



TENDER INVITATION

Executive Search Services

GLOBAL WATER PARTNERSHIP ORGANISATION

Contents

1. Objective	3
1.1 About the Global Water Partnership	3
2. Instruction to Tenders	5
2.1 Procurement Procedure	5
2.2 Content of Tender Offers	5
2.3 Submission of Tender offers	5
2.3.1 Closing Date for Submission of Tenders.....	6
2.3.2 Cost of Tender	6
2.3.3 Period of Validity of Tender	7
2.3.4 Withdrawal of Tenders.....	7
2.3.5 Opening of Tenders	7
2.3.6 Communications during the procurement procedure.....	7
2.4 Tender Evaluation	7
2.4.1 Exclusion and Qualification Criteria	7
2.4.2 Evaluation Criteria	7
2.4.3 Award of assignment.....	8
3. Specification of Requirements	8

1. Objective

The purpose of this Tender Invitation is for the Global Water Partnership Organisation to procure executive search services to assist in the search and recruitment of a new Executive Secretary for GWPO. The Global Water Partnership Organisation is an intergovernmental organisation (as further described below) and the Executive Secretary is the Executive Officer of the Organisation, appointed by the Steering Committee for a period of 5 years (renewable). The Executive Secretary ensures the implementation of the strategic directions and instructions received from the Steering Committee as well as fostering and developing the GWP Network (described below).

1.1 About the Global Water Partnership

The Global Water Partnership vision is for a water secure world. Our mission is to support the sustainable development and management of water resources at all levels.

Global Water Partnership (GWP) is an international network created in 1996 to foster the implementation of integrated water resources management (IWRM): the coordinated development and management of water, land, and related resources by maximising economic and social welfare without compromising the sustainability of ecosystems and the environment.

The GWP Network currently comprises 13 Regional Water Partnerships and more than 80 Country Water Partnerships, and includes over 3,000 Partners in 180 countries.

The Network. The Global Water Partnership is a non-profit action network with a focus on water resources management and development. It is a multi-donor funded network focused on facilitating and supporting countries in change processes for the sustainable management of their water resources. The GWP Network is open to all organisations which recognise the principles of integrated water resources management endorsed by the network and which are committed to these principles (outlined in the application to be a Partner). It includes states, government institutions (national, regional and local), intergovernmental organisations, international and national non-governmental organisations, academic and research institutions, companies, and service providers in the public sector. GWP provides a mechanism for harmonization across different national actors and internationally across different external support agencies, and a platform for multi-stakeholder dialogue at global, national and local levels.

The Partnership helps countries connect water resources planning and operations at different scales – transboundary, regional, basin, national and local – so that actions are coherent and sustainable. Instead of using the traditional development approach in which projects are often not connected, GWP works with numerous stakeholders to design strategic approaches to improving water management. This builds local capacity in the long term. GWP does not operate alone; indeed its networking approach provides a mechanism for coordinated action and adds value to the work of many other development partners.

The Organisation. The GWP Organisation (GWPO), established as an intergovernmental agency in Sweden, is managed by an Executive Secretary who is answerable to the Steering Committee (SC). The Steering Committee oversees policy and approves the work programme and budget of the GWPO. The SC and its Chair are appointed by the Sponsoring Partners, comprising the ten founding members of the GWPO.

The GWPO Secretariat acts as the ‘network hub’ for GWP. The Secretariat manages GWP’s finances and reports on funding received at the global level. It also helps with the exchange of knowledge, resources, and ensures communication and coherence across the Network. The Secretariat of GWPO is located in Stockholm, Sweden. The Secretariat staff force normally stands at 20-25 staff members recruited from all parts of the world, with around half of the staff being permanent Swedish residents. The staff is composed of both administrative and operational/scientific/technical positions.

The GWP Technical Committee is the ‘technical hub’ of the network. At the global level, the GWP Technical Committee’s mandate is to guide policy makers with clear insights on emerging issues, drawing on the forward thinking of acknowledged world experts. For water resource practitioners at all levels, the GWP Technical Committee aims to provide high quality, peer-reviewed and evidence-based information and background material.

GWP has built up a network of **13 Regional Water Partnerships (RWPs)**. These bring together various sectors and interest groups to identify and discuss common water problems and to develop action plans based on integrated water resources management. Each RWP, and the Country Water Partnerships, Area Water Partnerships, City Water Partnerships and River Basin Partnerships that may be established in the regions, has its own operational strategy, work programme and administrative structure. The RWPs are attached to host institutions that administer funds and employ staff on their behalf.

More information can be found at www.gwp.org.

2. Instruction to Tenders

2.1 Procurement Procedure

This is an open competitive procurement procedure. Bidders will submit a written tender offer and GWPO will subsequently enter detailed discussions with one or more of the bidders. One supplier only may be awarded the assignment. It is of the utmost importance that all terms and conditions contained in the tender invitation are fully followed.

NOTE: GWPO as an inter-governmental organisation is not bound by the Swedish procurement act (SFS 2007:1091) but may undertake procurement anyway. This tender invitation does not obligate GWP to contract for the supply of any products or services.

2.2 Content of Tender Offers

Bidders should offer services for the complete assignment as defined in the Specification of Requirements set out in Section 3 below. Please note that each requirement in the specification is to be addressed separately, with clear reference to the requirements. For evaluation purposes, the tender offer should follow the same disposition as the Specification of Requirements. The offer will include:

- Explanation of the approach used by the bidder when carrying out executive search services, giving details of each step of the process to search and select a successful candidate
- Give examples of similar executive search and successful appointments the bidder has carried out previously, especially in the development sector
- The full cost and timeline of the services.

All costs must be included in the tender offer. The costs are to be specified in EURO, **including VAT** if applicable, in the manner set out in the specification.

The bidder is welcome to enclose brochures and other printed information, although the comments in the offer to the tender requirements should be listed as specified without relying on information in enclosures or elsewhere.

Please also take note of the evaluation criteria described below.

2.3 Submission of Tender offers

The tender offer is to be:

- ⇒ submitted in English with one (1) electronic version by e-mail marked "Tender for Executive Search Services".
- ⇒ Complete with all relevant company names, address, contact persons and e-mail address, VAT-number (or other relevant tax registration number)
- ⇒ signed by authorised representative of the bidder
- ⇒ sent by e-mail to procurement@gwp.org

- ⇒ considered as confidential.
- ⇒ specifying an e-mail address of the supplier to which potential clarifications may be sent

By submitting a tender the bidder confirms that the company:

- has not been convicted of any criminal offence and is, if requested, able to produce an extract from a legal register, or in the absence of such a register, a certificate issued by an authorized legal or administrative authority in the country of origin or in the country where the supplier is based, as means of proof.
- is not in debt with either the tax authority or the enforcement service regarding the payment of any required taxes and/or social security contributions (certificate(s) may be requested by the Buyer where appropriate). VAT-number, if any, should be stated.
- is, if requested, able to present adequate papers proving that they have not been convicted of any crime concerning the exercising of a profession, been the subject of a legal verdict or been found guilty of gross misconduct whilst providing a professional service.
- is not bankrupt or currently the subject of bankruptcy proceeding, compulsory liquidation, compulsory management arrangement or accord. The bidder also confirms that they have not cancelled payments or been made the subject of a trading ban or any other similar arrangement

The bidder also confirms that the company has the financial capacity, as well as the technical, quality assurance, research and development capacities and abilities for the assignment/fulfilment of the bidder's contractual obligations

Certificates and other proof as stated above may be requested by the GWPO where appropriate. Note that certificates should only be supplied upon separate request from GWPO. Bidders failing to produce proof if requested by GWPO may be disqualified.

To verify that the exclusion and qualification criteria are fulfilled, GWPO may acquire information from a credit-reporting bureau.

2.3.1 Closing Date for Submission of Tenders

Final date for receipt of tenders is 14th August 2017. GWPO may extend the final date for submission of tenders for any reason including requests from bidders to do so.

Tender received after the final date of receipt of tenders will be disregarded.

2.3.2 Cost of Tender

Costs for the preparation of tenders will not be reimbursed.

2.3.3 Period of Validity of Tender

The offer outlined in the tender is to be valid for a minimum period of 90 calendar days after the closing date. If necessary, GWPO may ask for the bidder's agreement to an extension of the period of validity (preferably in writing).

2.3.4 Withdrawal of Tenders

A bidder may withdraw its tender at any time prior to the closing date, if notice of the withdrawal is received by GWPO prior to the closing date. Notice of withdrawal is to be signed by an authorized representative and sent by e-mail to susanne.andre@gwp.org.

2.3.5 Opening of Tenders

GWPO will open the tenders at its office on the day following the closing date. Bidders will not be allowed to participate in the opening of the tenders. The names of the tenders will be kept confidential until the contract with the successful bidder has been signed.

2.3.6 Communications during the procurement procedure

If the bidder has any questions regarding the invitation to tender, please contact Susanne André, Senior Legal & HR Officer via email (Email: susanne.andre@gwp.org). GWPO will respond in writing (via email only) to any request for clarification of the tender invitation that it receives prior to the closing date of the tender.

GWPO's response to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all bidders via e-mail and posted on our internet site.

2.4 Tender Evaluation

The evaluation of tenders will be carried out in two steps.

2.4.1 Exclusion and Qualification Criteria

GWPO will examine the tenders to determine whether they are complete, the documents have been properly signed, and the requirements have been addressed. A tender may be rejected if the tender is incomplete, not signed or fails to address the requirements.

2.4.2 Evaluation Criteria

The second stage consists of an evaluation of the tenders according to the evaluation criteria listed below.

Evaluation Criteria	Relative Importance
Ability to provide the services required, giving thorough explanation of the steps of the process of the service	40%
Experience of carrying out similar appointments within the development	30%

and/or sustainability sector	
Cost of the services	20%
The time it will take to carry out the services	10%

GWPO may in writing ask any bidder for clarification of any part of its proposal to assist in the examination and evaluation. GWPO may also invite any number of bidders to present or otherwise confirm the services, or parts thereof, followed by a question and answer session. The presentation will be held in Stockholm, Sweden or by videoconference/internet.

2.4.3 Award of assignment

GWPO will enter detailed discussions with the bidder rated as having submitted the most advantageous bidder to arrive at a contract for the assignment. If such discussions are unsuccessful, GWPO may invite the second rated bidder for discussions.

Please note that GWPO is not bound to select any of the tender offers submitted.

3. Specification of Requirements

As set out above, GWPO is an intergovernmental organisation which supports and advises a not for profit action network. The Executive Secretary is the Executive Officer of the organisation and head of the Secretariat. The Executive Secretary reports and is responsible to the Steering Committee for the activities of the Secretariat as per the Statutes of GWP. The Executive Secretary shall ensure the implementation of the strategic directions and instructions received from the Steering Committee. The ES shall work with fostering and developing the GWP Network, widening its membership and links with other organisations and institutions in non-water sectors. The Executive Secretary shall also be responsible for overall fundraising at the global level and developing new funding opportunities.

The current Executive Secretary has decided to retire once his term ends at the end of December 2017. The Global Water Partnership Organisation is therefore looking to appoint a new Executive Secretary, starting as soon as possible in 2018. The Steering Committee is the body within GWPO which appoints the Executive Secretary.

The services requested are to assist the GWPO Steering Committee in searching for appropriate and skilled candidates to take on the role as Executive Secretary, manage the search and selection for shortlisting, and supporting the GWP Chair and selection committee with the tasks of interviewing and making the final selection of a candidate to be appointed by the Steering Committee. The job description for the Executive Secretary is decided upon by the Steering Committee and the bidders will be working with the GWP Chair to finalise this job description, to use as a basis for the recruitment process.

Bidders should therefore set out in detail:

1. Previous experience of carrying out successful executive search assignments in the development and/or sustainability sector (please provide name of organisations and positions)
2. The approach which is used to:
 - a. Understand the client's needs (international non-profit organisation, cultural diversity, gender equality) in relation to the Executive Secretary position
 - b. Identify, attract and contact potential candidates (including any candidate assessment tools which may be used)
 - c. Managing and supporting the interview process
 - d. Managing and supporting the finalisation of contracting the selected candidate (and managing unsuccessful candidates).
3. Cost for all the steps of the process, including VAT if applicable.
4. Timeline for carrying out the service.