

Terms of reference (ToRs) for the procurement of services below the EU threshold (ANNEX 1)

CONTRACT: 83401228

DEVELOPMENT OF AN IWRM PLAN FOR THE KUNENE WATERCOURSE	Project number/ cost centre: 18.2194.1-001.00
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference

1. Context

The Transboundary Water Management Phase 5 (TWM V) in SADC programme implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) supports the SADC Water Division in promoting the effective implementation of the SADC Regional Strategic Action Plan on Integrated Water Resources Development and Management (RSAP). In line with RSAP V and in pursuit of Sustainable Development Goal 6.5.2, the TWM programme is supporting the management of shared watercourses in the region.

Transboundary water governance in the SADC region

Water resources in southern Africa are vital to ensuring the sustainable social and economic development of the region. Fifteen transboundary river basins transverse the Southern African Development Community (SADC) catalysing regional integration and development in their paths. These shared watercourses represent, by volume, 70 percent of the region's water resources (FAO, 2003). The majority of the 15 shared basins - which include the Buzi, Congo, Cunene, Cuvelai, Incomati, Limpopo, Maputo, Nile, Okavango, Orange-Senqu, Pungwe, Ruvuma, Save, Umbeluzi and Zambezi - are shared by at least three or more countries. Yet, water resources in SADC are characterised by spatial and temporal variability and are unevenly developed, both of which have implications for management of the resource. Generally, the north is water rich while water scarcity pervades the south. Cooperative frameworks exist in all transboundary river basins wholly located in the SADC, albeit with unique histories and varied institutional arrangements.

Transboundary water cooperation in the region embodied in cooperative frameworks makes practical the Revised SADC Protocol on Shared Watercourses (2000). The Revised Protocol aims to “foster closer cooperation for judicious, sustainable and co-ordinated management, protection and utilisation of shared watercourses and advance the SADC agenda of regional integration and poverty alleviation”. Based on Article 22 of the SADC Treaty, the Revised Protocol spells out the objectives and scope of institutional mechanisms for cooperation in water institutions (Kidd and Quinn, 2005; Ramoeli, 2007). The Revised Protocol is viewed as ‘a vehicle for regional integration’ (SADC, 2005: 1) and mirrors changes that had occurred in the region over time as well as the increased demands exerted on the water resources. The SADC Regional Water Policy highlights the various opportunities water management presents to achieving the SADC goal and objectives (SADC, 2005). The Regional Water Strategy provides strategies for implementation (SADC, 2006). The Regional Strategic Action Plan on Integrated Water Resources Management (RSAP) (1998-2004, 2005-2010; 2011-2015; 2016-2020, 2021-2025), operationalise the objectives and principles and objectives of the SADC Revised Protocol on Shared Watercourses by adopting and implementing five-year development plans implemented through specific projects. The current RSAP V, thus, allows for the water sector to respond to regional development priorities as articulated in the vision of the Regional Indicative Strategic Development Plan (RISDP) in support of regional integration while responding to current needs in the region.

All the regional frameworks reiterate the region's commitment towards the Integrated Water Resources Management (IWRM) approach. The adoption of IWRM in the region opened new possibilities for managing water (SADC, 2005; SADC, 2006; Swatuk, 2008). The Global Water Partnership (2000) defined IWRM as a “process which promotes the coordinated development and management of water, land and related resources that seeks to manage both surface and groundwater focusing on both water quality and quantity in a comprehensive and holistic way so as to maximise the resultant economic and social benefits in an equitable manner without compromising the sustainability of vital ecosystems”. Central to the implementation of IWRM is the recognition of the river basin as management unit for water resources management as

well as coordination and governance mechanisms at all levels – regional, basin, national and local.

Thus, SWI IWRM Plans set out the vision for sustainable water resources management for a shared watercourse including institutional arrangement to enable holistic and coordinated water resources management for the benefit of inhabitants, the economy and the ecosystem in the basin. Currently, the Cuvelai River Basin has an existing IWRM Plan for the period 2020-2040 with five-year strategic implementation plans while the Zambezi Basin IWRM Strategy (ZAMSTRAT) was developed in 2008 while the Orange-Senqu Basin IWRM Plan runs until 2024. IWRM plans are being developed for the Buzi, Save and Pungwe (BUPUSA), the Okavango-Cubango, Inco-Maputo and Limpopo basins. However, there are no IWRM Plans in the Ruvuma and Kunene River Basins.

Rising in the southern highlands in the Sierra Encoco Mountains in Angola and flowing west forming the border between Angola and Namibia, the Kunene River flows for 1,050km before emptying into the Atlantic Ocean. The Kunene River basin covers an area of 106,500km² is one of the few perennial rivers in Namibia with a mean annual discharge of 5.5km³ at its mouth. Rainfall in the basin is unreliable and variable. It varies from 1,300mm/a in the upper reaches to less than 100mm/a in the lower reaches. Droughts and floods are a frequent occurrence disrupting livelihoods, economies and ecosystems. Nevertheless, the Kunene supports hydropower generation for both riparian states and supplies water via the Calueque-Oshakati Canal to at least four northern regions outside the Basin in Namibia (Kunene River Awareness Kit).

Currently, with secretariat support from the Cuvelai Watercourse Commission (CUVECOM), a project is being conceptualised for submission to UNDP-GEF for the Kunene River Basin. It is envisaged that, when funded, the project will support the development of decision support system, conducting a transboundary diagnostic analysis and IWRM Plan for the basin. The consultancy will need to link with these envisioned activities so that the UNDP-GEF project can build on its deliverables. The GIZ-supported assignment is regarded as a first iteration of the work in the Kunene basin, while the UNDP-GEF supported activities are viewed as future iterations.

It is against this background that the SADC Water Division with support from the GIZ-TWM Programme is supporting the Kunene Permanent Joint Technical Committee to conduct a rapid assessment of the Kunene River Basin to map out and provide recommendations for the basin management and inform the development of an IWRM plan for the Kunene River Basin.

Objective

The main objective of this assignment is to conduct a rapid assessment of the state of the Kunene watercourse in order to map out and give recommendations for the development of an IWRM plan for management of the basin. The assessment and IWRM plan development will include stakeholder consultations and knowledge exchange to promote inter-basin dialogue learning. The assessment will also consider IWRM principles and other integrated approaches such as the water-energy-food-ecosystem nexus including mainstreaming youth, gender and climate change into water resources management in the Kunene based on a needs assessment of the basin. The rapid assessment will inform the formulation of the vision for the water resources in the basin and guide the SWI to achieve more holistic and coordinated water management to support the people, economy and natural ecosystems.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Conduct a transboundary rapid assessment including desk reviews of available datasets, literature and documents to identify priority water resources challenges across the SWI and assess their severity, mutual dependence and frequency of occurrence as well as opportunities and priorities to enable cooperative basin development
- Convene stakeholder consultations and knowledge exchange sessions that include learning formats such with workshops, symposia, webinars, and study visits to ensure institutional buy-in, capacity development, networking, inter-basin dialogue and sharing
- Identify and analyse, through a desk review, national, regional and international policies/strategies and legal frameworks to identify synergies and opportunities for harmonisation
- Analyse the riparian state institutional capacities at all levels (national, basin, local) for implementation of the SWI IWRM frameworks
- Recommend functional institutional arrangements for implementation including overall coordination and implementation of the identified priority interventions clearly defining roles and functions at all levels (basin, national, local)
- Develop an IWRM plan identifying priority interventions with budget and possible financing mechanisms
- Develop a monitoring and evaluation framework for implementation of the IWRM plan

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
<p>Inception report</p> <p>Report demonstrating the consultant's understanding of the assignment and scope of work outlining a detailed road map that will guide the delivery of the assignment. The report should include a clear methodology that will be used to achieve each task and accompanied by a workplan</p> <p>Inception meeting</p>	<p>3 weeks after inception meeting</p>
<p>Bi-monthly progress reports</p> <p>Reports Progress towards assignment completion guided by roadmap</p>	<p>Every two months after approval of Inception Report</p>
<p>Stakeholder and knowledge exchange sessions reports</p> <p>A schedule of stakeholder consultations and knowledge exchange sessions including roadmap (intervals) for their implementation that include fora to enable interbasin dialogue and learning and study visits</p>	<p>Plan 2 months after finalisation of inception report</p> <p>At least 4 months after finalisation of inception report</p>

<p>where possible as well as validation workshop</p> <p>In-depth plan for stakeholder consultations</p> <p>Stakeholder consultations and knowledge exchange sessions</p>	
<p>Needs assessment report</p> <p>A draft report of the results from the rapid assessment detailing process, outcomes from stakeholder processes, an analysis of institutional frameworks and recommendations for the development of an IWRM plan to inform coordinated and holistic basin management to support the people, economy and natural ecosystems in the Kunene watercourse</p>	<p>6 months after approval of Inception Report</p>
<p>IWRM Plan Visioning report</p> <p>A workshop that brings together basin stakeholders, as well as personnel from other shared watercourses in the region to discuss the development of the IWRM plan and next steps</p>	<p>2 months after approval of needs assessment report</p>
<p>IWRM Plan</p> <p>A validated IWRM plan detailing challenges, opportunities, plans and priorities for the Kunene watercourse including a comprehensive review of regional and national water resources management institutional frameworks and basin institutional arrangements</p>	<p>6 weeks after validation workshop</p>

Period of assignment: From 01 April 2022 until 31 March 2023 .

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Other specific requirements

Project management of the contractor

The consultant shall designate a focal person as sole point of contact for GIZ and the SWI.

The project will be jointly steered by designated focal persons from the SWI and GIZ TWM Programme.

The focal persons will hold monthly meetings with the consultant team while Project Management Committee (PMC) meetings will be convened every 6 months for updates on progress, feedback on draft deliverables and any other matters requiring coordination and management decisions.

Meetings will generally be conducted virtually, while face-to-face meetings will accompany other assignment activities i.e. stakeholder consultations or knowledge exchange sessions.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Firm and Personnel concept

Firm Profile

The Consulting Firm should provide a company profile including background information as well as two examples of similar work carried out in the SADC region with a budget of not less than EUR100, 000 thus demonstrating the capability and capacity of the firm to undertake the assignment. The formation of consortia, where necessary, is encouraged

Personnel Concept

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management within the available budget, as well as planning and steering assignments
- Regular reporting in accordance with deadlines
- Lead the identification of water resources management areas and issues of concern within the basin

Qualifications of the team leader

- The Team leader should be an internationally renowned IWRM Expert with the following credentials:
- A masters or postgraduate degree in Environmental/Water Sciences (specialising in any of the following: Integrated Water Resources Management, Water Resources Economics, Water Resources Planning and Management, Environmental Planning and Management) with strong demonstrable background and experience in IWRM planning
- Minimum of 10 years of experience in leading IWRM planning processes in transboundary river basins in southern Africa or similar environments
- Proven working experience in IWRM planning at transboundary level with experience in leading similar assignments in the last five (5) years preferably within the SADC region or a similar environment
- Familiarity and experience in the Kunene River Basin will be an added advantage.
- Prior experience working with international cooperation partners, like GIZ
- Fluent in English. Fluency in Portuguese will be an added advantage.

Expert 1: Co-team leader

Tasks of expert 1

- Provide leadership and coordination in identifying water related socio-economic issues, data collection and analysis, including policy analysis, project progress planning, reporting, fieldwork coordination, and capacity development

- Lead the identification and analysis of water management plans within riparian states
- Lead the identification, collection, and analysis of existing socio-economic data and frameworks as well as water use data within the basin

Qualifications of expert 1

- A Master's degree specialising in any of the following: Political Science, Public Administration, Water Resources Economics, Natural Resources Economics, Environmental Economics, Development Economics, and Development Planning
- Minimum of 10 years of experience in socio-economic assessments and water resources planning preferably at transboundary level.
- Previously participated in integrated water resources planning over the last 7 years preferably at the transboundary level
- Demonstrable experience in water resources participatory planning preferably in transboundary water resources management in the SADC region or a similar environment.
- Fluent in English. Fluency in Portuguese will be an added advantage

Expert 2: Hydrologist

Tasks of expert 1

- Collect, collate, and analyse existing hydrological baseline data which include but not limited to hydrological flows, groundwater quality and quantity, surface water quality, sedimentology, climate data and water resources utilisation data
- Develop a hydrological monitoring framework for the basin taking into consideration hydrometeorological stations, hydrological flow gauging, water quality assessment and sediment transport assessment

Qualifications of expert 1

- An MSc in Hydrology with strong background in IWRM planning
- At least 5 years of experience in hydrological assessment and monitoring in transboundary river systems preferably in the SADC region. Experience in the SWI will be an added advantage
- Demonstrable experience in Water Demand Forecasting
- Fluent in English and Portuguese with working knowledge of the other

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel

Team leader: On-site assignment for 58 expert days

Expert 1: Assignment in country of assignment for 58 expert days

Expert 2: Assignment in country of assignment for 58 expert days

The actual level of effort (input) for undertaking the assignment shall not exceed 174 days with a maximum of 60 days spent in the riparian states of the Kunene Basin.

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Workshops, meetings

The contractor implements the following workshops/study trips/training courses:

- In-depth stakeholder consultations
- Inter-basin dialogue
- Validation workshop
- IWRM Plan Visioning Workshop

GIZ will cover the costs for implementing these activities, excluding consultant travel costs.

Other costs

- Visa costs

6. Inputs of GIZ or other actors

GIZ-TWM, SADC the SWI Secretariat will provide:

- Documents
- Workshops logistics
- Assistance in introducing consultant team to stakeholders

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

Firms are required to submit a Technical Proposal and a Financial Offer.

The Technical Proposal should include:

- i. Background information of the consulting firm: Legal status of firm, company profile and examples of similar work, with a budget of not less than EUR 100, 000,00

carried out demonstrating the capability and capacity of the firm to undertake the assignment.

- ii. Competency and experience: Team assigned to the assignment including qualifications and expertise of team, years of relevant experience and at least three (3) contactable references on similar work previously undertaken. Personal CVs of team members of no more than 3 pages must be included with clear identification of the Team Leader and Co-Team Leader.
- iii. Demonstration of understanding of the work required: Proposed methodology and approach on how to undertake the assignment.
- iv. A clear work plan of activities

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

The Financial Offer should indicate:

- The Financial proposal should clearly detail total number of days to complete the assignment and daily rates as well as all other anticipated costs the currency of your country. During the financial evaluation the amounts will be converted 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

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

8. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment. The option is

exercised in the form of an extension to the contract based on the already offered individual rates.

9. Annexes

If necessary

Module proposal
Results model
Capacity development (CD) strategy
Analysis of actors
Process map
Programme
Country strategy
Priority area strategy paper
Other relevant documents