



Contract No: CS2018/25

## TERMS OF REFERENCE

For

### **CONSULTING SERVICES TO SUPPORT SADC-GMI'S COMPLIANCE WITH THE WORLD BANK ENVIRONMENTAL AND SOCIAL SAFEGUARD POLICIES**

#### 1. Background

The SADC Secretariat, through the Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana received a grant through the World Bank to implement the Sustainable Groundwater Management in SADC Member States project.

The Southern African Development Community Groundwater Management Institute (SADC-GMI) is a newly established regional centre of excellence on groundwater management hosted by the University of the Free State in Bloemfontein, South Africa on behalf of and under the strategic guidance of the SADC Secretariat, Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana.

The vision of the SADC-GMI is to ensure the equitable and sustainable use and protection of groundwater in the SADC region, as well as being a centre of excellence in the areas of groundwater management and management of groundwater dependent ecosystems. The role of the SADC-GMI is to:

- Promote sustainable groundwater management and solutions to groundwater challenges in the SADC region through building capacity, providing training, advancing research, supporting infrastructure development, and enabling dialogue and exchange of groundwater information.
- Conduct and support SADC Member States in groundwater research, and serve as a focal interlocutor with national, regional and international groundwater initiatives.

The SADC-GMI was established as a not-for-profit company under South African law and it is the implementing agency of the Sustainable Groundwater Management in SADC Member States project funded by the World Bank (through the support of the

Global Environment Facility and the Cooperation in International Waters in Africa trust fund). During this period the SADC-GMI is expected to secure long term funding to become a sustainable centre of excellence and groundwater expertise in the region providing research, training and advice to public and private sector clients.

The project which the SADC-GMI is implementing comprises four main components, with each component comprising a number of sub-components:

- Component A:* Operationalising the SADC-GMI;
- Component B:* Enhancing institutional capacity of governments in SADC Member States and transboundary organisations;
- Component C:* Improving availability of and access to knowledge, scientific research and data on groundwater; and
- Component D:* Promoting infrastructure solutions for sustainable groundwater management.

## 2. Description of the Assignment

The World Bank has classified the Sustainable Groundwater Management in SADC Member States project implemented by SADC-GMI as an Environmental Category B project under the World Bank Safeguard Policies. The potential risks and impacts for Category B projects is moderate. Impacts are site-specific and can be mitigated by known measures.

Under component D, a system has been established to provide sub-grant financing to the 15 SADC Member States for the implementation of small-scale, national level activities that will demonstrate infrastructure solutions to groundwater management. The sub-grant facility will specifically support small-scale infrastructure for improved groundwater utilisation, management and protection that involves developing, making available and training on design-tools related to: assessment, selection, mapping, siting, costing and designing of appropriate groundwater infrastructure solutions reflecting the geological and landscape aspects of groundwater in priority areas of Member States. Attention will be given to rehabilitation, operation & maintenance, environmental and social management modernisation, innovation and the need for scaling up constructions. The types of groundwater infrastructure may include: Managed Aquifer Recharge (MAR) in line with pilot projects implemented under the earlier Groundwater Drought Management Project but may also explore infrastructure solutions to groundwater challenges prioritised by Member States (such as control of pollution hazards and contamination risks and improved groundwater infrastructure for urban and agriculture), both in relation to shallow and deeper aquifers.

The implementation of projects under the sub-grants scheme requires that guidelines prescribed in the simplified Environmental Management Framework – Environmental Management Plan (EMF-EMP) are followed. The guideline requires that environmental and social risk assessment of potential environmental impacts is undertaken and

mitigation measures identified, implemented, monitored and reported in the progress reports.

The SADC-GMI therefore, wishes to engage a consulting firm to ensure that the sub-projects to be implemented in the 15 SADC Member States comply with the guidelines prescribed in the simplified Environmental Management Framework – Environmental Management Plan (EMF-EMP) as annexed to the Project Approval Document for the project. The selected consultant will also support the Member States to comply with the World Bank Social Safeguard policies.

These TORs are for enlisting the services of a consulting firm to ensure compliance of the SADC-GMI with the Environmental and Social safeguard, through implementing the World Bank Guidelines.

### 3. Objective of the Assignment

The primary objective of this assignment is to support the SADC-GMI and the 15 SADC Member States implementing the Sustainable Groundwater in SADC Member States project supported by the World Bank with funding from GEF and CIWA through:

1. Screening Concept Notes and Project Proposals for Pilot Infrastructure Projects to be implemented in the 15 SADC Member States to ensure compliance with the World Bank Safeguard policies;
2. Assisting the Member States to develop safeguard documents such as Environmental and Social Impact Assessments, Environmental and Social Management Plans, etc. in line with the guidelines prescribed in the simplified EMF-EMP for the identified category of risks for the infrastructure investments;
3. Support SADC-GMI in conducting compliance monitoring of the sub-projects with the relevant Environmental and Social management plans in the Member States
4. Support the disclosure and reporting of compliance requisite provisions

### 4. Specific Tasks

The tasks to be carried out by the consultant will include, but not necessarily be limited to the following:

- a. Organise and participate in a kick-off meeting with the SADC-GMI Executive Director and his team
- b. Perform a desk-study of the SADC-GMI project documents as well as Environmental and Social legislation from the SADC Member States and thereafter deliver a project inception report to be discussed with the client and reviewed by the World Bank,
- c. Screening project concept notes/proposals from the Member States for compliance with World Bank Safeguard Policies. The level of effort will vary between Member States. Some Member States will have projects that will not imply any environmental and social risks and hence the screening will be a formality. Ideally each Member State may propose only one project of value not exceeding US\$150,000. The ongoing review of the 7 pilot projects implemented under the

predecessor SADC Groundwater Drought Management Project (2007-2011) in Botswana, South Africa and Zimbabwe may also culminate in additional infrastructure projects subject of compliance to the WB safeguard policies and relevant national policies,

- d. Assist SADC-GMI to render targeted inputs for pilot projects in the Member States identified as requiring extra measures to comply with national and/or World Bank Environmental and Social Safeguard (ESS) policies:
  - i. Undertake scoping missions to proposed project sites (as necessary). For planning purposes, one visit for each one of up to 10 SADC Member States is proposed;
  - ii. Support the concerned Member States to adjust their project proposals to accommodate the relevant World Bank Safeguard Policies.
  - iii. Preparation of Environmental and Social Management Plans (ESMP) and/or Resettlement Action Plan (RAP) and other compliance documentation as required.
  - iv. Facilitate the review and approval of ESMP and/or RAP as well as other requisite compliance documentation by the World Bank and/or national authorities as required
  - v. Support SADC-GMI to monitor the compliance of the pilot projects in the Member States with the approved ESMP, RAP and other relevant compliance documentation
  - vi. Support the effective Disclosure and Reporting on environmental and social safeguard study reports in compliance with both national policies and the World Bank Safeguard Policies

For planning purposes of this assignment, Consultants may assume that up to 10 infrastructure projects in 10 Member States valued at up to US\$150,000 each will require environmental and social assessments at Category B level as described earlier in these TOR. The Consulting Firm should be aware that the screening and carrying out of environmental and social assessments will be in line with the simplified EMF-EMP

## 5. Key Outputs

The consultant is responsible for delivering the following key outputs.

- Kick-off Meeting held and minutes produced by consultant and approved by SADC-GMI
- Project inception report within 2 weeks of commencing the assignment;
- ESS reports for the Member State projects within 7 days after receiving the project concept/proposal for screening
- Technical environmental and social assessment report with recommendations and way forward within 14 days after undertaking scoping and monitoring mission visits to the projects in the Member States;
- ESMP and/or RAP, or any other compliance planning documentation within 30 days after receiving the formal instruction from the client;
- Deliver Compliance reports to the client at least 14 days before the statutory due dates

- Monthly reports within 7 days after the end of each month starting from the end of the second month of the contract

## 6. Eligibility

The ideal consulting firm should possess at least 10 years of experience in carrying out environmental and social assessments in the SADC region. Specific experience of at least 5 years with donor funded projects involving the World Bank is a distinct advantage. Experience gathered from at least 7 of the 15 SADC Member States is also a distinct advantage. Experience from at least 3 similar infrastructure projects implemented in the SADC region is mandatory. The successful consulting firm should ideally demonstrate knowledge of World Bank Safeguard Policies and EIA laws and regulations of SADC Member States. Experience with donor funded groundwater infrastructure projects is required.

## 7. Team Composition

The minimum qualifications, skills and experience for key experts, whose CVs are to be evaluated as part of the assessment of proposals, are as defined below. The Services are expected to be performed both home-based and in the SADC Member States.

### **Key Expert 1: Environmental Specialist - Team Leader**

Qualifications and skills

- At least a master's degree in environmental management/science, water/civil engineering or other relevant discipline.
- Fluency in oral and written English;
- French and Portuguese language skills preferred

Professional experience

- Demonstrated capability of carrying out environmental and social assessment of excellent quality
- At least 10 years of post-graduate professional experience in carrying out environmental and social assessments of infrastructure projects related to groundwater management
- Team Leader in at least 3 projects in the water sector.
- Performed role of Environmental Specialist in at least 3 projects related to water/groundwater infrastructure investments.
- Demonstrated experience with application of relevant standard environmental policies and procedures for the World Bank and in the SADC Member States
- At least 5 years' experience in the SADC region is mandatory
- Good understanding of World Bank Environmental and Social safeguard policies

### **Key Expert 2: Sociologist**

Qualifications and skills

- Bachelor's degree in social studies, humanitarian sciences, development of related disciplines
- Fluency in oral and written English;
- French and Portuguese language skills preferred

### Professional experience

- Preferably at least 10 years of post-graduate professional experience in social analysis and community development including poverty and gender mainstreaming;
- Performed the role of Sociologist on at least 3 similar projects
- Demonstrated specific knowledge and/or professional experience in the infrastructure sectors, and particularly water sector is required;
- Good understanding of the World Bank and SADC Member States' social safeguard policies and procedures is mandatory;
- A minimum of 5 years' experience working on similar assignments in the SADC region

### **Non- Key Expert Staff and Support Staff**

The Consultant shall select and hire other experts as required according to the deemed requirement to deliver the Services in accordance with the contract (e.g. hydrologists, hydraulic designers, geotechnical engineers, geologists, geometric designers, material engineers, surveyors, draughtsman, social scientists). CVs for such other experts should not be submitted in the Technical Proposal. Although the hiring of other expert staff will not be subject to the prior review of the Client, such staff shall otherwise meet the professional standards and possess adequate experience to conduct their work in a safe and professional manner.

The Consultant shall also employ other administrative, support and logistical support staff as needed.

## 8. Inputs and Duration of Assignment

### **Professional Inputs**

This is a once-off assignment without any obligation for follow-up work and it is intended to be implemented for an estimated duration of 12 months from contract signature with an estimated level of effort of 165 mandays. The estimated commencement date is June 2018. The proposed cumulative level of effort for the Key Experts is as follows:

Desk Study	-	5 days
Review/Screening of Proposals and compilation of reports	-	25 days
Adjustment of Proposals	-	10 days
Preparation of ESS Compliance Plans/Docs	-	40 days
Monitoring & Evaluation and Compliance Reporting	-	60 days
Travel	-	25 Days
<b>Total</b>	<b>-</b>	<b>165 Days</b>

The Consultant is required to allocate the level of effort among the Key Experts listed above.

### **Reimbursable Costs**

The Consultants will meet the costs for lodging, international road/air travel, car hire, visas and necessary cross border charges. These should therefore be included in the Consultant's financial proposal as reimbursable costs over and above the professional fees derived from the level of effort above. The SADC-GMI utilises the United Nations per diem rates obtained from:

<http://www.ph.undp.org/content/philippines/en/home/operations/undp-un-dsa-rates.html>

or alternatively <http://apps.who.int/bfi/tsy/PerDiem.aspx>

Where the concerned city/town is not listed, rates for 'Elsewhere' in the concerned country are applicable.

## 9. Liaison and Logistics

On a day to day basis, the consultant will liaise with the SADC-GMI through the Senior Groundwater Specialist, and be ultimately accountable to the Executive Director of SADC-GMI.

Logistics pertaining to international air and road travel and cross-border travel are the responsibility of the consultant. However, if required, SADC-GMI can arrange necessary letters of support to facilitate the authorities issuing access to the Member States.