

Quarterly Report

Year 4, Quarter 1
October – December 2017

Local Action for Biodiversity: Wetlands South Africa



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List of Abbreviations and Acronyms

DEA	Department of Environmental Affairs
DEADP	Department of Environmental Affairs and Development Planning
DM	District Municipality
DEDEAT	Department of Economic Development, Environmental Affairs and Tourism
ICLEI	ICLEI - Local Governments for Sustainability
IDP	Integrated Development Plan
LAB	Local Action for Biodiversity
LAB: Wetlands SA	Local Action for Biodiversity: Wetlands South Africa
LM	Local Municipality
MM	Municipal Manager
NWI	National Wetlands Indaba
PSC	Project Steering Committee
SANBI	South African National Biodiversity Institute
SANParks	South African National Parks
SALGA	South African Local Government Association
SDF	Spatial Development Framework
USAID	United States Agency for International Development
WfW	Working for Wetlands
WSAP	Wetland Strategy and Action Plan
WWD	World Wetlands Day

1. Introduction and overview

Local Action for Biodiversity: Wetlands South Africa

Goal:

To protect priority natural wetland resources, thus enabling the supply of ecosystem services, and promoting resilient communities and sustainable local economies under a changing climate within South African local governments.

Objectives:

1. To improve local government and citizen knowledge and understanding (at the individual, organisation and policy levels) of the value of biodiversity and wetlands.
2. To initiate the process of integrating ecosystem services and biodiversity into local government planning and decision-making in a coordinated, multi-sectoral, gender-sensitive and participatory way.
3. To implement and pilot on-the-ground wetland projects and promote the development of bankable project proposals.

This report details the activities undertaken as part of the Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) project during the period October – December 2017. This period marks the first quarter of year 4 of the project, and is largely concerned with the attendance of all municipalities to the National Wetlands Indaba, the initiation of the implementation projects as well as the Wetland Management Guidelines.

The report then outlines the activities planned for the second quarter of year 4. This includes the finalisation of the implementation projects, holding the outstanding Political Leader Workshops, supporting the municipalities with World Wetlands Day and following up on the last few WSAPs. Furthermore, this quarter includes the finalisation and launch of the Wetland Management Guidelines and the Finance Mechanism as well as the development of case studies showcasing the lessons learnt throughout the project.

2. Activities October – December 2017

i. Wetland Strategy and Action Plans (WSAP)

The Wetland Strategy and Action Plans (WSAPs) and the integration of these into the municipal IDPs are core outputs of the project. The WSAP is intended to be an *action plan* that guides the collective management of wetlands within the municipality going forward. Based on the WSAP workshop, a WSAP tailored for each municipality has been developed. Each of the WSAPs have been developed into a final draft, all of which are available for download on the LAB: Wetlands SA webpage: <http://cbc.iclei.org/project/lab-wetlands-sa/>

The WSAPs for Amathole, iLembe, Overberg and West Rand have been presented and adopted by Council for inclusion in their municipal IDPs.

Table 1: Update on the final development of the remaining WSAPs for each of the municipalities:

Municipality	Comments
Bojanala Platinum	Following the WSAP workshop the draft WSAP was submitted to the municipality for their comment and input. The document is currently being finalised by the municipality and ICLEI is awaiting confirmation on the status of including the WSAP into the IDP.
Buffalo City	Following the WSAP workshop the draft WSAP was submitted to the municipality for their comment and input. The document is currently being finalised by the municipality and ICLEI is awaiting confirmation on the status of including the WSAP in the IDP.
Eden	The WSAP has been finalised by Eden District Municipality and was submitted at both the Mayoral and Council Committee meetings on the 16th and 28th November 2017 respectively. ICLEI is awaiting confirmation on the status of including the WSAP in the IDP.
Ehlanzeni	Following the meetings and correspondence previously, ICLEI suggested some final amendments to the WSAP. The document is currently being finalised by the municipality. ICLEI is awaiting confirmation on the status of including the WSAP in the IDP.
Ekurhuleni	Ekurhuleni is currently in the process of finalising the document. It is anticipated that the WSAP will be finalised in time for the Political Leaders workshop which is anticipated to be held in March 2018.
Frances Baard	Frances Baard District Municipality is currently updating and finalising the WSAP and ICLEI is awaiting confirmation on the status of including the WSAP into the IDP.
Waterberg	ICLEI and WDM collaboratively finalised the WSAP in August 2017. The WSAP was formally launched and introduced at the Waterberg Political Awareness Raising workshop on 27 September 2017. ICLEI is awaiting confirmation on the status of including the WSAP into the IDP.

ii. Political and Traditional Leader Awareness Raising Workshops & Signing of the Durban Commitment

Throughout the project, the need to raise awareness of biodiversity and wetlands at the political level has been emphasised by the project municipalities. Given the decision-making role of these stakeholders, a lack of understanding of the value and importance of biodiversity and wetlands in a municipal context relative to other issues, is weakening the ability of local governments to play a proactive role in this area, and sees high level decisions being made that discount environmental considerations.

In light of this, it was felt that awareness raising workshops directed at political/ traditional leaders would assist with mainstreaming of biodiversity and wetlands into land use planning and encourage political leaders to make decisions that take environmental considerations into account. The political/ leader awareness raising workshops also provide an effective platform to sign the Durban Commitment, a non-binding commitment, which Mayors sign to pledge to protect biodiversity at a local level.

To date, Political Leader Workshops have been undertaken in Bojanala Platinum, Ehlanzeni, Frances Baard, iLembe, Overberg, Waterberg and West Rand District Municipalities. Durban Commitments have been signed by all of the above district municipalities including their local municipalities with the exception of Frances Baard and Ehlanzeni District Municipalities who opted to decline signing the Durban Commitment without presenting it to Council first.

Table 2: An update on the remaining Political Leader awareness raising workshops is provided below:

Outstanding Workshops		
Municipality	Comment	Durban Commitment signed
Amathole	Amathole District Municipality has indicated that they would like to hold a Political Leader Workshop with the Councillors in early 2018. Based on correspondence to date, it is anticipated that the workshop will be held in March 2018.	Pending workshop
Buffalo City	Buffalo City Metropolitan Municipality has indicated that holding a political leader workshop in the Metro might not be possible, due to the difficulty of getting key political leaders together. ICLEI is currently awaiting confirmation in this regard.	Pending workshop
Eden	Eden District Municipality has indicated that they would like to hold a Political Leader workshop. It is anticipated that they will be held in March; however ICLEI is currently awaiting confirmation in this regard.	Pending workshop
Ekurhuleni	The municipality is currently trying to secure the Mayors' attendance for the workshop. It is planned to combine the awareness raising workshop with the political leader workshop to avoid 'over workshopping' the municipality. ICLEI is currently awaiting confirmation of dates from the municipality.	Pending workshop

iii. National Wetlands Indaba & Award

From **16th – 19th of October 2017**, the 2017 National Wetlands Indaba was held at the Wild Coast Sun Hotel in Port Edward, South Africa.

The National Wetlands Indaba (NWI) is an annual event intended to provide a platform for a cross-disciplinary gathering of practitioners involved with the conservation and sustainable utilization of South Africa's wetland resources. These include scientists, decision-makers, researchers, conservationists and educators hailing from various organisations and Government departments.

Many different communities act as stakeholders when it comes to wetlands – from the settlements that border them, both rural and urban, to the businesses that operate nearby, and the NGOs and decision makers that are working to protect them. All have a role to play in ensuring that these vitally important ecosystems are healthy and functional. In line with this thinking, the theme for the 2017 NWI was "**Wetland Communities: Networking towards better practice**". The Indaba focused on sharing best practice lessons learnt through local project implementation, creating networking opportunities and understanding the importance of community involvement in collective wetland management.

ICLEI-Local Governments for Sustainability (ICLEI) was invited to attend and present on the progress of the LAB: Wetlands SA project at the 2017 NWI. Additionally, as with previous years, ICLEI was also given the opportunity to invite key municipal representatives from each of the 11 municipalities participating in the LAB: Wetlands South Africa (LAB: Wetlands SA) project to attend. **20 municipal representatives** from the LAB municipalities (both district and metropolitan) were able to attend the Indaba with sponsorship from the USAID funded LAB: Wetlands SA project.

In addition to the many insightful presentations given throughout the week, during the course of the NWI, ICLEI ran constructed wetlands training which was tailored specifically for the benefit of the attending municipal representatives. This included a series of short presentations on what constructed wetlands are and their value for municipal service delivery; as well as a guided fieldtrip around the Wild Coast Sun Hotel which has a hybrid system consisting of a conventional waste management system coupled with a constructed wetland to manage the waste overflow. The presentations were given by Mr. Japie Buckle of Working for Wetlands and Ms. Sonja Stroud from the Wild Coast Sun Hotel. The fieldtrip was led by Ms. Sonja Stroud. Please refer to **Annex 1** for the Indaba Report.

During the 2017 NWI Gala Dinner on October 18th 2017, the LAB: Wetlands SA project was awarded a **National Wetland Award for 'Wetland Education and Skills Development'**. This is the second award the project has won this year (the first being the Eco-Logic Biodiversity Gold Award which was awarded in June 2017). Each of the project municipalities was also given a certificate of recognition for all the hard work put into the project to date. Please refer to **Annex 2** for the news piece on the award.

<http://cbc.iclei.org/icleis-lab-wetlands-sa-project-wins-second-award-year/>



Figure 1: LAB: Wetlands SA team of municipal representatives and other interested parties undertake constructed wetlands training at the 2017 National Wetlands Indaba.

iv. LAB: Wetlands SA Wetland Awareness Raising Video

Both the long and the short version of the video are available on the ICLEI website and YouTube:
<https://www.youtube.com/watch?v=rpBCTn1Rge4>

The short video has been viewed a total of **405 times** on YouTube since its launch on the 22nd March 2017 and **341 times** through ICLEI-led local and national workshops. A total of **746 times**. The long version of the video is over 17 minutes long and was released on the 25th of April 2017 and is also available on the website and YouTube. To date, the long video has been viewed **189 times** on YouTube.

During this quarter (Oct – Dec 2017), the short video was viewed **64 times** on YouTube and the long video was viewed **66 times**. No ICLEI led screenings were held during this quarter.

v. Website

One blog and two news articles were posted during this quarter. The below image is a screenshot of the website activity for this quarter, indicating that **1468 individuals (unique users)** have visited the website during the previous quarter.

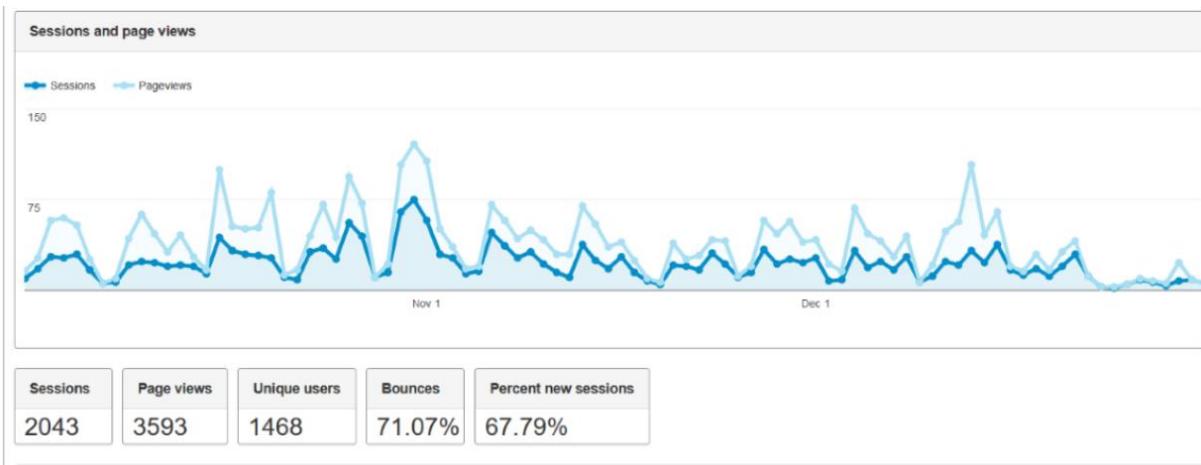


Figure 2: Screenshot of the website tracking screen.

Completed Profiles and Wetland Reports as well as the draft Wetland Strategy and Action Plans have been uploaded onto the website. Furthermore, for ease of reference and sharing lessons learnt, all previous workshop reports have been uploaded onto the website.

The page housing the LAB Wetlands SA project has had **203 views** during this quarter, an increase of 30 views compared to the last quarter.

LAB Wetlands SA page: <http://cbc.iclei.org/project/lab-wetlands-sa/>

vi. Meetings with external stakeholders

Throughout the project, the LAB: Wetlands SA team aim to participate in a number of meetings to develop partnerships with external organisations; bring further attention to the project; build on stakeholder mapping conducted; and to better support implementation of the project. The stakeholder engagements held during this quarter are summarised below:

Presenting the Wetland Strategy and Action Plan Guidelines in Tanzania (Moshi, Arusha and Dar es Salaam)

As part of another project implemented by ICLEI Africa workshops were held in Tanzania. On the 21st, 23rd and 30th of November 2017, ICLEI presented a workshop in Moshi, Arusha and Dar es Salaam (respectively). The workshop contained a component to raise awareness of the value of biodiversity to mitigate the impact of climate change in order to prepare the municipalities to develop their own Local Biodiversity Strategy and Action Plans. As part of the presentations, the Wetlands Strategy and Action Plan Guidelines were also presented to the municipal officials and the link to the Guidelines was sent out to all officials attending the workshops. The workshops were attended by 16, 42 and 33 municipal officials from the respective municipalities.

vii. GIS mapping of wetlands

The maps were submitted to SANBI and CSIR in 2017 and are being reviewed and merged with the remaining data. Currently there are no further updates currently available on the wetland mapping component of the project.

viii. Implementation projects

As noted in the previous Quarterly Report, a total of **31 project proposals** were received by ICLEI by the closing date of 22nd September 2017 (please refer to previous Quarterly Report for full detail on all proposals received). The project proposals were reviewed against a set of selection criteria and were judged on whether they included a diverse project team, exhibited a clear understanding of the project brief, had submitted a budget which was no higher than R 400 000.00, had a strong track record indicating capability and capacity to undertake the work and a strong methodology. The proposals also were required to be specifically wetland focussed, address an item within the project municipality WSAP and have already received Council approval prior to commencement.

A total of **3 project proposals** were selected for implementation. Detail on these proposals is included below:

Table 3: Breakdown of the proposals selected.

Municipality	Implementer	Budget	Name of Project
Amathole	Eco-Pulse Environmental Consulting Services	R 400 000.00	Focussed wetland prioritization and rehabilitation planning

The project objectives are summarised below:

- To make an initial contribution to the detailed mapping of wetlands within one target local municipality;
- To prioritise wetlands within the target local municipality for rehabilitation;
- To identify priority wetlands for rehabilitation;
- To develop a rehabilitation plan for one priority wetland (within the budget constraints of the project); and
- To provide an opportunity for collaborative learning between wetland experts, municipal staff and local stakeholders as part of a capacity building and education programme.

Eco-Pulse Consulting is currently completing Phase 1 of their project which entails developing a Regional Prioritisation Report. This will be workshoped with Amathole and thereafter detailed desktop mapping condition assessments (Phase 2) will be undertaken within the identified local municipality.

Please note: The signed Letter of Appointment for Eco-Pulse Consulting CC is attached at **Annex 3**.

iLembe	Endangered Wildlife Trust	R 400 000.00	Assessment of coastal wetland ecology and alien vegetation risk in the iLembe district through local community citizen science
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The project objectives are summarised below:

- Improve the understanding of the value of key wetland systems in iLembe District Municipality to feed into the iLembe Wetland Biodiversity and Ecological Goods and Services (EGS) knowledge bank;

- Implementation of the Biodiversity Management Plan for Endangered species, Pickersgill's Reed Frog, in iLembe District Municipality;
- Build citizen science capacity of local community members through skills development;
- Understand the extent of alien invasive plant invasion and densities in respect to wetlands in the district; and
- Develop an Alien Invasive Plan Eradication (AIP) plan for iLembe District Municipality.

EWT completed Phase 1 of their project on 30th November 2017. Phase 1 which entailed selecting and training local community members for training as well as completion of initial habitat surveys and invasive species assessments.

EWT has submitted a proposal to NRM and subsequently been awarded a grant to work in the same area, effectively allowing EWT to extend the reach and depth of the current implementation project for an additional three years within iLembe District Municipality.

Please note: The signed Letter of Appointment for EWT is attached as **Annex 4**.

West Rand	Prime Africa	R 333 200.00	Gap Analysis, Baseline Resource Assessment and High-Level Mapping of Wetlands in the West Rand District Municipality
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The key objective of the project is to undertake a gap analysis of the existing data to develop an easy to use, high level wetland map with baseline data for West Rand District Municipality. The products developed in the proposal will provide decision makers within West Rand District Municipality with a baseline level of information which would subsequently allow for the improved assessment of developmental trade-offs. This objective will be achieved through the following activities:

- Undertake a gap analysis to determine data requirements;
- Develop a high-level spatial wetland output; and
- Undertake a desktop assessment of wetland resource units.

Prime Africa (PA) facilitated an inception meeting with WRDM and other relevant stakeholders RE: the project on 7 November 2017, after which Deliverable 1: Inception Report and Preliminary Gap Analysis was developed. The report provides a high-level baseline assessment of wetlands information available for WRDM, with a particular focus on wetlands mapping data. PA continued to engage with key stakeholders, such as SANBI's mapping unit, WRDM and the local municipalities during early December and submitted a progress report on 15 December 2017 which focuses on the requirements for the development of a spatial wetland output in the WRDM

Please note: The signed Letter of Appointment for Prime Africa is attached as **Annex 5**.



Fig 3: Initial habitat surveys being undertaken as part of Phase 1 of the EWT implementation project.

ix. Wetland Management Guidelines for Local Governments

As noted in the previous Quarterly Report, a total of **8 proposals** were received by ICLEI (please refer to previous Quarterly Report for full detail on all proposals received) with Eco-Pulse Consulting CC being selected as the successful service provider.

Following an initial meeting between ICLEI and Eco-Pulse Consulting CC held over Skype on the 29th September as well as meetings with the project municipalities at the National Wetlands Indaba, Eco-Pulse Consulting has commenced with compiling the first draft of the Wetland Management Guidelines and based on correspondence with Eco-Pulse, ICLEI is expecting to receive these for comment by 2nd February 2018. Thereafter the updated draft guidelines will be circulated to key stakeholders for input and review before being finalised and launched in March 2018.

x. Case Studies

For each participating municipality, a case study on the lessons learnt will be developed and published on the website, as well as distributed through the ICLEI networks. Given the different challenges in each of the municipalities and the wide coverage of municipalities across the country, these case studies will provide an excellent overview of challenges and solutions, particularly in the South African context.

Planning for the LAB: Wetlands SA case studies has commenced in that an outline of what the case study format should include has been developed and the development and design of a template is underway. Suggested topics for the case studies have also been developed and initial drafting has commenced. It is anticipated that the first case studies will be uploaded to the website during the course of February. For an overview of draft case study topics, please refer to the table below:

Table 4: Suggested topics for case studies.

Municipality	Provisional Title/ Focus
Amathole District Municipality	<p><i>"The role of a strategy and action planning process within a district municipality"</i></p> <p>This topic will focus on the positive impact that the Wetland Strategy and Action Planning process and subsequent development of the WSAP has had on the municipality. Prior to the WSAP workshop, Amathole lacked a clear direction in wetland management with the result being that work was being implemented in a haphazard manner due to the municipality being unsure of their wetland gaps. The process of developing the WSAP has supported the municipality with identifying their needs on the ground and provided them with a clear way forward. This was evidenced through the strong proposals put forward for the implementation project and the manner with which they are supporting the implementation project within their municipality.</p>
Buffalo City Metropolitan Municipality	<p><i>"The value of the Wetland Report as a tool for informing local planning"</i></p> <p>This topic will focus on the positive impact that the Wetland Report has had in supporting the municipality with raising awareness of the value of wetlands and their threats within the municipality. Prior to the development of the Wetland Report, there was a huge amount of information available in the municipality but it was not all accessible resulting in a fragmented understanding of wetlands within the municipality. The Wetland Report has pulled together all available information, including that previously inaccessible to the municipality, allowing them to train their municipal staff as well as identify gaps in wetland management. The Wetland Report was used as a tool to inform the WSAP development process.</p>
Eden District Municipality	<p><i>"The importance of good quality maps"</i></p> <p>This topic will focus on the value of mapping in assisting municipalities with town and regional planning around local natural assets such as wetlands, rivers etc.</p> <p>This case study will highlight how ICLEI supported SANBI with the update of the National Freshwater Ecosystem Priority Area (NFEPA) maps, a freely accessible online resource intended to support town planning.</p>
Frances Baard District Municipality	<p><i>"The rekindling of the Northern Cape Wetland Forum"</i></p> <p>This topic will focus on the revival of wetland work within Frances Baard District Municipality through the LAB: Wetlands SA project and how this has led to the revival of the Northern Cape Wetland Forum (which has since been awarded the opportunity to host the 2018 National Wetlands Indaba) and a deeper focus on local wetlands particularly Kamfers Dam.</p>

iLembe District Municipality	<i>"Capacity building through support and partnerships"</i> This topic will highlight how through the close support of the LAB: Wetlands SA project, iLembe District Municipality has developed a keen interest in protecting biodiversity, and wetlands in particular, within the municipality resulting in the development of a full environmental team (as opposed to the one contact point at the beginning of the project), and an acceleration of environmental work. Their commitment to the project also saw them developing 6 project proposals for the implementation project, one of which they were awarded. EWT has subsequently secured additional funding for a further three years which will ensure the impacts of the project lasts.
Overberg District Municipality	<i>"The value of partnerships and networking"</i> This topic will focus on how the development of partnerships and networking outside of the municipality can support implementation of critically needed work, which holistically address the needs and agendas of all, which is often delayed by municipal processes and lack of municipal funds. Overberg District Municipality has created a partnership with all local NGOs working in the district and together the partnership has collectively created a vision for the district, and divided the work between them. This has meant that research needs are identified and communicated and work which is required but falls outside the current municipal mandates can still be implemented via local NGOs.
West Rand District Municipality	<i>"How project buy-in accelerates project results"</i> This topic will focus on how important it is to obtain buy in for the project from an early point in the project. At the beginning of the LAB: Wetlands SA project, morale within the municipality was low with minimal funds being directed to the environmental sector and limited capacity to implement projects. Staff dedication within the municipality has meant that West Rand has excelled in the project and pushed to meet deadlines well in advance. West Rand has also subsequently been awarded an implementation project which is bringing much needed focus to the environmental department.

Topics for Bojanala, Ehlanzeni, Ekurhuleni, and Waterberg are still being finalised pending input from these project municipalities.

xii. Project Steering Committee meeting

No project Steering Committee meeting was held in December 2017 as the PSC members were unavailable to meet. Several attempts were made to find a suitable date for either a telephonic meeting or for a face to face meeting, but neither option seemed viable. The meeting was thus postponed to the next quarter and is anticipated to be held in March 2018.

3. Planned activities for 1st Quarter of Year 4

i. Wetland Strategy and Action Plans

During the next quarter the ICLEI staff will support the municipalities in finalising the remaining outstanding WSAPs. ICLEI staff will also support the municipalities with getting the outstanding WSAPs adopted into the municipal IDPs.

ii. Political Leader Workshops & Durban Commitment

Political Leader Workshops are still outstanding for Ekurhuleni, Eden and Amathole District Municipalities as well as Buffalo City Metropolitan Municipality. Discussions are underway with those project municipalities to establish dates as well as the structure and format of these workshops. Based on the correspondence with these municipalities, it is anticipated that these workshops will be held towards the end of February/ early March 2018. Where possible, the signing of the Durban Commitments will also take place at these workshops.

iii. Implementation Projects

The projects being implemented by EWT and Prime Africa are scheduled to come to an end on the 31st March 2018. Detail on the outcome of these two projects will be included in the next Quarterly Report. The project being implemented by Eco-Pulse Consulting is schedule to come to an end on the 25th April 2018. Progress updates for this project will be included in the next Quarterly Report.

Implementing agents have been requested to send regular updates, including submission of news and blog articles to be posted on the LAB: Wetlands SA webpage.

iv. Wetland Management Guidelines for Local Government

The next quarter will see the finalisation and launch of the Wetland Management Guidelines. The ICLEI team and project municipalities will give input into the development of the guidelines throughout the development process.

It is anticipated that the Guidelines will be finalised and launched by 31st March 2018, with a first draft being released towards the end of January in time for World Wetlands Day (2 February 2018).

v. Case Studies

It is anticipated that the first round of case studies will be completed and uploaded to the website by the end of February. Thereafter the topics of the remaining 4 case studies will be decided upon and it is anticipated that the remaining case studies will be finalised and uploaded to the website by the end of March. Detail thereof will also be included in the next Quarterly Report.

vi. Development of a Finance Mechanism

The finance mechanism is intended to be a toolkit to support municipalities access funding in order to implement bankable projects developed as part of the LAB: Wetlands SA project, as well as the other bankable projects they may develop in the future to address municipal needs. The finance mechanism will be designed in such a way as to support project municipalities with developing small projects (such as those developed for the implementation project competition); as well as sourcing funding to implement these projects. It is envisioned that the toolkit will include a list of all sources of funding (e.g. government funding, donor funding, corporate social initiatives as well as private sector partnerships) which the municipalities are able to tap into as well as instructions on how to access funds.

The finance mechanism will be developed by ICLEI in-house drawing on expertise from ICLEI staff members, ICLEI involvement with other projects as well as the LAB: Wetlands SA project partners, particularly SALGA. It is anticipated that the finance mechanism will be completed and uploaded onto the website by April 2018. Further details will be included in the next Quarterly Report.

vii. World Wetlands Day

ICLEI is currently running a Twitter campaign leading up to World Wetlands Day (2nd February 2018). Updates can be followed at @ICLEICBC under the hashtag #WorldWetlandsDay.

The projects municipalities have been encouraged by ICLEI to run their own World Wetlands Day event and publish it on the RAMSAR website. These events will also be published as blogs on the LAB: Wetlands SA page to profile the work of the municipality. Detail on the World Wetlands Day events will be included in the next Quarterly Report.

4. Project evaluation

Progress against the Monitoring & Evaluation plan is shown in **Annex 6**.

List of Annexes

- Annex 1** – Post Indaba Report
- Annex 2** – News Piece on Award
- Annex 3** – Eco-Pulse Consulting CC Letter of Appointment
- Annex 4** – EWT Letter of Appointment
- Annex 5** – Prime Africa Letter of Appointment
- Annex 6** – Monitoring and Evaluation Plan

Local Action for Biodiversity (LAB): Wetlands SA

National Wetlands Indaba (2017)

Date: 16th – 19th October 2017

Venue: Wild Coast Sun Hotel, Port Edward, Eastern Cape

EXECUTIVE SUMMARY:

From **16th – 19th of October 2017**, the 2017 National Wetlands Indaba was held at the Wild Coast Sun Hotel in Port Edward, South Africa.

The National Wetlands Indaba (NWI) is an annual event intended to provide a platform for a cross-disciplinary gathering of practitioners involved with the conservation and sustainable utilization of South Africa's wetland resources. These include scientists, decision-makers, researchers, conservationists and educators hailing from various organisations and Government departments.

Many different communities act as stakeholders when it comes to wetlands – from the settlements that border them, both rural and urban, to the businesses that operate nearby, and the NGOs and decision makers that are working to save them. All have a role to play in ensuring that these vitally important ecosystems are healthy and functional. In line with this thinking, the theme for the 2017 NWI was "**Wetland Communities: Networking towards better practice**". The Indaba focused on sharing best practice lessons learnt through local project implementation, creating networking opportunities and understanding the importance of community involvement in collective wetland management.

ICLEI-Local Governments for Sustainability (ICLEI) was invited to attend and present on the progress of the LAB: Wetlands SA project at the 2017 NWI. Additionally, as with previous years, ICLEI was also given the opportunity to invite key members from each of the 11 municipalities participating in the LAB: Wetlands South Africa (LAB: Wetlands SA) project to attend. **20 local government officials** were able to attend the Indaba with sponsorship from ICLEI.

In addition to the many insightful presentations given throughout the week, during the course of the NWI, ICLEI ran constructed wetlands training which was tailored specifically for the benefit of the attending municipal representatives. This included a series of short presentations on what constructed wetlands are and their value for municipal service delivery; as well as a guided fieldtrip around the Wild Coast Sun Hotel which has a hybrid system consisting of a conventional waste management system coupled with a constructed wetland to manage the waste overflow. The presentations were given by Mr. Japie Buckle of Working for Wetlands and Ms. Sonja Stroud from the Wild Coast Sun Hotel. The fieldtrip was led by Ms. Sonja Stroud.

During the 2017 NWI Gala Dinner on October 18th 2017, the LAB: Wetlands SA project was awarded a **National Wetland Award for 'Wetland Education and Skills Development'**. This is the second award the project has won this year (the first being the Eco-Logic Biodiversity Gold Award which was awarded in June 2017). Each of the project municipalities was also given a certificate of recognition for all the hard work put into the project to date.

OVERVIEW OF THE 2016 NWI

The National Wetlands Indaba (NWI) is an annual event intended to provide a platform for a cross-disciplinary gathering of practitioners involved with the conservation and sustainable utilization of South Africa's wetland resources. These include scientists, decision-makers, researchers, conservationists and educators hailing from various organisations and Government departments.

The 2017 NWI was organized by the KwaZulu Wetlands Forum with support from Department of Environmental Affairs: Working for Wetlands Programme and was held from **16th – 19th of October 2016** at the Wild Coast Sun Hotel in Port Edward, South Africa.

OBJECTIVES OF ICLEI AT THE 2017 NWI

Similarly to last year, ICLEI-Local Governments for Sustainability (ICLEI) was not only invited to attend and present on the progress of the LAB: Wetlands South Africa (LAB: Wetlands SA) Project at the 2017 NWI, but was also once again given the opportunity to invite key members from each of the 11 municipalities participating in the LAB: Wetlands SA project to attend and benefit from the NWI. **20 local government officials were able to attend the Indaba** with sponsorship from ICLEI.

During the course of the 2017 NWI, ICLEI aimed to raise the awareness of the municipal officials of the value of wetlands and the importance of working together with communities as well as private stakeholders when managing wetlands; provide and support networking opportunities to connect the municipal officials with key wetland specialists within their provinces; provide an opportunity for the municipalities to provide input into the Wetland Management Guidelines and to provide constructed wetlands training for the municipal officials to assist them with service delivery alternatives to built infrastructure. Detail on the ICLEI -led initiatives is outlined below.

OVERVIEW OF THE NWI PRESENTATIONS

Many different communities act as stakeholders when it comes to wetlands – from the settlements that border them, both rural and urban, to the businesses that operate nearby, and the NGOs and decision makers that are working to save them. All have a role to play in ensuring that these vitally important ecosystems are healthy and functional. In line with this thinking, the theme for the 2017 NWI was "**Wetland Communities: Networking towards better practice**". The Indaba focused on sharing best practice lessons learnt through local project implementation, creating networking opportunities and understanding the importance of community involvement in collective wetland management.

Presentations given during the 2017 NWI were catergorised into themed sessions. Session themes included "*wetland communities: networking towards better practice*", "*co-operative governance and multi sector involvement*", "*building a community of practice for effective wetland management*", "*wetland assessment methods and tools*", "*biophysical understanding of wetlands*" and "*wetland drivers*". Two panel discussions were also run on the last day of the Indaba which focused on the value of ecological infrastructure for water security.

The LAB: Wetlands SA Project was presented on during the "*co-operative governance and multi-sector involvement*" session. Detail in this regard is provided below.

LAB: WETLANDS SA PRESENTATION

On **Monday 16th October**, Kirsty Robinson of ICLEI gave a detailed presentation of the significant progress of the LAB: Wetlands SA project during the session “*co-operative governance and multi-sector involvement*”, which was chaired by Naomi Fourie of Department of Water Affairs and Sanitation. The presentation on the project highlighted the project outputs to date, namely the wetland awareness raising, strategy and action planning and political leader workshops, the wetland reports and profiles, the wetland strategy and action plans and the wetland awareness raising video. The presentation also highlighted the project outputs still to be achieved including the awarding of the implementation project, development of the wetland management guidelines and development of the municipal case studies. Several other presentations formed the session including most notably ‘Incorporating community objectives in improved wetland management: challenges and opportunities (A Case Study for City of Ekurhuleni Metropolitan Municipality)’ which was presented by Ms. Patricia Sithole, a LAB: Wetlands SA project city representative.

Overall the presentation on the LAB: Wetlands SA project and the remainder of the session was well received by not only the municipal officials participating on the LAB: Wetlands SA project but also by the greater wetland community, who were given the opportunity to ask questions about the project as well as how people could become more involved with supporting municipalities in general. Extensive discussion and sharing of potential solutions to municipal issues were discussed following the session.

CONSTRUCTED WETLAND TRAINING & FIELDTRIP

On **Tuesday 17th October**, ICLEI ran constructed wetlands training which was tailored specifically for the benefit of the attending municipal representatives. This included a series of short presentations on what constructed wetlands are and their value for municipal service delivery as well as a guided fieldtrip around the Wild Coast Sun Hotel which has a hybrid system consisting of a conventional waste management system coupled with a constructed wetland to manage the waste overflow.

The initial presentation was given by Mr. Japie Buckle of Working for Wetlands. The presentation gave a detailed overview on what a constructed wetland is (in comparison to an artificial or natural wetland system) and highlighted both the pros and cons of utilizing such a system. The presentation also gave detailed practical examples of where such systems could be utilised in a municipal context. A follow up presentation was given by Ms. Sonja Stroud from the Wild Coast Sun Hotel. Ms. Stroud outlined the system at the Wild Coast Sun and gave a detailed overview of the systems history and it's effectiveness in managing waste at the site. After the presentations, a short guided fieldtrip was led by Ms. Stroud around the Wild Coast Sun grounds to gain a deeper understanding of the system.



Figure 1: Attendants of the 2017 NWI, including the LAB delegates heading out for the constructed wetlands fieldtrip.

WETLAND MANAGEMENT GUIDELINE MEETING

As part of the LAB: Wetlands SA project, ICLEI is currently developing 'Wetland Management Guidelines' to support local municipalities with effective wetland management. Eco-Pulse Consulting were appointed to develop these guidelines. During the Indaba, as all the representatives from the project municipalities were present, ICLEI took the opportunity to introduce the Eco-Pulse team as well as the concept of the guidelines to the project municipalities during a final close out meeting on 18th October 2017.

During the meeting Kirsty Robinson from ICLEI introduced the Eco-Pulse team and explained the concept of the guidelines. Thereafter the project municipalities were invited to give their input on what should be included in the guidelines that would be useful for their day to day work. The meeting ran for over an hour and excellent feedback was received from each of the project municipalities. This input will be included directly into the first draft of the guidelines thereby ensuring that the needs of the municipalities are accurately addressed.



Figure 2: Eco-Pulse meeting with representatives of the 11 LAB: Wetlands SA project municipalities to get input into the Wetland Management Guidelines.

NATIONAL WETLAND AWARD & CERTIFICATES OF RECOGNITION

On the 18th October 2017, the 2017 NWI Gala Dinner was held at the Wild Coast Sun Hotel in Port Edward. Each year, during the Gala Dinner, the National Wetlands Awards, South Africa's most prestigious wetland awards, are given out annually in recognition of outstanding contributions to wetland work within the country. Categories include 'Stewardship', 'Education and Skills Development', 'Science and Research' and 'Young Professional'.

This year, the **LAB: Wetlands SA project was granted the 2017 National Wetland Award for Wetland Education and Skills Development**. This award applies to individuals, projects or institutions who have made a significant contribution towards wetland education skills development in South Africa, be it through institutional and professional capacity building, training, collaboration, stakeholder engagement, development of education tools or outreach and awareness raising work.

This National Wetlands Award is the second award granted to the project since its inception in 2015. In June 2017, the LAB: Wetlands SA Project was awarded the Biodiversity Gold Award at the 2017 Eco-Logic Awards held at the CSIR Convention Centre in Pretoria.

In addition to the LAB: Wetlands SA project winning such an impressive accolade, in recognition of the collective hard work of the LAB: Wetlands SA project municipalities who have made the project such a resounding success, ICLEI Africa also awarded each of the municipal representative certificates of recognition.



Figure 3: LAB: Wetlands SA team: winners of the National Wetland Award for Wetland Education and Skills Development

CLOSURE & WAY FORWARD

At the end of the 2017 NWI, a brief meeting was held with the municipal officials to discuss the usefulness of the NWI 2017 and the way forward for the LAB: Wetlands SA project going into 2018. Each of the municipal officials was requested to complete a feedback questionnaire on the usefulness of the 2017 NWI for their day to day work.

Overall feedback from the municipalities was very positive and there was a clear sense of enthusiasm for working with wetlands going forward. Regarding the way forward, the municipalities were advised that it is the aim of ICLEI to complete and distribute the Wetland Management Guidelines by 31st March 2018; support the implementation of three Implementation Projects by 31st March 2017; and develop a case study showcasing the lessons learnt from working with each of the project municipalities. The municipalities were also advised that there is an intention to apply for funding to extend the project beyond the May 2018 project end date in order to continue to support the municipalities

LAB: Wetlands SA Project Awarded National Wetland Award at 2017 National Wetlands Indaba

The Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) Project has been granted the National Wetland Award for Wetland Education and Skills Development at the 2017 National Wetlands Indaba.

The National Wetlands Awards are South Africa's most prestigious awards, given out annually in recognition of outstanding contributions to wetland work within the country. The award for 'Education and Skills Development' applies to individuals or institutions who have made a significant contribution towards wetland education skills development in South Africa, be it through institutional and professional capacity building, training, collaboration, stakeholder engagement, development of education tools or outreach and awareness raising work.

The award was handed out at the 2017 National Wetlands Indaba held between 16th and 19th October 2017 at the Wild Coast Sun in Port Edward. The National Wetlands Indaba offers an important platform to promote cooperation around the management of wetlands and brings together researchers, municipal officials, NGOs, private practitioners, small businesses and local community members to share valuable lessons learnt as well as innovative tools and solutions for addressing wetland management across the country.

Each year, ICLEI Africa with the sponsorship of USAID supports representatives from the project municipalities to attend the National Wetlands Indaba. This year, 22 representatives were invited to attend. Attendance at the Indaba supports the municipalities with their day to day work as not only are they able to benefit from the many interesting presentations and panel discussions that are given at the Indaba, but are also able to benefit from the informative field trips that are run each year. This year, ICLEI ran a 'Constructed Wetlands Training' fieldtrip whereby the municipalities were taught about the benefits of constructed wetlands and then shown how they work on the ground through a guided field trip within the grounds of the Wild Coast Sun in Port Edward.

The Indaba was greatly enjoyed and considered to be highly valuable by all of the municipalities and excellent feedback was received.

"The Indaba was very informative and the information gained can be implemented successfully within the municipalities. It also allows us to network with other colleagues and it is important to attend to keep up with the latest developments"

Kenneth Lucas, Frances Baard District Municipality



Figure 1: LAB: Wetlands SA Project participants heading off on the Constructed Wetlands Fieldtrip at the Wild Coast Sun

LETTER OF APPOINTMENT

for services rendered to

ICLEI – LOCAL GOVERNMENTS FOR SUSTAINABILITY – AFRICA SECRETARIAT

(hereinafter referred to as "ICLEI Africa")

BY

Eco-Pulse Consulting CC

(hereinafter referred to as "the Service Provider")

SERVICES TO BE RENDERED: Focussed wetland prioritization and rehabilitation planning in Amathole District Municipality as part of the Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) Project.

PROJECT LOCATION: South Africa

DATE OF APPOINTMENT: 30/10/2017

ICLEI Africa hereby appoints the Service Provider to deliver the following services:

As part of the LAB: Wetlands SA project, a portion of funding has been allocated to develop and implement local pilot wetland projects within two to four municipalities, currently participating in the LAB: Wetlands SA project. The purpose of the implementation of local pilot projects is to contribute towards enhancing natural wetland resources through community involvement, supporting livelihoods, strengthening the local economy, considering gender and improving resilience against climate change impacts.

Eco-Pulse Consulting CC was selected as the successful implementing agent in Amathole District Municipality to implement the project titled: *Focussed wetland prioritization and rehabilitation planning.*

Project Objective:

The main objectives of the project are aligned with the WSAP and include:

- To make an initial contribution to the detailed mapping of wetlands within one target Local Municipality.
- To prioritise wetlands within the target Local Municipality for rehabilitation.
- To identify priority wetlands for rehabilitation.
- To develop a rehabilitation plan for one priority wetland (within the budget constraints of this project).
- To provide an opportunity for collaborative learning between wetland experts, Municipal Staff and local stakeholders as part of a capacity building and education programme.

1. TERMS OF AGREEMENT

The Service Provider agrees to provide these services in accordance with the proposal submitted to ICLEI Africa on the **22nd September 2017 (Annex 1)**.

30 October 2017

- Appointment Date

Appointment letter from ICLEI Africa to the service provider: **October 2017**

25 April 2018	- Completion of project activities
25 April 2018	- Final reports submitted to ICLEI upon completion of activities

2. OUTSOURCING OF SERVICES IN TERMS OF THIS APPOINTMENT TO THIRD PARTIES

The Service Provider is not eligible to outsource any part of these services to a third party, without prior written consent from ICLEI Africa.

3. VALUE OF AGREEMENT

ICLEI Africa agrees to pay the Service Provider an all-inclusive amount not exceeding R400 000 (VAT Inclusive) for these services.

4. TRANSMITTAL OF FUNDS

The Service Provider shall be paid within 30 days of the date of issue of invoice. The Service Provider may by notice to ICLEI Africa of at least 14 (fourteen) days and without prejudice to the right to terminate, suspend or continue suspension of performance of the whole or part of the Services if 30 (thirty) days after the due date for payment of any account the Service Provider has not received payment of that part of any invoice which has not by that time been contested in writing by the ICLEI Africa.

5. PAYMENT SCHEDULE

Payment will be made in four disbursements, upon approval of deliverables and submission of invoices according to the following payment schedule (**Annex 2**):

- 1) The first disbursement is payable after the successful completion of the regional prioritization in January 2017 – R70 000 (VAT inclusive).
- 2) The second disbursement is payable following the successful completion of the desktop mapping and condition assessment within the focal LM – R130 000 (VAT inclusive).
- 3) The third disbursement is payable following the successful completion of the prioritization and selection of sites for rehabilitation in April 2018 – R50 000 (VAT inclusive).
- 1) The fourth and final disbursement will be payable upon receipt of the finalised detailed rehabilitation plan as well as the close out report for the project at the end of April 2018 - R150 000 (VAT inclusive).

It is understood that all logistical, travel, insurance and other operational costs associated with delivery of these services outside the budget provided in **Annex 1** will be the sole responsibility of, and payable by, the Service Provider.

6. PERSONS DESIGNATED AS CONTACTS OF PARTIES

6.1. For ICLEI AFRICA

- (a) Ingrid Coetzee – Project Manager (Ingrid.Coetzee@iclei.org)

6.2. For the Service Provider Eco-Pulse Consulting CC

Appointment letter from ICLEI Africa to the service provider: **October 2017**



(a) Douglas Macfarlane – Managing Member (dmacfarlane@eco-pulse.co.za)

7. TAXES

The Service Provider shall be liable for all taxes arising out of payments made to it pursuant to this appointment letter.

8. INDEMNIFICATION

The Service Provider indemnifies ICLEI Africa from, and is solely responsible for, any claim, loss, damage or other liability incurred by itself in connection with the delivery of these services, including travel.

9. VARIATIONS

Any variation to this appointment shall only be of force and effect if agreed upon by the Service Provider and ICLEI Africa and recorded in writing. Prior to rendering additional services the Service Provider and ICLEI Africa shall agree in writing on the additional remuneration to be paid for such services.

10. BREACHES

If either party commits a material breach of any of the terms and conditions of this agreement, and remains in default for a period of thirty (30) days after receipt by it of written notice from the other party calling for such breach to be remedied, the party delivering such notice shall be entitled, without prejudice to any other rights it may have in terms of this agreement or in law, to terminate this agreement by written notice to that effect given to the other party.

In the event of the termination of this agreement by either parties, ICLEI Africa undertakes to remunerate the service provider for any work completed up until the date of termination, provided the service provider renders an invoice as stipulated in clause 5 above and the work completed is approved by ICLEI Africa and the service provider shall have no further claim for payment or damages.

11. DISPUTES

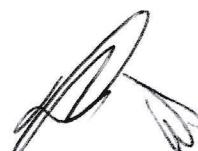
Any disputes arising in terms of this agreement and which cannot be amicably resolved by the parties shall be finally resolved by any competent court having jurisdiction over the parties, unless the parties agree to resolve such dispute by arbitration in terms of a separate arbitration agreement.

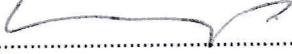
12. GOVERNING LAW

This Agreement shall be governed and construed and performed solely in accordance with the Laws of the Republic of South Africa.

FOR ICLEI – AFRICA

Appointment letter from ICLEI Africa to the service provider: **October 2017**



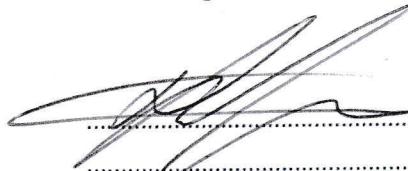


Date:

20/11/2017

Kobie Brand
Regional Director
ICLEI Africa

Acknowledgement of this appointment by service provider



Date:

23/11/2017

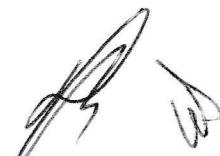
Douglas Macfarlane
Eco-Pulse Consulting CC

Appointment letter from ICLEI Africa to the service provider: **October 2017**



ANNEX 1
PROPOSAL SUBMITTED BY SERVICE PROVIDER

Appointment letter from ICLEI Africa to the service provider: **October 2017**

A handwritten signature in black ink, appearing to read "R W".

ANNEX 2**PAYMENT SCHEDULE**

(as per the proposal submitted by Eco-Pulse Consulting CC)

PHASE	DU DATE	DELIVERABLE	PAYMENT SCHEDULE
Phase 1		Regional Prioritization	
	10 January 2018		R 70 000,-
Phase 2		Desktop wetland mapping and condition	
	10 March 2018		R 130 000,-
Phase 3		Prioritization and selection of sites for rehabilitation	
	10 April 2018		R 50 000,-
Phase 4		Compilation of detailed rehabilitation plan for one prioritised wetland	
		Final project report	
	25 April 2018		R 150 000,-
Total			R 400 000,- (VAT inclusive)

Appointment letter from ICLEI Africa to the service provider: **October 2017**

LETTER OF APPOINTMENT

for services rendered to

ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY – AFRICA SECRETARIAT

(hereinafter referred to as "ICLEI Africa")

BY

Endangered Wildlife Trust

(hereinafter referred to as "the Service Provider")

SERVICES TO BE RENDERED: Assessment of coastal wetland ecology and alien vegetation risk in the iLembe District through local community citizen science as part of the Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) Project.

PROJECT LOCATION: South Africa

DATE OF APPOINTMENT: 30/10/2017

ICLEI Africa hereby appoints the Service Provider to deliver the following services:

As part of the LAB: Wetlands SA project, a portion of funding has been allocated to develop and implement local pilot wetland projects within two to four municipalities, currently participating in the LAB: Wetlands SA project. The purpose of the implementation of local pilot projects is to contribute towards enhancing natural wetland resources through community involvement, supporting livelihoods, strengthening the local economy, considering gender and improving resilience against climate change impacts.

Endangered Wildlife Trust was selected as the successful implementing agent in iLembe District Municipality to implement the project titled: *Assessment of coastal wetland ecology and alien vegetation risk in the iLembe district through local community citizen science.*

Project Objective:

1. Improve understanding of the value of key wetland systems in the iLembe District Municipality to feed into the iLembe Wetland Biodiversity and Ecological Goods and Services (EGS) knowledge bank;
2. Implementation of the Biodiversity Management Plan for an Endangered species, Pickersgill's Reed Frog, in the iLembe Municipality;
3. Build citizen science capacity of local community members through skills development;
4. Understand the extent of alien invasive plant invasion and densities in respect to wetlands in the district;
5. Develop an Alien Invasive Plant Eradication (AIP) plan for the iLembe District Municipality.



1. TERMS OF AGREEMENT

The Service Provider agrees to provide these services in accordance with the proposal submitted to ICLEI Africa on the **22nd September 2017 (Annex 1)**.

30 October 2017	- Appointment Date
26 March 2018	- Completion of project activities
30 March 2018	- Final reports submitted to ICLEI upon completion of activities

2. OUTSOURCING OF SERVICES IN TERMS OF THIS APPOINTMENT TO THIRD PARTIES

The Service Provider is not eligible to outsource any part of these services to a third party, without prior written consent from ICLEI Africa.

3. VALUE OF AGREEMENT

ICLEI Africa agrees to pay the Service Provider an all-inclusive amount not exceeding R400 000 (VAT Inclusive) for these services.

4. TRANSMITTAL OF FUNDS

The Service Provider shall be paid within 30 days of the date of issue of invoice. The Service Provider may by notice to ICLEI Africa of at least 14 (fourteen) days and without prejudice to the right to terminate, suspend or continue suspension of performance of the whole or part of the Services if 30 (thirty) days after the due date for payment of any account the Service Provider has not received payment of that part of any invoice which has not by that time been contested in writing by the ICLEI Africa.

5. PAYMENT SCHEDULE

Payment will be made in four disbursements, upon approval of deliverables and submission of invoices according to the following payment schedule (**Annex 2**):

- 1) The first disbursement is payable after the local community members have been appointed and initial habitat surveys and invasive species assessments have been completed at the end of November 2017 – R100 000 (VAT inclusive).
- 2) The second disbursement is payable following the successful training interventions and development of the database – R100 000 (VAT inclusive).
- 3) The third disbursement is payable following the successful completion of ecological goods and services assessments as well as invasive plant assessments at the end of February 2018 – R100 000 (VAT inclusive).



- 4) The fourth and final disbursement will be payable upon receipt of the finalised Invasive Species Eradication Plan as well as the close out report for the project at the end of March 2018 - R100 000 (VAT inclusive).

It is understood that all logistical, travel, insurance and other operational costs associated with delivery of these services outside the budget provided in **Annex 1** will be the sole responsibility of, and payable by, the Service Provider.

6. PERSONS DESIGNATED AS CONTACTS OF PARTIES

6.1. For ICLEI AFRICA

- (a) Ingrid Coetzee – Project Mana (Ingrid.Coetzee@iclei.org)

6.2. For the Service Provider Endangered Wildlife Trust

- (b) Dr Ian Little – Senior Habitats Manager (ianl@ewt.org.z)
- (c) Dr Jeanne Tarrant– Programme Manager (jeannet@ewt.org.za)

7. TAXES

The Service Provider shall be liable for all taxes arising out of payments made to it pursuant to this appointment letter.

8. INDEMNIFICATION

The Service Provider indemnifies ICLEI Africa from, and is solely responsible for, any claim, loss, damage or other liability incurred by itself in connection with the delivery of these services, including travel.

9. VARIATIONS

Any variation to this appointment shall only be of force and effect if agreed upon by the Service Provider and ICLEI Africa and recorded in writing. Prior to rendering additional services the Service Provider and ICLEI Africa shall agree in writing on the additional remuneration to be paid for such services.

10. BREACHES

If either party commits a material breach of any of the terms and conditions of this agreement, and remains in default for a period of thirty (30) days after receipt by it of written notice from the other party calling for such breach to be remedied, the party delivering such notice shall be entitled, without prejudice to any other rights it may have in



terms of this agreement or in law, to terminate this agreement by written notice to that effect given to the other party.

In the event of the termination of this agreement by either parties, ICLEI Africa undertakes to remunerate the service provider for any work completed up until the date of termination, provided the service provider renders an invoice as stipulated in clause 5 above and the work completed is approved by ICLEI Africa and the service provider shall have no further claim for payment or damages.

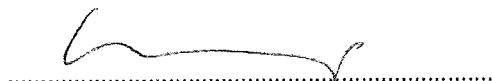
11. DISPUTES

Any disputes arising in terms of this agreement and which cannot be amicably resolved by the parties shall be finally resolved by any competent court having jurisdiction over the parties, unless the parties agree to resolve such dispute by arbitration in terms of a separate arbitration agreement.

12. GOVERNING LAW

This Agreement shall be governed and construed and performed solely in accordance with the Laws of the Republic of South Africa.

FOR ICLEI – AFRICA



Date: 31 October 2017

Kobie Brand
Regional Director
ICLEI Africa

Acknowledgement of this appointment by service provider



Date: 16 - 11 - 2017

Dr. Ian Little MS. YOLAN FRIEDMANN, CEO
Endangered Wildlife Trust

ANNEX 1

PROPOSAL SUBMITTED BY SERVICE PROVIDER

Appointment letter from ICLEI Africa to the service provider: **October 2017**

Application Form



Section 2: Municipal Support and Alignment



Only projects that have municipal support will be considered.

Only projects that align with municipal needs will be considered.

Municipal Support

Please provide the contact details of the Municipal Manager of the applying Metropolitan / District Municipality in which the Project is located:

Name of Municipal Manager	Acting MM Geoffrey Kumalo
Direct Telephone Number	032 437-9505
Cell phone Number	076 5211118
Direct E-Mail Address	Geoffrey.Kumalo@ilembe.gov.za
Signature of MM	 Date: 22/09/2017

Alternatively, attach written support from the Municipal Manager in the form of a Letter or Council Resolution. Such a letter/resolution must be signed and should include:

- The name of the project
- The name of the implementing agent
- Commitment to post funding project sustainability and support
- Contact details of the Municipal Manager including the details of the Head of Department details under which the project would fall



ILEMBE DISTRICT MUNICIPALITY UMASIPALA WESIFUNDA SE LEMBE

KWAZULU-NATAL PROVINCE

Department: PLANNING AND INTEGRATED DEVELOPMENT PLAN

CONTACT DETAILS

Directorate: Office of the Municipal Manager
Enquiries: Masupha Mathenjwa
Reference: ICLEI FUNDING
Date: 21 September 2017

Postal Address: P.O. Box 1788, KwaDukuza, 4450
Physical Address: 59/61 Mahatma Gandhi Street
Telephone: (032) 437-9415
Fax: (032) 437-9589
Website: www.iLembe.gov.za

ICLEI- Local Governments for Sustainability
P.O. Box 5319,
Tygervalley,
7536

Phone : +27 21 202 0393
E-mail : iclei-africa@iclei.org

Dear Sir / Madam

SUPPORT FOR THE PROPOSAL SUBMITTED FOR ICLEI FUNDING TO IMPLEMENT THE ILEMBE WETLAND STRATEGY AND ACTION PLAN

The abovementioned has a reference.

The iLembe District Municipality has recently developed a Wetland Strategy and Action Plan (WSAP) for better management of the District's Wetland Resources. This Plan outlines 6 (six) focus areas and each with a number of goals to be achieved within specified timeframe.

Due to financial challenges currently, it will be difficult for the Municipality to achieve these goals within the envisaged timeframe. Therefore, the Municipality appreciates the funding opportunity made available by ICLEI and has dedicated time to assist Services Providers in the preparation of proposals to be submitted for this funding.

A proposal, which is the "*Identification, mapping and assessment of wetlands systems within the iLembe District Municipality and development of an alien clearance plan*", has been received from Endangered Wildlife Trust. The proposal has been reviewed and found to be in line with the goals of the WSAP and other environmental planning tools of the iLembe District Municipality and its Family of Local Municipalities. Therefore, the proposal is supported by this Municipality.

Once the proposal is approved it will be included in the Municipality's IDP and the required aftercare for the project will be provided by the Municipality, including the required support during the implementation to ensure sustainability.

Yours faithfully

Linda Mncube
Manager: Planning and IDP

Application Form



Section 1: Applicant Information

- 1) Please complete the details of Metropolitan / District Municipality in which the project will take place.
 (Note: this is the municipality the service provider / implementing agent is collaborating with on the project):

PROJECT NAME	Assessment of coastal wetland ecology and alien vegetation risk in the ILembe district through local community citizen science
Full name of the Municipality	ILembe District Municipality
Implementing Agent	Endangered Wildlife Trust

- 1) Please provide the contact details of the municipal official who is the contact person for implementing the proposed project as well as the details of the applicant from the service provider / implementing agent completing the form:

	Service Provider/Implementing Agent	Municipal Official
Name of contact person	Dr Jeanne Tarrant	Masupha Mathenjwa
Position	Programme Manager	Senior Environment Officer
Unit/Division/Department	Threatened Amphibian Programme	Planning department
Direct Email Address	jeannet@ewt.org.za	Masupha.Mathenjwa@ILembe.gov.za
Direct Telephone Number	031 765 5471	032 437 9415
Alternative Telephone Number	011 372 3600	
Cellphone Number	083 254 9563	
Line Manager's Name	Dr Ian Little	Linda Mncube
Line Manager's Position	Senior Habitats Manager	Manager
Line Manager's Email	ianl@ewt.org.za	Linda.mncube@ILembe.gov.za
Line Manager's Telephone Number	021 799 8460	032 437 9475

Application Form



Section 2: Municipal Support and Alignment



- Only projects that have municipal support will be considered.
- Only projects that align with municipal needs will be considered.

Municipal Support

Please provide the contact details of the Municipal Manager of the applying Metropolitan / District Municipality in which the Project is located:

Name of Municipal Manager	Acting MM Geoffrey Kumalo
Direct Telephone Number	
Cellphone Number	
Direct E-Mail Address	Geoffrey.Kumalo@ilembe.gov.za
Signature of MM	Date: _____

Alternatively, attach written support from the Municipal Manager in the form of a Letter or Council Resolution. Such a letter/resolution must be signed and should include

- The name of the project
- The name of the implementing agent
- Commitment to post funding project sustainability and support
- Contact details of the Municipal Manager including the details of the Head of Department details under which the project would fall.

Please see attached signed copy and letter of support

Application Form



Municipal Alignment

Indicate how this project will align with municipal needs: <i>max 100 words</i>	The project will be aligned with the iLembe Wetland Strategy and Action Plan as finalised early in 2017 and other environmental management tools development by the District and its family of Local Municipalities which include Mandeni, KwaDukuza, Ndwedwe and Maphumulo
Indicate the IDP and/or WSAP status of the Project: <ul style="list-style-type: none"> - Incorporated into the adopted IDP and/or WSAP; - The specific clause reference in the IDP and/or WSAP that refers to the project; or - Planned to be incorporated into the IDP and/or WSAP; and - Any challenges that may be encountered in getting the project included in the IDP and/or WSAP. <i>max 100 words</i> 108 	<p>Contributes to the following goals in the iLembe WSAP:</p> <p>Focus Area 1: 1.2: Incorporate wetlands information into municipal land use schemes</p> <p>Focus Area 2: 2.4: Develop a 'Wetland Information Database'</p> <p>Focus Area 3: 3.1: Design and implement a wetland awareness raising programme 3.2: Develop a community forum for sharing wetland related knowledge.</p> <p>Focus Area 6: 6.1: Map invasive alien plant species distribution within iLembe District Municipality by December 2018 Goal 6.2: Develop an 'Invasive Alien Plant Eradication Plan' Goal 6.3: Develop capacity within iLembe District Municipality for adequate management of invasive alien species. Goal 6.4: Develop a Green Jobs Programme to implement the 'Invasive Alien Plant Eradication Plan.'</p>

Post Funding Project Sustainability

Indicate the following: <ul style="list-style-type: none"> - What provision (capacity and resources) has been made for the ongoing maintenance of the project? - Which unit/division in the Municipality will be delegated with responsibility for ongoing maintenance? - Any challenges to ensuring ongoing maintenance? <i>max 300 words</i> 	<p>The Municipality's Environmental Section will be responsible for making use of project deliverables and maintaining project momentum once the initial project under this appointment is completed. Therefore, products developed through the project will be designed such that their impacts go beyond the duration of the project. This would be achieved by:</p> <ul style="list-style-type: none"> • Integrating wetland information generated into available spatial planning information; • Providing resources for municipal staff and schools that can be used to raise awareness around the importance of wetland management. <p>Foreseeable challenges for the Municipality include lack of funds and capacity to undertake envisaged training and capacity development following pilot project implementation. However, once approved, the project will be included to the IDP of the Municipality and the necessary budget for the aftercare will be made available.</p> <p>The environmental management function is performed through shared-services, iLembe District Municipality and DEA Local Government Support, responsible for the entire District. There are currently no envisaged challenges regarding the ongoing maintenance of the programme.</p>
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Application Form - ICLEI CBC



Section 3: Proposed Project Information

PROJECT NAME	Assessment of coastal wetland ecology and alien vegetation risk in the ILembe district through local community citizen science		
Type of project	Community engagement to develop ecological knowledge systems		
New Project	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Existing Project *	<input type="checkbox"/> No
Is the project ready for implementation or does it require further investigation and regulatory authorisation, and if so what this will entail?	Yes, it is ready for implementation.		

* If the project is part of an existing project, please submit the existing business plan as part of the application.

Total value of the project - attach detailed budget as Annexure	ZAR	400 000.00 (incl VAT)
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Project Motivation and Description

Project objective: Main objectives of the project <i>max 150 words</i>	<ol style="list-style-type: none"> 1. Improve understanding of the value of key wetland systems in the ILembe District Municipality to feed into the ILembe Wetland Biodiversity and Ecological Goods and Services (EGS) knowledge bank; 2. Implementation of the Biodiversity Management Plan for an Endangered species, Pickersgill's Reed Frog, in the ILembe Municipality; 3. Build citizen science capacity of local community members through skills development; 4. Understand the extent of alien invasive plant invasion and densities in respect to wetlands in the district; 5. Develop an Alien Invasive Plant Eradication (AIP) plan for the ILembe District Municipality.
Project Description with project activities/deliverables <i>max 300 words</i>	<p>This scoping project aligns with the objectives outlined in the Biodiversity Management Plan for the Endangered Pickersgill's Reed Frog. An important consequence of the implementation of this plan will be the restoration and conservation of the coastal wetland where this species occurs, bringing water security as well as tourism and job opportunities to local communities. Based on the EWT's experience in running a similar project in the eThekwin municipality, this project will focus on establishing three teams of 30 local community members who will be trained to conduct EGS and AIP assessments within three key wetland sites in the ILembe District Municipality. Teams will be employed over four months and will collect data on EGS and alien invasions, which will be collated into an EGS data system for the wetlands found in the area. This will include the species and densities of AIPs, which we will use to develop a detailed AIP Eradication Plan for the district.</p> <p>The following key activities will be implemented:</p> <ol style="list-style-type: none"> 1. Identify ten local community members from the vicinity of each priority wetland site (totalling 30 community members); 2. Train these Citizen Scientists on EGS monitoring, data collection and recording methods; 3. Conduct a scoping analysis of alien invasive plants and densities in relation to the wetland sites and catchment areas to develop a clearing plan;

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	<p><u>Deliverables</u></p> <ol style="list-style-type: none"> 1. Detailed information on biodiversity and EGS at selected wetland sites; 2. Identification of rehabilitation needs at these wetlands and management plans to address these; 3. A resource to the municipality in the form of 30 trained individuals to provide support to wetland management activities going forward; 4. Map alien invasive plants coverage and densities; and 5. Develop an Alien Invasive Eradication Plan. <p>The Threatened Amphibian Programme will strategically evaluate selected wetlands where the Endangered Pickersgill's Reed Frog occurs. Using the species assists in prioritising wetlands considered as Critical Biodiversity Areas (CBA).</p>
<p>Describe the following:</p> <ul style="list-style-type: none"> - Description of the problem that the project will address (location & spatial extent of problem) - Cause of the problem - Nature and severity of the impact of the problem (ecological, social and economic) - Project goal (description of desired end-of-project situation) <i>max 200 words</i> 	<p>Wetlands provide ecological services, namely: flood attenuation, water purification, ground water recharge, climate change resilience, habitat, and food and water resources. However, many wetlands have been lost to agriculture and other developments. These activities have resulted in the loss or degradation of 60% of South African wetlands. The Endangered Pickersgill's Reed Frog occurs only along the KwaZulu-Natal coast and is representative of coastal wetlands. Currently, the species exists at only 25 sites, which receive very little protection or management. The species has been prioritised for conservation action due to its Endangered status, its endemism and the ongoing deterioration in, and loss of, its habitat. Alien invasive plant infestations pose a threat to water and biodiversity by causing sedimentation and drying that changes wetland structure and function. The costs of recapturing wetlands is high and it is imperative that local community members are capacitated to provide solutions. Local community members contracted as citizen scientists will monitor and report on the ecological integrity of wetlands, thus provide a significant saving for the municipality as well as help address poverty within communities. Finally, development of an alien invasive plant eradication plan that facilitates local employment and capacity development would promote economic efficiency.</p>
<p>Site Description: Describe the following:</p> <ul style="list-style-type: none"> - Where the project site is located, the biophysical environment, and important elements such as Critical Biodiversity Areas, Social Context, etc.; - If relevant: Land ownership (municipal, state land, tribal authority or private land owner); Erl/plot number; Zoning. <i>max 100 words</i> 	<p>The main strategy to assess the biodiversity of the area and to develop an alien invasive plant eradication plan is to evaluate Critical Biodiversity Areas. There are four sites where Pickersgill's Reed Frogs have been sighted in the ILembe District Municipality, namely:</p> <ol style="list-style-type: none"> 1. Stanger – S29°19'57.75" E31°17'30.43" Upper catchment area – approximately 107ha Whole catchment area – approximately 460ha Public and private land 2. Groutville – S29°23'53.00" E31°17'30.43" Total area of remaining wetland – approximately 22ha Public and private land 3. Nonoti – S29°17'52.99" E31°25'20.52" Total area – approximately 223ha Private land <p>The majority of the rural inland areas are tribal authority areas, characterised by subsistence farming with an unemployment rate of 30.6%.</p>
Project Location	<ol style="list-style-type: none"> 1. Stanger – S29°19'57.75" E31°17'30.43" 2. Groutville – S29°23'53.00" E31°17'30.43" 3. Nonoti – S29°17'52.99" E31°25'20.52"

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<p>Benefits and anticipated outcomes (as quantitatively as possible) <i>max 300 words</i></p>	<p>The following expected outcomes are anticipated:</p> <ul style="list-style-type: none"> • Build capacity of local community members – 30 community members will be trained in data collection, recording and capturing; • Scientific system/ methodology – these community members will be instrumental in formalising a scientific system and methodology for Ecological goods and services assessments in the area; • Biological knowledge bank – a database of local biodiversity will be developed. This database will serve as a baseline for future assessments which will can be used to evaluate wetland rehabilitation efforts; • Employment – 30 local female youths between the ages of 18 - 35 will receive employment with a total of 900 person days. This will promote women empowerment through poverty alleviation and capacity development; • Employment of people with disabilities – preference will be given to peoples with disabilities and three community members with physical disabilities will be employed for administrative purposes (data capturing); • Endangered species population assessment – an assessment of the Pickersgill's Reed Frogs population and distribution within the three sites can be used as a benchmark to evaluate rehabilitation efforts; • Pickersgill's Reed Frog Biodiversity Management Plan – based on the results of the population assessment, recommendations can be made in line with the gazetted BMP for the Pickersgill's Reed Frog; • Alien Invasive Plant assessment – a list of alien invasive plant species, densities and their distribution will be compiled and used to develop the AIP eradication plan; • Alien invasive plant eradication plan – a plan will be developed for the eradication of alien invasive plants for the area. The plan will detail the species to be cleared, recommended clearing methods and herbicide as well as estimated costs and timeframes.
<p>Importance and expected outcomes towards improved wetland management <i>max 300 words</i></p>	<p>The overall outcome of this project is for ecologically important wetlands to be prioritised by the municipality and incorporated into their spatial and conservation planning strategies. Using an Endangered species as a flagship for wetland conservation will contribute to overall wetland management objectives as well as contribute to the fulfilment of a government-recognised conservation plan for this species, and the important coastal habitat that it represents. We aim to take learnings from similar work in the eThekwin municipality with the long-term view of applying these in ILembe. The pilot-scale projects proposed here will determine the feasibility of such.</p> <p>It is imperative that local issues are addressed through local solutions and capacity. Capacity to address threats to ecological goods and services requires development within the local area for ecological, economic and social sustainability. The training of local citizen scientists for the ILembe District Municipality will ensure:</p> <ol style="list-style-type: none"> 1. Local employment; 2. Local capacity development; 3. Enable local response to inform authorities and address ecological threats; 4. Provide direct communication to the local municipality; 5. Reduce costs in services to assess and address ecological threats. <p>The development of an AIP plan is essential in recapturing and rehabilitating wetlands and their catchments. The plan will provide an understanding of the extent of the problem, the resources required and the associated costs. A clear understanding of these aspects is crucial in developing the required structures in implementing an alien invasive plant eradication programme.</p>

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Complementary initiatives (built infrastructure, other ecological infrastructure initiatives) in the same area that are proposed or underway, with which this proposed project could link <i>max 100 words</i>	<p>There are several coastal urban developments in the region, which could provide an opportunity for shared knowledge on wetland management and conservation within an urbanised environment.</p> <p>Currently in the eThekini Municipality, we are developing the "KZN Frog Route". As the adjacent municipality, ILembe District Municipality provides an exciting expansion to this project, which would extend across the two municipalities towards Northern KZN. This will further promote employment, ecotourism and capacity development of local community members in the ILembe District.</p>
Implementation Timeframe	1 October 2017 – 31 March 2018

Job Creation, Gender Sensitivity and Social Development

Some points to consider under this section include:

- impact of project on daily workload of women, and affected community/ies;
- impact of jobs created;
- impact of project on time spent by women in household activities;
- increase in household and women's income;
- increased capacity development and understanding in communities, etc.

Be as specific and provide real numbers (e.g. 100 women farmers participating in sustainable livelihoods programme) as far as is possible.

<ul style="list-style-type: none"> - Who are the project beneficiaries? - Demographic breakdown of beneficiaries; - Measures/interventions in the project that focus on increasing gender equality and improving the empowerment of women. <i>max 150 words</i> 	<p>The project is based on biological assessments and science skills capacity development. The work to be done does not require intensive labour and for this reason the following selection criteria will be considered:</p> <ol style="list-style-type: none"> 1. 30 community members will be selected; 2. These community members will be between the ages of 20 – 35; 3. 90% of the community members selected will be female; 4. Persons with disabilities which will not hinder their ability to perform the task will receive preference; 5. Three female persons with physical disabilities will be considered for the data capturing positions.
<p>If the project includes a job creation component:</p> <ul style="list-style-type: none"> - Number of person days of work and/or full time equivalent (FTE) jobs to be created by the project; - Nature of the work/jobs to be created; and - Target group for job creation. <i>max 200 words</i> 	<p>The following local employment expected outcomes has been outlined below:</p> <ol style="list-style-type: none"> 1. 30 local community members will be employed; 2. These community members will work for 7 days a month for four months; 3. A total of 900 person days; 4. Twenty biological assessment and survey jobs will be created; 5. Three data capturing jobs will be created. <p>These positions will be advertised and community members will be selected through a rigorous three interview process:</p> <ol style="list-style-type: none"> 1. An initial knowledge workshop will be conducted to assess general knowledge pertaining to the area; 2. A practical assessment will be done to determine the abilities of the candidates; and 3. A final interview will be conducted. <p>Scores will be allocated to each candidate and these will be totalled. The candidates with the highest scores will be selected for the positions.</p>

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Implementation

<p>Implementing agent: Please elaborate on the organisations as well as individual staff involved in the project and their experience and roles. <i>max 200 words</i></p>	<p>The EWT is dedicated to conserving threatened species and ecosystems in southern Africa to the benefit of all people.</p> <p>The EWT is a leading, high-profile player in the arena of conservation. We identify the key factors threatening biodiversity and develop innovative methodologies and best practice guidelines to reduce these and promote harmonious co-existence and sustainable living for both people and wildlife. We achieve our goals through specialist programmes, and our skilled field staff work regionally and throughout southern Africa.</p> <p>The Threatened Amphibian Programme (TAP) is one of EWT's thirteen programmes, and focuses on the conservation of threatened amphibians and their habitats. Currently, we have projects running KwaZulu-Natal, Eastern Cape, Western Cape and Gauteng Provinces.</p> <p>Staff:</p> <ol style="list-style-type: none"> 1. Dr Jeanne Tarrant – Programme Manager – oversees project coordination. 2. Cherise Acker-Cooper – Senior Field Operations Officer – responsible for Natural Resource Management operations. Pest Control Officer – able to develop alien clearing plans. 3. Jiba Magwaza – Field intern and community engagement officer. <p>These team members have been implementing projects focused on securing the Endangered Species Pickersgill's Reed Frog in CBAs within the eThekweni District Municipality.</p>
<p>Collaboration history: Is there is a track record of previous collaboration between the implementing agent and the municipality, please highlight this as well. <i>max 100 words</i></p>	<p>Through multiple projects, we have collaborated with various stakeholders in both the public, private and government sectors as follows:</p> <ol style="list-style-type: none"> 1. The Pickersgill's Reed Frog Recovery Project works in partnership with eThekweni Municipality and is supported by the Department of Environmental Affairs (as well as other partners). In addition, we are engaged with the commercial sectors in an effort to promote collaborative conservation efforts among neighbouring land owners; 2. Kloof Frog Monitoring Project – this project is supported by local community members and schools in various parts of KwaZulu-Natal and the Eastern Cape. The data collected is monitored by EWT but is shared with municipal structures and conservation authorities. <p>These examples demonstrate our ability to collaborate with ILembe Municipality.</p>
<p>Track Record: Please indicate what track record the implementing agent has in carrying out similar projects in the past. Submit supporting documents as proof of such experience <i>max 200 words</i></p>	<p>The Pickersgill Reed Frog Recovery project was initiated through TAP in 2012 with the objective of implementing the objectives outlined in the Biodiversity Management Plan. Within the eThekweni municipal area, this has been implemented with support from the Department of Environmental Affairs, Natural Resource Management programme in partnership with eThekweni Municipality Restoration Ecology Branch. EWT has signed a Memorandum of Understanding with eThekweni Municipality and have had a productive relationship of the course of the project. In addition, the MoU outlines strategies for project sustainability through eThekweni post project implementation.</p> <p>This partnership with eThekweni serves as a model for partnerships with additional municipalities, including ILembe.</p>

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Monitoring and Evaluation

<ul style="list-style-type: none"> - Report on possible climate change adaptation and mitigation impacts the intervention will produce. - How will the intervention reduce disaster risk for the municipality/community? - How the pre-intervention baseline has been/will be quantified (if possible). - How the benefits/ improved wetland management of the project will be quantified. <i>max 300 words</i> 	<p>The capacity development of local citizen scientists will be instrumental in understanding changes in ecological goods and services provided by selected wetlands. This will be monitored as follows:</p> <ul style="list-style-type: none"> • Pre and post attitudinal assessments will be conducted to measure change in attitude towards the environment as a result of the project; • Work satisfaction surveys will be conducted on a monthly basis; and • Timesheets, toolbox talks, etc. will be completed for each contract. <p>This project will provide baseline data from which to gauge effectiveness of possible interventions going forward. Early detection of any changes in wetland health and EGS provision will provide the municipality an opportunity to address and rectify issues that threaten ecological integrity of these wetlands and ultimately address possible disaster risks. The biological baseline set during this project timeframe will serve to identify required actions as well as serve as a benchmark for detecting changes in these systems. The main aspects to be monitored are:</p> <ul style="list-style-type: none"> • Ecological goods and services which will focus on vegetation, water and biodiversity health; • These assessments are able to indicate wetland health and function which will indicate possible risks to surrounding communities; and • Biodiversity assessments will be recorded and serve as a baseline to monitor efforts of wetland rehabilitation. <p>In addition, baseline assessments of populations of <i>Hyperolius pickersgilli</i> will serve as a tool to measure changes in the wetland systems using this threatened species as a flagship. The main monitoring strategies include:</p> <ul style="list-style-type: none"> • Field assessments to determine distribution which will be done during breeding season from November 2017 to February 2018; and • Song meters will be set up at the sites to determine populations and density. <p>Ultimately, improved understanding of wetland health will provide a framework for developing a plan of action which will lead to enhanced climate change resilience.</p>
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Any Additional Comments/Motivation?

This project provides a good opportunity for exploring collaborative work between ILembe District Municipality and the Endangered Wildlife Trust. Pilot-scale projects will allow us to assess the feasibility of full-scale projects into the future that align with both organisations objectives, in particular with regard to wetland conservation. There is also the possibility of leveraging additional future funding, for example, towards alien vegetation management initiatives through partnerships. Lastly, expanding current project initiatives in eThekwin Municipality to neighbouring municipalities, like ILembe District Municipality, provides an ideal opportunity to promote municipal collaboration as well as work together on securing habitat for the Pickersgill Reed Frog.

Application Form



Detailed Budget:

Project Activity	Description	Responsible person / organisation (who will lead this activity)	Timeframe (days to complete activity and dates if available)	Total cost estimated (inc. VAT)
Identify ten local community members in each priority wetland site (totalling 30 community members) which will be nurtured to be local citizen scientists	Conduct three interview process to select 30 community members	Cherise Acker-Cooper	By 15 December 2017	11,300
Train Illembe Citizen Scientists on EGS monitoring, data collection, recording and capture methods	Training of EGS methodologies and data capturing systems including travel and per diems	Dr Jeanne Tarrant	By 15 February 2018	43,400
Develop data system for capturing data collected;	Develop a data capturing system and train 3 community members on how to capture data and supply of 3 computers	Cherise Acker-Cooper	By 30 January 2018	35,000
Conduct Ecological Goods and Services assessments	Monthly EGS contracts at 7 days per month for 4 months with required equipment and travel	Jiba Magwaza	3 months	217,200
Conduct invasive alien plant assessments	Map and develop an alien invasive plant species list and determine densities including travel.	Cherise Acker-Cooper	By 15 March 2018	41,000
Develop Alien Invasive Plant Eradication Plan	Develop an eradication plan according to species, clearing method, herbicide required and timeframes.	Cherise Acker-Cooper	By 31 March 2018	62,100
Total				400,000

*Add more lines if required

Application Form I C L E I C B C

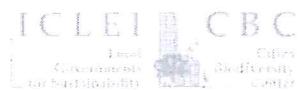


Payment Schedule

Briefly indicate when you expect payment to be made to the implementing agent, and what amount will need to be paid to the implementing agent / service providers at each payment date. This is just an estimate and we understand that this is likely to change once the project starts.

Expected Payment Date (Month and Year)	Activities to be paid for	Cost to be paid	Possible impacting factors that might impact payment schedule (e.g possible delays)
November 2017	Selection of local community members for training. Habitat and species surveys Conduct invasive alien plant assessments	R100,000	
December 2017	Training Development of database	R100,000	
January 2018	Conduct Ecological Goods and Services assessments Conduct invasive alien plant assessments	R100,000	
February 2018	Develop Alien Invasive Plant Eradication Plan Final report	R100,000	

Application Form



Budget justification –

Please provide an explanation of each expense item and why it is necessary.

Project Activity	Line Item				
	Management	Travel	Resources	Person days	Total
Identify ten local community members in each priority wetland site (totaling 30 community members) which will be nurtured to be local citizen scientists	5000	6300			11,300
Train ILembe Citizen Scientists on EGS monitoring, data collection, recording and capture methods	20000	8400	15000	0	43,400
Develop data system for capturing data collected;	10000	0	15000	0	25,000
Conduct Ecological Goods and Services assessments	30000	36779	15000	135421	217,200
Conduct invasive alien plant assessments	20000	21000		0	41,000
Develop Alien Invasive Plant Eradication Plan	60000	2100		0	62,100
Total	145000	74579	45000	135421	400000

Application Form



ANNEXURE 1

Please submit together with this proposal:

- (i) A Map showing project location.

Please see attached

- (ii) Letter from the Municipal Manager supporting the project. The Letter must include the name of the project and implementing agent. Assets or ongoing maintenance or management activities must be taken up by the municipality and the municipality must undertake to take up all unfinished processes. This must be clearly stated in the letter.

Please see attached

- (iii) Track record of implementing agent highlighting their competence in implementing similar projects (submit appropriate documents to support any claims made).

Please see attached

- (iv) Relevant section / page of the IDP or WSAP indicating the project identified, supporting the notion that the project aligns with municipal needs.

See section 2

Optional

- (i) Business plan if the implementation project is part of an existing project.
- (ii) If the budget is part of a bigger project, please submit a guarantee that funding is available to complete other activities not undertaken by this implementation project.
- (iii) If the project required any regulatory authorisation (e.g. EIAs) and these are in place, please submit relevant documentation.

A handwritten signature in black ink, appearing to read 'S. M. S.' or a similar initials, is located in the bottom right corner of the page.

ANNEX 2**PAYMENT SCHEDULE**

(as per the proposal submitted by Endangered Wildlife Trust)

PHASE	DUE DATE	DELIVERABLE	PAYMENT SCHEDULE
Phase 1		Selection of local community members for training	
		Habitat and species surveys	
		Conduct invasive alien plant assessments	
	30 November 2017		
Phase 2		Training	
		Development of Database	
	15 January 2018		
Phase 3		Conduct Ecological Goods and Services assessments	
		Conduct invasive alien plant assessments	
	28 February 2018		
Phase 4		Develop Alien Invasive Plant Eradication Plan	
		Final report	
	31 March 2018		
Total			R 400 000,- (VAT inclusive)



LETTER OF APPOINTMENT

for services rendered to

ICLEI – LOCAL GOVERNMENTS FOR SUSTAINABILITY – AFRICA SECRETARIAT

(hereinafter referred to as "ICLEI Africa")

BY

Prime Africa

(hereinafter referred to as "the Service Provider")

SERVICES TO BE RENDERED: Gap Analysis, Baseline Resource Assessment and High-Level Mapping of Wetlands in the West Rand District Municipality as part of the Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) Project.

PROJECT LOCATION: South Africa

DATE OF APPOINTMENT: 30/10/2017

ICLEI Africa hereby appoints the Service Provider to deliver the following services:

As part of the LAB: Wetlands SA project, a portion of funding has been allocated to develop and implement local pilot wetland projects within two to four municipalities, currently participating in the LAB: Wetlands SA project. The purpose of the implementation of local pilot projects is to contribute towards enhancing natural wetland resources through community involvement, supporting livelihoods, strengthening the local economy, considering gender and improving resilience against climate change impacts.

Prime Africa was selected as the successful implementing agent in West Rand District Municipality to implement the project titled: *Gap Analysis, Baseline Resource Assessment and High-Level Mapping of Wetlands in the West Rand District Municipality*.

Project Objective:

The key objective of the project is to undertake a gap analysis of the existing data to develop an easy to use, high level wetland map with baseline data for the WRDM. The products developed in the proposal will provide decision makers within the WRDM with a baseline level of information which would allow for the improved assessment of developmental trade-offs.

This objective will be achieved through the following activities:

1. Undertake a Gap Analysis to Determine Data Requirements;
2. Development of a high-level spatial wetland output;
3. Desktop level assessment of wetland resource units;

4. High level valuation of wetland resource units; and
5. Capacity Transfer.

1. TERMS OF AGREEMENT

The Service Provider agrees to provide these services in accordance with the proposal submitted to ICLEI Africa on the **22nd September 2017 (Annex 1)**.

30 October 2017	- Appointment Date
26 March 2018	- Completion of project activities
30 March 2018	- Final reports submitted to ICLEI upon completion of activities

2. OUTSOURCING OF SERVICES IN TERMS OF THIS APPOINTMENT TO THIRD PARTIES

The Service Provider is not eligible to outsource any part of these services to a third party, without prior written consent from ICLEI Africa.

3. VALUE OF AGREEMENT

ICLEI Africa agrees to pay the Service Provider an all-inclusive amount not exceeding R333 200 (VAT Inclusive) for these services.

4. TRANSMITTAL OF FUNDS

The Service Provider shall be paid within 30 days of the date of issue of invoice. The Service Provider may by notice to ICLEI Africa of at least 14 (fourteen) days and without prejudice to the right to terminate, suspend or continue suspension of performance of the whole or part of the Services if 30 (thirty) days after the due date for payment of any account the Service Provider has not received payment of that part of any invoice which has not by that time been contested in writing by the ICLEI Africa.

5. PAYMENT SCHEDULE

Payment will be made in five disbursements, upon approval of deliverables and submission of invoices according to the following payment schedule (**Annex 2**):

- 1) The first disbursement is payable after the successful completion of the Gap Analysis – R66 400 (VAT inclusive).
- 2) The second disbursement is payable following the compilation of data and development of the draft wetland spatial output – R33 320 (VAT inclusive).

- 3) The third disbursement is payable following the successful completion of the data inventory and wetland spatial output - R66 640 (VAT inclusive).
- 4) The fourth will be payable upon successful completion and submission of the valuation report - R 49 980 (VAT inclusive)
- 5) The fifth and final disbursement upon receipt of the close out report for the project at the end of March 2018 - R116 620 (VAT inclusive).

SCE ANNEX 2

n

It is understood that all logistical, travel, insurance and other operational costs associated with delivery of these services outside the budget provided in **Annex 1** will be the sole responsibility of, and payable by, the Service Provider.

6. PERSONS DESIGNATED AS CONTACTS OF PARTIES

6.1. For ICLEI AFRICA

- (a) Ingrid Coetzee – Project Manager (Ingrid.Coetzee@iclei.org)

6.2. For the Service Provider Prime Africa

- (b) Kyle Harris – Senior Habitats Manager (k.harris@primeafrica.net)
(c) Joseph Mulders – Project Manager (j.mulders@primeafrica.net)

7. TAXES

The Service Provider shall be liable for all taxes arising out of payments made to it pursuant to this appointment letter.

8. INDEMNIFICATION

The Service Provider indemnifies ICLEI Africa from, and is solely responsible for, any claim, loss, damage or other liability incurred by itself in connection with the delivery of these services, including travel.

9. VARIATIONS

Any variation to this appointment shall only be of force and effect if agreed upon by the Service Provider and ICLEI Africa and recorded in writing. Prior to rendering additional services the Service Provider and ICLEI Africa shall agree in writing on the additional remuneration to be paid for such services.

10. BREACHES

If either party commits a material breach of any of the terms and conditions of this agreement, and remains in default for a period of thirty (30) days after receipt by it of

written notice from the other party calling for such breach to be remedied, the party delivering such notice shall be entitled, without prejudice to any other rights it may have in terms of this agreement or in law, to terminate this agreement by written notice to that effect given to the other party.

In the event of the termination of this agreement by either parties, ICLEI Africa undertakes to remunerate the service provider for any work completed up until the date of termination, provided the service provider renders an invoice as stipulated in clause 5 above and the work completed is approved by ICLEI Africa and the service provider shall have no further claim for payment or damages.

11. DISPUTES

Any disputes arising in terms of this agreement and which cannot be amicably resolved by the parties shall be finally resolved by any competent court having jurisdiction over the parties, unless the parties agree to resolve such dispute by arbitration in terms of a separate arbitration agreement.

12. GOVERNING LAW

This Agreement shall be governed and construed and performed solely in accordance with the Laws of the Republic of South Africa.

FOR ICLEI – AFRICA

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Date: 31 October 2017

Kobia Brand
Regional Director
ICLEI Africa

Acknowledgement of this appointment by service provider

.....


Date: 2 NOVEMBER 2017

Kyle Harris
Prime Africa

Appointment letter from ICLEI Africa to the service provider: **October 2017**

ANNEX 1

PROPOSAL SUBMITTED BY SERVICE PROVIDER

Appointment letter from ICLEI Africa to the service provider: **October 2017**



Application Form



Section 1: Applicant Information

- 1) Please complete the details of Metropolitan / District Municipality in which the project will take place. (Note: this is the municipality the service provider / implementing agent is collaborating with on the project):

PROJECT NAME	Gap Analysis, Baseline Resource Assessment and High-Level Mapping of Wetlands in the West Rand District Municipality
Full name of the Municipality	West Rand District Municipality
Implementing Agent	Prime Africa

- 1) Please provide the contact details of the municipal official who is the contact person for implementing the proposed project as well as the details of the applicant from the service provider / implementing agent completing the form:

	Service Provider/Implementing Agent	Municipal Official
Name of contact person	Joseph Mulders	Susan Stoffberg
Position	Project Manager (Systems Ecologist)	Manager
Unit/Division/Department	Environmental	Environmental Management
Direct Email Address	j.mulders@primeafrica.net	sstoffberg@wrdm.gov.za
Direct Telephone Number	012 348 0317	011 411 5131
Alternative Telephone Number		
Cellphone Number	072 754 2603	083 409 3150
Line Manager's Name	Kyle Harris	
Line Manager's Position	Senior Systems Ecologist	
Line Manager's Email	k.harris@primeafrica.net	
Line Manager's Telephone Number	012 348 0317	

Application Form



Section 2: Municipal Support and Alignment



Only projects that have municipal support will be considered.

Only projects that align with municipal needs will be considered.

Municipal Support

Please provide the contact details of the Municipal Manager of the applying Metropolitan / District Municipality in which the Project is located:

PLEASE FIND ATTACHED WRITTEN SUPPORT FROM THE WEST RAND MUNICIPAL MANAGER

Name of Municipal Manager	
Direct Telephone Number	
Cell phone Number	
Direct E-Mail Address	
Signature of MM	Date: _____

Alternatively, attach written support from the Municipal Manager in the form of a Letter or Council Resolution. Such a letter/resolution must be signed and should include

- The name of the project
- The name of the implementing agent
- Commitment to post funding project sustainability and support
- Contact details of the Municipal Manager including the details of the Head of Department details under which the project would fall:

Application Form



Municipal Alignment

<p>Indicate how this project will align with municipal needs: max 100 words</p>	<p>The current extent of spatial data that informs decisions in the municipality, is insufficient to appropriately assess the trade-offs between development, sustainable management and the use of wetland systems. A major shortfall in the West Rand District Municipality (WRDM) planning process, is a lack of spatial data to effectively inform decision makers towards sustainable options in the development process. As a result, the WRDM's Wetland Strategy and Action Plan (WSAP) has identified the need for a resource assessment and development of spatial information as prioritised objectives for improving wetland management in the WRDM. This project will assess, define and identify spatial resources towards improving the suitability of data required for evidence-based, informed sustainable management of the regions water resources.</p>
<p>Indicate the IDP and/or WSAP status of the Project:</p> <ul style="list-style-type: none"> - Incorporated into the adopted IDP and/or WSAP; - The specific clause reference in the IDP and/or WSAP that refers to the project; or - Planned to be incorporated into the IDP and/or WSAP; and - Any challenges that may be encountered in getting the project included in the IDP and/or WSAP. max 100 words 	<p>Within the WSAP developed for the WRDM, Prime Africa has developed a proposal based on the requirements of focal Area 3. More specifically, the objective that will be addressed by this proposal is:</p> <ul style="list-style-type: none"> • 3.1: Gap analysis of all possible resources and identification of wetlands within West Rand District Municipality completed by December 2017. <p>The results of the proposed activities will provide, albeit a high level, an improved understanding of the localities, risks and values of the wetland resources in the WRDM.</p>

Post Funding Project Sustainability

<p>Indicate the following:</p> <ul style="list-style-type: none"> - What provision (capacity and resources) has been made for the ongoing maintenance of the project? - Which unit/division in the Municipality will be delegated with responsibility for ongoing maintenance? - Any challenges to ensuring ongoing maintenance? max 300 words 	<p>The outcome of this project will be an updated spatial dataset that will be developed with the input of the WRDM's Environmental Management Staff. Maintenance will therefore be limited to updating the database and maps when new information becomes available. This is seen as low-input task which would not significantly add to the work load of the WRDM staff.</p>
<p>Assets or ongoing maintenance or management activities must be taken up by the municipality and the municipality must undertake to take up all unfinished processes. This must be clearly stated in the support letter from the municipality.</p>	

Application Form



Section 3: Proposed Project Information

PROJECT NAME	Baseline Resource Assessment and High-level Mapping of Wetlands in the West Rand District Municipality		
Type of project	Monitoring and Research		
New Project	Yes	Existing Project *	No
Is the project ready for implementation or does it require further investigation and regulatory authorisation, and if so what this will entail?	The project is ready for implementation. A detailed proposal is attached.		

* If the project is part of an existing project, please submit the existing business plan as part of the application.

Total value of the project - attach detailed budget as Annexure	ZAR 333 200.00 (Excl. VAT)
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Project Motivation and Description

Project objective: Main objectives of the project <i>max 150 words</i>	<p>The key objective of the project is to undertake a gap analysis of the existing data to develop an easy to use, high level wetland map with baseline data for the WRDM. The products developed in the proposal will provide decision makers within the WRDM with a baseline level of information which would allow for the improved assessment of developmental trade-offs.</p> <p>This objective will be achieved through the following activities:</p> <ol style="list-style-type: none"> 1) Undertake a Gap Analysis to Determine Data Requirements; 2) Development of a high-level spatial wetland output; 3) Desktop level assessment of wetland resource units; 4) High level valuation of wetland resource units; and 5) Capacity Transfer.
Project Description with project activities/deliverables <i>max 300 words</i>	<p>Task 1: Undertake a Gap Analysis A gap analysis will be conducted to determine the current extent of wetland knowledge within the WRDM. This process shall begin with extensive literature reviews focussing on the study area identifying potential sources of data that would be useful for classifying wetland resource units</p> <p>Deliverable 1: Gap Analysis Report</p> <p>Task 2: Development of a spatial wetland output in the WRDM; Outputs of Task 1 will be utilised in this task. The available data will be obtained and its reliability assessed. The screened data will be collated to develop a high-level baseline spatial layer of wetland localities in the WRDM. The mapping process will include the incorporation of various spatial datasets outlining the nature and characteristics of the wetlands in the WRDM. Where inferences are made, these will be explicitly described.</p>

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Application Form



	<p>The output of this Task is a Draft spatial layer (Shapefile and KML Format) of baseline wetland localities in the WRDM.</p> <p>Deliverable 2: Inventory and draft wetland spatial output</p> <p>Task 3: Desktop level assessment of wetland resource units</p> <p>This task involves performing a desktop Level 1 assessment of wetlands identified in the previous task. The output of this Task is an updated Draft spatial layer (Shapefile and KML Format) of baseline wetland localities with various populated attributes in the WRDM.</p> <p>Deliverable 3: Updated Inventory and draft wetland spatial output</p> <p>Task 4: Valuation of wetland resource units</p> <p>The purpose of this task is to develop a high-level valuation of wetland resources within the WRDM. This will provide the decision makers with an additional layer by which to assess potential developmental trade-off scenarios. This task includes high-level ecosystem service (ES) mapping, broad socio-economic classification and linkages to economic indicators.</p> <p>Deliverable 4: High-level Valuation of Wetland Resources</p> <p>Task 5: Capacity Transfer</p> <p>A capacity transfer programme will be developed in conjunction with senior staff from the WRDM upon contract signature. The purpose of which would be to provide selected staff with training regarding GIS methods, wetland ecology and interpretation of resource economic valuation.</p>
<p>Describe the following:</p> <ul style="list-style-type: none"> - Description of the problem that the project will address (location & spatial extent of problem) - Cause of the problem - Nature and severity of the impact of the problem (ecological, social and economic) - Project goal (description of desired end-of-project situation) <p><i>max 200 words</i></p>	<p>A major shortfall in the WRDM planning process, is a lack of spatial data to effectively inform decision makers towards sustainable options in the development process. As a result, the WRDM Wetland Strategy and Action Plan (WSAP) has identified the need for resource assessment and development of spatial information as a prioritised objectives for improving wetland management in the WRDM.</p> <p>Prime Africa Consultants has thus proposed a methodology towards implementing and addressing these shortfalls experienced by the WRDM while at the same time achieving the goals of the WRDM WSAP. The project goal is to develop an updated high level wetland map with baseline assessment data for the West Rand District Municipality</p>
Site Description:	The project site is in the West Rand District Municipality (WRDM) of which falls in western Gauteng Province in South Africa. It covers an area of approx. 400 000 ha with a population

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<p>Describe the following:</p> <ul style="list-style-type: none"> - Where the project site is located, the biophysical environment, and important elements such as Critical Biodiversity Areas, Social Context, etc.; - If relevant: Land ownership (municipal, state land, tribal authority or private land owner); Erf/plot number; Zoning. <p><i>max 100 words</i></p>	<p>of approx. 820 000 (Census 2011). It is situated in the Highveld and is highly urbanised in the south-eastern regions. The region is characteristic of high levels of mining and development extends towards the northern regions.</p> <p>The northern region (mostly Mogale City Local Municipality) cover parts of the Magaliesberg mountains and include the Sterkfontein Caves (the Cradle of Humankind) World Heritage Site. Major river systems include the Elandsfonteinspruit, Jukskei, Kliprivier, Leeuspruit, Loopspruit, Magalies, Mooirivierloop, Skeerpoort and Wonderfonteinspruit Rivers.</p>
<p>Project Location</p>	<p>The West Rand District Municipality</p> <p>Legend</p> <ul style="list-style-type: none"> RIVERS Towns/Cities West Rand District Municipality
<p>Benefits and anticipated outcomes (as quantitatively as possible)</p> <p><i>max 300 words</i></p>	<p>The output will be a high level spatial dataset of wetlands in the WRDM. The dataset will be accompanied by a report on the process and approach taken for development of which will include best practises for data collation, sourcing and validation. The benefits to the WRDM would include:</p> <ul style="list-style-type: none"> • Improved wetland decision making by officials; • Decision processes around the awarding of environmental authorisation and approvals will be greatly improved; • A consolidated wetland register would also improve local, regional and national conservation planning initiatives i.e. Bioregional Plans;

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	<ul style="list-style-type: none"> • Understanding the extent of wetlands would streamline urban and rural planning initiatives. 																		
Importance and expected outcomes towards improved wetland management <i>max 300 words</i>	The results of the proposed activities will provide an improved understanding of the localities, risks and threats to wetland resources in the WRDM. This will assist decision makers ensure the sustainable development of the DM with specific focus on wetland resources. The results will further provide a platform from where a low level assessment of functionality, condition and type of wetlands can be developed in the WRDM.																		
Complementary initiatives (built infrastructure, other ecological infrastructure initiatives) in the same area that are proposed or underway, with which this proposed project could link <i>max 100 words</i>	This proposal is responding to the call for proposals by the ICLEI for the implementation of goals defined in the WRDM Wetland Strategy and Action Plan (WSAP). There are a variety of goals set in the WSAP of which many aim to improve wetland management in the municipality. To this end, the outcomes of this project will absolutely complement alternative initiatives arising from the call for proposals. The high-level characteristics of this project will furthermore result in its outcomes forming a crucial input into adjacent initiatives in the WRDM.																		
Implementation Timeframe	<p>The proposed start date will be the 1st October (or directly after the contract is awarded) and will run for 5 months with the final report submitted mid-February 2018. A detailed plan is given in the table below.</p> <table border="1"> <thead> <tr> <th>Contract Signature</th> <th>1st Week October</th> </tr> </thead> <tbody> <tr> <td>Inception Meeting with WRDM</td> <td>1st Week October</td> </tr> <tr> <td>Del 1: Gap Analysis Report</td> <td>End October</td> </tr> <tr> <td>Del 2: Data Inventory & Draft Wetland Spatial Output</td> <td>Mid November</td> </tr> <tr> <td>Workshop: Data Inventory & Draft Wetland Spatial Output Results</td> <td>Mid November</td> </tr> <tr> <td>Del 3: Updated Data Inventory & Draft Wetland Spatial Output</td> <td>Mid December</td> </tr> <tr> <td>Del 4: Valuation Report</td> <td>End January</td> </tr> <tr> <td>Workshop: Wetland Valuation Techniques</td> <td>End January</td> </tr> <tr> <td>Del 5: Final Report</td> <td>Mid-February</td> </tr> </tbody> </table>	Contract Signature	1st Week October	Inception Meeting with WRDM	1st Week October	Del 1: Gap Analysis Report	End October	Del 2: Data Inventory & Draft Wetland Spatial Output	Mid November	Workshop: Data Inventory & Draft Wetland Spatial Output Results	Mid November	Del 3: Updated Data Inventory & Draft Wetland Spatial Output	Mid December	Del 4: Valuation Report	End January	Workshop: Wetland Valuation Techniques	End January	Del 5: Final Report	Mid-February
Contract Signature	1st Week October																		
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Del 4: Valuation Report	End January																		
Workshop: Wetland Valuation Techniques	End January																		
Del 5: Final Report	Mid-February																		

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Job Creation, Gender Sensitivity and Social Development

Some points to consider under this section include:

- impact of project on daily workload of women, and affected community/ies;
- impact of jobs created;
- impact of project on time spent by women in household activities;
- increase in household and women's income;
- increased capacity development and understanding in communities, etc.

Be as specific and provide real numbers (e.g. 100 women farmers participating in sustainable livelihoods programme) as far as is possible.

<ul style="list-style-type: none"> - Who are the project beneficiaries? - Demographic breakdown of beneficiaries; - Measures/interventions in the project that focus on increasing gender equality and improving the empowerment of women. max 150 words 	<p>The significant role that wetlands play in providing valuable services to communities will result in over 820 995 individuals in the WRDM as well as downstream catchments receiving benefits from this project. The demographic breakdown of the population is 79% black African, 18% white and the rest coloured, Indian and Asian. Gender distribution is 54% male and 46% Female (Census 2011).</p>
<p>If the project includes a job creation component:</p> <ul style="list-style-type: none"> - Number of person days of work and/or full time equivalent (FTE) jobs to be created by the project; - Nature of the work/jobs to be created; and - Target group for job creation. max 200 words 	<p>The project does not explicitly include a job creation component, however there is an element of capacity transfer for the municipality involved. The process proposed by Prime Africa is built on a sound scientific paradigms and merit. The approach further requires a specialised technical skill set and multidisciplinary team. Towards transferring the approach and methodology utilised, Prime Africa would like to present the process and results to members of the WRDM (and potentially LM's). This presentation would take place once the final results have been developed. The presentation will be given in a workshop setting towards catalysing plenary discussions on the approaches, methods, results and limitations of the process. This method will aim to ensure the attendees gain a full understanding of the entire process undertaken.</p>

Implementation

<p>Implementing agent: Please elaborate on the organisations as well as individual staff involved in the project and their experience and roles. max 200 words</p>	<p>Prime Africa is a multi-disciplinary consultancy firm based in South Africa that provides resource economic and applied environmental services across Africa. Prime Africa has extensive knowledge on the identification, mapping, prioritization and valuation of ecosystem services and has worked closely with the Millennium Ecosystem Assessment (MEA) and The Economics of Ecosystems and Biodiversity (TEEB) frameworks. The significant role that wetlands play in providing key services to communities, especially in southern Africa, has invariably made them a major focus of much of the work that Prime Africa does.</p> <p>Two specialists will be tasked with this project:</p> <p>Firstly, Mr Kyle Harris who has worked as a systems ecologist for the last 10 years and has experience in a variety of natural resource management projects.</p>
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	<p>Kyle has significant experience in the field of wetland ecology, sustainability, valuation and rehabilitation projects in South Africa and in several other African countries. Kyle completed his M.Sc. in Ecology from the University of Pretoria, South Africa in 2009.</p> <p>Secondly, Mr Joseph Mulders who has worked as an ecologist and GIS technician for the last 4 years. In this time, he has worked on a range of projects including subjects such as biodiversity assessments and water monitoring, research based desktop studies, compliance with South African legislation, ecosystem valuations, and GIS analysis and operation. Joseph has an M.Sc. specializing in fresh water resource monitoring.</p>
Collaboration history: Is there is a track record of previous collaboration between the implementing agent and the municipality, please highlight this as well. <i>max 100 words</i>	<p>There is no specific history between Prime Africa Consultants and the West Rand District Municipality, however Prime Africa has collaborated with local government and municipalities in the past (City of Tshwane).</p>
Track Record: Please indicate what track record the implementing agent has in carrying out similar projects in the past. Submit supporting documents as proof of such experience <i>max 200 words</i>	<p>Kusile Wetland Offset Plan (Eskom 2017); The development of an implementation plan for the Kusile Wetland Offset Strategy.</p> <p>An Ecosystem Services Assessment of the Molopo-Nossob Basin (IUCN 2017); The aim of the study was to analyse the economic value of the ecosystems present in the Molopo-Nossob Basin, and recommend policy instruments that would alleviate pressure on the natural systems.</p> <p>The National Wetland Monitoring Program (Water Research Commission 2016); The key outcome of this project was the Implementation Manual for the NWMP, provided the processes, procedures and methods required to report indicators, to prioritize wetlands for various levels of assessment, and to carry out assessment and monitoring at each level</p> <p>Forestry and Macroeconomic Accounts of Nigeria: The Importance of Linking Ecosystem Services to Macroeconomics (UNEP 2016); The linking drivers of economic behaviour, as it relates to deforestation, to the benefits of forest ecosystem services.</p> <p>Valuation of South African Peatlands (Water Research Commission 2015); The quantification and economic valuation of ecosystem services provided by South African peatlands. The project required conducting a baseline resource assessment for peatlands across South Africa.</p> <p>Kusile Wetland Rehabilitation Intervention Plan (Eskom 2015);</p>

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	Development of wetland rehabilitation interventions for wetlands at the Kusile Power Station, Mpumalanga
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Monitoring and Evaluation

<ul style="list-style-type: none">- Report on possible climate change adaptation and mitigation impacts the intervention will produce.- How will the intervention reduce disaster risk for the municipality/community?- How the pre-intervention baseline has been/will be quantified (if possible).- How the benefits/ improved wetland management of the project will be quantified. <i>max 300 words</i>	<p>The project aims to provide a product that will inform the municipality and decision makers on sound sustainable development of its wetland resources. By ensuring the sustainable utilisation, mitigation and rehabilitation of these resources, the services provided by these systems will be maintained into perpetuity. The services provided by wetland systems will provide resilience to climate change and reduce risks of natural disasters.</p> <p>The product will be built on existing datasets and will thus improve the current baseline.</p>
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Any Additional Comments/Motivation?

(Large empty box for additional comments/motivation)

Application Form



Detailed Budget:

Project Activity	Description	Responsible person / organisation (who will lead this activity)	Timeframe (days to complete activity and dates if available)	Total cost estimated (Excl. VAT)
Task 1: UNDERTAKE A GAP ANALYSIS TO DETERMINE DATA REQUIREMENTS				
Meeting	Inception Meeting with WRDM	Prime Africa	1	R7 120
Research	Sourcing of existing data	Prime Africa	4	R24 960
Research	Gap analysis	Prime Africa	2	R14 240
Research	Preliminary regional spatial classification	Prime Africa	4	R28 480
Deliverable	Del 1: Gap Analysis Report	Prime Africa	2	R12 480
Task 2: DEVELOPMENT OF A HIGH-LEVEL SPATIAL WETLAND MAP				
GIS analysis	Collation and digitisation of water resource specific data	Prime Africa	12	R76 640
Presentation	Deliverable 2: Data inventory and draft wetland spatial output	Prime Africa	8	R49 920
			4	R26 720
Task 3: DESKTOP LEVEL ASSESSMENT OF WETLAND RESOURCE UNITS				
GIS analysis	Zonation and classification of the wetlands in the WRDM	Prime Africa	9	R43 680
GIS analysis	Delineation of wetland resource units	Prime Africa	3	R12 480
Research	Desktop assessment of resource units	Prime Africa	3	R18 720

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TASK 4: HIGH LEVEL VALUATION OF WETLAND RESOURCE UNITS		Prime Africa	13	R88 160
Research	Conduct ecosystem services mapping and categorisation	Prime Africa	2	R12 480
Research	Conduct Socio-Economic Classification	Prime Africa	3	R22 240
Research	Identify beneficiaries of Ecosystem services	Prime Africa	2	R12 480
Research	Linkage to economic Indicators through risk analysis	Prime Africa	2	R12 480
Deliverable	Deliverable 4: Valuation Report	Prime Africa	4	R28 480

TASK 5: CAPACITY TRANSFER		6	6	R37 440
	Capacity Transfer: Presentation/Workshop to identified municipal personnel	Prime Africa	6	R37 440
TOTAL		Prime Africa	53	R333 200 (Excluding Vat)

*Add more lines if required

Payment Schedule

Briefly indicate when you expect payment to be made to the implementing agent, and what amount will need to be paid to the implementing agent / service providers at each payment date. This is just an estimate and we understand that this is likely to change once the project starts.

Expected Payment Date (Month and Year)	Activities to be paid for	Cost to be paid (excl VAT)	Possible impacting factors that might impact payment schedule (e.g possible delays)
End October 2017	Del 1: Gap Analysis Report	R66 640	Access to data

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End November 2017	Del 2: Data Inventory & Draft Wetland Spatial Output	R33 320	Availability of experts for workshop may delay the process. This will be addressed early in the project.
Mid December 2017	Del 3: Updated Data Inventory & Draft Wetland Spatial Output	R66 640	Availability of experts for workshop may delay the process. This will be addressed early in the project.
End January 2017	Del 4: Valuation Report	R49 980	Data availability
End February 2017	Del 5: Final Report	R116 620	

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Budget justification –

Please provide an explanation of each expense item and why it is necessary.

TASK NUMBER	TASK DESCRIPTION	JUSTIFICATION
1	Undertake a Gap Analysis	This is the core requirement as listed in the WRDM WSAP. This is essential to understand the level and baseline data that the municipality has.
2	Development of a spatial wetland output	This is a first level 'cut' of the extent of wetlands within the WRDM. This is a necessary output.
3	Desktop level assessment of wetland resource units	Building on Task 2, the desktop level assessment will give the municipality with an idea of the basic wetland attributes as per a Level 1 Desktop assessment.
4	High-level valuation of wetland resource units	This high-level valuation of wetland resources will provide the municipality with an additional lens by which to understand the value and importance of wetlands within the study area. While not an exhaustive review, the valuation will nevertheless be able to provide information to the staff of the WRDM when determining trade-offs when development has an impact on wetlands.
5	Capacity Transfer	Capacity transfer is an important part of any project when assisting local, provincial or national government. Selected staff of the WRDM will be provided with applicable training through the entire project life cycle and will be integral to the successful completion of the proposed project.

ANNEXURE 1

Please submit together with this proposal:

- (i) A Map showing project location.
- (ii) Letter from the Municipal Manager supporting the project. The Letter must include the name of the project and implementing agent. Assets or ongoing maintenance or management activities must be taken up by the municipality and the municipality must undertake to take up all unfinished processes. This must be clearly stated in the letter.
- (iii) Track record of implementing agent highlighting their competence in implementing similar projects (submit appropriate documents to support any claims made).

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(iv) Relevant section / page of

the IDP or WSAP indicating the project identified, supporting the notion that the project aligns with municipal needs.

Optional

- (i) Business plan if the implementation project is part of an existing project.
- (ii) If the budget is part of a bigger project, please submit a guarantee that funding is available to complete other activities not undertaken by this implementation project.
- (iii) If the project required any regulatory authorisation (e.g. EIAs) and these are in place, please submit relevant documentation.

ANNEX 2**PAYMENT SCHEDULE**

(as per the proposal submitted by Prime Africa)

PHASE	DUE DATE	DELIVERABLE	PAYMENT SCHEDULE
Phase 1		Gap Analysis Report	
	30 November 2017		R66 640,-
Phase 2		Data Inventory & Draft Wetland Spatial Output	
		Updated Data Inventory & Draft Wetland Spatial Output	
	28 January 2018		R99 960,-
Phase 3		Valuation Report	
		Close out Report	
	31 March 2018		R166 600,-
Total			R 333 200,- (VAT inclusive)

