



Request for Proposals (RfP)

Consultancy to Support Inclusive Water Governance for the Newly Established BUPUSA Commission River Basin Organisation

IUCN ESARO, Zimbabwe Country Office, Water and Wetlands Programme

RfP Reference: IUCN-06-2024-RBO WATER GOVERNANCE

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in the disqualification of your Proposal from this Procurement.

1. REQUIREMENTS

1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS

2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

IUCN Contact: Tenders Zimbabwe tenders.kenya@iucn.org

3. PROCUREMENT TIMETABLE

3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, we will contact you.

DATE	ACTIVITY
03 July 2024	Publication of the Request for Proposals
05 July 2024	Deadline for confirmation of intention to bid
05 July 2024	Deadline for submission of questions
08 July 2024	Planned publication of responses to questions
17 July 2024	Deadline for submission of proposals to IUCN (" Submission Deadline ")
19 July 2024	Clarification of proposals
22 July 2024	Planned date for contract award
22 July 2024	Expected contract start date
30 September 2024	Submission of the final report/submission

3.2. Please email the IUCN contact to confirm whether or not you are intending to submit a proposal by the deadline stated below.

4. Completing And Submitting A Proposal

4.1. Your Proposal must consist of the following three documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be **RfP Reference: IUCN-06-2024-RBO WATER GOVERNANCE**

4.3. The bidder name is the name of the company/organisation on whose behalf you are submitting the proposal, or your own surname if you are bidding as a self-employed consultant. Your proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if the attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

4.4. Eligibility

Not Applicable

4.5. Technical Proposal

The technical proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column). Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN's discretion. Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with IUCN's approval. IUCN will evaluate technical proposals with regard to each of the following criteria and their relative importance:

	<u>Description</u>	<u>Information to provide</u>	<u>Relative weight</u>
1	Understanding of the Task/Scope of Work		35%
	Clarity and completeness of proposal	Entire proposal	10
	Approach	Proposed work approach and plan	10
	Proposed concepts and method	A detailed description of approach, resources and workplan–set a maximum length	15
2	Expert specialisation & work experience		30%
	Relevant Qualification & Work Experience (Including Team Leader)	CVs & relevant qualifications. Applicants should describe relevant experience and	20

		expertise of the proposed team/individual against the thematic fields as well as experience in Mozambique	
	Language Skills	Proof of proficiency in Portuguese	10
3	Expertise in similar assignments		35%
	Evidence from previous assignments	Reports/Final Deliverable from Previous Projects (*3)	35
TOTAL			100%

4.6. Financial Proposal

4.6.1. The financial proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety.

4.6.2. Prices include all costs

Submitted rates and prices are deemed to include all costs, insurances, taxes/withholding tax (except VAT, see below), fees, expenses, liabilities, obligations, risks and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility to determine whether such taxes apply to your organisation and to include them in your financial offer.

4.6.3. Applicable Goods and Services Taxes

Proposal rates and prices shall be inclusive of WHT of 20% but exclusive of Value Added Tax.

4.6.4. Currency of proposed rates and prices

All rates and prices submitted by Proposers shall be in **[USD currency]**.

4.6.5. Breakdown of rates and prices

For information only, the price needs to be broken down as follows (noting the number of working days/unit price:

	Description	Quantity	Unit Price & No of Days (USD)	Total Price (USD)
1	Inception report			
2	Multi-Stakeholder Baseline Report	1		
3	Draft Multi-Stakeholder Communication and Engagement Strategy	1		
4	Draft Multi-Stakeholder Dialogue Platform Proposal	1		
5	Report from Validation Workshop	1		
6	Final Multi-Stakeholder Engagement Strategy	1		
7	Design of Multi-Stakeholder Dialogue Platform	1		
8	Policy brief	1		
	TOTAL			

4.7. Additional information not requested by IUCN should not be included in your Proposal and will not be taken into account in the evaluation.

4.8. Your proposal must remain valid and capable of acceptance by IUCN for a period of 90 calendar days following the submission deadline.

4.9. *Withdrawals and Changes*

You may freely withdraw or change your proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

5. Evaluation of proposals

5.1. *Completeness*

IUCN will first check your proposal for completeness. Incomplete proposals will not be considered further.

5.2. *Technical Evaluation*

5.2.1. *Scoring Method*

Your proposal will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that '0' is low and '10' is high.

5.2.2. *Minimum Quality Thresholds*

Proposals that receive a score of '0' for any of the criteria will not be considered further.

5.2.3. *Technical Score*

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your proposal's overall technical score.

5.3. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your financial proposal will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds (see Section 5.2.2) by the total price of your financial proposal.

Thus, for example, if your financial proposal is for a total of USD 100 and the lowest financial proposal is USD 80, you will receive a financial score of $80/100 = 80\%$

5.4. *Total Score*

Your proposal's total score will be calculated as the weighted sum of your technical score and your financial score.

The relative weights will be:

Technical: 70%

Financial: 30%

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of $83 * 70\% + 77 * 30\% = 58.1\% + 23.1\% = 81.2\%$.

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder whose proposal achieves the highest total score.

6. Explanation of procurement procedure

- 6.1. IUCN is using the Invitation Procedure for this procurement. This means that only invited bidders may submit a proposal. IUCN typically invites from four to six bidders to submit a proposal.
- 6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.
- 6.3. All proposals must be received by the submission deadline in Section 3.1 above. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of two or more evaluators in accordance with the evaluation criteria stated in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the bidder whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.
- 6.4. IUCN will contact the bidder with the highest-scoring proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of proposals takes.

7. Conditions for participation in this procurement

- 7.1. To participate in this procurement, you are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.
 - 7.1.1. It is your responsibility to ensure that you have submitted a complete and fully compliant proposal.
 - 7.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result you may be unable to proceed further in the procurement process.
 - 7.1.3. IUCN will query any obvious clerical errors in your proposal and may, at IUCN's sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.
- 7.2. In order to participate in this procurement, you must meet the following conditions:
 - Free of conflicts of interest
 - Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed)
 - In full compliance with your obligations relating to payment of social security contributions and of all applicable taxes
 - Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
 - Not bankrupt or being wound up
 - Never been guilty of an offence concerning your professional conduct
 - Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.
- 7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2)

- 7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your proposal which parts of the goods/services are provided by each partner or sub-contractor.
- 7.5. Each bidder shall submit only one proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the proposals with the bidder's participation to be disqualified.
- 7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:
- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
 - Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
 - Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

8. Confidentiality and data protection

- 8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.
- 8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your proposal. Where you include personal data of your employees (e.g. CVs) in your proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your proposal.

9. Complaints procedure

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact procurement@iucn.org. Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

10. Contract

The contract will be based on IUCN's template, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

11. About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together. Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries. Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards. IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous people's organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development. Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

<https://twitter.com/IUCN/>

12. ATTACHMENTS

Attachment 1 Specification of Requirements / Terms of Reference

Attachment 2 Declaration of Undertaking (2a for self-employed and 2b for companies-as applicable to you)



Title: CONSULTANCY TO SUPPORT INCLUSIVE WATER GOVERNANCE FOR THE NEWLY ESTABLISHED BUPUSA COMMISSION RIVER BASIN ORGANISATION

Objective of the Consultancy

This consultancy has the following objective(s):

The primary objective of this consultancy is to promote effective water governance in the BuPuSa's Landscape. As such, the consultancy seeks to enhance the participation of water users in water management decisions. To achieve this, the consultancy will identify and characterize the water use groups, consult the user groups 'capacities and create a bespoke dialogue platform to support their 'voice'.

Specific Objectives

The successful consultant will be expected to undertake the following activities:

- Undertake a thorough basin stakeholder identification & analysis.
- Review the current multi-stakeholder engagement practices in the BUPUSA Basins
- Review current BUPUSA Agreements, National Laws, and any other relevant information about stakeholder engagement.
- Conduct national/transboundary workshops to engage stakeholders.
- Develop & implement a comprehensive multi-stakeholder engagement and communication strategy.
- Design a multi-stakeholder dialogue platform.

Background

Project Reference: PO3694

Donor reference: OES

About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and around 15,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

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About the Project

Located in southeastern Africa, the Buzi-Save-Pungwe basin is undergoing dynamic changes that are reshaping its landscape and introducing new dimensions in water management. As population growth, urbanization, and climate change transform the basin, new stakeholders, including urban centers, industries, and conservation organizations, are emerging. These changes highlight the need for innovative approaches to transboundary water management that can accommodate the diverse interests of stakeholders while ensuring the sustainability of the basin's resources. Implemented by IUCN and regional partners, the BRIDGE program aims to address these challenges by facilitating cooperation, strengthening inter-governmental capacities, and creating spaces for dialogue and agreements. As part of the BRIDGE intervention in the Buzi-Save-Pungwe basin, efforts are underway to establish an effective, inclusive transboundary stakeholder platform and enhance capacity in water diplomacy, sustainable financing, and gender mainstreaming. In line with these objectives, IUCN is seeking a qualified water governance/water policy expert to conduct a stakeholder mapping exercise and develop a stakeholder engagement strategy for the shared basin in Mozambique and Zimbabwe.

Description of the Assignment

The consultant will produce a baseline report to guide decision making and management. This includes producing Stakeholder engagement/validation report, drafting a comprehensive multi-stakeholder engagement and communication strategy, designing a multi-stakeholder dialogue platform and producing policy briefs.

Duration of the Assignment

From 15 July 2024 to 30 September 2024

Deliverables and Activities

The consultant will provide the following deliverables and carry out the following activities:

Deliverable/Activity	Description	Deadline
1. Deliverable 1	Baseline report delivered	15 August 2024
1.a Activity 1A	Visual representation (map) of stakeholders (locations, dynamics/relationships) in the basin	15 August 2024
1.b Activity 1B	Profile key stakeholders (listing interests/activities & roles)	10 August 2024
1.c Activity 1C	Conduct Capacity Building Needs Assessment to identify capacity gaps	10 August 2024
2. Deliverable 2	Stakeholder engagement/validation reports	10 September 2024
2.a Activity 2A	Stakeholder Engagement workshops/meeting/consultation outcomes	25 August 2024
3. Deliverable 3	A comprehensive multi-stakeholder engagement and communication strategy	15 September 2024
3.1.a Activity 1A	Recommend(ing) the engagement and/or integration of stakeholders in the basin and a stakeholder dialogue platform	10 September 2024
4.Deliverable 4	The multi-stakeholder dialogue platform designed	25 September 2024
5. Deliverable 5	Technical brief	25 September 2024

Payment Schedule

The Timetable below summarises the chronological order of deliverables and indicates milestones at which IUCN will pay the Consultant.

Deliverable	Milestone payment
A detailed map of basin stakeholders, along with a baseline report	30%
Stakeholder engagement/validation reports	30%
A comprehensive multi-stakeholder engagement and communication strategy Final design of the multi-stakeholder dialogue platform Policy brief.	40%

Skills and Experience

The consultant must have the following skills, education and experience as a minimum:

The successful consulting team for this consultancy should have the following minimum (qualifications and experience) requirements:

The consulting team must have the following skills, education and experience as a minimum:

- Expertise covering water policy and governance, gender and social inclusion, climate resilience and rural development/livelihoods development
- At least 10 years' experience in conducting surveys, data analysis, stakeholder consultations, and program design in the development sector, with at least 5 years in water management, environment, or development programs in Southern Africa.
- Postgraduate degree (NQF 9/Master's or higher) in Development Studies, Sociology, Economics, IWRM, Geography, Environmental Management, or related field
- An appreciation of the Zimbabwean and Mozambican water sectors, including the regulatory and policy environment.
- Fluency in English is mandatory, and fluency in Portuguese advantageous. Knowledge of local languages (Shona, Changana, Ndaou, Sena) is a plus
- Familiarity with the Buzi- Pungwe – Save Landscape will be an advantage

Evaluation of Quotations/ Offer

The selection will be determined by capacity/experience, the ability to work within the estimated timelines (15 July 2024 -30 September2024) and the economic offer.

You are cordially invited to respond (prepared in English) detailing the following (in a single document or zipped folder):

- Copies of team's Curriculum Vitae, with team leader's CV clearly labelled.
- Technical Proposal/Envisaged Approach (5 pages max, Arial/Calibri, 1.15 spacing)
- Three (3) examples showcasing previous work similar to this call (with references).
- Financial Proposal/Estimate Budget (USD)

To Procurement/Tenders tenders.kenya@iucn.org by 03 July 2024 (16h00 CAT). Contracting is expected to be concluded by 15 July 2024.

Supervision and coordination

The consultant will report to and work under the supervision of the Regional Programme Manager: Integrated Water Resources Management

Attachment 2: Declaration for Self-Employed Individuals (a) and Declaration for Companies/Organisations (b)

A) DECLARATION in relation to RfP Reference: IUCN-06-2024-RBO WATER GOVERNANCE

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organisation or other legal entity.

Full name (as in passport/national identification):

Home or Office (please delete as appropriate) Address (incl. country):

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable, including Personal Data as defined by the European Union's General Data Protection Regulation (GDPR). I acknowledge that IUCN is required to retain my Proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when reasonably requested.

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.
2. I am fully compliant with all my tax and social security obligations.
3. I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interests I may have concerning IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with me with immediate effect.
8. I am not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. I agree that I will not provide direct or indirect support to firms and individuals included in these lists.
9. I have not been, am not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

<Date and Signature>

**B) DECLARATION OF UNDERTAKING in relation to RfP Reference: IUCN-06-2024-RBO
WATER GOVERNANCE**

I, the undersigned, hereby confirm that I am an authorised representative of the following organisation:

Registered Name of Organisation (the "Organisation"): _____

Registered Address (incl. country): _____

Year of Registration: _____

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain the Proposal in its entirety for 10 years after then end of the resulting contract and make this available to internal and external auditors and donors as and when reasonably requested.

Where the Proposal includes Personal Data as defined by the European Union's General Data Protection Regulation (GDPR), I confirm that the Organisation has been authorised by each Data Subject to share this Data with IUCN for the purposes stated above.

I further confirm that the following statements are correct:

1. The Organisation is duly registered in accordance with all applicable laws.
2. The Organisation is fully compliant with all its tax and social security obligations.
3. The Organisation and its staff and representatives are free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. The Organisation agrees to declare to IUCN any real or perceived emerging conflicts of interests it or any of its staff and representatives may have concerning IUCN. The Organisation acknowledges that IUCN may terminate any contracts with the Organisation that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Organisation's staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Organisation nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. The Organisation acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with the Organisation with immediate effect.
8. The Organisation is a going concern and is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
9. The Organisation complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organisation is not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. The Organisation agrees that it will not provide direct or indirect support to firms and individuals included in these lists.
11. The Organisation has not been, is not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

<Date and Signature of authorised representative of the Proposer>

< Name and position of authorised representative of the Proposer