

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

CONTRACT 83440420

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<b>REVIEW AND UPDATING OF THE JOINT IWRM STRATEGY FOR THE ROVUMA/RUVUMA WATERCOURSE</b>	<b>Project number/ cost centre: 18.2194.1-001.00</b>
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## **0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2022
IWRM	Integrated water resources management
SADC	Southern Africa Development Community
RSAP	Regional Strategic Action Plan on Integrated Water Resources Development and Management
SWI	Shared watercourse institution
ToR	Terms of reference

## **1. Context**

### **1.1. Introduction**

The Transboundary Water Management Phase 5 (TWM V) in the SADC Region 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.

### **1.2. Transboundary water governance in the SADC region**

Water resources in southern Africa are vital to the region's sustainable social and economic development. 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 15 shared basins - which include the Buzi, Congo, Cunene, Cuvelai, Incomati, Limpopo, Maputo, Nile, Okavango, Orange-Senqu, Pungwe, Rovuma/Ruvuma, Save, Umbeluzi and Zambezi - are shared by at least two 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, shared watercourse institutions’ 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.

### **1.3. The Rovuma/Ruvuma Watercourse**

Rising in the mountainous areas east of Lake Malawi/Niassa/Nyasa and flowing east for 800km into the Indian Ocean, the Rovuma/Ruvuma watercourse is shared by Mozambique, Tanzania and Malawi. The watercourse covers a total catchment area of approximately 155,000 km<sup>2</sup> with 100,000 km<sup>2</sup> (65.39%) in Mozambique, 52,552 km<sup>2</sup> (34.30%) in Tanzania and 2,500km<sup>2</sup> (0.31%) in Malawi. The main course of the river forms the border between Mozambique and Tanzania. The perennial river and its resources support livelihoods and economies in the riparian states and harbours a significant ecology of wildlife.

The Development of the Rovuma/Ruvuma River Basin Monograph, development scenarios and Joint IWRM Strategy were part of the Shared Watercourses Support Project (SWCSP) for the Ruvuma, Buzi and Save river basins prepared by the SADC Secretariat in consultation with the Governments of Mozambique, Tanzania and Zimbabwe. The project was financed by the African Development Bank (AfDB). The joint effort between Mozambique and Tanzania in the Rovuma/Ruvuma River Basin is to ensure the development of integrated water resources management and related physical infrastructure development that contributes to regional integration and poverty reduction.

Since 2013, changes in social, economic and environmental changes in the basin such as population growth, rise in industry and mining as well as oil and gas explorations in the basin present challenges and opportunities for coherent basin development and management. Changes in available water resources, socio-economic characteristics, environmental conditions, and current and projected water demand due to developments in the basin necessitate an updating of the basin monograph, development scenarios and strategy to reflect these changes overtime as well as to envision a future for the basin. It is against this background that the SADC Water Division with support from the GIZ-TWM Programme is supporting the review and updating of the River Basin Monograph, development scenarios and Joint IWRM Strategy for the Rovuma/Ruvuma watercourse.

## **2. Objective**

The main objective of this assignment is to review and update the Joint Integrated Water Resources Management Strategy for the Rovuma/Ruvuma Watercourse. This will include an assessment of the state of the basin in order to update the basin monograph and inform development scenarios that map out and give recommendations for the updating of the IWRM

strategy. The assignment will include stakeholder consultations and knowledge exchange to promote inter-basin dialogue and learning. This 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 based on a needs assessment of the basin. The 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. This will culminate into an updated Joint Integrated Water Resources Management Strategy for the Rovuma/Ruvuma watercourse.

### 3. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Conduct a transboundary assessment including reviews of available datasets, literature and documents to identify gaps in the monograph and prioritise water resources issues across the basin to enable cooperative basin development and management
- 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
- Conduct a water resources assessment focusing on both surface water and groundwater)
- Conduct a field visit into the basin in order to promote a common understanding of the water resource development and management requirements and priorities for the basin
- Identify and analyse national, regional and international policies/strategies and legal frameworks to identify synergies and opportunities for harmonisation
- Analyse the riparian state institutional set up and capacities at all levels (national, basin, local) for implementation of the SWI IWRM strategy
- Update the basin monograph
- Analyse development options and alternative strategic actions to meet future water demand and management requirements to inform scenario mapping
- 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)
- Update the IWRM strategy detailing priority interventions with budget and possible financing mechanisms
- Develop a monitoring and evaluation framework for implementation of the IWRM Strategy

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term.

Milestone	Deadline/place/person responsible
<b>Inception report</b>	2 weeks after contract signing
Report demonstrating the consultant's understanding of the assignment and scope of work outlining a detailed road map that will	

<p>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><b>Bi-monthly progress reports</b></p> <p>Reports Progress towards assignment completion guided by the agreed workplan</p>	<p>Every two months after approval of Inception Report</p>
<p><b>Stakeholder and knowledge exchange sessions</b></p> <p>A schedule of stakeholder consultations and knowledge exchange sessions including roadmap (intervals) for their implementation that include fora to enable inter-basin dialogue and learning and study visits 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>2.5 months after finalisation of inception report</p>
<p><b>Needs assessment report</b></p> <p>A draft report of the results from review of the monograph and assessment detailing process, outcomes from stakeholder processes and field visit, an analysis of institutional frameworks and recommendations that inform the development scenarios and updating of the IWRM strategy to inform coordinated and holistic basin management to support the people, economy and natural ecosystems in the Rovuma/Ruvuma watercourse</p> <p>Updated basin monograph</p> <p>Development scenarios</p>	<p>4 months after approval of Inception Report</p>
<p><b>IWRM Strategy Visioning report</b></p> <p>A workshop that brings together basin stakeholders, as well as personnel from other shared watercourses in the region to discuss alternative development scenarios to inform the updating of the IWRM Strategy and next steps</p>	<p>2 months after approval of needs assessment report</p>

IWRM Strategy Visioning workshop	
<b>IWRM Strategy and project closure report</b>  A validated IWRM strategy detailing challenges, opportunities, plans and priorities for the Rovuma/Ruvuma watercourse including a monitoring and evaluation framework and financing mechanism.  Validation workshop  Project closure meeting	6 weeks after validation workshop

Period of assignment: Anticipated from July 2023 until March 2024. The exact start date will be agreed during the contracting stage.

#### 4. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 0 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** (read together with the Technical Grid)

**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 0).

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 0 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 0.

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 bidder shall designate a focal person as sole point of contact for the riparian states, SADC and GIZ.

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

The focal persons will hold monthly meetings with the consultant team while Project Steering Committee (PSC) meetings will be convened every 4 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 e.g. stakeholder consultations or knowledge exchange sessions.

All costs related to workshops, excluding consultant travel and accommodation costs, will be borne by the GIZ-TWM Programme.

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

## **5. 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 EUR80, 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 8), the range of tasks involved and the required qualifications. Firms are encouraged to innovate around the team composition.



The below specified qualifications represent the requirements to reach the maximum number of points. Please read this section together with the Technical Grid.

## **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 including development of basin scenarios
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### Qualifications of the team leader

- The Team leader should be an internationally renowned IWRM Expert with the following credentials:
- A Masters degree or higher 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 Rovuma/Ruvuma 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 Masters 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 and surface water quality and quantity, sedimentology, climate data and water resources utilisation data
- Develop a hydrological monitoring framework for the basin taking into consideration hydrometeorological stations, hydrological flow gauging, groundwater monitoring, water quality assessment and sediment transport assessment

### Qualifications of expert 1

- An MSc in Hydrology or related field 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 either English/ 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

## **6. Costing requirements**

### **Assignment of personnel**

Team leader: On-site assignment for 40 expert days

Expert 1: Assignment in country of assignment for 40 expert days

Expert 2: Assignment in country of assignment for 40 expert days

The actual level of effort (input) for undertaking the assignment shall not exceed 120 days with a maximum of 40 days spent in the riparian states of the Rovuma/Ruvuma Basin.

### **Travel**

The bidder is required to calculate the travel by the specified experts it has proposed based on the places of performance stipulated in Chapter 0 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses. Please refer to Annex 3.

## **Workshops, meetings**

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

- In-depth stakeholder consultations
- Basin field visit
- Inter-basin dialogue with other transboundary basins in the region on selected issues where possible
- IWRM Strategy Visioning Workshop
- IWRM Strategy validation workshop

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

## **Other costs**

- Visa costs

## **7. Inputs of GIZ or other actors**

Riparian states, SADC and GIZ-TWM will provide:

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

## **8. 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 Eligibility documents, 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 80, 000.00 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 two (2) 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 role the person will assume in the project.

The CVs of the personnel proposed in accordance with Chapter 5 of the ToRs shall not exceed 3 pages for each person. 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.

- 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 technical proposal, excluding CVs, shall not exceed 10 pages.

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 in Euro currency. When drafting the contract, the financial offer will be converted in 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/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_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.

Eligibility documents must include

1. Average annual turnover of EUR250,000.00 over the last 3 financial years
2. Average of 5 employees and managers over the last 3 calendar years
3. 2 examples of similar work carried out in the region, with a budget of not less than EUR 80, 000,00 demonstrating the capability and capacity of the firm to undertake the assignment
4. At least 2 reference projects in the technical field of transboundary integrated water resources management
5. At least 1 reference project in Southern Africa over the last 3 years (SADC regional experience)
6. Demonstrable technical experience in the following areas: Integrated catchment management; Water resources planning; Stakeholder participation; Institutional arrangements; Financing transboundary water resources management

## **9. 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.