

## REQUEST FOR EXPRESSION OF INTEREST FOR THE INTEGRATED RIVER BASIN MANAGEMENT STUDY (Firms Selection)

<b>Subject</b>	Integrated River Basin Management Study for Gwebi River
<b>Brief Description</b>	Engagement of a Consulting Firm to undertake a study on Integrated River Basin Management - Pilot Case: Gwebi River
<b>Proposal Reference Number</b>	IDBZ 41 of 2020

### A. Background and Rationale

On the 31st October 2019, the Infrastructure Development Bank of Zimbabwe (IDBZ/ "the Bank") and the Environmental Management Agency (EMA) signed a Framework Agreement for undertaking of a study on the Gwebi river catchment area formally entitled Integrated River Basin Management – Pilot Case: Gwebi River. The two institutions are acutely aware of the fact that river catchments countrywide are negatively affected by the various land uses that compete for space and that if these land use activities are not managed in an integrated manner, they have the potential to compromise the long-term conservation status of the catchments and sustainability of water resources. River basins in Zimbabwe are undergoing tremendous changes arising from various land uses that are competing for space and are often conflicting. Basins that host the major urban settlements are particularly at risk from a wide range of land uses that exist while others are being proposed. If these land use activities are not well co-ordinated, they have the potential to compromise the long-term conservation status of these river basins. There is therefore need for an integrated approach to river basin management for the purpose of both avoiding potential land use conflicts and for enhancing the conservation status of the basins.

In view of the foregoing, the Infrastructure Development Bank of Zimbabwe (IDBZ/"the Bank") and the Environmental Management Agency (EMA) are jointly working on an integrated river basin management study focusing on national river basins vis-à-vis infrastructure projects development along same, starting with the Gwebi River basin as a pilot. The Framework Agreement requires IDBZ to finance all activities leading to the successful implementation of the study. In this vein the IDBZ would like to engage a competent consulting firm to undertake a study on Integrated River Basin Management - Pilot Case: Gwebi River.

### 2. Scope of services

The scope of the assignment is outlined below:

- i. Identify and map all proposed national and local socio-economic activities within the catchment area and model their impact on the catchment's conservation status
- ii. Establish the statutory land uses along the river catchment and prepare an up to date land use map
- iii. Map out conservation and prohibition zones along the river basin, and conduct an analysis of the statutes concerning the prohibition(s)
- iv. Establish the strategic fit for catchment management in the national and local economic development agenda
- v. Study the Gwebi River catchment topography (stream power index, sediment transport index, wetness index, drainage network extraction, drainage network ordering) and propose conservation measures
- vi. Conduct (10/20/50/100-year return flood) hydrological impact studies for proposed developments in the catchment in the face of projected climate
- vii. change scenarios Stakeholder Consultation

### 3. Objectives of the IRBM Study

The place in the Gwebi River basin are harmonised and rationalised so that these activities do not end up compromising natural resources conservation within the basin. Knowledge generated from the study is expected to inform infrastructure projects development processes not only within the Gwebi River basin but in other similarly circumstanced river basins countrywide.

### Section II

The IDBZ now invites eligible Zimbabwe Consulting Firms to indicate their interest by way of an Expression of Interest (EOI) in accordance with requirements stated herein in providing the services as specified in this document. Interested Consultants Firms should provide information demonstrating that they have the required experience, competences, skills, and qualifications relevant for performance of the services whether as individual firms, joint ventures or as consortia. The Consultant shall submit Company profiles, Company registration documents, Curriculum Vitae of key personnel and professional staff, brochures, description of similar assignments previously undertaken, experience under similar environment or conditions. The Consulting Firm must demonstrate that they have fully established business offices. Prospective Consulting Firms may constitute joint ventures where necessary to enhance their capacity to undertake the assignment.

#### A. Eligibility Criteria

- i. The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
- ii. Consulting Firms must be duly registered Zimbabwean Firms

#### B. Evaluation/Qualification Criteria

- i. The Consulting firm shall have at least five (5) years' experience in river basin management studies or similar assignments.
- ii. Shall demonstrate experience in similar assignments implemented fully and successfully i.e. proven track record of consultancy for at least three (3) projects of a similar nature.
- iii. The Consultant is expected to have extensive experience in employing Geographic Information System (GIS) and other appropriate spatial analytical and modelling skills.

The evaluation of Expressions of Interest documents shall be ascertained on compliance-based method.

Minimum Qualifying Criteria	Means of verification	Reference in Documents (Put page numbers from the proposal document)
The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).	Copy of excerpt for Government Gazette for 2020/Proof of Payment of Annual Registration/Certificate from PRAZ	
Zimbabwe consulting firms must have valid tax clearance certificates	Copies of valid tax clearance certificates	
The consulting firm shall have at least five (5) years' experience in river basin management studies or similar assignments.	Copies of contracts / project sign off / completion certificates / relevant documentary proof	
The consulting firm shall demonstrate experience in similar assignments implemented fully and successfully i.e. proven track record of consultancy for at least three (3) projects of a similar nature.	Copies of contracts / project sign off / completion certificates / relevant documentary proof	
The Consulting firms should have qualified personnel with expertise in undertaking integrated river basin management studies	CVs with copies of educational documents and certifications	
The list of qualified personnel must include a Team Leader, Hydrologist/hydrogeologist, GIS/Modelling Expert, Planner, Social Scientist/Gender Expert	A table with list of key personnel, their roles, and qualifications	

**A. Document Submission**

The following documents should be submitted:

- i. duly signed letter of Expression of Interest, which must be in the format of the template in Appendix A of Section III.
- ii. detailed company profile or brochures containing
  - Legal status i.e. sole proprietorship / partnership /public or private limited company / consortium with name and addresses of proprietor / partner(s)/director(s)
  - Experience of the company together with verifiable details of previous current corporate clientele.
  - summary of curriculum vitae of key personnel and professional staff for assessment of capacities related to integrated river basin management studies
  - Tax Clearance Certificates
  - Affidavit to the effect that the government / quasi-government or any autonomous body has never blacklisted the consulting firm
  - Contact person for all matters related to this EOI including the designation of such person in the company
  - Affidavit on history of litigation if any
  - All other documents which are considered relevant to assess the capability of the consulting firm.

**Section III: Instructions to Consultants**

A Consulting Firm will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [Chapter22:23] (“the Act”) and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018) (“the Regulations”). This opportunity is open to all Consultants who meet the criteria for eligibility as stated in Section 28 of the Act and who have the nationality of an eligible country as defined in Clause 1.10 of the General Conditions of Contract for Consultancy Services. Short-listed Consultants will be invited to submit detailed technical and financial proposals, as described in Part 1 of the Request for Proposals Procedures in the Standard Request for Proposals for the Selection of Consultancy Services. The Consultant submitting the successful proposal will be engaged on the contractual terms set out in that document and in the General Conditions of Contract for Consultancy Services. Copies of the Act and Regulations and the standard documentation are available on the website of the Procurement Regulatory Authority of Zimbabwe; **URL <http://www.praz.gov.zw/index.php?lang=en>**. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Prospective Consultants are not required to pay an administration fee to the Procurement Regulatory Authority of Zimbabwe for this tender outlined in Section 54 of the Act as set out in Part IV of the Fifth Schedule to the Public Procurement and Disposal of Public Assets Regulations (SI 5 of 2018) as amended by Statutory Instrument 219 of 2020.

The method of selection will be the Least Cost Selection Method in line with section 62 of the Public Procurement and Disposal of Public Assets Act [Chapter22:23].

The IDBZ will reject an Expression of Interest if it establishes that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act . An expression of interest shall be rejected in this procurement process if a Consultant Firm engages in anti-competitive practices.

Interested Consulting Firms shall submit only one Expression of Interest document, either individually or as a partner in a joint venture / consortium. In case of joint venture / consortium, total similar projects will be counted as sum of Lead firm and partners / associates.

The Expression of Interest must be submitted electronically to **[procurement@idbz.co.zw](mailto:procurement@idbz.co.zw)** by **12 November 2020 by 10:00hrs** local time and clearly captioned **“EOI Ref 41 of 2020: Integrated River Basin Management Study for Gwebi River”** Late expressions of interest will be rejected in line with the PPDPA Act.

**Procurement Management Unit**

**Attn: Kenneth Geyi, Head – Procurement Management Unit**  
**IDBZ House**  
**99 Abdel Gamal Nasser Rd,**  
**Kopje, Zimbabwe**  
**Tel: +263-4-750171/8**  
**Email: [procurement@idbz.co.zw](mailto:procurement@idbz.co.zw)**  
**Website: [www.idbz.co.zw](http://www.idbz.co.zw)**

**Letter for submission of expression of interest (To be submitted with the application, signed and unaltered)**

To: {Insert name of Procuring Entity}

With reference to your invitation for expressions of interest for {insert subject and proposal reference number}, we express our interest in bidding for a contract to provide these services.

We provide the following information in relation to the short-listing criteria:

1. Qualifications and experience of the firm: {Insert relevant information}.
2. Availability of appropriate skills among staff: {Insert relevant information}.
3. Other short-listing criteria: {Insert relevant information}.

We submit the following documents in support of this information {list any documents that were requested in the invitation for expressions of interest; if no documents were requested, delete this paragraph }.

{Delete whichever of the following statements do not apply:}

1. This firm will be the sole provider of the requested consultancy services.  
or
2. We propose to provide the requested consultancy services as part of a joint venture with {provide the name of the joint venture partner and details of the contribution the partner would make to the required consultancy services}. Or
3. We propose to engage as sub-contractors {provide the name of the sub-contractor and details of the contribution the sub-contractor would make to the required consultancy services}.

{In the case of 2 or 3 above} We confirm that the firm mentioned above has agreed to be associated with this expression of interest.

{Name and postal and physical address of firm submitting the expression of interest, together with name of contact person and contact details, including telephone number and e-mail address. The firm’s website address should be provided, if available.}

**Expression of Interest Letter Authorised By:**

<b>Signed</b> .....	<b>Name</b> .....
<b>In capacity of:</b> .....	<b>Date</b> ..... (DD/MM/YY)
<b>Duly authorised for and on behalf of:</b>	
<b>Firm</b> .....	
<b>Address:</b> .....	
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Corporate Seal (where appropriate)

