

Reference number: 83432068

Processing number: 18.2194.1-001.00

Project title: RSAP V Resource Mobilisation Plan

Project Name: Transboundary Water Management in the SADC region

Country: Botswana

Your reference
Our reference

22.03.2023

Dear Sir/Madam,

The German Federal Ministry for Economic Cooperation (BMZ) has commissioned the above-mentioned project to be implemented in the SADC region for the period of January 2020 to 31 March 2025.

The assignment on the Resource Mobilisation Plan under the RSAP V is concerned with the following:

The overall objective of the consultancy is to support the SADC water sector, including its stakeholders (i.e., SADC Secretariat, SADC implementing agencies, River Basin Organisations - RBOs, International Cooperating Partners - ICPs) in effectively identifying existing and mobilising additional financial resources for activities in the RSAP V. To this end, a mapping of potential funding sources will be conducted, and a resource mobilisation plan will be developed.

It is against this backdrop, that SADC /GIZ TWM is looking for a competent and qualified **individual consultant** based in the SADC region.

Submission deadline

Should you be interested in participating in the tender and implementing the task, please refer to the attached Terms of Reference (Annex 1) for more detailed information. Submission of tender documents to **BW_Quotation@giz.de** no later than **10th April 2023, 1700, hrs.** Please note that tender bids received after the stipulated time and date **will not** be accepted.

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Jochen Flasbarth, State Secretary

Management Board
Tanja Gönner (Chair)
Ingrid-Gabriela Hoven
Thorsten Schäfer-Gümbel

Technical offer (based on the criteria of the assessment grid (Annex 2))

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

- 1) Demonstration of understanding of the work required (proposed methodology and comments on the terms of reference).
- 2) A clear detailed work plan of activities (sequence and timing of activities).
- 3) Competency and experience (CV of no more than 3 pages, in English, including 3 contactable references on similar work undertaken; 1 example of similar work undertaken, as link or annex to the technical proposal).

Price offer

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). Personnel costs should be shown per expert assigned for the measure. 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 EUR currency.** Upon contract drafting the offer will be converted to your local currency 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

The following items must be submitted with the **financial proposal**

- (a) The financial offer form (Annex 3) to be completed for the price
- (b) Individual bank letter dated within 6 months
- (c) Tax clearance certificate (TCC) (if applicable according to your country regulations)

Alternative offers

No alternative offers are permitted. (Offers not in line with the Terms of Reference requirement will not be evaluated).

Labelling of offer

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 as different attachments (combined technical and financial offers in one document will be disqualified).

Price offer (labelled):

RSAP V Resource Mobilisation Plan

Reference: number: 83433068

– to be opened by GIZ procurement unit only –

Technical offer (labelled):

RSAP V Resource Mobilisation Plan

Reference: number: 83433068

– 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 (5) working days before the closing of the tender. Questions must be raised in writing, by email to: **BW_Quotation@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%, 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.

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,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Annexes

1. Terms of Reference
2. Technical Assessment Grid
3. Budget allocation form (for financial proposal)
4. GIZ General Terms and Conditions of contract 2022