



Terms of Reference

for a Consulting Contract

Development of a River Awareness Kit for the Cuvelai River Basin and a website for the Cuvelai River Commission (CUVECOM)

Status: 23rd May 2018

Timeframe: July 2018 – July 2019

Scope: 130 expert days

Financed and contracted by:

Transboundary Water Management in SADC Programme

Project Number: 15.2076.6-008.00

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

Gaborone, Botswana

1. Introduction

1.1. Background

Southern Africa has roughly 2,300 km³ of renewable water resources available per year; however, they are unevenly distributed across its arid and tropical zones. Transboundary rivers account for about 70%; the remaining volume comes from lakes and groundwater sources. A large percentage of annual water resources are used in irrigation agriculture. Industry ranks second and its consumption is increasing.

According to United Nations figures from 2012, only 62% of the population in the Southern African Development Community (SADC) have access to safe drinking water and only 39% have access to hygienic sanitation facilities. The effects of climate change are increasing difficulties to effectively manage these scarce and unevenly distributed water resources. Upgrading water infrastructure, especially dams to store and regulate the water supply, is of particular importance. SADC member states (MS) have agreed on the principles of joint integrated water resources management (IWRM) and set them out in international conventions and regional protocols. Numerous policies, plans and strategies on the subject have been developed. However, the implementation of the agreed policy approaches and strategies on transboundary cooperation in the water sector is still inadequate.

The GIZ Transboundary Water Management in SADC programme has therefore been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) with co-financing by the United Kingdom Department for International Development (DFID) to achieve the following module objective: “implementation of selected harmonised strategies and policies on transboundary water cooperation is improved”.

1.2. Rationale

The Cuvelai River Basin is located in the Southern African Development Community (SADC) region and has two riparian countries: Namibia and Angola. The secretariat for CUVECOM is hosted by Namibia, in Oshakati, with a branch in Ondjiva/ Angola. The national commissioners are based in Luanda and Windhoek respectively.

A recent GIZ scoping study in the Cuvelai River Basin established a series of institutional and technical recommendations for actions that would support the ongoing development of the Cuvelai Watercourse Commission (CUVECOM). Among the institutional recommendations was the need to improve knowledge management, which can be achieved through development of a knowledge platform. While a considerable amount of documentation and technical information is available for the Cuvelai River Basin, it is not all readily accessible or available in relevant languages. Additional requirements include developing a series of maps for the basin as a starting point for a range of knowledge products.

In order to address the described challenges GIZ will support the development of a River Awareness Kit (RAK) for the Cuvelai River Basin including a multistakeholder consultation process and the development and implementation of the dissemination strategy.

2. Objectives

The objective of the project is to increase population awareness and knowledge about transboundary dimensions of water management, and to enhance transboundary cooperation related to shared water resources within the Cuvelai River Basin. This will be achieved by developing a bi-lingual, web-based and interactive River Awareness Kit (RAK). A primary function of the RAK will be to provide consistent and accepted knowledge and data to support dialogue and decision around issues related to Integrated Water Resources management. In order to ensure sustainability, capacity development of relevant stakeholders will be a key component at all stages of this assignment.

The Cuvelai River Awareness Kit is an information and knowledge management tool for a transboundary river basin, to support capacity development and the sustainable management of the environment and resources within the basin. Included within the River Awareness Kit are self-learning resources, supported by interactive visualization tools, maps, documents and quizzes. The core content of the River Awareness Kit is defined by the stakeholders using participatory processes and may include the following:

- Self-learning resources related to physical and socioeconomic aspects of the basin, water governance issues and the physical management of a transboundary river.
- Interactive learning tools as a unique way to portray and explore key issues and information.
- Map-based applications that enable users to discover different aspects of the river basin using geography as the primary method of navigation.
- Supporting resources to obtain more information including a document center, glossary, and search function.

Reports in English plus Executive Summaries in Portuguese are submitted to the CUVECOM Secretariat and GIZ quarterly.

The River Awareness Kit should be developed jointly and included into the CUVECOM institutional Website (www.cuvecom.org), roughly with the following thematic sections (1) Cuvelai Watercourse Commission (CUVECOM), (2) The River Basin, (3) People and the River, (4) Water Governance, (5) Resource Management; other thematic sections can be agreed upon with CUVECOM and the responsible GIZ task manager.

3. Target Audience

The main target audience is the population of the Cuvelai River Basin. The idea is to take a holistic view of the river with its catchment area and to consider all important aspects of ecology, culture, history and economy. The RAK will raise awareness on the Cuvelai Region for its ecological treasures, its economic values and but also its environmental challenges. Transnational teaching material will provide understanding for the protection of the Cuvelai and for a sustainable use of the valuable resource.

Secondary Target Audiences are the CUVECOM chairpersons, the secretariat and stakeholders in both countries as well as the leading universities. Their input will play a vital role in the development of the RAK and in the publication and dissemination strategy. The development of a set of maps and texts on the Cuvelai Basin will serve as decision support tools for Member States. Other important secondary target groups are the universities in both Member States,

especially the University of Namibia (UNAM) as well as the Agostinho Neto University (UAN) in Luanda.

4. Methodology

Agreed and approved thematic content included in the River Awareness Kit will be defined through a participatory process. Information and knowledge integrated into the River Awareness Kit will be drawn from existing documentation and media made available by the contributing countries and partner institutions. Additional interactive media and maps will be generated based on institutional needs. A content and document management system will be an integral part of the RAK and ensure information can be updated and maintained for basin stakeholders.

Through the RAK, each country and transboundary stakeholders have access to a uniform set of background information and knowledge about the basin. The RAK can be used to support research, teaching and training tools by schools, universities and NGOs. This is why the contractor will ensure close cooperation with Universities in Angola and Namibia.

The exact content of the RAK will be defined in Phase 1 (see below), subjects to be covered are the following:

- The River Basin: Geography; Climate and Weather; Hydrology; Water Quality; Ecology and Biodiversity; Watersheds; Flood and Drought Risk.
- People and the River: People; Socio-economics; People and Environment; Human Development Initiatives; Infrastructural Resilience;
- Water Governance: Integrated Water Resources Management; Transboundary Water Resources Management; Southern African Development Community; Water Governance in the Cuvelai River Basin; Stakeholders; Capacity Development & Information Sharing
- Resource Management: Water Demand; Water Infrastructure; The Value of Water; Resource Monitoring Research & Development; Water Supply and Treatment;
- Cuvelai Watercourse Commission (CUVECOM): Agreement, Mandate; Vision & Mission; Structure and Bodies; Publications;

For the CUVECOM Institutional and RAK Website, the consulting company will be working in close collaboration with the CUVECOM Secretariat. 2 Workshops (Inception and Validation) will be held with the steering committee (CUVECOM Chair-Persons, Directors, Office Staff, SADC, cooperation universities, GIZ).

5. Tasks

The development of the RAK and website is designed in four phases:

Phase 1 (month 1-2): Inception, Research, User-Needs Assessment

Phase one is an initial scoping mission to evaluate and chart project requirements and come to a common understanding on key expectations of the project with CUVECOM, SADC and GIZ. Phase one includes active stakeholder participation and a needs assessment.

The result will be a study including the following information:

- Inception Workshop with the steering committee: CUVECOM secretariat staff and chair persons, SADC, universities and GIZ (Brainstorming Session on Lessons Learnt from other RAKs, specific needs in the Cuvelai Basin, dissemination, influencing and stakeholder engagement strategy) (1)
- Stakeholder Identification and Mapping
- Stakeholder Consultation Workshops (1 per country = 2)
- Establishing Structure of Website/Apps (themes, levels, chapters)
- Compiling and evaluating available content and graphical assets.
- Conducting an inventory of available environmental and spatial data sets.

Phase 2 (month 3-7): Content Development and Approval

Phase two provides for the content development. This encompasses a mixture of different methods and activities:

- Conducting detailed need assessments with workshops, interviews, meetings in cooperation with the riparian countries, the CUVECOM Chairpersons and Secretariat and SADC.
- Further research on sources, documents and other contents to be included into the RAK.
- Development of learning modules in line with results of the needs assessment
- Creation of communication and training materials in two languages
- Web Development
- Validation Workshop with the Steering Committee (1)
- Finalization of Online RAK in English

All tools, modules and materials will be bi-lingual and the most relevant contents will be available in Portuguese and English, while extensive documents or studies that are only available in one language should at least be complemented by an abstract in the other language.

Phase 3 (month 8-10): Translation and Finalization

- Translation to Portuguese
- Final RAK in English and Portuguese (Web, App, production of 1000 USB Sticks, printing of Awareness Raising Material)

Phase 4 (month 11-13): Publication, Dissemination and Training

Phase three is the Sustainability and Capacity Building Phase. Educational sessions are held in both basin countries to raise awareness regarding the relevance of the rivers and their water resources for economy, society and environment as well as the importance of transboundary cooperation to improve its sustainable management. Innovative methods will be used in order to build ownership, such as theatre for a change. The potential for interactive, multimedia learning tools and Earth Observation (EO) applications and map products for joint regional water resources monitoring and management shall be demonstrated. These activities will take place in the river basin and not necessarily the Country Capitals.

Specific requirements of this assignment are:

- Conducting a workshop with key stakeholders in each sub basin (9) in close cooperation with CUVECOM
- Conducting national workshops in each of the riparian countries (2)
- Implementing awareness raising initiatives and disseminating communication materials in schools and Universities
- Handing over the RAK and web-based component to the staff of the CUVECOM Secretariat and Co-Chairs. The CUVECOM Staff will be capacitated to run and maintain the web-based component.

Other tasks include:

- administration, control and steering of the RAK development
- logistical organisation of all required stakeholder workshops (15 workshops, see above)
- submit gender disaggregated participants lists of meetings and workshops
- in cooperation with the responsible project officer coordination with stakeholders and other involved parties
- Selection, preparation, delegation and steering of the short-term experts responsible for the implementation
- Work with the TWM and SADC Gender Task Manager and assess Gender checklists in preparation of workshops and documents.
- Submission of quarterly progress Reports in English plus Executive Summaries in Portuguese.

6. Deliverables

No.	Deliverable	Due date
1	Inception and Needs Assessment Report (RAK and Website)	31.08.2018
2	Structure and Design Concept (RAK and Website)	15.10.2018
3	Draft Online RAK and Website English	15.12.2018
4	Final Online RAK and Website English	28.02.2019
5	Dissemination Strategy	28.02.2019
6	Final Online RAK and Website Portuguese	31.03.2019
7	Final RAK in other formats: USB, print Material (English and Portuguese)	15.04.2019
8	Documentation of Dissemination Workshops and Trainings	30.06.2019

7. Timeframe

The services under this contract will be provided between 13th July 2018 and 31 July 2019. The inception meeting is planned for the 14th of August at CUVECOM Secretariat in Oshakati.

8. Required Skills

A team of experts is required to implement the assignment. The team will assume full responsibility for the overall preparation, coordination and implementation of the assignment as well as the submission of all deliverables. The team of experts should meet the following qualifications and experience requirements:

Lead Expert/ Project Manager (30 expert days):

- Tasks: facilitate and prepare all meetings with CUVECOM Chair Persons, stakeholders and GIZ, overall process steering and coordination, responsible for all deliverables (concept, outline and content of the RAK) and RAK dissemination phase
- Fields of expertise: 10 years of experience in IWRM, university degree in environmental governance or similar, experience in stakeholder participation, facilitation, education/training and awareness raising.

GIS Expert (20 expert days):

- Tasks: develop maps; analyse data
- Fields of Expertise: application of spatial technologies, Spatial DBs, Scripting (Python, PHP), Web Services (WMS etc.), Web Development Languages/Libraries (for WEBGis), data management, use of GIS and RS Information and map design;

Graphic Designer and Web Developer (30 expert days):

- Tasks: Design and Development of the Website, App, Maps, Training Materials;

Editor (10 expert days):

- Tasks: Edit all texts for them to be easily understandable by the greater public/ non-technical audiences.

Translator/ Interpreter (10 expert days):

- Tasks: Interpretation Services during workshops in Angola and during joint workshops; Translation of Reports, RAK and website to Portuguese;

The ability to travel to Angola, Namibia and especially the Cuvelai Basin (Oshakati/Ondjiva) is required. Experience in working with governmental and international organisation stakeholders, including SADC, will be an advantage.

9. Costs to be included in the offer

9.1 Administrative support

The Consultant will provide the necessary financial and administrative support to ensure the efficient and transparent delivery of the services, particularly in relation to the organization of meetings. The consultant will specify in his proposal the nature and form of the intervention of the administrative staff. GIZ “Regulations governing the reimbursement of travel expenses” apply to the overall project.

9.2 Meetings, trainings and workshops

The consultant is responsible for organizing all the consultation workshops planned as part of the development of RAK: stakeholder consultation workshops (4) and training/ dissemination sessions (6). In total, the consultant will organize at least 4 national stakeholder consultation workshops and 6 training/dissemination sessions including payment of daily allowances to participants, lodging and transportation (mainly road). The travel cost for CUVECOM staff and Commissioners to all meetings (incl. Steering Committee Meetings) will be covered by CUVECOM Secretariat.

An amount of up to 30.000 EUR is intended to cover all costs related to holding consultation workshops (e.g. room rental, road transport stakeholders, accommodation, daily allowance, catering services, documents). This amount must be included in the budget and will be paid upon presentation of vouchers.

The Consultant is also required to present the progress of the project at CUVECOM meetings.

9.3 University Cooperation/ Scientific Committee for Angola and Namibia (30 expert days):

The consulting contract includes collaboration with selected water research institutions in Angola (UAN) and Namibia (UNAM). The bidder should reserve a budget of up to 20,000 EUR for the technical cooperation with the a.m. universities. This budget includes the following expert days (30) for the scientific committee: 5 days professor I Angola, 5 days professor II Angola, 5 days professor 1 Namibia, 5 days professor II Namibia, 5 days technologist I Namibia, 5 days technologist II Namibia. Furthermore 5 postgraduate students per university shall be involved in the project and supervised by the scientific committee. Their travel costs (2x 3 days in the basin for each student) are included in the above budget. Tasks of the scientific committee include:

- scientific advice to the project team
- give inputs and participate at the following meetings: inception meeting, presentation of draft and dissemination concept, presentation of final RAK
- contribute content on relevant chapters, feed knowledge back into current research and teaching at their universities, supervise 5 postgraduate students from their university involved in the project;
- Fields of expertise: Firm knowledge of the Cuvelai River Basin incl. hydrological, geographical, socio-economic aspects;