



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY GROUNDWATER MANAGEMENT
INSTITUTE (SADC-GMI)

WORLD BANK ASSISTED
Project ID: P127086

Issuance Date: 22 November 2019

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)CONSULTING SERVICES –
FIRMS SELECTION**

**Consultancy Services For Capturing Lessons Learnt And Designing Of A New Sadc
Groundwater Programme**

Contract No: **CS/2019/30**

1. Background

The Southern African Development Community Groundwater Management Institute (SADC-GMI) is a regional centre of excellence on groundwater management hosted by the University of the Free State in Bloemfontein, South Africa on behalf of and under the strategic guidance of the SADC Secretariat, Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana. The SADC-GMI received a grant from the GEF and CIWA through the World Bank to implement the Sustainable Groundwater Management in SADC Member States project (P127086) until 31 December 2020. SADC-GMI intends to deploy a portion of this grant to fund the consultancy services for “Capturing lessons learnt and designing of a new SADC groundwater programme”.

2. Objective of the Assignment

This request for EOI aims to enlist a firm to:

- a. Develop a background document on the emerging issues and lessons learnt from implementation of the Sustainable Groundwater Management in SADC Member States project, and
- b. Develop a bankable project proposal document for implementation of a new SADC Groundwater programme from 2021



Contact
Details

o: +27 51 401-7734
e: info@sadc-gmi.org



Postal
Address

SADC Groundwater Management Institute
c/o Institute for Groundwater Studies
P.O. Box 339,
Bloemfontein 9300
South Africa



Physical
Address

IGS Building, Dean Street,
University of the Free State
205 Nelson Mandela Drive,
Bloemfontein, South Africa

3. Specific Tasks and Activities

In order to fulfil the objectives of this assignment, the consultants will be required undertake the following non-exhaustive key tasks:

- a. Capturing Lessons learnt and identifying emerging issues at local, national, regional and global levels. In order to perform this task, the following activities will be performed:
 - i. Conduct desktop study of documents to be provided by SADC-GMI (*document list to be provided in the Terms of Reference for shortlisted firms*).
 - ii. Conduct interviews of key informants to be identified in liaison with SADC-GMI on Grant and Project Agreements signed among World Bank, GEF, SADC Secretariat, University of the Free State and SADC-GMI.
 - iii. Evaluate the SADC-GMI's founding documents as a not-for-profit company in South Africa based in Bloemfontein, and its effectiveness in delivering its mandate as a Centre of Excellence for groundwater in SADC.
 - iv. Undertake an internal operational capacity assessment of SADC-GMI in relation to its operational needs as a regional Centre of Excellence for groundwater and evaluate the needs in relation to the hosting arrangements and the Service Level Agreement signed with the University of the Free State.
 - v. Conduct a Cost-Benefit Analysis of the SADC-GMI's structure, operations and location
 - vi. Capture the outcomes of this key task into a comprehensive Lessons Learnt and Emerging Issues Document. The outline layout of the document will be discussed and agreed during the Inception period.
 - vii. Based on cost-benefit analysis (CBA), produce a concept document on the proposed organisational / financial set-up for SADC-GMI in a follow-up programme (typical context of the CBA to analyse relationship to UFS, location for SADC-GMI, relative cost of doing business from Bloemfontein vis-à-vis other locations in South Africa, etc)
 - viii. Conduct workshop for up to 50 participants coming from the SADC Member States and other stakeholders to discuss the Lessons Learnt and Emerging Issues Document. The consultant will be responsible for the technical inputs to the workshop while SADC-GMI will be responsible for the associated logistics and costs to bring the participants to the workshop.
- b. Develop Programme Elements for the next 10 years (2x5 years). The following activities will be undertaken in order to fulfil this task:
 - i. Identify strategic programming needs from the Lessons Learnt and Emerging Issues Document.
 - ii. Conduct consultations with potential financiers to establish the appetite to fund aspects of the proposed new programme. Target institutions/programmes for this consultation should include GEF, CIWA, Green Climate Fund, Adaptation Fund, World Bank, BGR, BGS, USAID, SADC Secretariat, GIZ, etc. The full list of stakeholders to be consulted will be finalised during the inception phase.
 - iii. Produce a document containing bankable project components that can be implemented in the next 10 years split into two-five year periods. This document should be designed holistically to cover all identified groundwater issues in the SADC region such that different partners and stakeholders bringing support for groundwater in the region use this document as an entry point.

4. Eligibility and Expression of interest submission requirements

Interested consultancy firms are requested to submit an expression of interest (EOI). The Expression of Interest should include the following details which will also be the EOI Evaluation Criteria;

- a) Valid Business License
- b) Registration Certificate of TIN and VAT
- c) Company Certificate Registration/Incorporation (Evidence showing that the firm is a legal entity)**;
- d) Availability of Professional Key Staff with Suitable Qualifications in the field of the assignment**;
- e) Evidence of at least 3 similar projects previously successfully completed, of which 1 was in the SADC region**;
- f) Evidence showing the technical and managerial capabilities of the firm in the field of assignment and handling assignments of similar complexity**;
- g) Brief description (not more than 3 pages) of the proposed Methodology of carrying out the assignment**;
- h) The EOI submission should not exceed 30 pages**

Note: Items marked with ** are mandatory and failure to comply or submit requisite documentation on any one of them will lead to automatic disqualification of the entire submission.

5. Schedule and Duration of Assignment

This consultancy is a once-off engagement involving the deployment of a total of 110 man-days by the 3 key experts in the fields of Organisational Development, Groundwater and Institutional Finance over a period of 5 months. Further details will be shared with the shortlisted firm(s) in the TOR contained in the Request for Proposal document.

Further information can be obtained at the address below during normal office hours i.e.

08:00 am-4:00pm, Monday – Friday at procurement@sadc-gmi.org

Applicants must submit electronic Expressions of Interest (EOI) by e-mail to procurement@sadc-gmi.org or submit the documents in a sealed envelope by hand or post to the address provided below by 12:00 noon (RSA Time) **on 13 December 2019**.

Note: If you do not hear from us within 4 weeks after closing date, kindly consider your application unsuccessful on this occasion.

Tender envelopes/Email Subject Lines shall be read: **CS/2019/30: Consultancy Services for Capturing Lessons Learnt and Designing of A New SADC Groundwater Programme**

Attention:

Procurement and Grants Office
SADC Groundwater Management Institute
Institute for Groundwater Studies
University of the Free State
Bloemfontein, SOUTH AFRICA
Office Tel: +27 51 401 7721