



TERMS OF REFERENCE

CONSULTANCY SERVICES TO ESTABLISH USER NEEDS, AND REQUIREMENTS FOR IMPLEMENTATION OF WATER INFORMATION SYSTEM AS WELL AS DEVELOPMENT OF DATA AND INFORMATION GUIDELINES AND PROCEDURES

APRIL 2023

1. Background

1.1 The Orange Senqu River Commission (ORASECOM)

ORASECOM was established in 2000 by the Governments of four States, namely, Botswana, Lesotho, Namibia and South Africa, for managing the transboundary water resources of the Orange-Senqu River Basin and promoting its beneficial development for the socio-economic wellbeing and safeguarding of the basin environment.

The Orange-Senqu River originates in the Lesotho Highlands, from where it flows westwards to its mouth at Alexander Bay/Oranjemund on the Atlantic West Coast. The river basin is the third largest in Southern Africa, after the Zambezi and the Congo, covering a total area of 1,000,000 km² of which almost 600,000 km² is inside the Republic of South Africa.

The Orange-Senqu River extends over four countries – Botswana, Lesotho, Namibia, and South Africa. These countries cover a range of ecological zones – the high-rainfall mountainous areas of the Lesotho Highlands, through the savannah grasslands of the central plateau to the desert conditions in the western part of the basin.

ORASECOM established a Water Information System (WIS) at the Secretariat, which now requires further work to improve and transform it to become an improved data and information management tool that supports decision making.

The required changes include:

- Enhance usefulness of the existing ORASECOM WIS by responding to user needs and applications.
- Integrate basin-wide monitoring systems into the WIS such that the system can provide all the necessary information for transboundary planning and management in line with ORASECOM planning frameworks.
- Align WIS to data and information sharing agreement/guidelines /procedures within the basin.

1.2 The ORASECOM Agreement

The Agreement established the Council as a technical advisor to the Parties on matters relating to the development, utilization, and conservation of the water resources in the River System. The objective of the Commission is to initiate, enhance and maintain greater collaboration between the Parties on matters relating but not limited to; the development and utilisation of water resources in the watercourse, the control of catchment degradation, the mitigation of the effects of environmental degradation and climate change, watercourse-wide environmental flow regimes as well as the Orange–Senqu Watercourse sources and mouth management. The Parties may also assign other functions pertaining to the development and utilization of water resources to the Commission.

In giving effect to the objectives of the Agreement, and in particular relevance to this assignment, **ARTICLE 5** provides for standardised form of collecting, processing, and disseminating data or information with regard to all aspects of the River System while **ARTICLE 7** defines obligation of State Parties with respect to data sharing amongst other provisions.

2. Objectives

ORASECOM secured funding from the United Nations Development Programme (UNDP) –Global Environment Facility (GEF) to upgrade its Water Information System. Work towards delivering the WIS will be undertaken in phases. Phase 1, this consultancy, will deliver on the following objectives:

- i. Establish user needs and priorities (i.e., goals and objectives) of the WIS.
- ii. Establish data and information requirements to meet the needs and priorities.
- iii. Propose options for integrating basin-wide water resources monitoring systems/programmes into the WIS.
- iv. Facilitate development of data sharing agreement/guidelines/procedures that will assist State Parties to share data and information.

The next phase, Phase 2, will focus on the design, development, and implementation of the WIS.

3. Scope of work

Objective 1: Establish user needs and priorities with regard to data and information

This objective will establish the data and information needs of the State Parties in relation to the ORASECOM Agreement, Integrated Water Resources Management Plan, and other planning tools. Specific tasks will include, but are not limited to:

- i. Analyse the ORASECOM Agreement and planning tools to identify possible data and information needs.
- ii. Review finding from a study on “Comparative review of decision support tools routinely used by selected transboundary River Basin Organisations” which was led by the Okavango River Basin Commission, as well as other similar reports commissioned by ORASECOM. Draw out gaps and opportunities relevant to the ORASECOM WIS.
- iii. Consult State Parties (at national and basin level) and facilitate agreement on the needs and applications of the WIS. This will set the goals and objectives of the WIS.

Objective 2: Review Monitoring Programmes and propose alignment to WIS

Based on the needs, the consultant will facilitate agreements on information and data requirements. The agreements will include confirmation of relevant indicators as per IWRM Plan and findings from the user needs assessment (Objective 1).

Specific tasks under this objective will include:

- i. Review of past and existing work by ORASECOM and State Parties, specifically of Task Teams and its Committees as well as Working Groups.
- ii. Review the effectiveness of ORASECOM’s existing monitoring programmes of surface water, groundwater, and water resources quality; appropriateness of monitoringstations, instruments, and equipment.

- iii. Make recommendations for effective, appropriate and rationalized basin wide monitoring programme.
- iv. Convene meetings with the relevant ORASECOM structures (Task Teams, Committees and Working Groups) to agree on data and information to be gathered and shared on WIS

Objective 3: Facilitate development of data sharing guidelines and procedures

The ORASECOM Agreement makes provision for State Parties to exchange data and information. The Consultant will therefore draft data sharing guidelines and procedures that that will formalise data and information exchange amongst State Parties.

Specific tasks under this objective will include:

- i. Review data sharing agreements/guidelines/procedures or protocols of similar River Basin Organisations.
- ii. Draft guidelines and procedures, incorporating results from objectives 1 and 2.
- iii. Present guidelines and procedures to State Parties for validation at a physical workshop.
- iv. Update the draft guidelines and procedures based on feedback from ORASECOM.

4. Deliverables

It is envisaged that this Consultancy will produce the following deliverables: -

- i. An Inception Report that contains a clearly defined programme of work and methodology to be used for the assignment associated budget.
- ii. Report on user needs, requirements, gaps, and opportunities to enhance ORASECOM's WIS. This report will inform the re-design of the WIS.
- iii. Report on stakeholder consultations including minutes of meetings and workshops.
- iv. Data sharing guidelines and procedures.

5. Time Schedule

The Consultancy will be undertaken over a period of six (6) months from the commencement of the contract. The Consultant shall commence work not later than 2 weeks from the date of the notice to proceed. The Consultant must deploy necessary manpower, logistics and all other necessary items to complete the assignment within the stipulated time.

Since there will be several parties involved in the project whose views and interests are to be considered and reflected in the study, the schedule must allow for sufficient time for the discussion and approval of the various reports. There shall be progress reports and meetings between the Client and Consultant during the implementation of the assignment.

All reports shall be submitted as draft and will receive comments from ORASECOM. Where not defined otherwise, the Consultant is obliged to present the final version of any report not later

than 2 weeks after receiving the ORASECOM's comments to the respective Draft Report.

6. Project Oversight and Management

ORASECOM will establish an ad-hoc Committee to oversee and support smooth delivery of this project, working together with the Secretariat.

7. Composition of the Study Team

ORASECOM seeks the services of professional consultants that have skills, experience (minimum 5 years' experience in similar work) and expertise in the field of water resources management, science data management and legal expertise. Preference will be given to consultants that have experience in River Basin Organisations.

ORASECOM encourages collaboration and formation of consortia amongst service providers from State Parties.

7.1 Team composition

- Water Resources Specialist
- Information Communication and Technology Specialists
- Legal Expert

8. Other Provisions

8.1 Taxes

The statutory levels of taxes – if relevant – shall be invoiced by the Consultant and reimbursed by ORASECOM in addition to the remuneration (Tax Invoice). ORASECOM shall not be liable for any taxes due to tax Authority/ies in the country of origin of the Consultant. The onus is on the Consultant to submit the tax returns and declare all income/monies received from ORASECOM to the tax Authority/ies in her own country.

8.2 Travel

The Consultancy Team will be expected to conduct consultations with key role players on the subject matter of the assignment in the Orange-Senqu River Basin. The details of officials and institutions to be consulted will be agreed to with the Secretariat. The list will include, but not be limited to relevant Departments and institutions in the State Parties.

9. Submission of the tender

The bidder should submit a separate **Technical and Financial Proposals** clearly detailing total number of days to complete work and daily rates inclusive of all anticipated costs in **South Africa Rand (ZAR)** during the period of assignment. **The term "all-inclusive" implies that all costs (professional fees, taxes, communications, consumables, VAT etc.) that could be incurred by**

the consultant in completing the assignment are already factored into the fees submitted in the financial proposal. Travel and daily allowance costs should be identified separately in line with allocated consulting days. Electronic Technical and Financial proposals should be submitted with a subject line clearly titled: **“Consultancy services to establish user needs, and requirements for implementation of water information system as well as development of data and information guidelines and procedures”** through email to Mr Michael Ramaano (mike.ramaano@orasecom.org) with a copy to lusia.kalipi@orasecom.org and mike.ramaano@gmail.com no later than 1600hrs on 26 May 2023.

Request for clarifications should be **emailed** to the above contacts, no later than 1600hrs on 12 May 2023.