



Direction Exécutive • Exécutive Directorate
10 BP 13621 Ouagadougou 10 Burkina Faso +226 25 37 60 67
secretariat@abv.int www.abv.int

TERMS OF REFERENCE

Project : Reversing the trends in the degradation of ecosystems and water resources in the Volta Basin (REWarD- Volta River Basin)

Component 3: Strengthening ecosystem resilience for sustainable livelihoods in the Volta Basin

Output 3.1.1: Measures relating to sustainable use of water for crop and animal production implemented to improve productivity, food security and incomes + Output 3.1.2: Sustainable fisheries management practices implemented to improve productivity, food security and incomes.

Activity 3.1.1.1 Assess the state of degradation of the ecosystems on the banks of the Volta + Activity 3.1.1.2 Support riparian communities to set up cultivation and livestock activities compatible with the restoration of the banks + Activity 3.1.1.3 Develop and implement local conventions for the conservation and/or restoration of the Volta River riparian forests + Activity 3.1.2.1: Carry out a bioeconomic characterization of river fisheries and identify sustainable management options + Activity 3.1.2.2: Develop and implement a river fisheries management plan based on the ecosystem and sustainable value chains for fish + Activity 3.1.2.3: Support the establishment and operation of an information system on the safeguarding of fisheries and fishery resources in the basin

Title: Technical Assistance Mission for the implementation of activities of Component 3 “Strengthening the resilience of ecosystems for sustainable livelihoods in the Volta Basin”

Duration: Fifteen (15) Man/Months (MM) spread over a calendar period of thirty (30) months



1 CONTEXT AND JUSTIFICATION

1.1. Brief overview of the Volta Basin

The Volta Basin is the 9th largest transboundary river basin in sub-Saharan Africa. It covers an area of approximately 398,390 km². The resources of the basin are shared between its six (6) riparian countries which are Benin, Burkina Faso, Côte d'Ivoire, Ghana, Mali and Togo.

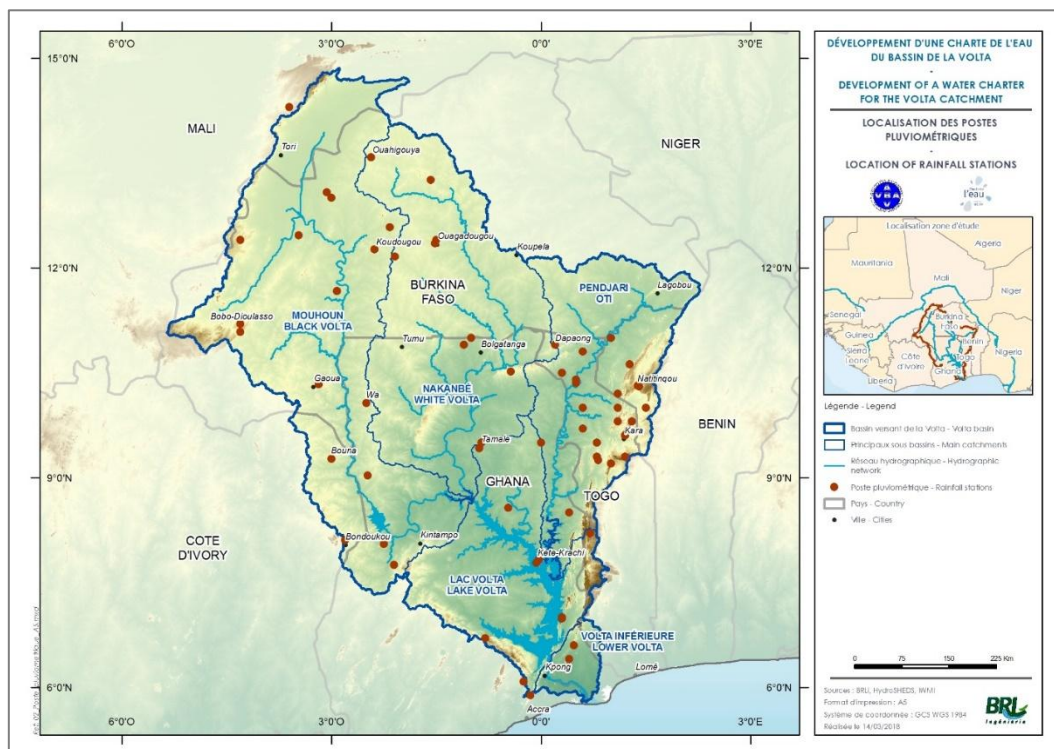


Figure 1: Map of the Volta Basin

In this basin, there lives a population estimated at 19 million in 2000, 25 million in 2010, 29.1 million in 2016 and which will reach, according to forecasts, 35 million inhabitants in 2025. This population is 70% rural with very dynamic annual growth rates of between 2.5 and 3% depending on the country (World Bank data since 2000) and the main centers are concentrated around the large cities of the basin (Accra/Tema, Tamale, Ouagadougou, Bobo Dioulasso, Koudougou, Kara) and on the southern rim of Lake Volta.

The combined effects of climate change and increasing demographic pressure with ever-increasing demands for water for multiple vital needs in the basin have generated environmental phenomena such as: deforestation, land and water degradation, pollution from various sources (agricultural, artisanal, industrial and especially mining), silting up and drying up of bodies of water and rivers, proliferation of invasive aquatic plants, loss of aquatic and terrestrial biodiversity, etc.

Aware of the downward trends in the availability of water resources (quantity and quality) and the steep increase in water needs for various uses as well as for aquatic and terrestrial ecosystems, the Member States, according to their specificities, have initiated projects for the

rational management and optimal use of water resources, with a view to strengthening their cooperation as well as the resilience of their populations in the face of the adverse effects of climate change in the basin.

Similarly, the Heads of State and Government of the Volta Basin countries adopted the Convention on the Status of the Volta River and the establishment of the Volta Basin Authority (VBA), as well as the VBA Statutes on 19 January and 16 November 2007 respectively.

The VBA's vision is " *a basin shared by partners driven by goodwill and a spirit of cooperation, managing water resources rationally and sustainably for their overall socio-economic development* ". Its mandate is to " *promote ongoing consultation and sustainable development for an equitable sharing of benefits with a view to reducing poverty and improving socio-economic integration* ".

In fulfilling its mandate, the VBA adopted in 2013 a Strategic Action Programme (SAP) 2014 – 2024 for the basin, which was developed based on the conclusions of the Transboundary Diagnostic Analysis (TDA) of the basin (UNEP-GEF Volta, 2012) and on the results of a broad stakeholder consultation process. The SAP of the Volta Basin is implemented through projects and programmes including the project “ ***Reversing the trends in the degradation of ecosystems and water resources in the Volta Basin / Reversing Ecosystem and Water Degradation in the Volta River Basin (REWARD – Volta River Basin)*** ” developed in close collaboration by the United Nations Environment Programme (UNEP), the International Union for Conservation of Nature (IUCN), the Volta Basin Authority (VBA), the Global Water Partnership in West Africa (GWP-WA) and national stakeholders.

The REWARD – Volta River Basin project, funded by the Global Environment Facility (GEF), aims to reverse the degradation of ecosystems and water resources and support integrated ecosystem-based development in the Volta Basin through strengthening transboundary governance, ecosystem restoration and conservation for sustainable livelihoods.

The **REWARD-Volta River Basin project** is structured around the following four components:

- ▶ Component 1: Improving the knowledge base and developing management tools for informed decision-making;
- ▶ Component 2: Strengthening regional and national capacities for transboundary planning and coordination;
- ▶ Component 3: Strengthening ecosystem resilience for sustainable livelihoods in the Volta Basin;
- ▶ Component 4: Knowledge management and sharing, and effective Monitoring & Evaluation.

1.2. Justification of the mission

According to the Transboundary Diagnostic Analysis, TDA (ABV 2012), the Volta Basin is characterized by a series of major transboundary environmental and socio-economic problems including (i) the depletion/reduction of water resources, (ii) the degradation of land and water ,

(iii) degradation of ecosystems and biodiversity, (iv) the poverty of populations in the country of the basin .

With a view to establishing appropriate and replicable models for providing sustainable responses to the major transboundary problems of water and ecosystem degradation in the Volta Basin, the ***REWARD-Volta River Basin project through its component 3 entitled “Strengthening ecosystem resilience for sustainable livelihoods in the Volta Basin”*** planned to support the VBA, based on an in-depth prospective diagnosis, to design and implement demonstration actions on cross-border pilot sites.

The table below presents the nature and typology of the demonstration actions to be carried out

<i>Nature of the measures</i>	<i>Typology of measures</i>
<i>Sustainable water use measures for agricultural and animal production</i>	Action 1: implementation of cultivation and livestock activities compatible with the restoration of the banks;
	Action 2: conservation and/or restoration of the Volta River riparian forests;
<i>Sustainable fisheries management measures</i>	Action 3: River fisheries management based on the ecosystem and sustainable fish value chains;
	Action 4: establishment and operation of an information system on the safeguarding of fishing and fishery resources in the basin.

For a better implementation of the activities and an effective ownership of the results of **this Component 3**, the VBA National Focal Structures (VBA-NFS) of the Member States have been identified as the appropriate Implementing Partners. They will be supported by the Project Management Unit (PMU) which will be installed within the Executive Directorate and placed under the direct responsibility of the Deputy Executive Director / Operations Officer and under the supervision of the Executive Director of the VBA.

Similarly, to facilitate the implementation of the component, the project plans to mobilize technical assistance in support of the PMU and the NSF.

These terms of reference specify the objectives, the expected results of the mission, the methodology for conducting the mission, the mandate of the Consultancy firm, the required profile, the duration of the mission and the expected deliverables, as well as the terms of its recruitment.

2 Mission objectives

The objective of this mission is to provide Technical Assistance to the PMU and NSF to design and implement the activities of Component 3 of the project which aims to support the implementation of SAP measures through priority actions that could lead to improvements in the management of ecosystems and associated services such as maintaining water quality and

flows by reducing sedimentation, increasing food production in a sustainable manner. These activities should integrate ecosystem-based approaches and value chains into agricultural, livestock and fisheries production systems at the basin or sub-basin level to promote the conservation and sustainable use of resources.

Specifically, this will involve:

1. support the identification of pilot sites in the six Volta Basin countries;
2. carry out an inventory and create a digital library of documents relevant to the mission;
3. develop a participatory diagnosis of the state of degradation of terrestrial and aquatic ecosystems;
4. carry out the bioeconomic characterization of fisheries at the pilot sites associated, if necessary, with a spatio-temporal analysis using geomatics (remote sensing, GIS);
5. support the NSFs in the development of pilot action plans for the six Volta Basin countries, including plans for sustainable¹ and informed² fisheries management based on ecosystems³ and taking into account sustainable fish value chains⁴;
6. support the implementation and monitoring of pilot action plans in the six Volta Basin countries through support for the establishment of local conventions for resource management.

3 Expected results of the mission

The expected results of the mission are as follows:

1. assistance is provided to the VBA and implementing agencies of the Volta Basin countries on the application of the ecosystem-based adaptation approach in the areas of agriculture, livestock and fisheries in the target communities of the Volta Basin;
2. pilot sites in the six Volta Basin countries are identified;
3. a participatory diagnosis of the state of degradation of ecosystems and fisheries at the pilot sites is developed;
4. a bioeconomic characterization of fisheries at the pilot sites is carried out;
5. action plans for the six Volta Basin countries are being developed;
6. the implementation and monitoring of the pilot action plans of the six Volta Basin countries are carried out.

¹Sustainable fisheries management: Sustainable fisheries management practices should be implemented to improve productivity, food security and incomes of the populations concerned. This includes the adoption of technologies that improve fisheries productivity and the promotion of sustainable fish value chains. Target areas include transboundary sites such as fish landing sites along the Black Volta and Oti rivers.

²Knowledge development and sharing: Another fundamental aspect is the generation and sharing of knowledge on the ecological and socio-economic characteristics of river fisheries. This helps to support the implementation of management plans and includes measures such as the provision of productivity equipment and training of fishermen.

³Ecosystem approaches: Fisheries management plans should integrate ecosystem-based approaches to maintain species diversity and improve the ecological and economic performance of fisheries activities. This also includes organizing value chain actors, including women and men involved in post-harvest activities.

⁴Sustainable Value Chains: To foster sustainable value chains, it is planned to provide equipment and technologies for post-harvest activities, especially for women involved in fish processing and sales. This approach aims to improve economic and environmental sustainability throughout the chain.

4 Mission conduct methodology

In carrying out its mission, the Consultancy firm will have to deploy a participatory approach involving all stakeholders at local, national and regional levels. It will develop a complete methodology with a precise execution schedule, which it will present to the stakeholders at the start of the mission with a view to its validation.

The Consultancy firm will work in close collaboration with the Project Management Unit as well as the implementing partners and other project stakeholders to whom it must regularly report on the execution of the mission through individual activity reports and quarterly mission progress reports.

The Consultancy firm will also have to ensure that cross-cutting aspects such as risk management linked to climatic or socio-economic conditions or others are taken into account through a risk analysis and mitigation measures, drawing inspiration from the Prodoc risk matrix , the integration of local communities beyond training and awareness-raising, gender, youth, the Human Rights-Based Approach (HRBA), security, peace, the environment.

Also, the office will have to be interested in and take into account as much as possible, the implementation of the other components of the REWarD project, in particular the establishment of the knowledge base and the development and deployment of tools such as decision support tools for planning and for drought, the study on the evaluation of environmental capital, ecosystem services and functions, and socio-anthropological impacts in the Volta basin , etc.

5 Qualifications and Mandate of the Consultancy firm

As part of this mission, the Consultancy firm must have technical references and proven experience in the management of ecosystems, ecosystem goods and services within the framework of a Basin Organization or in projects financed by international donors (GEF, GEF, UNEP, etc.). It must have carried out missions relating to the sustainable management of water resources for agricultural and animal production, ecosystem management and fisheries management.

To carry out the mission, the Consultancy firm must have the following key personnel:

5.1 An expert in ecosystem management, head of mission

He must have a BAC+5 degree at least (MSc and higher) in environmental and/or water science and technology, environmental economics, or any other related discipline. In addition, he must have at least ten (10) years of proven professional experience in the management of ecosystems, ecosystem goods and services with proven experience in the development of tools or approaches for the sustainable management of natural ecosystems and have at least five (05) similar missions. At least one (1) experience in the development

of local natural resource management conventions and at least two (2) experiences in project development would be assets.

He will be responsible, among other things, for:

1. provide technical assistance to the VBA and the VBA National Focal Structures- (VBA-NFS) of the Member States on the application of the ecosystem-based adaptation approach in the areas of agriculture, livestock and fisheries in the target communities of the Volta Basin;
2. assist the project team in developing and implementing ecosystem-based management indicators in the overall project monitoring and evaluation manual;
3. provide technical advice to VBA-NFSs for effective implementation of the ecosystem approach in the areas of agriculture, livestock and fisheries on pilot sites;
4. develop practical training materials on ecosystem-based management and adaptation for training and planning workshops;
5. facilitate regional planning and training workshops, organized by the VBA for VBA and country experts on ecosystem management and adaptation to climate change;
6. develop local conventions for the management of natural resources and develop the details of their implementation;
7. collect, synthesize and develop educational materials on best practices in the ecosystem approach in agriculture, livestock farming and fisheries;
8. provide training for communities in participatory assessment of ecosystem degradation, sustainable production techniques, etc.;
9. conduct participatory awareness-raising activities on, among other things, the state of ecosystem degradation, the effectiveness of the ecosystem approach in sectoral planning and development with a perspective of synergy and integration of production/management systems for agriculture, livestock and fisheries;
10. support the organisation of workshops to review local, national and regional guidance documents and strategies;
11. produce guidance notes to strengthen the integration of the ecosystem approach into sectoral policy;
12. produce a report including all the conclusions and data collected as well as an Integrated Monitoring Plan for the performance and impacts of river fisheries management on ecosystems and biodiversity;
13. provide a collection of documents, multimedia supports, web references, etc. in the form of a digital library of own productions and documents relevant to the mission;
14. supervise and ensure quality assurance of the deliverables of other experts in the Consultancy firm.

5.2 An expert in ecosystem management

He must have a BAC+5 degree at least (MSc and higher) in biodiversity conservation, natural resource management, water sciences, environmental management sciences, socio-ecology, natural resource economics or equivalent. He must have five (05) years of professional experience in the fields of biodiversity, climate change and sustainable management of water and land resources with proven experience in the restoration of ecosystems and biodiversity and the use of geomatics (remote sensing, GIS) and have at least three (03) similar missions. He must also have already carried out at least one (1)

aquatic ecosystem assessment mission including socio-ecological and/or socio-economic aspects.

This Expert, under the supervision of the Ecosystem Management Expert, will be responsible, among other things, for:

1. carry out an inventory of all publications and working documents relating to ecosystems and water resources and their respective dynamics across the entire Volta Basin;
2. build a preliminary database on the spatio-temporal distribution, typology of existing ecosystems, their size and state of degradation;
3. validate the information acquired to arrive at a confirmed spatio-temporal analysis of ecosystem fragmentation, distribution and land use changes, using a GIS tool;
4. develop a working methodology for a representative rapid assessment (by type of ecosystems identified) detailing all the parameters and metrics that will be used during this exercise. The chosen methodology should be in line with international best practices but based on their applicability at the national level, taking into account the requirements and costs of the project;
5. design an integrated monitoring plan ⁵to be implemented during the duration of the project and in line with the project results and indicators; the plan must include, but not be limited to, the indicators and monitoring tools defined in the project document and if relevant in the DHI knowledge base under preparation;
6. select critical ecosystems to conduct rapid ecosystem assessment and analyze historical ecosystem changes and related services for local communities and the entire basin;
7. identify and map existing and potential ecosystem services and related income-generating activities to support the production of Volta Basin ecosystem management plans;
8. provide recommendations on the selection of suitable ecosystem restoration sites for intervention and advise on the list of species to be used (trees and lower strata) with a view to integrating agricultural, livestock and even fisheries production/management systems;
9. produce a synthesis of studies and work including all conclusions, data collected and related meta-information.

5.3 An Expert in Ecosystem-Based River Fisheries Management

He must have a BAC+5 degree at least (MSc and higher) in Fisheries or Aquaculture Sciences, Biology, Natural Sciences, Environmental Sciences or any other equivalent field. He must have at least five (05) years of professional experience in fisheries management with proven knowledge of the ecosystem approach and ecosystem management of fisheries as well as the issues related to them, particularly with regard to the sustainability and vulnerability of this activity; he must also have at least three (03) missions in the development of fisheries management plans based on ecosystems or similar missions. He must also have at least one (1) experience in bioeconomic assessment and/or analysis, at least one (1) experience working with local communities on fisheries and water resources, particularly value chains and at least one (1) experience in database management or socio-economic assessment.

⁵ performance and impacts related to sustainable water use activities, ecosystem conservation/restoration, agricultural and livestock production, etc.

The **Expert in ecosystem-based river fisheries management**, under the supervision of the Ecosystem Management Expert, head of mission will be responsible, among other things, for:

1. carry out an inventory of all river fishing activities and publications and working documents relating to fishing in the Volta Basin;
2. conduct an inventory and spatialize all ecosystem-based fisheries management plans, with a focus on rivers;
3. analyze the fishing guidelines in the Volta Basin;
4. develop a preliminary database on fisheries potential and the ecological and economic performance of existing river fishing activities in the basin, with emphasis on Ghana, Burkina Faso, Benin;
5. carry out the bioeconomic characterization of fisheries at the pilot sites, consisting among other things of (a) identifying sustainable livelihood strategies at the level of fishing households and (b) the main factors influencing the choice of these strategies, (c) the impacts of these strategies on fish stocks and fisheries ecosystems and (d) proposing the actions required for sustainable bioeconomic management options;
6. design an ecosystem-based management planning approach for river fisheries consistent with international best practice but based on the criteria of applicability in the Volta Basin, feasibility of taking into account project costs and requirements and taking into account as far as possible the possibilities/opportunities for integrating agricultural, livestock and fisheries production/management systems;
7. design an integrated monitoring plan for ecosystem-based management of river fisheries in the Volta Basin, based on the cases of Burkina Faso and Ghana and including specific indicators to measure the success of fisheries management;
8. assess the feasibility of the proposed ecosystem approach to fisheries management and the integrated monitoring plan, refining them;
9. select river fisheries to test the proposed ecosystem approach.
10. provide training to communities in sustainable fishing and fish production techniques;
11. provide recommendations on the use of the ecosystem-based approach in Volta Basin fisheries and the associated action plan taking into account country context;
12. produce an integrated monitoring plan for the performance and impacts of river fisheries management on ecosystems and biodiversity in the Volta Basin.
13. produce a synthesis of studies and work including all conclusions, data collected and related meta-information.

5.4 Other optional staff

The Consultancy firm may possibly use the services of a **database and GIS expert as an additional resource**.

Finally, all consultants must demonstrate proficiency in at least one of the two working languages (French and English) of the VBA and a good knowledge of the other.

6 Main expected deliverables, duration and period of the mission

The duration of this mission is fifteen (15) Man/Months spread over a maximum total duration of thirty (30) months (including the validation workshops for the various deliverables) from the service order until the submission of the final deliverables of the mission. The indicative schedule for the various deliverables is as follows:

<i>Expected deliverables</i>	<i>Indicative work volume (HJ)</i>
Launch/Framing Workshop	1
Deliverable 1.: Final version after validation of the provisional version of the detailed methodology integrating the methods, tools and detailed schedule for conducting the mission;	2
Deliverable 2 .: Descriptive report on the state of degradation of the ecosystems of the banks of the Volta River with the identification of pilot sites and a database on ecosystems, including the state and types of ecosystems in the Volta basin	57
Deliverable 3 .: Manual on compatible agricultural and livestock practices , including action plans for the implementation of activities (bank restoration plans, etc.) along the river banks	25
Deliverable 4 .: Validated local convention projects for the conservation and/or restoration of riparian forests	20
Deliverable 5 .: Bioeconomic characterization report of fisheries and fish production areas	39
Deliverable 6 : Guidelines on the ecosystem approach to fisheries management and the integration of ecosystem approaches into national policies.	5
Deliverable 7 : Action plans for ecosystem-based river fisheries management at pilot sites	26
Deliverable 8 .: Manual on the information system for the preservation of fish and fisheries resources	64
Deliverable 9 .: Quarterly mission progress reports	30
Deliverable 10 .: Individual activity reports (field missions, training, awareness, implementation and monitoring of action plans, etc.) carried out by consultants	21
Deliverable 11 .: Final mission execution report	10

7 Submission of tender offers

The interested Consultancy firm, having the required qualifications and experience, is invited to submit separately a technical offer and a financial offer, in accordance with these Terms of Reference.

Offers, worked out in French or English, must include, among other things, the following

documents:

► **For the technical offer :**

- a dated and signed submission letter, stating the immediate availability of the Consultancy firm or experts;
- understanding, observations and suggestions on the terms of reference (issues, objectives, expected results, methods and techniques and deliverables) with a focus on organizations close to those planned to be set up within the framework of this mission and which could serve as case studies in the sub-region and in Africa;
- the detailed methodology envisaged for carrying out the mission describing the stages, methods and tools proposed as well as the deliverables;
- the detailed timetable of activities to be carried out for each deliverable;
- the detailed CVs of the Head of Mission and the Experts supported by their experiences in connection with the mission with the necessary proof (references of the sponsor, certificates of successful completion and others) and their diplomas;
- a list of similar missions with references and certificates of successful completion from the Consultancy firm or experts.

► **For the offer financial:**

- the dated and signed submission letter indicating the amount of the offer in figures and in words;
- a summary budget relating to each deliverable, fees and other costs broken down respectively by man/day or by unit;
- the budget presentation framework completed, dated and signed (**See Appendix 1**).

8 Evaluation of Technical and Financial Offers

With a view to an objective and transparent selection, the following **criteria and weighting** will be used for the analysis of technical and financial offers. The objective is to ensure the selection of a qualified service provider, capable of meeting the requirements of the project and delivering results in line with expectations in terms of **sustainable management of ecosystems and water resources in the Volta Basin** .

The assessment is based on **two main components** :

1. **Technical evaluation (80%)** , which examines the methodology, experience and skills of the experts.
2. **The financial evaluation (20%)** , which aims to ensure the competitiveness and budgetary coherence of the proposals.

8.1 Technical Proposal Scoring Criteria (80%)

Technical scoring should be based on **the skills, experience and methodology** proposed. Here is a suggested breakdown:

Technical criteria	Weight (%)	Details
Understanding the ToR and methodological approach	20%	Assessment of understanding of the project issues, the methodological approach and the proposed work plan.
references of the Consultancy firm	10%	Experience and references of the bidding firm/organization in projects financed by international donors (GEF, GEF, UNEP, etc.).
Specific office experience in similar assignments	15%	He must have carried out missions relating to the sustainable management of water resources for agricultural and animal production, ecosystem management and fisheries management.
Qualification and competence of the proposed experts	50%	Evaluation of the CVs of the proposed experts (ecosystem management, sustainable fisheries, GIS, etc.), minimum experience of 5 to 10 years depending on the required profile.
Implementation plan and risk management	5%	Presence of a detailed schedule, clarity of activities, management of risks related to environmental and social aspects.

NB Eliminary technical threshold: A bidder must obtain at **least 70%** of the technical score for its financial offer to be examined.

8.2 Financial Proposal Scoring (20%)

The financial evaluation method is as follows: the lowest financial bid gets the maximum score of 20%. The other offers are rated proportionally with the formula:

$$\text{Financial score} = (\text{Amount of the lowest bid} / \text{Amount of the evaluated bid}) \times 20$$

8.3 Final score and award

The final score is obtained by the formula:

$$\text{Final score} = (\text{Technical score} \times 80\%) + (\text{Financial score} \times 20\%)$$

The Consultancy firm with the highest combined final score will be invited to negotiate the contract.

In the event of a tie, the technical offer with the highest score will be given priority.

9 Contacts

For any further information, interested Consulting Firms may contact the Executive Directorate of **the Volta Basin Authority, located in Ouaga 2000, Avenue Sembène Ousmane, 10 BP**

13621 Ouagadougou 10, Burkina Faso, by email (secretariat.abv@gmail.com) no later than
...../02/2025 at 4:30 p.m., Local Time in Burkina Faso , Tel: (+226) 25 37 60 67 / 25 37 64
85.

Appendix 1: Budget presentation framework

Budget summary table

The table should include the following:

- **Activity/Deliverable** : List of activities or deliverables specified in the ToR.
- **Task Description** : Brief description of each activity or deliverable.
- **Expected duration** : Indicate the time required to complete each deliverable (in days or months).
- **Human resources** : which expert and what volume of work is required for each activity.
- **Unit costs (per day or per unit)** : Indicate unit costs (fees, travel expenses, etc.).
- **Total Cost** : Calculation of total cost per activity/deliverable.
- **Comment/Justification** : Additional information on cost assumptions or constraints.

Activity/Deliverable	Duration (days)	Human resources	Unit cost (per day/unit)	Total cost (FCFA)	Comments
Launch/Framing Workshop					
Participatory diagnosis					
Agricultural Practices Manual					
Action plans for management					
.....
Quarterly reports					
Grand total					

Budget details by activity and/or deliverable

For each activity and/or deliverable, the details must include the breakdown of costs, namely:

1. Fees (number of days × daily rate).
2. Shipping costs.
3. Per diems for field activities (accommodation, meals and other minor expenses on site).
4. Logistical costs (accommodation, meals, room rental, secretarial services, equipment, if necessary/relevant).
5. Other costs (training, communication, printing, etc. if necessary/relevant).

Example of Detailed Budget Framework for Each Deliverable

This budget framework provides a **detailed cost estimate** for each deliverable, taking into account **expert fees, logistical and operational costs** .

Deliverables	Fees (Days x Rate)	Shipping Costs	Per diems (Accommodation, meals)	Logistics costs (rooms, equipment)	Other costs (Training, communication)	Total (FCFA)
1. Report on the detailed methodology						
2. Assessment report on the state of degradation of river bank ecosystems						
.....						
11. Final mission execution report						

Summary by expenditure category

Present a summary of expenses broken down by category, for example:

- Human resources in the office and in the field.
- Transportation.
- Logistics including the Secretariat (Fixed price).
- Material.
- Miscellaneous costs.

Summary of expenditure by category

Expense Category	Amount (FCFA)	% of Total Budget
1. Human resources: <ul style="list-style-type: none"> • Office • Ground 		
2. Transportation (regional & local)		
3. Logistics: <ul style="list-style-type: none"> • Secretariat (package) • 		
4. Equipment (information systems, technical tools, prints, etc.)		
5. Miscellaneous costs (training, communication, documentation, etc.)		
Grand Total		

The following expenses are considered reimbursable expenses provided that they are carried out in accordance with VBA procedures and supported by accounting documents: mission expenses, air tickets (reimbursed provided that the journey is the cheapest in economy class and as direct as possible), local transport costs (taxi, etc.), visa costs, communication costs, expenses related to the organization of seminars and workshops including training courses subject to an approved budget and supporting documents,

Observations and validation

- **Exchange rate in FCFA used (if applicable):** [Details on the currency used and the conversion rate]
- **Signature and validation:** [Name/Responsible]
Date: [Date]

NB If necessary, explain the calculation assumptions, the rates applied, and any conditions which could influence the costs.