providers must meet the following requirements:

- A Masters or Ph.D. in natural asset, biodiversity and socio-economic data modelling, gathering and analysis.
- A minimum of 5-years’ demonstrated experience in urban natural asset mapping specialist/s to identify and map urban natural asset hotspots/ priority areas, i.e. where it would be advisable that limited development/ urban sprawl should occur as well as social scientists/ legal researchers/experts to gather and collect socio-economic data.
- A legal researcher with a Masters in Environmental law or LLB with a min of 3 years’ experience related to legal research and socio-economic data.
- A minimum of 5-years’ demonstrated experience as social scientists/ legal researchers/experts gathering, and analysing socio-economic data with strong experience at a city scale.
- Experience working with data from African cities and the ability to access the relevant data and information required for completion of the activities.

### 5. ROLE OF ICLEI AFRICA

ICLEI Africa will be responsible for the following to support the consortium with this piece of work:

- Setting up all meetings between ICLEI Africa and the consortium
- Providing land-use data in Cape Coast, Ghana
- Review and approve the spatial analysis and mapping of urban natural assets in Cape Coast, Ghana
- Organising the workshop with ICLEI Africa to review and finalise digitized data set and spatial mapping of urban natural assets Cape Coast, Ghana
- Reviewing and approving the ground truthing methodology report
- Organising the workshop with ICLEI Africa to review and finalise ground truthing methodology
- Reviewing and approving the field trip report of natural asset ground truthing
- Organising the workshop with ICLEI Africa and city officials to finalise prioritisation and vulnerability analysis and mapping of natural assets in Cape Coast, Ghana
- Review and approve the socio-economic assessment, analysis and mapping
- Organise the review workshop with ICLEI Africa and city officials to ground truth the socio-economic mapping and analysis
6. EVALUATION CRITERIA

Bids will be evaluated against the following criteria:

- Price (per portion of work indicated above), including per person hourly/daily rates and number of hours/days per portion of work;
- Demonstrated Qualifications and Expertise, linked to the work indicated in this ToR;
- Demonstrated Experience, related to the work indicated in this ToR;
- Interpretation of the Terms of Reference and methodology proposed; and
- A B-BBEE certificate (South Africa applicants only).

7. SUBMISSION PROCESS

Kindly submit your proposal to Jess Kavonic (jessica.kavonic@iclei.org) by 17:00 SAST on 9 December 2021. For any queries related to submission please contact us via the email above, kindly note the deadline for queries at the start of the Terms of Reference.

Please use the subject line: “Natural Assets and socio-economic mapping Ghana” when submitting your proposal and include the following information:

- A detailed proposal including a detailed methodology, work plan, and budget in South Africa Rands (ZAR). The proposal should be broken down to include the following information:
  - Proposed approach and methodology
  - Detailed work plan
  - Detailed budget with individual rates included in the budget; the total number of hours/ days assigned to each task (per team member and total); and; any other costs that may be incurred to conduct work associated with deliverables, including data required for natural asset and socio-economic mapping, modelling and analysis.
- Up to date CV detailing qualifications demonstrated skills and experience as well as past track record, particularly in respect to natural asset and socio-economic mapping, modelling and analysis. If a consortium of bidders, an indication of which team members will be working on which deliverable with time per team member allocated to each deliverable must be provided.
- Written confirmation that the consortium has access to the required data.
- Risk matrix and mitigation measures (including in light of COVID-19)
- For South African-based service providers only, provide proof of status for preferential procurement:
  - A B-BBEE certificate
If the consortium has an annual turnover of less than R10 million and/or does not have a B-BBEE certificate, a completed and signed sworn affidavit.

8. SUBMISSION TIMELINE

- 30 November 2021: Terms of Reference released
- 17:00 SAST on 9 December 2021: Proposal submission closing date

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A CONSORTIUM IN RELATION TO THESE TERMS OF REFERENCE.

For more information on ICLEI Africa see http://www.iclei.org/ and http://africa.iclei.org/. For more information on the UNA Programme see: https://africa.iclei.org/project/una/

ICLEI - Local Governments for Sustainability (ICLEI) is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, ICLEI influences sustainability policy and drives local action for low emission, nature-based, equitable, resilient, and circular development. ICLEI’s Members and a team of experts work together through peer exchange, partnerships, and capacity building to create systemic change for urban sustainability.

ANNEXURE

A human rights-based approach informs all proposed activities under the Urban Natural Assets for Africa: Resilience & Restoration for Life project. ICLEI Africa’s understanding of a human rights-based approach aligns with the conceptual framework based on international and regional human rights standards, which aims to promote and protect these rights; “it seeks to analyse inequalities which lie at the heart of development problems and redress discriminatory practices and unjust distributions of power that impede development progress”. ICLEI Africa is aligned with the description of the UN’s Special Rapporteur on human rights and the environment, on the importance of a rights based approach to biodiversity, noting that ‘... A rights-based approach to environmental protection is an obligation, not an option, because of the international human rights commitments made by all States. Taking a rights-based approach to climate change and biodiversity conservation will

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2 Drawn from the Office of the United Nations High Commissioner for Human Rights’ FAQ
produce effective and equitable outcomes that prioritize vulnerable and marginalized populations.³

Further, we understand participation, inclusivity, accountability, equality, non-discrimination, transparency, human dignity, empowerment and rule of law to be core enablers for improved socio-economic resilience and ecological regenerations. As such, we require this assignment to also pay specific attention to human rights, paying direct attention to power dynamics between urban stakeholders, analysing inequalities and how communities articulate their rights and entitlements linked to natural assets. We intend that this assignment draws connections between these articulated rights, entitlements, needs and urban natural assets. The focus of this aspect of the assignment (i.e. 2.2. on socio-economic resilience) should explicitly engage with the rights to food, water, healthy environment, energy, health and wellbeing, and suggests that by improving the uptake of these rights in concord with ecosystem considerations, we can improve socio-economic resilience and reduce impact on urban nature. Through activity 2.2 it is hoped to also identify the causal relationships between people and nature to identify points of conflict and potential governance solutions to address these.

A brief description is provided below of specific human rights indicators which we require to be mainstreamed within the methodology and the bid provided by the service provider:

<table>
<thead>
<tr>
<th>S/NO</th>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gender equality and Non discrimination</td>
<td>Details on the streamlining of gender across the socio-economic spectrum or the absence thereof</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Legal framework on women’s equal rights to land ownership and control</td>
</tr>
<tr>
<td>2</td>
<td>Inclusivity and participation</td>
<td>Details on trend in cultural value systems, indigenous knowledge and participation of identified vulnerable groups including indigenous communities, women, youth and other key stake holders</td>
</tr>
</tbody>
</table>

| 3 | Security of land tenure | Details on proportion of adults with secure land tenure, disaggregated across age and sex demographics  
Details on trends in land tenure security for indigenous people and local communities |
| 4 | Legislative recognition of rights | Adoption of a national action plan/policy on business and human rights  
National disaster risk reduction policies, strategies and programmes  
Details on trends in recognition and policy adoption of customary sustainable use of wild flora and fauna  
Details on trends in the legal recognition of traditional agriculture  
Human rights guarantees including the right to a safe, clean, healthy and sustainable environment |
| 5 | Policy and regulatory compliance framework for non-state actors activities | Trends on requirements for human rights due diligence by corporations active within the ecumene, whose activities directly impact on urban natural assets and biodiversity  
Trends on requirements for independent risk assessment and management conducted by independent experts in development projects  
Availability of national action policies/plans on business and human rights  
Trends on accountability mechanisms for long term irreversible damage to natural assets and biodiversity occurring as a result of non-state actors activities |