



TERMS OF REFERENCE

Public Private Partnership Expert (PPP Expert)

1. Introduction

The Otjiwarongo Municipality wish to explore the feasibility of implementing this project as a Public Private Partnership (PPP) in accordance with Public Private Partnership (PPP) Guidance Manual, 2013; Public Private Partnership Act, 2017 (Act No.4 of 2017) (PPP Act); and Public Private Partnership Regulations, 2017. The Municipality of Otjiwarongo requires the Consultancy Services of a Transaction Advisor to assist, advise and facilitate on behalf of the Public Entity with the procurement, management, and implementation of this Project, in the most economically beneficial approach. The purpose of these Terms of Reference is to invite capable consultants who shall form part of the Project Implementation Team providing support to the Municipality and MOF PPP Unit with expert advice and opinion and support to review the outputs of the Transactional Advisor as well as those of the Environmental and Social Impact Assessment Consultant from Inception until signing of the Concession Agreement.

2. Scope of Work

The Municipality of Otjiwarongo requires the Consultancy Services of consultants/experts to form part of the Project Implementation Team in order to assist the Implementing Agency to review outputs of the Transactional Advisor as well as those of the Environmental and Social Impact Assessment Consultant. The Project Implementation Team shall also play a supervisory role throughout the Project Implementation process.

Preparatory work conducted to date by the municipality will be availed to the members of the Project Implementation Team to assist them on being on par with the level at which the project is currently on. The preparatory work to be provided is as follows:

- Otjiwarongo Sewer Master Plan, 2016.

- PPP Concept Note for development of Wastewater Treatment Works, 2019.
- The Otjiwarongo Structure Plan, 2015 (Volume 1).
- Environmental Management Plan for existing Otjiwarongo Dump Site, 2019; and
- Namibia BioMass Industrial Park Concept Note, 2019.
- Terms of Reference for Consultancy Services for Environmental and Social Impact Assessment and Their Associated Plans for The Development of A Wastewater Treatment Plant & Waste To Energy Plant Through A Public Private Partnership For The Municipality Of Otjiwarongo.
- Transaction Advisory Services for the Development of a Wastewater Treatment Plant & Waste to Energy Plant through a Public Private Partnership (PPP) for Otjiwarongo municipality.

The Project Implementation Team is to be embedded with the Municipality team and MOF PPP Unit. Outputs stipulated in the consultant's respective Terms of Reference (ToR) are those that are to be reviewed alongside the rest of the Project Implementation Team.

3. Job Purpose

The PPP Expert will provide technical support to the Municipality of Otjiwarongo (the Executing Agency) on PPP related activities in execution of project. The candidate will have experience in being part of transaction advisory/bid advisory services for infrastructure projects

Key responsibilities

- Support the PPP Unit and Otjiwarongo Municipality to review all project development and implementation processes.
- Carrying out project screening activity on the project reports being submitted and developing remedial reports on the assessment
- Review all PPP transaction documents being developed for the project
- Reviewing and assessing the completeness and findings of feasibility assessment and output specifications framework
- Engaging with the MURD/Otjiwarongo Municipality, provide feedback and advice on the development and implementation of the project
- Reviewing the terms and conditions of RFQ's and RFPs to be issued for the project to ensure they meet the best practice and Public Procurement Act No.15 of 2015 and its associated Guidelines and Regulations
- Provide technical input into preparation of PPP transaction document (PIM, IFB, RFQ, RFP, PPP contract.)
- Assist to organize investment promotion working with the PPP unit and the Transaction Advisor to present the project results for funding consideration.

- Participate and provide input into the procurement process of the developer of the Project.
- Attend all coordination meetings with the consultants to discuss progress, and to contribute to deriving suitable remedial action where necessary to address issues arising.
- Attend all steering committee meetings
- Ensure that the procurement procedures are consistent with AfDB and Government of Namibia procedures and requirements and the necessary approvals are received from the Bank and GRN in accordance with the agreed procedures, etc.
- Contribute to preparation of the Completion Report at the end of activities for submission to the Government and the Bank.
- Any other duties assigned by the Project Manager through the Project Coordinator.

4. Qualifications

- Post Graduate Degree in Business Administration, Economics, Science, Engineering, or related field. Certification in Project Management and a Certified PPP Expert
- At least 15 years' postgraduate demonstrated experience in project managing infrastructure projects in the Africa or the region
- At least ten (10) years of demonstrated experience in providing Transaction advisory services/development of large infrastructure projects including extensive experience in project structuring; risk analysis, allocation and management; project agreements.
- Participation in similar role in at least one (1) multi-lateral funded projects in the last 5 years
- Excellent computer skills for Microsoft Office tools (Word, Excel, project, and PowerPoint) and Internet use.
- Excellent writing, presentation, and interpersonal skills; and g. excellent analytical skills and ability to effectively communicate with key stakeholders

5. Implementation Arrangements

Otjiwarongo Municipality is the Executing Agency of the AWF and MICTAF grants and will be responsible for the Financial Management (FM) functions of the project. The project will be managed within the existing structures of the Municipality. The PPP expert will report to the Project Manager of the PIT.

The PPP Expert will be part of a Project Implementation Team in charge of overall coordination will be based in OM and cover overall project activities. The PIT will comprise a Project Manager, Procurement Specialist, Project

Accountant, Environmental and Social Expert and Independent Reviewer/PPP Expert as per AWF and MICTAF grant agreements.

The core functions of the PIT will be coordination and facilitation, fiduciary (procurement and financial management), environmental and social development including land acquisition related activities' supervision, monitoring and evaluation (M&E) and impact evaluation (IE), annual work programming and budgeting, and reporting. The PIT will provide technical support to the MOFSE and OM and will assist developing the required capacities for procurement, financial management, monitoring and evaluation, environmental and social safeguards implementation, and investment and activity implementation.

Technical Assistance to the program will be provided by (two experienced firms for Transaction Advisory Services and preparation of the environmental Social Impact Assessment, Resettlement Action Plan and Environmental Social Management Plans.

6. Reporting

The PPP expert will be a full-time member of the Project Implementation Team (PIT) and will report to the Project Manager as the general supervisor.

7. Duration

8. This is a position requiring 8 months input spread over for a 30-month duration, subject to satisfactory performance and budget availability.

9. Duty Station

The position will be based in OM and will require frequent travel. The employee is expected to display a high degree of robustness and adaptability to their surroundings.

10. Deliverables

The PPP expert is expected achieve the following key deliverables at the minimal (list not exhaustive):

Duration(days)/ month	Key Deliverable
End of 30 working days after commencement of contract	Input into the approved annual work-plan, Procurement plan, Disbursement Projection and Budgets.
Monthly, quarterly	supervise, monitor the planning and implementation of all the PPP related activities

	under the project and report accordingly to the PM
September 2023	Commencement of Transaction advisory services
End of project	Input into preparation of the Completion Report at the end of activities for submission to the Government for clearance and onward submission to African Development Bank.
Daily, Monthly, quarterly	Engage with Project Manager on the running of the project.
Daily, Monthly	Effectively engage with TA and review and approve all their deliverables.
As per work program	Transaction Approval: Request for Qualification
As per work program	Notice of Prequalification approved by MOF PPPU
As per work program	Transaction Approval: Request for Proposal (RFP)
As per work program	Approved draft PPP Agreement
As per work program	Transaction Approval: Selection of Preferred Bidder
As per work program	Transaction Approval: Concluding the PPP Agreement
As per work program	Financial Close