



**CALL FOR CONSULTANCY SERVICES**

*GWP EASTERN AFRICA Interim Regional Coordinator*

**GLOBAL WATER PARTNERSHIP ORGANISATION**

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## 1. Objective

Identify a qualified professional to support GWP Eastern Africa as interim Regional Coordinator during 2020.

### 1.1 About the Global Water Partnership

The Global Water Partnership (GWP) is a multi-stakeholder international action network created in 1996 to foster the implementation of integrated water resources management: the coordinated development and management of water, land, and related resources in order to maximise economic and social welfare without compromising the sustainability of ecosystems and the environment.

The GWP Network is open to all organisations that recognise the principles of integrated water resources management endorsed by the Network. It includes states, government institutions at all levels, non-governmental organisations, academic and research institutions, private companies, and service providers in the public sector. GWP's diverse and inclusive network is a platform for policy dialogue and bottom-up development of action plans and programmes, providing a voice for communities on water management.

GWP comprises 3,000+ partner organisations in over 180 countries. Our network of 65+ Country Water Partnerships and 13 Regional Water Partnerships convenes, and brokers coordinated action by government and non-government actors. A long-time advocate for integrated water resources management, GWP draws on implementation experience at the local level and link it across our Network and to global development agendas.

GWP water partnerships (regional, country, area, city, or River Basin) bring together various sectors and interest groups to identify common water problems and develop action plans based on integrated water resources management. Each partnership has its own operational strategy, work programme, and administrative structure. Most partnerships are attached to host institutions that administer funds and employ staff on their behalf.

#### **Our Vision**

A water secure world.

#### **Our Mission**

To advance governance and management of water resources for sustainable and equitable development.

#### **Our Unique Value**

GWP mobilises action on the global water crisis through a unique combination of social capital, shared values, credibility within the global water community, bottom-up orientation, and Expertise. A network of networks, we ensure the 'voices of water' can influence local, national, regional, and global development priorities. We are committed to our role as a neutral convener and respected for our focus on inclusiveness and sustainability.

**Our Work**

We prioritise opportunities where key global or regional policy frameworks bring leadership focus, progress measurement, development partner action, and potential for financing. Specifically, we target the following Anchor Areas:

- Water solutions for the Sustainable Development Goals
- Climate resilience through water
- Transboundary water cooperation

**We mobilise** people and organisations to unite around shared development priorities that impact water resources. We bring all voices to the table, including the private sector. We work with youth as key agents of change. We work towards gender equality in all we do. We build and leverage partnerships, and work through multi-stakeholder platforms to create space for diverse views and interests.

**We act** to support coordinated action to address water risks and put integrated water resources management into practice. We work with our partners to change behaviours, strengthen institutions, build pilots and catalyse investment for water-wise sustainable development. We measure ourselves through the actions we take to improve water management and governance.

**We learn** from our actions and relationships. We curate, create, and share knowledge globally and across regions. We work with stakeholders to turn learning into ongoing improvements in water management and provide a constant feedback loop through our learning and knowledge activities.

**Our Values**

Inclusiveness | Openness | Transparency | Accountability | Respect | Gender sensitivity | Solidarity

**The GWP Organisation (GWPO)** was established as an intergovernmental organisation in Sweden. It is managed by the Executive Secretary who is answerable to the Steering Committee (SC). The SC oversees policy and approves the work programme and budget of the GWPO. The SC and its Chair are appointed by the Sponsoring Partners, comprising the ten founding members of the GWPO.

**The GWPO Secretariat** manages GWP's finances and reports on funding received at the global level. It also helps with the exchange of knowledge and resources and ensures communication and coherence across the Network. The Secretariat of GWPO is located in Stockholm, Sweden. The Secretariat staff normally stands at 25-30 members recruited from all parts of the world. The staff is composed of administrative and operational/scientific/technical positions.

More information can be found at [www.gwp.org](http://www.gwp.org).

## 2. Application Instructions

### 2.1 Procurement Procedure

This is an open procurement procedure. Bidders will submit a written proposal and GWPO will subsequently enter detailed discussions with one or more of the bidders. One bidder only may be awarded the assignment. It is important that all terms and conditions contained in the call for consultancy are fully followed.

NOTE: GWPO as an inter-governmental organisation is not bound by the Swedish procurement act. This call for consultancy services does not obligate GWP to contract for the supply of any products or services.

### 2.2 Content

Bidders should offer services for the complete assignment as defined in the Specification of Requirements. Please note that each requirement in the specification is to be addressed separately, with clear reference to the requirements. For evaluation purposes, the proposal should follow the same disposition as the Specification of Requirements. The offer will include a Motivation Letter, CV, references, and costs.

**All costs** must be included in the proposal. The costs are to be specified in Euro including specified VAT (if applicable), in the manner set out in the specification.

The bidder is welcome to include other printed information, although the comments in the proposal requirements should be listed as specified without relying on information in enclosures or elsewhere.

Please also take note of the evaluation criteria described below.

### 2.3 Submission of proposal

The offer shall be

- ⇒ submitted to [procurement@gwp.org](mailto:procurement@gwp.org).
- ⇒ submitted in English, 4 pages maximum with 1-page motivation letter
- ⇒ Complete with name, address and e-mail address, VAT-number or registration number if applicable
- ⇒ signed by the bidder
- ⇒ considered as confidential
- ⇒ specifying an e-mail address to which potential clarifications may be sent

By submitting a proposal, the bidder confirms that:

- s/he has not been convicted of any criminal offence and is, if requested, able to produce an extract from a legal register, or in the absence of such a register, a certificate issued by an authorized legal or administrative authority in the country of origin or in the country where they are based, as means of proof.

- is not in debt with either the tax authority or the enforcement service regarding the payment of any required taxes and/or social security contributions (certificate(s) may be requested by GWPO where appropriate). VAT-number, if any, should be stated.
- is, if requested, able to present adequate papers proving that they have not been convicted of any crime concerning the exercising of a profession, been the subject of a legal verdict or been found guilty of gross misconduct whilst providing a professional service.
- is not bankrupt or currently the subject of bankruptcy proceeding, compulsory liquidation, compulsory management arrangement or accord. The bidder also confirms that they have not cancelled payments or been made the subject of a trading ban or any other similar arrangement

The bidder also confirms having the technical, quality assurance, research and development capacities and abilities for the assignment/fulfilment of the contractual obligations.

Certificates and other proof as stated above may be requested by the GWPO where appropriate. Note that certificates should only be supplied upon separate request from GWPO. Bidders failing to produce proof if requested by GWPO will be disqualified.

To verify that the exclusion and qualification criteria are fulfilled, GWPO may acquire information from a credit-reporting bureau.

### **2.3.1 Closing Date for Submission of Proposals**

Final date for receipt of proposal is **5 April 2020, midnight, Uganda local time**. Proposals received after the final date of receipt of will be disregarded.

### **2.3.2 Opening of Tenders**

GWPO will open the tenders at its office on the day following the closing date. Bidders will not be allowed to participate in the opening of the tenders. The names of the tenders will be kept confidential until the contract with the successful bidder has been signed.

### **2.3.3 Communications during the procurement procedure**

If the bidder has any questions regarding the call for consultancy, please contact GWPO via email [vacancy@gwp.org](mailto:vacancy@gwp.org). GWPO will respond via email to any request for clarification that it receives prior to the closing date.

GWPO's response to all questions (including an explanation of the query but without identifying the source of enquiry) will be posted at the website where this is advertised.

## 2.4 Evaluation

The evaluation of will be carried out in two steps.

### 2.4.1 Exclusion and Qualification Criteria

GWPO will examine the proposals to determine whether they are complete, the documents have been properly signed, and the requirements have been addressed. A proposal may be rejected if incomplete, not signed or fails to address the requirements

### 2.4.2 Evaluation Criteria

The second stage consists of an evaluation of the proposals according to the evaluation criteria listed below.

<b>Evaluation Criteria</b>	<b>Relative Importance</b>
<i>Ability and capacity to meet the Requirements</i>	30%
<i>Cost</i>	30%
<i>Previous proven experience relating to the services requested</i>	40%

GWPO may in writing ask for clarification of any part of bidder's proposal to assist in the examination and evaluation. GWPO may also invite any number of bidders to present or otherwise confirm the services, or parts thereof, followed by a question and answer session. The presentation will be held in Stockholm, Sweden or by videoconference/internet.

### 2.4.3 Award of assignment

GWPO will enter detailed discussions with the bidder rated as having submitted the most advantageous proposal to arrive at a contract for the assignment. The draft contract including conditions for the services is attached. If such discussions are unsuccessful, GWPO may invite the second rated bidder for discussions.

By submitting a proposal, the bidder confirms acceptance of the conditions described in the section "Draft Agreement". If a bidder wants to include divergent conditions in a future contract, these should be clearly stated in the proposal offer. If applicable

Please note that GWPO is not bound to select any of the proposals submitted.

## Appendix A: Specification of Requirements

### Global Water Partnership Eastern Africa

#### GWPEA Interim Regional Coordinator

TITLE:	GWPEA - Interim Regional Coordinator
REPORTS TO:	Chair of GWPEA Regional Steering Committee in liaison with the Senior Network Specialist GWPO
LOCATION:	Preferably Entebbe, Uganda (location of GWPEA Regional Secretariat) with possibility for being partly home-based, if based in Eastern Africa
DURATION:	8 months

#### BACKGROUND

The Global Water Partnership (GWP) is a worldwide network which has since 1996 successfully supported countries in their efforts to implement a more equitable and sustainable management of water resources. GWP comprises 3,000+ partner organizations in over 180 countries. Our network of 65+ Country Water Partnerships and 13 Regional Water Partnerships convenes, and brokers coordinated action by government and non-government actors. A long-time advocate for integrated water resources management, GWP draws on implementation experience at the local level and link it across our Network and to global development agendas. For more information, visit <https://gwp.org> and <https://gwp.org/en/GWP-Eastern-Africa/>.

GWP Eastern Africa was constituted in 2003 by stakeholders to support the sustainable development and management of water resources at all levels in the region. GWP Eastern Africa is currently composed of nine Country Water Partnerships (*Burundi, Egypt, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, Sudan and Uganda*) and counts over 200 partners operating in these Countries. GWPEA works with these country water partnerships to address water security issues and environmental challenges such as drought, floods, food insecurity, climate change and water insecurity. GWP Eastern Africa and its partners strive to promote the Integrated Water Resources Management (IWRM) approach to foster the coordination, development and management of water resources for sustainable development.

#### GWPEA GOVERNANCE STRUCTURE

GWP Eastern Africa has a governance structure with the following components:

- *Country Water Partnerships (CWPs)*: it is a network of partner institutions at national level
- *Consulting Partners (CP)*: it is the representative body of the regional network of CWP partners
- *Regional Steering Committee (RSC)*: it is the executive supervisory body constituting representatives of the CWPs in the region
- *Secretariat (GWPEA Sec)*: a small secretariat responsible for the overall co-ordination and the day-to-day management and administration of the regional program activities.



**SCOPE OF THIS INTERIM POSITION**

Stocktaking and internalization of ongoing GWPEA network, programs, projects and activities – both in substance and processes. Thereafter, the Interim Regional Coordinator shall proceed in execution of related activities and commitments and follow on processes of proposals. These includes, but not limited to: drought resilience for small holder farmers and pastoralists in the IGAD region (DRESS EA) project; enhancing resilience of communities to climate change through catchment based integrated management of water and related resources (EURECCCA) project; GCF readiness proposals in Burundi and Sudan; NDC Partnership Country Action Enhancement Package (CAEP) work in Somalia and Sudan, SDG 6 IWRM Support Program activities. Including, supporting Pan-African programs (e.g. AIP) and water and climate change development program – gender (WACDEP-G) and network with GWP global, regional and national networks, and development partners, etc.

**Specifically, the Interim Regional Coordinator, shall:**

- ✓ Oversee the management and administration of GWPEA Sec, in collaboration with the Host Institution and in liaison with GWPO
- ✓ Based on the guidance of the Regional Steering Committee develop options for potential alternative hosting arrangements and present these options to the Regional Steering Committee
- ✓ Ensure continuity in implementation and execution of ongoing GWPEA programs, projects and activities – (at implementation phase and those in the pipeline)
- ✓ Upkeep and maintain established working relationships and synergies with cooperating allies (development partners, national and regional institutions) and GWP networks
- ✓ Coordinate, liaise and work very closely with the GWPEA Chair, GWPO Network Officer for the region to ensure timely submission of regional inputs, development of synergies within the GWPEA network and knowledge sharing across the GWP Network
- ✓ Coordinate, liaise and work very closely with the Host Institution in order to ensure efficient and effective operations in the GWPEA Office
- ✓ Liaise and consult with the countries water partnerships and other national institutions on issues related to programs and activities
- ✓ Prepare for the upcoming GWPEA CP and RSC meetings
- ✓ Any other responsibilities as assigned by the RSC Chair and/or requested by GWPO Senior Network Officer.

**QUALIFICATIONS AND EXPERIENCE**

The Interim Regional Coordinator should have the following qualifications and abilities:

- Advanced degree (M.Sc. degree and above) in water resources planning, development and management and its related natural environment, with any combination of climate and natural resources sciences
- At least 10 years relevant experience in working with implementation of natural resources development programs (emphasis on water resources, climate and related environment).
- Knowledge of the development and management in the context of integrated approaches (e.g. IWRM, Nexus, integrated catchment management)
- Ability to coordinate and manage multiple tasks with excellent project management skills
- Strong managerial leadership skills, with analytical capabilities

- A flexible, diplomatic, friendly and cooperative personality with a sensitive approach to national and regional political environments.
- Ability to network at high political levels and across the region and across regions
- Worked on regional development projects
- Fluency in English, written and spoken
- Knowledge of other regional languages is an advantage
- Effective PC skills (Excel, Word, power point, etc.).

## Appendix B: Draft Agreement

Contract No XXX

### GLOBAL WATER PARTNERSHIP ORGANISATION

#### Contract for Short Term Consultancy

#### *Assignment: GWP Eastern Africa Interim Regional Coordinator*

This Contract (hereinafter, together with the appendices attached hereto, called “the Contract”) has been made and entered into by and between:

**A. The Global Water Partnership Organisation, GWPO**, an intergovernmental organisation established in 2002 by an agreement between the Governments of Sweden, Chile, Pakistan, Denmark, the Netherlands, Argentina, Hungary and Jordan as well as the World Bank and the World Meteorological Organisation, herein represented by Monika Weber-Fahr in her capacity as Executive Secretary (the organisation being hereinafter referred to as “GWPO”).

and

**B. Name**, a resident of **country**, with his/her permanent address at **address** (hereinafter referred to as “the Expert”).

#### WHEREAS

- a) GWPO has requested the Expert to provide consulting services, as further defined below, in relation to the GWP Eastern Africa Interim Regional Coordinator (hereinafter called the “Assignment”);
- b) the Expert has represented that he/she is professionally competent to provide such services;

NOW THEREFORE, the Parties hereto have agreed as follows:

#### ARTICLE 1 THE SERVICES

##### 1.1 Scope of Services

The Parties hereby agree that the Expert shall perform the Services and deliver reports as described in the attached Terms of Reference, Appendix A (hereinafter referred to as “the Services”).

## 1.2 The position of the Expert

The Expert shall not be considered as an employee of GWPO, and he/she shall not be entitled to any extension of this Contract for and reason, unless mutually agreed between the Parties. The Expert is not entitled to any benefits other than those specifically stated in this Contract. Swedish labour laws shall not apply to this Contract.

## 1.3 Time Schedule

The Expert shall commence the Services 01 May 2020. The Services shall be completed no later than 31 December 2020.

## ARTICLE 2 STANDARD CONDITIONS

The attached Standard Conditions for Expert Assignments, Appendix B, dated 7 February, 2014, form an integral part of this Contract.

*However, the following deviations from the Standard Conditions are hereby agreed:*

## ARTICLE 3 REPORTING

Reports shall be provided as set forth in the Terms of Reference, Appendix A.

## ARTICLE 4 LIABILITY

The Expert's liability under this Contract is limited to XXX Euro.

## ARTICLE 5 GENERAL PROVISIONS

### 5.1 Language of Documents

All documents prepared under the Services shall be prepared in the English language.

### 5.2 Authorised Representatives

For changes or amendments to this Contract GWPO's authorised representative shall be Name or his/her designated representative.

For matters regarding the implementation of the Services GWPO's authorised representative shall be Name or his/her designated representative.

### 5.3 Notices or requests

Notices or requests shall be deemed to have been duly given or made when they have been delivered in writing by hand or mail transmission to the following addresses or such other address as the party may designate in writing:

To GWPO: Attention: Department/Person  
Global Water Partnership Organisation  
Organisation number in Sweden: 902000 – 3845  
PO Box 24177  
SE-104 51 Stockholm  
SWEDEN  
Phone: + 46 8 12138600

E-mail: gwp@[gwp.org](mailto:gwp@gwp.org)

To the Expert:      Full Name  
                            Address  
                            Postal                      code  
                            Country  
                            Phone:                      XXX  
                            E-mail:                      XXX

## ARTICLE 6    RENUMERATION

### 6.1    Currency

The currency of this Contract is euro.

### 6.2    Fee

The Parties hereby agree that the Expert is entitled to a **daily** fee of **XXX** euro for work performed according to the rate and for the period set out in the Terms of Reference, Appendix A.

The fees include all taxes, value added tax, and similar charges, vacation pay, social charges, insurance, pension benefits and similar payments.

The Expert is responsible for withholding any preliminary taxes or social security charges and paying such withheld taxes and charges to the relevant authorities.

### 6.3    Reimbursable costs

The Expert is entitled to reimbursement for pre-approved costs as stipulated in GWPO's Standard Conditions for Expert Assignments, Appendix B.

### 6.4    Adjustment of the Fee

The agreed fee is valid during the entire contract period. Adjustments relating to collective pay agreements, cost development, changes in exchange rates or any other cause shall not be made.

### 6.5    Budget and Ceiling amounts

Budget for the Assignment is included in the Terms of Reference, Appendix A. Except as otherwise agreed by the Parties, the payments under this Contract shall not exceed **XXX** euro for the Expert's fee and **XXX** euro for reimbursable costs.

## ARTICLE 7    INVOICING AND PAYMENT

The Expert shall send **monthly/quarterly** invoices to GWPO, clearly describe the work undertaken, when the Services have been performed (in the form of a tabular timesheet) and the status of the Services (in progress or accepted by GWPO).

Invoices shall meet the requirements of the Standard Conditions for Expert Assignments, Appendix B.

All invoices shall be sent to GWPO by e-mail to address: [invoices@gwp.org](mailto:invoices@gwp.org).

Payment will be made by GWPO within 30 days of receipt of the invoice to the following account no:

Account holder:	XXX
Account Number:	XXX
Account/IBAN No:	XXX
SWIFT/BIC /Sort Code:	XXX
Bank:	XXX
Bank address:	XXX

#### **ARTICLE 8 APPLICABLE LAW**

The law of Sweden shall apply to this Contract, subject to clause 1.2 above.

#### **ARTICLE 9 SETTLEMENT OF DISPUTES**

Should any dispute of difference, which cannot be settled amicably, arise regarding the meaning and/or interpretation of the provision of this Contract or relating to the rights and obligations of any of the Parties, or their successors in title, such dispute or difference shall be submitted to and determined as set forth in Section 8 of the Standard Conditions for Expert Assignments, Appendix B.

#### **ARTICLE 10 ENTRY INTO FORCE AND TERMINATION**

This Contract shall enter into force upon signature by both Parties/**or Date** and shall remain in full force until the Services have been performed and all obligations of the Parties have been fulfilled.

This Contract has been executed in two original copies of which each party has kept one.

Stockholm, **Month** **Year**

***For and on behalf of the Global Water Partnership Organisation***

.....  
Monika Weber-Fahr  
Executive Secretary, Global Water Partnership Organisation

Date and place.....

.....  
Name of Expert

Appendix A Terms of Reference

Appendix B Standard Conditions for Expert Assignments, dated 7 February, 2014