

Terms of reference (ToRs) for the procurement of services below the EU threshold

Terms of Reference for Backstopping Services for Upscaling ICM Implementation	Project number/ cost centre: 2018.2194.1-004.00
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
ICM	Integrated Catchment Management
ICU	ICM Coordination Unit
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The Government of Lesotho, with support of international partners, has embarked on an ambitious national programme for Integrated Catchment Management. Its aim is to rehabilitate degraded watersheds across the country and to put in place prevention measures that will halt the further degradation of Lesotho's catchment areas. The sustainable management of Lesotho's catchments are of critical importance for water, energy, and food security not only in Lesotho itself but in the entire Orange-Senqu Basin. The Long-Term Water and Sanitation Strategy (LTS) of 2014, provides the mandate for ICM in Lesotho and sets out the objective and guidance towards its implementation.

GIZ was commissioned by the European Union and the German Federal Ministry for Economic Cooperation and Development to support the Government of Lesotho in the implementation of integrated catchment management (ICM). The Action aims to implement ICM in line with climate change adaptation principles. Target areas include policy harmonization (Output 1); institutional development (Output 2); building human capacities, skills, and knowledge (Output 3), implementation of watershed rehabilitation measures (Output 4); and support for data and monitoring (Output 5).

In a first phase of the Action, ICM was implemented in six priority sub-catchments (PSCs). ICM and livelihood interventions will now be upscaled to 12 additional sub-catchments to facilitate socio-economic development and adaptation to climate change in Lesotho. Using methods and approaches that were piloted in the PSCs, the Participatory Community Planning Process (PCP) will be implemented with newly established Community Watershed Teams (CWTs) and Community Councils (CCs) to develop and implement Community Council Action Plans under the leadership of the ICU and with support from Catchment Planning Units (CPUs).

As part of the first phase of the Action, strategic Integrated Catchment Management and Development Plans (ICMDPs) are being developed for two Catchment Management Areas (CMAs). As part of the upscaling of ICM, ICMDPs for the remaining four CMAs will be developed in the course of 2024.

2. Tasks to be performed by the contractor.

The purpose of the assignment is to provide technical backstopping to ICU Catchment Managers and GIZ Technical Advisors (Area Coordinators) for rolling out ICM in the 12 new sub-catchments, and for the development of ICMDPs.

The contractor will provide coaching, advice, and technical inputs along the entire chain of activities that are required to roll out ICM, from operational planning for scaling up, engaging communities and Community Councils, formation of new ICM structures, NRM capacity building, development of annual CC ICM Action Plans and ICMDPs, and implementation of these.

The consultancy will take the form of a contract from 01. January 2024 to 31 December 2024, with a possibility of an extension, subject to a contract for a follow-on phase being awarded by GIZ's commissioning party.

Up to 60 days are required to provide an adequate level of backstopping services. During the contract period, workdays will be allocated to work packages to suit the programme for scaling

to the new sub-catchments. Each work package will be agreed between GIZ and the consultant prior to undertaking work.

The contractor is responsible for providing the following services:

- Coach and advise two GIZ Technical Advisors serving as Area Coordinators, and their ICU Catchment Manager counterparts on their duties regarding integrated catchment management, including operational planning, stakeholder engagement, ICM planning, coordination of implementation, and monitoring and evaluation.
- Support the GIZ Technical Advisors responsible for supporting ICM planning and strengthening ICM institutions with advice and inputs on local government participatory planning processes, including provision of technical inputs to the development of catchment planning guidelines.
- Support the ICU with coordination to initiate ICM in the Metolong and Ts'a Kholo sub-catchments. Working with designated GIZ regional technical advisors, catchment managers and implementation partners:
 - Prepare detailed operational plans for initiating ICM in the two sub-catchments.
 - Engage with de-centralised line ministries and community councils to establish ICM community structures (and catchment structures for the Central Mohokare catchment).
 - Initiate NRM capacity building and planning processes.
 - Initiate livelihood activities
 - Establishment of a Central Mohokare catchment office (To be confirmed).
- Pro-actively engage with and support the ICU to ensure that scaling activities are initiated and conducted on time.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- With each invoice, the contractor prepares a brief (1-3 pages) report on advisory services provided and outcomes achieved.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Detailed operational plans for scaling ICM into the Metolong and Ts'a Kholo sub-catchments	After one month / Lesotho / contractor
Brief progress reports on initiating ICM in the two new sub-catchments	Monthly / Lesotho / Contractor
Dedicated coaching sessions on ICM with GIZ Area Coordinators and Catchment Managers	After two months / Lesotho / contractor
Inputs to the development of catchment planning guidelines	After three months / Lesotho / contractor

Period of assignment: from 1 January 2024 until 31 December 2024.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept).

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1):

Interpretation of the objectives in the ToRs (1.1.1)

Bidders are requested to critically examine and provide comment on the objective of the assignment and tasks to be performed (1 page maximum)

Strategy for delivering the services (1.1.2)

Bidders are requested to present a methodological proposal for this assignment that describes an approach to provide effective support to the scaling of ICM into new sub-catchments. Assumptions on counterpart work that will be required from the GIZ technical advisors must be clearly articulated. (2 pages maximum)

4. Personnel concept

The tenderer's CV (an individual consultant) must be suited to the range of tasks involved and with the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Key expert 1

Qualifications

- Education/training (2.2.1): University (Bachelor's) degree in environmental sciences or natural resource management or similar.
- Language (2.2.2): A1 -level language proficiency in Sesotho and English.
- General professional experience (2.2.3): 20 years of experience in natural resource management or biodiversity conservation or integrated water resources management
- Specific professional experience (2.2.4): 3 years of experience in integrated catchment management in Lesotho.
- Regional experience (2.2.6): 1 year of experience in transboundary water resource management or biodiversity conservation
- Development Cooperation (DC) experience (2.2.7): 5 years of experience in DC projects.
- Other (2.2.8): 3 years of experience in local government participatory community planning and ICM planning processes.

Soft skills

In addition to specialist qualifications, the following qualifications are required:

- Team skills
- Initiative

- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed in advance by the officer responsible for the project.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of key expert	1	60	60	Please use this maximum number of days to calculate professional fees in the financial proposal. Actual time must be documented in time sheets and used as a basis for invoicing.

Travel expenses

The contractor is requested to travel in Lesotho as required and as permitted by GIZ risk management regulations. Provision has been made in the budget for up to 4 nights' accommodation and 5 days of incidental expenses per month. Provision for up to 800 km of the contractor's own transport per month (in cases where GIZ transport is not available) has also been made.

Please include a lumpsum of **LSL 26 000** for travel (accommodation allowance, per diem allowance, use of own vehicle on assignment) in the financial proposal. GIZ will reimburse actual travel costs as per GIZ travel regulations up to this amount.

Equipment

The contractor must have available a laptop, mobile phone, and internet connectivity for delivering her / his services under the assignment.

Operating costs in the country of assignment

The contractor must provide for her / his office operating costs related to the assignment in the proposed fee rate.

Workshops, education, and training

The contractor is not responsible for the logistical organisation of the workshops and therefore the costs do not need to be specified.

Local subsidies

– Not applicable –

Other costs

– Not applicable –

Flexible remuneration item

– Not applicable –

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Transportation on site with project vehicle, where this coincides with ICM activities
- Logistics for workshops

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 3 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CV of the expert in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CV shall not exceed 4 pages.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Option

After the services put out to tender have been completed, important elements of these tasks can be continued or extended. Specifically:

Type and scope

Continuation of ICM scaling to a total of 12 new sub-catchments, and development of four additional ICMDPs in 2024.

The contractor is responsible for providing the following optional services:

- Support the ICU and partners in operational planning and initiating scaling into new sub-catchments, including engaging with Community Councils, coordinating community engagement with the Councils, initiating NRM capacity building and planning processes.
- Pro-actively engage with and support the ICU to ensure that scaling activities are initiated and conducted on time.

Requirements

Exercising the option will depend on commissioning of follow-on phase by GIZ's commissioning party and progress achieved with scaling to new sub-catchments by end 2023. The decision on continuation is expected to be made in November 2023.

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

Quantitative requirements for the optional services

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of key expert	1	120	120	Please use this maximum number of days to calculate professional fees <u>for the option</u> in the financial proposal. Actual time must be documented in time sheets and used as a basis for invoicing

It is assumed that the option for extension of the backstopping services will be exercised over an additional 8 months.

Provision for the option has been made in the budget for up to 4 nights' accommodation and 5 days of incidental expenses per month. Provision for up to 800 km of the contractor's own transport per month (in cases where GIZ transport is not available) has also been made.

Please include a lumpsum of **LSL 52 000** for travel (accommodation allowance, per diem allowance, use of own vehicle on assignment) for the option in the financial proposal. GIZ will reimburse actual travel costs as per GIZ travel regulations up to this amount.

Requirements on the format of the tender for the option

Please submit two price schedules: **one price schedule for the main service and one price schedule for the main service and the option (main service + optional service)**. Please designate each one in the file name.