

Terms of reference (ToRs) for the procurement of services below the EU threshold (ANNEX 1)

CONTRACT: 83405835

Review and Updating of the SADC Water Research Agenda	Project number/ cost centre: 18.2194.1-001.00
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
GIZ	<i>Deutsche Gesellschaft für Internationale Zusammenarbeit</i>
ICPs	International Cooperating Partners
RSAP	Regional Strategic Action Plan on Integrated Water Resources Development and Management
SANWATCE	Southern African Network of Water Centres of Excellence
SWRA	SADC Water Research Agenda
TWM	Transboundary Water Management Programme
ToRs	Terms of reference

1. Context

The SADC Secretariat, and its subsidiary institutions have been implementing the regional Water Research Agenda since 2015. The strategic objective of the SADC Water Research Agenda (SWRA) is to promote evidence-based implementation of SADC water programmes and projects through multi- and inter-disciplinary research and synthesis of existing and new information for the realisation of SADC developmental goals. The aim of the research agenda is, therefore, to build research capacity among regional institutions and individuals as well as to promote the utilisation of research results in the planning and management of water resources in the sub-region. The research agenda is guided by several principles which include:

- prioritisation of research as the basis for SADC's overall development agenda; development and application of regional best practices and guidelines;
- understanding drivers of success and failure in water management;
- multi- and inter-disciplinary research to inform more holistic approaches to water management;
- inventory and consolidation of research as a platform for maximising output from research endeavours; and,
- consideration of cross-cutting themes to ensure a more comprehensive research agenda.

Thus, the SADC Water Research Agenda represents the regional commitment to research and the need for research for to guide development of the sector. However, in order to be responsive to the needs of the regional water sector - the regional strategic action plan on water resources development and management, financing the sector and nexus thinking among others - the Water Research Agenda requires periodic review and updating.

It is against this background that the SADC Secretariat, with support from the *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) is seeking the services of an individual consultant for process of reviewing and updating of the SADC Water Research Agenda taking on board developments in the regional policy setting, practice and needs of the sector. The GIZ supports the SADC Water Division through the Transboundary Water Management in the SADC Region (TWM) programme by promoting effective implementation of the SADC Regional Strategic Action Plan on Integrated Water Resources Development and Management (RSAP). In addition, other German government funded programmes support water related research in the region such as the BMBF funded Water Security in Southern Africa (WASA) programme.

Objective

The main objective of this assignment is to undertake a review and update the SADC Water Research Agenda informed by an in-depth analysis of the implementation of the current research agenda by regional research and academic institutions. The assignment will also examine trends and variations in financing of the SADC Water Research Agenda-related

activities, the nature of research products, and their end-use in order to inform the development of an updated SWRA.

The assignment will entail;

- Engaging with stakeholders to assess the extent of implementation of the SWRA, and the influence of the SWRA to research conducted by regional research institutions and networks;
- Examining the level of funding for research activities by international cooperating partners (ICPs), regional institutions and Member States;
- Analysing the challenges, lessons learnt, and opportunities for research that a new SWRA should take advantage of;
- Confirm relevance of the thematic areas given the changing sector landscape;
- Examining existing linkages between the SWRA and capacity development, hence capacity development elements within research;
- Preparing recommendations for consideration in the updating of the SWRA, for increased impact and funding opportunities; and
- Developing a new SWRA.

2. Tasks to be performed by the contractor

The review and updating of the research agenda will follow a two-stage process namely, (1) assessment of the progress and results of the implementation of the existing SWRA, and (2) development of an updated SWRA. The assessment of the implementation of the current research agenda, will essentially comprise taking stock of achievements, impacts and lessons, while also appreciating the challenges in its implementation. The process will culminate in an assessment report, which will be presented to stakeholders for validation and to stimulate a conversation on what should be the priority intervention areas to be addressed by the new SWRA.

The second step will mainly consist of the design and development of the updated SWRA, informed by the assessment, analysis and additional consultations as required. The new SWRA will include firm strategies for research promotion through capacity strengthening and resource mobilisation hence furthering evidence-based policy and programme decision making. It will also seek to promote new and adaptive approaches for conducting and coordinating research, and its implementation as well as, governance processes and partnerships.

Step I: Assessment

- (i) Identify and map all major water research networks and lead agencies in SADC.
- (ii) Identify, assess and evaluate the contributions of these actors in the implementation of the SWRA.
- (iii) Explore new and innovative ways of conducting research, taking into consideration of dynamics and emerging business cultures induced by the COVID-19 and other forces.

- (iv) Identify, assess and evaluate the variations and trends in sources and levels of funding of research activities, and the use of research products:
 - a. Water research funding in the period of the SWRA including funding sources and their sustainability
 - b. Identify and analyse challenges encountered by research and academic institutions in mobilising resources
 - c. The level of uptake of the research by policy institutions and decision-making structures
- (v) Assess and evaluate level of collaboration among regional research institutions and networks as well as continental and international institutions.
- (vi) Assess the level of collaboration among the SADC Water Division, SANWATCE and WaterNet on the research agenda.
- (vii) Assess the extent of collaboration between other research and academic institutions and the SADC Water Division.

Step II: Development of New SADC Water Research Agenda

- (i) Utilising the outcomes of the Step I, develop a new SWRA
- (ii) Propose innovative financing mechanisms to fund the SWRA while increasing the utilisation of research results – bearing in mind opportunities presented within national science granting bodies, sector legislation, end users among others
- (iii) Identify the best implementing model for the SWRA and recommend a governance set-up and partnerships to enable effective implementation of the SWRA, ensuring effective linkages with all relevant initiatives
- (iv) Carry out additional stakeholder consultations with key institutions to confirm responsiveness of proposed solutions and the practicality of their implementation
- (v) Present the results to the project steering committee
- (vi) Present the product to a regional stakeholder workshop for validation before finalisation.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
<p>Inception report</p> <p>Report demonstrating the consultant’s understanding of the assignment and scope of work that will guide the delivery of the assignment. The report should include a clear methodology that will be used to achieve each task including criteria for prioritisation of research themes and accompanied by a detailed workplan</p>	<p>3 weeks after signing contract</p>

<p>Monthly progress reports</p> <p>Reports progress towards assignment completion guided by the workplan</p>	<p>Every month after approval of Inception Report</p>
<p>Draft assessment report</p> <p>A report demonstrating an in-depth analysis of the extent of ownership and implementation of the current SWRA; understanding of the sources and level of funding for regional water research, and the sustainability of such funding; appreciation of challenges encountered by the regional research institutions in mobilising resources; and recommendations for improved promotion of and strengthening buy-in to the SWRA by regional institutions.</p> <p>Report is to be presented to and discussed by stakeholders at a workshop. Workshop will also agree on the scope and approach to be adopted in the development of the new SWRA.</p>	<p>2 months after approval of Inception Report</p>
<p>Final assessment report</p> <p>A validated report incorporating stakeholder comments. The stakeholder comments will make input into the drafting of the SWRA</p>	<p>2 months after approval of Inception Report</p>
<p>Draft SADC Water Research Agenda</p> <p>A draft SWRA outlining priority thematic areas of research based on clear selection criteria in response to sector and regional objectives; recommendations on strengthening water research coordination, partnerships, promotion, utilisation, resourcing and implementation; recommendations on new, innovative and alternative funding modalities; proposed monitoring, evaluation, reporting and governance mechanisms to accompany implementation of the new SWRA.</p> <p>The draft SWRA is to be validated by stakeholders at a workshop.</p>	<p>3 months after approval of Inception Report</p>
<p>Final SADC Water Research Agenda</p> <p>A stakeholder validated SADC Water Research Agenda including a close out report.</p>	<p>5 months after approval of Inception Report</p>

Period of assignment: From May 2022 until September 2022.

3. Concept

In the bid, the consultant is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The consultant is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Other specific requirements

Project management of the contractor

The project will be jointly steered by designated focal persons from the SADC, SANWATCE, WaterNet and GIZ TWM Programme.

The consultant will hold monthly meetings with the technical team for updates on progress, feedback on draft deliverables and any other matters requiring coordination and management decisions.

Meetings will generally be conducted virtually, while face-to-face meetings will accompany other assignment activities i.e. stakeholder workshops.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and other stakeholders
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned

4. Personnel concept

Personnel Concept

The consultant is required to submit their CV (see Chapter 7), as per the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

The assignment should be carried out by an individual expert, with sufficient level and range of expertise. The expertise should cover the following broad aspects:

- (i) A Master's degree or higher in water resources management, natural resources management, social sciences
- (ii) A minimum of ten years of prior experience in water-related research
- (iii) Regional or international experience in carrying out a similar assignment
- (iv) At least one example of previous work in consultative policy or strategy development where the consultant played a leading role
- (v) General appreciation of the SADC region priority development areas and its Water Division
- (vi) General appreciation of the WaterNet and SANWATCE Programmes, which are subsidiary institutions of SADC in the area of human capacity development and research
- (vii) Fluency in English with strong report writing skills and strong written and oral communication skills. Fluency in Portuguese and French will be an added advantage.

Soft skills of consultant

In addition to their specialist qualifications, the following qualifications are required of the consultant:

- Interdisciplinary thinking

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods

5. Costing requirements

Assignment of personnel

Consultant: 50 expert days

The actual level of effort (input) for undertaking the assignment shall not exceed 50 days.

Travel

The bidder is required to calculate the travel costs as stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Workshops, meetings

The consultant implements the following workshops:

- In-depth stakeholder consultations
- Stakeholder workshop
- Validation workshop

GIZ will cover the costs of workshops, excluding consultant costs.

Other costs

- Visa costs must be included in the financial offer.

6. Inputs of GIZ or other actors

GIZ-TWM, SADC the SWI Secretariat will provide:

- Documents
- Workshops logistics
- Assistance in introducing the consultant to stakeholders

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively

weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

Individual consultants are required to submit a Technical Proposal and a Financial Offer.

The Technical Proposal should include:

- i. Demonstration of understanding of the work required: Proposed methodology and approach on how to undertake the assignment. A complete bid not exceeding 10 pages (excluding CV).
- ii. A clear detailed work plan of activities.
- iii. Competency and experience: qualifications and expertise of consultant, years of relevant experience and at least three (3) contactable references on similar work previously undertaken. Personal CV of no more than 3 pages must be included. The CV, in accordance with Chapter 4 of the ToR, must be submitted using the format specified in the terms and conditions for application. The CV must clearly show the position and job held in reference projects and for how long. The CV must be submitted in English.

If the maximum page lengths are exceeded, the content appearing after the cut-off point will not be included in the assessment.

The Financial Offer should indicate:

- i. A financial proposal clearly detailing total number of days to complete the assignment and daily rates as well as all other anticipated costs in the currency of your country. During the financial evaluation the amounts will be converted using the exchange rate of the day from the converter Infor Euro: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

The price bid must be calculated based exactly on the aforementioned costing requirements. In the contract, the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

8. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment. The option is

exercised in the form of an extension to the contract based on the already offered individual rates.

9. Annexes

If necessary

Module proposal
Results model
Capacity Development strategy
Analysis of actors
Process map
Programme
Priority area strategy paper
Other relevant documents