



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

WORLD BANK ASSISTED
Project ID: P127086
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REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTANCY SERVICES FOR UPDATING THE SADC GREY LITERATURE ARCHIVE

Contract No. CS/2019/07

1. BACKGROUND

The Southern Africa Development Community (SADC) Secretariat, through the Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana received a grant through the World Bank to implement the Sustainable Groundwater Management in SADC Member States project. The SADC Secretariat has delegated the implementation of the project to the Southern African Development Community Groundwater Management Institute (SADC-GMI), a newly established regional Centre of Excellence on groundwater management hosted by the University of the Free State in Bloemfontein, South Africa. The vision of the SADC-GMI is to ensure the equitable and sustainable use and protection of groundwater in the SADC region, as well as being a Centre of Excellence in the areas of groundwater management and management of groundwater dependent ecosystems. The role of the SADC-GMI is to:

- Promote sustainable groundwater management and solutions to groundwater challenges in the SADC region through building capacity, providing training, advancing research, supporting infrastructure development, and enabling dialogue and exchange of groundwater information.
- Conduct and support SADC Member States in groundwater research, and serve as a focal interlocutor with national, regional and international groundwater initiatives.

In the quest to make groundwater literature more accessible across the SADC region, the SADC Secretariat, with support from the **British Geological Survey**, established a Grey Literature Archive (GLA). In light of the identified current status of the Grey Literature Archive, SADC-GMI intends to enhance the system to make it easy for searching of documents and references, be technologically advanced, and populated with most up to date and relevant resources from all regional stakeholders. Through these Terms of Reference SADC-GMI is therefore seeking the services of a firm with experience in systems development and databases to strengthen the GLA.



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

2. OBJECTIVE OF THE ASSIGNMENT:

The key objective of this assignment is to establish a fully functional and well stocked archive that becomes a resource for all interested stakeholders in the SADC region in the management of groundwater and its data through:

- a. Investigating and assessing the gaps that exist in the current archive and make appropriate improvements with respect to the identified shortcomings.
- b. Engagement of Member States in the soliciting of reference documents that ought to be in the archive.

3. SCOPE OF WORK AND SPECIFIC TASKS OF THE CONSULTANTS

To achieve the objectives of this assignment, the following core tasks will be implemented:

- a. Assess the functionality of the existing Grey Literature Archive (GLA) to identify the completeness of each record.
- b. Prepare an inventory of the uploaded documents based on the above assessment.
- c. Investigate options and prepare an action plan on how to address the identified gaps to improve the completeness and online functionality of the GLA
- d. Update the grey literature with downloadable documents which were uploaded on the SADC Groundwater Information Portal (SADC-GIP) but not available on the GLA.
- e. Uploading all SADC documents onto the SADC Grey Literature Archive from the Africa Groundwater Literature Archive
- f. Provide links to referenced documents so that they can be accessed externally and engage with the rightful authors
- g. Conduct consultations with the SADC-GMI, Member States and other stakeholders to identify available documents suitable for uploading on the Grey Literature Archive, and subsequently upload them.
- h. Devise methods of actively linking GLA with other existing literature archives in the region and beyond.
- i. Provide for user roles to be applied for different administrative levels for the archive.
- j. Improve the archives searching functionality as well as visual appeal.
- k. Investigate the possible migration of the archive to a suitable SADC-GMI server.
- l. Development of a User Manual and training of system users as agreed with SADC-GMI

4. TIMING OF THE ASSIGNMENT:

This is a once-off assignment without any obligation for follow-up work and it is intended to be implemented for an estimated duration of 6 months from contract signature with an estimated aggregate level of effort of 260 man-days for key experts only.

5. LIAISON AND LOGISTICS

On a day to day basis, the consultant will liaise with the SADC-GMI through the Monitoring and Evaluation Consultant, and be ultimately accountable to the Executive Director of SADC-GMI.

6. ELIGIBILITY

- (a) The ideal Consulting firm should have proven experience in developing agile systems and functional online databases.
- (b) Have experience in systems integration.
- (c) A cumulative working experience of at least 10 years in the documentation and

- dissemination of knowledge products and lessons learnt.
- (d) Knowledge of documents classification and filing especially on online databases is a distinct plus.
 - (e) Multi-country working experience in the SADC region is essential.
 - (f) Fluency in English is mandatory, and working knowledge of French and Portuguese is desirable.

7. EXPRESSION OF INTEREST SUBMISSION REQUIREMENTS

Interested consultancy firms are requested to submit an expression of interest. The expression of interest should include the following;

- (a) Evidence showing that the firm is a legal entity(certificate of registration);
- (b) Evidence showing the fields of specialty of the firm(consultant's profile/brochures);
- (c) General experience of the Firm in consulting services developing agile systems and functional online databases ;
- (d) Experience of working in a similar geographical region (SADC region);
- (e) Availability of Professional key staff with suitable qualifications in the field of the assignment;
- (f) Evidence of at least 3 similar projects previously successfully completed of which one was in the SADC region;
- (g) Evidence showing the technical and managerial capabilities of the firm in the field of the assignment;
- (h) Brief description (not more than 2 pages) of the proposed methodology of carrying out the scope of the work;

Further information can be obtained at the address below during office hours i.e. 08:00 am-4:00pm, Monday – Friday or at procurement@sadc-gmi.org

Requests for expression of interest should be submitted on the **26 April 2019 at 12Pm, (RSA TIME)** to procurement@sadc-gmi.org or be hand delivered to SADC Groundwater Management Institute, IGS Building, Dean Street, University of the Free State, 205 Nelson Mandela Drive, Bloemfontein, South Africa.

Tender envelopes shall be marked "Tender No. **CS/2019/07** "Consultancy Services for Updating SADC-GMI Grey Literature

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](tel:+27514017721)
www.sadc-gmi.org