

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. T00023/2023/02/RESSS**

Dear Sir/Madam,

**SUBJECT: REQUEST FOR PROPOSAL (RFP)/BID  
PROFESSIONAL CONSULTANCY SERVICES FOR A REGIONAL ENVIRONMENTAL AND SOCIAL  
SAFEGUARD STUDY FOR 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 REGIONAL ENVIRONMENTAL AND SOCIAL SAFEGUARD STUDY”** 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. T00023/2023/02/RESSS**. 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 **65 calendar days**. Any bid queries must be raised before **17:00 on 31 January 2024** and should be directed to [gwpsaprocurement@gwp.org](mailto:gwpsaprocurement@gwp.org), copied to [shamiso.kumbirai@gwpsaf.org](mailto: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"> <li>• Background</li> <li>• Name and contact details of lead organisation, and sub-contractors</li> <li>• Brief overview of the main services each organisation will provide</li> <li>• Concise details of how and why the delivery team are best placed to deliver this project</li> <li>• Project Methodology and Approach</li> <li>• An overview of the programme of work that you plan to deliver. This should include: <ul style="list-style-type: none"> <li>• Structure and methodology for delivering the project objectives</li> <li>• Rationale and justification for the proposed activities and how they will meet the objectives and requirements of the project</li> <li>• Expected benefits and deliverables</li> <li>• Details of how you will gather the required country and regional data</li> <li>• Quality Assurance</li> <li>• Details of how you will ensure quality of deliverables throughout the project.</li> </ul> </li> <li>• CVs of the project team members who will be undertaking the consultancy</li> </ul>	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"> <li>• Work Plan</li> <li>• A detailed work plan including timelines for the implementation of activities, proposed delivery dates for key outputs and any other key milestones.</li> <li>• Details of how the project will be managed.</li> <li>• Any additional practical information or requirements</li> </ul> <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> <p>Please include any assumptions relating to the role and support of GWPSA.</p>	15

<p>Section 3: Case Studies (Maximum 1 A4 side per case study)</p>	<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"> <li>• Client name</li> <li>• Client contact (Name, Phone Number and email)</li> <li>• Contract start date</li> <li>• Contract completion date</li> <li>• Contract value</li> <li>• Details of the work carried out including challenges and successes</li> <li>• How this project will benefit from the experience gained</li> </ul>	<p>15</p>
<p>Section 4: Risk Analysis (Maximum 2 A4 sides)</p>	<p>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.</p>	<p>5</p>
<p>Section 5: Commercial Proposal</p>	<p>Bidders must provide a detailed commercial 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"> <li>• 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.</li> <li>• Fees should be broken down by individual, day rate and activity.</li> <li>• 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.</li> <li>• 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.</li> <li>• Suppliers should ensure that they state any assumptions that have been built into the costing provided.</li> <li>• Suppliers should briefly summarise how their proposal represents value for money.</li> </ul>	<p>25</p>



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](mailto:gwpsaprocurement@gwp.org), Mr. Mark Naidoo [mark.naidoo@gwpsaf.org](mailto:mark.naidoo@gwpsaf.org), and a copy to Ms Shamiso Kumbirai [shamiso.kumbirai@gwpsaf.org](mailto: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*

### ESIA and ESMP Consultant

#### 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 services is to prepare/ undertake a regional Environmental & Social Safeguard (ESS) study, including the undertaking of an Environmental and Social Impact Assessment (ESIA) and the development of an Environmental and Social Management Plan (ESMP) and Environmental & Social Management Framework (ESMF) for the proposed project. The findings will inform the formulation of the project design and mitigate all environmental/social risks identified through stakeholder engagement.

The ESS activities will be undertaken at the SADC and country levels, with national components led by NDAs (National Designated Authorities). Outputs of the ESS activities will be annexed to the GCF funding proposal as supporting documents.

### **2.2. Overall scope of Works**

The appointed consultant/s will be working closely with the NDAs and DBSA, as well as the gender and legal experts. The tasks, examined below, are anticipated to take approximately **65 working days**. The outcomes of the ESIA undertaken for each country are to be taken into account when developing the national level ESMP. Similarly, the ESIA and ESMP will inform the SADC level ESMF. 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 GWPSA (the AIP Secretariat) and final approval by the DBSA.

The project is likely to be ESS categorised C or I-3, constituting low environmental and social risk. The undertaking of the ESS activities must fulfil the requirements of the DBSA ESS standards (requirements) for the abovementioned category, as well as take into account the relevant legislative framework requirements (as defined by legal experts) per project.

The consultant is anticipated to cover the following:

### 2.2.1. ESIA

The ESIA is to include the following activities and outputs:

- a) Working closely with the NDAs to identify and prioritise all relevant stakeholders to engage with (pre- and during/ throughout programme implementation) and develop a stakeholder engagement plan, to guide public participation (including interested and affected, vulnerable persons/communities) for the ESS (ESIA and ESMP) and gender activities (gender action plan and assessment) at both the national and regional level. It is intended that ESS and gender assessment stakeholder engagements are integrated to minimise stakeholder fatigue. The gender expert is to work closely with the ESS experts to ensure the necessary level of input into gender aspects of the stakeholder engagement plan, and ensure that gender considerations are adequately addressed. The ESS and gender stakeholder engagement plan must consider legislative public participation requirements as well as the requirements of the DBSA and GCF ESS standards and requirements.

The ESS and gender stakeholder engagement plan must be annexed to the GCF funding proposal detailing the following:

- b) 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.
- c) An 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.
- d) A description of the project and existing environment (physical, socio-economic and gender) including justifications.
- e) A description of legislative framework, relevant to the projects based on the legal advisory report outputs prepared by the legal expert.
- f) An identification, prediction and assessment of major/ crucial environmental and social project impacts, through stakeholder consultations, secondary research (consult official hydrological and climate-related reports, social department reports from regional/provincial and municipal level and the like) and site visits, this includes: impact/risk categorization i.e.



direct, indirect cumulative, residual etc., importance, baseline, probability of occurrence and level of significance) presented quantitatively and qualitatively where relevant. Both the beneficial and adverse impacts must be considered.

- g) An identification of mitigation measures associated with the project impacts identified.
- h) An assessment of institutional capacity available to implement the mitigation measures identified.

The outputs above must be documented in the form of an Impact Assessment Report.

The undertaking of ESIA activities in the 13 countries will occur concurrently.

### 2.2.2. ESMP

The ESMP includes the development of an environmental and social management plan detailing how the mitigation measures will be managed, monitored and reported at the regional and national level during the implementation/ operational phase. The ESMP will be informed by the ESIA outputs, as well as further stakeholder engagement at the project level as per the ESS and gender stakeholder engagement plan. The ESMP will detail all actions required to mitigate adverse impacts.

The ESMP includes:

- a) Mitigation measures of notable adverse impacts/ risks.
- b) Environmental and social risk/impact monitoring plan defining the required monitoring approach, objective, and indicators per mitigation measure to track implementation of the mitigation measures and their effectiveness.
- c) Institutional arrangements and capacities (including responsibilities) required for implementation of the ESMP, including training and development requirements as per the gaps identified during the ESIA institutional assessment.
- d) Estimated cost of implementation of the ESMP for the 16 countries.
- e) Implementation and reporting plan/schedule of the ESMP for the 16 countries.

## 3. Competencies

### 3.1. Corporate Competencies

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

### 3.2. Functional Competencies

- Demonstrated experience in conducting environmental and social pre-feasibility assessments;
- Demonstrated experience in technical issues related to hydrology and climate change;
- Ability to analyse complex and diversified data.

## **4. Required Skills and Experience**

### **4.1. Qualifications**

- Environmental expert: At least a master's degree in environment, hydrology, climate change or related disciplines.
- Social expert: At least a master's degree in social sciences or related disciplines

### **4.2. Experience**

- The environmental expert shall have at least 10 years of experience in the hydrology sector, especially in providing environmental impact assessment per the Southern African context and international standards, identifying risks and mitigation measures to climate change.
- The social expert shall have at least 10 years of experience in the SADC region, including public consultation in the local context.
- Experience with multilateral supported climate change mitigation bodies such as GEF/LDCF/other donors is recommended; experience with GCF will be a considerable advantage;
- Excellent written communication skills in English, 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: “SADC-AIP Proposal: ESIA and ESMP Consultant” through email to [gwpsaprocurement@gwp.org](mailto:gwpsaprocurement@gwp.org), Mr. Mark Naidoo [mark.naidoo@gwpsaf.org](mailto:mark.naidoo@gwpsaf.org), and a copy to Ms Shamiso Kumbirai [shamiso.kumbirai@gwpsaf.org](mailto:shamiso.kumbirai@gwpsaf.org) by no later than 16 February 2024.