



Netherlands
Development
Organisation

Request for Proposals # SP2140-LSK-539

17th April 2024

Dear Sir/ Madam,

You are invited to submit your tender in response to the attached Request for Proposals.

SNV intends to enter into a contract for the Consultancy on Water Sector Assessment & Nexus with Climate Resilient Food Systems. Your proposals are due to SNV no later than 08:00hrs on 16th May 2024. Late bids will be disqualified.

In the attached package you will find:

- Request for Proposals (RFP)
- Specification

We look forward to receiving your quote,

Kind regards,

Lauren Muchemwa
Contracting and Procurement Officer

Request for Proposals

Reference #: SP2140-LSK-539

CLOSING DATE: 16/05/2024

SECTION 1

1.0 INSTRUCTIONS

1.1 INTRODUCTION

SNV NETHERLANDS DEVELOPMENT ORGANISATION would like to invite interested Vendors to perform the Consultancy on Water Sector Assessment & Nexus with Climate Resilient Food Systems

1.3 INVITATION TO BID

You are invited to submit your tender documents to SNV Office in soft copies so they may be evaluated. SNV requires prospective Vendors to supply mandatory information for tender.

1.4 EXPERIENCE

Prospective Vendors must have carried out successful supply and delivery of similar items of similar size and complexity. Potential Vendors must demonstrate the willingness and commitment to meet the tender criteria.

1.5 RFQ DOCUMENT

This document includes questionnaire forms and documents required of prospective Vendors.

In order to be considered for the tender, prospective Vendors must submit all the information requested herein.

1.6 SUBMISSION OF DOCUMENTS

One copy of the complete quotation and other information requested should be submitted to reach as a single bound document with all pages serialised and stamped or initialled by the appointed authorised signatory to the following address:

zambiaprocurement@snv.org

Not later than 17:00hrs (local time) on 25/04/2024

The Reference Water Sector Assessment & Nexus with Agrifood Systems should be clearly indicated in the subject line of the email alongside with the Vendor's company name.

1.7 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the RFQ documents should be directed to Procurement whose address is given in 1.6 above.

1.8 ADDITIONAL INFORMATION

SNV reserves the right to request submission of additional information from prospective Vendors.

All data submitted will be maintained securely by SNV and used only for programming purposes. Data will be destroyed after 10 years in accordance with national law.

SECTION 2

2.1 TAXES ON IMPORTED GOODS

The Vendors will have to pay custom duty and VAT as applicable for any services offered.

2.2 CUSTOMS CLEARANCE

The Vendors shall be responsible for custom clearance.

2.3 CONTRACT PRICE AND CONTRACT

The contract shall be of unit price type.

2.4 PAYMENTS

Payments are made within 30 days of receipt of a valid invoice.

2.5 BID VALIDITY

Your tender must be valid for 30 days.

SECTION 3

3.1 WITHDRAWAL OF RFQ

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the SNV Zambia could substantially change the performance and qualification of the Vendor or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV Zambia reserves the right to reject the tender from such a Vendor.

3.2 EVALUATION CRITERIA

SNV will determine the winning supplier on the basis of cost and the criteria below.

	Criteria	Maximum score
1	Bidder profile – capacity and experience of the proposed individual/team	20%
2	Technical proposal – reflecting the understanding of the ToR, relevance of the proposed methodology in relation to the ToR objectives and WASH issues, level of creativity/innovation, and proposed approach to the inclusion of vulnerable groups	30%
3	Past performance with samples of previous works in the mentioned areas completed within the last five years - Three samples of similar assignments implemented in the past five years	20%
4	Financial proposal - relevance of proposed costs in relation to the technical proposal and level of experience/qualifications of the bidder	30%

All costs to be included in the offer.

SECTION 4

All firms must provide:

- (a) Firm Data shown in Section 4
- (b) Signed Sworn Statement as in Section 5
- (c) Mandatory requirements in the advert and under section 6(Scope of work)

4. 1 FIRM DATA

Name of Vendor	
Trading Name (if different from above)	
Postal Address	
Physical location of Business Premises	Town
	Street
	Plot No.
	Building name
	Floor
Primary Contact Person	Name
	Mobile number
	Email

Nature of organisation (e.g. Sole Proprietorship, NGO, Public Limited Company, Partnership, etc.)	
Names of the Proprietor, Directors or Partners and their nationality	
Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
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Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
Vendor's Operations	Year established/registered:
	Duration of Operation:
	Objectives, Mandate, Mission:

Outside of your registered physical premises listed above, list the address of any and all offices from which you operate to provide services	
Vendor Registration No. and Country of Registration (Attach Copy)	Country of Registration: Number:
VAT Registration No. (Attach Copy)	Number
Tax Identification Number Registration.(Attach Copy)	Number
Trade Licence/ Business Permit (Attach Copy)	Number

4.2 ELIGIBILITY

Do any of the following apply to your Firm/ Company or Organisation, or to (any of) the Director(s) / Partner(s) / Proprietor(s)		
Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?	Yes / No	If Yes give details
Have you been convicted of a criminal offence related to business or professional conduct?	Yes / No	If Yes give details
Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the client?	Yes / No	If Yes give details

4.3 CONFLICT OF INTEREST

Please provide answers to the following statements:

To the best of your knowledge, have you or any employee or staff member of your organization or firm, ever been employed by SNV?	Yes or No
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If Yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period, the country of employment.	
Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV in Zambia?	Yes or No
If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship.	

SECTION 5

5.1 Sworn Statement

Having studied the information provided for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) We enclose all the required documents and information required for the RFQ

Date:

Applicant's Name:

Represented by:

Signature:

Designation:

(Full name and designation of the person signing and stamp or seal.)

SECTION 6

Consultancy scope of work

The purpose of the consultancy is to conduct a country level assessment of the current status and key policies, programmes and stakeholders in the Water sector, considering 4 sub-sectors:

- Rural WASH
- Urban WASH
- Water Resources Management (WRM)
- Irrigation

For WRM and irrigation in particular, it is expected that the analysis reflects how water resource management and different types of irrigation approaches and technologies can be better used to support the resilience and productivity of farmers while safeguarding water security principles (equitable water use, sustainability of water sources, pollution, and climate related hazards and risks), that is a (mutually) causality or nexus analysis. Therefore, the consultant will also undertake a market analysis for irrigation technologies and products to gauge farmer willingness and ability to pay.

The assessment is expected to entail:

1. A literature review (policy and programmatic documents and relevant research both national and international, including data sets and maps where adequate);
2. Interviews with key informants (Government counterparts, research institutes, civil society organizations and national/international development partners)
3. Analysis and compilation of findings also in view of forecasted climate change dynamics and issues of equity and inclusion (gender; rural/urban; different water users; different wealth quintiles)
4. Critical discussion of the findings in view of identifying the most critical pathways of investment and way forward in order to minimize risks and build on opportunities by key actors (local CSOs, farmers groups, national/international NGOs, GRZ), for the 4 Water sub-sectors in view of supporting the achievement of the Human Right to Water and Sanitation and to a Clean, Healthy and Sustainable Environment
5. For WRM and Irrigation present findings and critically propose practical recommendations on how to enhance the Water-Energy-Food Systems nexus
6. Points 1 to 5 above are to be presented in the form of a technical report. A template will be provided.

Consultancy deliverables

- i. Detailed workplan, with timelines and key milestones; and methodology, including preliminary list of documents/information sources and interviewees to be consulted and related data collection tools
- ii. Draft consolidated report featuring required findings and related critical discussion & recommendations
- iii. Finalized report following feedback from SNV

Timeframe

Consultancy is estimated to last 35 days, counting from the day the contract with the selected consultant is signed.

Duty station: remote (online) but interviews with key stakeholders for information gathering are to take place face to face (whenever possible) in Lusaka

Candidate profile

- a) Advanced degree in a relevant field (minimum Masters degree). An academic profile that combines water science/management with agricultural science is valued
- b) Proven knowledge of Water sub-sectors (Urban WASH, Rural WASH, Water Resource Management, Irrigation), and a robust understanding of climate change dynamics
- c) At least 3 years of relevant research experience
- d) Demonstrated understanding of the Zambian Water Sector including relevant Water and Agriculture government bodies and agencies, non Governmental stakeholders, existing policies, regulations and programmes and national and international commitments and targets
- e) Advanced data collection/management, critical analysis and reporting skills

Documents to be submitted as part of the Consultants application:

1. Bidder Profile

- 1.1 Document summarizing the bidder's background, qualifications and experience
- 1.2 If a team of individuals/consultancy firm, all the CVs of the proposed individuals by the firm to work on the assignment

2. Technical Proposal

- 2.1. The Technical Proposal should include but not limited to the following (3 pages max, 9 point Verdana font):
 - 2.1.1. Interpretation of the objectives of the assignment from consultant perspective

- 2.1.2. Proposed approach to produce the report in line with its objectives
- 2.1.3. Tentative timeline for the achievement of the activities/deliverables and number of days for each

3. Financial Proposal

- 3.1. The financial proposal shall indicate total budget estimated in USD for international consultants and ZMW for national consultants, following a detailed breakdown of budget items namely daily fee rate, DSA/accommodation, travel/transport and other relevant.
- 3.2. Payments will be based on outputs, i.e., upon delivery of the services specified in the TOR. (Note that WHT of 5% for national and 15% international will be deducted at source and paid direct to ZRA as per Zambia law).

4. Past Performance

- 4.1. Include three references related to similar assignments within the past five years (max) containing the following information (0.5 pages per project max), attaching contact details and evidence

5. Mandatory Requirements

- 5.1 For Zambian national individual consultants: copies of Tax Registration certificate and the most recent tax clearance certificate.
- 5.2 For a firm registration document: Business license/Certificate of Registration for all, Tax Registration,
- 5.3 Valid Tax clearance certificate
- 5.4 Bank details on bank letter head