**Terms of Reference**

**Development of Procurement and Asset Disposal Guidelines for the Limpopo River Basin (LIMCOM)**

1. **Introduction**

The Limpopo River Basin is shared by four SADC Member States, namely the Republics of Botswana, Mozambique, South Africa and Zimbabwe. The commitment of the riparian states to manage the basin water resources in a collaborative manner dates back to 1986, when the “Limpopo Basin Permanent Technical Committee” was jointly established. In 2003, this cooperation framework was fostered through the multilateral agreement that established the Limpopo Watercourse Commission (LIMCOM), with the objective of “advising the Contracting Parties on the uses of the Limpopo, its tributaries and its waters for purposes and measures of protection, preservation and management of the Limpopo” (LIMCOM agreement 2003).

1. **Background**

With the support from the Resilient Waters Programme and funding assistance from USAID, LIMCOM has identified the need to develop Procurement and Asset Disposal Guidelines to support its procurement operations. LIMCOM realizes that proper procurement and disposal guidelines will be critical for guiding acceptable procurement practices and more importantly guarding against corrupt procurement practices.

The aim of the procurement guidelines will be to help all participating entities in LIMCOM’s procurement and asset disposal processes to comply with the legal and regulatory framework comprised of the Procurement Law, and Regulations relevant to the Member States. The consistent and diligent application of the procurement and asset disposal guidelines and principles at LIMCOM should substantially curb fraudulent practices in procurement dealings.

1. **Objective of Assignment**

LIMCOM seeks to engage the services of a procurement consultancy to develop procurement and asset disposal guidelines to ensure prudent procurement practices within the organisation. The procurement policy and guidelines will guide LIMCOM’s procurement and asset disposal processes.

1. **Eligibility Criteria**

The selection of the successful consultant/consultancy will be guided by the following criteria.

* At least 5 years’ experience in relevant fields including procurement and asset disposal, preferably in the water resources sector;
* Understand procurement principles, and the links to budgeting and financial procedures, and relevant knowledge on tendering processes
* An understanding of Southern African region’s procurement acts/systems will be desirable
* Have demonstrated capacity (at least 3 projects) based on similar assignments conducted in the past (preferably within the SADC region).

1. **Expected Duration**

The finalized Procurement and Asset Disposal guidelines for LIMCOM should be completed by the consultancy within 10 weeks from the date of signing the contract. The level of effort is expected to be 30 days.

1. **Deliverables**

The following deliverables are expected from this project:

* Inception Report – within 3 weeks of contract signing
* Draft Procurement and Asset Disposal Guidelines – within 7 weeks of project inception
* Final Procurement and Asset Disposal Guidelines – within 10 weeks of project inception

1. **Proposal Submissions**

The proposal should be submitted electronically to Mr. Sergio Sitoe, at [sbsitoe69@yahoo.com.br](mailto:sbsitoe69@yahoo.com.br) , no later than the 06 April 2020.

The proposal submission should include the technical and financial proposal(s):

1. *A Technical proposal with*

* *Proposed approach and methodology*
* *CV and summary of qualifications*
* *demonstrated similar experience summary*
* *Timelines (workplan)*

1. *Financial Proposal with Costs (including travel requirements)*