

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

Terms of reference (ToR) for the design, technical specifications, and bills of quantities for a second phase (Phase B) of rapid catchment rehabilitation measures for ICM in Lesotho	Project number/ cost centre: 2018.2194.1-005.00
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0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work (Allgemeine Vertragsbedingungen)
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 and Gauteng Province, Southern Africa's economic centre.

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 project support 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).

A key activity to support ICM in Lesotho is the implementation of measures for watershed rehabilitation and development at the local level across the country (Output 4). Here, the project applies a "dual track approach" that distinguishes between a) "fast track" emergency measures in hot spots of degradation and b) long-term measures. "Fast track" measures are implemented where degradation is most severe and close to becoming irreversible. Longer term catchment rehabilitation measures (land, water, and livelihoods interventions) are identified through community-based annual planning processes and then financed and implemented.

The ICM project support is implementing measures for watershed rehabilitation and development in six priority sub-catchments. Within each of these priority sub-catchments, hotspots of degradation were identified that require immediate action to halt and reverse environmental degradation. Implementation of the first phase (Phase A) of the emergency measures is underway and a second phase of design, procurement, and implementation (Phase B) will now follow.

During the first phase of emergency measures, fit-for-purpose designs, drawings, specifications, and other tender documentation for catchment rehabilitation works were produced and used to procure contractors for labour intensive implementation of the works. Some of these designs and specifications can be re-used for the second phase of works, but will have to be complemented with specifications, designs and costing of new types of measures such as small water supply systems, diversion channels, spring protection measures.

2. Tasks to be performed by the contractor

GIZ requires the services of an experienced design engineer, preferably with experience of labour-intensive construction methods, small water supply systems and catchment rehabilitation works to support the design and preparation of tender documents for procurement of contractors for implementation of the second phase (Phase B) of catchment rehabilitation measures.

The contractor is responsible for providing the following services:

- Provide technical assistance to the project by providing assessments, designs, and drawings of “baskets” of measures that will holistically address watershed rehabilitation issues, including but not limited to erosion, wetland degradation and rural water supply. Following completion of designs, procurement documentation will be prepared, including technical specifications, costing and bills of quantities, drawings and design reports. It is anticipated that measures for rehabilitation of 10 degradation hotspots will be required.
- Designs will be based on concepts developed in rapid planning processes with ICM community structures and Government technical advisers. Concept development will not form part of this assignment; however, the contractor is expected to critically review the concepts and introduce improvements where required.
- Provide designs of catchment rehabilitation measures such as erosion control measures (including stormwater management and gully rehabilitation), conservation farming, spring protection works, small rural water supply schemes and wetland rehabilitation measures.
- Develop draft tender documentation, including technical drawings, technical specifications, cost estimates and bills of quantities and design reports for the tender process.
- Review proposed designs with GIZ technical team in Lesotho.
- Advise on the company profile to be selected to implement actual construction works.
- A concise design reports.
- The consultant will work closely with the GIZ Construction Unit in Lesotho. Reporting will be to the GIZ Support to ICM in Lesotho Component Manager for Catchment Planning and Implementation.
- Finally, the consultant provides a comprehensive construction documentation with all plan documents, digitally in PDF and DWG format and on request in paper form

For more information of the tasks to be accomplished by the contractor and the exact locations of the measures, please refer to the attached concept (Annex A).

- 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.
- The contractor reports regularly to GIZ in accordance with the current general terms and conditions of contract for supplying services and work (AVB) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

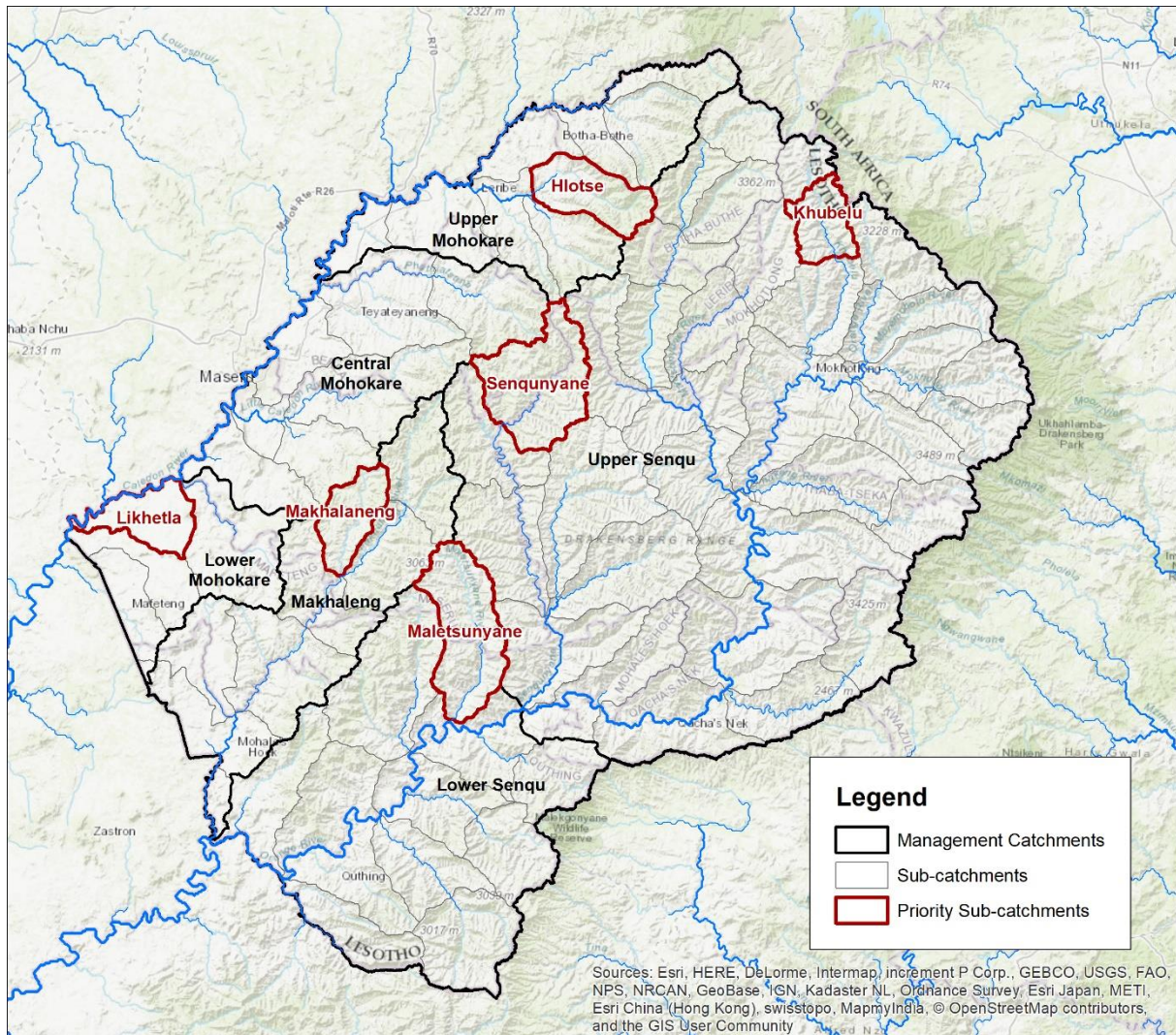


Figure 1: Phase B watershed rehabilitation sites have been identified in individual watersheds within the Likhetla, Makalaneng and Hlotse priority sub-catchments.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
Kick-off meeting and debriefing by the project.	Team Leader: 2 days: Deadline: 1 week after contract signing. Expert 1 (Civil engineer): 2 days : Deadline: 1 week after contract signing. Expert 2 (Surveyor): 2 days. : Deadline: 1 week after contract signing.
Meetings and consultations with technical officers of line ministries, including, but not limited to Departments of Rural Water Supply, Soil and Water Conservation and Agriculture	Team Leader: 5 days on-site/Deadline: 1 month after contract signed. Expert 1(Civil Engineer): 5 days on-site task / Deadline: 1 month after contract signed Expert 2 (Surveyor):): 5 days on-site task / Deadline: 1 month after contract signed

Field visits to the proposed rehabilitation sites, surveys, and assessments	<p>Team Leader: 2 days on site: Deadline: 1 month after contract signed.</p> <p>Expert 1(Civil engineer): 15 days on-site task / Deadline: 1 month after contract signed</p> <p>Expert 2 (Surveyor): 10 days on-site task / Deadline: 1 month after contract signed</p>
Preparation and submission of draft designs, drawings (A3 print-out and PDF versions), technical specifications, workplan and Priced BoQ's	<p>Expert 1 (Civil engineer): 20 days remote task / Deadline: 2 months after contract signed.</p> <p>Expert 2 (Surveyor): 10 days remote task / Deadline: 2 months after contract signed.</p>
Preparation, submission and presentation of final Technical Documents (designs, drawings, technical specifications, Priced BoQ's etc.) And further review	<p>Expert 1 (Civil engineer): 3 days on-site task / Deadline: 2.5 months after contract signed.</p> <p>Expert 2 (Surveyor): 3 days remote task / Deadline: 2 months after contract signed.</p>
Remote support to address queries arising during procurement of contractors	<p>Team Leader: 2 days remote task/ Deadline contract closing date.</p> <p>Expert 1: 2 days remote task / Deadline: contract closing date</p>

Anticipated period of assignment: From 01st of June 2024 until 31th of October 2024.

3. Eligibility Criteria

To qualify and proceed to technical evaluation, the bidders **must** provide a brief profile of the firm and be able to meet and demonstrate (with proof) the following eligibility criteria. (A12 a, Eligibility and Technical Criteria)

- Legal business entity incorporated in Lesotho/SADC with at least 5 years operation (supported by the Certificate of Incorporation) must be demonstrated.
- Annual turnover of at least LSL 1,642,352 (approx. EUR 80,000) in at least 3 years (starting from the latest financial year) supported by audited financial statements.
- Minimum of 3 employees for the last 5 years.
- Demonstrable relevant experience of 3 similar assignments in terms of type and magnitude out of which one **MUST** be in Integrated catchment management or natural management , with references providing assignment details preferably in the questionnaire. Each of which is at least LSL 1,026,470 (Approx. Euro 50,000.)

4. 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). In addition, the tenderer must describe the project management system for service provision.

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

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 of ToR Tasks to be performed) (This approach will be evaluated in part 1 of A12 assessment grid. Description of work concept)

5. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 8), the range of tasks involved and the required qualifications.

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

Team Leader/ Project Manager

Tasks of Team Leader

- Overall responsibility for the consultancy packages of the contractor/ Backstopping
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level.
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments.
- Ensuring that monitoring deliverables and timelines are carried out.
- Regular reporting in accordance with deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the officer responsible for the commission at GIZ.

Qualifications of Team Leader

- Education/training (2.1.1): Bachelor's degree in project management, project planning or any other related field.
- Language (2.1.2): Excellent English language skills (level C1)
- General professional experience (2.1.3): 15 years' of experience in project management and planning.
- Specific professional experience (2.1.4): 8 years of project management in natural resource management, land reclamation/rehabilitation and community labour intensive projects.

- Leadership/management experience (2.1.5): 5 years of demonstrable experience in management or leadership position.
- Regional experience (2.1.6): 5 years of professional work experience in SADC countries
- Development Cooperation (DC) experience (2.1.7): Demonstrable two years of work or consultancy in development cooperation.
- Other (2.1.8): not applicable

Key expert 1(Civil engineer)

Tasks of expert 1: Civil Engineer

- Preparation of designs and a set of drawings, technical specifications and Priced BoQ's
- Presentation of Technical Documents (designs, drawings, technical specifications, priced BoQ's etc.) And further review.

Qualifications of expert 1: Civil Engineer.

- Education/training (2.2.1): Bachelor's degree in civil or agricultural engineering, or natural resource management
- Language (2.2.2): Excellent English language skills (level C1)
- General professional experience (2.2.3): 15 years' civil or agricultural engineering design experience
- Specific professional experience (2.2.4): Any two of (a) Design of river protection works and erosion control measures (including stormwater management and gully rehabilitation), (b) conservation farming, spring protection works, (c) small rural water supply schemes (d) Design of labour-intensive construction measures.
- Leadership/management experience (2.2.5): not applicable
- Regional experience (2.2.6): 5 years of professional experience in SADC countries
- Development Cooperation (DC) experience (2.2.7): not applicable
- Other (2.2.8): not applicable

Key expert 2 (Engineering Surveyor)

Tasks of expert 2: Engineering Surveyor

- Taking levels, coordinates and alignments of proposed measures in the field.
- Presentation of technical Documents (designs, drawings especially longitudinal and vertical profiles, route alignments and contour maps and support in preparation of priced BoQ's etc.) and further review.

Qualifications of expert: Engineering Surveyor

- Education/training (2.3.1): Bachelor's degree in engineering survey, geospatial and space technology engineering, remote sensing or any other relevant qualification.
- Language (2.3.2): Excellent English language skills (level C1)
- General professional experience (2.3.3): 5 years' of practical experience in engineering surveys/ remotes sensing.
- Specific professional experience (2.3.4): 3 years of demonstrable experience in levelling, development of vertical and horizontal alignments and profiles, contour map development etc.
- Leadership/management experience (2.3.5): not applicable
- Regional experience (2.3.6): 2 years of professional experience in SADC countries
- Development Cooperation (DC) experience (2.3.7): not applicable
- Other (2.3.8): not applicable

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

6. 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.

Please include a lumpsum of **EUR 4,840** for travel (flights, accommodation allowance, per diem allowance) in the financial proposal. GIZ will reimburse actual travel costs as per GIZ travel regulations up to this amount. The lump sum provides for two visits to Lesotho with a combined total duration of up to 25 days.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	11 (9 days in Lesotho and 2 days in home office)	11	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.
Expert 1 (Civil Engineer)	1	47 (22 in Lesotho and 25 home office)	47	
Expert 2 (Surveyor)	1	30 (17 days in the field 12 days in	30	

		home office)		
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Equipment

The contractor must have available a laptop, mobile phone, and internet connectivity and survey equipment (for levelling, route alignment and contouring) for delivering her / his services under the assignment.

Local presence and availability: The consultant (consultancy firm) should demonstrate local presence in Lesotho/SADC through presence of local office/staff and measures of similar nature implemented in Lesotho.

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 –

7. Inputs of GIZ or other actors

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

- Transportation to and on site with project vehicle
- Accommodation bookings outside of Maseru (payment by contractor)
- Workshops logistics, if required.

8. 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 (language).

The complete tender must not exceed 10 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 proposed in accordance with Chapter 5 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CV shall not exceed 4 pages. The CV must clearly show the position and job the proposed person held in the reference project and for how long.

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.

9. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment. Individual points:

1. **Type and scope:** The emergency measure concept is expanded to include additional interventions requiring designs.
2. **Requirements:** The option becoming effective is subject to the (interim) results of the original commission.

The option is exercised in the form of an extension to the contract based on the already offered individual rates.

Quantitative requirements for the optional services

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	10 (5 days in Lesotho and 5 days in home office)	10	Please use this maximum number of days to calculate professional fees for the option in the financial proposal. Actual time must be documented in time sheets and used as a basis for invoicing
Expert 1 (Civil engineer)	1	20 (10 days in Lesotho and 10 days in home office)	20	
Expert 2 (Surveyor)	1	15 (10 days in the field 5 days in home office)	15	

It is assumed that the option for extension of the services will be exercised over an additional 4 months.

Provision for the option has been made in the budget for a further two visits to Lesotho with a combined total duration of up to 55 days and further home-based work of up to 20 days.

Please include a lumpsum of **EUR 4 840** for travel (accommodation allowance, per diem allowance) 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.

10. Annexes

Draft Phase “B” Rehabilitation Concept