

30 May 2025

REF: **Bid No: ITB No. T0004/04/2025**

Dear Sir/Madam,

**SUBJECT: REQUEST FOR PROPOSAL (RFP)/BID LETTER - TERMS OF REFERENCE FOR
NATIONAL CONSULTANT FOR THE PREPARATION OF A WATER INVESTMENT PROGRAMME
IN GHANA**

GWPSA, on behalf of the beneficiary, is pleased to invite you to take part in a Request for Proposal (RFP)/BID for the “NATIONAL CONSULTANT FOR THE PREPARATION OF WATER INVESTMENT OBJECTIVES, GENDER-RESPONSIVE AND CLIMATE-RESILIENT WATER-RELATED PROJECTS, AND AN OVERALL WATER INVESTMENT PROGRAMME IN GHANA”.

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. Bid No: ITB No. T0004/04/2025. 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 document must be password protected. A separate document with the passwords must be attached to the submission.

The deadline for submissions is 20 June 2025 at 12:00 midnight CAT and it is our intention to award the contract shortly thereafter. The start date is estimated for 1 July 2025 and is set for a duration of sixty (60) man-days spread over one hundred days. Any quotation/proposal queries must be raised before 17:00hrs on 6 June 2025 and should be directed to gwpsaprocurement@gwp.org copied to boatgyimax2@gmail.com, julienne.ndjiki@gwpsaf.org, maxime.teblekou@gwpao.org, maxwell.boateng-gyimah@aipwater.org, and romensah@mofep.gov.gh.

Bids will be opened electronically and reviewed on the 20 June 2025 at 09:00am by the Technical Evaluation Committee, by representatives from the Project Technical team. Bids received after the final date of receipt of tenders may 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.

Bid submissions should be addressed to:

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

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 SADC project.

Yours sincerely,
On behalf of GWPSA

Mr. Mark Naidoo
Operations Manager

Attachment: Terms of reference for the study

TERMS OF REFERENCE FOR NATIONAL CONSULTANT FOR THE PREPARATION OF WATER INVESTMENT PROGRAMME IN GHANA

1. PROJECT BACKGROUND

On 6 September 2023, African Heads of State and Governments committed to support the implementation of the Continental Africa Water Investment Programme (AIP) as part of the Nairobi Declaration on Climate Change. Africa is highly vulnerable to climate change, and it is expected to significantly impact water, with an increase in extreme events, including droughts, floods, water scarcity, and waterborne diseases. Despite this marked vulnerability, many African countries have limited capacity to access climate finance for strategic water investments. Access to climate finance for water security in Africa is critical to achieving the objectives of the African Union (AU) Climate Change and Resilient Development Strategy and Action Plan (2022-2032), which recognizes the need to strengthen climate-resilient water systems under Focus Area 2: Adopting Pathways Towards Transformative Climate Resilient Development.

The Continental Africa Water Investment Programme (AIP) supports the implementation of the African Union Climate Change and Resilient Development Strategy. The Assembly of the African Union Heads of State and Government adopted it as part of the Programme for Infrastructure Development in Africa—Priority Action Plan 2 (PIDA-PAP 2) to address the growing need for investment in water, which is greatly exacerbated by climate change. The AIP comprises five pillars that aim to contribute towards narrowing the investment gap in water across Africa, namely:

- (i) Mobilise high-level political commitment and leadership on water investments – The AU-AIP High-Level International Panel on Water Investments in Africa was created in 2022, bringing together the present and former African heads of State and global leaders. In 2023, the Panel supported the AU in the development and launch of the Africa Rising Investment Tide and the Action Plan for Water Investment in Africa Reports, which offer Concrete courses of action to help countries mobilize at least USD 30 billion annually by 2030 for the implementation of the AIP;
- (ii) The AIP-PIDA Water Investment Scorecard – The AIP-PIDA Water Investment Scorecard aims to improve the accountability, transparency, and effectiveness of water financing and investments. This tool allows countries to establish baselines, track progress, identify bottlenecks, and take action toward meeting Africa's water investment needs. The AUDA-NEPAD adopted it in February 2022 and has been developed and tested in 10 countries in 2023 before its deployment at the level of AU Member States;

- (iii) Water investment programmes at regional and national levels – AIP supports AU Member States to develop national water investment programmes to close the water investment gap. Many African countries are extremely vulnerable to climate variability, reflected in weak institutional capacity, inadequate water infrastructure, and insufficient data processing and communication systems to ensure effective water management. National water investment programmes aim to address these gaps, thereby bridging the investment gap for water security;
- (iv) International Blended Investment Facility AIP – The AIP will assess the need for a blended International Investment Facility, targeted at assisting countries in mobilizing Official Development Assistance (ODA) and grant financing. This will help to de-risk priority water investments through various innovative financial instruments and sources including sovereign wealth funds, guarantees, trade finance, institutional investors, private equity funds, foundations, value-based impact investing, and funding climatic conditions; and
- (v) Gender Equality and Empowerment of Women and Girls in Water Investment – The Transformative Climate-resilient Development for Gender-responsive Water Programme (AIP WACDEP-G) aims to develop tools to assist governments in addressing systemic inequalities in decision-making, planning, and implementation of water investment actions. It promotes a transformative approach to institutions, social structures, and relations. The AIP WACDEP-G was piloted in five African countries between 2020 and 2024, and plans are underway to scale it up to other African countries.

2. CONTEXT OF THE AU AIP MULTICOUNTRY GCF READINESS PROJECT

Ghana is one of the fifteen (15) countries participating in the first phase of the Programme, "Support to the Readiness of the African Union Commission's Multi-Country Programme". The Green Climate Fund (GCF) funds the project, amounting to Six Million One Hundred and Sixty-Four Thousand Fifty-Three (6,164,053) US Dollars. The African Union Commission is implementing the Programme through the Global Water Partnership (GWP) in Southern Africa (GWPSA) and the GWP Africa (GWP-Africa).

The overall objective of the project is to strengthen the capacities of participating countries to plan climate-resilient water investments and prepare projects to undertake climate actions through:

- Strengthening countries' capacity for climate finance programming and direct access to GCF resources, with a focus on water-related climate actions;
- Improving strategic frameworks for planning climate-resilient water investments by developing water investment programmes;

- Developing national project pipelines through the development of concept notes;
- Establishing a continental knowledge and investment platform to facilitate learning and investment in water security in Africa.

Through the AU AIP Multi-County GCF Readiness Project, the Global Water Partnership (GWPO) and its regional partners seek to strengthen the readiness of African countries to access climate finance for water and environment investments.

3. JUSTIFICATION

Ghana's population is over 30 million, with an average growth rate of 2.1% per year (between 2010 and 2021). Most communities depend on natural resources, including water in rivers, lagoons, and lakes, for their survival. The practice has led to the over-exploitation of natural resources, resulting in the degradation of the environment. An analysis of weather parameters across the agro-ecological zones in Ghana shows the manifestation of climate change. The increased temperatures, rainfall variability with unpredictable extreme events of floods and drought (dry spells), sea-level rise, and increasing greenhouse gas emissions (NCCP, 2012) are a testament to the phenomenon. The evidence of climate change and its impact on Ghana's economy is acknowledged and manifests along the coast with a rise in seawater level and a decrease in crop yield, among others, thereby affecting livelihoods and health while deepening poverty with women and the youth mostly disadvantaged. This threatens Ghana's long-term development outlook due to its reliance on climate-sensitive sectors. Despite the vulnerability, Ghana has limited capacity to access climate finance for no/low regrets investments in water resources and related infrastructure. Over the years, the national Integrated Water Resources Management (IWRM) Plan, basin-wide IWRM plans, and the master plans of the productive sectors have been developed and are complementary to improve the development and management of water resources and service delivery. Further, the National Water Policy (2024) provides policy direction for all the water sector frameworks for water resources development and management. However, assessing the financing gap for water resources and infrastructure, followed by a financing strategy and roadmap for implementation, remains a challenge.

As part of this AU AIP Multi-Country GCF Readiness project, a Water Investment Programme, a financing strategy, and a roadmap for implementation are planned. To this end, the Africa Coordination Unit of GWP is requesting the services of a national consultant to lead the Mission to develop a Water Investment Programme for Ghana. The terms of reference provides an overview of the project background and context, objectives and expected results, methodology, and modalities for undertaking the mission.

4. OBJECTIVE OF THE MISSION

4.1. Overall Objective

This study aims to develop a Water Investment Programme for Ghana using guidelines developed by the AU in collaboration with the Global Water Partnership (GWP).

The guidelines highlight the need for high-level political commitment and support while valuing water as an enabler of populations' socio-economic aspirations and a connector of sectors across scales. The study will provide GWP and partners, insight into the national frameworks being implemented by institutions in the water, food, energy, and environment sectors and perspectives.

4.2. Specific Objective

The specific objectives include the following:

- To examine the national Sector Strategic Development policies and programmes in the context of water security, climate resilience, and gender inclusion.
- To identify and prioritize water and water-related project ideas toward water security and climate resilience in a gender-responsive context that meets the GCF's eligibility criteria.
- To develop a gender-responsive and climate-resilient water investment programme for Ghana.

4.3. Specific Tasks of the Mission

The scope of work shall include but not be limited to the following:

4.3.1. Task 1: Identify the water investment needs and formulate the goal and general objectives of the water investment programme

Task 1.1: Conduct water investment needs assessment for the next fifteen years (2025 – 2040), analysing the impacts of climate variability and change, and economic and demographic trends on water resources and water infrastructure.

Task 1.2: Identify, describe, and categorise the issues impacting water resources, infrastructure, and services.

Task 1.3: Define the (strategic) objectives of the water investment programme.

Task 1.4: Present the results at an “extended” technical working group meeting and, based on the feedback, finalise the Water Investment Objectives Report.

Level of effort: Twenty (20) man-days are allocated to this work.

Methodology: The Consultant will undertake the assignment in consultation with the technical working group drawn from the water, environment, climate, gender, and development sectors to discuss context-specific projects to determine context-specific issues, including hydrological, socio-economic, environmental, institutional, or systemic.

Expected deliverable: A Water Investment Objectives Report that defines the objectives based on the key challenge(s) identified.

4.3.2. Task 2: Identify a limited list of gender-responsive projects within the water and water-related sectors

Task 2.1: Explore the national frameworks including policies, strategies, and plans for project ideas on gender-responsive water security and climate-resilient development within the broader context of a Water Investment Programme.

Task 2.2: Identify at most five (5) gender-responsive climate-resilient water projects (in consultation with the technical working group) that address the water investment needs noted under Activity 1, and analyse their alignment with the (i) national no-objection procedure of the Climate Finance Division, Ministry of Finance (National Designated Authority); and (ii) GCF priorities.

Task 2.3: Rank the list of projects, considering indigenous knowledge, a broad assessment of the expected benefits, and stakeholder preferences.

Level of effort: Twenty (20) man-days are allocated to this work.

Methodology: The Consultant will work with the technical working group drawn from the water, environment, climate, gender, and development sectors to discuss context-specific projects, including hydrological, socio-economic, environmental, institutional, or systemic issues worth considering for project ideas.

Expected deliverable: Investment Priorities Report including pre-concept notes of criteria-based project ideas.

4.3.3. Task 3: Prepare a Water Investment Programme

Task 3.1: Identify opportunities for strengthening policies, strategies and plans and increase the efficiency of water infrastructure and services;

Task 3.2: Analyse the context and progress toward water security and climate-resilient goals.

Task 3.3: Synthesize the key elements or actions under the defined objectives for stakeholder engagements.

Task 3.4: Develop the Water Investment Programme.

Level of effort: Twenty (20) man-days are allocated to this work.

Methodology: The consultant will conduct a desk study and consult with the technical working group on key actions that will lead to the development of the Water Investment Programme.

Expected deliverables: A Water Investment Programme for Ghana.

5. GENERAL METHODOLOGY

5.1. Approach

The methodology for this assignment will include a participatory process, involving relevant sector actors from water, climate, finance, gender, and development. To this end, a technical working group will provide the necessary technical support throughout the process, including project ideation and investment plan preparation. This will be guided by a structured, inclusive, and results-oriented process, integrating the following aspects:

- Literature review: This will include collecting and analyzing the relevant strategic documents, reports, policies, and institutional frameworks on water and related ecosystems.
- Stakeholder consultations/facilitation: The consultant will facilitate at least four (4) meeting discussions with the technical working group to build consensus on the issues that merit consolidation into the water investment programme.
- Participatory approach: Involve national-level stakeholders through consultation workshops and a validation session.

Client: This service is provided to GWP and its partners, including GWP-CU, GWP-WA, the Ghana Country Water Partnership/Water Resources Commission, and the Ministry of Works Housing and Water Resources.

Collaboration: The consultant will carry out the tasks with the express contributions from the technical working group.

Coordination: The National Technical Coordinator shall coordinate the work of the Consultant.

6. MONITORING/REPORTING REQUIREMENTS

The deliverables are organised to guide payments of the consultancy fee as presented in Table 1. Details of payment terms shall be reflected in the contract to be entered into with the consultant.

Table 1 Deliverables of the Water Investment Programme Study

Deliverable	Timeline	Percentage payment of Consultancy fee (%)
An inception report includes an approach to the tasks and a revised work plan	5 days after contract signing	20
Overview of the water sector and the Water Investment Objectives Report	40 days into the contract	50
Investment Priorities Report and outline water investment programme	70 days into the contract	
Water Investment Programme for Ghana	100 days into the contract	30

7. QUALIFICATION AND EXPERIENCE

The consultant to undertake the assignment shall have the qualifications and expertise as follows:

- Advanced degree (Master's degree and above) in any or a combination of the following fields: water resource management, resource planning, engineering, natural resource management, or any equivalent educational background.
- Excellent understanding of national and regional water, environmental, and climate sectors and related policies.
- Relevant experience in assessing investment needs and developing action/investment plans in water, natural resources or related fields.

- Good knowledge of financing mechanisms, instruments, and associated institutional arrangements relating to development aid, domestic financing, and climate financing, in particular the GCF, the Adaptation Fund, the GEF, etc.
- Demonstrated experience in project preparation.
- Familiarity with multi-stakeholder approaches and information gathering as well as private sector engagement.
- Knowledge of the workings of various international and national cooperating partners.
- Excellent report writing and presentation skills.
- Excellent facilitation and communication skills.
- Proven ability to operate in a multi-cultural environment and interact with stakeholders within a regional and national context.
- An understanding of indigenous knowledge and its integration into climate-resilient water projects.
- Excellent writing and analytical skills in English.

8. CONTRACTUAL TERMS

8.1. Type of contract:

Individual consultant. The terms shall be duly described for signing before the commencement of the study.

8.2. Duration:

The contract duration is sixty (60) man-days and shall not exceed one hundred (100) days.

8.3. Supervision:

The national consultant will work under the supervision of the AIP National Technical Coordinator in consultation with the Ag. Executive Secretary of the Water Resources Commission.

9. SUBMISSION OF APPLICATION

Interested applicants should submit:

- 9.1. A cover letter** dated and signed with the stated period of availability of the consultant and addressed as follows:

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

- 9.2. A detailed CV** highlighting relevant experience including three (3) professional references.
- 9.3. Technical proposal** with methodology describing the steps, methods, and tools to achieve each deliverable.
- 9.4. Work Plan** to guide the study.
- 9.5. Dated and Signed Financial Proposal**, indicating the amount of the tender in words and figures (in USD). The consultant shall include the cost of holding all the workshops to validate the deliverables in the financial proposal.

Note on Withholding Tax: GWPSA NPC Ltd (the company) 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% 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.

Applications shall be sent before/on 20 June 2025 to:

- GWPSA Procurement (gwpsaprocurement@gwp.org) with copy to maxwell.boateng-gyimah@aipwater.org, ROMensah@mofep.gov.gh, boatgyimax2@gmail.com, julienne.ndjiki@gwpsaf.org, maxime.teblekou@gwpao.org.
- For any inquiries, do not hesitate to contact Mr. Maxwell Boateng-Gyimah (maxwell.boateng-gyimah@aipwater.org) or to call +233 558 584069.

10. SELECTION CRITERIA AND ELIGIBILITY

The tenders shall be evaluated in two stages. The first stage will involve the evaluation of the technical offer. The second stage will evaluate the financial proposal. 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. Table 2 provides a summary of how the technical proposal will be evaluated and scored.

Table 2 Summary of scoring of the technical proposal

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

The financial offer of each tender shall be evaluated on relative terms and ranked as follows:

$Pf_r = 100 \times Pf_I / Pf$, with:

- **Pf_r** , being the bidder's relative financial proposal.
- **Pf_I** , which is the least budget of financial proposals for technically successful bids.
- **Pf** , being the bidder's financial proposal.