



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

Date: 25th May 2023

REF: **Bid No: ITB No. T00017/2023/GEF7-IW**

Dear Sir/Madam,

SUBJECT: REQUEST FOR PROPOSAL (RFP)/BID

PROFESSIONAL CONSULTANCY SERVICES FOR A TRANSBOUNDARY DIAGNOSTIC ANALYSIS (TDA) EXPERT TO GATHER, ANALYSE AND CONSOLIDATE INFORMATION FOR TDA AND STRATEGIC ACTION PROGRAMME (SAP) DEVELOPMENT IN THE LIMPOPO BASIN

Global Water Partnership (GWPSA) NPC, on behalf of the beneficiary, The Limpopo Watercourse Commission (LIMCOM), is pleased to invite you to take part in a Request for Proposal (RFP)/BID for the **“PROFESSIONAL CONSULTANCY SERVICES FOR A TRANSBOUNDARY DIAGNOSTIC ANALYSIS (TDA) EXPERT TO GATHER, ANALYSE AND CONSOLIDATE INFORMATION FOR TDA AND STRATEGIC ACTION PROGRAMME (SAP) DEVELOPMENT IN THE LIMPOPO BASIN”** 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. T00017/2023/GEF7-IW**. 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 **23rd June 2023 at 12:00 midnight SAST** and it is our intention to award the contract shortly thereafter. The start date is estimated for **2nd week of July 2023** and is set for a duration of **12 calendar days** spread over **2 months**. Any Bid queries must be



raised before **17:00hrs** on **9th June 2023** and should be directed to gwpsaprocmement@gwp.org copied to eddie.riddell@gwpsaf.org. Due to COVID-19 pandemic restrictions, Bids will be opened electronically and reviewed by the **30th June 2023** by the **Technical Evaluation Committee**, including representatives from the GWPSA procurement team as well as Focal points from the four member states. 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.

GWPSA NPC will levy a mandatory fee for all GWP partnership networks who are engaged in consulting services with the regions. This fee will be applied at a rate of 2% of the total budget under the financial proposal and will be deducted from all invoice payments from the successful bidder. Kindly click on the "apply now" link below to register. [Apply Now - GWP](#)

PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

The technical proposal contributes 80% of the total and final evaluation score whilst the financial proposal carries 20% of the weighted score. The Proposal that scores 75% and more will proceed to the financial evaluation stage. This addendum provides a detailed breakdown of how the technical proposals will be evaluated and scored.

| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable |
|---|--|---------------------|--------------------------|
| 1 | Expertise of Firm / Organization / Individual | 30% | 30 |
| 2 | Proposed Methodology, Approach and Implementation Plan | 40% | 40 |
| 3 | Management Structure and Key Personnel | 30% | 30 |
| TOTAL | | 100% | 100 |

| Technical Proposal Evaluation (FORM I) | | |
|--|--|--------------------------|
| Expertise of the Firm / Organization/Individual | | Points Obtainable |
| 1.1 | Reputation of Organization and Staff / Credibility / Reliability / Industry Standing General Organizational Capability which is likely to affect implementation - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control | 10 |
| 1.2 | Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.) Quality assurance procedure, warranty | 10 |
| 1.3 | Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for major multilateral/ or bilateral programmes | 10 |
| SUB TOTAL | | 30 |

| Technical Proposal Evaluation (FORM II) | | |
|--|--|-----------|
| Proposed Methodology, Approach, and Implementation Plan | | |
| 2.1 | To what degree does the Proposer understand the task? Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? | 15 |
| 2.2 | Is the conceptual framework adopted appropriate for the task? Is the scope of task well defined and does it correspond to the TOR? Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | 25 |
| SUB TOTAL | | 40 |

| Technical Proposal Evaluation (FORM III) | | |
|---|---|-----------|
| Management Structure and Key Personnel | | |
| | Team Leader – Transboundary Diagnostic Analysis Expert General Qualification Suitability for the Project - International experience | 30 |



| | | |
|--------------------|--|------------|
| | <ul style="list-style-type: none"> - Experience in the SADC region river basin organisations (RBOs) and Limpopo basins with regards to scope of work - Prior experience in TDA-SAP development, facilitation, and other GEF-IW frameworks - Experience working at Commissioner level - Training experience - Professional experience in the area of specialization - Knowledge of region - Language qualification | |
| SUB TOTAL | | 30 |
| GRAND TOTAL | | 100 |

Bid submissions should be addressed to:

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

and emailed to gwpsaprocmement@gwp.org and copied to eddie.riddell@gwpsaf.org (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



TERMS OF REFERENCE FOR PROFESSIONAL CONSULTANCY SERVICES FOR A TRANSBOUNDARY DIAGNOSTIC ANALYSIS (TDA) EXPERT TO GATHER, ANALYSE AND CONSOLIDATE INFORMATION FOR TDA AND STRATEGIC ACTION PROGRAMME (SAP) DEVELOPMENT IN THE LIMPOPO BASIN

Financing Agency: Global Environment Facility (GEF)

GEF Implementing Agency: United Nations Development Programme (UNDP)

UNDP Executing Agency: Global Water Partnership Southern Africa (GWPSA)

Client/Project Responsible Party: Limpopo Watercourse Commission (LIMCOM)

Location: The Limpopo River Basin in Botswana, Mozambique, South Africa and Zimbabwe

Assignment Tenure: 18 months

1. BACKGROUND

The Limpopo Watercourse Commission (LIMCOM) was established in 2003 to manage the shared transboundary waters of the Limpopo River Basin (LRB). The LRB covers four riparian countries, the Republics of Botswana, Mozambique, South Africa, and Zimbabwe - with an estimated catchment area of 408,000 km². The river flows to the northeast from South Africa, where it creates the border between South Africa and Botswana and then the border between South Africa and Zimbabwe, before crossing into Mozambique and draining into the Indian Ocean. The distance from the confluence of the Marico and Crocodile Rivers in South Africa to the Indian Ocean at Xai-Xai in Mozambique is estimated at 1,750 km. The LRB is home to an estimated 18 million people in the four riparian states and is expected to be over 20 million in 2040. The basin's population expansion is attributed to natural population growth estimated at around 2.3 per cent per year, as well as urban and transboundary migration, especially in Botswana and South Africa. The threats to the socio-economic and environmental services of the Limpopo River Basin, and their immediate underlying causes, can be summarized as follows:

- Increasing water scarcity and hydrological variability, exacerbated by climate change
- Water quality degradation
- Land degradation
- Increasing pressures on groundwater resources

Improved water resource management, including the equitable allocation of water between upstream and downstream areas and among urban and rural users, is a critical challenge for the future development of the Limpopo River Basin. The UNDP-GEF Limpopo Project *Integrated Transboundary River Basin Management for the sustainable development of the Limpopo River Basin* aims to undertake a suite of activities designed to strengthen joint management and planning capacity and practices at the transboundary basin level. These activities will be implemented under five (5) project components:



Component 1: strengthening the capacities of LIMCOM Member States and the LIMCOM Secretariat to support IWRM implementation at the basin level

Component 2: addressing critical information gaps that prevent effective IWRM implementation; developing information management tools to consolidate information and present it to policymakers and other audiences to raise awareness of issues critical to the sustainable management of the Limpopo River Basin

Component 3: carrying out a Transboundary Diagnostic Analysis - Strategic Action Program process to build trust among countries through joint development of information, approaches and strategies

Component 4: implementing pilot sustainable land management activities with the goal of reducing land degradation and demonstrating the link between SLM activities and reduced sedimentation, as well as promoting the replication of land degradation control activities in the basin; and,

Component 5: supporting knowledge exchange with other RBOs in the region to support the effective and efficient delivery of project results.

2. OBJECTIVES OF CONSULTANCY

LIMCOMs vision and objectives are facilitated through the joint Integrated Water Resources Management (IWRM) plan for 2018-22 and Strategic Action Programme (SAP) and will be further guided by the output of the GEF program and other recent programs with a transboundary focus in the Limpopo. The objective of this assignment is to consolidate the existing available information and seek specialist inputs to inform the development of a first-generation Transboundary Diagnostic Analysis for the LRB. Through this, the countries will agree on a set of transboundary priorities for the basin, which will guide both transboundary and national investments in the future.

The LIMCOM Secretariat seeks to recruit an international consultant with global experience in the formulation of the TDA/SAP process to gather, analyse and consolidate information and writing of TDA, facilitate meetings to validate the accuracy of the information in the TDA and develop materials to summarize the TDA for various stakeholders. They will work in close cooperation with the LIMCOM Secretariat and the Project Management Unit of the GEF7 program implemented through the Global Water Partnership, Southern Africa (GWPSA) office. Specific objectives of this assignment include:

The TDA shall provide the necessary information to enable LRB Riparian States to discuss and decide on the issues that will be prioritised for addressing, as well as to negotiate and formulate a Strategic Action Plan for the LRB, with actions that will address the causes and drivers. The **LIMCOM TDA/SAP** process will be guided by the **GEF Methodology** (<http://iwlearn.net/manuals/tda-sap-methodology>).

The main objective of the TDA/SAP process will be to identify, quantify, and set priorities for water-related problems that are transboundary in nature and to constitute a factual basis for the subsequent development of the Strategic Action Programme that will thereafter be used as the reference document by LIMCOM. The SAP will establish clear priorities for action including inter alia, policy, legal, institutional capacity development, management measures and sources of funding. The NAP will identify, quantify, and set priorities for water-related problems at the national level which impact local communities (this will be completed thereafter).



3. TDA/SAP METHODOLOGY

Whilst the development of the TDA and SAP is a continuous process, it should be noted in the LRB a large volume of information exists and has been gathered through participatory processes in recent donor-led programs and the nature of this consultancy is rather to consolidate this information and identify critical gaps. Furthermore, it is expected that the TDA expert works in tandem with other outputs of the GEF program to ensure alignment.

3.1 The TDA will be carried out to:

- 3.1.1 Identify and assess transboundary basin management issues related to water and other natural resources as well as environmental management.
- 3.1.2 Assess the environmental impacts and socio-economic consequences of each issue.
- 3.1.3 Identify the immediate and underlying causes of these issues among the social and economic activities. Furthermore, the TDA should identify the related root causes/ drivers that create these issues (Causal Chain Analysis).

3.2 The TDA shall provide the necessary information that will enable countries to:

- 3.2.1 Discuss at the national and regional level and decide on the issues that will be addressed with priority.
- 3.2.2 Negotiate and formulate a strategic programme of actions and interventions to address the causes and drivers that result in the identified issues.
- 3.2.3 Set environmental quality indicators and objectives.

3.3 In addition, the TDA shall assist in:

- 3.3.1 Enhancing the knowledge basis of the LRB regarding the state of the natural and anthropogenic environment.
- 3.3.2 Preparing for the development of a SAP for the LRB.

The TDA development will be participatory and strive for balanced participation of men and women (ensuring that the process contributes to the overall GEF7 Gender Equity and Social Inclusion, GESI, reporting and targets as guided by the project Gender Action Plan and Stakeholder Engagement Plan). The participatory process will ensure that the opinions of stakeholders regarding management issues and needs in the LRB are taken into consideration.

3.4 The TDA Report will comprise the following:

- 3.4.1 TDA Synthesis Report.
- 3.4.2 Thematic Reports (as Appendices to the Synthesis Report), which may include:
 - 3.4.2.1 Biodiversity and Ecosystems
 - 3.4.2.2 Hydrology (including droughts and floods, Sedimentation)



- 3.4.2.3 Hydrogeology
- 3.4.2.4 Water Quality
- 3.4.2.5 Institutional and Legal Setting
- 3.4.2.6 Socioeconomics

The key thematic areas shall be defined during the scoping phase.

- 3.5 The TDA will be developed by an International Consultant (IC) who will also be primarily responsible for delivering the SAP.
- 3.6 The process leading to the TDA/SAP is expected to be participatory and to include senior technocrats from Botswana, Mozambique, South Africa and Zimbabwe, for them to own the final product, facilitate endorsement and adoption of the SAP at the Ministerial level, and to ensure the follow-up implementation and updates.
- 3.7 Other experts may be identified to support the Team Leader in undertaking this assignment.

4. TDA/SAP SCOPE OF WORK

4.1. TDA Process

The International Consultant (IC) shall provide support for the development of the TDA Synthesis Report (TDA SR) and Thematic Reports. The Synthesis Report shall consolidate the findings of the thematic reports into a comprehensive analysis of pressures, state, issues and their immediate and underlying causes; after undertaking a Causal Chain Analysis. The TDA Synthesis report and the Thematic Reports are the key deliverables of the Limpopo TDA process.

The development of the TDA Synthesis Report will consist of distinct phases described below:

4.1.1 Preparation of a detailed Work Plan

The IC will go through all available information and data (monographs, publications, reports etc.) and prepare a detailed work plan.

4.1.2 Development and Presentation of the inception report which will include the following:

- 4.1.2.1 Workplan and Budget
- 4.1.2.2 Methodology
- 4.1.2.3 TORs for the Thematic Experts
- 4.1.2.4 Capacity Building Plan (inclusive of GESI requirements)
- 4.1.2.5 Table of Contents for the TDA Synthesis report

4.1.3 Training thematic experts on the GEF TDA process (inclusive of the LIMCOM Secretariat)

4.1.4 Guiding and coordinating data collection and analysis by Thematic Experts on the following:



- 4.1.4.1 Identification and prioritization of national/transboundary problems.
- 4.1.4.2 Determination of the environmental and socio-economic impacts.
- 4.1.4.3 Analyses of the immediate, underlying, and root causes
- 4.1.4.4 Conducting a Causal Chain Analysis Workshop.
- 4.1.4.5 Consolidation of consultation outputs and process.
- 4.1.4.6 Guidance and Quality Control of thematic reports.
- 4.1.4.7 Identification of leverage points and formulation of recommendations.
- 4.1.4.8 Facilitation of national and regional workshops on the draft TDA
- 4.1.4.9 Integration of the results of related activities into the draft TDA.
- 4.1.4.10 Presentation and facilitation of the approval of the TDA by the Member States

4.2. SAP Process

Through a participatory and consultative process, the IC shall undertake the following:

- 4.2.1 Develop a vision, workplan and outline for the LRB SAP, using GEF guidance and other information provided by the PMU, GoB, GoM, GoRSA and GoZ and Stakeholders.
- 4.2.2 Propose a format for the preparation of specific projects to be presented at the International Cooperating Partners (ICPs) and donors' conference for funding.
- 4.2.3 Coordinate the inputs and outputs from consultancy experts and working groups.
- 4.2.4 In consultation with the PMU, GoB, GoM, GoRSA and GoZ institutions and other national/regional project partners, plan and organize the detailed steps for the development of the SAP.
- 4.2.5 Plan and provide guidance and/or facilitation to the various steps for the national and regional stakeholder workshops, i.e., SAP methodology, work plan and outlines.
- 4.2.6 Develop LIMCOM SAP activity lists and milestones based on stakeholder inputs.
- 4.2.7 Analyse existing and future national and regional development objectives (from national and regional policies, legislation, development plans etc.) for integration with the SAP.
- 4.2.8 Facilitate the process for prioritization of problem sets with supporting text.
- 4.2.9 Review NAPs and other local consultancy and/or working group outputs and provide guidance and feedback.
- 4.2.10 With inputs from the respective core team members, prepare, compile and edit the first draft SAP document (incl. budget and financing strategy, M&E and implementation plans).
- 4.2.11 Facilitate national and regional workshops on the draft SAP.
- 4.2.12 Integrate comments and inputs from relevant stakeholders (e.g. public and private sector, policymakers, planners, local communities, local leaders, civil society, NGOs and CBOs) into a final SAP.
- 4.2.13 Present and facilitate the approval of the SAP by the Member States.

4.3. NAPs Process



Through a participatory and facilitative process, the IC shall provide guidance to the National IWRM expertise, PMU, GoB, GoM, GoRSA and GoZ and Stakeholders on the preparation of the NAPs.

5. DELIVERABLES FOR TDA/SAP

The consultants will deliver the following outputs:

- 5.1 Inception report
- 5.2 Attend the GEF7 Project Integration workshop to align with the various other workplans
- 5.3 First report on transboundary problems/issues and table of contents for the TDA and thematic reports
- 5.4 Draft TDA report which will include an updated causal chain analysis and critical knowledge gaps
- 5.5 National and regional level validation reports on the TDA
- 5.6 Final TDA report incorporating comments from the validation meetings and from the LIMCOM Member States and basin stakeholders, through the Basin-wide Stakeholder Committee (BASC).
- 5.7 Support Member States on preparation for ICPs and/or Donors' conference
- 5.8 Actively participate in ICP and/or Donors' conference
- 5.9 Presentation of the TDA to the Project Steering Committee
- 5.10 Provide technical support to the water resources management ministries in the 4 Member States on the approval of the final draft TDA at the Ministerial level.
- 5.11 Draft objectives, thematic areas, and policy & intervention options as well as the outline for the SAPs
- 5.12 Draft elaborated SAP for PMUs transfer to local consultants for NAP formulation
- 5.13 National validation reports of the SAP and NAPs and regional validation report of the SAP
- 5.14 Presentation of the TDA and SAP to the Project Steering Committee.
- 5.15 Technical support to water resources management ministries in the 4 Member States on the approval of the SAP at the Ministerial level.

The aforementioned outputs should be inclusive of socio-economic as well as Gender Equity and Social Inclusion (GESI) reporting as required by UNDP/GEF and guided by the project Gender Action Plan and Stakeholder Engagement Plan.

6. EXPECTED OUTPUTS OF THE CONSULTANCY

- 6.1 TDA developed and approved at the Ministerial level.
- 6.2 SAP developed and approved at the Ministerial level.
- 6.3 NAPs development by local consultants facilitated, who are then expected to validate them at the national level in the respective countries.



7. TIMELINE

It is anticipated that the consultancy will run from 15th July 2023 to 31 December 2024. It is anticipated that 75 days will be required for this assignment.

8. WORKSTATION

The consultancy is expected to travel to the LIMCOM countries (Botswana, Mozambique, South Africa, and Zimbabwe), as necessary. When necessary, office space can be provided by the hosting institutions. All travels require prior authorization by the GWPSA.

9. QUALIFYING REQUIREMENTS FOR THE CONSULTANT/FIRM

9.1. Eligibility

The International consultant should be a registered entity or individual with proven experience in the GEF TDA/SAP process. The consultant should have the following qualifications and experiences:

- 9.1 A minimum of an MSc degree in Water Resources Management, political science, law, or other related fields. A PhD will be an added advantage.
- 9.2 At least 15 years of experience working with governments and international agencies.
- 9.3 Sound understanding of and 10 years of experience in designing GEF TDA/SAP processes.
- 9.4 Sound understanding of International River Basin Management principles and approaches.
- 9.5 Demonstrated experience in working with participatory methodologies.
- 9.6 Knowledge or experience in working on issues of governance, policy development, and strategy formulation.
- 9.7. Excellent and demonstrated communication, consultation, editing and drafting skills.
- 9.8 Working experience and production of documents in English. Portuguese language skills are an asset. Knowledge of transboundary issues in the Limpopo region is a distinct advantage.

10. SUPPORT TEAM

- 10.1 The team leader is expected to identify and recommend other skills that may be required in the successful development of the TDA/SAP
- 10.2 The team leader will provide guidance to the PMU and other specialists who will take part in the development of the TDA/SAP.
- 10.3 The team leader is expected to be hands-on in various thematic areas of the TDA/SAP-process for the Limpopo River Basin project.



11. APPLICATION FOR CONSULTANCY

The applicant is expected to submit separate Technical and Financial Proposals clearly detailing the 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. However, travel costs should be identified separately in line with proposed activities and allocated consulting days.

Electronic Technical and Financial proposals should be submitted in the English Language with a subject line clearly titled: “Professional consultancy services for a Transboundary Diagnostic Analysis (TDA) expert to gather, analyse and consolidate information for TDA and Strategic Action Programme (SAP) development in the Limpopo basin” through email to gwpsaprocurement@gwp.org with a copy to eddie.riddell@gwpsaf.org by no later than the **23rd June 2023**.