

**Reference number:** 83405835  
**Processing no.:** 2018.2194.1-001.00  
**Project name:** Transboundary Water Management V  
**Project title:** Review and Updating of the SADC Water  
Research Agenda  
**Country:** Botswana

Your reference  
Our reference

Date 28.03.2022

Dear Sir/Madam,

The *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) supports the Water Division through the Transboundary Water Management (TWM) programme. TWM supports the management of shared watercourses in the region by promoting the effective implementation of the SADC Regional Strategic Action Plan on Integrated Water Resources Development and Management (RSAP).

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The SADC Secretariat, and its subsidiary institutions have been implementing the regional Water Research Agenda since 2015. The strategic objective of the SADC Water Research Agenda is to promote evidence-based implementation of SADC water programmes and projects through multi- and inter-disciplinary research and synthesis of existing and new information for the realisation of SADC developmental goals. The aim of the research agenda is, therefore, to build research capacity among regional institutions and individuals as well as to promote the utilisation of research results in the planning and management of water resources in the sub-region. The research agenda is guided by a number of principles which include:

- prioritisation of research as the basis for SADC's overall development agenda; development and application of regional best practices and guidelines;
- understanding drivers of success and failure in water management;
- multi- and inter-disciplinary research to inform more holistic approaches to water management;
- inventory and consolidation of research as a platform for maximising output from research endeavours; and,
- taking into account of cross-cutting themes to ensure a more comprehensive research agenda.

The main objective of this assignment is to undertake a review and update the SADC Water Research Agenda informed by an in-depth analysis of the implementation of the current research agenda by the regional research and

academic institutions hence taking stock of the implementation of this first phase. The assignment will examine trends and variations in financing of the SADC Water Research Agenda-related activities, the nature of research products, and their end-use.

It is against this background that the SADC Secretariat, with support from GIZ is seeking the services of an individual consultant to provide the following services:

- Engaging with stakeholders to assess the extent of implementation of the SWRA, and the influence of the SWRA to research conducted by regional research institutions and networks;
- Examining the level of funding for research activities by international cooperating partners (ICPs), regional institutions and Member States;
- Analysing the challenges, lessons learnt, and opportunities for research that a new SWRA should take advantage of;
- Confirm relevance of the thematic areas given the changing sector landscape;
- Examining existing linkages between the SWRA and capacity development, hence capacity development elements within research;
- Preparing recommendations for consideration in the updating of the SWRA, for increased impact and funding opportunities; and
- Developing a new SADC Water Research Agenda.

For more detailed information please refer to the attached Terms of Reference (ToR, Annex 1).

### **Submission deadline**

An Individual consultant interested and qualified to participate in the tender and implement the task, is to refer to the attached Terms of Reference (Annex 1) for more detailed information and must submit their tender documents to [BW\\_Quotation@giz.de](mailto:BW_Quotation@giz.de) no later than 22<sup>nd</sup> **April 2022**, **1700hrs**.

Please note that tender bids received after the stipulated time and date will not be accepted.

### **Technical offer**

The following items must be submitted with the technical proposal drawn up in English language:

- 1) 2 examples of similar work carried out in the region, demonstrating the capability and capacity of the consultant to undertake the assignment. Please include an internet link to the documents or include them as annexes

- 2) Proposed methodology and approach on how to undertake the assignment as well as a detailed work plan thus demonstrating an understanding of the work required
- 3) CV of no more than 3 pages

Interested bidders are requested to submit a technical offer based on the criteria of the assessment grid (Annex 2). The technical offer should not exceed ten (10) pages, including interpretation of the assignment, work plan and proposed methodology/strategy. The technical offer will be assessed based on the technical proposal and the consultant's profile, and examples of similar work previously undertaken.

All bid documents including annexes must be read together.

#### **Price offer**

The actual level of effort (input) for undertaking the assignment shall not exceed 50 days.

The price offer must be submitted in accordance with the attached format for the price offer (Annex 3) and General Terms and Conditions of contract (Annex 4). Travel costs and all other costs must be shown separately. All communication related costs, stationery and printing costs for reports must be included in the calculation. **Please submit your offer in the currency of your country.** During the financial evaluation the amounts will be converted to Euro using the exchange rate of the day from the converter Infor Euro: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

#### **Alternative offers**

No alternative offers are permitted.

Your bid, comprising the **technical offer** and the **price offer**, must be clearly marked as such with the contract number, tender name and *submitted separately*.

The following items must be submitted with the Financial proposal

- (a). The financial offer form (Annex 3) to be completed for the price offer and clearly indicate the currency used
- (b) Bank letter within 6 months
- (c) Tax clearance certificate (TCC), where applicable

#### **Price offer for (labelled):**

Review and updating of the SADC Water Research Agenda

**Reference number: - 83405835**

**– to be opened by GIZ procurement unit only –**

**Technical offer for (labelled):**

Review and updating of the SADC Water Research Agenda

**Reference number 83405835**

**– to be opened by GIZ evaluation team & Procurement Unit –**

**Procedural questions**

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received at the latest five working days before the closing of the tender. Questions must be raised *in writing*, by email to: [dimpho.keitseng@giz.de](mailto:dimpho.keitseng@giz.de)

Non-compliance may result in your bid not being considered.

**Evaluation of Offer**

After the final technical evaluation, technical offers scored 500 points and above only their financial bids will be opened and evaluated. Technical offers below 500 points will be considered as technically not acceptable. The weightings are as below for Technical (T) and Financial (F);

T: 70%, the price offer and F: 30%. The following formula will be used:

$$\frac{\text{technical evaluation of bid} \times 70}{\text{technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30}{\text{price of bid}}$$

The contract will be awarded to the bidder with the highest score (Technical plus Financial weighing), and in case of achieving the same score, a priority is given to the bidder who submitted their bid earlier. Contractual negotiations are generally commenced with the bidder achieving the highest score. Should these negotiations not be successful, the second highest scorer on the list shall be invited to commence negotiations.

**Date of decision to award contract**

For procedural reasons, no information on the status of the evaluation will be given pending the decision on contract award. We would therefore ask you to refrain from making enquiries about this. Only the winning bidder will be informed.

**Acceptance period and Commencement of work**

Please note that you are bound by your bid for 90 days.

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GIZ reserves the right to accept, reject and/or cancel any or part of the bid.

GIZ also reserves the right to cancel the bid entirely.

Yours truly,

**Annexes**

1. Terms of Reference
2. Technical Assessment Grid
3. Budget allocation form (for financial proposal)
4. GIZ General Terms and Conditions of contract