

Quarterly Report

Year 3, Quarter 4
July – September 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 July – September 2017. This period marks the fourth quarter of year 3 of the project, and is largely concerned with the finalising, publication and distribution of the last set of Wetland Reports, guiding municipalities in finalizing their Wetland Strategy and Action Plans and holding Political Leader Workshops. In this quarter the Wetland Management Guidelines as well as the process for the implementation projects was initiated.

The report then outlines the activities planned for the first quarter of year 4. This includes the finalisation of the outstanding WSAPs, developing and holding the outstanding Political Leader Workshops. Furthermore, this quarter includes the development of the Wetland Management Guidelines and the initiation of the selected implementation projects.

2. Activities July – September 2017

i. Wetland Reports

The development of a Wetland Report for each municipality is a major output of the project and is intended to draw together existing information on wetlands and provide a situational analysis as a basis for the development of the Wetland Strategy and Action Plans (WSAPs).

As noted in previous reports, due to capacity constraints within the municipalities the drafting of the reports has largely been undertaken by the ICLEI Africa staff with various degrees of input from project municipalities. All of the reports have been finalised and approved by the municipalities. Reports have been printed and have also been made available electronically.

Table 1: A summary of the progress of the development of the Wetland Reports

Municipality	Comments
Amathole	The Amathole District Municipality Wetland Report was finalised, printed and published online in September. The Report will be handed over to the municipality in October at the National Wetlands Indaba.
Buffalo City	The Buffalo City Metropolitan Municipality Wetland Report was finalised, printed and published online in September. The Report will be handed over to the municipality in October at the National Wetlands Indaba.
Ehlanzeni	The Ehlanzeni District Municipality Wetland Report was finalised, printed and published online in February 2017. The printed report was distributed to key stakeholders within the municipality during the Political Leader Workshop held on the 16 th August 2017.
Frances Baard	The Frances Baard District Municipality Wetland Report was finalised, printed and published online in September. The printed report was distributed to key stakeholders within the municipality during the Political Leader Workshop held on the 20 th September 2017.
Waterberg	The Waterberg District Municipality Wetland Report was finalised, printed and published online in September. The Report was distributed to key stakeholders within the municipality during the Political Leader Workshop on the 27 th September 2017.
Completed reports	All 11 completed reports are available for download on the LAB: Wetlands SA webpage: http://cbc.iclei.org/project/lab-wetlands-sa/ The link to the reports was sent to all stakeholders who contributed to the report. It was also sent to the Provincial Wetlands Forum to send out to via their networks.

ii. Wetland Strategy and Action Plan (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. The final drafts have been published on the LAB: Wetlands SA webpage and are available for download here: <http://cbc.iclei.org/project/lab-wetlands-sa/>

Table 2: An update on the final development of the WSAPs for each of the municipalities

Municipality	Comments
Amathole	<p>ICLEI and ADM worked on finalising the document together and completed the WSAP 25 July 2017.</p> <p>Thereafter the WSAP was incorporated into the municipality's Integrated Environmental Management Plan (IEMP), which includes a standalone section on wetlands management. The IEMP, including the Wetland Report and WSAP, was adopted by Council in August 2017.</p>
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.
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.
Eden	Following meetings during the previous quarter, Eden District Municipality have advised that the WSAP will now need to go through the official Council adoption process. The WSAP will go to the Mayoral and Council Committee meetings on the 16 th November and 28 th November 2017 respectively. Once the WSAP has been approved and adopted by Council, Eden District Municipality will commence the process 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.
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 November 2017.
Frances Baard	Frances Baard District Municipality is currently updating and finalising the WSAP. It is anticipated that ICLEI will receive the final document in November 2017.
iLembe	<p>Following meetings and discussions during the previous quarter, the WSAP was finalised and the final document was submitted to ICLEI on the 3rd August 2017.</p> <p>The WSAP was presented and adopted by Council on 29th August 2017. iLembe District Municipality have advised that the WSAP will be included in the IDP during the 2018/2019 IDP review.</p>
Overberg	The WSAP was tabled at the Community Services Portfolio Committee meeting in September, where it was accepted. Overberg District Municipality have advised that the WSAP will be tabled at the next Council meeting (scheduled for the end of October) for adoption. The draft WSAP has already been included in the Overberg District Municipality 5 year IDP (which was adopted in May). The IDP is reviewed annually and as such the final, Council approved, version which includes all final updates will be included during the 2017/2018 review period in February 2018.
Waterberg	<p>ICLEI and WDM collaboratively finalised the WSAP in August 2017.</p> <p>The WSAP was formally launched and introduced at the Waterberg Political Awareness Raising workshop on 27 September 2017.</p>
West Rand	WRDM presented the WSAP at their Section 80 Committee meeting in August, in preparation for a presentation for approval by Council in September 2017. ICLEI is awaiting feedback from WRDM on the official approval of the WSAP.
WSAPs	All draft WSAPs are available for download on the LAB: Wetlands SA webpage: http://cbc.iclei.org/project/lab-wetlands-sa/

iii. 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 **341 times** on YouTube since its launch on the 22nd March 2017 and **341 times** through ICLEI-led local and national workshops. A total of **682 times**. During this quarter, the video was viewed **53 times** on YouTube and **159 people** saw the video at ICLEI led screenings (total of **212 viewings** for this quarter)

The long version of the video is over 17 minutes long and was released on the 25th of April 2017 and is available on the website and YouTube.

<https://www.youtube.com/watch?v=tHzeRPZobG8&feature=youtu.be>

To date, this video has been viewed **123 times** on YouTube, **38** of which were during this quarter.

Table 3: Summary of dates and events where the LAB: Wetlands SA video was screened.

Date	Location	Event	People
26 July 2017	iLembe DM	Political Leader Workshop	23
1 August 2017	West Rand	Political Leader Workshop	37
16 August 2017	Ehlanzeni DM	Political Leader Workshop	30
13 September 2017	City of Cape Town	Western Cape Wetland Forum	30
27 September 2017	Waterberg DM	Political Leader Workshop	39

iv. 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.

Table 4: An update on the Political Leader awareness raising workshops is provided below:

Completed Workshops		
Municipality	Comment	Durban Commitment signed
Bojanala Platinum	The Bojanala Platinum District Municipality Political Leader wetland awareness raising workshop was held on the 6 th June 2017 in Rustenburg.	None

	Please refer to the previous Quarterly Report for details on this workshop.	
Frances Baard	The Frances Baard District Municipality Political Leader wetland awareness raising workshop was held on the 20 th September 2017 in Kimberley. Please refer to Annex 1 for the full workshop report.	None
Ehlanzeni	The Ehlanzeni District Municipality Political Leader wetland awareness raising workshop was held on the 16 th August 2017 at Bundu Lodge in Nelspruit. Please refer to Annex 2 for the full workshop report.	None
iLembe	The iLembe District Municipality Political Leader wetland awareness raising workshop was held on the 26 th of July 2017 at the iLembe Council Chambers in KwaDukuza. Please refer to Annex 3 for the full workshop report.	iLembe District Municipality Executive Mayor
Overberg	The Overberg District Municipality Political Leader wetland awareness raising workshop was held on the 29 th May 2017 at the Oyster Catcher Restaurant in Agulhas. Please refer to the previous Quarterly Report for details on this workshop.	Overberg District Municipality Executive Mayor Cape Agulhas Local Municipality Mayor
Waterberg	A Political awareness raising workshop was held for WDM in 2015. Waterberg District Municipality held a second Political Leader wetland awareness raising workshop on the 27 th September 2017 at Nylsvley Nature Reserve, a Ramsar Site. Please refer to Annex 4 for the full workshop report.	Waterberg District Municipality Executive Mayor Lim 368 Local Municipality Executive Mayor
West Rand	The West Rand Political Leader wetland awareness raising workshop was held on the 1 st August 2017 at the Imbizo Chambers at the West Rand District Municipal offices in Randfontein Please refer to Annex 5 for the full workshop report.	West Rand District Municipality Executive Mayor Merafong City Local Municipality Mayor Rand West Local Municipality Mayor
Outstanding Workshops		
Municipality	Comment	Durban Commitment signed
Amathole	Amathole District Municipality has indicated that holding a political leader workshop in the District might not be possible, due to the difficulty of getting key political leaders together. The upcoming National Wetlands Indaba will be used as a platform to discuss options for a suitable event or time to hold an event.	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. The upcoming National Wetlands Indaba	Pending workshop

	will be used as a platform to discuss options for a suitable event or time to hold an event.	
Eden	Eden District Municipality are currently in discussion with the Mayoral office to establish an appropriate date for the workshop. Based on discussions, it is anticipated that the workshop will be held in November 2017. The upcoming National Wetlands Indaba will be used as a platform to discuss options for a suitable event or time to hold an event.	Pending workshop
Ekurhuleni	The municipality is currently trying to secure the Mayors attendance for the workshop. The upcoming National Wetlands Indaba will be used as a platform to discuss options for a suitable event or time to hold an event.	Pending workshop



Figure 1: West Rand demonstrates a commitment to protecting biodiversity through signing the Durban Commitment. From left to right: Cllr Mzi Khumalo, Rand West LM Executive Mayor (left), Cllr Boyce Maneli, West Rand District Municipality Executive Mayor (centre), Cllr Maphefo Letsie, Merafong City LM Executive Mayor (right).

Three Blog and one news articles were posted during this quarter. The below image is a screenshot of the website activity for this quarter, indicating that **555 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 **173 views** during this quarter.

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

v. Meetings with external stakeholders

During the course of this quarter, the LAB: Wetlands SA team participated 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. These are summarised below:

City of Cape Town: Ramsar Wetland City Accreditation Meeting

On the 1st September 2017, ICLEI attended and provided input at the City of Cape Town (CoCT) Wetland City Accreditation meeting to support the CoCT with their application for RAMSAR Wetland City Accreditation status. The aim of the meeting was to highlight the lessons learnt of the CoCT's application process, as well as gain input from external stakeholders (including ICLEI) to finalise the application. ICLEI was invited to sit on the committee to support the process further.

Western Cape Wetlands Forum

On the 13th September 2017, ICLEI presented at the Western Cape Wetlands Forum. ICLEI highlighted all the outputs of the project that ICLEI has achieved to date (including the Wetland Reports, Profiles, Wetland Strategy and Action Plans and the Awareness Raising Video). The presentation was also used as a platform to raise awareness of deliverables that forum members could directly become involved with, such as the call for an implementation project, the call for Wetland Management Guidelines, as well as the final deliverables of the project (including the Political Leader Workshops and the case studies).

UNESCO International Conference on Learning Cities

ICLEI Africa was invited to attend and present at the UNESCO International Conference on Learning Cities in Cork, Ireland from 18th – 20th September 2017. Ms Kirsty Robinson, one of the ICLEI Africa LAB Wetlands team presented a paper and sat on a panel discussion during the session “*Promoting learning towards green and healthy cities*” on the 17th September. The presentation highlighted the work of the Cities Biodiversity Centre (CBC), particularly project implementation. The LAB: Wetlands SA project was showcased at this global platform along with some of the challenges and opportunities of working with African cities. Approximately 200 people attended the session.

Eastern Cape Wetlands Forum

Buffalo City Metropolitan Municipality (BCMM) was invited to present on the implementation of the LAB: Wetlands SA project within BCMM at the Eastern Cape Wetlands Forum during September 2017. ICLEI assisted BCMM with preparing a presentation highlighting the value of the project implementation within BCMM. The presentation emphasised the development of the Wetland Report, Awareness Raising Video and draft Wetland Strategy and Action Plan which is currently being finalised by BCMM.

vi. GIS mapping of wetlands

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

vii. Implementation projects

The Wetland Strategy and Action Plans (WSAPs) highlight priority areas for wetland management in each municipality by flagging specific actions that need to be taken forward. ICLEI Africa advertised a call for proposals on the 11th of August 2017, for wetland implementation projects in municipalities participating in the LAB: Wetlands SA project (**Annex 6**). The call was distributed widely through mailing lists, wetland forums, uploaded onto the ICLEI CBC website as well as an advert that appeared in the Mail and Guardian on the 11th of August (**Annex 7**). It invited implementing agents to develop actions identified in WSAPS into a business plan/project proposal.

Proposals for implementation projects should contribute towards enhancing natural wetland resources through community involvement, supporting livelihoods, strengthening the local economy, considering gender and improving resilience against climate change impacts. Furthermore, they must be pre-approved by the respective municipality and meet certain eligibility criteria.

The closing date was the 22 of September 2017 and a total of **31 proposals** were received by this date amounting to a total value of R 12 854 893.65. The available budget for implementation projects is R1 200 000.00 and individual grants will be capped at R 400 000 per project proposal, to allow for between two to four projects to be approved for funding.

The review and scoring of the projects against the advertised eligibility criteria has commenced and it is anticipated that the successful projects will be announced in early November 2017.

Table 5: Breakdown of the proposals received.

Municipality	Implementer	Budget	Name of Project
Amathole	Eco-Pulse Environmental Consulting Services	R 400 000.00	Focussed wetland prioritization and rehabilitation planning
Bojanala	Milongani Eco-Consulting cc	R 399 000.00	Bojanala District Municipality - Wetlands Inventory, Advocacy and Rehabilitation Project
Bojanala	Rainbow Trading	R 1 374 867.87	Ga Moeka Wetland Management Projects
Buffalo City	Eco-Pulse Environmental Consulting Services	R 400 000.00	Prioritising Wetlands for Management Action & Wise-Use of Wetlands: Learning from case studies at a local level
Eden	Sharples Environmental Services cc	R 247 380.00	Spatial Wetland Mapping and Data Collection Within the Eden District Municipality
Ekurhuleni	Information Decision System (PTY) Ltd	R 391 590.00	Wetland Conservation Team
Ekurhuleni	Endangered Wildlife Trust	R 375 529.00	Braking for bullfrogs: protecting Giant Bullfrogs in Ekurhuleni.
Ekurhuleni	Endangered Wildlife Trust	R 348 706.00	Ecological assessment of five priority wetlands in the City Of Ekurhuleni
Ekurhuleni	EcoSasa Developments	R 396 000.00	Protecting and promoting the Blesbokspruit Catchment and Ramsar Wetland of the city of Ekurhuleni
Ekurhuleni	Information Decision System (PTY) Ltd	R 368 688.00	Integrated wetland catchment management plan (IWCMP)
Ekurhuleni	Information Decision System (PTY) Ltd	R 369 360.00	Wetland Database Development and Management
Frances Baard	Madeleni Environmental Division (PTY) Ltd	R 392 080.00	Kamfers dam rehabilitation and future contamination prevention
Ehlanzeni	Sinrmas (Pty) Ltd	R 399 010.00	Social Training & Education for Wetlands Awareness Raising & Information Dissemination (Steward) Project
Frances Baard	Northern Cape Provincial Department of Environment and Nature Conservation	R 400 000.00	FBDM Kamfers Dam wetland rehabilitation project
Frances Baard	Southern Mapping Geospatial (SMG).	R 400 000.00	The use of Remote Sensing for the Management and Monitoring of wetlands in the Frances Baard District Municipality
iLembe	Eco-Pulse Environmental Consulting Services	R 400 000.00	Improvement of the wetland management by identification, mapping, assessment and conducting awareness raising activities within the iLembe District Municipality
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
iLembe	Institute of Natural Resources NPC	R 394 823.04	The use of simulation modelling to highlight the importance of wetlands

iLembe	Institute of Natural Resources NPC	R 348 748.80	Wetland Mapping for iLembe District Municipality
iLembe	Exigent Engineering Consultants	R 396 577.50	iLembe wetland information database
iLembe	Exigent Engineering Consultants	R 399 741.00	iLembe wetland ground-truthing
iLembe	Exigent Engineering Consultants	R 398 601.00	iLembe invasive eradication plant species mapping and alien species eradication plan
iLembe	Urban Earth	R 383 427.60	iLembe District Municipality wetland invasive plant eradication plan
Overberg	UNESCO Kogelberg Biosphere Reserve Company (NPC), Western Cape	R 399 801.00	The development of a rehabilitation plan for the reinstatement of wetland habitat and wetland ecosystem services in Grabouw, Theewaterskloof, Western Cape - A case study
Overberg	Nuwejaars Wetlands Special management area trading as the Nuwejaars River Nature Reserve	R 395 721.84	Nuwejaars river associated wetland rehabilitation and management: Priority Phase one, unit eight
Overberg	Southern Mapping Geospatial (SMG)	R 400 000.00	The use of Remote Sensing for the Management and Monitoring of wetlands in the Overberg District Municipality
Overberg	Whale Coast Conservation	R 400 000.00	Mill Improvement Project
Waterberg	EScience Associate (Pty) Ltd	R 400 000.00	The Development of a Framework Waterberg Wetland Management Plan and Priority Projects
West Rand	Aqualinks Research and Implementation in alliance with Eco-Pulse, FourthElement (the Urban Rivers Alliance) and Macroscopia (the nature and education partner)	R 399 887.00	Randfontein Bird Sanctuary – Improving Education and Wetland Management
West Rand	Prime Africa	R 343 154.00	Mapping of Wetlands with Classification of Functionality and Type of Priority Wetlands in the West Rand District Municipality
West Rand	Prime Africa	R 332 200.00	Gap Analysis, Baseline Resource Assessment and High-Level Mapping of Wetlands in the West Rand District Municipality

viii. Wetland Management Guidelines for Local Governments

The terms of references requesting interested parties to submit proposals for the development of the Wetland Management Guidelines (**Annex 8**) were released on the 22nd of August and were distributed widely through forums and networks.

A total of **8 proposals** were received, the majority of which were of a very high standard. The proposals were reviewed against a set of selection criteria, which included the diversity of the

project team, understanding of the brief, budget correlation to methodology, track record and quality of the bid submitted.

Eco-Pulse Consulting CC was selected as the successful service provider. Eco-Pulse met all the criteria, delivered a thorough proposal showing a clear understanding of what municipalities require and came in at the lowest cost. Furthermore, Eco-Pulse Consulting CC has established a multi-disciplinary team with experts as set out in the Terms of References. See **Annex 9** for the proposal submitted by Eco-Pulse.

Table 6: Breakdown of the proposals received together with their proposed cost of the contract.

Service Provider Name	Price (Excl. VAT)
Eco-Pulse Consulting CC	R 241 229
Living Lands	R 255 180
Imperata Consulting	R 255 600
GroundTruth	R 260 775
Pegasys	R 261 600
GIBB	R 261 634
EnviroSwift	R 262 544
Enviro-Leadership Consultants	R 263 100

An initial meeting was held over Skype between ICLEI and Eco-Pulse on the 29th of September, to discuss the development of the Wetland Management Guidelines. For the way forward please see Section 3, iv.

ix. 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. An outline of what the case study format has been developed and topics for three case studies have been identified (see below). Drafting of case studies will commence in November 2017 following the National Wetlands Indaba.

Table 7: Suggested topics for case studies.

Municipality	Draft Title
Eden District Municipality	The importance of good quality data and what it takes to get there
Frances Baard District Municipality	The rekindling of the Northern Cape Wetland Forum
Overberg District Municipality	The value of partnerships and networking

x. Project Steering Committee meeting

A Project Steering Committee (PSC) meeting was scheduled to take place on the 28th of September 2017. Unfortunately as a result of a few late cancellations and a few no-shows, the meeting did not take place and had to be rescheduled for December 2017.

3. Planned activities for 1st Quarter of Year 4

i. Wetland Strategy and Action Plans

The outstanding final drafts of each of the outstanding WSAPs have been sent to their respective municipalities for further input (See Table 2 under Section 2 above for a list of these). During the next quarter the ICLEI staff will support the municipalities in finalising the outstanding WSAPs. The ICLEI staff will also support the municipalities with getting the outstanding WSAPs adopted into the municipal IDPs.

ii. Political Leader Workshops

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 determine firstly whether the political leader workshops are needed/wanted; and secondly, if they are wanted, what the structure and format as well as proposed dates for these workshops should be. The general consensus from these aforementioned municipalities is that it is difficult to get the relevant political leaders together. The National Wetlands Indaba will be used as a platform to discuss these municipalities' requirements and should they wish to go ahead with a workshop, it will be planned according to municipal guidance received. Where possible, the signing of the Durban Commitments will also take place at these workshops.

iii. Implementation Projects

The closing date for the call for proposals was the 22nd of September 2017. Selection will be made in October, whereupon the three successful projects will be selected and the service providers appointed. Appointment will entail signing of a Service Level Agreement with the implementing agents as well as a letter of acceptance with the municipality to ensure buy in and support for the projects. Detail on the three selected projects, will be included in the next Quarterly Report.

All projects are expected to be completed by Y4Q2.

iv. Wetland Management Guidelines for Local Government

The Agreement between ICLEI Africa and Eco-Pulse will be signed in October, upon which the drafting of the Guidelines will commence.

A meeting with key stakeholders and the LAB Wetlands SA Project municipalities will be held during the 2017 Wetlands Indaba in October, to discuss the draft Guidelines and get input from key stakeholders before commencing.

It is anticipated that the Guidelines will be finalised by March 2018, with a 'taster' being released on World Wetlands Day (2 February 2018).

v. Case Studies

It is anticipated that the first round of case studies will be completed in the next quarter. The topics of the remaining 7 case studies will be decided upon during the next quarter and detail thereof will be included in the next Quarterly report. Drafting of the remaining case studies will also commence within the next quarter.

4. Project evaluation

Progress against the Monitoring & Evaluation plan is shown in Error! Reference source not found.10.

List of Annexes

- Annex 1** – Frances Baard Political Leader Workshop Report
- Annex 2** – Ehlanzeni Political Leader Workshop Report
- Annex 3** – iLembe Political Leader Workshop Report
- Annex 4** – Waterberg Political Leader Workshop Report
- Annex 5** – West Rand Political Leader Workshop Report
- Annex 6** – Call for Proposals for implementation projects
- Annex 7** – Mail and Guardian advert as it appeared on the 11th of August
- Annex 8** – Terms of References sent out requesting proposals for the development of Wetland Management Guidelines
- Annex 9** – Proposal submitted by Eco-Pulse, the appointed service provider
- Annex 10** – Monitoring and Evaluation Plan

Local Action for Biodiversity (LAB): Wetlands SA Political Leader Meeting Frances Baard District Municipality

Date: 19 September 2017
Venue: Frances Baard DM Council Chambers, Kimberley.

Meeting Report

ICLEI – Local Governments for Sustainability (ICLEI Africa) recently presented to the Frances Baard District Municipality's (FBDM) Policy Briefing meeting. The meeting was an opportunity to profile the LAB: Wetlands SA project, as well as create wetlands awareness for the first time in the municipality.

The meeting was held at the Frances Baard DM Council Chambers and aimed to first and foremost introduce ICLEI and the LAB: Wetlands SA project to political leaders of FBDM, in addition to improving key political leaders' understanding of the value of biodiversity, with a focus on wetland ecosystems. The three main meeting objectives achieved include: (1) to raise awareness of what wetlands are as well as the services they provide; (2) to present the LAB: Wetlands SA project and highlight the key project outputs to date, including the Frances Baard Wetland Report, the Frances Baard Wetland Profile and Frances Baard Wetland Strategy and Action Plan; (3) to encourage the district and local Executive Mayors to sign the Durban Commitment to showcase their commitment to protecting biodiversity. The meeting was attended by FBDM Politicians, including the Executive Mayor, as well as technical staff from various department.



Figure 1: Delegates of the FBDM Political Awareness Raising meeting.

MEETING OBJECTIVES:

Political Leader Meetings are one of the key outputs of the LAB: Wetlands SA project (for background, see **Annex 1**). These meetings are intended to build upon the 'Wetland Awareness Raising' Meetings held during 2015 and 2016; however these awareness raising meetings are aimed specifically at the political leaders.

Given the decision-making role of the political leaders, a lack of understanding and valuing of biodiversity, and why it is important in a municipal context, is hampering the ability of local governments to play a more proactive role in this area, and sees decisions being made that discount environmental considerations. The objective of the political leader meetings is to improve the key political leaders' knowledge and understanding of the value of biodiversity, and wetlands in particular, to facilitate better decision making around biodiversity and wetlands. The meetings are also intended to facilitate the signing of the Durban Commitment by the district municipality Mayor.

Based on previous discussions with FBDM and the internal requirements of the municipality, the FBDM Political Leader Meeting was aimed at key political leaders within the district and local municipalities (Executive Mayor(s), Members of Mayoral Committees (MMC's), Councilors etc.).

COUNCILLOR WETLAND TRAINING

Ryan Fisher of ICLEI profiled ICLEI and the LAB: Wetlands SA project. The presentation opened with a brief introduction of ICLEI-Local Governments for Sustainability and the projects done by ICLEI both globally and regionally. The next component of the presentation had a wetlands focus, which essentially aimed to both introduce and give an overview of wetlands, raise awareness of the value of wetlands and emphasize the wetland related situation within the district, It was noted that 50% of wetlands within South Africa have been destroyed already and that 48% of the remaining 50% of wetlands are critically endangered.

Thereafter the presentation shifted focus to the LAB: Wetlands SA Project. First off the rationale behind choosing to focus on wetlands specifically within the project municipalities was highlighted. The presentation also highlighted the aims and objectives of the project, in addition to the key deliverables to date, namely the Wetland Report and Wetland Profile and the Wetland Video. The Wetland Report and Profile were officially launched at the meeting and copies were handed to the Executive Mayor.

WRAP UP & WAY FORWARD

The meeting was attended by key FBDM political leaders, including the Executive Mayor only, thus, it was quite focused. Though not very engaging, attendees were interested in the project and also welcomed and saluted the key deliverables achieved to date. The meeting was also the first engagement between ICLEI and a wider audience of FBDM since the inception meeting, taking into account the local government elections of last year, it was important to build initial relationships with the new leadership.

It is also important to note and be cognisant of the current, somewhat fragile political situation in the district, which is why the Executive Mayor was reluctant to sign the Durban Commitment at the meeting. ICLEI will continue engaging with FBDM and it's leadership moving forward.

Annex 1: Project background

Wetlands are high-value ecological infrastructure, providing essential ecosystem services such as clean water, clean air, food, medicines, flood regulation, water storage and habitat for biodiversity. Wetlands also play a role in disaster risk reduction, and their effective governance could lessen the negative effects of climate change through, for example, flood risk reduction, temperature regulation and water and food security for communities.

However, wetlands are South Africa's most threatened ecosystems, with 48% of wetland ecosystems critically endangered, resulting in an urgent need to increase awareness of wetland importance; and to develop the capacity of local governments to incorporate natural wetland resource objectives into municipal governance mechanisms and Integrated Development Planning, as well as to implement and fund projects on the ground.

In South Africa, there is a wealth of national environmental policies, however, mechanisms for mainstreaming biodiversity through all spheres of government needs to be strengthened. Lack of staff capacity, budget constraints, absence of participatory governance, lack of political leadership and public awareness and support, as well as deficiencies in relevant guidance, tools and resources, make wetland biodiversity planning and management a neglected component of our country's municipal governance.

The Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) programme's key goal is 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.

The key objectives of the LAB Wetlands SA programme are as follows:

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.

The LAB: Wetlands SA programme is implemented by ICLEI – Local Governments for Sustainability – Africa Secretariat (ICLEI Africa), and funded by the USAID. This programme works in partnership with 9 District Municipalities and 2 Metropolitan Municipalities throughout South Africa. All project outputs, including the Municipality Wetland Report, Wetland Profile and Wetland Awareness Raising Short Film, can be downloaded from the project website:

<http://cbc.iclei.org/project/lab-wetlands-sa/>

Local Action for Biodiversity (LAB): Wetlands SA Political Leader Workshop Ehlanzeni District Municipality

Date: 16th August 2017
Venue: Bundu Lodge, Nelspruit

Workshop Report

SUMMARY:

On **16th August 2017**, Ehlanzeni District Municipality (EDM) and ICLEI – Local Governments for Sustainability (ICLEI Africa) co-hosted the “LAB: Wetlands SA: Ehlanzeni District Municipality Political Leader Workshop” at Bundu Lodge in Nelspruit as part of EDM’s ongoing involvement in the Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) project.

The workshop aimed to improve key Ehlanzeni District Municipality political leaders’ understanding of the value of biodiversity and wetlands in particular. The workshop had three main objectives: (1) to raise awareness of what wetlands are as well as the services they provide; (2) to present the LAB: Wetlands SA project and highlight the key project outputs to date including the Ehlanzeni District Municipality Wetland Report, the Ehlanzeni Wetland Profile and to showcase the LAB: Wetlands SA video and (3) to encourage the Ehlanzeni District Municipality Mayor to sign the Durban Commitment to cement Ehlanzeni District Municipality’s commitment to protecting biodiversity and wetlands within the district.

The workshop entailed several presentations given by ICLEI Africa as well as a presentation from the South African National Biodiversity Initiative (SANBI). Many questions were asked by the Councilors present throughout the workshop which facilitated meaningful discussion around wetlands and wetland management. These discussions were facilitated by Kirsty Robinson.

Key attendants at the workshop included members of the Mayoral Committee (MMC’s) and Councilors from Ehlanzeni District Municipality. Also in attendance were technical staff from Ehlanzeni District Municipality (mainly the Environmental Health Unit), representatives from the local municipalities from within Ehlanzeni District Municipality, as well as some representatives from DEA Local Government Support and DARLEA. Unfortunately the Ehlanzeni District Municipal Mayor was unable to attend the workshop as she was called away at the last minute. As such, it was agreed that the Durban Commitment will be signed at a later date.



WORKSHOP OBJECTIVES:

Political Leader Workshops are one of the key outputs of the LAB: Wetlands SA project (for background, see **Annex 1**). These workshops are intended to build upon the 'Wetland Awareness Raising' Workshops held during 2015 and 2016 with the project municipalities; however these awareness raising workshops are aimed specifically at the political leaders.

Given the decision-making role of the political leaders, a lack of understanding and valuing of biodiversity, and why it is important in a municipal context, is hampering the ability of local governments to play a more proactive role in this area, and sees decisions being made that discount environmental considerations. The objective of the political leader workshops is to improve the key political leaders' knowledge and understanding of the value of biodiversity, and wetlands in particular, to facilitate better decision making around biodiversity and wetlands. The workshops are also intended to facilitate the signing of the Durban Commitment by the district municipality Mayor.

Based on previous discussions with EDM and the internal requirements of the municipality, the Ehlanzeni Political Leader Workshop was aimed at the Ehlanzeni District Municipal Mayor, key political leaders within the Ehlanzeni District Municipality (specifically Councilors) as well as key political representatives from the local municipalities within Ehlanzeni District Municipality. The key aims of the workshop were to:

1. To raise awareness of what wetlands are as well as the services they provide;
2. To present the LAB: Wetlands SA project and highlight the key outputs to date including the Ehlanzeni District Municipality Wetland Report, the Ehlanzeni Wetland Profile and to showcase the LAB: Wetlands SA video; and
3. To encourage that the Ehlanzeni District Municipality Mayor signs the Durban Commitment to cement Ehlanzeni's District Municipality's commitment to protecting biodiversity within the district.

A copy of the workshop agenda is attached as **Annex 2**.

WELCOME AND INTRODUCTIONS

Ehlanzeni District Municipality opened the workshop with an opening prayer followed by a short speech by one of the MMC members to welcome the district and local political leaders and staff as well as the external stakeholders and ICLEI Africa members to the workshop. During the opening speech, the MMC speaker highlighted that the municipality needed to come with an open mind to the workshop, to learn and to take ownership of the outcomes of the workshop.

A round of introductions followed the opening speech, allowing attendees to introduce themselves and share their expectations for the event. Expectations were focused on three main areas, namely (1) a request for detailed information of what wetlands are and why should we care, (2) to understand the progress of the LAB: Wetlands SA Project and (3) to understand in greater detail the Wetland Strategy and Action Plan prior to presenting it to Council in the next few weeks. The Wetland Report and Profile as well as some of ICLEI's biodiversity management tools and guidelines were distributed to the workshops attendees after the attendees' expectations were shared.

WHAT IS A WETLAND

Ms. Ulrike Irlich of ICLEI gave a detailed presentation on wetlands. The presentation aimed to both introduce and give an overview of wetlands, raise awareness of the value of wetlands and highlight the current situation within the district pertaining to wetlands.

The presentation provided a detailed overview on what a wetland is, how wetlands can be identified and why wetlands are considered to be valuable to EDM. During the presentation, it was highlighted that 50% of wetlands within South Africa have been destroyed already and that 48% of the remaining wetlands are critically endangered. The presentation then went on to highlight the threats which wetlands within the district are facing and the role that the district and local municipalities can play in protecting and improving the management of wetlands.



Figure 1: Ms. Ulrike Irlich presenting on wetlands at the Ehlanzeni District Municipality Political Leader Workshop.

INTRODUCING THE LAB: WETLANDS SA PROJECT

Following Ms. Irlich's presentation, Kirsty Robinson of ICLEI introduced the LAB: Wetlands SA project to the group. As part of the presentation, Kirsty highlighted the aims and objectives of the project as well as the key deliverables to date noting particularly the 'Awareness Raising Workshop' held in November 2015, the Wetland Report and Wetland Profile which were both published in March 2017 and the Wetland Video which was finalised in April 2017.

The presentation was also used as a platform to introduce the Ehlanzeni District Municipality Wetland Strategy and Action Plan (WSAP), which is currently in the final stages of development, to the Councilors. The aims and objectives of the WSAP were explained to the Councilors as well as expected timeframes for the document to be presented to Council. There was positive feedback around the WSAP and general agreement amongst all present that the WSAP is something that is needed at this time.

In closing, the presentation highlighted deliverables still to be achieved as part of the project, namely the Implementation Project, Wetland Management Guidelines, the Ehlanzeni Case Study and attendance at the final National Wetlands Indaba in October 2017. Thereafter, the Wetland Video was shown and was very well received. Several Councilors present expressed the need to show the video to schools and local traditional leaders to raise awareness further.

"I hope this [video] will assist me to teach my local community and my fellow South Africans. It is a wonderful tool!"

Councilor E Mashele, Ehlanzeni District Municipality

SANBI PRESENTS ON THE ECOLOGICAL INFRASTRUCTURE FUND

After the showing of the LAB: Wetlands SA Wetland Video, Ms. Hellen Nonyane from SANBI gave a presentation on SANBI's Biodiversity and Land Use Project as well as the Ecological Infrastructure Fund. The presentation initially gave an overview of who SANBI is and where SANBI sits in terms of South African governance systems then provided more detail on the work that SANBI does throughout South Africa. The presentation then went onto explain in detail what the Global Environment Facility (GEF) funded Biodiversity and Land Use project is about and how it can benefit Ehlanzeni. Ms. Nonyane then provided details on the Ecological Infrastructure Fund (EIF) noting that the Biodiversity and Land Use project has set aside R5.5 million for the EIF to support projects to rehabilitate ecological infrastructure (including wetlands) within their project cities (Ehlanzeni District Municipality is one of them). The aim of the EIF is to mainstream EI into municipal programmes, projects and Integrated Development Plans (IDPs).

The presentation was highly valuable as it emphasized the ongoing partnership between ICLEI and SANBI. It also highlighted how the project proposals developed and submitted by Ehlanzeni District Municipality to ICLEI in application for the LAB Implementation Project, can also be used to apply for funding via the SANBI EIF funding which will be available from February 2018. This will effectively give Ehlanzeni a double chance of implementing a project in their municipality should they draft and submit proposals in time.

DEMONSTRATING A COMMITMENT TO BIODIVERSITY: SIGNING THE DURBAN COMMITMENT

Unfortunately the Ehlanzeni District Municipal Mayor was unable to attend the workshop at the last minute due to another urgent commitment. As such the presentation on the Durban Commitment was not required and sadly the Durban Commitment was not signed during the workshop.

The Mayor however has commented since the workshop that she will sign the Durban Commitment at a later date this year (2017) and send ICLEI a copy accordingly. Once this has happened, ICLEI will share this widely on the website.

WRAPPING UP & WAY FORWARD

In closing, in the Mayor's stead, MMC Cynthia Hlophe gave a short speech. Ms. Hlophe thanked ICLEI and SANBI for the presentations, emphasizing that the Councilors learnt a lot, and thanked the organisers of the workshop for the hard work that went into organizing the workshop.

Ms. Hlophe's speech highlighted the importance of the environment and emphasized that *"we need to learn how to appreciate nature, to make a difference"*. Ms. Hlophe noted that local government and local communities need to work together to make a difference. It was also noted that the Councilors need to take note of the Wetland Strategy and Action Plan when it is presented and take ownership of the strategy in order to take it forward.



Figure 2: Attendants at the Ehlazeni Political Leader Workshop.

Annex 1: Project background

Wetlands are high-value ecological infrastructure, providing essential ecosystem services such as clean water, clean air, food, medicines, flood regulation, water storage and habitat for biodiversity. Wetlands also play a role in disaster risk reduction, and their effective governance could lessen the negative effects of climate change through, for example, flood risk reduction, temperature regulation and water and food security for communities.

However, wetlands are South Africa's most threatened ecosystems, with 48% of wetland ecosystems critically endangered, resulting in an urgent need to increase awareness of wetland importance; and to develop the capacity of local governments to incorporate natural wetland resource objectives into municipal governance mechanisms and Integrated Development Planning, as well as to implement and fund projects on the ground.

In South Africa, there is a wealth of national environmental policies, however, mechanisms for mainstreaming biodiversity through all spheres of government needs to be strengthened. Lack of staff capacity, budget constraints, absence of participatory governance, lack of political leadership and public awareness and support, as well as deficiencies in relevant guidance, tools and resources, make wetland biodiversity planning and management a neglected component of our country's municipal governance.

The Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) programme's key goal is 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.

The key objectives of the LAB Wetlands SA programme are as follows:

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.

The LAB: Wetlands SA programme is implemented by ICLEI – Local Governments for Sustainability – Africa Secretariat (ICLEI Africa), and funded by the USAID. This programme works in partnership with 9 District Municipalities and 2 Metropolitan Municipalities throughout South Africa. All project outputs, including the Municipality Wetland Report, Wetland Profile and Wetland Awareness Raising Short Film, can be downloaded from the project website:

<http://cbc.iclei.org/project/lab-wetlands-sa/>

Annex 2: Agenda



EHLANZENI DISTRICT MUNICIPALITY
POLITICAL LEADER WETLANDS
AWARENESS RAISING WORKSHOP



Date: 16th August 2017 | Time: 10h00 | Venue: Bondu Lodge | Facilitator: Kirsty Robinson

AGENDA

09:30 – 10:00	Tea and Registration	
10:00 – 10:15	Welcome by Ehlanzeni District Municipality	EDM Municipal Manager Mr FS Sibozza
10:15 – 10:30	Introductions & Workshop Expectations	ICLEI-Local Governments for Sustainability
Wetland Training for Political Leadership		
10:30 – 10:45	What are wetlands and why are they valuable?	ICLEI-Local Governments for Sustainability
10:45 – 11:15	Introducing the LAB: Wetlands South Africa Project	ICLEI-Local Governments for Sustainability
11:15 -11:30	Introducing the GEF 5 Project & Ecological Infrastructure Challenge Fund	SANBI
Pledging Commitment to the Environment		
11:30 -11:45	Introducing the Durban Commitment	ICLEI-Local Governments for Sustainability
11:45 - 12:00	Key Note Address	EDM Executive Mayor Cllr J Sidell
12:00- 12:15	Signing the Durban Commitment	ICLEI-Local Governments for Sustainability
12:15- 12:30	Photo Opportunity & Workshop Closure	Facilitator and Ehlanzeni District Municipality
12:30-13:00	Lunch	








Local Action for Biodiversity (LAB): Wetlands SA Political Leader Workshop iLembe District Municipality

Date: 26th July 2017

Venue: Council Chambers, iLembe District Municipality, KwaDukuza

Workshop Report

SUMMARY:

On **26th July 2017**, iLembe District Municipality (IDM) and ICLEI – Local Governments for Sustainability (ICLEI Africa) co-hosted the “LAB: Wetlands SA: iLembe District Municipality Political Leader Workshop” at the Council Chambers of iLembe District Municipality in KwaDukuza as part of IDM’s involvement in the Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) project.

The workshop aimed to improve key iLembe District Municipality political leaders’ understanding of the value of biodiversity and wetlands in particular. The workshop had three main objectives: (1) to raise awareness of what wetlands are as well as the services they provide; (2) to present the LAB: Wetlands SA project and highlight the key project outputs to date including the iLembe District Municipality Wetland Report, the iLembe Wetland Profile and to showcase the LAB: Wetlands SA video and (3) to encourage the iLembe District Municipality Mayor to sign the Durban Commitment to cement iLembe District Municipality’s commitment to protecting biodiversity and wetlands within the district.

The workshop entailed several presentations given by ICLEI Africa, Working for Wetlands and the KwaZulu Natal Wetland Forum (KZN Wetland Forum). Meaningful discussion occurred throughout the workshop. The Durban Commitment was signed at the end of the workshop by Mayor Gumede, the iLembe District Municipality Mayor.

Attendants at the workshop included the iLembe District Municipality Mayor, Councilors from iLembe District Municipality and members of the iLembe District Municipality EXCO Committee. Also in attendance were key technical staff from within the district and local municipalities as well as some representatives from DEA Local Government Support. Throughout the day, all discussions were facilitated by Kirsty Robinson from ICLEI Africa.



WORKSHOP OBJECTIVES:

Political Leader Workshops are one of the key outputs of the LAB: Wetlands SA project (for background, see **Annex 1**). These workshops are intended to build upon the 'Wetland Awareness Raising' Workshops held during 2015 and 2016 with the project municipalities; however these awareness raising workshops are aimed specifically at the political leaders.

Given the decision-making role of the political leaders, a lack of understanding and valuing of biodiversity, and why it is important in a municipal context, is hampering the ability of local governments to play a more proactive role in this area, and sees decisions being made that discount environmental considerations. The objective of the political leader workshops is to improve the key political leaders' knowledge and understanding of the value of biodiversity, and wetlands in particular, to facilitate better decision making around biodiversity and wetlands. The workshops are also intended to facilitate the signing of the Durban Commitment by the district municipality Mayor.

Based on previous discussions with IDM and the internal requirements of the municipality, the iLembe Political Leader Workshop was aimed at the iLembe District Municipal Mayor, key political leaders within the iLembe District Municipality (EXCO Members and Councilors) as well as key political representatives from the local municipalities within iLembe District Municipality. The key aims of the workshop were to:

1. To raise awareness of what wetlands are as well as the services they provide;
2. To present the LAB: Wetlands SA project and highlight the key outputs to date including the iLembe District Municipality Wetland Report, the iLembe Wetland Profile and to showcase the LAB: Wetlands SA video; and
3. To encourage that the iLembe District Municipality Mayor signs the Durban Commitment to cement iLembe District Municipality's commitment to protecting biodiversity within the district.

A copy of the workshop agenda is attached as **Annex 2**.

WELCOME AND INTRODUCTIONS

The workshop was included as an agenda item as part of a formal iLembe District Municipal Council meeting. Linda Mncube of iLembe District Municipality introduced ICLEI to the Mayor and Councilors and outlined the objectives of the workshop. This was followed by a short introductory speech from Kirsty Robinson, Professional Officer at ICLEI Africa.

All people present at the workshop were given copies of the Wetland Profile as well as a brochure on the LAB: Wetlands SA Project and a brochure on the Durban Commitment.

WHAT IS A WETLAND

Mbali Kubheka of Working for Wetlands gave the first presentation of the day with a detailed presentation around wetlands. The presentation highlighted what a wetland is, what wetland indicators are (e.g. soil and vegetation), what are wetland ecosystem services (e.g. flood attenuation etc.) and what are the key threats to wetlands. The presentation aimed to both raise

awareness of the value of wetlands within the district as well highlight the role of local governments in wetland management.



Figure 1: Mbali Kubheka presenting to the iLembe District Municipality Council.

INTRODUCING THE LAB: WETLANDS SA PROJECT

Following Ms. Kubheka's presentation, Kirsty Robinson of ICLEI – Local Governments for Sustainability introduced the LAB: Wetlands SA project to the group. As part of the presentation, Kirsty highlighted the aims and objectives of the project as well as the key deliverables to date noting particularly the 'Awareness Raising Workshop' held in February 2016, the Wetland Report and Wetland Profile which were both published in March 2017 and the Wetland Video which was finalised in April 2017.

The presentation was also used as a platform to introduce the iLembe District Municipality Wetland Strategy and Action Plan (WSAP), which is currently in the final stages of development, to the Councilors. The aims and objectives of the WSAP were explained to the Councilors as well as expected timeframes for the document to be presented to Council. There was general agreement amongst all present that the WSAP is something that is needed at this time.

"We now understand the issues at hand and through this Strategy, we are ready to do the work that needs to be done."

Mayor S. Gumede, iLembe District Municipality

In closing, the presentation highlighted deliverables still to be achieved as part of the project, namely the Implementation Project, Wetland Management Guidelines, the iLembe Case Study and attendance at the final National Wetlands Indaba. Thereafter, the Wetland Video was shown.

KZN WETLAND FORUM

Throughout the workshop, the value of partnerships and working together was emphasized. The KwaZulu Natal (KZN) Wetland Forum was invited to present at the workshop. Ms. Cherise Acker presented on behalf of the forum. The KZN Wetland Forum presentation highlighted the vision and mission of the forum and who currently attends the forum.

iLembe District Municipality was invited to participate in the forum to share knowledge around wetlands as well as utilise the forum for support in wetland related projects. It was highlighted that through collaboration and shared knowledge systems, wetland initiatives can be supported in both the public and private sectors.

DEMONSTRATING A COMMITMENT TO BIODIVERSITY: SIGNING THE DURBAN COMMITMENT

To introduce the Durban Commitment, Ms. Ulrike Irlich gave a short overview presentation on the Durban Commitment. Some background on the history of the Durban Commitment was given along with information on what the Durban Commitment actually is; namely a non-binding commitment and model made by local government, for local government and the communities they serve, to protect and enhance biodiversity at the local level. It was highlighted that the Durban Commitment was initially signed in 2008 and since then has been signed by over 50 local municipalities and/ or cities around the world.

Prior to extending the invitation to sign the Durban Commitment, the iLembe District Municipal Mayor, Mayor S. Gumede, was invited to say a few words to commemorate the occasion. Some of the key sentiments from the day are provided below:

"Through the presentations given today, we are now empowered. We can tackle these issues together, if we stand together. We want to stand up and commit to protecting our rivers and wetlands"

Mayor S Gumede, iLembe District Municipality

Following the statement given by the iLembe District Municipality Mayor, the Mayor was invited by ICLEI – Local Governments for Sustainability to sign the Durban Commitment.

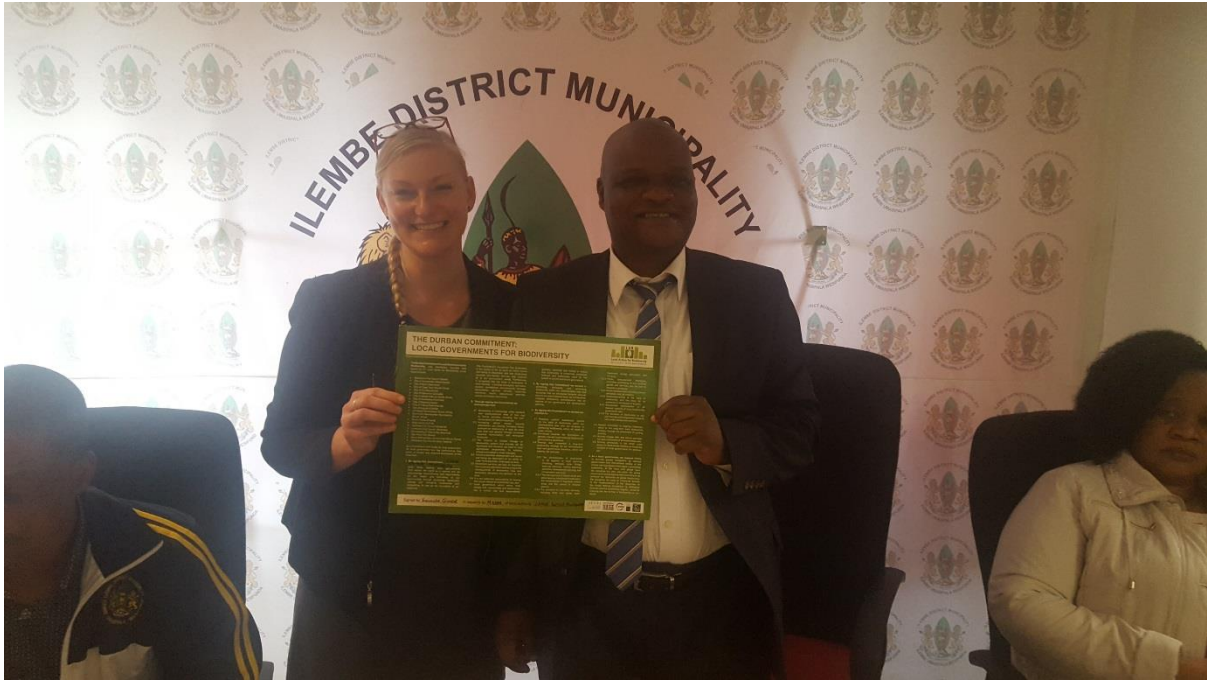


Figure 2: iLembe demonstrates a commitment to protecting biodiversity through signing the Durban Commitment.

WRAPPING UP & WAY FORWARD

Following the signing of the Durban Commitment, Ms. Robinson reiterated the next step for iLembe District Municipality in the LAB Wetlands SA project and thanked the stakeholders for attending and for participating so actively in the workshop. The workshop was then brought to a close.

Annex 1: Project background

Wetlands are high-value ecological infrastructure, providing essential ecosystem services such as clean water, clean air, food, medicines, flood regulation, water storage and habitat for biodiversity. Wetlands also play a role in disaster risk reduction, and their effective governance could lessen the negative effects of climate change through, for example, flood risk reduction, temperature regulation and water and food security for communities.

However, wetlands are South Africa's most threatened ecosystems, with 48% of wetland ecosystems critically endangered, resulting in an urgent need to increase awareness of wetland importance; and to develop the capacity of local governments to incorporate natural wetland resource objectives into municipal governance mechanisms and Integrated Development Planning, as well as to implement and fund projects on the ground.

In South Africa, there is a wealth of national environmental policies, however, mechanisms for mainstreaming biodiversity through all spheres of government needs to be strengthened. Lack of staff capacity, budget constraints, absence of participatory governance, lack of political leadership and public awareness and support, as well as deficiencies in relevant guidance, tools and resources, make wetland biodiversity planning and management a neglected component of our country's municipal governance.

The Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) programme's key goal is 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.

The key objectives of the LAB Wetlands SA programme are as follows:

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.

The LAB: Wetlands SA programme is implemented by ICLEI – Local Governments for Sustainability – Africa Secretariat (ICLEI Africa), and funded by the USAID. This programme works in partnership with 9 District Municipalities and 2 Metropolitan Municipalities throughout South Africa. All project outputs, including the Municipality Wetland Report, Wetland Profile and Wetland Awareness Raising Short Film, can be downloaded from the project website:

<http://cbc.iclei.org/project/lab-wetlands-sa/>

Annex 2: Agenda

ILEMBE DISTRICT MUNICIPALITY

POLITICAL LEADER WETLANDS AWARENESS RAISING WORKSHOP

AGENDA

Date: 26th July 2017
Venue: iLembe District Municipality Board Room

09:30 – 10.00	<i>Registration (Signing of the Attendance Register)</i>	
Opening of the Workshop		
10:00 – 10:15	Welcome by iLembe District Municipality	iLembe District Municipal Manager
10.15 – 10.30	Workshop Introductions & Expectations	ICLEI-Local Governments for Sustainability
Wetland Training for Political Leaders		
10.30- 10.50	What are Wetlands and why are they valuable?	Working for Wetlands
10.50- 11.15	Introducing the LAB: Wetlands South Africa Project	ICLEI-Local Governments for Sustainability
11.15- 11.30	The Value of Municipal Participation in the KZN Wetland Forum	KZN Wetlands Forum
Pledging Commitment to the Environment		
11.30- 11.45	Introducing the Durban Commitment	ICLEI-Local Governments for Sustainability
11.45 – 12.00	Key Note Address	iLembe District Municipal Mayor
12.00- 12.15	Signing the Durban Commitment	ICLEI-Local Governments for Sustainability
12.15- 12.30	Photo Opportunity & Workshop Closure	ICLEI-Local Governments for Sustainability and iLembe District Municipality
12:30 – 13:00	<i>Lunch</i>	



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Local Action for Biodiversity (LAB): Wetlands SA Political Leader Workshop Waterberg District Municipality

Date: 27 September 2017

Venue: Nylsvlei Nature Reserve, Modimolle-Mookgopong Local Municipality.

Workshop Report

SUMMARY:

Waterberg District Municipality (WDM) recently hosted a wetlands awareness raising workshop for political leaders of both the district and local municipalities. The workshop, facilitated by ICLEI – Local Governments for Sustainability (ICLEI Africa), formed part of WDM's involvement in the Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) project.

The workshop was held at the Nylsvlei Nature Reserve and aimed to improve key district and local political leaders' understanding of the value of biodiversity, with a focus on wetlands and its links to tourism. The three main workshop objectives achieved include: (1) to raise awareness of what wetlands are as well as the services they provide; (2) to present the LAB: Wetlands SA project and highlight the key project outputs to date, including the Waterberg Wetland Report, the Waterberg Wetland Profile and Waterberg Wetland Strategy and Action Plan; (3) to encourage the district and local Executive Mayors to sign the Durban Commitment to cement their respective municipalities' commitment to protecting biodiversity. Presentations from ICLEI and the Limpopo Department of Economic Development, Environment and Tourism (LEDET) provided attendees with an overview of wetlands in general, coupled with information on wetlands and its links to tourism from a Waterberg and Limpopo context. The Durban Commitment was signed by not only the Acting Waterberg District Municipality Mayor but also by the Modimolle-Mookgopong Local Municipality Executive Mayors, who were all present at and contributed to the event.



The workshop was very well attended, with a diverse group of attendees ranging from Councillors and technical staff from WDM, Modimolle-Mookgoong, Thabazimbi, BelaBela and Mogalakwena Local Municipalities. Other attendees included the national Department of Environmental Affairs (DEA) and LEDET. The stakeholders acknowledged the challenges, as well as the opportunities for improved wetland management and protection, and are well aware and committed to the vital role they, as local authorities, can play to contribute to improved environmental management in the region.

WORKSHOP OBJECTIVES:

Political Leader Workshops are one of the key outputs of the LAB: Wetlands SA project (for background, see **Annex 1**). These workshops are intended to build upon the 'Wetland Awareness Raising' Workshops held during 2015 and 2016; however these awareness raising workshops are aimed specifically at the political leaders.

Given the decision-making role of the political leaders, a lack of understanding and valuing of biodiversity, and why it is important in a municipal context, is hampering the ability of local governments to play a more proactive role in this area, and sees decisions being made that discount environmental considerations. The objective of the political leader workshops is to improve the key political leaders' knowledge and understanding of the value of biodiversity, and wetlands in particular, to facilitate better decision making around biodiversity and wetlands. The workshops are also intended to facilitate the signing of the Durban Commitment by the district municipality Mayor.

Based on previous discussions with WDM and the internal requirements of the municipality, the WDM Political Leader Workshop was aimed at key political leaders within the district and local municipalities (Executive Mayor(s), Members of Mayoral Committees (MMC's), Councilors etc.).

A copy of the workshop agenda is attached as **Annex 2**.

WELCOME AND FORMAL INTRODUCTIONS

LIM 368 Municipality Mayor, Marlene Van Staden (also the host as the Nylsvlei Nature Reserve falls within the LIM 368 boundary) welcomed all the delegates to the workshop.

WDM Acting Executive Mayor, Rosina Boloka opened the workshop with a short speech to formally welcome district and local political leaders and staff, external stakeholders and ICLEI Africa to the workshop. She highlighted the fact that WDM acknowledges the need to manage and protect its wetland ecosystems and expressed the district commitment toward conserving its biodiversity.

COUNCILLOR WETLAND TRAINING

Ms. Ulrike Irlich (UI) of ICLEI did a wetlands focused presentation, which essentially aimed to both introduce and give an overview of wetlands, raise awareness of the value of wetlands and emphasise the wetland related situation within the district. It was noted that 50% of wetlands within South Africa have been destroyed already and that 48% of the remaining 50% of wetlands are critically endangered. The presentation then went on to provide detailed information on what a wetland is, how wetlands can be identified and why wetlands are considered to be valuable to WDM. The presentation also highlighted the threats which wetlands within the district and the

Limpopo province are facing and the role that the district and locals can play in protecting and improving the management of wetlands.

The second talk of the event saw Ryan Fisher of ICLEI, who also facilitated the workshop, profiled ICLEI and the LAB: Wetlands SA project. The presentation opened with a brief introduction of ICLEI-Local Governments for Sustainability and the projects done by ICLEI both globally and regionally. Thereafter the presentation shifted focus to the LAB: Wetlands SA Project. First off the rationale behind choosing to focus on wetlands specifically within the project municipalities was highlighted. The presentation also highlighted the aims and objectives of the project, in addition to the key deliverables to date; noting particularly the 'Awareness Raising Workshop' held in 2015, the Wetland Report and Wetland Profile and the Wetland Video which was finalised in June 2017. The Wetland Report and Profile were officially launched at the workshop and copies were given to selected attendees including LEDET, WDM, LIM 368 and the Waterberg Biosphere Reserve.

LAUNCHING OF THE WDM TOOLS

Two of the key outputs of the project in Waterberg are the Waterberg Wetland Report (WR) and Wetland Strategy and Action Plan (WSAP). These documents were developed by means of comprehensive and intensive stakeholder consultation, collaboration and desktop research. The WR seeks to accommodate all existing wetland related information for the district, which can be used as both an awareness raising and information tool, whilst the WSAP provides the district with a clear vision and plan for the management and protection of its wetland ecosystems. Ms Nozi Molteno, who is seconded to WDM as part of Department of Environmental Affairs' Local Government Support programme, introduced and launched both documents at the event, with the documents welcomed and well received by all. Signed copies of the WR were handed over to key stakeholders including LEDET, WDM, LIM 368 and the Waterberg Biosphere Reserve. She also provided an intro and overview of the Waterberg Environment & Biodiversity Consecration (WEBC) Forum – highlighting how the forum was established and aims to be the custodians for environmental management in the region.



Figure 1: Signed Waterberg Wetland Reports being issued to VIP delegates.

COUNCILLOR TRAINING: COLLABORATION

Mr. Nelson Luvhengo of the LEDET Tourism Section presented on the work of the department across the province, with a specific focus on wetlands and eco-tourism. The presentation provided a Limpopo context specific overview of the state of and impacts on wetlands, as well as LEDET initiatives regarding wetlands management and protection and the department's efforts towards driving the tourism sector provincially.

DEMONSTRATING A COMMITMENT TO BIODIVERSITY: MAYORS SIGNING THE DURBAN COMMITMENT

To introduce the Durban Commitment, UI gave a brief presentation to give an overview of the Durban Commitment. Some background on the history of the Durban Commitment was given along with information on what the Durban Commitment actually is; namely a non-binding commitment and model made by local government, for local government and the communities they serve, to protect and enhance biodiversity at the local level. It was highlighted that the Durban Commitment was initially signed in 2008 and since then has been signed by over 50 local municipalities and/or cities around the world.



Figure 2 and 3: Waterberg demonstrates commitment to protecting biodiversity through signing the Durban Commitment. Cllr Rosina Boloka, Waterberg Acting Executive Mayor (left), Cllr Marlene Van Staden, LIM 368 Municipality Mayor (right).

The day's proceedings was ended in sublime style. The workshop delegation took a short walk to an open space near the Nylsvlei Nature Reserve offices to commemorate the day by planting a tree indigenous to the Waterberg region. Political leaders were urged to join in and participate in the planting proceedings to resolute and solidify the wetland management work in the district going forward.



Figure 4, 5 and 6: The tree planting proceedings at the WDM Political Leader workshop

Annex 1: Project background

Wetlands are high-value ecological infrastructure, providing essential ecosystem services such as clean water, clean air, food, medicines, flood regulation, water storage and habitat for biodiversity. Wetlands also play a role in disaster risk reduction, and their effective governance could lessen the negative effects of climate change through, for example, flood risk reduction, temperature regulation and water and food security for communities.

However, wetlands are South Africa's most threatened ecosystems, with 48% of wetland ecosystems critically endangered, resulting in an urgent need to increase awareness of wetland importance; and to develop the capacity of local governments to incorporate natural wetland resource objectives into municipal governance mechanisms and Integrated Development Planning, as well as to implement and fund projects on the ground.

In South Africa, there is a wealth of national environmental policies, however, mechanisms for mainstreaming biodiversity through all spheres of government needs to be strengthened. Lack of staff capacity, budget constraints, absence of participatory governance, lack of political leadership and public awareness and support, as well as deficiencies in relevant guidance, tools and resources, make wetland biodiversity planning and management a neglected component of our country's municipal governance.

The Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) programme's key goal is 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.

The key objectives of the LAB Wetlands SA programme are as follows:

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.

The LAB: Wetlands SA programme is implemented by ICLEI – Local Governments for Sustainability – Africa Secretariat (ICLEI Africa), and funded by the USAID. This programme works in partnership with 9 District Municipalities and 2 Metropolitan Municipalities throughout South Africa. All project outputs, including the Municipality Wetland Report, Wetland Profile and Wetland Awareness Raising Short Film, can be downloaded from the project website:

<http://cbc.iclei.org/project/lab-wetlands-sa/>

Annex 2: Agenda

POLITICAL LEADERS ENVIRONMENT/WETLANDS/TOURISM AWARENESS RAISING WORKSHOP & WEBC FORUM Waterberg District Municipality Agenda

Date: 27 SEPTEMBER 2017
Venue: NYLSVLEI NATURE RESERVE (RAMSAR SITE), LIM 368 Local Municipality
Facilitator: MR RYAN FISHER

09:00 – 10:00	<i>Tea & Registration (Signing of the Attendance Register)</i>	
10:00 – 10:10	Official welcoming and opening	LIM 368 Local Municipality: Honorable Mayor
10:10 – 10:30	Formal Introduction of the MEC	Waterberg District Municipality: Honourable Executive Mayor
	Key Note Address	Honourable LEDET MEC
10:30 – 11:30	Wetland Training for Political Leaders: The Wetland Training session will address the following: <ul style="list-style-type: none"> - What are Wetlands and why are they valuable? - Who is ICLEI & ICLEI's Flagship projects - An overview of the LAB: Wetlands South Africa Programme and project implementation within Waterberg District Municipality. - Overview of WEBC Forum and Launch of the WDM Wetlands Report. - Presentation on the Limpopo Tourism. "Wetlands Conservation for Eco-Tourism Prosperity" <ul style="list-style-type: none"> - Overview of the Wetland Strategy and Action Plan 2017-2030. - Showing of the LAB: Wetlands SA video 	ICLEI <i>Ms. Ulrike Irlich</i> ICLEI Facilitator <i>Mr. Ryan Fisher</i> Department of Environmental Affairs <i>Ms. Nozi Molteno</i> LEDET Tourism Section <i>Mr. Nelson Luvhengo</i> ICLEI Facilitator <i>Mr. Ryan Fisher</i>
11:30 – 12:00	The Durban Commitment <ul style="list-style-type: none"> • Introductory presentation by facilitator • Mayor(s) to sign Durban Commitment (including photo opportunity). 	ICLEI <i>Ms. Ulrike Irlich</i>
12:00 – 13:00	FIELD TRIP AND TREE PLANTING: (Showcasing the RAMSAR SITE) <ul style="list-style-type: none"> • Guided field trip to Nylsvlei Wetland. • Commemorative tree planting ceremony 	Nylsvlei Reserve Manager
13:00 – 14:00	LUNCH	
14:00 – 15:30	FORMAL NETWORKING AND TRAVELLING	





Local Action for Biodiversity (LAB): Wetlands SA Political Leader Workshop West Rand District Municipality

Date: 1 August 2017
Venue: West Rand District Municipality, Imbizo Chambers, Randfontein.

Workshop Report

SUMMARY:

West Rand District Municipality (WRDM) recently hosted a wetlands awareness raising workshop for political leaders of both the district and three local municipalities. The workshop which was facilitated by ICLEI – Local Governments for Sustainability (ICLEI Africa), formed part of WRDM's involvement in the Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) project.

The workshop was held at the WRDM Imbizo Chamber and aimed to improve key district and local political leaders' understanding of the value of biodiversity, with a focus on wetlands in particular. The three main workshop objectives achieved include: (1) to raise awareness of what wetlands are as well as the services they provide; (2) to present the LAB: Wetlands SA project and highlight the key project outputs to date, including the West Rand Wetland Report, the West Rand Wetland Profile and West Rand Wetland Strategy and Action Plan; (3) to encourage the district and local Executive Mayors to sign the Durban Commitment to cement their respective municipalities' commitment to protecting biodiversity. Presentations from ICLEI and the Gauteng Department of Agriculture and Rural Development (GDARD) provided attendees with an overview of wetlands in general, coupled with information on wetlands from a West Rand and Gauteng context. The Durban Commitment was signed by not only the West Rand District Municipality Mayor but also by the Merafong City and Rand West Local Municipalities Executive Mayors, who were all present at and contribute to the event.

The workshop was very well attended, with a diverse group of attendees ranging from Councillors and technical staff from WRDM, Merafong City, Rand West and Mogale City Local Municipalities. Other attendees included the national Department of Environmental Affairs (DEA) and GDARD (whom also represented the Gauteng Wetlands Forum - GWF). The event was an ideal platform for engagement, and saw attendees stress important challenges currently being experienced throughout the district, which relates to wetlands. The stakeholders acknowledged the challenges, as well as the opportunities for improved wetland management and protection, and are well aware and committed to the vital role they, as local authorities, can play to contribute to improved environmental management in the region.



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WORKSHOP OBJECTIVES:

Political Leader Workshops are one of the key outputs of the LAB: Wetlands SA project (for background, see **Annex 1**). These workshops are intended to build upon the 'Wetland Awareness Raising' Workshops held during 2015 and 2016; however these awareness raising workshops are aimed specifically at the political leaders.

Given the decision-making role of the political leaders, a lack of understanding and valuing of biodiversity, and why it is important in a municipal context, is hampering the ability of local governments to play a more proactive role in this area, and sees decisions being made that discount environmental considerations. The objective of the political leader workshops is to improve the key political leaders' knowledge and understanding of the value of biodiversity, and wetlands in particular, to facilitate better decision making around biodiversity and wetlands. The workshops are also intended to facilitate the signing of the Durban Commitment by the district municipality Mayor.

Based on previous discussions with WRDM and the internal requirements of the municipality, the WRDM Political Leader Workshop was aimed at key political leaders within the district and local municipalities (Member of Mayoral Committee (MMC's), Councilors etc.).

A copy of the workshop agenda is attached as **Annex 2**.

WELCOME AND INTRODUCTIONS

WRDM MMC for Environment, Alderman Thembi Matuwane, opened the workshop with a short speech to welcome district and local political leaders and staff, external stakeholders and ICLEI Africa to the workshop. Welcome gifts packs containing the WRDM Wetland Report and Profile as well as key ICLEI tools and guidelines were distributed to the workshops attendees. A round of introductions followed, allowing attendees to introduce themselves, see who is in the room and help "break the ice" to set the tone for the rest of the event.

COUNCILLOR WETLAND TRAINING

Ms. Kirsty Robinson of ICLEI did a wetlands focused presentation, which essentially aimed to both introduce and give an overview of wetlands, raise awareness of the value of wetlands and emphasise the wetland related situation within the district, It was noted that 50% of wetlands within South Africa have been destroyed already and that 48% of the remaining 50% of wetlands are critically endangered. The presentation then went on to provide detailed information on what a wetland is, how wetlands can be identified and why wetlands are considered to be valuable to WRDM. The presentation also highlighted the threats which wetlands within the district are facing and the role that the district and locals can play in protecting and improving the management of wetlands.

The second talk of the event saw Ryan Fisher of ICLEI, who also facilitated the workshop, profiled ICLEI and the LAB: Wetlands SA project. The presentation opened with a brief introduction of ICLEI-Local Governments for Sustainability and the projects done by ICLEI both globally and regionally.

Thereafter the presentation shifted focus to the LAB: Wetlands SA Project. First off the rationale behind choosing to focus on wetlands specifically within the project municipalities was highlighted. Once a rationale for the LAB: Wetlands SA Project had been provided, the presentation then went on to highlight the aims and objectives of the project and highlight the key deliverables to date; noting particularly the 'Awareness Raising Workshop' held in 2015, the Wetland Report and Wetland Profile and the Wetland Video which was finalised in June 2017. The Wetland Report and Profile were officially launched at the workshop and copies were given to the attending participants.

COUNCILLOR TRAINING: COLLABORATION

Another important element of the event was the attendance and participation of the Gauteng Department of Agriculture and Rural Development (GDARD) and the Gauteng Wetlands Forum. Mr. Tebogo Nkadimeng of GDARD presented on the work of the department across the province, alluding to the historic change of land-use in Gauteng since the discovery of gold in the late 1890's which has had a severe effect on the ecological health on most of the rivers and wetlands in the Gauteng Province. The presentation provided a Gauteng context specific overview of the state of and impacts on wetlands, as well as GDARD initiatives regarding wetlands management and protection.

It was also stressed that the West Rand municipalities should aim to be a part of the Gauteng Wetland Forum and enhance engagement with other spheres of government and relevant external stakeholders.

Municipalities can get in touch with GDARD and The GWF through the contacts below.

Contact Details

▪ **Nkadimeng Tebogo**
Tel: 011 240 2697
Email: Tebogo.nkadimeng@gauteng.gov.za

▪ **Khumalo Happy**
Tel: 011 240 2706
Email: Happy.khumalo@gauteng.gov.za

▪ **Gohell Ashla**
Tel: 011 240 3453
Ashla.gohell@gauteng.gov.za

▪ **Mashau Bismark**
Tel: 011 240 3456
Mpfareleni.mashau@gauteng.gov.za

Website: www.qdard.qpg.gov.za

Green Scorpion
Green.scorpions@gauteng.gov.za

DEMONSTRATING A COMMITMENT TO BIODIVERSITY: WRDM EXECUTIVE MAYOR SPEECH AND SIGNING THE DURBAN COMMITMENT

To introduce the Durban Commitment, Ms. Kirsty Robinson gave a brief presentation to give an overview of the Durban Commitment. Some background on the history of the Durban Commitment was given along with information on what the Durban Commitment actually is; namely a non-binding commitment and model made by local government, for local government and the communities they serve, to protect and enhance biodiversity at the local level. It was highlighted that the Durban Commitment was initially signed in 2008 and since then has been signed by over 50 local municipalities and/ or cities around the world.

Prior to extending the invitation to sign the Durban Commitment, Cllr Boyce Maneli, West Rand District Municipality Executive Mayor, addressed the delegation to commemorate the occasion. Mayor Maneli's speech adopted a very positive note, stressing the need for collaboration throughout, emphasizing how working together and smarter can yield positive results no matter what the challenge. The WRDM Mayor also pledged the municipality's commitment towards the protection, conservation and improved management of the environment. Additional key statements from the Mayor's speech are provided below:

"In service, you need the political will from the political arm as well as the competency from the implementers. When those two work together, we are guaranteed results."

"The mistake that we make is to think that an individual has to be responsible. We have to move away from silo planning."

Following the Mayors address, the Executive Mayors of West Rand, Merafong City and Rand West were invited to sign the Durban Commitment.



Figure 1: West Rand demonstrates a commitment to protecting biodiversity through signing the Durban Commitment. From left to right: Cllr Mzi Khumalo, Rand West LM Executive Mayor (left), Cllr Boyce Maneli, West Rand District Municipality Executive Mayor (centre), Cllr Maphefo Letsie, Merafong City LM Executive Mayor (right).

WRAPPING UP & WAY FORWARD

Following the signing of the Durban Commitment, the facilitator highlighted in closing that the next step for West Rand District Municipality in the LAB Wetlands SA project is to submit a wetland specific project proposal to ICLEI for possible funding consideration later this year. Rand West LM Executive Mayor Cllr Khumalo officially closed the event by thanking ICLEI and all the stakeholders for attending and for participating so actively in the workshop. The workshop was then brought to a close.



Figure 2: Participants of the West Rand District Municipality Political Leader Workshop.

"It is only when the last water in the river has dried up and the last fish is dead that we shall realise we will not drink or eat money" – unknown source.

Annex 1: Project background

Wetlands are high-value ecological infrastructure, providing essential ecosystem services such as clean water, clean air, food, medicines, flood regulation, water storage and habitat for biodiversity. Wetlands also play a role in disaster risk reduction, and their effective governance could lessen the negative effects of climate change through, for example, flood risk reduction, temperature regulation and water and food security for communities.

However, wetlands are South Africa's most threatened ecosystems, with 48% of wetland ecosystems critically endangered, resulting in an urgent need to increase awareness of wetland importance; and to develop the capacity of local governments to incorporate natural wetland resource objectives into municipal governance mechanisms and Integrated Development Planning, as well as to implement and fund projects on the ground.

In South Africa, there is a wealth of national environmental policies, however, mechanisms for mainstreaming biodiversity through all spheres of government needs to be strengthened. Lack of staff capacity, budget constraints, absence of participatory governance, lack of political leadership and public awareness and support, as well as deficiencies in relevant guidance, tools and resources, make wetland biodiversity planning and management a neglected component of our country's municipal governance.

The Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) programme's key goal is 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.

The key objectives of the LAB Wetlands SA programme are as follows:

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.

The LAB: Wetlands SA programme is implemented by ICLEI – Local Governments for Sustainability – Africa Secretariat (ICLEI Africa), and funded by the USAID. This programme works in partnership with 9 District Municipalities and 2 Metropolitan Municipalities throughout South Africa. All project outputs, including the Municipality Wetland Report, Wetland Profile and Wetland Awareness Raising Short Film, can be downloaded from the project website:

<http://cbc.iclei.org/project/lab-wetlands-sa/>

Annex 2: Agenda

WEST RAND DISTRICT MUNICIPALITY

POLITICAL LEADER WETLANDS AWARENESS RAISING WORKSHOP

AGENDA

Date: 1 August 2017
Time: 10:30 – 14:00
Venue: West Rand District Municipality Imbizo Chambers

10:30 – 11:00	Registration	
11:00 – 11:15	Welcome by West Rand District Municipality	Executive Mayor: West Rand District Municipality
11:15 – 11:30	Introductions & Workshop Expectations	Facilitator (ICLEI)
11:30 – 12:14	Wetland Training for Political Leaders The Wetland Training session will address the following: <ul style="list-style-type: none"> - Who is ICLEI & ICLEI's Flagship projects - An overview of the LAB: Wetlands South Africa Programme and project implementation within West Rand District Municipality. - What are Wetlands and why are they valuable? - Overview and launch of the Wetland Report. - Overview of the Wetland Strategy and Action Plan. - Potential future partnership between ICLEI and West Rand DM. - Showing of the LAB: Wetlands SA video 	Facilitator (ICLEI)
12:15 - 12:30	Key Note Address	Executive Mayor: West Rand District Municipality
12:30 - 13:00	The Durban Commitment <ul style="list-style-type: none"> • Introductory presentation by facilitator • Mayor (s) to sign Durban Commitment (including photo opportunity). 	Facilitator (ICLEI)
13:00 – 14:00	Closure & Lunch	Facilitator and West Rand DM



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Local Action for Biodiversity (LAB): Wetlands South Africa Implementation Project

Call for Project Proposals

PROJECT BACKGROUND

Wetlands provide valuable ecosystem services to communities, such as providing water security, buffering against extreme flood and drought events and providing raw materials and food to humans and animals. However, wetlands are South Africa's most threatened ecosystems, with 48% of wetland ecosystems critically endangered, resulting in an urgent need to improve wetland management across the country.

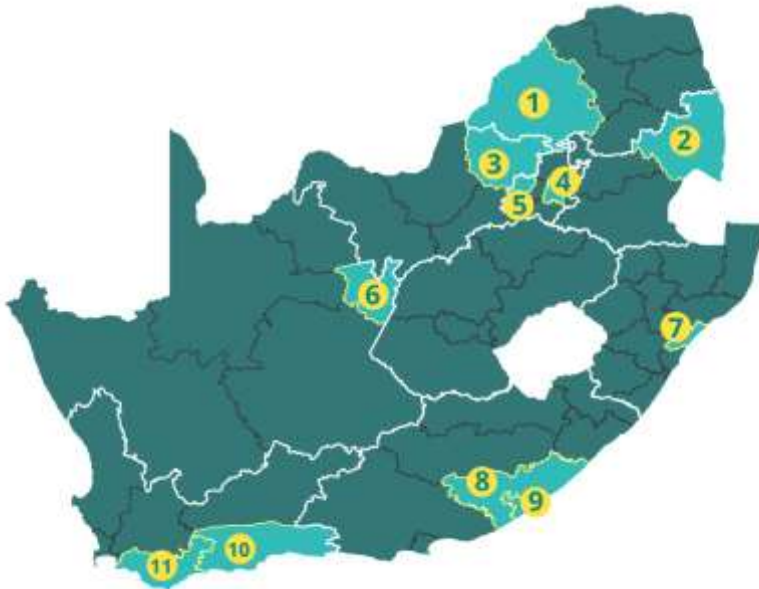
The Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) Project works with 11 municipalities across South Africa to build institutional capacity and develop local policies for integrating biodiversity, specifically wetlands, across local government departments. In the long-term, the programme seeks to contribute to disaster risk-reduction and resilience to climate change, through effective management of wetlands and enhancing ecosystem services.

The project is implemented by ICLEI - Local Governments for Sustainability, Africa Secretariat (ICLEI AS), through the ICLEI Cities Biodiversity Center (CBC) with key partners; namely the South African Biodiversity Institute (SANBI), South African Local Government Association (SALGA), the Department of Environmental Affairs (DEA) and Working for Wetlands (WfW). The project is funded by the United States Agency for International Development (USAID).

The project is being implemented in 9 district and 2 metropolitan municipalities in South Africa. More information on the project and supporting documentation can be found on <http://cbc.iclei.org/project/lab-wetlands-sa/>



LAB: Wetlands SA Project Municipalities



Project Municipalities:

- 1) Waterberg
- 2) Ehlanzeni
- 3) Bojanala Platinum
- 4) Ekurhuleni
- 5) West Rand
- 6) Frances Baard
- 7) iLembe
- 8) Amathole
- 9) Buffalo City
- 10) Eden
- 11) Overberg

TERMS OF REFERENCE

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.

Funding will be allocated to service providers and / or other implementing agents for proposals which have been pre-approved and are being supported by the municipality and which best fit the eligibility criteria stipulated below. Individual grants will be capped at R 400 000 per project proposal. Service providers and / or implementing agents are encouraged to submit more than one project proposal, which meet the eligibility and selection criteria set out below.

Eligibility Criteria

- 1) Proposals submitted must have written municipal approval of the appropriate authority (e.g. head of relevant department or municipal manager, etc.). This must be indicated in writing and submitted as part of the proposal submission. For the

purpose of initial registration, a written “in principle” support from the relevant Municipal Manager will be sufficient.

- 2) Proposals must have a strong wetland focus.
- 3) Where appropriate, interventions requiring permits/licences/environmental authorisation need to have the requisite permissions in place prior to proposal submission in order to qualify. The requisite permission must be included as part of the proposal submission.

Selection Criteria

- 1) Projects must align with the overall LAB: Wetlands SA Project goal: namely to protect priority natural wetland resources, thus enabling the supply of ecosystem services and promoting resilient communities under a changing climate within South Africa. Hence, projects must contribute to wetland management or protection, but can include projects which will benefit different and preferably multiple municipal functions (e.g. disaster risk, infrastructure, planning etc.).
- 2) Projects should align with municipal needs, many of which have been identified during engagements with the LAB: Wetlands SA project (Draft Wetland Strategy and Action Plans are available on the website). Preferably, selected projects should be adopted by Council or be acknowledged and incorporated into the IDP. Existing projects that have previously been identified (e.g. in the IDP/SDBIP) that require funding (start up or top up) or have already been adopted by Council can also be submitted.
- 3) Project proposals need to demonstrate contributions to job creation, livelihoods and poverty alleviation, as appropriate. Project proposals which include community participation and address gender will have a higher chance of being accepted.
- 4) Service providers and / or other implementing agents must partner with the relevant municipality to design the projects. Successful implementing agents will be contracted by ICLEI Africa to carry out the implementation of the project in close cooperation with the relevant municipalities. A Service Level Agreement will be drawn up between the implementing agent, the municipality and ICLEI Africa and payments will be made to the implementing agent according to a payment schedule and completed activities.
- 5) Applicants are encouraged to partner with key national and local initiatives (e.g. Extended Public Works Programme), to obtain some level of co-funding to maximize available resources and thus increase the proposed project's impact.
- 6) Project implementation must fall within the timeframes stipulated below.

Proposals will be evaluated based on how well the following proposal components are addressed:

- 1) Description of the problem that the proposed project will address, and the nature and severity of the impact of the problem (ecological, social and economic).
- 2) Description of the proposed intervention to address this problem.
- 3) Description of the proposed project aims and objectives, including clearly defined benefits and outcomes for wetlands, biodiversity, ecosystem services and people.
- 4) A work plan which clearly indicates proposed activities included in the project proposal, responsible persons for each activity, timeframes and budgetary considerations. A detailed breakdown of the total anticipated expenditure (not exceeding R 400 000.00) needs to be included.
- 5) The activity is addressed in the Wetland Strategy and Action Plan (WSAP) and/or in the IDP.
- 6) Description of proposed partners and external stakeholders involved in the implementation of the project as well as the partnership with the relevant municipality. Detailed descriptions of which entity will be involved, what their roles are, and their relevant experience. Including company/organization profile of implementing agencies would be of benefit.
- 7) Description of how the activity will contribute to LAB: Wetlands SA overall aims (as stipulated in the background and section above).
- 8) Description of the proposed 'maintenance plan' for the project to show that the long term sustainability of the project has been considered and planned for. This includes municipal commitment to post funding project sustainability and support. 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 and this must be clearly stated in a letter from the Municipal Manager.

As guidance, possible examples of projects that could be submitted are included below. Please note however, that this list is for example purposes only, and is by no means exhaustive. Other projects will be considered.

- Development of by laws; Updating of zoning schemes;
- Upgrading/refurbishing infrastructure to reduce impact (e.g. pollution/run off) into wetlands;
- Awareness raising campaigns; Development of communications plan and/or material;
- Development of monitoring or management plans;
- Collection of data (mapping, baseline assessments, etc.), to aid in planning and prioritization of activities;
- Wetland management (e.g. litter clean up, invasive species removal, etc).

Timelines

22 September 2017	Project Proposal submission deadline.
October 2017	Appointments of service providers and initiation of activities.
26 March 2018	Completion of project activities.
30 March 2018	Final reports submitted to ICLEI upon completion of activities.

Submission and review process

Proposals must be submitted to ulrike.irlich@iclei.org by no later than close of business on 22nd of September 2017. **Late and incomplete submissions will not be considered.**

Once received, ICLEI will conduct the adjudication process, based on the selection criteria listed above. The Review Committee's decision will be the final decision.

For a list of documents that need to be submitted with the application form please refer to **Annexure A** in the Application Form Document.

All proposals and questions must be directed to:

Ulrike Irlich

Project Manager: LAB: Wetlands SA

Email: ulrike.irlich@iclei.org

Tel: 021 202 0391

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	
Full name of the Municipality	
Implementing Agent	Municipalities are requested to partner with external stakeholders

- 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		
Position		
Unit/Division/Department		
Direct Email Address		
Direct Telephone Number		
Alternative Telephone Number		
Cellphone Number		
Line Manager's Name		
Line Manager's Position		
Line Manager's Email		
Line Manager's Telephone Number		

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	
Direct Telephone Number	
Cellphone 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: <i>max 100 words</i></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. <p><i>max 100 words</i></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? <p><i>max 300 words</i></p>	
<p style="text-align: center;">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			
Type of project	e.g. Rehabilitation, Awareness, Infrastructure, etc		
New Project	Yes / No	Existing Project *	Yes / No
Is the project ready for implementation or does it require further investigation and regulatory authorisation, and if so what this will entail?	Attach supporting documents, if applicable		

* 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	(incl VAT)
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Project Motivation and Description

Project objective: Main objectives of the project <i>max 150 words</i>	
Project Description with project activities/deliverables <i>max 300 words</i>	Budget must be linked to these activities
Describe the following: - 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>	
Site Description: Describe the following: - Where the project site is located, the biophysical environment, and important elements such as Critical Biodiversity Areas, Social Context, etc.; - If relevant: Land ownership	

Application Form



<p>(municipal, state land, tribal authority or private land owner); Erf/plot number; Zoning. <i>max 100 words</i></p>	
<p>Project Location</p>	<p>GPS coordinates/address/suburb/local municipality name Attach a map</p>
<p>Benefits and anticipated outcomes (as quantitatively as possible) <i>max 300 words</i></p>	
<p>Importance and expected outcomes towards improved wetland management <i>max 300 words</i></p>	
<p>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>	
<p>Implementation Timeframe</p>	<p>Expected start and end dates (N.B. stick within the timeframes stipulated)</p>

Job Creation, Gender Sensitivity and Social Development

<p>Some points to consider under this section include:</p> <ul style="list-style-type: none"> - 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. <p>Be as specific and provide real numbers (e.g. 100 women farmers participating in sustainable livelihoods programme) as far as is possible.</p>	
<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. <p><i>max 150 words</i></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. <p><i>max 200 words</i></p>	

Implementation

<p>Implementing agent: Please elaborate on the organisations as well as individual staff involved in the project and their experience and roles.</p> <p><i>max 200 words</i></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.</p> <p><i>max 100 words</i></p>	
<p>Track Record: Please indicate what track record the</p>	

Application Form



<p>implementing agent has in carrying out similar projects in the past. Submit supporting documents as proof of such experience</p> <p><i>max 200 words</i></p>	
---	--

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. <p><i>max 300 words</i></p>	
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Any Additional Comments/Motivation?

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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 (incl. VAT)
				R
				R
				R
				R
				R
				R
				R
Total				R

*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	Possible impacting factors that might impact payment schedule (e.eg possible delays)
e.g. November 2017		R	
		R	
		R	
		R	

Application Form



Budget justification –

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

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).
- (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.

Call for Wetland Project Proposals

ICLEI – Local Governments for Sustainability seeks to appoint service providers to implement wetland projects in selected municipalities.

ICLEI Africa is currently implementing the Local Action for Biodiversity (LAB): Wetlands South Africa project, funded by the United States Agency for International Development (USAID). Projects submitted must align with the overall project goal to support wetland protection. Furthermore, to be considered, proposals must align with municipal needs and obtain support from the relevant municipality.

The LAB project is being rolled out in 9 District (DM) and 2 Metropolitan (MM) Municipalities in South Africa:

**Amathole DM --- Bojanala Platinum DM --- Buffalo City MM --- Eden
DM Ehlanzeni DM --- Ekurhuleni MM --- Frances Baard DM --- iLembe
DM Overberg DM --- Waterberg DM --- West Rand DM**

**For more information about this call, information about the project and project related documents please visit <http://cbc.iclei.org/project/lab-wetlands-sa/>
Closing date for Applications: 22 September 2017**



10362M&G

ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY

- AFRICA SECRETARIAT -

Seeks to appoint a service provider to develop sustainable wetland management guidelines, to assist local governments with enhancing/improving their land-use and spatial planning, disaster risk reduction, and climate change management and planning

Terms of Reference

BACKGROUND

Who we are:

ICLEI - Local Governments for Sustainability is the leading global network of over 1 500 cities, towns and regions committed to building a sustainable future. ICLEI's Cities Biodiversity Center (CBC) is located in Cape Town, South Africa, embedded in the Africa Regional Office of ICLEI (<http://africa.iclei.org/>). We offer cities a broad portfolio of supportive services through our dedicated team of passionate, skilled and dynamic biodiversity and urban development experts.

Through ICLEI's CBC programmes and initiatives we seek local solutions and promote innovation to address the complex issues surrounding natural capital and the degradation of ecosystem services in a rapidly urbanizing world. The CBC recognizes the crucial role that cities and local governments play in the pursuit of a greener existence through efficiently integrating urban development and biodiversity management at the local level.

Nature-based solutions for sustainable urban development:

Nature-based solutions (NbS) generally refer to the sustainable management and use of nature for tackling societal challenges such as climate change, water security, food security, human health, and disaster risk management. Nature-based solutions are increasingly being implemented in urban areas to enhance resilience, support sustainable development, and safeguard biodiversity.

Why Wetlands:

South Africa is endowed with a rich wealth of biodiversity, which offers an immense opportunity to support the country's development path by providing many goods and services which contribute to municipal service delivery, water and food security and quality of life, especially under a changing climate. Wetlands in particular, are high-value 'ecological infrastructure', providing critical ecosystem services such as clean water, clean air, food, medicine, water storage and habitat for biodiversity. Wetlands also play a role in disaster management, and could lessen the negative effects of climate change through flood attenuation, temperature regulation and water and food security.

Wetlands however are South Africa's most threatened ecosystems, with 48% of wetland ecosystems critically endangered, resulting in an urgent need to incorporate natural wetland resource considerations into municipal governance mechanisms and planning.

The Project:

These terms of reference form part of the *Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) project*, a United States Agency for International Development (USAID) funded initiative, implemented by ICLEI Africa. The project works with 11 municipalities (9 Districts and 2 Metros) across South Africa to improve urban sustainability and resilience through improved wetland management and protection.

Project 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.

The project has delivered some important outputs to date (see <http://cbc.iclei.org/project/lab-wetlands-sa/> for more info). Most importantly and relevant to these Terms of Reference are the Wetland Reports and the Wetland Strategy and Action Plans (WSAPs). The Wetland Reports are a synthesis study on the state of wetland knowledge and management within each project municipality. The WSAPs (currently being finalised) recognise and address the critical needs of each municipality to manage their wetland more effectively. Once completed, the WSAPs will be incorporated into local statutory policy frameworks (i.e. the IDPs, SDFs etc.). More information on outcomes and activities can be obtained from the website.

Objectives of this component of the project:

As part of the LAB: Wetlands SA project, ICLEI Africa wishes to appoint a multidisciplinary team of experts for the development of 'Local Government Wetland Management Guidelines' to assist local governments (LGs) with effectively managing wetlands within their jurisdiction. These guidelines should specifically focus on guiding municipalities on ***land use and spatial planning and disaster risk management*** in the context of wetland management. It is vital that the nexus of socio-political, ecological and economic issues within the specific context of South African local governments is an in-depth consideration when developing the guidelines.

While the guidelines are specifically aimed at wetlands, they should easily be 'upscaleable' to nature-based solutions in general, or more specific nature-based solutions/topics.

The guidelines should include the why and how to plan around and with wetlands, including why wetlands are important and why they should be considered proactively in disaster risk management and urban planning processes. These guidelines should further aim to enhance the urban human-nature relationship and improve overall human-wellbeing through enhancing the effective management of wetland ecosystem services.

Below some points are listed on what the guidelines should cover. This is not an exhaustive list and can be expanded upon after consultation with the appointed service provider:

- Brief and generic information on nature-based solutions and wetlands in particular, within a South African context specifically, but easily 'upscaleable' to other countries, including common challenges and issues wetlands face in South Africa and how the Guidelines aim to assist LG in overcoming these;
- Illustration of relevant provincial, national and international legislation, policies, strategies, frameworks, agreements etc. relating to wetlands, and how these should inform planning for wetlands and the process around spatial and land use planning for risk mitigation and more sustainable futures;
- An easy to use repository of relevant links to key existing guidelines, tools and/or mechanisms related to wetlands (including all relevant information collated through and during the LAB Wetlands SA project e.g. WSAPs, Wetland Reports, etc.). South African tools and guidelines should be the primary focus, but appropriate and relevant international tools and guidelines should also be considered (e.g. RAMSAR developed tools and guidelines). These should include cross-disciplinary tools and guidelines, where appropriate (e.g. social mechanisms, environmental mechanisms, spatial planning, land use planning, providing political buy-in guidance, etc.);

- Clear guidelines on appropriate/suitable land use practices and activities within/near wetlands (e.g. planning and activities for wetlands in brown field sites vs. greenfield sites vs protected areas; i.e. zoning).
- Include management strategies for long term management and monitoring beyond initial planning and implementation phases to maintain sites,
- A checklist for LG officials to follow for planning and developmental purposes. These should be in line with the specifications included in both the Listing Notices of the National Environmental Management Act (NEMA) as well as the National Water Act (NWA). (highlighting requirements and direction in terms of buffer zones, legislation; EIA processes, ecosystem specific guidelines/tools/mechanisms e.g. the 2013 Grassland Ecosystem Guidelines),
- Some case studies of good wetland planning and implementation practices at local government level.

These guidelines need to provide motivation to LGs for streamlined wetland management and protection and highlight the importance of sustainable planning for wetlands. They should cover the nexus of socio-political, ecological and economic issues within the specific context local governments.

The document must be developed in a language that is accessible and easily understandable. The aim being to provide LGs with the tools needed to incorporate wetlands and their associated ecosystem services into land-use planning and management as well as municipal enabled implementation.

Development of the Guidelines:

- It is expected that the guidelines are developed in close collaboration with ICLEI Africa staff and project partners as well as experts in the field.
- ICLEI Africa will facilitate input and guidance from municipalities, as and when required by the service provider.
- Optional: An opportunity can be created by ICLEI Africa to hold a discussion session during the National Wetlands Indaba in October 2017, in which the service provider can present the findings and gain input from experts and municipal officials attending the Indaba. The service provider would be expected to lead the discussion and costs for attendance must be allocated within the budget.

DELIVERABLES/OUTCOMES

Easy to use guidelines for LGs, especially planners and engineers, on why (from developmental, economic, ecosystem service and social perspectives) and how (practical guidance) to incorporate urban wetlands into municipal decision making, particularly in terms of spatial planning and disaster risk management. These guidelines should be applicable to the South African local government context and useful to a wide range of local government stakeholders. However, the guidelines need to be framed in such a manner, to easily upscale them to other countries.

The final product will be a short and concise document. Packaging and presentation must be innovative and user friendly. It must be easy to navigate and therefore it is essential that this document be written simply and be visually explanatory. The document needs to be designed graphically to make the document visually more appealing, hence the service provider is expected to work closely with a designer (appointed by ICLEI). Final layout, branding and design will be determined by ICLEI Africa.

BUDGET

Maximum budget available: R 300 000,-

SKILLS AND COMPETENCIES REQUIRED

It is expected that a multidisciplinary team is established to address this call. The team should include at least one risk expert, an urban/spatial planner and a wetland specialist. Furthermore, to be considered for these Terms of References, proof of relevant skills and competencies need to be supplied, including, but not limited to:

- Extensive knowledge and experience in all aspects of wetland management, spatial planning and disaster risk management within South Africa and preferably sub-Saharan Africa.
- Extensive knowledge of wetland related literature, legislative context and existing tools and guidelines currently available within South Africa and preferably also internationally;
- Experience in engaging with government institutions, in particular local government;
- Proven experience in writing reports and developing guidelines; and
- Proven project management capabilities.

TIMELINE

10 September 2017	Submission of proposals
September 2017	Review of proposals and appointment of service provider
Oct/Nov 2017	First draft of the guidelines should be completed and submitted to ICLEI Africa
Optional: 16 - 19 October 2017	Discussion with key stakeholders and project municipalities around the Draft Guidelines during the National Wetlands Indaba
Nov/Dec 2017	Draft guidelines circulated for strategic stakeholder comment and feedback given to service provider
2 February 2018	Final guideline disseminated and made publicly available by ICLEI Africa

PROPOSAL SUBMISSION AND REVIEW PROCESS

Proposals must be submitted to ulrike.irllich@iclei.org by no later than close of business on **10th of September 2017**. *Late and incomplete submissions will not be considered.*

A Review Committee will evaluate the proposals, based on the points listed above. The decision of the Review Committee is final. Please include the following with your application submission:

- A letter of application motivating for the applicant(s) and outlining the proposed approach to the work; and the unique value that they can offer to the project. This should include a description of the consultant's interpretation of the scope of work and include a work plan;
- Summary of what the intended end product will look like in terms of **content, packaging and presentation** (key content and structure). (Please note that the final layout and branding will be guided by ICLEI Africa);
- Details of the individuals on the project team, including relevant skills, experience and track record; detailed roles and responsibilities of each individual; 2 page CV of each individual (including whether the individual is a registered professional, years of registration and with which body);
- Relevant projects worked on in the last 7 years with references;
- Detailed budget breakdown;
- BBEEE certificate.
-

Key decision criteria include:

- The diversity and expertise of the project team compiling the guidelines
- The detail of the project budget breakdown and allocation of funds

CONTRACTUAL ARRANGEMENTS AND REPORTING

- The service provider will work closely with ICLEI Africa's LAB: Wetlands SA team and the project municipalities to ensure the needs of the municipalities are addressed in the document produced;
- The contract will be drawn up between ICLEI Africa and the service provider;
- Invoices will be paid on time allocation basis, provided planned deliverables are produced in accordance with the contract;
- Invoices must indicate the time allocated as well as the associated deliverables produced;
- ICLEI Africa will pay for the satisfactory completion of work within 30 days of submission of invoices.

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE

For more information on ICLEI Africa see: <http://www.iclei.org/> and <http://africa.iclei.org/>

For more information on the LAB: Wetlands SA project see: <http://cbc.iclei.org/project/lab-wetlands-sa/>

All proposals and questions must be directed to:

Ulrike Irlich
Project Manager: LAB: Wetlands SA
Email: ulrike.irlich@iclei.org
Tel: 021 202 0391

**PROPOSAL TO PROVIDE WETLAND SPECIALIST SERVICES IN SUPPORT
OF THE DEVELOPMENT OF SUSTAINABLE WETLAND MANAGEMENT
GUIDELINES TO ASSIST LOCAL GOVERNMENT IN SOUTH AFRICA**

8th September 2017

Services Offered by:

Eco-Pulse Consulting cc



26 Mallory Road, Hilton
3245, South Africa
Cell: +27 (0) 84 368 4527
E-mail: dmacfarlane@eco-pulse.co.za

Proposal Preferred for:

ICLEI Africa Secretariat

•I•C•L•E•I Local Governments for Sustainability

3 Knowledge Park, Century City, Cape Town

Email: ulrike.irlich@iclei.org

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A. INTRODUCTION AND BACKGROUND

The Local Action for Biodiversity: Wetlands South Africa (LAB: Wetlands SA) project is a United States Agency for International Development (USAID) funded initiative, implemented by ICLEI Africa. The project works with eleven municipalities across South Africa to improve urban sustainability and resilience through improved wetland management and protection. As part of the LAB: Wetlands SA project, ICLEA Africa Secretariat ('ICLEI') seek to appoint a service provider to develop sustainable wetland management guidelines to assist local governments with enhancing and improving their land use and spatial planning, disaster management risk reduction and climate change management and planning. Ultimately ICLEI require a concise, easy to use guideline for local government staff, especially planners and engineers, on why and how to incorporate urban wetlands into municipal decision making.

B. PROPOSED SCOPE OF WORK

The following scope of work is proposed that is based on the requested terms of reference provided in the ICLEI request for proposal document:

1. Provision of a brief description of the rationale for the focus on wetlands in urban planning, specifically focussing on a review of why wetlands are important and why they should be considered in urban planning and disaster risk management processes. This will involve a description of the importance of wetlands as nature based solutions (NbS) in the South African context as well as the current state of wetland management and threats.
2. Brief description and review of the relevant provincial, national and international legislation, policies, strategies, frameworks, agreements etc. relating to wetlands, and how these should inform planning for wetlands and the processes around spatial and land use planning, and disaster risk management. More specifically, this will involve a review of relevant municipal spatial development planning mechanisms like the Spatial Development Frameworks (SDFs), Spatial Development Plans (SDPs), Local Area Plans (LAPs) and Functional Area Plans (FAPs).
3. Development of an easy to use repository of relevant links to key existing guidelines, tools and/or mechanisms related to wetlands.
4. Development and compilation of wetland management guidelines for use by municipal staff, specifically urban and environmental planners and engineers. This will involve a review, consolidation and collation of best practice mitigation and management measures for the planning, implementation (construction) and operation of human land uses and activities that affect wetlands directly and indirectly, including conservation land uses. This will also include the provision of recommendations for the better incorporation of wetlands into relevant municipal spatial development planning mechanisms and processes, in particular Spatial Development Frameworks (SDFs), Spatial Development Plans (SDPs), Local Area Plans (LAPs), Functional Area Plans (FAPs) and Land Use Schemes. A non-exhaustive list of the key relevant guidelines that will be consulted as part of the review process is provided in Table 1 below.
5. Development of a checklist for local government officials to follow for planning and developmental purposes, specifically related and relevant to Environmental Authorisation requirements of the National Environmental Management Act (No. 109 of 1998) ('NEMA'), Water

- Use license requirements of the National Water Act (No. 36 of 1998) ('NWA'), and urban and environmental planning requirements enabled by relevant legislation and agreements.
- 6. Provision of case studies of good wetland planning and implementation practices at a local government level.
- 7. Ongoing remote engagement and collaboration with ICLEI (via email, telephone, telecon and Skype) with regards to the contents, structure and design of the wetland management guidelines.
- 8. Attendance of one project meeting at ICLEI's offices in Cape Town to discuss the draft guidelines and design.

Eco-Pulse Consulting has extensive knowledge of existing guidelines and we aim to routinely apply these in the work we do. As such, our team is well versed with the best available science and we continually aim to apply and improve available guidelines in the work we undertake. Much work has been undertaken both locally and nationally on the aspects that need to be included in this guideline. The following is a summary of some of the relevant guidelines that will be consulted as part of the review process:

- Framework for improved wetland management in eThekweni Municipality (Macfarlane, 2016).
- Preliminary guidelines for land use and stormwater management to support effective wetland management in eThekweni Municipality (Turner et al., 2015).
- Implementation Manual for Freshwater Ecosystem Priority Areas (Driver et al., 2011).
- Preliminary guideline for the determination of buffer zones for rivers, wetlands and estuaries (Macfarlane et al., 2014).
- Wetland rehabilitation in mining landscapes: An Introductory Guide (Macfarlane et al., 2016).
- The South African Guidelines for Sustainable Drainage Systems (Armitage et al., 2013).
- Wetland Offsets: a best practice guideline for South Africa (SANBI and DWS, 2014)
- WET-Prioritize: Guidelines for prioritising wetlands at national, regional and local scales (Rountree et al., 2009).
- WET-RehabPlan: Guidelines for planning wetland rehabilitation in South Africa. (Kotze et al., 2009).
- Developing a resilience framework for urban design and planning in the Durban northern area (Informal South, 2015).
- Guidelines for the in situ Management of Ecosystems in KwaZulu-Natal, according to Biodiversity Conservation Principles (Wetlands) (Kotze and Cowden, 2009).
- Interim guidelines for developments that may affect wetlands (EDTEA, 2007).

The team is also very knowledgeable of the different tools that are available for wetland assessment and to inform wetland management in the South African context. Indeed, most of the tools developed in South Africa have been developed by Eco-Pulse staff whilst a sound knowledge of international tools has been developed through the various WRC projects that the team has and continues to work on.

C. PRELIMINARY STRUCTURE OF THE GUIDELINE

We understand that the development of this guideline will be done collaboratively with input from ICLEI staff who have developed a sound understanding of the challenges faced at a municipal implementation level. Nevertheless, we have prepared a preliminary outline of the structure for the guideline as a starting point:

1. Introduction.
 - a. Background to the project
 - b. Importance of wetlands
 - c. Relevant legislative context
 - d. Relevant spatial planning context
 - e. Purpose of the document
2. Guidelines for incorporating wetlands into the relevant municipal spatial planning schemes. This will involve providing guidelines for the undertaking of the following tasks:
 - a. Compiling a rapid desktop / GIS-based wetland map for the municipality.
 - b. Identifying and prioritising important wetlands in the municipality and their catchments.
 - c. Identifying and prioritising important ecological corridors and networks in the support of wetland management.
 - d. Outlining steps to be taken for incorporation into existing spatial development planning mechanisms.

3. Provision of best practice impact mitigation and management measures related the following aspects of urban wetland management:
 - a. Buffer zones
 - b. Urban waste water management:
 - i. Municipal and private sewerage treatment plants.
 - ii. Passive wetland treatment options (wetland creation and/or enhancement).
 - c. Urban stormwater management
 - d. Water supply activities:
 - i. Upstream dam and abstraction projects
 - ii. Water treatment plants
 - e. Wetland crossings (by linear infrastructure):
 - i. Roads and pedestrian bridges
 - ii. Sewerage pipelines
 - iii. Water pipelines
 - iv. Powerlines
 - f. Management and regulation of sand winning (mining) activities within and/or in close proximity to wetlands.
 - g. Management and regulation of wetland use (medicinal plant harvesting, wood harvesting, grazing, cultivation etc.).
 - h. Construction phase mitigation measures.
 - i. Compliance and ecological monitoring.
4. Best practice approaches and tools for independent wetland impact assessment studies:
 - a. Best practice minimum standards for wetland impact assessment reporting.
 - b. Recommended published tools for wetland assessment and management.
 - c. Protocol for wetland residual impact and significance assessment.
5. Current best practice wetland offset planning process.
6. Rehabilitation, management and maintenance of wetlands.
7. Monitoring the outcomes of management at a site and regional scale.

D. PROJECT TEAM & RELEVANT EXPERIENCE

Whilst it would be possible for a single person to pull together much of the information necessary for a guideline of this nature, we believe that diversity in the project team can add significantly to the relevance and depth of the end product. We have therefore pulled together a range of experts with experience from town planning through to stormwater management and wetland expertise for this assignment. A summary of the project roles, expertise, relevant qualifications, professional registrations and experience of the project team is provided in Table 1 below. The abbreviated *Curriculum Vitae*'s of the entire project team is enclosed with this proposal.

Table 1. Details of team members.

Key Person Name	Title	Project Role	Years of Experience	Relevant Qualifications	Professional Registration
Mr. Douglas Macfarlane (Eco-Pulse)	Principal Wetland Ecologist (Director of Eco-Pulse)	<ul style="list-style-type: none"> • Oversight of and technical input into the drafting of the guidelines • Sign-off of guidelines • Attendance of meetings 	16	<ul style="list-style-type: none"> • BSc (Wildlife science) • MSc (Environment & Development) 	SACNASP, Reg. No.: 400077/10
Mr. Ryan Edwards (Eco-Pulse)	Project Manager & Senior Wetland Ecologist	<ul style="list-style-type: none"> • Project management • Compilation of guidelines (lead author) • Coordination of specialist support team • Attendance of meetings 	10	<ul style="list-style-type: none"> • MSc (Environmental Science) 	SACNASP, Reg. No.: 400089/13
Mr. Ross van Deventer (Eco-Pulse)	Project Assistant & Aquatic	<ul style="list-style-type: none"> • Compilation of guidelines (second author) 	4	<ul style="list-style-type: none"> • MSc (Environmental Science) 	-

Key Person Name	Title	Project Role	Years of Experience	Relevant Qualifications	Professional Registration
	Ecologist				
Adina Israel (Confluence Lab)	Urban and Environmental Planner	<ul style="list-style-type: none"> Review of the legislative and institutional context related to local government urban spatial planning and wetlands Review of draft guidelines in terms of ensuring urban planning aspects are factored in and guidelines are tailored for use by urban planners 	11	<ul style="list-style-type: none"> Bachelor of Urban and Regional Planning Master of Philosophy in Environmental Management 	South African Council for Planners, Pr. Pln. A/1976/2014
Derek Chittenden (Bluegreen Planning & Design)	Urban and Environmental Planner	<ul style="list-style-type: none"> Strategic input into wetland planning and design and local government empowerment 	35	<ul style="list-style-type: none"> BSc Town & Regional Planning 	South African Council for Planners, Pr. Pln. A/572/1988
Stuart Dunsmore (Fourth element Consulting)	Water Resources Engineer & Risk Specialist	<ul style="list-style-type: none"> Review of the legislative and institutional context related urban disaster risk management and wetlands Review of draft guidelines in terms of ensuring disaster risk management aspects are factored in and guidelines are tailored for use by urban engineers 	30	<ul style="list-style-type: none"> BSc Engineering 	ECSA, Pr. Eng. Reg: 20160538
Dr. Marieke de Groen (Aqualinks)	Integrated water resource management specialist / engineer	<ul style="list-style-type: none"> Review of legislative and institutional context related to local government urban planning and wetlands Review of draft guidelines in terms of ensuring urban planning aspects are factored in and guidelines tailored to use by urban planners 	17	<ul style="list-style-type: none"> PhD Civil Engineering MSc Civil Engineering 	-

In terms of expertise and experience, the Eco-Pulse team are very well placed to lead this project. Eco-Pulse have extensive experience in wetland planning, wetland impact assessment and best practice wetland impact management and mitigation. The team also has extensive experience in wetland rehabilitation planning for a wide range of development types and sectors. In addition to the above, and related specifically to the requested specialist services, Eco-Pulse have led the development of a range of national and local best practice guidelines in the field of wetland and aquatic ecosystem management and are therefore very well placed to provide the required services. A brief summary of some of the assignments relevant to this assignment are included in Table 2 below.

Furthermore, Eco-Pulse have strong working relationships with a number of innovative urban and environmental planners and engineers that we have collaborated with in the past on similar such guideline compilation projects. Please refer to their abbreviated CVs for relevant project experience.

Table 2. Relevant project experience and associated project details for Eco-Pulse.

Client (Lead Consultant)	Project & Description of Services	Contract Value	Contract Period (Status)	Client Contact Details
Eco-Pulse				
Water Research Commission	WET-Health: A tool for rapidly assessing wetland condition - Lead author (Douglas Macfarlane)	-	2004 - 2008	Mr John Dini Tel: 0 12 843 5221 Email: j.dini@sanbi.org.za
Ezemvelo KZN Wildlife	A wetland health assessment of KZN's priority wetlands - Lead author (Douglas Macfarlane)	R200 000	2010 (Complete)	Dr Pete Goodman Tel: 0762184834 Email: pgoodman@conservation-solutions.org
Department of Water Affairs (Institute of Natural Resources)	Procedures to develop and implement resource quality objectives – Contributing author (Douglas Macfarlane)	R1 000 000	2011 (Completed)	Dr Chris Dickens Tel: 0832696207 Email: c.dickens@cgjar.org
Department of Environmental Affairs	Development of management plans for 9 of South Africa's Ramsar sites	R850 000	2010 – 2012 (Complete)	Stanley Tshitwamulomoni Tel 012 310 3919 E-mail: StanleyT@environment.gov.za
South African National Biodiversity Institute	Wetland Offsets: a best practice guideline for South Africa (SANBI and DWS, 2014) – Lead author (Douglas Macfarlane)	R400 000	2012 – 2014 (Completed)	Mr John Dini Tel: 0 12 843 5221 Email: j.dini@sanbi.org.za
Nzingwe Consultancy	Hibiscus Coast Local Municipality in KwaZulu-Natal: Generic Freshwater Ecosystem Environmental Management Plan – Author (Ryan Edwards)	R30 000	2014 (Completed)	Mr. Lungelo Ncwane Tel: 039 315 7751 Email: silungelo@nzingwe.co.za
Water Research Commission (Institute of Natural Resources)	Preliminary guideline for the determination of buffer zones for rivers, wetlands and estuaries - Lead author (Douglas Macfarlane)	R1 000 000	2013 – 2015 (Completed)	Mr Bonani Madikezela Tel: (012) 761-9300 Email: bonanim@wrc.org.za
Dube TradePort Company & Tongaat Hulett Development	Framework for improved wetland management in eThekweni Municipality - Author (Douglas Macfarlane)	R450 000	Jan 2015 – June 2015 (Completed)	Mr Zama Dlamini Tel: 27 32 814 0000 Email: zama.dlamini@dubetradeport.com
Dube TradePort Company & Tongaat Hulett Development	Preliminary guidelines for land-use and stormwater management to support effective wetland management in eThekweni Municipality's northern spatial development plan area – Second author (Douglas Macfarlane)	R150 000	2015 (Completed)	Mr Zama Dlamini Tel: 27 32 814 0000 Email: zama.dlamini@dubetradeport.com
South African National Biodiversity Institute (Wetland Consulting Services)	Wetland rehabilitation in mining landscapes: An Introductory Guide – Lead author (Douglas Macfarlane)	R250 000	2015 (Completed)	Mr John Dini Tel: 0 12 843 5221 Email: j.dini@sanbi.org.za
Water Research Commission (Freshwater Research Centre)	Developing an updated set of tools to assess the PES of wetland ecosystems	R1 500 000	2016 – 2017 (Ongoing)	Mr Dean Ollis Tel: 072 377 7006 Email: dean.ollis@gmail.com
Water Research Commission	Revision of the Wet-EcoServices framework for assessing goods and services provided by wetland and riparian habitats – Project Leader - (Douglas Macfarlane)	R1 300 000	2017 (Ongoing)	Mr Bonani Madikezela Tel: 012 761-9300 Email: bonanim@wrc.org.za

E. KEY DELIVERABLES

The key deliverable is an easy to use wetland management guideline for local municipalities in electronic format. Eco-Pulse will be largely responsible for the context and structure of the guidelines but will not be responsible for the graphic design, final layout and branding. It is understood that this will be undertaken ICLEI.

F. PROFESSIONAL FEES / COSTS

The total cost for the aforementioned services will be **R275,000.00** inclusive of disbursements and VAT. A breakdown of the professional fees and associated disbursements is provided in Table 3 below.

Table 3. Summary of the professional fees for the completion of the guidelines.

TASKS	FEES
1. Review & collation of existing guidelines	R194 500
Introduction, background and rationale for guidelines	R7 100
Review of legislative and institutional context	R16 500
Collation of relevant links to key existing guidelines	R18 700
Compilation of draft guidelines	R93 200
Development of government staff checklist	R10 500
Review of case studies	R27 500
Finalise guidelines	R21 000
2. Meetings & consultation	R34 600
Project management	R9 000
Remote engagement with ICLEI (email, tel., Skype etc.)	R12 800
Meeting at ICLEI offices	R12 800
Consultant Fees	R229 100
Disbursements	R12 128
Total Costs (excl. VAT)	R241 228
VAT	R 33 771.92
TOTAL COSTS (INCL. VAT)	R275 000

Please note that Eco-Pulse Consulting is registered as a VAT vendor.

G. PROPOSED PROJECT PLAN / PROGRAMME

Assuming that work on the project will start in 1st October 2017, we propose the following programme for the completion of the major tasks (Table 4). This programme is however open for discussion and will be finalised during the inception phase of the project.

Table 4. Proposed work plan / programme.

Component / Sub-component	Oct	Nov	Dec	Jan	Feb	Mar
Inception meeting						
Completion of first draft of guidelines						
Draft guidelines circulated to key stakeholders for comment						
Compilation of case study examples						
Finalisation of guidelines						

H. ASSUMPTIONS, LIMITATIONS & EXCLUSIONS

In preparing this proposal, a number of assumptions have been made. If these do not materialize, it will not be possible to undertake the project within the proposed timeline and budget. Details of assumptions made are included below and will need to be confirmed prior to issuing of a contract.

➤ **Scope / Study Limitations:**

- All engagement with local municipalities will be facilitated by ICLEI.
- Eco-Pulse will be largely responsible for the context and structure of the guidelines but will not be responsible for the graphic design, final layout and branding. It is understood that this will be undertaken ICLEI.
- This proposed guideline will be specifically tailored for urban and peri-urban areas and will not include guidelines for wetland management in rural / agricultural settings.

➤ **Attendance of meetings:**

- We have budgeted for the attendance of one meeting with ICLEI at their offices in Cape Town for the duration of the project.
- Attendance of any additional meetings with ICLEI will be charged on a time-cost basis following approval for such additional meetings from ICLEI.

➤ **Case studies**

- The intention at this stage, will be to use opportunities such as the NWI and wetland portal to request stakeholders to volunteer case study examples for inclusion in the guidelines. This could be sold as an opportunity to profile existing projects / initiatives.
- We have not budgeted time or resources to undertake site visits to case study sites and have assumed that this information will either be provided by volunteers to the call above or that such information will be made available based on the experience of project team and ICLEI staff.
- Time allocations for case studies have therefore been based on an understanding that this will focus on screening and collating information on selected (3-4) case studies for inclusion in the guideline.

➤ **Terms and conditions**

- Eco-Pulse Consulting will commence work on receipt of a formal letter of appointment based on the proposed scope of work, costs, assumptions, terms and conditions of this proposal.
- Payment terms are strictly 30 days. Interest will be charged at 18% per annum on overdue accounts from date of invoice.
- The total price is quoted on a net cash basis and is valid for 3 months.
- The quoted price is a fixed fee amount and is based on the assumption that the above scope of work is acceptable to the client & authorities. Should either the client or authorities require any changes to the scope, additional costs will be incurred by the client on a time-cost basis.
- Professional fees are calculated on an hourly basis (plus disbursements) and travel is calculated at R6.00/km.
- In the event of our handing any amounts over for collection, the client will be liable for all legal costs incurred on the attorney and client scale.

We thank you for the opportunity of submitting this proposal. Please do not hesitate to contact me if you require any additional information.

Yours sincerely,



Ryan Edwards (Pr. Sci. Nat)

Senior Wetland Ecologist
Eco-Pulse Consulting
redwards@eco-pulse.co.za

List of Enclosed Documents:

- Detailed Project Budget Breakdown
- Project Team Abbreviated CVs
- Client Reference Letters
- Eco-Pulse BBBEE certificate

Indicator	Unit of measure	Method of verification	Data Source	Disaggregation	Data collection frequency	Baseline	Annual target 2015	Achieved to date (30 Sept 2015)	Annual target 2016	Achieved to date (30 Sept 2016)	Annual target 2017	Achieved to date (30 Sept 2017)	Annual target 2018	Overall Project target	Overall achieved to date	Responsibility for measurement	Comments for Targets to date
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.																	
Number of hectares of biological and/ or natural resource significance under improved natural resource management as a result of USG assistance.	Hectares	Delineation of areas i) under natural resource management in the LBSAP, and ii) where project proposals are approved.	LBSAPs, project proposals (including approval).	Protected Areas, managed areas	End of project	0	0	0	0	0	0	0	500	500	0	Municipalities and/ or ICLEI Africa	
Number of municipalities that promote wetland conservation and management for enhanced resilience to climate change and/or the green economy.	No. of municipalities	Report based on municipal policy documents and narrative reports from decision-makers and local partners.	Integrated Development Plans (IDPs), Disaster Risk Management Plans, narrative reports from decision-makers and local partners, LBSAP published.		Annually	0	0	0	0	0	0	0	8	8	0	ICLEI Africa	
Allocation of funds for wetland project proposals developed during the programme.	Rands	Value of funds secured from private and public sources for wetland projects.	Council meeting minutes, Service Delivery and Budget Implementation Plans (SDBIP), other documentation and the LBSAP.	Private sector, national/ provincial/ local government funds, donor funding	End of project	0	0	0	0	0	0	0	R 1 million	R 1 million	0	Municipalities and/ or ICLEI	
Objective 1: To improve local government and citizen knowledge and understanding (at the individual, organisation and policy levels) of the value of biodiversity and wetlands																	
Number and range of stakeholders receiving USG training in natural resources management and/ or biodiversity and climate change.	No. of people, no. of organisations	Workshop attendance registers, conference attendance.	Attendance registers	Organisation, gender.	Annually	0	300	81	250	206	10	463	0	560	750	ICLEI Africa	2017 figures include the Indaba, a training event (Google Earth), one awareness workshop combined with WSAP workshops, and 7 WSAP workshops. Also included is LoCS (training for water services technical experts and spatial planners); Amathole and Buffalo WSAP Workshops; Political Leader Workshops: Overberg, iLembe, Ehlanzeni, West Rand, Bojanala, Waterberg, Frances Baard
Increased knowledge of biodiversity, wetlands and climate change.	% of participants with increased knowledge	Workshop surveys of participant understanding.	Workshop survey of participant understanding.	Organisation/ association, gender.	At awareness-raising workshop	0	80%	77%	80%	89%	80%	81%	0	80%	82% average	ICLEI Africa	
Number of Mayors demonstrating awareness of the value biodiversity and ecosystem services, and knowledge of climate change issues.	No. of Mayors	Mayors demonstrate awareness of the value of biodiversity and improving climate change resilience through oral or written questionnaire.	Questionnaire	Gender	At signing ceremony	0	0	1	0	4	3	5	7	10	10	ICLEI Africa	Y3Q3: Overberg DM and Aghulas LM Y3Q4: iLembe DM, West Rand DM, Merafong City LM,
Number of awareness-raising workshops.	No. of workshops	Tracking attendance registers and workshop reports	Attendance registers and workshop report		Annually	0	2	2	8	7	0	9	0	10	18	ICLEI Africa	1 awareness raising workshops from the original list still outstanding (Ekurhuleni), Bojanala and Overberg Political Leader Workshops complete; Buffalo and Amathole WSAP Workshops, Frances Baard, Waterberg, iLembe, Ehlanzeni, West Rand
Number of Durban Commitments signed.	No. of Durban Commitments	Signed copies of the Durban Commitment.	Number of signed DCs in hardcopy/register	Metropolitan; District; Local Municipality	After signing ceremony	1	0	3	0	1	3	8	7	10	12	ICLEI Africa	Signed by: Y3Q3: Overberg DM, Aghulas LM Y3Q4: iLembe DM, West Rand DM, Merafong City LM, Rand West LM, Waterberg DM, Lim 368 LM
Number of case studies.	No. of case studies	Case studies uploaded to the LAB: Wetlands SA webpage.	Check website		End of the programme	1	0	0	0	0	10	0	0	10	0	ICLEI Africa	Carried over to Year 4 Q1 and Q2
Increased viewership and 'hits' on the website	No. hits	Hits on website	Check website counter		3-monthly	0	30	0	100	0	100	3670 sessions and 2519 users	100	330	3670 sessions and 2519 users	ICLEI Africa	
Number of events where video is shown	No. of events	Report on no. and type of events	Municipalities	Community events; other events	End of programme	0	0	0	0	0	5	11	5	10	11	Municipalities, ICLEI Africa	
Objective 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.																	
Number of sub-national laws, policies, strategies, plans, agreements or regulations addressing climate change and/ or biodiversity conservation officially adopted as a result of USG assistance.	No. of plans	Council meeting minutes or signed LBSAP approvals	Minutes of Council meetings or signed LBSAP approvals		End of programme	0	0	0	0	0	10	0	0	10	0	ICLEI Africa	Will be reported on at the end of the project
Multi-sectoral co-operation (across municipal departments, between government spheres, and including external stakeholders) in the development of LBSAPs.	No. of organisations	Report detailing the range of stakeholders and partnerships represented on the Wetland Management Reference Groups; LBSAP workshops and LAB: Wetlands SA Project Steering Committee	Attendance registers	Organisation/ department, gender.	End of programme	0	0	0	0	0	10 per municipality (All 3 spheres of gov, plus other orgs)	0	0	10 per municipality (All 3 spheres of gov, plus other orgs)	0	ICLEI Africa	Will be reported on at the end of the project
Enhanced understanding, documentation and mapping of local wetland areas	No. of Wetland Assessment reports	Published Wetland Assessment reports	Published reports placed on the LAB: Wetlands SA webpage		Annually	0	0	0	0	0	10	11	0	10	11	ICLEI Africa	All reports have been printed and have been uploaded onto the website
Number of LBSAP workshops.	No. of workshops	Tracking attendance registers and workshop reports	Attendance registers and workshop reports		Annually	0	0	0	0	1	10	10	0	10	11	ICLEI Africa	
Local Government Wetland Management Guidelines developed, published and disseminated.	No. of guidelines	Number of guidelines disseminated and downloaded from the website.	Report on where distributed. Website download information.	Printed, downloaded	End of project	0	0	0	0	0	200	0	0	200	0	ICLEI Africa & partners	Will be reported on at the end of the project
Objective 3: To implement and pilot on-the-ground wetland projects and promote the development of bankable project proposals.																	
Local pilot wetland projects for resilience and community benefit approved by council and initiated.	No. of projects	Council approval of wetland projects.	Council approval of projects. Municipal reports and photos.			0	0	0	0	0	3	0	0	3	0	ICLEI Africa	
Number and quality of bankable project proposals/ business plans developed.	No. of proposals	Review of proposals/ business plans.	Electronic copies of proposals are analysed against criteria given.		At end of project	0	0	0	0	0	10	30	0	10	30	ICLEI Africa	A total of 30 proposals have been received following the call for applications to the value of ZAR 12.46 million