



CALL FOR PROPOSALS

To undertake a gap analysis of existing monitoring and early warnings of extreme weather and environmental events within the BCLME

1. BACKGROUND/INTRODUCTION

The BCC was established in January 2007 through the signing of an Interim Agreement by Angola, Namibia and South Africa. Then, on 18 March 2013, the three governments signed the Benguela Current Convention, a ground-breaking environmental treaty that entrenches the Benguela Current Commission (BCC) as a permanent inter-governmental organisation. The BCC is the first inter-governmental commission in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The BCC is governed through the Ministerial Conference with its operational decision-making body being the Commission, and has three permanent advisory committees: The Ecosystem Advisory Committee (EAC) comprises senior, multi-disciplinary experts providing the Commission with the best scientific, legal and socio-economic advice and management recommendations based on best available relevant information, as generated and presented by various technical working groups; the Finance and Administration Committee (FAC) has the mandate to provide oversight over the secretariat's audit and financial control functions to ensure good corporate governance and also provides independent assurance and support to the Commission and the Secretariat by evaluating the Secretariat's risks, control and compliance framework, and its external accountability responsibilities; the Compliance Committee is mandated to provide the Commission with information, advice and recommendations on the implementation of, and compliance with, the measures adopted to give effect to the objectives of the Convention; and the Secretariat based in the coastal town of Swakopmund that is entrusted by the Parties to coordinate and provide support to all the BCC structures by facilitating the execution of their functions; coordinates programmes; mobilises requisite resources; and establishes partnerships with relevant organisations.

The BCC is implementing a project titled "Enhancing Climate Change Resilience in the Benguela Current Fisheries System". The project is aimed at building resilience and reducing the vulnerability of the marine fisheries and marine aquaculture sectors to climate change within the BCLME, through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security.

Due to climate change, there has been an increase in weather extremes of concern to the fishing sector include storms, which have potential impacts on safety at sea, fishing gear, coastal infrastructure and communities. Rising sea temperatures coupled with low oxygen are suspected to have given rise to massive fish kills in Angola, while harmful algal blooms, sulphur eruptions and low oxygen events are frequently disruptive to fishing and marine

aquaculture operations in the region and can give rise to large-scale mortality in inshore resources and marine aquaculture operations. There are existing weather services in Angola, Namibia and South Africa that can and do play important roles in monitoring and early warnings of extreme weather events. These are Inamet in Angola, the Meteorological Services of Namibia and the Fishers Observer Agency (FOA) in Namibia and the South African Weather Service in South Africa. It is in this context that the BCC seeks on identifying gaps and needs in the existing services and other relevant environmental monitoring programmes and providing support to address those gaps through collaboration and alignment of such services.

2. SCOPE OF WORK

2.1 General

The consultants will undertake a gap analysis of existing monitoring and early warnings of extreme weather and environmental events linked to climate change or variability (CCorV) and make recommendation on addressing the gaps.

2.2 Specific focus

Objective

Specifically, the consultancy aims to:

- 1.** Fully cooperate with the existing national meteorological services in South Africa, Namibia and Angola and other relevant environmental monitoring programmes, a gap analysis will be undertaken of existing monitoring and warnings of extreme weather and environmental events linked to CCorV e.g. storms, sea level rise, low oxygen, sulphur eruptions, red tide, warm water events and acidification at the level of coastal communities and marine aquaculture farmers in the Benguela Fisheries System.
- 2.** Determine the thresholds that would trigger warnings of imminent threatening events to fishing communities and mariculture farmers.
- 3.** Identify additional indices that are currently not monitored.
- 4.** Identify capacity-building needs to undertake local monitoring.
- 5.** Identify gaps to strengthen institutions and frameworks for effective monitoring and early warning information.
- 6.** Disseminate extreme weather events and climate-induced risks in the Benguela Fisheries System
- 7.** Consult with relevant stakeholders on the provision of environmental monitoring equipment to strengthen the early warning system.
- 8.** Consult with relevant stakeholders on the provision of navigational and safety equipment to selected artisanal fisheries in Angola and the training required to be able to use it effectively.
- 9.** Create communication networks among fishing communities and mariculture farmers to spread information on extreme events, and
- 10.** Compile a detailed report on addressing objectives, including recommendations on the implementation of an early warning system, indices and the thresholds as well as capacity-building needs and activities.

To achieve the objective of this assignment, the successful consultant will undertake the following core tasks:

- i. Review and gap analysis of exiting services and the needs for an advance warning system of key indicators.
- ii. Evaluate the extent to which existing monitoring and early warning systems are covering these threats and the areas where improvements are feasible and required.
- iii. Hold stakeholder (Government, BCC, Coastal fishing communities, marine aquaculture farmers) consultations at regional and national levels (in the three countries) to gather information and confirm priorities to be covered under an early warning system, including additional environmental monitoring equipment needed to set up an effective early warning system.
- iv. Facilitate the development of contingency plans for extreme and unfavourable coastal conditions in selected fisheries and marine aquaculture sites within the Benguela Fisheries System.
- v. Convene meetings with relevant stakeholders in all three countries to present the findings and recommendations.
- vi. Identify capacity building needs for all fishing sites within the three countries.
- vii. Analyse data and information and produce a draft report.
- viii. Submit the final report to the BCC.

2.3 Timelines and expected outputs/deliverables

The tasks outlined above will need to be fit in the following overall:

Timeline	Expected output/deliverable
September 2019	Contract issued. Inception report. Do a review and gap analysis of exiting services and the needs for an advance warning system of key indicators. (20 professional days)
October – November 2019	Consultations in Angola, Namibia and South Africa. (3 x 2day meetings; 12 professional days)
January 2020	Compiling draft report. (7 professional days)
February 2020	Finale consultation in Angola, Namibia and South Africa. (3 x 1day meetings; 9 professional days)
March 2020	Final report submit (10 professional days)

3. WORK STATION

The tender is a BCC regional assignment, with travels to the BCC parties.

4. QUALIFYING REQUIREMENTS FOR THE CONSULTANT/FIRM

4.1. Eligibility

Tenders will only be considered provided that all the documentation as specified in Appendix A and B of this document have been supplied.

The Consultant should be a registered entity or individuals with proven experience in scientific environmental monitoring and a track record of more than eight years in environmental science. Preference will be given to an entity registered in any of the BCC member states.

4.2. Team Composition

The consulting team will consist of a key expert (team leader) in partnership with members/experts from each of the three BCC Parties as part of capacity development. The key expert will be overall responsible for the delivery of the outputs. He/she will coordinate activities to ensure consistency, alignments and quality. The national experts will facilitate activities at national level.

4.3. Qualifications of Consultant(s)

Key expert

The key expert will possess expertise in, at minimum, the following:

- At least a Master's degree in marine sciences, environmental management or natural resources;
- At least 5 years of relevant experience;
- Experience in Large Marine Ecosystems;
- Experience in one or more of the member states is an advantage;
- Demonstrate successful experience in working collaboratively with a broad array of stakeholders;
- Excellent speaking and writing skills of one of the official languages (English/Portuguese) is a requirement and a working knowledge of the other official language of the BCC is desirable;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); and
- Familiarity with FAO, GEF and the BCC is an added advantage but not mandatory.

Qualifications of National experts

The National Expert will possess expertise in scientific environmental monitoring and a track record of more than five years in environmental science.

- A relevant Honours 's Degree (marine sciences, environmental management, natural resources);
- At least 5 years of relevant working experience in the relevant field;
- Knowledge of national level policy, legal and institutional framework;
- Working experience in the BCLME is considered a strong asset;
- Demonstrated ability to facilitate processes and to work with a broad array of stakeholders.

Important Note:

The Consulting firm/consortium is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

5. ADDITIONAL INFORMATION

5.1. Evaluation of tenders

Upon the advertisement of the Procurement Notice, qualified Consulting Firm / Consortium is expected to submit both the Technical and Financial Proposals. Accordingly; Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- i. Responsive/compliant/acceptable, and
- ii. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the tender proposal. In this regard, the respective weight of the proposals are as follows:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Qualification(s) of consultant(s) [key expert and other team members]		20%
▪ Specific or Technical relevant Knowledge and experience [key expert and other team members]		20%
▪ Relevant Experience of the Firm in similar works		20%
▪ Understanding and Comprehensiveness of the methodology/approach		40%
Financial (Lower Offer/Offer*100)	30%	30%
Total Score	Technical Score * 70% + Financial Score * 30%	

5.2. Modification of terms

The BCC Secretariat reserves the right to add, modify or omit certain portions of the tender scope at any time at its sole discretion. This includes the right to cancel this tender at any time prior to entering into a contract with the successful bidder.

5.3. Tender award

The contract will be awarded to a successful bidder within 60 days of closing of this tender and the successful bidder will commence work within four (4) weeks from the date of signature, by all parties.

5.4.Prime contractor relationship

The BCC Secretariat will enter into a contract with only one successful bidder.

5.5.Contract administration

The award will be subject to the successful conclusion of a Service Level Agreement (SLA) to confirm the Terms and Conditions of the Tender.

The BCC Secretariat reserves the right to negotiate the terms of the tender proposal and the value.

5.6.Conflict of interest

The Contractor warrants that no official of BCC has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

5.7. Confidentiality

- i. Tenders submitted will not be revealed to any other bidders.
- ii. The BCC Secretariat reserves the right to seek clarification or verification of any information contained in the tenders.
- iii. All information pertaining to BCC obtained by the bidder as a result of participation in this tender is confidential and must not be disclosed without written authorisation from the Executive Secretary of BCC.

5.8. Ownership of data

All tenders, including any supporting documents and or training materials or any other documentation with reference to this tender, submitted to the BCC Secretariat becomes the property of BCC.

Any data of whatever nature resulting from the provision of the Products and Services shall be the property of BCC and may be used by BCC without restriction. All data or information that may be shared with the successful bidder during the provision of the Products and Services shall upon termination of the contract, be returned to the BCC Secretariat.

6. SUBMISSION OF PROPOSALS/BIDS

The deadline for the submission of tenders is 16h00 on 23 August 2019.

The Proposal shall comprise the following documents in both hard copy and in electronic copy (flash disk in rich text format):

- a) Technical Component (six copies)
- b) Financial Component (six copies)

Both Technical and Financial components must be in separate envelopes. The Proposal shall be sealed in one outer and two inner envelopes, as detailed below:

The outer envelope shall be addressed and posted or couriered to:

Secretariat of the Benguela Current Convention
1 Strand Street, Swakopmund
Private Bag 5031, Swakopmund
Benguela Current Convention Secretariat
Swakopmund

Both inside envelopes shall indicate your firm's name and address. The first inner envelope shall be marked Technical Proposal and contain the Technical Component of your proposal (both hard copy and electronic versions). The second inner envelope shall be marked Financial Component and include your financial proposal" (both hard copy and electronic versions).

The Financial Proposal should remain **valid for 90 (ninety) days** from the tender closing date.

The BCC may decide to reserve the right to annul the tendering process and not award the contracts.

APPENDIX A - TECHNICAL PROPOSAL

Bidders must address all the issues and requirements which appear in this Appendix A.

1. UNDERSTANDING OF THE ASSIGNMENT

A detailed proposal indicating a clear understanding of the Terms of Reference and the methodology to be applied, will be required.

2. TECHNICAL REQUIREMENTS

- i. One-page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the bidder to statements made in the proposal.
- ii. Complete CV, certified qualifications and other documentation in support of the CV.
- iii. Proof of technical knowledge or qualifications or experience of staff that will carry out the work as specified in the deliverables
- iv. A Profile of the Company / Consultancy Firm / Consortium / Individual.
- v. All bidders are required to clearly state the name of the Primary Party with whom the BCC Secretariat will enter into an Agreement. In the event of a consortium, or group of companies jointly delivering a response, full details are required of each of the legal entities involved. A legally binding agreement must be in effect between the parties and a copy must be submitted with the proposal. (Attach a copy of the partnership / consortium agreement).
- vi. Description of role or element of the proposal to be fulfilled by any third-party and the full contact details of any third-parties involved in the proposal (if applicable).
- vii. Certified copies of a Certificate of Registration or Incorporation with relevant national authorities of all bidding parties; for partnerships, consortiums and joint ventures, the relevant agreement between the parties.
- viii. For individuals, certified copies of the ID and proof of physical address will be required.

3. REFERENCES

- i. A record of previous similar assignments undertaken by the bidder.
- ii. Bidders must provide a minimum of three (3) clients (names, addresses and telephone numbers) who may be contacted for references in connection with the scope of works.
- iii. These references should be current, stipulate the nature of work undertaken, the financial value of the Services offered and where the work was executed.
- iv. The BCC Secretariat reserves the right to undertake a full background check on all references submitted prior to awarding the contract.

References of clients:

Company	Contact number/s	Contact Person

APPENDIX B - FINANCIAL PROPOSAL

Bidders must address all the issues and requirements which appear in this Appendix B.

1. SCHEDULE OF COSTS/FINANCIAL PROPOSAL

The schedule must take the following format:

- i. All costs must be quoted in Namibian Dollars (NAD).
- ii. The total cost of the proposal (best and final offer).
- iii. All prices must be quoted including VAT and administration fees.
- iv. The cost must cover the professional fees only as the BCC shall cover all workshops, travel costs and per diem.
- v. A breakdown of the pricing and cost components for Services set out in this invitation to tender should be in line with the given timelines.
- vi. Certified Income Tax Clearance Certificate or exemption thereof from the relevant national authorities.
- vii. A copy of the bidder's current Audited Financial Statements.
- viii. Proof that the bidder is adequately insured.

2. GENERAL INFORMATION

- i. Bidders are solely responsible for their own costs in preparing the tender.
- ii. Payments for all products and services (professional fees and reimbursements) covered by this project shall be made within 30 (thirty) days subject to receipt of appropriate invoices the satisfactory completion of work, and adherence to the BCC's policies.
- iii. The BCC shall not be liable for any losses, damages, costs, charges or expenses caused by defects or damage to the service provider's equipment and supplies.
- iv. The BCC may decide to reserve the right to add, modify or omit certain portions of the proposal.

DECLARATION OF INTEREST:

If any of your directors/owners are employed or was previously employed by the BCC Secretariat, or related to BCC Secretariat staff, list them and explain in detail in your proposal, duly signed by the authorised signatory of for the bidder.