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 TO UNDERTAKE A SITUATION ANALYSIS, TECHNICAL FEASIBILITY STUDY AS WELL AS AN ECONOMIC AND FINANCIAL ASSESSMENT OF CLIMATE INFORMATION AND EARLY WARNING SYSTEMS FOR THE CLIMATE-RESILIENT SADC WATER INVESTMENT PROGRAMME (SADC AIP)” 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. 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 295 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 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.
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.

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<tr>
<th>Proposal Specification Requirements</th>
<th>Points Obtainable</th>
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| **Section 1: Solution statement** (Maximum 10 A4 sides) | 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.  
The following areas should be covered within this document:  
- 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:  
  - 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) | Bidders should provide a detailed work plan outlining how they intend to manage and deliver the project. This should include the following:  
- 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  
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. | 15 |
| **Section 3: Case Studies (Maximum 1 A4 side per case study)** | The Lead Bidder should provide up to 5 examples of previous work which demonstrates their ability to deliver projects consistent with this project. Other consortium members should provide up to 2 examples each of previous work. Case studies should include:

- 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 |
| **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. |
| **Section 5: Commercial Proposal** | Bidders must provide a detailed commercial proposal in United Stated 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.

- 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.
- Suppliers should briefly summarise how their proposal represents value for money. |
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
SADC Regional Climate Resilient Water Investment Programme (SADC -AIP)

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

Consultant:
Preparation of a Situation Analysis, Technical Feasibility Study and Economic and Financial Assessment to support development of a Funding Proposal for the Green Climate Fund (GCF) Funding Proposal Development

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.
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](#)), 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 Situation Analysis, Technical Feasibility Study as well as an Economic and Financial Assessment for a funding proposal to the Green Climate Fund. The Funding proposal is based on the GCF Endorsed Concept Note: Climate Resilient and hydrological Systems for the SADC Regional Climate Resilient Water Investment Programme (SADC-AIP). The programme will strengthen Multi-hazard Climate and Early Warning Systems and climate-resilient investment in the SADC Region. The findings will highlight the current institutional and economic context in the SADC region to inform the formulation of the project design for the SADC Regional climate resilient water investment programme.

The activities expected 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 Work

The objective of the analysis is the preparation of a Situation Analysis, Technical Feasibility Study and Economic and Financial analysis to support the GCF application of the proposed project.
The appointed consultant/s will be working closely with the AIP Secretariat at GWPSA, NDAs and DBSA as well as the other experts taking part in the preparatory phase. The tasks, examined below, are anticipated to take approximately **295 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 GWPSA (the AIP Secretariat) and final approval by the DBSA.

The consultant is anticipated to cover the following:

2.2.1. **Situation Analysis**

1. Conduct institutional mapping, both at the SADC and national levels, of the relevant stakeholders in the hydrological and meteorological sectors.
2. Assess the level and challenges of transboundary cooperation between institutions involved in hydrological and meteorological analysis and mitigation.
3. Assess the use of technologies both at the SADC and national levels to monitor and manage hydrological flows and variability, that includes
   a) Reviewing already existing technologies and an assessment of their mobilisation;
   b) Conducting a review of anticipated and relevant monitoring technologies.
4. Review the existing and/or planned legislation, policies, institutional set-ups and projects related to climate-change mitigation, which includes reviewing legal and political frameworks at the SADC and national levels, considering their transboundary articulations.
5. Assess the capacity of the Implementing Entity (IE) to undertake the implementation of the proposed project.

2.2.2. **Technical Feasibility Study**

1. Conduct an Options analysis (GIS study and List of SADC priority areas) and Capacity Needs Assessment based on the Situation Analysis, elaborate a preliminary design and costs of infrastructure and technologies for the project.
2. Develop a list of potential measures for realizing the project taking into account insights gathered in the other sub-activities.
3. Conduct Preliminary design of the selected measures, including hydraulic design and process design for hydrological and meteorological infrastructures, for all major components to be implemented under the proposed project.
4. Conduct preliminary design of innovative financial solutions for enhancing climate-informed investment and developing integrated value chains for climate information systems in the SADC Region.
5. Present an adequate operation concept (organisation, staffing, equipment) for the future operation of any facilities including assessment of risks involved, proposals for supporting actions and formulation of accompanying measures (training, professional advice) to secure sustainability.
6. Detail preliminary technical specifications for materials, fittings and mechanical-electrical equipment (Bill of Quantities) to be used under the project and the needs for an appropriate stock of repair materials.
7. Present an implementation concept, showing envisaged project administration, consulting services for project implementation and accompanying measures, pre-construction activities, implementation of works and the overall implementation schedule. Comprising hard (infrastructure) and soft (capacity development, sensitization...) measures.

8. Estimate investment cost for the proposed components, including physical and price contingencies, separate indication of local VAT, for all suggested project stages.

9. Provide draft TORs and procurement plans for project implementation.

10. Analyse and elaborate baseline and additionality reasoning for project components.

11. Propose a strategy to realize the targeted output of the assignment.

12. Elaborate roles and responsibilities of the various project partners.

13. Propose implementation and management arrangements.

14. Undertake any other reasonable activity within the scope of the assignment to complete the project document.

2.2.3. Economic and Financial Assessment

1. Estimation of the economic costs and benefits of implementing the defined project (through the with- and without-the-project methodology). All investment and operational costs and revenues shall be converted to economic costs and benefits by:
   a) Eliminating transfer payments (taxes and duties) as well as price contingencies (inflation, foreign exchange movements and interest during construction, if applicable); and
   b) Applying shadow pricing for foreign cost component and local unskilled labour.

2. Identification, categorisation and quantification of the expected costs and benefits of droughts and floods on the economy at both SADC and national levels, that includes:
   a) Conducting a literature review of studies on the expected negative impacts of droughts and floods, including costs of adaptation measures and maintenance;
   b) Closely working with the Climate Baseline Assessment expert/s as well as the Water Resources Assessment expert/s, evaluating the expected impacts with near (2020-2065) and far (2065-2085) future scenarios.

3. Food security evaluation, including data on the impacts of drought on the population, their potential increase in the future and how they are expected to impact on the economic productivity of communities.
   a) assessing the current agricultural context at the SADC and country levels;
   b) Closely working with the Climate Baseline Assessment expert/s, assessing the compatibility between the current regional food production and the scenarios built in the near (2020-2065) and far (2065-2085) future.
   c) Conducting a literature review of studies on the impact of climate change to food production.

4. Quantification of economic benefits from the improved monitoring capacity – e.g. improved transboundary cooperation, improved water management for food production, etc. The economic costs of the project shall also be derived from the financial costs.

5. Evaluation of the current financial state of hydrological and meteorological institutions (infrastructures and technologies), and based on this financial capacity, project the future capacity if this project is not done and if this project is done.
6. Providing insights in financial sustainability in regard of coverage of operation and maintenance costs by national authorities including the international blended climate resilient water investment facility to enable access to innovative blended finance and private sector sources such as pension funds, insurance, sovereign wealth funds, guarantees, private equity and others.

7. Identify knowledge gaps and needs for capacity building and public awareness projects focusing on climate change effects on the economy.

8. 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.

9. Analyse and elaborate baseline and additionally reasoning for project components.

10. Propose a strategy to realize the targeted output of the assignment.

11. Elaborate roles and responsibilities of the various project partners.

12. Conduct regional Investment climate analysis to assess and describe the investment climate in SADC region, including characterizing the critical elements of the enabling environment for different kinds of financing mechanism, for the identification of opportunities for financing SADC regional investment programme;

13. Develop SADC regional investment program consisting of a pipeline of priority climate resilience water projects and the corresponding potential financing mechanisms, including the plan of action for accessing project finances.

14. Propose implementation and management arrangement;

15. Lead in the identification of opportunities for private sector engagement and co-financing

16. Undertake any other reasonable activity within the scope of the assignment to complete the project document.

The Situation Analysis, Technical Feasibility Study and the Economic and Financial Assessment will form part of the overall GCF Feasibility Study and annexed to the GCF Funding Proposal. In addition, service providers must provide documentation further detailing their 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.

The service provider is to advise on how the Situation Analysis and the Economic and Financial Assessment can inform the project/concept design.

The undertaking of the different activities will occur concurrently in 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 or bias;
- Demonstrated strong coordination and facilitation skills;
- Ability to work with a multi-disciplinary, multi-cultural and diverse team.

3.2. Functional Competencies

Note: a single service provider in the form of a company/partnership/consortium is preferred to deliver these services. Where services are sub-contracted, the primary contracting party must demonstrate adequate financial and technical capacity to supervise and manage sub-contractors.

- Demonstrated experience in hydrometeorological design/climate information services;
- Demonstrated experience in institutional design;
- Ability to analyse complex and diversified data.

4. Required Skills and Experience

4.1. Qualifications

- Hydrometeorological specialist with at least a higher degree in climate science, hydrology, geography, remote sensing or another appropriate field.
- Economist with at least a higher degree in economics, environmental economics, finance or another appropriate field.

4.2. Experience

- The expert shall have at least 10 years of experience in economic analysis, especially in economic and financial assessment per the Southern African context and international standards, identifying risks and mitigation measures for climate change.
- Experience with multilateral supported climate change mitigation bodies such GEF/LDCF/other donors especially with the new GCF is an asset;
- Proven expertise in vulnerability assessment;
- Knowledge of impacts of climate change on the livelihood in local communities will be a distinctive advantage;
- Knowledge of methodologies for reducing vulnerability due to climate change, droughts and floods 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: “SADC-AIP Proposal: Situation Analysis, Technical Feasibility Study and Economic Analysis for regional Climate Information Services interventions consultancy” through email to gwpsaprocurement@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.