

Global Water Partnership South Africa  
Block A, Ground Floor  
Hatfield Gardens  
333 Grosvenor Street  
Pretoria  
South Africa

**Date: 4<sup>th</sup> April 2023**

REF - **Bid No: ITB No. T013/04/2023\_CR**

To Whom it May Concern,

**Subject: NOTICE OF BID FOR CONSULTING FIRM / CONSORTIUM OF CONSULTANTS IN CHARGE OF THE DEVELOPMENT OF THREE CONCEPT NOTES OF PROJECTS TO BE SUBMITTED TO THE GREEN CLIMATE FUND (GCF)**

GWPSA, on behalf of its project partners, is pleased to invite you to take part in a Request for Proposal (RFP) BID for the “**DEVELOPMENT OF THREE CONCEPT NOTES OF PROJECTS TO BE SUBMITTED TO THE GREEN CLIMATE FUND (GCF)**”.

This opportunity is advertised as an open tender process on GWPSA Website and other water networking platforms and promotes equal opportunities amongst the development community. A quotation based on a fixed price and proposed activity schedule, is requested in the BID document. The Bidder must submit two proposal documents in either PDF or word in a size that is transferrable via email to the GWPSA contact addresses in this Bid letter, i.e., one Full Technical proposal and one Full Financial proposal. The Bidder can also provide a link to a shared folder, if the documents are too large to email.

The deadline for submissions is **26<sup>th</sup> April 2023** and it is our intention to award the contract shortly thereafter. The start date is estimated for **2<sup>nd</sup> week of May 2023** and is set for a duration of **6 months**. Any quotation/proposal queries must be raised before **17:00hrs on 14<sup>th</sup> April 2023** and should be directed to [gwpsaprocurement@gwp.org](mailto:gwpsaprocurement@gwp.org) and copied to [nqobizwe.dlamini@gwpsaf.org](mailto:nqobizwe.dlamini@gwpsaf.org)

Due to COVID-19 pandemic restrictions, Bids will be opened electronically and reviewed on the **28<sup>th</sup> April 2023 at 09:00am by the Technical Evaluation Committee**. Bids received after the final date of receipt of tenders may be disregarded. GWPSA may extend the final date for submission of bids for any reason it deems necessary and will notify all bidders in this event.

The 80/20 Principle will be followed i.e., 80% \* Technical Score and 20% \* Financial Score.

Bid submissions should be addressed to:

The Manager  
GWPSA NPC  
Ground Floor, Block A

Hatfield Gardens  
333 Grosvenor Street  
Hatfield, Pretoria

and emailed to [gwpsaprocurement@gwp.org](mailto:gwpsaprocurement@gwp.org) and copied to [ngobizwe.dlamini@gwpsaf.org](mailto:ngobizwe.dlamini@gwpsaf.org)  
(note email submissions should be in batches each less than 10Mb)

The Work will be administered under a standard GWPSA Consulting Agreement, compliant with the GWPSA NPC Procurement Policy.

We very much look forward to your response and appreciate your participation on this project.

Yours sincerely,  
On behalf of GWP SA



**Mr Mark Naidoo**  
**Programme Officer**

Annex 1: Terms of Reference



## GWP Southern Africa and Africa Coordination Unit

### NOTICE OF RECRUITMENT FOR A CONSULTING FIRM / CONSORTIUM OF CONSULTANTS IN CHARGE OF THE DEVELOPMENT OF THREE CONCEPT NOTES OF PROJECTS TO BE SUBMITTED TO THE GREEN CLIMATE FUND (GCF)

#### Strengthening the NDA's institutional and technical capacity to mobilize gender-responsive climate finance for Eswatini

<b>HIRING ENTITY:</b>	Global Water Partnership Southern Africa (GWPSAF)
<b>REPORTING:</b>	National Project Manager, Eswatini GCF Readiness Project
<b>DURATION:</b>	6 Months after signing of Contract
<b>PLACE OF SERVICE:</b>	Remote; with presence in/ability to travel to Eswatini.
<b>LANGUAGE REQUIRED:</b>	English: Knowledge of local Siswati language amongst the team an advantage.
<b>DEADLINE:</b>	26 April 2023

#### 1. Background

##### 1.1 About Global Water Partnership (GWP)

The Global Water Partnership (GWP) is an intergovernmental organisation established in 1996 to support countries in their efforts to implement a more equitable and sustainable management of their water resources. The network spans 13 regions with over 3000 Partners organizations in 179 countries. The network has 68 accredited Country Water Partnerships and 13 Regional Water Partnerships. The global secretariat is in Stockholm, Sweden. More information: <http://www.gwp.org>

GWP Southern Africa (GWPSA) is the regional arm of GWP and was launched in June 2000. Over the years, GWPSA has grown rapidly into a regional network of over 350 Partner organizations concerned with water resources management. GWPSA Partners have formed a number of Country Water Partnerships (CWP) – 13 out of the 16 SADC countries now have their own CWP.

The GWP Africa Coordination Unit is based at GWP Southern Africa (GWPSA) in Pretoria, South Africa and coordinates GWP Africa programmes across Africa. In addition, GWPSA hosts the GWP global theme on Climate resilience and is charged with providing global strategic leadership and coordination of implementation of the GWP strategy on climate resilience.



## 1.2 About Eswatini and the project

Eswatini is vulnerable to climate change and already experiencing many adverse impacts, such as, changes in the weather patterns, increasing intensity and frequency of natural disasters including storms and droughts and dwindling crop yields, hence climate adaptation is of utmost importance particularly for its key economic sectors including biodiversity and ecosystem, water, agriculture and health sectors. Such climate-related hazards are having increasingly adverse effects on the country and future climate change is likely to further exacerbate the situation. A large proportion of the Eswatini population has a low capacity to adapt to climate change and the predicted impacts are likely to be particularly negative on the rural population because of their high dependence on rain-fed agriculture and natural resource-based livelihoods. This therefore requires collaborative thinking and response to the challenges from a variety of sectors and actors.

In November 2021, the Green Climate Fund (GCF) approved a project for the Kingdom of Eswatini submitted under the Readiness and Preparatory Support Programme.<sup>1</sup> The Global Water Partnership Organisation (GWPO) is supporting the Kingdom of Eswatini as a Delivery Partner for this Readiness project and is responsible for overall supervision of implementation of this grant in Eswatini. The execution of the Readiness project activities is undertaken under the strategic and implementation guidance of the Ministry of Tourism and Environmental Affairs (MTEA), i.e. Eswatini's GCF National Designated Authority (NDA). Technical and financial management of the project is undertaken by the GWP Southern Africa (GWPSA) in Pretoria, South Africa. On-ground activities are executed by a dedicated Project Management Unit (PMU) hosted at the Joint River Basin Authority Board (JRBA) acting as the Host Institution of the Eswatini Water Partnership. The Readiness project will support the Government of Eswatini to advance climate action processes by building on existing capacities and enhancing institutions already in place through the following outcomes:

- Capacities of the Climate Change Focal Point and NDA (the Ministry of Tourism and Environmental Affairs), sectoral ministries and other partners to engage with the private sector strengthened. A gender action framework developed to guide gender considerations in project preparation.
- Areas for water-related climate investment prioritized. Technologies for improving water use efficiency and building adaptive capacity identified and evaluated, and financing options identified, including private sector investment.
- Pipeline of water-related projects (project ideas) developed, and concept notes prepared.
- Mechanisms for knowledge management and sharing experience in preparing projects for climate financing strengthened.

Climatic changes are expected to negatively affect the availability of water resources for both domestic and industrial uses in Eswatini. As such, it is recognized that water is a main vehicle via which its people, environment, and overall development processes experience impacts of climate change. For the same reason Eswatini sees a huge investment gap for implementing water-related action on the ground to build country-wide climate resilience. Moreover, Eswatini's portfolio of water-related projects to access climate finance is relatively small. While existing water related projects targeting

---

<sup>1</sup> <https://www.greenclimate.fund/document/strengthening-nda-s-institutional-and-technical-capacity-mobilize-gender-responsive-climate>



the sector have already been submitted or are under development, most of these are focused on Nature-based Solutions or Ecosystem-based Adaptation with limited focus on Water, Energy and Food (WEF) and WASH projects.

It is against this background that GWPSA now calls for an interested and qualified firm or group of consultants to apply for an assignment to support the development of three water-related concept notes for Eswatini to be submitted to the GCF. The developed project concept notes should cover, among other themes, Water, Sanitation and Health (WASH), the Water-Energy-Food (WEF) Nexus, and Integrated Water Resources Management and others.

## 2. Objective of the assignment

The primary objective of this consultancy is to lead the development of three water-related concept notes for submission to the GCF. Towards this, the work will include extensive stakeholder consultation processes, identifying and engaging potential GCF-accredited entities, development of pre-feasibility studies like environmental and social risk assessment and gender analysis for three concept notes. This will be achieved through close collaboration with the Project Management Unit, the NDA, and GWP's national, regional, and global teams throughout the mission.

## 3. Scope of Work

The methodological indications shared below are intended to guide the mission of the Consulting Firm/consortium of consultants. The latter is always called upon to make a critical reading of these indications and to propose the methodological adaptations they consider necessary. In addition, and in a transversal manner, the consulting firm / consortium of consultants will have to pay particular attention to gender equity and social inclusion issues throughout the delivery, in order to ensure that:

- a. the delivery implementation approach ensures gender equity and social inclusion and,
- b. the project ideas identified, and concept notes developed contribute to a transformative approach to the gender.

The service of the Consulting Firm /consortium of consultants includes the activities and associated deliverables described below:

### 3.1 Inception phase

After close consultations with the Project Manager, GWP technical advisory, Department of Water Affairs, and the NDA, the Consulting Firm / consortium of consultants must present an inception report that:

- reiterates initial findings on the work stream and expected deliverables,
- update and detail the methodology for the implementation of the service,
- Include a detailed work plan, and a list of proposed criteria for the analysis and prioritization of project ideas.

### **3.2 Using a stakeholder-driven multi-criteria analysis, identify and formulate at least three project ideas.**

- Review the NDC, GCF Country programme, ongoing National Adaptation Plan (NAP), IWRM Masterplan, Water Supply & Sanitation Masterplan and other relevant national climate action strategy and investment documents to identify priority areas for action in the water sector,
- Review ongoing projects and programmes including ongoing concept development pipelines with the aim of upscaling and/ aligning with relevant national programmes,
- Review sectoral strategies and action plans to identify project ideas with strong climate justification. These project ideas should cover amongst other themes, including IWRM, WASH, Water, Energy, and Food (WEF) Nexus, WASH, infrastructure for the mobilization and preservation of water resources, water demand management, etc.
- Review the Climate Technology Financing Strategy developed as part of this GCF Readiness Project to identify priority water related climate technologies for uptake.
- Using a stakeholder-driven multi-criteria analysis, lead and facilitate a multi-stakeholder workshop and engagement process with relevant stakeholders to identify water related project ideas with strong climate rationale based on priority water needs and gaps.
- Project ideas should be aligned with Eswatini's GCF country programme, NDC and other climate change and water sector policies, strategies, and plans,
- Pre-identification of potential accredited entities to carry out projects,
- Develop a workshop report identifying formulated water related project ideas.

### **3.3 Hold 3 project development inception workshops to obtain input into the project ideas and outline implementation arrangements, identification of accredited entities and initiate inception field.**

Immediately after the choice of project ideas that will be developed into concept notes, the Consulting Firm/consortium will begin in parallel the third stage of support for the commitment of accredited entities and the fourth stage of preparation of concept notes. For step 3, it is recommended that the Consulting Firm/consortium of consultants undertake the following tasks, although other methodological approaches may be proposed:

- Lead and facilitate the hosting of three inception workshops for the three project ideas to obtain inputs and technical analysis to flesh out project components and all technical sections. These workshops will aim to discuss the problems to be overcome, the objectives of the project, the theory of change, the components of the project, and the stakeholders involved,
- Undertake local information gathering on climate change impacts on water resources and local communities to develop a strong demonstration of the climate change problems in the country which the proposed projects will be designed to address including developing project indicators and preliminary M&E plans for the concept notes,
- Exchanges with the National Project Manager, NDA and GWP for the identification of accredited entities and executing partners, and possible sources of co-financing,

- Proposal for institutional arrangements for the implementation of projects and financing schemes,
- Support for exchanges with accredited entities to obtain their agreement to carry out projects,
- Organization of online working meeting(s) to mature project activities and the appropriate institutional set-up with the national coordinator, the NDA, accredited entities, potential partners and GWP country and region teams.
- Develop a report on identification of accredited entities for each of the 3 selected project ideas explaining the motivations for the choice of these entities, a description of the process undertaken for the engagement of these entities, the challenges encountered, and the lessons learned. Report will include sketch of wider implementation arrangements and funding sources of project at concept stage (executing entities, sources of financing for proposal development, project finance structure, co-financing sources).

**3.4 Develop three GCF concept notes (to be drafted by consultants remotely post the field mission)** in accordance with the requirements of the GCF and accompanied by their pre-feasibility studies. Based on the project idea notes and in close collaboration with the national manager, the NDA, GWP regional teams, and accredited entities, the Consulting Firm/consortium of consultants is expected to do the following for each of the 3 concept notes:

- Collect data and information necessary for the development of project concept notes, including climate rationale and theory of change, and accompanying high-level pre-feasibility studies and early-stage screening of environmental and social risks.
- Collect gender-related information that makes it possible to conduct the preliminary gender analyses and to integrate gender into the theory of change of the projects.
- Visit project areas and consult with local stakeholders and beneficiaries to collect additional data to ensure feasibility and adequacy of conceptualized project.
- Engage potential project executing partners to secure commitment.
- Describe institutional set-up based on the results of the previous steps and the responsibilities of each of the actors.
- Prepare detailed budget for the activities and the financial package of the project.
- Develop drafts of the three concept notes, and their revision and finalization by integrating the inputs of the different stakeholders during the consultation process as well as the comments of the NDA, the accredited entities and the GWP.
- Ensure illustrating the transformational impact of the project activities i.e., how the project would lead to a wider national policy priority or expand its geographic scope (using theory of change diagram or logical framework as per funder requirement).



### **3.5 Organize a validation workshop for each of the 3 Concept Notes and revise these Concept Notes based on feedback received.**

- Organize and lead three stakeholder validation workshops for the three Concept Notes and their finalization,
- These workshops should lead to the validation of the concept notes by presenting in detail to the relevant stakeholders and workshop participants the project activities, the budget allocated, the responsibilities of the actors involved in the implementation, etc.
- Integrate stakeholder inputs on developed concept notes and finalize project concept notes.
- Develop workshop reports for the 3 validation workshops of the concept notes.
- Finalize concept notes for submission to the GCF.

### **4. Deliverables and Payment**

The consulting firm/consortium should consider in its consultative approach, the country's no-objection procedure to facilitate the rapid obtaining of the no-objection letter for the submission of concept notes to the GCF.

The organization of the workshops includes the preparation of the concept note and agenda, the list of participants, the documents necessary for conducting the workshop and the reports. The costs of organizing workshops (hotel, catering, local travel) and 4 international trips to Eswatini are the responsibility of GWPSA.



The deliverables expected from this stage are the reports of the 7 consultation workshops, and any field missions.

<b>Delivery</b>	<b>Deadline</b>	<b>Payment</b>
→ Inception Report	2 weeks after signing of contract	10%
→ A report of the multi-criteria analysis → Workshop report on the ideation phase	2 months after signing of contract	20%
→ Report on identification of accredited entities for 3 projects → 3 concepts note inception workshop reports → Draft version of the 3 concept notes in accordance with the Green Climate Fund format, together with their draft pre-feasibility studies, ESS screenings, gender analyses	4 months after signing contract	30%
→ Three validation workshop reports for the three concept notes → Final version of the three concept notes in accordance with the format of the Green Climate Fund, accompanied by their final pre-feasibility studies, ESS screenings, gender analyses	6 months after signing of contract	40%
→ Final report of the mission on the concept notes development work		

## 5. Qualifications and Experience

The work must be carried out by a consulting firm / consortium who will present a team of Experts composed of at least one senior international consultant (team leader), one environmental and social expert, one economic and finance experts and one national consultant. These experts presented by the consulting firm / consortium must meet at least the expectations indicated below. The team is also expected to include expertise in economic and finance analysis, gender analysis and social safeguards.

Senior International Consultant (Team Leader):

- Master's degree or equivalent in environment, climate change, development, or related field,
- At least 10 years of experience in the design, implementation, monitoring and evaluation of development or climate change adaptation projects,



- Having led the development of **at least (02) two climate change project concept notes** to be submitted to the GCF; successful concept notes, i.e. that have advanced to full proposals that secured GCF funding, a significant advantage
- Experience in working with Eswatini and Southern Africa region in connection with climate change,
- Experience in the formulation or development WASH and other water related projects would be an asset,
- Experience working with government and international development agencies,
- Proven analytical and drafting skills,
- Excellent communication skills both written and oral in English

#### Environmental and Social Specialist:

- Master's degree in environmental science, climate change, ecology or related field
- Professional experience in the field of the assignment
- 7 years of professional experience in developing environmental, social and gender components of pre-feasibility studies of concept notes in accordance with relevant policies and requisite policies of accredited entities
- Knowledge of GCF environmental and social safeguards policies
- Experience with GCF, GEF or Adaptation Fund proposals strongly preferred
- Excellent communication skills both written and oral in English

#### Economics and Financial Specialist:

- Master's degree in economics, environmental economics, development finance, sustainable finance or related field
- Professional experience in the field of the assignment
- 7 years of professional experience in conducting pre-feasibility economic and financial assessments for projects
- Experience with GCF, GEF or Adaptation Fund proposals strongly preferred
- Excellent communication skills both written and oral in English

#### National Consultant:

- Master's degree or equivalent in development, environment, climate change, or other related fields,
- Be of Eswatini nationality and resident in Eswatini,
- At least 7 years of experience in the development of projects in the water sector,
- Good understanding of the national development context of Eswatini including the political and institutional environment around adaptation and mitigation to climate change, as well as knowledge of the actors involved,
- Experience working with government and international development agencies in Eswatini,
- Contributed to GCF-related activities in Eswatini would be an asset,



- Excellent analytical and writing skills,
- Perfect command of written and spoken Siswati and English languages.

## 6. Application and evaluation

### Candidates

Applications must include:

- A detailed curriculum vitae of the Team of Experts proposed for the assignment, with the names and contacts of 3 references,
- A technical proposal with
  - An understanding of the assignment as well as the timeline and the proposed methodological note; Details of how applicant will ensure quality of deliverables throughout the assignment.
  - Workplan: Detailed activities and timelines, including milestones and deliverables, with responsibilities of different parties.
  - Risk Analysis: A statement of the risks, assumptions, issues, and challenges that this assignment may face, along with the recommended mitigating actions and responsible parties.
  - Case studies: up to 3 examples of past concept notes or funding proposals developed (1 page per example)
- A financial proposal inclusive of VAT and or Withholding tax and all other applicable fees. The deadline for submission of the application file is 26<sup>th</sup> of April 2023 at 23.59 (CAT).
- ***Proposals must be submitted by the above deadline to GWP SA Procurement via [gwp procurement@gwp.org](mailto:gwp procurement@gwp.org) and cc to [nqobizwe.dlamini@gwpsaf.org](mailto:nqobizwe.dlamini@gwpsaf.org)***

## Evaluation of tenders

### 1. Evaluation of the technical offer

The technical proposals of the Firms team will be evaluated according to the following criteria and weighting:

Evaluation Criteria	Weighting
Quality of the methodological approach	45
- <i>Understanding of the assignment</i>	10
- <i>Proposed approach, including division of tasks between the team and tentative workplan</i>	20
- <i>Formulation of the consultation process</i>	15
Relevant qualifications and experience	55
- <i>Similar experiences of the team for GCF concept note development</i>	15
- <i>Qualification and experience of the senior international expert (team leader)</i>	15
- <i>Qualification and experience of the national expert</i>	10
- <i>Qualification and experience of the team in relation to environmental and social dimensions</i>	7.5
- <i>Qualification and experience of the team in relation to economic and financial analysis</i>	7.5
<b>Total</b>	<b>100</b>

Only financial bids from bidders whose technical proposal have obtained a minimum of 70 points out of 100 will be considered.

### 2. Evaluation of the financial offer

Among the selected offers, the lowest bidder will have a score of **100 points**.

Other offers will be scored using the following formula:

$$\text{Financial score of an offer} = \frac{\text{Lowest Bid Amount}}{\text{Bid Amount Presented}} \times 100$$

### 3. Final evaluation

It is a weighting of the technical and financial offer according to the following formula:

$$\text{Overall Rating} = \text{Technical Score} \times 80\% + \text{Financial Score} \times 20\%$$

***Firms or consortiums with female candidates are strongly encouraged to apply. Please note that only shortlisted candidates will be contacted. Contracting subject to final clearance on budget with GCF.***