

GLOBAL WATER PARTNERSHIP SOUTHERN AFRICA (GWPSA NPC)

INVITATION TO SUBMIT APPLICATION

FOR

PROFESSIONAL POOL OF EXPERTS

(CONSULTANCY SERVICES)

Invitation to Bid (ITB No. T00006/11/2022)

Date: 23 December 2022

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1. BACKGROUND INFORMATION

The Global Water Partnership (GWP) is a multi-stakeholder action network dedicated to working with countries towards the equitable, sustainable, and efficient management of water resources. We comprise 3,000+ partner organisations in over 180 countries. Our network of 65+ Country Water Partnerships and 13 Regional Water Partnerships convenes, and brokers coordinated action by government and non-government actors. GWP Southern Africa and Africa Coordination Unit (GWPSA-ACU) is one of 13 regional networks that make up GWP and offers practical support for sustainably managing water resources to 16 countries in the Southern African Development Community (SADC) region. The regional network manages activities and convenes stakeholders in this region and at a pan-African level to address issues that have an impact on water.

One of GWPSA's key programmes, The Continental Africa Water Investment Programme (AIP) was formally adopted by Heads of State and Government in February 2021, during the 34th Ordinary Session of the Africa Union in Addis Ababa, Ethiopia, as part of the Programme for Infrastructure Development in Africa (PIDA) Priority Action Plan. The goal of the AIP is to transform and improve the investment outlook for water security and sustainable sanitation for a prosperous, peaceful, and equitable Africa. The AIP's objective is to enhance job creation through gender sensitive investments in water security, industrialisation, and climate resilient development. Delivery of water infrastructure in Africa is lagging behind the continent's economic and social needs. The African Development Bank estimates that US\$64 billion in water infrastructure investment is required annually to meet the 2025 Africa water vision of water security for all; the actual figure invested stands between US\$10-US\$19 billion per year.

The AIP supports countries to develop and accelerate implementation of gender transformative climate resilient regional and national water investment programmes and projects. It contributes towards continental efforts on universal access to safe water, sanitation hygiene, and integration of water security in Covid-19 economic recovery plans.

2. PURPOSE

The GWPSA leads and collaborates on a range of projects, both internationally and in the region, and is committed to delivering quality and professional services to its donors and stakeholders. For the organisation to deliver on these commitments, GWPSA is looking to open a pool of experts through a selective tendering process. The GWPSA is interested in securing the highest quality of consultants working in the sector, maximizing on professional networks and implementation of sector priorities at the highest level. The purpose and intent, therefore, is for GWPSA to establish a pool of professional experts in the development sector with suitable experience to render specialized services which are not available in-house, on an "as-and-when required" basis for a period of 36 months.

3. TERMS OF REFERENCE

The GWPSA leads and collaborates on a range of projects, both internationally and in the region, and is committed to delivering quality and professional services to its donors and stakeholders. For the organisation to deliver on these commitments, GWPSA is looking to open a Pool of Experts (PoE) through a selective tendering process. The GWPSA is interested in securing the highest quality of consultants working in the sector, maximizing on professional networks and implementation of sector priorities at the highest level.

The GWPSA is looking at maximizing service convenience for its donors and various stakeholders, while minimizing costs.

The PoE will provide GWPSA with the added capacity and professional capability to support project delivery, where expertise may not be easily accessible locally or within timescales required. Furthermore, it will allow the GWPSA programmes to build a cohort of trusted individuals or firms who understand the context of how GWPSA works and can apply their expertise across a range of projects. This will mean we can better share learning across the programme with direct benefits to our Donors and stakeholders.

The AIP addresses the gap in the delivery of water infrastructure on the continent by focussing action on four systemic challenges:

- 1) High level political and continental leadership of ongoing and new water investments is inadequate to address the water infrastructure gap to meet social economic needs of the continent and falls short of the requirements to meet the 2025 Africa water vision and 2030 SDG 6 on water and sanitation.
- 2) Planning, investment, decision making and institutional processes of ongoing and new SDG 6 investments on water and sanitation are not coordinated with water related interventions in health, energy and food security, and reflect structurally embedded 'silos' that undermine job creation and inclusive economic growth.
- 3) Planning, investment decision-making and institutional processes for climate resilient water investments are not gender transformative.
- 4) Preparation and implementation of bankable transboundary water projects is slow, lagging behind the needs of water dependent social-economic growth sectors, hampering job creation and inclusive growth of the continent.

2.1 The AIP approach

High level leadership on the business case for water investments

A High-Level International Panel for Climate Resilient Water Investments in Africa will be established in 2021 – 2022 to work with heads of states, governments and business leaders to advocate, champion and communicate the urgency of accelerating water investments on the continent.

Enabling environment and institutions

The AIP will promote efforts to fast-track finance and investment mobilisation for water infrastructure and accelerate efforts to improve the enabling environment for investment. Countries will be supported to strengthen the enabling environment for national institutions to harness water's potential, increase sector financing and investment for water infrastructure and accelerate efforts to improve the enabling environment for investment.

Addressing the bottlenecks of project preparation

Bottlenecks include the need for investment guarantees in project finance for large water and sanitation infrastructure; the need for independent and integrated social analysis to fully understand the role of water in the economy and prioritise focus areas; and the need for transaction management across all stages of the project cycle to enable effective translation of development planning to 'on the ground' physical infrastructure assets.

Public-private partnerships

The AIP will strengthen and promote innovative public private partnership models to unlock private sector investments in water, energy and agriculture. AIP activities will harness the expertise of the private sector and work with the public sector to unblock constraints in preparation of priority employment-orientated water investment projects.

A gender-transformative approach

The gender challenges affecting the water sector are systemic and need a gender-transformative approach. Designed with the purpose to transform the social norms upheld at the systemic level, water-related programmes, planning and decision making for investments can have a significant positive impact on marginalised groups disproportionately affected by climate change. The AIP has a gender-transformative approach looking at agency, structures, and relations.

Regional and national water investment programmes

Many African economies are extremely vulnerable to climate variability and climate change as they rely largely on natural resources. Lack of investments to enhance human and institutional capacities, build infrastructure and improve information systems to support water management exacerbate the difficulties. The AIP will support African countries to develop and implement climate resilience investment programmes with gender transformative projects that can leverage financial resources from various sources.

2.2 AIP Support Programmes

High Level International Panel for Climate Resilient Water Investments in Africa

- ❖ Mobilise high level political commitment and leadership for water investments, peace and security

AIP SDG Water Investments

- ❖ Catalyse commitment and leadership for coordinated climate resilient SDG water investment toward inclusive growth, jobs and Industrialisation

AIP Water Climate Development and Gender (AIP WACDEP G)

- ❖ Mobilise partnerships and implement gender transformative investments in water climate development

AIP Transboundary PIDA water investments

- ❖ Accelerate project preparation, finance and implementation of regional, transboundary water investments

Each expert will contribute towards the above AIP support programmes on an individual basis or firm, providing expert consulting services on a range of projects. The expert will be called upon by the GWPSA from time to time and on each occasion a Terms of Reference (ToR) will be agreed upon for specific project actions and deliverables. The GWPSA reserves the right to disqualify the expert if they don't meet the minimum criteria of the ToR.

4. GUIDE TO RESPOND

All applications will be evaluated in terms of the evaluation criteria in **table 1** below. If the expert consultant is successful, they will be included in the GWPSA Pool of Experts database.

- 1) Phase 1 – Administrative Requirement;
- 2) Phase 2 – Functionality (Technical Expertise, Experience, References)

Bidders will only be considered for the evaluation of phase 2 after meeting the requirements for phase 1. Bidders will only be considered after meeting the minimum qualifying threshold of 75/100 in phase 2.

Item No.	Evaluation Criteria Items	Details
A	Phase 1: Administrative compliance:	The following <u>compulsory</u> statutory documents: <ol style="list-style-type: none"> 1. Completed Application form; 2. Full CV/Resume <p><i>Failure to comply with the administrative required documents will render your bid non-responsive, and will lead to disqualification.</i></p>
B	Phase 2: Functionality:	
	1. Capability:	<ul style="list-style-type: none"> • 5 Years' plus experience in relevant sector (Climate, Water, Development finance etc) • Relevant qualifications
		50

		<ul style="list-style-type: none"> At least 3 professional references List of projects experience 	30
		<ul style="list-style-type: none"> Ability to contribute towards the GWPSA programme deliverables (Motivation on application is adequate?) 	20
C	Total: Administrative & Functionality		100

Table 1 Showing the evaluation criteria

5. CONTRACTING PROCESS

The PoE will allow GWPSA to draw on the services of qualified experts to contribute towards specific project scope of works. All the service providers qualifying for the panel will be approached in terms of the procurement process. The contracting of service providers for a specific work assignment will be facilitated by the GWPSA Procurement department. There is no guarantee that a service provider on the panel will be contracted for a specific work assignment during the tenure of the PoE. A technical committee will consult the Pool of Experts list and choose the relevant experts to work with, specific to each project.

Each contract will have a specific Terms of Reference (ToR) depending on the services required by the GWPSA programme. The expert will be given an opportunity to review the ToR and provide reasonable timeline and rate (per hour/day or Lump sum) to GWPSA for the completion of the scope of works. Contracts will not be entered into with each expert when they qualify to be part of the list, contracting will be finalised once an expert is called upon to provide services as an when required. The GWPSA standard consultancy agreement conditions will be applied

6. CODE OF PROFESSIONAL ETHICS

The PoE are expected to apply and uphold the following principles:

- Professionalism and Diligence: Service providers/professionals shall, at all times, demonstrate a commitment to professionalism and diligence in the performance of their duties;
- Legal & Ethical: Service providers/professionals shall not engage in any illegal or unethical conduct, or any activity which would constitute a conflict of interest;
- Integrity: Service providers/professionals shall, at all times, exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is reasonable expectation that the assignment will be completed with professional competence; Objectivity and on time;
- Service providers/professionals will comply with all contractual obligations and deal with disputes amicably through internal channels first before pursuing arbitration;
- Act in good faith, honestly, fairly and with due skill, care and diligence, in the interests of the GWPSA;
- Provide a reasonable rate per hour/day for the services rendered
- Employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- Act with circumspection and treat the GWPSA fairly in a situation of conflicting interest(s);
- Comply with all applicable statutory or common law requirements applicable to the services;
- Make adequate disclosures of relevant material information and Intellectual property, including disclosures of actual or potential interests, in relation to dealings with the GWPSA;
- Request authorisation for use of GWPSA and partners branding and advertising materials and logos
- Conduct its business activities with transparency and consistently upholding the interest and needs of the GWPSA and its partners as a client before any other consideration;
- Ensure that any information acquired by the Bidder (s) from the GWPSA will not be used or disclosed unless the written consent of the Executive Secretary has been obtained to do so.

7. PAYMENT METHOD

All payment arrangements and schedules to be included in the terms of reference during the contracting stage. All rates to be negotiated according to donor ceilings. All running costs for the assignment to be covered by GWPSA, all exceptions to be approved by GWPSA Programme Lead before contract signing.

8. COST LIABILITY

GWPSA assumes no responsibility and bears no liability for cost incurred by bidders in the preparation and submittal of proposals in response to this application.

9. JOINT VENTURE AND SUB CONTRACTING

If a joint venture is submitting a bid, the agreement between the parties relating to such joint venture is required to be submitted with the joint ventures' proposal. Authorized signatures from each party comprising the joint venture must sign the bid proposal. If an expert is utilizing the services of a sub-contractor to execute the terms of reference, the sub-contractor will report directly to the expert and not to GWPSA.

10. LICENSE AND PERMITS

The contractor shall obtain and maintain in full compliance and effect all required licenses, permits, and authorizations necessary to perform this contract. The Contractor shall supply GWPSA with evidence of all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award.

In addition to the above, the Contractor should be in the possession of travel permits, visas and passports when required to travel in order to execute the assignment.

11. OWNERSHIP OF MATERIAL

All data, technical information, materials gathered, oriented, developed, prepared, used or obtained in the performance of the contract, including but not limited to, all reports, surveys, plans, written procedures which are completed for or are a result of services required under this contract shall and remain the property of GWPSA and shall be delivered to GWPSA upon a 30 day notice.

12. DATA CONFIDENTIALITY

All financial, statistical, personnel and/or technical data supplied by GWPSA to the contractor is confidential. The contractor is required to use reasonable care to protect the confidentiality of such data. Any use, sale or offering of this data in any form by the contractor, or any individual or entity in the contractors charge or employ, will be considered a violation of this contract and may result in termination for cause. In addition, such conduct may be considered a breach of contract that is liable to litigation. The contractor shall not use GWPSA's name, logos, images, or any data or results arising from the contract without first obtaining the prior written consent of GWPSA.

13. SUSPENSION OF WORK

GWPSA may, for a valid reason, issue a stop order directing the contractor to suspend work under the contract for a specific time. The contract services shall be paid until the effective stop date of the stop order.

14. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

The bidder is required to follow the instructions contained in this document in preparing and submitting its application. The bidder is advised to read thoroughly and follow all instructions. Each bidder is given wide latitude in the degree of detail it elects to offer or extent to which plans, designs, systems, procedures are revealed. However, insufficient detail may result in a determination that the bid proposal is materially non-responsive or may lower its technical score.

15. NUMBER OF BID PROPOSALS

Each bidder is required to submit one (1) complete original application utilizing PDF, MS Excel or MS Word format, and to include all the requested supporting documents. Provision of professional affiliations/ membership certificates will be an

advantage. Please send applications via email to the Procurement officer at GWP SA Procurement:
gwsaprocurement@gwp.org

16. RESUMES

Detailed resumes should be submitted as a mandatory requirement for administrative qualification.

17. DEADLINE AND QUESTIONS

GWPSA will only accept written questions and inquiries from all potential bidders receiving this RFP. Written questions should be emailed to Mark Naidoo at gwsaprocurement@gwp.org by no later than 13th January 2022. The deadline for submissions is by no later than the deadline of **27th January 2022 at 11am CAT**. Thank you for your interest in working with Global Water Partnership Southern Africa.

GWPSA POOL OF EXPERTS
CONSULTANT REGISTRATION FORM

(Supports the GWPSA procurement process selective tendering for professional services)

DETAILS			
1. Name of Firm/Individual:			
2. Organisation Reg. No. (if applicable):			
3. Contact Person:			
4. Tel. No:			
5. Address:			
6. Website & Email:			
7. Areas of Expertise: <i>(Elaborate, with attachments and complete Resume)</i>			
8. Professional Body Affiliations	Name of Organisation	Year of start of Affiliation	Nature of Affiliation
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
9. If a Firm, list of Professional Resources/Staffing	Field of expertise	Years of Experience	Highest Qualification
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
10. Professional References	Name of Reference	Tel no. & Email	Summarize nature of relationship
	1.		
	2.		
	3.		
	4.		
	5.		

11. List of Major Completed Projects during last 3-5 years:

No.	Start date	Project Duration	Value (EUR/US\$)	Project Name & Summary of Scope	Client
1					
2					
3					
4					
5					

12. Project collaborations with GWPSA

No.	Start date	GWPSA Project Lead	Project Name & Summary of Scope
1			
2			
3			
4			
5			

13. Declaration

I, hereby declare that the details furnished above are true to the best of our knowledge and oblige to submit any relevant documents substantiating the information provided as evidence above.

Date:

Name:

Signature:

Note – The duly filled form shall be e – mailed to GWP SA Procurement via gwpsaprocurement@gwp.org

(Only scanned copy with signature will be accepted)