



## TENDER INVITATION

*Consultancy to development bankable investment portfolios (project or programmes) at basin level in the Dominican Republic*

### GLOBAL WATER PARTNERSHIP ORGANISATION

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## 1. Objective

- Develop an investment-ready portfolio of (minimum 5) technically sound and economically viable climate change projects at basin-level in the Dominican Republic. The primary focus of this activity will be on adaptation, though mitigation projects with strong adaptation components will be accepted. Consequently, a minimum of 3 concept notes in the final portfolio should have a climate change adaptation focus. Adaptation projects with mitigation co-benefits will be highly desirable. Wherever possible, financially viable business cases for investment should be included.
- Ensure the portfolio is developed with a basin-scale approach and includes water resources, livelihoods diversification, and resilient agriculture, processing schemes, supply chains and food security, integrating transboundary cooperation when appropriate. Ensure private sector involvement and engagement wherever possible; indicate type and extent of private sector involvement for each project.
- Each project of the portfolio will include a short/mid-term financial strategy, aiming to optimise effectiveness and efficiency to achieve maximum impact in terms of, inter alia: covered areas, beneficiary population (disaggregated by gender), ecosystem health and improved social development.

### 1.1 About the Global Water Partnership

The Global Water Partnership (GWP) is a multi-stakeholder international action network created in 1996 to foster the implementation of integrated water resources management (IWRM): the coordinated development and management of water, land, and related resources in order to maximise economic and social welfare without compromising the sustainability of ecosystems and the environment.

The GWP Network is open to all organisations that recognise the principles of integrated water resources management endorsed by the Network. It includes states, government institutions at all levels, non-governmental organisations, academic and research institutions, private companies, and service providers in the public sector. GWP's diverse and inclusive network is a platform for policy dialogue and bottom-up development of action plans and programmes, providing a voice for communities on water management.

GWP comprises 3,000+ partner organisations in over 180 countries. Our network of 65+ Country Water Partnerships and 13 Regional Water Partnerships convenes, and brokers coordinated action by government and non-government actors. A long-time advocate for IWRM, GWP draws on implementation experience at the local level and links it across our Network and to global development agendas.

GWP water partnerships (regional, country, area, city, or River Basin) bring together various sectors and interest groups to identify common water problems and develop action plans based on IWRM. Each partnership has its own operational strategy, work programme, and administrative structure. Most partnerships are attached to host institutions that administer funds and employ staff on their behalf.

**Our Vision**

A water secure world.

**Our Mission**

To advance governance and management of water resources for sustainable and equitable development.

**Our Unique Value**

GWP mobilises action on the global water crisis through a unique combination of social capital, shared values, credibility within the global water community, bottom-up orientation, and expertise. A network of networks, we ensure the 'voices of water' can influence local, national, regional, and global development priorities. We are committed to our role as a neutral convener and respected for our focus on inclusiveness and sustainability.

**Our Work**

We prioritise opportunities where key global or regional policy frameworks bring leadership focus, progress measurement, development partner action, and potential for financing. Specifically, we target the following Anchor Areas:

- Water Solutions for the Sustainable Development Goals (SDGs)
- Climate Resilience through Water
- Transboundary Water Cooperation

**We mobilise** people and organisations to unite around shared development priorities that impact water resources. We bring all voices to the table, including the private sector. We work with youth as key agents of change. We work towards gender equality in all we do. We build and leverage partnerships, and work through multi-stakeholder platforms to create space for diverse views and interests.

**We act** to support coordinated action to address water risks and put IWRM into practice. We work with our partners to change behaviours, strengthen institutions, build pilots and catalyse investment for water-wise sustainable development. We measure ourselves through the actions we take to improve water management and governance.

**We learn** from our actions and relationships. We curate, create, and share knowledge globally and across regions. We work with stakeholders to turn learning into ongoing improvements in water management and provide a constant feedback loop through our learning and knowledge activities.

**Our Values**

Inclusiveness | Openness | Transparency | Accountability | Respect | Gender sensitivity | Solidarity

**The GWP Organisation (GWPO)** was established as an inter-governmental organisation in Sweden. It is managed by the Executive Secretary who is answerable to the Steering Committee (SC). The SC oversees policy and approves the work programme and budget of the GWPO. The SC and its Chair are appointed by the Sponsoring Partners, comprising the ten founding members of the GWPO.

**The GWPO Secretariat** manages GWP's finances and reports on funding received at the global level. It also helps with the exchange of knowledge and resources, and ensures communication and coherence across the Network. The Secretariat of GWPO is located in Stockholm, Sweden.

The Secretariat staff normally stands at 25-30 members recruited from all parts of the world. The staff is composed of administrative and operational/scientific/technical positions. **More information can be found at:** [www.gwp.org](http://www.gwp.org).

## 2. Instruction to Tenders

### 2.1 Procurement Procedure

This is an open competitive procurement procedure. Interested bidders will submit a written tender offer and GWPO will subsequently enter detailed discussions with one or more of the bidders. One supplier only may be awarded the assignment. It is important that all terms and conditions contained in the tender invitation are fully followed.

**NOTE:** GWPO as an inter-governmental organisation is not bound by the Swedish procurement act. This tender invitation does not obligate GWP to contract for the supply of any products or services.

### 2.2 Content of Tender Offers

Bidders should offer services for the complete assignment as defined in the Specification of Requirements. Please note that each requirement in the specification is to be addressed separately, with clear reference to the requirements. For evaluation purposes, the tender offer should follow the same disposition as the Specification of Requirements. The offer will include

- Inception report and concept note template
- Detailed preliminary assessment
- Develop draft project idea notes
- Develop full portfolio of projects
- Portfolio completion report

**All costs** must be included in the tender offer. The costs are to be specified in USD including specified VAT, in the manner set out in the specification. The GWPO indicative budget ceiling is USD 80,000 including VAT.

The bidder is welcome to enclose brochures and other printed information, although the comments in the offer to the tender requirements should be listed as specified without relying on information in enclosures or elsewhere.

**Please also take note of the evaluation criteria described below.**

### 2.3 Submission of Tender offers

**The tender offer shall be:**

- Submitted in English to: [procurement@gwp.org](mailto:procurement@gwp.org).
- Complete with all relevant company names, address, contact persons and e-mail address, VAT-number (or other relevant tax registration number).
- Signed by authorised representative of the bidder.
- Considered as confidential.
- Specifying an e-mail address of the supplier to which potential clarifications may be sent.

**By submitting a tender, the bidder confirms that the company:**

- is registered in the professional and trade registers in the country where the supplier is based (certificate may be requested by GWPO).
- has not been convicted of any criminal offence and is, if requested, able to produce an extract from a legal register, or in the absence of such a register, a certificate issued by an authorised legal or administrative authority in the country of origin or in the country where the supplier is based, as means of proof.
- is not in debt with either the tax authority or the enforcement service regarding the payment of any required taxes and/or social security contributions (certificate(s) may be requested by the Buyer where appropriate). VAT-number, if any, should be stated.
- is, if requested, able to present adequate papers proving that they have not been convicted of any crime concerning the exercising of a profession, been the subject of a legal verdict or been found guilty of gross misconduct whilst providing a professional service.
- is not bankrupt or currently the subject of bankruptcy proceeding, compulsory liquidation, compulsory management arrangement or accord. The bidder also confirms that they have not cancelled payments or been made the subject of a trading ban or any other similar arrangement.

The bidder also confirms that the company has the financial capacity, as well as the technical, quality assurance, research and development capacities and abilities for the assignment/fulfilment of the bidder's contractual obligations.

Certificates and other proof as stated above may be requested by the GWPO where appropriate. Note that certificates should only be supplied upon separate request from GWPO. Bidders failing to produce proof if requested by GWPO, will be disqualified.

To verify that the exclusion and qualification criteria are fulfilled, GWPO may acquire information from a credit-reporting bureau.

**2.3.1 Closing Date for Submission of Tender**

The final date for receipt of tenders is **September 11th, 2020**. GWPO may extend the final date for submission of tenders for any reason including requests from invited bidders to do so. Tender received after the final date of receipt of tenders will be disregarded.

**2.3.2 Cost of Tender**

Costs for the preparation of tenders will not be reimbursed.

**2.3.3 Period of Validity of Tender**

The offer outlined in the tender is to be valid for a minimum period of 90 calendar days after the closing date. If necessary, GWPO may ask for the bidder's agreement to an extension of the period of validity (preferably in writing).

**2.3.4 Withdrawal of Tender**

A bidder may withdraw its tender at any time prior to the closing date, if notice of the withdrawal is received by GWPO prior to the closing date. Notice of withdrawal is to be signed by an authorised representative and sent to [procurement@gwp.org](mailto:procurement@gwp.org).

### 2.3.5 Opening of Tenders

GWPO will open the tenders at its office on the day following the closing date. Bidders will not be allowed to participate in the opening of the tenders. The names of the tenders will be kept confidential until the contract with the successful bidder has been signed.

### 2.3.6 Communications during the procurement procedure

If the bidder has any questions regarding the invitation to tender, please contact GWPO via email [procurement@gwp.org](mailto:procurement@gwp.org). GWPO will respond via email to any request for clarification of the tender invitation that it receives prior to the closing date of the tender. GWPO's response to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all bidders.

## 2.4 Tender Evaluation

The evaluation of tenders will be carried out in two steps.

### 2.4.1 Exclusion and Qualification Criteria

GWPO will examine the tenders to determine whether they are complete, the documents have been properly signed, and the requirements have been addressed. A tender may be rejected if the tender is incomplete, not signed or fails to address the requirements *or if the tender price exceeds the indicative budget ceiling*.

### 2.4.2 Evaluation Criteria

The second stage consists of an evaluation of the tenders according to the evaluation criteria listed below.

Evaluation Criteria	Relative Importance
<i>Proposal includes main deliverables 1, 2, 3, 4, 5 as per ToRs (Score 0 to 20)</i>	20%
<i>Proposed methodology for the assignment (Score 0 to 15)</i>	15%
<i>Proposed timeline (Score 0 to 10)</i>	10%
<i>Previous experience on similar or related assignments (Score 0 to 10)</i>	10%
<i>At least one member of the consultancy team having experience working in the Caribbean region (Score 0 to 10)</i>	10%
<i>Previous experience with the preparation of project concepts and proposals at a regional or national level is a requirement (Score 0 to 10)</i>	10%
<i>Ability and capacity to meet the requirements (Score 0 to 5)</i>	5%
<i>Experience with climate change adaptation/mitigation in LAC countries advantageous. (Score 0 to 5)</i>	5%

Evaluation Criteria	Relative Importance
<i>Experience with nature-based solutions and catchment management/basin planning/IWRM highly advantageous. (Score 0 to 5)</i>	5%
<i>Previous experience working with international agencies such as UNDP, UNEP, GWP or others will be an asset. (Score 0 to 5)</i>	5%
<i>Proposed team includes a team member fluent in Spanish (No = 0, Yes = 5)</i>	5%

GWPO may in writing ask any bidder for clarification of any part of its proposal to assist in the examination and evaluation. GWPO may also invite any number of bidders to present or otherwise confirm the services, or parts thereof, followed by a question and answer session. The presentation will be held in Stockholm, Sweden or by video conference/internet.

### 2.4.3 Award of assignment

GWPO will enter detailed discussions with the bidder rated as having submitted the most advantageous bidder to arrive at a contract for the assignment. The draft contract including commercial conditions for the services is **attached**. If such discussions are unsuccessful, GWPO may invite the second rated bidder for discussions.

By submitting a tender offer the bidder confirms that it accepts the commercial conditions described in the section "Draft Agreement." If a bidder wants to include divergent commercial conditions in a future contract, these should be clearly stated in the tender offer. If applicable.

Please note that GWPO is not bound to select any of the tender offers submitted.

## Specification of Requirements

- At least 7 years' experience in a relevant field, such as Environmental Science, Environmental Engineering, Economy or Finance, International Development, etc.
  - Minimum 5 years' experience on conducting climate and/or environmental project development, natural resources management or similar assignments.
  - Previous experience with the preparation of project concept and proposals at a regional or national level is a requirement.
  - Experience with climate change adaptation/mitigation in LAC countries advantageous.
  - Experience with nature-based solutions and catchment management/basin planning/IWRM highly advantageous.
  - Previous experience working with international agencies such as UNDP, UNEP, GWP or others will be an asset.
  - Deadline driven and results oriented.
  - Computer literacy and mastery of Microsoft Word and PowerPoint.
  - Excellent writing, editing and oral communication skills in both English and Spanish.
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