

Global Water Partnership South Africa
Block A, Ground Floor Hatfield Gardens
333 Grosvenor Street
Pretoria, South Africa

17 January 2024

REF: **Bid No: ITB No. T00023/2023/03PDCVA**

Dear Sir/Madam,

**SUBJECT: REQUEST FOR PROPOSAL (RFP)/BID:
PROFESSIONAL CONSULTANCY SERVICES FOR A LEAD FUNDING PROPOSAL DEVELOPMENT AND CLIMATE
VULNERABILITY ASSESSMENT CONSULTANT FOR THE SADC REGIONAL WATER INVESTMENT PROGRAMME
(SADC AIP)**

Global Water Partnership (GWPSA) NPC, on behalf of the Development Bank of Southern Africa (DBSA), is pleased to invite you to take part in a Request for Proposal (RFP)/BID for the **“PROFESSIONAL CONSULTANCY SERVICES FOR A LEAD FUNDING PROPOSAL DEVELOPMENT AND CLIMATE VULNERABILITY ASSESSMENT CONSULTANT”** under the below conditions.

This opportunity has been advertised as an open tender process on the GWPSA Website and other water networking platforms and promotes equal opportunities among the research and development community. A quotation based on a fixed price and proposed activity schedule, is requested in the RFP/BID document **REF: Bid No: ITB No. T00023/2023/03PDCVA.**

The Bidder must submit two proposal documents in either PDF or word in a size that is transferrable via email to the GWPSA contact addresses in this Bid letter, i.e., one Full Technical proposal and one Full Financial proposal.

The deadline for submissions is **16 February 2024 at 12:00 midnight SAST** and it is our intention to award the contract shortly thereafter. The start date is estimated for **1st week of March 2024** and is set for a duration of **270 calendar days**. Any Bid queries must be raised before **17:00hrs on 31 January 2024** and should be directed to gwpsaprocurement@gwp.org copied to shamiso.kumbirai@gwpsaf.org. Bids received after the final date of receipt of tenders will be disregarded. GWPSA may extend the final date for submission of bids for any reason it deems necessary and will notify all bidders in this event.

GWPSA NPC shall, in terms of section 58 of the Botswana Income Tax Act CAP 52:01 (Act) deduct a withholding tax at the default rate of 15% or 10% for residents of South Africa or as per the applicable Double Taxation Avoidance Agreement (DTAA) for any other country. The tax so deducted shall be remitted to the Botswana Unified Revenue Service and the company shall issue the payee/contractor with BURS' tax certificates, which may, depending on the tax laws of the country of residency of the contractor, be used to claim foreign tax credits. For the avoidance of doubt, this withholding tax applies on management or consultancy fees, which is defined in the Act as meaning, 'any amount payable for administrative, managerial, technical or consultative services or any similar services, whether such services are of a professional nature or not.' The said term may alternatively be referred to as technical fees in DTAA's.

Proposal Evaluation Criteria

The technical proposal contributes 75% of the total and final evaluation score whilst the financial proposal carries 25% of the weighted score. The technical proposal that scores 70% and more will proceed to the financial evaluation stage. This addendum provides a detailed breakdown of how the proposals will be evaluated and scored as well as the proposal specification requirements.

Proposal Specification Requirements		Points Obtainable
Section 1: Solution statement (Maximum 10 A4 sides)	<p>This is a detailed statement of the Bidder's approach to delivering the project. The statement must provide a focused view of your proposed methodology that demonstrates how the bidder aims to meet the objectives of the project and how you will deliver this in practice.</p> <p>The following areas should be covered within this document:</p> <ul style="list-style-type: none"> • Background • Name and contact details of lead organisation, and sub-contractors • Brief overview of the main services each organisation will provide • Concise details of how and why the delivery team are best placed to deliver this project • Project Methodology and Approach • An overview of the programme of work that you plan to deliver. This should include: <ul style="list-style-type: none"> • Structure and methodology for delivering the project objectives • Rationale and justification for the proposed activities and how they will meet the objectives and requirements of the project • Expected benefits and deliverables • Details of how you will gather the required country and regional data • Quality Assurance • Details of how you will ensure quality of deliverables throughout the project. • CVs of the project team members who will be undertaking the consultancy 	40
Section 2: Work Plan (Maximum 3 A4 sides)	<p>Bidders should provide a detailed work plan outlining how they intend to manage and deliver the project. This should include the following:</p> <ul style="list-style-type: none"> • Work Plan • A detailed work plan including timelines for the implementation of activities, proposed delivery dates for key outputs and any other key milestones. • Details of how the project will be managed. • Any additional practical information or requirements <p>Please include any specific requirements pertaining to effectively delivering the services. This may include plans or requirements the team may have for engagements with GWPSA, the governments, the required county-level consultations, other consultants/experts, any other relevant stakeholders.</p>	15

	Please include any assumptions relating to the role and support of GWPSA.	
Section 3: Case Studies (Maximum 1 A4 side per case study)	<p>The Lead Bidder should provide up to 5 examples of previous work which demonstrates their ability to deliver projects consistent with this project.</p> <p>Other consortium members should provide up to 2 examples each of previous work. Case studies should include:</p> <ul style="list-style-type: none"> • Client name • Client contact (Name, Phone Number and email) • Contract start date • Contract completion date • Contract value • Details of the work carried out including challenges and successes • How this project will benefit from the experience gained 	15
Section 4: Risk Analysis (Maximum 2 A4 sides)	Bidders should produce a separate statement of the risks, assumptions, issues, and challenges that you believe the entire project will face with the development, implementation, and ongoing management of this solution, along with the recommended mitigating actions.	5
Section 5: Financial Proposal	<p>Bidders must provide a detailed financial proposal in United States Dollars (USD \$), inclusive of VAT and all other applicable taxes. A withholding tax shall be charged to the consultant, and GWPSA will avail the corresponding tax certificates. GWPSA will not be liable for any additional taxes due to tax Authority/ies in the country of origin of the Consultant. The commercial proposal will be evaluated on the extent to which it demonstrates value for money.</p> <ul style="list-style-type: none"> • The budget should be structured in line with delivering the supplier's work plan and include a breakdown of all component costs, including third party costs. • Fees should be broken down by individual, day rate and activity. • Expenses should be estimated separately - Logistics, travel, printing, venue hire etc for both the core team and the participants. Suppliers must give due consideration to consultation and workshop requirements and cost appropriately for such expenses. • Overhead expenses can be included in the total cost of the project but should be incorporated into fee rates for staff members. They should not be included as a separate line item. • Suppliers should ensure that they state any assumptions that have been built into the costing provided. <p>Suppliers should briefly summarise how their proposal represents value for money.</p>	25



Bid submissions should be addressed to:

GWPSA NPC Procurement
Ground Floor, Block A, Hatfield Gardens
333 Grosvenor Street
Hatfield, Pretoria

and emailed to gwpsaprocurement@gwp.org, Mr. Mark Naidoo mark.naidoo@gwpsaf.org, and a copy to Ms Shamiso Kumbirai shamiso.kumbirai@gwpsaf.org. Please note email submissions should be in batches each less than 10Mb.

The Work will be administered under a standard Consulting Agreement, compliant with the GWPSA NPC Procurement Policy.

We very much look forward to your response and appreciate your participation on this project.

Yours Sincerely,

Mr. Mark Naidoo

GWPSA Operations



Africa Water Investment Programme

SADC Regional Climate Resilient Water Investment Programme (SADC -AIP)

Climate Resilient Hydrological Systems and observation for the SADC Regional Climate Resilient Water Investment Programme

Lead Consultant:

Climate Vulnerability Assessment and Preparation of the Funding Proposal for the Green Climate Fund

Terms of Reference

1. Background

Since 1980, climate disasters have impacted approximately 142 million people in the Southern African Development Community (SADC) region. To answer this challenge, the SADC Regional Climate Resilient Water Investment Programme (SADC -AIP) project aims at responding to climate hazards in the 13 participating SADC countries (Angola, Botswana, eSwatini, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia, Zimbabwe).

The Green Climate Fund (GCF) approved a grant to support preparations for a regional climate-resilient water investment programme in the SADC. Funding from the GCF Project Preparation Facility (PPF) will support the development of an investment programme that aims to leverage at least USD 117 million, which is expected to benefit 140 million people in the SADC region. The programme is under the Continental Africa Water Investment Programme (AIP) that was adopted by the African Union Heads of States Summit in February 2021.

Increasing climate hazards threaten these existing investments in water, energy, food security, human health, and socio-economic development. Many countries have poor climate information and early warning systems (CIEWS), 49% of Least Developed Countries (LDCs) -majority from Africa, have no fit-for-purpose multi-hazard early warning systems (MHEWS). Accurate science-based climate information and data is the foundation of resilience building and achievement of water-related socio-economic development and targets of the Paris Agreement and Sustainable Development Goals (SDGs). Inadequate climate information, poor early warning systems and a paucity of reliable data constrain science-led investment decision-making.

In southern Africa, frequent climate hazards pose significant risks to water security by increasing the water investment gap, disrupting Climate Information and Early Warning Systems (CIEWS) and causing damage to hydrological information monitoring systems and water infrastructure.

The proposed SADC regional climate-resilient water investment programme will leverage the high-level political commitment of the AIP to address key barriers in the provision of reliable CIWES and implement paradigm-shifting pathways towards transformational resilient water investments. For more information refer to this [article](#) and the [approved project concept note](#) AIP has been developed to mobilise science-based climate resilience water investments through the following interventions:

i. Mobilise high-level political commitment and leadership on water investments

The International High-Level Panel on Water Investments for Africa was established in 2022, comprising current and former Heads of State and global leaders. The Panel developed a [Report](#) that was launched at the UN 2023 Water Conference and an High Level Africa Water Investment action plan that was launched at COP 20, with pathways for countries to mobilise at least an additional US\$30bn annually by 2030, for implementing the AIP.

ii. Develop and implement the Water Investment Scorecard to enhance mutual accountability, transparency, and efficiency of water finance and investments

The [AIP-PIDA Water Investment Scorecard](#) supports countries to track progress, set benchmarks, identify bottlenecks, and take action to meet Africa's water investment needs. The Scorecard was adopted by the African Union Heads of States in February 2022.

iii. Develop implement regional and national water investment programmes to close the water investment gap

Many African countries are extremely vulnerable to climate variability and climate change; and are further faced with weak institutional capacities, water infrastructure, and information systems to support water management. Regional and national water investments programmes supported by the AIP to close the water investment gap and mobilising climate resilience water investments informed science-based climate resilience water investments.

iv. AIP International blended water investment facility

To catalyse private sector investments at regional and national level. This will assist countries to mobilise new sources of funding and innovative finance, and actively support matchmaking to bring together the supply and demand for finance with a special focus on climate resilient, blended public-private finance, gender transformative approaches, leveraging ODA and grant finance to de-risk priority water investments using a variety of innovative financial instruments and sources such as sovereign wealth funds, guarantees, commercial finance, institutional investors and private equity investors, foundations, value-based impact investment, and climate finance.

v. Promote gender equality and empowerment of women and girls in water investments

Through the Water, Climate, Development, and Gender Investments ([AIP WACDEP G](#)), develop tools to assist governments to address systemic inequalities in decision-making, planning, and implementation of investments, by fostering a transformative approach in agencies, structures, and social relations. The aim is to build capacity to ensure that the preparation, development, design, governance, and management of ongoing and new climate resilient water infrastructure investments, institutions and job creation interventions strategically advance gender equality, and

transform gender inequalities at scale by promoting gender-transformative planning, decision-making and institutional development for climate resilient water investments in Africa.

SADC Water Investment Programme

In alignment with the AIP and building on more than 20 years of prior implementation through SADC-HYCOS Phases I–III, the proposed project will achieve resilience by: (i) Strengthening high-level political commitment and access to CIEWS; (ii) promoting Impact-Based Multi-Hazard Early Warning Systems and Early Action; (iii) strengthening CIEWS for infrastructure design and resilience financing; and (iv) development and implementation of climate-resilient gender transformative investments. Interventions will also promote access to innovative blended finance and private sector sources such as pension funds, insurance, sovereign wealth funds, guarantees, private equity, and others.

As the implementing partner, the Development Bank of Southern Africa (DBSA) will administer the grant and technical assistance will be provided by the Global Water Partnership Southern Africa and Africa Coordination (GWPSA), host of the AIP Secretariat.

GWPSA is thus looking to appoint an environmental and social expert to assist in the preparation of the SADC -AIP, funded by the GCF.

2. Duties and Responsibilities

2.1. Objective

The primary objective of the proposed consultancy is to lead in the development of the Full GCF Project Proposal package and prepare/undertake a Climate Vulnerability Assessment (CVA). The findings of the CVA will highlight the existing and likely effects of climate change to inform the formulation of the project design.

The CVA will be undertaken at the SADC level as well as within the 13 participating SADC countries, with national components led by NDAs (National Designated Authorities). Outputs of these activities will be annexed to the GCF funding proposal as supporting documents.

2.2. Overall scope of Works

The Consultant will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalization of Full GCF Funding Proposal, with all project specific Annexes and supporting documentation. This Consultant will be responsible for coordinating work of the experts and managing all consultants on the Team, working closely with the AIP Secretariat at GWPSA. In addition, the Consultant will prepare a CVA to support the GCF application of the proposed project. The study should analyse observed historical climate as well as near (2020-2065) and far (2065-2085) future with different scenarios for the Southern African region both at the SADC and national levels.

The appointed consultant/s will be working closely with the AIP Secretariat at GWPSA, NDAs and DBSA, national climate and meteorological organisations as well as the other experts taking part in the preparatory phase. The tasks, examined below, are anticipated to take approximately 270 expert days. Submission of the full GCF proposal is planned to take place 6 months after contract signing and allow for additional revisions 4 months following submission. Payment for all deliverables will be made upon input by the AIP Secretariat and final approval by the DBSA.

2.2.1. Funding Proposal Package development

1. Management of the Expert Team. The Consultant will define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities. Lead coordination with other experts during the respective feasibility studies to ensure cohesion and alignment to GCF investment criteria and standards.
2. Attend a kick-off and validation workshop at the start and end of the project development phase, respectively.
3. Prepare a sound and coherent climate rationale, Theory of Change and logical framework for the proposed project.
4. In collaboration with the relevant experts in hydrometeorology and climate information services, generate a replication, upscaling as well as an exit strategy for the proposed project.
5. Provide input and reviews to the design of proposed interventions, selection of sites and other applicable aspects of the technical feasibility study and situation analysis.
6. Ensure that the project development is participatory, gender-responsive and based on key stakeholder engagements
7. Oversee the identification of opportunities for private sector engagement and co-financing
8. Duly complete a full GCF Funding Proposal template.
9. Compile the full GCF Funding Proposal package, including all annexes provided by other experts.
10. Any other tasks that may be reasonably required to duly complete an investment ready GCF Funding Proposal.

The undertaking of the different activities will occur concurrently in the 16 countries.

2.2.2. Vulnerability Assessment

The consultants are anticipated to cover the following:

1. On existing knowledge and with relevant downscaling of GCM, elaborate scenarios for near (2020-2065) and far (2065-2085) future at the SADC and national levels. These scenarios should take into account:
 - a) drought Intensity and frequency;
 - b) flooding potential;
 - c) extreme events severity and duration;
 - d) heatwaves;
 - e) rainfall variability.
2. Identify potential impacts from derived hazards (e.g. wildfire, groundwater depletion and soil erodibility) at the SADC and national levels.

3. Identify knowledge gaps and needs for capacity building and public awareness programs focusing on climate change mitigation.
4. Elaborate recommendations on how to adapt the project design (if required) to optimise the exploitation of opportunities arising from climate change (if any), to promote wider climate resilience, adaptation and adaptive capacity, and to promote low-carbon development.
5. Analyse and elaborate baseline and additionality reasoning for project components.
6. Elaborate roles and responsibilities of the various project partners.
7. Propose implementation and management arrangements for the SADC-HYCOS Phase IV project.
8. Undertake any other reasonable activity within the scope of the assignment to support the project developer in the completion of the projects documentation.

The Climate Baseline Assessment must be annexed to the GCF funding proposal further detailing its methodology:

1. An account of the consultations undertaken during the preparatory/ project design phases including details such as: information disclosed, location and dates of stakeholder engagements, participant profiles/descriptions, key outcomes of consultations, response of accredited entity to the key issues raised by interested and affected parties.
2. Engagement plan for consultations to be undertaken throughout the implementation/operational phase of the project, detailing the institutional requirements (resources and responsibilities), grievance redress mechanisms for existing impacts and AE's institutional redress mechanism, associated costs to undertake engagements.

3. Competencies

3.1. Corporate Competencies

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism or bias;
- Demonstrated strong coordination and facilitation skills;
- Ability to work with a multi-disciplinary, multi-cultural and diverse team.

3.2. Functional Competencies

- Demonstrated technical experience in the fields of hydrology and climate change, preferably in the SADC region;
- Ability to analyse complex and diverse data.

4. Required Skills and Experience

4.1. Qualifications

- Vulnerability assessment specialist with at least a higher degree in hydrology, meteorology, climate change adaptation, livelihoods analysis, development studies, sociology, natural

resources management, sustainable development, agricultural economics or other relevant field.

4.2. Experience

- The expert shall have at least 10 years of experience in the meteorological or hydrological sectors, especially in providing climate analysis per the Southern African context and international standards, identifying risks and mitigation measures to climate change.
- Demonstrated leadership, facilitation and coordination skills, with ability to manage technical teams, engage with stakeholders, design participatory processes and form strategic partnerships.
- Experience with GCF project development required;
- Proven expertise in vulnerability assessment;
- Knowledge of impacts of climate change on the livelihood of local communities will be a distinctive advantage;
- Knowledge of methodologies for reducing vulnerability to climate-induced hydrometeorological events such as floods and droughts will be a distinctive advantage;
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of high-quality studies.

5. Language

English; knowledge of French, Kiswahili, Portuguese and other regional languages will be an advantage.

6. Other Provisions

6.1. Taxes

A withholding tax shall be charged to the consultant, and GWPSA will avail the corresponding tax certificates. GWPSA will not be liable for any additional taxes due to tax Authority/ies in the country of origin of the Consultant.

6.2. Travel

The Consultant is expected to engage stakeholders and key role players through a number of regional and in-country workshops and field visits in Angola, Botswana, eSwatini, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia, Zimbabwe.



7. Application for Consultancy

The applicant is expected to submit separate Technical and Financial Proposals clearly detailing total number of days to complete work and daily rates inclusive of all anticipated costs in United States Dollars (USD) during the period of assignment. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, VAT etc.) that could be incurred by the consultant in completing the assignment are already factored into the daily fee submitted in the proposal. All travel related costs required for this assignment will be paid for by the project and should be excluded from the financial proposal.

Electronic Technical and Financial proposals should be submitted in the English Language with a subject line clearly titled: **“Lead: Funding Proposal Development and Climate Vulnerability Assessment Consultant”** through email to gwpsaprocurment@gwp.org, Mr. Mark Naidoo mark.naidoo@gwpsaf.org, and a copy to Ms. Shamiso Kumbirai shamiso.kumbirai@gwpsaf.org, by no later than **16 February 2024**.