



CALL FOR TENDERS

- Project:** Reversing Ecosystem and Water Degradation in the Volta River Basin (REWarD-Volta River Basin)
- Title:** Mission for the “Establishment and Capacity Building of National and Regional Coordination of the Users of the Volta Basin’s Natural resources”
- Duration:** **Two hundred and thirty** (230) Man-day (MD) over a calendar period of six (06) months
- Publication date:** **18/04/2024**
- Closing date:** **18/05/2024**

1. BACKGROUND AND JUSTIFICATION

1.1. Brief overview of the Volta basin

The Volta basin is the 9th largest transboundary river basin in sub-Saharan Africa. It covers an area of around 398,390 km². The basin's resources are shared between its six (6) riparian countries: Benin, Burkina Faso, Côte d'Ivoire, Ghana, Mali, and Togo.

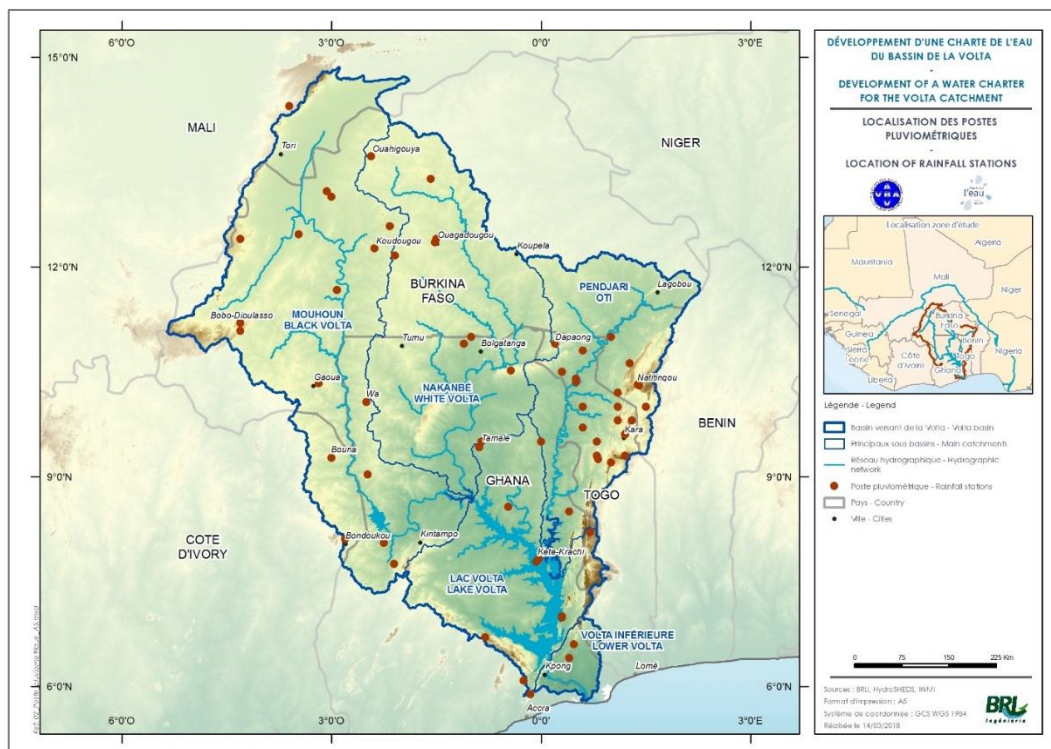


Figure 1 : Map of the Volta basin

The population of the basin was estimated at 19 million in 2000, 25 million in 2010, 29.1 million in 2016 and, according to forecasts, will reach 35 million by 2025. This population is 70% rural, with very dynamic annual growth rates between 2.5% and 3% depending on the countries (World Bank data since 2000), with the main concentrations around the basin's major cities (Accra/Tema, Tamale, Ouagadougou, Bobo Dioulasso, Koudougou, Kara) and on the southern shores of the Lake Volta.

The combined effects of climate change and growing demographic pressure, with ever-increasing demand for water to meet a wide range of vital needs in the basin, have generated environmental phenomena such as deforestation, land and water degradation, pollution from various sources (agricultural, small-scale, industrial and especially mining), the silting-up and drying-up of water bodies and rivers, the proliferation of invasive aquatic plants, the loss of aquatic and terrestrial biodiversity.

Aware of the decreasing trends in the availability of water resources (quantity and quality) and the staggering increase in water demands, whether for different uses or for aquatic and terrestrial ecosystems, the Member States have initiated projects for the rational management and optimum use of water resources, according to their specific characteristics, with a view to strengthening their cooperation and the resilience of their populations to the adverse effects of climate change in the basin.

1.2. Brief presentation of the Volta Basin Authority (VBA)

The Volta Basin Authority (VBA) is an African intergovernmental Organization created by the countries sharing the Volta Basin. The Organisation is backed to the following legal instruments: (i) the Convention on the status of the Volta River and the establishment of the Volta Basin Authority (VBA), adopted on 19 January 2007; and (ii) the VBA Statutes adopted on 16 November 2007.

The vision of the VBA is *"a basin shared by partners driven by goodwill and a spirit of cooperation, managing water resources rationally and sustainably for their overall socio-economic development"*. Its mandate is to *"promote permanent consultation and sustainable development for the equitable sharing of benefits with a view to poverty reduction and improved socio-economic integration"*.

The administrative organs of the VBA are: (i) the Conference of Heads of State and Government; (ii) the Council of Ministers in charge of water resources; (iii) the Forum of Stakeholders involved in the development of the Volta Basin; (iv) the Committee of Experts; and (v) the Executive Directorate. It is also important to note that VBA National Focal Structures are established and operational in each of the six (6) riparian countries of the basin.

To fulfil its mandate, in 2013 the VBA adopted a Strategic Action Programme (SAP) 2014-2024 for the basin, which was developed based on the conclusions of the Transboundary Diagnostic Analysis (TDA) of the basin (UNEP-GEF Volta, 2012) and on the results of a wide consultation process with stakeholders. The SAP reinforces the measures and investments needed to: (i) ensure water availability; (ii) conserve and restore ecosystem functions; (iii) ensure adequate water quality; and (iv) strengthen governance and information management in the Volta Basin. These measures and investments respond to the priority transboundary problems identified in the basin's TDA.

The Volta Basin SAP is implemented through projects and programmes, including the ***"Reversing Ecosystem and Water Degradation in the Volta River Basin (REWarD-Volta River Basin)"*** project, developed in close collaboration with the United Nations Environment Programme (UNEP), the International Union for Conservation of Nature (IUCN), the Volta Basin Authority (VBA), the Global Water Partnership in West Africa (GWP-WA) and national stakeholders. This project, funded by the Global Environment Facility (GEF), aims to reverse trends in the degradation of ecosystems and water resources and to support integrated ecosystem-based development in the Volta Basin by strengthening transboundary governance as well as restoring and conserving ecosystems for sustainable livelihoods.

Regarding the Volta Basin Strategic Action Programme Implementation Project (VSIP), funded by the GEF, CIWA and the World Bank, and the Regional Partnership Project on Water and the Environment in Central and West Africa (PREE), funded by SIDA, they have enabled, inter alia: (i) to develop the Volta Basin Water Charter, which was adopted by the Council of Ministers in charge of water resources in the basin, as well as three (3) of its annexes; (ii) to make the Volta Basin Observatory operational; (iii) to develop the draft of the VBA Gender Charter; (iv) to implement pilot initiatives for the sustainable management of water resources and associated ecosystems in the basin.

Under its component D, the SAP foresees to support and strengthen transboundary and regional cooperation for the sustainable management and use of water resources by, inter alia, establishing and making operational the National and Regional Coordinations' of the basin's natural resource users.

1.3.Mission justification

According to the TDA carried out in 2012, the Volta basin is experiencing high levels of water degradation in terms of quantity and quality, coastal erosion, river sedimentation, proliferation of invasive aquatic species, loss of soil and vegetation cover and degradation of the basin's ecosystems. A study conducted in 2007 on the dynamics of land use in the Volta basin showed that almost 59% of the basin's surface area is affected by changes from natural land use (forests, wooded savannahs) to artificial or developed land use (cultivated areas, grazing areas). Today, the severe degradation to which the basin's land and water ecosystems are subjected has an impact on the services provided to the people who depend on them for their basic needs.

Given this situation, the VBA Member States have shown sub-regional solidarity, by uniformly adopting the Basin Water Charter at the 7th Session of the Council of Ministers held in Accra on 10 May 2019. The main objective of the Volta Basin Water Charter is to establish the principles, rules, procedures, and modalities for the equitable, concerted and sustainable use of the shared water resources of the Volta Basin, with a view to contribute to the sustainable development of the basin.

This charter sets out the involvement of users in the sustainable management of the basin's natural resources. In accordance with its article 121, the users of the Volta basin must, among other things: (i) support national and regional plans for integrated water resource management; (ii) encourage the development of best local practices in water management, particularly the economical use of water; (iii) pay IWRM related taxes and charges in accordance with the polluter-pays and user-pays principles; (iv) organise themselves into associations at various levels of water resource management.

However, the groups of users (market gardeners, fishermen, boatmen, irrigators, miners, craftsmen, etc.), which include many women who play an essential role in the process of managing the basin's water resources, are still very little known.

Referring to the situation described above, the REWarD-Volta basin project has planned to support the VBA in strengthening the effective involvement of all stakeholders in the national and transboundary governance of the Volta basin's water resources. To this end, the project has planned to carry out a mission to **“Establishment and Capacity Building of National and Regional Coordination of the Users of the Volta Basin’s Natural resources”**.

These terms of reference specify the objectives, the expected results of the mission, the Consultant's assignment, the expected deliverables, the required profile, and the recruitment procedures.

2. OBJECTIVES OF THE MISSION

The objective of this mission is to identify, characterize and know various User Groups living along the Volta River, its tributaries and sub-tributaries, with a view to establishing coordination between them at local, national and regional level.

The specific objectives linked to this main objective are as follows:

- To map and describe the various groups of users of the basin's natural resources who live along the River Volta, its tributaries and sub-tributaries;
- To assess the needs and priorities in terms of capacity building for Users for the sustainable management of the basin's natural resources;

- To establish communal and national coordinations , as well as the regional coordination for users of the natural resources of the Volta basin;
- To develop work and capacity-building action plans for the various coordinations of natural resource users in the Volta Basin;
- To document the progress of the mission and draw up recommendations and lessons learned to be considered as part of the operationalisation of the national and regional coordinations.

3. EXPECTED RESULTS FROM THE MISSION

The mission's expected results are as follows

- The various groups of Users of the natural resources of the basin living with and along the Volta river, its tributaries and sub-tributaries are mapped and categorized;
- The communal and national coordinations and the regional coordination of the Volta Basin natural resources users have been established, each with its own action plan;
- The communal, national and regional coordinations of the Volta Basin natural resource users are operational;
- The progress of the mission, including recommendations and lessons learned that should be considered as part of the operationalisation of the communal, national and regional coordinations, is documented.

4. MAIN EXPECTED DELIVERABLES FROM THE MISSION

At the end of the mission, the main deliverables to be submitted by the Consultant and validated by VBA and other executing partners of the REWarD-Volta River Basin project are as follows:

- Deliverable 1: Inception report including the methodological note for carrying out the assignment using a participatory approach that values all stakeholders, with the tools to be used and the implementation schedule;
- Deliverable 2: National and regional reports on "Mapping and categorization of Volta Basin natural resources users", including drafts of work and capacity-building action plans for local, national and regional coordinations of Volta Basin natural resources users;
- Deliverable 3: Reports on the establishment of the Communal, National and Regional Coordinations of the Volta Basin's Natural Resources Users, including:
 - Deliverable 3.1: Minutes of communal meetings to select representatives of stakeholder categories of each National Coordination to be set up;
 - Deliverable 3.2: Minutes of the establishment of each Volta Basin National Coordination;
 - Deliverable 3.3: Minutes of the installation of the Volta Basin Regional Coordination of Natural Resources Users;
 - Deliverable 3.4: Work action plans for each of the national and regional coordinations of Volta Basin natural resources users;
 - Deliverable 3.5.: Tools or instruments for the functioning of the national and regional coordinations of Volta Basin natural resources users set up, especially legal texts and official recognition, meeting and attendance books, etc;
- Deliverable 4: Final report of the mission highlighting processes carried out, methodological approaches developed and implemented for each process, results achieved as well as

recommendations and lessons learned to be considered as part of the operationalisation of the national and regional coordinations.

5. MANDAT OF THE CONSULTANT

The Consultant's main tasks are as follows:

- To draft and get approved by VBA and GWP-WA, the executing partners of the REWarD Volta project, the methodological approach for carrying out the mission using a participatory approach, with the tools to be used and the implementation schedule;
- To carry out a literature review and collect additional data in the field in order to map and categorize the Users of natural resources in the Volta Basin, with an updated methodological approach of the process to establish national and regional coordinations of natural resources users in the basin;
- To facilitate sessions for the selection of Users representatives for each of the national and regional coordinations to be established in the Volta Basin;
- To assist in the organisation of the constitutive General Assemblies of the national and regional Coordinations of Natural Resources Users in the Volta Basin;
- To prepare guidelines/tools for the functioning of the national and regional Volta Basin Natural Resources Users' Coordinations that have been set up, including legal and official recognition texts, meeting and attendance books, etc. ;
- To propose a facilitation and monitoring mechanism for the formalisation of the National and Regional Coordinations that have been set up, taking into account the guidelines of the development of the VBA institutional framework;
- To assess the capacity-building needs of the National and Regional Coordinations set up to ensure their effective involvement in the management and sustainable use of the basin's natural resources;
- To prepare action and capacity-building plans for each of the national and regional coordinations set up, including a financial strategy for their implementation;
- To document the progress of the mission and highlight recommendations and lessons learned to be considered as part of the operationalisation of the national and regional coordinations.

6. METHODOLOGICAL APPROACH

To deliver the expected outputs, the Consultant will have to apply a participatory approach involving all stakeholders at local, national and regional levels. The methodological approach, with a detailed implementation schedule, will be presented by the Consultant and validated by the stakeholders during the inception of the mission.

The Consultant will work in close collaboration with the Project Management Unit as well as the executing partners and other project stakeholders to whom he must report regularly on the implementation of the assignment. The process will start with the mapping and the categorization of the Volta Basin natural resource users.

The mission should involve organisations working on gender issues, their characteristics, and the way they are represented. It should also focus on characterising the impacts of the activities carried out by each group of users in each of the six (06) national parts of the basin. It will provide the information needed to better understand the importance of these activities for people's lives, in both quantitative

and qualitative terms, by addressing (without forgetting the issues of trade and communication, integration and cohesion between peoples across borders): (i) the economic dimensions (the number of people, disaggregated by gender, who depend on these activities for their livelihood, the type of trade and the value of trade (formal and informal economy, etc.), (ii) the social and cultural dimensions (the roles of men, women and young people, population dynamics, ethnic characteristics, etc.) and (iii) the environmental dimensions (impact on natural resources, etc.).), (ii) the social and cultural dimensions (the roles of men, women and young people, population dynamics, ethnic characteristics, etc.) and (iii) the environmental dimensions (impact on natural resources, etc.).

The mission should enable the identification of the main lines of action and mechanisms for mobilising and involving user groups in the formulation of guidelines and priorities for the sustainable development of the Volta Basin's natural resources.

It will also assess the needs and priorities of the various user groups in terms of capacity building.

The mapping of stakeholders in the basin will be carried out through two phases:

- A first phase in each of the national parts of the basin in order to identify the various groups of Users of the basin's natural resources and to assess their capacity-building needs and priorities;
- A second phase devoted to producing a regional summary based on the six (06) national reports, with recommendations for the mobilisation and participation of User groups in the formulation of guidelines and priorities for the sustainable development of the Volta Basin's natural resources.

The work to be carried out will require the mobilisation of a vast network of people and Organisations already active on the field. The most effective method remains personal contacts via well-established networks.

Collecting and processing data and information must be carried out according to a simple, practical template adapted to each field, but which will be the same for all countries.

Regarding the validation of the stakeholder mapping study reports, six (06) workshops at national level (one workshop/country) and one workshop at regional level will be organised by VBA in collaboration with GWP-WA, with the participation of the Consultant.

In each municipality (commune), a Volta Basin Water Resources Users Local Coordination (VB-ULC) will be created and set up. Within each national portion, the Consultant will support the creation and the establishment of a group of VB-ULC under the name of " Volta Basin's Natural Resources Users National Coordination" (VB-UNC) in accordance with the principles adopted. At basin level, the Consultant will support the establishment of Volta Basin's Natural Resources Users Regional Coordination (VB-URC).

The monitoring and supervision of activities will be carried out by the Project Management Unit based at the VBA Executive Directorate in collaboration with GWP-WA.

7. CONSULTANT PROFILE

For this mission, we are seeking a Firm or a regional/international Non-Governmental Organisation (NGO) based in one of the six (06) countries of the basin, complying with the Public Administrative requirements of its country, and with proven experience in carrying out similar missions, particularly with regard to setting up, making operational, leading and monitoring the functioning of multi-stakeholders consultation frameworks for the community-based and sustainable management of natural resources.

The firm or NGO must be able to set up a team of experienced consultants including the following key staff:

- A Team Leader, the Chief of the Mission, IWRM and natural resources governance expert holding at least a Master's degree in water sciences, environmental sciences or any other equivalent diploma. He/she must have at least ten (10) years' experience in IWRM and water governance. He/she must have participated in setting up multi-stakeholder consultation frameworks for natural resources management in one of the basin countries or in the sub-region. The Chief of the Mission must also have solid experience in development planning. He/she must justify a good writing skill and a very good knowledge about the Volta Basin.
- A Senior Expert in Environmental Law with proven knowledge in organisational and institutional development, holding at least a Master's degree in legal sciences with a focus on environmental and water issues, or any other equivalent degree, and at least five (5) years of experience in the development of legal instruments and tools for the implementation of multi-stakeholders consultation frameworks to manage natural resources, as well as in the development of capacity-building plans.
- A Socio-anthropologist expert for each VBA member country, holding at least a Master's degree in social sciences or any other similar qualification and at least ten (10) years of experience in: (i) community development, (ii) gender mainstreaming and (iii) setting up, leading and building capacities of multi-stakeholders frameworks for joint management of natural resources.

For French-speaking countries, Socio-anthropology experts must have a good command of French. The Socio-anthropologist expert for Ghana must have a good knowledge of English. Each country expert will work closely with the Coordination of VBA National Focal Structure (VBA-NFS), which will facilitate contacts for data and information collection.

For the Chief of the Mission, the IWRM and Natural Resources Governance Expert and the Environmental Law Expert, they must be able to prove that they are fluent in at least one of the two working languages of the VBA (French and English) and have a good knowledge of the other.

8. DURATION AND PERIOD OF MISSION

The proposed duration of this mission is **two hundred and thirty (230) man-days (MD) over a six (06) month calendar period** (including validation workshops for the various deliverables) from the date on which the service order is issued until the final deliverables of the assignment are submitted.

Main deliverables	Regional Chief of the Mission in M-D	Regional Senior Expert in Environmental Law in M-D	National Socio-anthropologist Expert in M-D	Total
Deliverable 1: Inception report	6	2	12	20
Deliverable 2: National and regional reports including draft capacity-building action plans for each of the national and regional coordinations	20	10	130	160
Deliverable 3: Reports on the establishment of local, national and regional coordinations	10	6	24	40
Deliverable 4: Final mission report	3	1	6	10
TOTAL	39	19	172	230

9. PRESENTATION OF TENDER OFFERS

National and regional firms or NGOs working in the Volta Basin, who are interested and have the required qualifications and experience, are invited to submit their proposals, comprising complete technical offer and financial offer.

Tenders must be written in French or English and must include, among other things, the following documents:

► For technical offer

- A dated and signed letter of submission to the VBA Executive Director, mentioning the immediate availability of the Firm or NGO;
- The understanding and comments on the terms of reference (issues, objectives, expected results and deliverables) with a focus on similar types of organisations to those planned to be set up as part of this mission and which could serve as case studies in the sub-region and in Africa;
- The envisaged detailed methodology for carrying out the assignment, describing the steps, methods and tools proposed, as well as the deliverables;
- a detailed schedule of activities for each deliverable;
- The detailed Curricula Vitae of the Chief of the Mission and Experts, describing their experience in relation to the mission, with the necessary proof (references from the client, certificate of successful completion) and their diplomas;
- The list of similar assignments with references and certificates of successful completion from the firm or NGO.

► **For the financial offer:**

- The submission letter dated and signed and indicating the amount of the offer;
- A detailed budget linked to each deliverable, fees and costs broken down per man/day and per unit;
- The filled budget presentation framework, dated and signed (Cf. **Appendix 1**)

10. TAX CONDITIONS

In accordance with the tax provisions in force in Burkina Faso, as set out in the relevant Finance Act for the year 2024, a withholding tax will be applied to the Consultant's fees. The percentage of the withholding varies according to the ability of the service provider to show proof of registration with the unique financial identifier. This withholding will be paid by the VBA Executive Directorate to Burkina Faso General Taxes Directorate.

Payment of a Consultant's invoice (if he/she is not from Burkina Faso) will be made net after deduction of 20% withholding tax on the amount before tax if he/she does not provide a certificate of tax domicile, which is a document issued by the tax authorities in his country proving that he/she is in good standing with the tax authorities. This document will enable the withholding tax to be waived in Burkina, in compliance with the regulation on the avoidance of double taxation within the West African Economic and Monetary Union (WAEMU) zone.

11. SUBMISSION OF TENDERS

The technical and financial proposals must be sent to the Executive Director of the VBA in PDF format protected by passwords with the subject "**Technical and financial tenders of the mission for the “Establishment and Capacity Building of National and Regional Coordination of the Users of the Volta Basin’s Natural resources ”** no later than 18 May 2024 at 5 p.m., Ouagadougou local time, to the following e-mail addresses: secretariat.abv@gmail.com and gwp.westafrica@gwpao.org.

Note Well: The name of the person holding the passwords, his telephone number, Skype number and email address must be mentioned in the email sent. The VBA Executive Directorate will contact this person to take part at the first session, which will be devoted to opening the files, of the committee responsible for assessing tenders. During this first session, the person will communicate the passwords when the evaluation commission opens the files. Firm must not accept password requests from other people.

12. TENDER EVALUATION

The selected offer will be the one presenting the most robust technical offer, supported by the most advanced analysis, and the financial offer presenting the best price/quality ratio according to the criteria below:

- The qualifications of the Team Leader Chief of the Mission (30%);
- The qualifications of all experts on the Consultant's team (20%);
- The quality of the technical offer (30%);
- The financial offer (20%).

13. CONTACTS

For further information, interested Consultants working in the Volta Basin should send an e-mail (secretariat.abv@gmail.com) no **later than 30/04/2024 at 4.30 p.m.**, Burkina Faso Local Time, to **the Executive Directorate of the Volta Basin Authority, located at Ouaga 2000, Avenue Sembene Ousmane, 10 PO Box 13621 Ouagadougou 10, Burkina Faso, Tel : (+226) 25 37 60 67 / 25 37 64 85.**

14. RESERVE NOTES ON THE CANCELLING OF THIS CALL FOR TENDERS

This call of tenders may be cancelled under any of the following conditions:

- The insufficient competition;
- No offer conforming to the tender documents has been received;
- The offers accepted at the opening of tenders would have greatly exceeded the available budget.

APPENDIX 1: BUDGET PRESENTATION TEMPLATE (IN FCFA - EXCL. TAX)

N° PRICE	DESIGNATION	U	QTY	UNIT PRICE IN FCFA	TOTAL PRICE IN FCFA
1	Fees				
1.1	Regional Chief of the Mission	MD	39		
1.2	Regional Senior Expert in Environmental Law	MD	19		
1.3	Socio-anthropologist Experts	MD	172		
	<i>sub-total 1</i>				
2	Perdiem				
2.1	Regional Head of Mission	Day			
2.2	Regional Senior Expert in Environmental Law	Day			
2.3	Socio-anthropologist Expert	Day			
	<i>sub-total 2</i>				
3	OPERATION				
3.1	Communication	Fixed fee	1		
3.2	Travel	Fixed fee	1		
3.3	Secretariat	Fixed fee	1		
	<i>sub-total 3</i>				
	TOTAL (EXCL. TAX) 1+ 2 +3				

Done in....., the.....2024

The tenderer

(Surname, first names, signature and stamp)