

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



CONTRACT: 83432068

Resource Mobilisation Plan for the SADC Regional Strategic Action Plan on Water Resources Management and Development, 2021-2025 (RSAP V)	Project number/ cost centre: 18.2194.1-001.00
---	--

0. List of abbreviations	2
1. Context.....	3
2. Tasks to be performed by the contractor	3
3. Concept.....	5
Technical-methodological concept	5
Project management of the contractor.....	5
4. Personnel concept	6
5. Costing requirements	6
Assignment of personnel.....	6
Travel.....	6
Workshops, meetings.....	6
Other costs.....	6
6. Inputs of GIZ or other actors	6
7. Requirements on the format of the bid.....	7
8. Option	7

0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2022
DFI	Development Financing Institution
GIZ	<i>Deutsche Gesellschaft für Internationale Zusammenarbeit</i>
ICPs	International Cooperating Partners
RBO	River Basin Organisation
RSAP	Regional Strategic Action Plan on Integrated Water Resources Development and Management
TWM	Transboundary Water Management Programme
ToRs	Terms of reference
WSRG	Water Sector Reference Group

1. Context

In December 2021, Ministers of Water of the SADC Member States adopted the Regional Strategic Action Plan on Water Resources Management and Development, 2021-2025 (RSAP V) (see Annex). RSAP V provides a common framework and shared philosophy for all stakeholders in the SADC water sector to contribute towards the SADC vision. It includes an activity plan subdivided into three pillars and including cross-cutting themes.

The document further notes the need to operationalise the plan to enhance its implementation, whereby one key aspect is resource mobilisation. The RSAP V is costed at approximately 100 million Euros. The subsequent task is now to identify current funding investments and to mobilise potential additional financial resources and quantifiable in-kind contributions for the implementation of RSAP V activities. These activities are located at the regional, basin, national and/or sub-national level and will be carried out by different stakeholders. However, existing and potential funding sources and respective financial flows are not yet captured and outlined.

The objective of the assignment is to support the SADC water sector, including its stakeholders (i.e., SADC Secretariat, SADC implementing agencies, River Basin Organisations - RBOs, International Cooperating Partners - ICPs) in effectively identifying existing and mobilising additional financial resources for activities in the RSAP V. The assignment will lead to a better understanding of the funding constraints and opportunities. It will catalyse agreement on joint strategies of stakeholders to tap into these. To this end, a mapping of potential funding sources will be conducted, and a resource mobilisation plan will be developed.

It is against this background that the SADC Secretariat (through its SADC Water Division), with support from the *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) programme “Transboundary Water Management in the SADC region” (TWM) is seeking the services of an individual consultant.

2. Tasks to be performed by the contractor

The development of the RSAP V Resource Mobilisation Plan will follow a two-stage process namely, (1) mapping of existing and potential sources of funding and recommendations for possible strategies and actions, and (2) development of a concise plan for resource mobilisation to fill funding gaps identified. The process shall include stakeholder consultations in the form of document sharing, interviews and workshops, both in the sourcing of information and the validation of draft deliverables.

Step I: Mapping

- (i) Develop conceptual framework for mapping exercise based on analysis of RSAP V in view of its different stakeholder responsibilities and mandates (i.e., SADC Secretariat, SADC implementing agencies, River Basin Organisations, Member States), levels of intervention (regional, basin, national, sub-national) and thematic scope (three pillars of RSAP V and cross-cutting themes)

- (ii) Conduct desk review of relevant documents and online resources regarding existing and potential funding and investments for activities in the RSAP pillars, including from Development Financing Institutions (DFIs), International Cooperating Partners (ICPs), foundations, private sector and SADC Member States
- (iii) Carry out interviews with selected stakeholder representatives regarding in view of their experience and expectations regarding RSAP resource requirement, potential constraints and mitigating strategies
- (iv) Produce overview of findings emanating from desk review and interviews and recommendations for a RSAPV Resource Mobilisation Plan in the form of a draft report and PowerPoint-presentation
- (v) Present draft mapping and recommendations at a 1-day Workshop (with SADC implementing agencies and RBOs) and the WSRG (Water Sector Reference Group) (with ICPs and DFIs)
- (vi) Finalise mapping report by incorporating stakeholder feedback

Step II: Resource Mobilisation Plan

- (i) Utilising the outcomes of the Step I, produce a concise RSAP V Resource Mobilisation Plan outlining strategies, concrete steps and responsibilities for resource mobilisation from various sources at different levels
- (ii) Share draft plan for comments with stakeholders
- (iii) Finalise plan by incorporating stakeholder feedback

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 incorporating the feedback and comments from kick-off meeting with SADC and GIZ, including final work plan, final methodology and list of stakeholders to be consulted</p>	<p>1 week after signing of contract (30th March, tbc)</p>
<p>Draft mapping report</p> <p>Report and Presentation providing an annotated overview of existing and potential funding sources available for the financing of RSAP V activities (based on desk review of relevant documents, online resources and stakeholder interviews) as well as recommendations for a RSAP V Resource Mobilisation Plan, to be presented to SADC implementing agencies and ICPs in April 2023 for discussion and inputs</p>	<p>3 weeks after approval of Inception Report (end-mid of April, tbc)</p>

<p>Final mapping report</p> <p>A validated report incorporating stakeholder comments from SADC Member States and WSRG</p>	<p>8 weeks after signing of contract (end-May, tbc)</p>
<p>Draft RSAP V Resource Mobilisation Plan</p> <p>Draft Plan outlining strategies, concrete steps and responsibilities for resource mobilisation for RSAP V activities from various sources at different levels (max. 5 pages plus tables in annexes) to be shared with SADC implementing agencies and WSRG members for written comments/inputs.</p>	<p>2 weeks after workshop/meeting (mid-June, tbc)</p>
<p>Final RSAP V Resource Mobilisation Plan</p> <p>A validated plan incorporating stakeholder comments, including from SADC Member States and WSRG</p>	<p>12 weeks after signing of contract (end-June, tbc)</p>

Period of assignment: From March until May 2023.

3. Concept

In the Technical Proposal, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved.

Technical-methodological concept

The bidder is required to comment on the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the methodology with which he/she intends to provide the services (see Chapter 2). In doing so, the bidder is required to present the relevant stakeholders and how he/she will organise their engagement.

The bidder is further required to describe the key processes and create a schedule that describes how the services will be provided (detailed workplan including time-bound milestones).

Project management of the contractor

The project will be jointly steered by a designated Task Team of focal persons from the GIZ TWM team and the SADC Water Division.

The consultant will hold coordination meetings with the Task Team for updates on progress, feedback on draft deliverables and any other matters requiring coordination and management decisions. The schedule of meetings will be agreed in the kick-off meeting.

Coordination meetings will generally be conducted virtually via video conferencing. One debriefing meeting will be held physically in Gaborone, possibly back-to-back with the workshop and WSRG meeting.

4. Personnel concept

The assignment shall be performed by an individual consultant.

The bidder is required to provide evidence of suitable qualifications and experience based on his/her CVs (see Chapter 7). The below specified qualifications represent the requirements to reach the maximum number of points:

- (i) A Master's degree or higher in public administration, political science, development management, finance or other relevant discipline
- (ii) Ten years of professional experience in strategy development, programme development and/or resource mobilisation
- (iii) Five years of professional experience in providing technical assistance services to regional, supra-national, continental and/or international organisations
- (iv) Prior professional experience in Southern Africa
- (v) Demonstrated excellent writing and presentation skills in English

5. Costing requirements

Assignment of personnel

The actual level of effort (input) for undertaking the assignment shall not exceed 30 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, such as visa costs.

Workshops, meetings

GIZ will cover the costs of any physical meeting or workshop in the framework of the assignment (excluding consultant's travel costs).

Other costs

n/a

6. Inputs of GIZ or other actors

The GIZ TWM programme and the SADC Water Division will provide

- relevant documents,
- workshops logistics,
- assistance in introducing the consultant to stakeholders,
- translation of main products

7. Requirements on the format of the bid

The bid is drawn up in English. It must be legible (font size 11 or larger) and clearly formulated. The complete bid shall not exceed 10 pages (excluding CV and annex). If the maximum page lengths are exceeded, the content appearing after the cut-off point will not be included in the assessment.

The structure of the bid must correspond to the structure of the ToRs, including the detailed structure of the concept (see Chapter 3).

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

The Technical Proposal should include:

- i. Demonstration of understanding of the work required (proposed methodology and comments on the terms of reference)
- ii. A clear detailed work plan of activities (sequence and timing of activities)
- iii. Competency and experience (CV of no more than 3 pages, in English, including 3 contactable references on similar work undertaken; 1 example of similar work undertaken, as link or annex to the technical proposal)

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. 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.