



**Request for Proposals No GCA-PR-22-180.2 –  
Senior Integrated Water Resources Management (IWRM)  
Specialist and Project Manager (Consultant)**

**June 2022**



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# 1. INTRODUCTION

## 1.1 Introduction to GCA

The Global Center on Adaptation (GCA) is an international organization that works as a solutions broker to catalyze action and support for adaptation solutions, from the international to the local, in partnership with the public and private sector, to ensure we learn from each other and work together for a climate resilient future. Adapting to impacts of climate change provides a “win-win” for livelihoods, food security, water supply, health, security, and economic growth. The work of the GCA elevates the visibility and political importance of climate adaptation and facilitates solutions, such as smarter investments, new technologies and better planning to become more resilient to climate related threats. GCA is a rapidly growing organization with offices in Abidjan, Beijing, Dhaka, Groningen, and Rotterdam.

The GCA’s ambitious 2020-2025 business plan and strategy have three pillars:

- Knowledge: Building adaptation knowledge globally through cutting edge products such as the State and Trends in Adaptation Report and the Knowledge Exchange Platform
- Programs: Food Security; Using Nature for more resilient infrastructure; Water for Urban Growth and Resilience; Climate Finance; Youth Leadership
- Advocacy and Awareness: Formulating policy messages to move the global, regional, and local adaptation agendas forward.

## 1.2 Background to this Request for Proposals – GCA Water-Urban Program and City Adaptation Accelerator (CAA)

### GCA Water-Urban Program

GCA maintains a diverse portfolio of climate adaptation programs, spanning various sectors including infrastructure, agriculture, climate finance, jobs, youth, gender and local communities. GCA Water-Urban Program specifically works to support national governments and urban authorities accelerate and scale urban climate adaptation for cities in river basins and coastal zones to stimulate economic and human development.

### City Adaptation Accelerator (CAA)

The City Adaptation Accelerator (CAA) is a new initiative managed under GCA Water-Urban Program. The development objective of the City Adaptation Accelerator (CAA) is to support cities and countries strengthen their urban climate adaptation and resilience outcomes through enhanced (1) understanding; (2) planning; (3) investments; and (4) governance and capacity building. The initiative’s scope is global. In addition, all CAA activities adhere to four cross-cutting criteria: (A) scalability; (B) locally-led action and equity; (C) partnership; and (D) urban dialogue.

For CAA program, improved **urban climate adaptation and resilience outcomes** are characterized by:

- (i) strengthened urban climate risk management<sup>1</sup> in cities and their hinterlands;

<sup>1</sup> Common climate hazards include flood, drought, storms and fires. Risk management of these hazards will encompass the full cycle of (a) prevention, (b) mitigation, (c) protection, (d) emergency response and (e) recovery.

- (ii) improved climate adaptive spatial planning<sup>2</sup> at the municipal and regional levels;
- (iii) enhanced water resources management for more equitable access to ecosystem benefits;<sup>3</sup>
- (iv) enhanced quality, consistency, inclusiveness and integration of urban drinking water, sanitation and solid waste management services;<sup>4</sup> and,
- (v) improved urban livability and public health from climate risks stemming from heat stress and disease.

In Africa, CAA is partnering with international development organizations (such as the African Development Bank - AfDB) and national and local governments to accelerate and scale high-impact climate adaptation and resilience building efforts in cities. More specifically, CAA flexibly deploys a suite of decision-support tools as well as technical and financial advisory services on a demand basis – enabling cities to address climate-related urban challenges identified as the biggest impediments to long-term development. CAA works across multiple fronts – from hard investments (i.e. infrastructure), development policy (i.e. legislation, regulation) and service delivery (both formal and informal) – bringing together a diverse swath of actors ranging from national to municipal governments, local communities, international development organizations, multilateral development banks and the private sector.

### **CAA Support in Freetown (Sierra Leone)**

The Government of Sierra Leone (GoSL) through the Ministry of Finance (MoF) requested the African Development Bank (AfDB) to take the lead in implementation of the “Freetown WASH and Aquatic Environment Revamping Project.” The project has the overall objective of improving water supply and sanitation services while ensuring the sustainability of the vital aquatic ecosystem in the Western Area of Freetown. The proposed funding for the project is to be undertaken by several development partners including AfDB; OPEC Fund for International Development (OFID); Islamic Development Bank (IsDB); Kuwait Fund for Arab Economic Development; Saudi Fund for Development; ECOWAS Bank for Investment and Development; and Green Climate Fund (GCF).

In light of projected adverse impacts of climate change, and in line with the project objectives, GoSL and AfDB have agreed to elaborate a proposal for accessing additional GCF funding in the amount of USD 33.8 million to undertake critical catchment management activities to strengthen the climate resilience of the Western Area of Freetown, improve livelihoods of local communities and ensure overall sustainability of the project interventions. Upon initial submission of GCF funding proposal, AfDB has received feedback and comments from GCF.

GCA is partnering with AfDB by leveraging expert consultant services in the update and completion of the GCF funding proposal.

### **1.3 The specific objectives of this assignment**

GCA will contract a senior-level individual consultant to fulfil a two-fold objective: (i) provide technical leadership in the identification of inclusive, climate-adaptive, water-related investments under the proposed GCF funding proposal for the “Freetown WASH and Aquatic Environment Revamping Project” (on topics pertaining to IWRM, water supply, catchment management, and drainage); and (ii) coordinate and package individual expert inputs (e.g. Gender, Finance, Sanitation, Climate Mitigation

<sup>2</sup> This will include elements related to erosion protection in coastal areas, along water bodies and in upstream catchments.  
<sup>3</sup> It is anticipated that such efforts will include not only strengthened benefits sharing of ecosystem services, but also enhanced community livelihoods through improved food security, access to land, etc.  
<sup>4</sup> These urban services will be contextualized with considerations for drainage and stormwater management.



as well as Environmental and Social Safeguards) in key outputs required for the preparation of GCF funding proposal.

## **1.4 Introduction to this Request for Proposal**

### **1.4.1 Purpose of this Tender**

GCA is requesting the submission of a proposal to conclude a contract for an individual consultant, with extensive experience working on IWRM and project management in Africa, in the areas described fully in Annex 2.

### **1.4.2 Information about the Contract Package**

GCA intends to enter into a contract for the expertise as described in Annex 2, for a contract until December 31, 2022.

The contract will cover the services as defined in Annex 2, Scope of Services.

## **2. INSTRUCTIONS ON HOW TO SUBMIT A PROPOSAL**

### **2.1 Submission of the Proposal**

If you are interested in participating in this “Request for Proposals”, you are requested to submit your proposal no later than:

**WEDNESDAY, 06 JULY 2022 at 18.00 CET**

Your tender and all supporting documents must reach this email address by Close of Business (6pm CET): [procurement@gca.org](mailto:procurement@gca.org)

The tenders must be drafted **in English** and clearly marked in the email subject title:

**“REQUEST FOR PROPOSAL: “Senior IWRM / Project Management Consultant – Freetown (Sierra Leone)”**

Your Proposal must contain:

- a) **A Technical Proposal:** Which shall contain the “Technical Proposal” of no more than 2 pages and supporting documentation”.
- b) **A Financial Proposal:** Which shall contain the “Financial Proposal Form” (Annex 3 of this RFP). Financial Proposal should include unit cost of a 1-week mission (inclusive of airfare, hotel, meals, logistics and incidental costs), which will be paid to consultant as missions are confirmed and upon completion of missions.
- c) **A signed Declaration of Honour** (Annex 1 of this RFP).

**Late submission will lead to the exclusion from the award procedure for this contract. Non-compliance with the above requirements regarding the presentation of the proposal may lead to the exclusion from the award procedure for this contract.**



## 2.2 Signature of the Proposal

The signature of the authorized representative of the Vendor in Annex 1 will be considered as the signature of the proposal, binding the Vendor to the terms included in the proposal.

## 2.3 Validity of The Proposal

The proposal must be valid for the period of sixty (60) days from the deadline for submission of offers as indicated above. The Vendor shall provide a statement confirming the period of validity of its tender in its Project Proposal.

## 2.4 Communication during the Tendering Process

All communications concerning this request for Proposal, including requests for clarification, must be made in writing to this email address only: [procurement@gca.org](mailto:procurement@gca.org)

No approach of any kind in connection with this Request for Proposal should be made to any other person within, or associated with, GCA. Failure to adhere to this requirement may result in exclusion from the competition. Please note that GCA will not enter into a detailed discussion on the requested services at this stage.

The closing date for clarifications concerning this call for tender shall be **TUESDAY 28 JUNE 2022, at 18.00 CET.**

## 3. DESCRIPTION OF SERVICES

The Bidder shall respond to the strategic requirements of GCA with a strong emphasis on responsiveness to GCA technical requirements and performance, substantive progress reports, achievement of tasks and activities to match the Scope of Work and the production of the deliverables on time, to highest applicable standards.

For further information See Annex 2 – Scope of Services.

## 4. JOINT TENDERS AND SUBCONTRACTING

A bidder may submit a tender as a single entity or collaborate with other service providers to present a tender either by submitting a joint tender or through subcontracting. Tenders may also combine both approaches. The legal status and role of each legal entity shall be clearly described in the tender.

## 5. ASSESSMENT OF PROPOSALS

The assessment of proposals will be done in accordance with the following subsequent steps:

- (1) Verification that the **Bidder** is not in one of the situations covered by the exclusion criteria
- (2) Assessment of the **Tender** on the basis of the award criteria (only for those bidders that have met the previous selection criteria)

As a precondition to the assessment of the tender, the proposal must comply with the requirements set in this Request for Proposal. In a case of non-compliance, the ground for rejection is not linked to the award criteria so there is no evaluation as such. The bidder will be informed of the ground for rejection without being given feedback on the content of the tender other than on the non-compliant elements.

## 5.1 Exclusion Criteria

Bidders shall provide a Declaration of Honour (see Annex 1), duly signed and dated, including a statement that they are not in any of the situations listed in EU Directive 2014/24. In case of a joint tender such declaration shall be submitted for each partner. The declaration shall also be submitted for the subcontractors, when relevant.

In addition to the submission of the signed declaration, the bidder undertakes to inform GCA, without delay, of any changes to its situation in this regard.

**Bidders may be excluded from participation in the present procurement procedure if they are found to be in one of the situations for exclusion or fail to submit the abovementioned declaration.**

## 5.2 Award Criteria

The contract shall be awarded to the bidder who has submitted the most economically advantageous tender based on the best price quality ratio in accordance with the following criteria:

Award Criteria	Maximum score	Minimum score/Threshold
<b>Technical Criteria of the proposal</b> , including the following sub-criteria:	60 points	42 points
<ul style="list-style-type: none"> <li>• Interpretation of the scope of services and quality of the technical proposal.</li> </ul>	30 points	21 points
<ul style="list-style-type: none"> <li>• Feasibility of proposed approach of providing services.</li> </ul>	30 points	21 points
<b>Price of the proposal</b> , consisting of (a) daily rate and (b) 1-week mission unit cost	20 points	14 points
<b>Shortlisting Total</b>	<b>80 points</b>	<b>56 points</b>
<b>Interview.</b> Based upon the Shortlisting criteria (technical and price) listed above, the Top 2 candidates will be invited to an Interview and evaluated based upon demonstrated capability during interview.	20 points	14 points
<b>Award Total</b>	<b>100 points</b>	<b>70 points</b>

Minimum score per technical award criterion (threshold):

Bids scoring less than 70% of the maximum score for any technical award criterion will be considered of insufficient quality and rejected.



Minimum total score for technical award criteria (threshold):

Bids scoring less than 70% will be deemed to be of insufficient quality and eliminated from further consideration.

The score for the price of the tender will be determined in accordance with section 6.3.

GCA will notify all bidders about the outcome at the end of the evaluation process.

## **6. CONTENT OF THE PROPOSAL**

### **6.1 Proposal Information**

Proposals shall clearly state the following Bidder information:

- Official name
- Official address
- Official legal form
- Statutory registration number
- Company profile

Bidders are requested to clearly indicate a single point of contact in their organization in relation to any communication concerning this request for proposal. GCA will not be responsible for contacting the bidder through any route other than the nominated contact. The bidder must therefore undertake to notify any changes relating to the contact promptly.

In case of a joint tender, all the partners (except the lead partner) shall submit a power of attorney, signed by an authorized representative of each partner, designating the lead partner to represent them and to sign the contract on their behalf in relation to this call for tender.

### **6.2 Technical Proposal**

The assessment of the technical quality will be based on the ability of the bidder to meet the purpose of the contract/s. To this end, the technical proposal shall clearly contain the following information, to allow evaluation of the bid according to the technical award criteria stated in - *Award Criteria Section 5.2.*

The Technical Proposal should consist of a 4-page maximum document providing a clear and comprehensive response to the Scope of Services (Annex 2) for the expert project services tendered for.

The Technical Proposal should include a written statement declaring that the bidder can provide the advisory services tendered for and address all the requirements laid down in the Scope of Services (Annex 2) in a point to point/service to service – appraisal, review and response.

The two candidates with the highest written technical proposal will be invited for an interview as part of the technical evaluation.

Bidders should include provide the following information:

- Proposed solutions to challenges

- Suitable approaches and offered unique understanding
- Descriptions of key activities to produce deliverables, tasks & methodology
- Project insights to improve results and efficiencies
- Approach to reporting, monitoring & milestone achievements
- Approach to GCA staff and services
- Approach to implementing the described activities in a timely and efficient way
- A summary of three assignments in the last five years concerning similar projects and activities you have completed which are complimentary this RFP
- All other considerations to make your proposal the best value for money for GCA

GCA shall reject tenders, which do not include a technical proposal, or which are not technically compliant.

### 6.3 Financial Proposal

The Bidder shall include a duly completed and signed Financial Proposal Form (Annex 3). The price shall be based on a “Firm Fixed Price” for Daily Rate to complete all activities, tasks, services and produce all deliverables as stated in the Scope of Services (Annex 2) including all taxes, insurance, national contributions and any other charges.

Financial Proposal should also include unit cost of a 1-week mission (inclusive of airfare, hotel, meals, logistics and incidental costs), which will be paid to consultant as missions are confirmed and upon completion of missions.

For the purposes of the evaluation of bids, the score for the price of the bids will be calculated according to the following methodology:

Firm Fixed Price	Lowest Firm Fixed Price - Maximum Score Awarded
Price in Euro <ul style="list-style-type: none"> <li>• Daily Rate</li> <li>• 1-week mission unit cost</li> </ul>	20 points

The bidder offering the lowest price shall receive 20 points, the score of all other proposals will be scored proportionally using the following formula:

$$\text{Score} = (\text{Lowest bid} / \text{Current bid}) \times \text{Maximum points to be awarded}$$

All prices shall be:

- Fixed and not subject to revision;
- In Euros;
- Independent of exchange rates;
- Inclusive of all costs, management fees, administrative costs, profit and taxes directly or indirectly related to the performance of the contract, which may be borne by the bidder (e.g. cost of administration, taxes, contract management costs, etc.);
- Exclusive of VAT.



Bidders are requested to submit an associated payment scheduled tied to the completion of project deliverables.

**Failure to submit a financial proposal or submission of an incomplete or ambiguous financial proposal may lead to rejection of the tender without further evaluation.**

## **7. ADDITIONAL PROVISIONS**

- Changes to bids will be accepted only if they are received on or before the final date set for the receipt of bids.
- GCA will not reimburse any costs incurred by bidders with connection with preparation and submission of their responses to this request for proposals.
- No information of any kind will be given on the state of progress regarding the evaluation of bids.
- GCA reserves the right to cancel the tendering procedure at any point. GCA shall not be liable for any compensation with respect to bidders whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.
- Direct or indirect canvassing of any GCA employee by a bidder concerning this call for tender, or request for proposals or any attempt to obtain unfair advantage from any GCA employee, may result in the disqualification of the bidder from consideration.
- Any document submitted in reply to this call for tender will become the property of GCA and will be regarded as confidential.



# ANNEX 1: DECLARATION ON HONOUR REGARDING EXCLUSION CRITERIA

## Declaration on honour

The undersigned [*insert name of the signatory of this form*], representing:

Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: ('the <b>Organisation</b> ')
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### I – SITUATIONS OF EXCLUSION

(1) declares that the above-mentioned Organisation is in one of the following situations:	YES	NO
(a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the Organisation is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the Organisation is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the Organisation belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract or an agreement;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other parties with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>

(d) it has been established by a final judgement that the Organisation is guilty of any of the following:		
(i) fraud, as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) conduct related to a criminal organisation;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting or attempting to commit such offences;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other offences concerning trafficking in human beings as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(e) it has been established by a final judgment or final administrative decision that the Organisation has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.	<input type="checkbox"/>	<input type="checkbox"/>

**II – Situations of exclusion concerning natural or legal person with power of representation, decision-making or control over the legal Organisation and beneficial owners**

(2) declares that a natural or legal person who is a member of the administrative, management or supervisory body of the Organisation, or who has powers of representation, decision or control with regard to the above-mentioned Organisation (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (creation of an entity with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III – REMEDIAL MEASURES**

If the Organisation declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

**IV – EVIDENCE UPON REQUEST**

Upon request the Organisation must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners. It must also upon request provide production of recent certificates issued by the competent authorities and/or a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the Organisation showing that those requirements are satisfied. These documents must provide evidence covering all taxes and social security contributions for which the Organisation is liable, including for example, VAT, income/company tax and social security contributions.

**V – SELECTION CRITERIA**

(3) declares that the above-mentioned Organisation complies with the following selection criteria	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfils the applicable technical and professional criteria necessary for providing the Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VI – FINAL**

The signatory declares that the above-mentioned Organisation has truthfully provided the information herein.

The above-mentioned Organisation shall immediately inform the contracting authority of any changes in the situations as declared.

The above-mentioned Organisation may be subject to rejection from the contracting or selection procedure and to legal claims if any of the declarations or information provided as a condition for contracting with GCA prove to be false.

**Full name:**

**Date:**

**Signature:**

## **ANNEX 2: SCOPE OF SERVICES – Senior Integrated Water Resources Management (IWRM) Specialist and Project Manager (Consultant)**

### **Background**

Sierra Leone, one of the poorest countries in the world, faces multiple risks from climate change that threaten key economic sectors and increases the potential for wider environmental degradation. Freetown, the capital city of Sierra Leone, faces climate-induced phenomena such as increasing seasonal and interannual variability in precipitation; more frequent and intense floods; coastal erosion, inundation and saline intrusion, attributed to sea level rise and challenges induced by climate change drainage congestion; riverbank erosion; and wider salinity in surface water, groundwater, and soil. Forestry degradation in the upper western peninsula catchment amplifies the effects of the natural hazards, through erosion and landslides. Additionally, the country faces health challenges resulting from limited provision of water and sanitation services, which are exacerbated by the aforementioned climate change effects.

The Government of Sierra Leone (GoSL) has articulated and adopted the National Development Plan (NDP 2019-2023) as the country's strategic development framework for the medium term. GoSL has been making enormous efforts and continues to prioritize climate action, environmental protection and water supply improvement in the NDP. The key applicable strategic objectives include:

- (i) Building national environmental resilience through the protection, rehabilitation and management of environmental resources – in order to increase Sierra Leone's capacity to reduce its vulnerability to external shocks and effectively respond to future emergencies;
- (ii) Strengthening forestry management and wetland conservation, with the strategic objective of enhancing integrated and holistic conservation and management of Sierra Leone's biodiversity in all ecosystems for the benefit of present and future generations;
- (iii) Increasing access to acceptable, affordable, and sustainable potable water and improved sanitation services (with minimal impact on the environment) for urban and rural households and institutions; and,
- (iv) Managing waste in a manner that is less harmful to human health and the environment while exploring the potential for employment, innovation, energy and agriculture.

As part of the efforts to address the above multi-faceted challenges in Freetown, the GoSL through the Ministry of Finance (MoF) requested the African Development Bank (AfDB) to take the lead in implementation of the Freetown WASH and Aquatic Environment Revamping Project. Refer to Sub-Annex 2.1 for detailed project information. The project has the overall objective of improving water supply and sanitation services while ensuring the sustainability of the vital aquatic ecosystem in the Western Area of Freetown. The proposed funding for the project is to be undertaken by several development partners including AfDB; OPEC Fund for International Development (OFID); Islamic Development Bank (IsDB); Kuwait Fund for Arab Economic Development; Saudi Fund for Development; ECOWAS Bank for Investment and Development; and Green Climate Fund (GCF).

In light of projected adverse impacts of climate change, and in line with the project objectives, GoSL and AfDB have agreed to elaborate a proposal for accessing additional GCF funding in the amount of USD 33.8

million to undertake critical catchment management activities to strengthen the climate resilience of the Western Area of Freetown, improve livelihoods of local communities and ensure overall sustainability of the project interventions. Refer to Sub-Annex 2.1 for proposed GCF activities description.

It is in the above context that GCA, in support of AfDB, intends to recruit a **Senior IWRM and Project Management Specialist (Consultant) in support of finalization of the GCF funding proposal**. The individual consultant will be managed by the GCA Water-Urban team lead, with program support from the GCA Water-Urban Team. Technical feedback will be received from GoSL (in particular Environment Protection Agency, EPA) and AfDB project management team as primary client.

### Objective of the Assignment

The two-fold objective of the assignment is to (i) provide technical leadership in the identification of inclusive, climate-adaptive, water-related investments under Components 1 and 2 of the proposed GCF funding proposal for the *“Freetown WASH and Aquatic Environment Revamping Project”* (on topics pertaining to IWRM, water supply, catchment management, and drainage); and (ii) coordinate and package individual expert inputs (e.g. Gender, Finance, Sanitation, Climate Mitigation as well as Environmental and Social Safeguards) in key outputs required for the preparation of GCF funding proposal.

Generally, activities will center around delivery of the following key outputs:

- (a) **Inception Report:** Based upon understandings drawn from discussion with AfDB and GCA teams – as well as coordination with and input from Gender and Economist consultants – develop an Inception Report meant to lay out implementation schedule of the three-consultant team effort. In addition to (a) literature review and investment gap analysis; (b) feasibility study report; and (c) GCF funding proposal, the IWRM / Program Management consultant will be responsible for coordinating the timely delivery of outputs laid out in the Gender and Economist consultants Terms of Reference.
- (b) **Literature Review and Investment Gap Analysis:** In line with initial feedback received from GCF, and based upon a literature review of existing project documents (refer to Sub-Annex 2.2) identify investment gaps, challenges and vulnerabilities in the context of Components 1 and 2 of the Project. Based on the review, validate findings with government counterparts and conduct fact findings investigation during in-country mission(s), as needed. The final output will be a detailed Investment Gap Analysis required for the preparation of GCF funding proposal.
- (c) **Feasibility Study Report:** This report will provide a full baseline analysis for proposed adaptation activities by detailing (i) rationale for activities according to identified climate change-related impacts. The study will also report on (ii) identified vulnerabilities and needs (e.g. financial, economic, social, institutional) of the target population as well as provide (iii) complete analysis of the sustainable development potential of identified adaptation activities. The report will further specify (iv) wider environmental, social and economic co-benefits and priorities as well as adaptation impact, considering the relevant and applicable GCF criteria. In addition, the study will highlight (v) extent of country ownership of the projects and the capacity to implement proposed actions, including reporting on national climate strategy and coherence of intended project with relevant policies. Lastly, the report will include (vi) Theory of Change highlighting organized and harmonized paradigm shift objectives-impacts-outcomes of components, traduced in a concise Logical Framework and related Monitoring and Evaluation Plan.

- (d) **GCF Funding Proposal Finalization:** Based on above documents and comments received from stakeholders, prepare and finalize GCF funding proposal document following the latest template, which includes completed sections.<sup>5</sup> This will be done with support from GCA task team.

To this end, specific activities will include the following:

- (i) Develop inception report / work plan, laying out proposed delivery schedule and detailed outlines of key deliverables needed for the preparation of GCF funding proposal.
- (ii) Coordinate the consultants' team in liaison with the AfDB/EPA/GVWC; coordinate inputs of the other consultants, ensuring their quality and timely delivery of the deliverables.
- (iii) Coordinate stakeholder engagement in the validation of proposed activities.
- (iv) Lead the literature review and gap analysis; consolidate and review inputs from other consultants into key outputs listed above.
- (v) Lead the preparation of feasibility study. This entails baseline analysis as well as defining inclusive, climate adaptive, water-related adaptation activities to be prioritized in the proposal; preparing detailed project cost, implementation plan, logical framework and M&E plan; and consolidating inputs from other consultants. Refer to Table 1 below for key elements needed to be covered in feasibility study.

<b>Table 1: Key Elements (Minimum) Required to be Addressed in Feasibility Study</b>	
1.	<b>Strengthen rationale for the selected project area.</b> Review & refine the 4 interventions (project components). Are these the best interventions? Who would perform them? How? Using what financial mechanisms?
2.	<b>Identify selection criteria to pick the first demonstration activity locations &amp; clearly state how this process roll out over the project lifetime</b>
3.	<b>Strengthen analysis on climate impacts in the program area and how interventions would increase resilience</b>
4.	<b>Develop the cross-cutting activities</b>
5.	<b>Improve the targeted interventions – what should be done and where? How much? What kind? Etc.</b>
6.	<b>Clarify implementation arrangements – who would do what.</b>
7.	<b>Describe how implementation would work &amp; produce a detailed timetable</b>
8.	<b>Co-financing:</b> Define Sources of Funds, the link to the loan & Financial Instruments, by Intervention Activities
9.	<b>Improve articulation of vulnerability to climate change &amp; financing needs:</b> needs to be strong, logical and specific case made that GCF would address climate impacts and resilience

- (vi) Lead the preparation of GCF funding proposal<sup>6</sup> including ensuring GCF review comments are addressed in the final version of the document.

### 1. Participatory and Consultative Approach

<sup>5</sup> GCF Funding Proposal template includes the following sections: A. Project / Program Summary; B. Project / Program Information; C. Financing Information; D. Expected Performance Against Investment Criteria; E. Logical Framework; F. Risk Assessment and Management; and G. GCF Policies and Standards) and annexes (2. Feasibility study; 3. Economic and/or financial analyses in spreadsheet format; 4. Detailed budget plan (using GCF template); 5. Implementation timetable including key project/program milestones (using GCF template); 6. Environmental and Social Management System (ESMS); 7. Summary of consultations and stakeholder engagement plan; 8. Gender assessment and project/program-level action plan (using GCF template); 11. Monitoring and evaluation plan (using GCF template); and 16. Map(s) indicating the location of proposed interventions).

<sup>6</sup> The funding proposal must be submitted in English and has to include all sections that are listed in the GCF Funding Proposal Template available on the GCF website (<http://www.gcfund.org/operations/resource-guide.html>).

The proposal development should be conducted through a participatory and consultative approach involving key stakeholders in the area of intervention. Inception report should outline comprehensive stakeholder consultative approach including local workshops/meetings, individual consultation, etc. Final proposal will include presentation of the consultative process undertaken in the field for the proposal development and their results.

When required, interim products will be developed for review by GCF, GoSL, AfDB, GCA and/or other relevant key stakeholders/experts. A product delivery schedule that will be set in the inception report will present, for each required deliverables, timeline and responsible for first production, review and final editing.

## **2. Milestones and Payment Schedule**

Payment will be made based upon final delivery (and GCA acceptance) of the following outputs:

- (a) Inception Report (20% of total contract amount)
- (b) Literature Review and Investment Gap Analysis (20% of total contract amount)
- (c) Feasibility Study Report (40% of total contract amount)
- (d) Finalization of GCF Funding Proposal (20% of total contract amount)

## **3. Minimum Qualifications**

To fulfil above-referenced responsibilities, GCA seeks a senior-level Gender Specialist consultant with the following minimum qualifications:

- (1) Advanced degree (Master's minimum) in natural resources management, environmental sciences, water resources management, climate-related field or similar discipline.
- (2) At least 10 years of similar work experience, with at least 2 years in Africa. Experience working on Green Climate Fund (GCF) funding proposals considered an added plus.
- (3) At least 1 relevant experience, in Africa, in the design of proposal and/or in management of large-scale project/ program for bilateral or multilateral donors, in the domain of natural resources management / landscape restoration or related field.
- (4) Demonstratable experience supporting inclusive project management of complex, innovative development projects and programs is critical.
- (5) Project-based experience linking inclusive climate change adaptation and resilience with infrastructure investment considered a plus. Firsthand knowledge of project cycle of multilateral development banks desirable.
- (6) Knowledge of local development context considered a plus. Presence in Sierra Leone considered an asset; however, an international consultant who is able and willing to be available during Sierra Leone working hours is sufficient.
- (7) Excellent report writing, presentation and communication skills, backed by an ability to articulate complex ideas into clear outputs with a coherent narrative to a diverse audience of stakeholders at technical and strategic levels. Excellent spoken and written English a must. Interested candidates will be asked to share writing samples.
- (8) Strong interpersonal skills, with proven ability to function effectively and collaboratively as an empowering and supportive team member of multi-disciplinary and multicultural teams, working in multiple locations, and to resolve conflicts constructively.

(9) Values: commitment to excellence, bold and honest, impact for people, teamwork, sense of humor and ability to perform under pressure.

## Sub-Annex 2.1: Freetown WASH and Aquatic Environment Revamping Project

### Baseline Project

The four components under the baseline project (Freetown WASH and Aquatic Environment Revamping project) are briefly outlined below:

**Component 1:** Water Supply Infrastructure Improvement – Immediate Investments: The activities under this component will include rehabilitation and new construction of water supply infrastructure for which detailed studies have been completed. The infrastructure includes development of raw water sources, water treatment works, pumping stations and water transmission and distribution mains.

**Component 2:** Integrated Infrastructure Improvement: This component provides for implementation of the key outcomes and recommendations of the Freetown Water Supply and Sanitation Master Plan and Investment Studies project financed by the Bank/African Water Facility and Netherlands Enterprise Agency-D2B. The study outputs, including the detailed technical designs and tender documents will be available by the end of February 2021. The component activities will include the priority investments that are required to improve access to water supply and sanitation services for the current residents of the city.

**Component 3:** Capacity for IWRM and Livelihood Improvement: In line with the integrated approach to water resources management, this component is intended to provide for interventions that will safeguard the water-shed and water bodies within and around the Freetown Peninsula through a holistic approach to managing the impact of human activities on the aquatic environment. In this regard, the component will finance provision of tools and amenities that facilitate adoption of water and waste management practices that minimize water related hazards and more especially the enhanced impact due to climate change.

**Component 4:** Project Management: This involves overall project coordination and administration, technical oversight and quality assurance, monitoring, evaluation and reporting, including environmental and water quality monitoring

### Project Components proposed for GCF Financing

The proposed project components for GCF funding includes 4 main components and related sub-components as follows:

#### **Component 1: Integrated Infrastructure Improvement**

These will include implementation of two core sub-components covering climate resilient forest management and sanitation interventions. They are as follows:

**Component 1-1: Strengthened Climate Resilient Forest Management:** *Activities include:* (i) undertaking a multi-resource forest inventory and elaboration of a forest landscape management plan for the Western Peninsula Area; (ii) establishing a methodology for monitoring, reporting and verification for emission reductions; (iii) developing forest reference emission levels; (iv) quantifying the emissions and removals associated with each of the identified drivers of deforestation and forest degradation; (v) establishing and operationalizing a national forest monitoring system (NFMS); (vi) quantifying the contribution of the forest sector to the national economy . The outputs will entail:

- (a) **Reforestation of upper catchment areas.** Forest management plans for the western peninsula area will be prepared and implemented with a view to obtaining the most appropriate climate change adaptation and mitigation results. Where forest already exists, particularly in the central peninsula mountains, these areas will be protected from deforestation as general best practice.
- (b) **Provision of alternative livelihoods for reducing deforestation and forest degradation.** This includes strengthening community-based resilience (i.e. forest-based economic, social and environmental benefits), including improvement in livelihoods of forest dependent communities settled on the fringes of the Western Peninsula National Park thereby generating employment and provision of economic alternatives to deforestation.
- (c) **Installation of surveillance stations and surveillance/monitoring equipment within the Western Area Peninsular Protected Forest Area.** Activities include establishment of watershed protection and surveillance infrastructure which will include remote surveillance equipment both hardware and software, forest guard posts, buffer zone strengthening and incident response logistics.

**Component 1-2: Strengthened resilient infrastructure improvements:** The activities under this component involve improvement of drainage and solid waste management as part of flood control. The outputs include:

- (a) **Construction/improvement of 89,000 sq meters (out of 143,600 sq meters) of drainage channel.** Activities include lining of key natural drainage courses/streams covering a total of 143,600 square metres. The procuring of the Works Supervision consultant and contractors who, in addition to the water supply works, will be responsible for executing the drainage works.
- (b) **Solid Waste Management.** Privately operated Waste Treatment systems at Kingtom and Granville Brook waste dumpsite. Activities include facilitation of partnerships with (at most) two of the most prominent and active waste management companies for the operation and management of the waste disposal sites at Kingtom and Kissy, including the purchase of the necessary equipment which will be utilised by the operators. This involves engagement of specialist services for development of PPP contracts.

## **Component 2: Capacity for Integrated Water Resource Management (IWRM) and Livelihood Improvement**

This component includes 2 sub-components as follows:

**Component 2-1: Strengthened resilient catchment-based water resources management:** The aim is to protect, manage and conserve water catchment areas to ensure effective and efficient management of water resources and its related ecosystem services. The proposed outputs will include:

- (a) **Community-based Climate Resilient Catchment Management Plans Prepared** (including establishment of catchment management structures and strengthening the knowledge base of flood and landslide, coastal erosion and sea level rise hazard in Freetown), following a source-to-sea approach and implementation of catchment restoration measures. This will also include strengthening the institutional systems through the formation of water management committees as well as establishment of systems for funding of protection activities.

- (b) **Legal and regulatory framework for water resources management strengthened.** This will support the process that will lead to enacting environmental bylaws, including monitoring and compliance protocols for effective community-based IWRM, community-based forestry resources management strategy and action plan, regulation of water use and buffer zone policy developed.
- (c) **Community-based adaptation measures for improved livelihoods and social wellbeing** (including community-level capacity building). This will include: improvement of local livelihoods and reduction of climate change vulnerability by introducing measures such as climate smart agriculture, rainwater harvesting and sustainable land and forest management practices through *inter alia* continuous hands-on training and deploying of green technologies.

**Component 2 -2: Strengthened Water Demand Management:** The outputs under this sub-component include:

- (a) **Technical capacity at the Sierra Leone Guma Valley Water Company (GVWC) and relevant ministries strengthened for climate resilient planning.** The staff to be trained will be drawn from relevant ministries, departments and agencies including the Environment Protection Agency (EPA), the GVWC, the Ministry of Agriculture, the Ministry of Water Resources, the National Water Resources Agency, Ministry of Social Welfare, Gender and Children's Affairs (MSWGCA), the Freetown City Council (FCC), and the National Protected Area Authority (NPAA). Details on the training will be elaborated during the GCF funding proposal development and will include *inter alia* technologies and economic instruments (in this case a tariff) to reduce exposure to climate-induced water shortages.
- (b) **Youth (including women) employment promoted through nurturing of micro-enterprises** for providing urban water supply and municipal waste services, as well as engaging in environmentally sustainable watershed resources management, including training and equipment for small operators.

#### **Component 4: Project Management and Coordination**

This component will cover overall project management and coordination. Activities includes (i) overall project coordination and administration; (ii) appraisal and finalization of project implementation arrangements, including mission travel; (iii) assist and advise the project proponent on the establishment of project management structure in the recipient country/countries; (iv) assist project management to draft terms of reference (TOR) and advise on the selection of experts for implementation; (v) advise on and participate in project start-up workshops; and (vi) oversight of procurement and financial management to ensure implementation adheres to required protocols.

## Sub-Annex 2.2: Key Documents for Literature Review

Key documents which will serve as the cornerstone of the literature review include the following:

- (i) Concept note for “*Freetown WASH and Aquatic Environment Revamping Project*” and the GCF secretariat’s comments on the concept note
- (ii) Project Appraisal Report for the Freetown WASH and Aquatic Environment Revamping Project

These documents will be supplemented by review of ongoing/ completed projects relevant to the Project, such as:

- (iii) Freetown Water Supply and Sanitation Master Plan and Investment Studies Project funded by Africa Water Facility
- (iv) Rehabilitation of Freetown Water Supply System Project funded by DFID
- (v) Water, Environmental Sanitation and Hygiene Programme being implemented in Freetown and other districts funded by DFID
- (vi) Institutional reforms supported through the Millennium Challenge Corporation (MCC) Threshold Program which is focused on improving the performance and sustainability of the water utility, the Guma Valley Water Company (GVWC)
- (vii) Freetown Emergency recovery Project funded by the World Bank

### ANNEX 3: FINANCIAL PROPOSAL FORM

<b>Bidder Name</b>	
<b>Daily Rate Fixed Price</b>	<b>Euro</b>
<b>Unit Price for 1-week Mission to Sierra Leone</b> <ul style="list-style-type: none"><li>• Airfare</li><li>• Hotel</li><li>• Logistics</li><li>• Meals</li><li>• Incidentals</li></ul>	<b>Euro</b>

I confirm that the submitted firm fixed price is:

- Fixed and not subject to revision;
- In Euros;
- Independent of exchange rates;
- Inclusive of all costs, management fees, administrative costs, profit and taxes directly or indirectly related to the performance of the contract, which may be borne by the bidder (e.g. cost of administration, taxes, contract management costs, etc.);
- Exclusive of VAT.

Please attach to this annex a full cost breakdown of all cost items constituting to the firm fixed price.

**Full Name of Authorized Representative or Expert:**

**Date:**

**Signature:**