

## TERMS OF REFERENCE

### WATER EFFICIENCY FOR COMMERCIAL AND INDUSTRIAL SOUTHERN AFRICA

# WECISA

Cape Town, July 2025

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**Terms of Reference for an expression of interest to be the service provider to guide project participants from the commercial and industrial sectors from South Africa, Namibia, Botswana, Zambia and Zimbabwe in assessing their water consumption, draft a water policy and a water management plan.**

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## 1. BACKGROUND

The SAGCC is implementing the Water Efficiency for Commercial and Industrial Southern Africa (WECISA) project, which is an initiative of the Export Initiative Environmental Protection (EXI) of the German Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN). The project will assist commercial and industrial companies in South Africa, Namibia, Botswana, Zambia, and Zimbabwe in assessing their water consumption, drafting a water policy, and developing a water management plan.

## 2. PROJECT DESCRIPTION

The project will support 6-8 companies in Southern Africa to understand and manage their water use, reduce water consumption and increase their resilience to water supply problems. Many businesses in Southern Africa have problems with water supply, which negatively impacts their productivity. At the same time, they often do not know how much water they are using, how much wastewater they are discharging or what opportunities there are to reduce operating costs through water savings. Knowing a company's water footprint is the be-all and end-all of water management, and many companies do not have the knowledge or human resources to address water efficiency issues internally.

Through a water efficiency workshop and individual water efficiency assessments, participating companies will be guided by experts to develop a water management policy and a water management plan for their site. Together with experts, companies will identify where and what kind of smart water meters should be installed to closely monitor the processes that use the most water (submetering). Companies will be guided in implementing behavioural changes and process

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optimisations in line with their water management plan.

Smart water meters, which are financed and installed as part of this project, are used to determine how much water and costs have been saved as part of the project. The results will be shared by the companies at a specialist conference with other industries, companies and relevant public institutions.

The project aims to sustainably reduce water consumption and form the basis for the implementation of future, more capital-intensive projects, e.g. for the treatment and reuse of wastewater in the participating companies.

The aim of the funding is to develop skills in water management and efficiency improvement. Workshops and individual efficiency assessments will be used to impart know-how on environmental technologies and intelligent solutions for monitoring water consumption. The training workshops and individual water efficiency assessments will be guided by the current best practice in water management and efficiency improvement.

### 3. OBJECTIVES

The appointed experts will provide guidance to the selected commercial and industrial participants in:

- a. Conducting individual water efficiency assessments.
- b. Determining water consumption patterns.
- c. Installing water meters in strategic locations.
- d. Developing a water policy.
- e. Developing a water management plan.
- f. Supporting the companies in implementing identified short-term water efficiency measures.
- g. Evaluating water savings and financial benefits.

### 4. SCOPE OF WORK

Two experts will be appointed for the implementation of the WECISA project: one to support commercial water users (such as shopping malls, private hospitals, golf clubs, office parks, etc.) and another to support industrial manufacturing companies. Each expert will focus on guiding their respective company types through the project phases, ensuring tailored methodologies and interventions that address the distinct characteristics of commercial and industrial operations. The expert(s) will support 6-8 companies across six key phases:

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#### Phase 1: Identification (July 2025)

- Assist SAGCC in selecting up to 8 industry participants from applications received.

#### Phase 2: Preparation (August 2025)

- Provide input on the generic water management plan.
- Develop and implement a 3-day water management workshop in Johannesburg.

#### Phase 3: Implementation (September-November 2025)

- Conduct individual water efficiency assessments for each company.
- Install water meters in strategic locations at the facility.
- Assist in developing tailored water policies and management plans.
- Develop and lead a knowledge exchange and monitoring training workshop.
- Support implementation of short-term water efficiency measures.

#### Phase 4: Monitoring Phase (December 2025 to August 2026)

- Continued remote support in implementing short-term measures identified in the water management plan.

#### Phase 4: Evaluation (August 2026)

- Assess water consumption reductions and cost savings.
- Provide technical support in preparing company presentations for the final conference.
- Develop and implement a knowledge exchange workshop in Johannesburg.
- Provide input into finalising the Water Policy and Water Management plan for each participant based on their learnings.

#### Phase 5: Consolidation & Information Dissemination (November 2026)

- Support SAGCC in developing the final conference program.
- Attend and present at the final conference as a speaker.
- Contribute to a testimonials document sharing industry insights.

### **Responsibilities of the SAGCC**

The SAGCC serves as the project manager and is responsible for the overall coordination and implementation of the WECISA project. The SAGCC is responsible for coordinating and covering the booking of flights, accommodation, and local transport for the appointed experts, in line with the project implementation schedule. All travel arrangements will be made in consultation with the expert to ensure alignment with project activities and timelines.

The SAGCC will be responsible for organising all logistical aspects of the workshops and the final conference, including venue arrangements, scheduling, and the development of the conference programme.

## **5. DELIVERABLES**

- Photographic evidence of installation of water meters.
- Water efficiency assessment reports for each company.
- Draft and finalised water management policies and plans.
- Training materials for workshops and knowledge exchange sessions.
- Evaluation report on water and financial savings for each participating company.

## **6. BUDGET & PAYMENT**

The maximum financial allocation available for all expert services under this project shall not exceed EUR 80,227.79 including VAT. The expert's daily remuneration rate shall be capped at EUR 767.73 including VAT. All proposals must be submitted in Euro (EUR), and all invoices issued by the expert shall be denominated in the same currency.

While certain work packages, such as support in developing workshop concepts and facilitating joint learning events, will involve contributions from both experts (indicated as time per expert), the total time required for individual company support will depend on the final composition of participating commercial and manufacturing companies. The expected number of days allocated per work package is detailed in the table below and reflects the expected effort per task. The actual division of effort for tasks will be adjusted according to how many companies in each category join the project. This is applicable to Phases 3a, 3c, 4a, 4b and 5b as shown in the table below.

A maximum of eight commercial and industrial companies will be participating in the project.

Phase	Description of tasks	Expected number of days	Maximum remuneration (EUR)
1	a) Assist the SAGCC to select a maximum of eight suitable industry and commercial participants from all applications received. The focus country is South Africa with a maximum of two participants from Namibia, Botswana, Zambia and Zimbabwe. The expert is encouraged to propose suitable companies during this process.	0.5 day per expert	383.86 per expert
2	a) Provide input on the generic water management plan compiled by the SAGCC based on experience with industrial or commercial clients.	1 day per expert	767.73 per expert
	b) Assist the SAGCC in developing and implementing a 3-day water management workshop for the transfer of technical knowledge. This workshop should prepare the participants for the implementation phase and facilitate peer-to-peer learning with participants from the previous BMUKN EXI project (contacts provided by SAGCC). German technology providers will be involved as trainers for concrete solutions in this workshop. The appointed consultant should assist in identifying which kind of technologies should be included in the training.	6 days per expert	4606.38
3	a) Individual water efficiency assessments: Establish baseline water consumption (if data is available), site visit, provide input on individualised water management plan.	7 days per participating company	5374.11 per participating company
	b) Prepare and implement 1-Day knowledge exchange and monitoring training workshop (Hybrid)	2 days per expert	1535.46 per expert
	c) Support participating companies in implementing short-term measures identified in the water management plan.	1 day per participating company	767.73 per participating company
4	a) Evaluate reductions in water consumption and associated cost savings for each company.	1.5 days per participating company	1151.60 per participating company
	b) Provide technical support to the participating companies in preparing a presentation of results for the project closure conference.	0.25 day per company	191.93 per participating company
	c) Support SAGCC in developing a programme and content for the knowledge exchange workshop and its implementation in Johannesburg, which also serves to prepare the companies for the final conference (note that the conference falls into the next phase but will be held the day after the workshop).	2 days per expert	1535.46
5	a) Support SAGCC in developing a programme for the final conference in Johannesburg and attend the event as a speaker.	1.5 days per expert	1151.60 per expert
	b) Provide input on Testimonials document (sharing experience from industry to industry)	0.1 day per participating company	76.77 per participating company

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## 7. QUALIFICATIONS & EXPERIENCE

The expert should have:

- Proven experience in industrial/commercial water efficiency assessments.
- Proven experience in the installation of water meters.
- Knowledge of ISO 4600: 2019 – Water Efficiency Management Systems standard.
- Experience in training and capacity building.
- Strong analytical and report-writing skills.

## 8. SELECTION PROCESS

Interested experts must submit proposals outlining:

- Approach and methodology per work package.
- Relevant experience in form of a company profile.
- Team composition with CVs (if applicable).
- Remuneration per day, which must not exceed EUR 767.73 including VAT per day.

## 9. EVALUATION CRITERIA FOR SELECTING AN EXPERT

### 1. Technical Expertise & Experience (30%)

- Experience in industrial/commercial water efficiency projects.
- Familiarity with ISO 46001 or similar water efficiency standards.
- Track record in conducting water assessments.
- Experience in installing water meters and real time monitoring of water consumption

### 2. Approach & Methodology (25%)

- Indicates whether the expert will be supporting industrial or commercial companies.
- Clear and practical methodology for conducting assessments, workshops, and training.
- Alignment with project phases and objectives.
- Innovative and cost-effective strategies for water management.

### 3. Cost-Effectiveness & Value for Money (20%)

- How much deliverable output is proposed for the available budget?
- Justification of costs in relation to effort and outcomes.
- Ability to optimise resources without compromising quality.

### 4. Training & Capacity Building (15%)

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- Experience in conducting training workshops.
- Approach to knowledge exchange and engaging participants.
- Ability to tailor training to regional contexts.

#### 5. **Quality of Proposal (10%)**

- Clarity and completeness of submission.
- Feasibility of proposed timelines and deliverables.
- Overall professionalism and coherence of the proposal.

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## 10. EXPRESSION OF INTEREST

I, \_\_\_\_\_, representing the company

\_\_\_\_\_ hereby express my interest in participating in the WECISA project as an expert in the \_\_\_\_\_ sector (please select: commercial or industrial).

I confirm that the company I represent possesses the necessary expertise and capacity to fulfil the role of water efficiency expert for this project, as outlined in the Terms of Reference.

Our daily rate including VAT applicable in South Africa (15%) is:

**Company name:**

Place: \_\_\_\_\_, Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Position: \_\_\_\_\_

## 11. DEADLINE FOR SUBMISSION

End of Business on Wednesday, the 16th of July 2025.

Please contact Vera Massie for technical and administrative queries.

Vera Massie

Cell: 067 415 1134

Email: [vmassie@germanchamber.co.za](mailto:vmassie@germanchamber.co.za)

A handwritten signature in black ink, appearing to read 'Vera Massie'.

Portfolio Manager Water

Competence Centre Climate and Environment

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