



**Call for Expression of Interest  
Swiss Water Partnership Secretariat  
2026-2029**

14.2.2025



## 1. Introduction

### 1.1. The Swiss Water Partnership (SWP)

The Swiss Water Partnership (SWP) is a multi-stakeholder platform that was established in 2012 and brings together about 70 organisations from academia, civil society, public and private sectors.

The SWP aims to nurture **high-quality Swiss expertise** that addresses global water sector challenges. This is achieved through fostering interdisciplinary collaboration, professionalism, and capacity development among a diverse membership. This can be achieved if:

- Members use the SWP as a platform to efficiently cooperate and collaborate to develop coherent solutions to water sector challenges;
- The value of the SWP and of its members is visible and recognized internationally and nationally thanks to the development of clear positions and strategic participation in global debates to shape water policies and governance;
- Young people are incentivized, prepared and provided with opportunities to become active members of the water sector;
- Engaging water sector associations and partnerships nationally and internationally further contributes to synergies and enhances the SWP impacts.

The following table introduces categories and examples of activities carried out by the SWP. Further details can be found on the SWP website: <https://www.swisswaterpartnership.ch/>

Types of activities →		A. Networking	B. Capacity development & learning	C. Connecting & matching	D. Outreach & engagement	E. Advocacy
← Examples	Workshops	X			X	
	Networking events	X				
	Working groups	X	X			
	Study tours			X		
	Fact-finding missions			X		
	Info events for tenders etc.			X		
	Event with partners (e.g. Worldwaterday)	X			X	
	Conferences	X		X	X	
	Learning events	X	X			
	Political statements, replies etc.					X
	Awards		X		X	
	Communications (newsletter, social media, etc.)				X	
	Attract and engage youth in the water sector	X	X	X	X	

The **SWP statutes** are available for download: <https://www.swisswaterpartnership.ch/about-us/#downloads>



## 1.2. Purpose

The SWP Steering Board is looking for an organisation to operate its secretariat for the period 2026-2029 (4 years<sup>1</sup>). The secretariat has an essential role to play in ensuring that the impacts outlined above are achieved. This document describes the process to identify and select the organisation that will receive a mandate to operate the SWP secretariat.

## 2. General Information

The SWP, represented by its Steering Board, is responsible for the procurement, coordination, and management of the secretariat operation mandate.

### 2.1. Planned process calendar

Publication of call for expressions of interest (Eol)	14.02.2025
Deadline for Eol submission	17.03.2025
Invitation of short-listed candidates to submit a full proposal	04.04.2025
Deadline for submission of full proposals	30.06.2025
Invitation to interviews (to be confirmed)	18.08.2025
Communication of award	01.09.2025

All deadlines and dates may be changed by the SWP without prior notice.

### 2.2. Obtaining documents

This document is shared via email with SWP members on 14.02.2025 and can also be downloaded from the SWP website (<https://www.swisswaterpartnership.ch/about-us/#downloads>).

The invitation to submit a full proposal and corresponding details will be shared with short-listed candidates only by 04.04.2025.

## 3. Formal Requirements

### 3.1. Eol Submission

The Eol must be sent per email (as PDF attachment, file not exceeding 6 pages and 5 MB) to the SWP Steering Board co-chairs within the deadline as set in §2.1. The email addresses are:

- Dorothee Spuhler: [dorothee.spuhler@ost.ch](mailto:dorothee.spuhler@ost.ch)
- Johannes Heeb: [johannes.heeb@seecon.ch](mailto:johannes.heeb@seecon.ch)

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<sup>1</sup> The contract duration of 4 years is based on the assumption of satisfactory performance by the selected organisation. During implementation of the mandate, the contract may be terminated any time with a notice period of 6 months.



### 3.2. Currency and Budget Limit

The budget available for the mandate is estimated at 70'000.00 CHF - 78'000.00 CHF per year, which represents the income from membership fees (estimate based on expected income through current membership base). Changes in membership (members leaving/joining) the SWP, directly affect the available budget for the SWP secretariat.

Proposals may include other income sources contributing to the overall SWP operational budget, such as additional services to be offered to members against a fee or financial support through other entities.

### 3.3. Language

All documents and correspondence relating to this process shall be in English.

### 3.4. Participation conditions

All SWP members are eligible to submit an EoI.

## 4. Eligibility and Award Criteria

### 4.1. Call for Expressions of Interest

Expressions of interest will be evaluated against the criteria defined in the following table.

#	Criterion	Weight (%)
1	Understanding of the mandate and effectiveness The proposal clearly outlines a set of activities and services for members that contribute to achieving the desired impact and outcomes (logic of intervention) The proposal does not include activities and services for members that are outside the scope of work or do not contribute to achieving the desired impact and outcomes The proposal is coherent with sector challenges and current developments	40%
2	Project team qualifications and experience Key staff profiles respond to the requirements of the mandate, including extensive water sector experience (5+ years), as well as demonstrated networking / partnership management, stakeholder engagement and communications experience The proposal includes a robust, sustainable staff management plan	40%
3	Innovation and efficiency The proposal integrates new approaches, activities, topics and/or ideas that contribute to achieving the desired impact and outcomes The management approach includes considerations related to the efficient use of resources, including prioritization criteria and identification of synergies	20%

### 4.2. Award Criteria

Full proposals (including technical and financial parts) will be evaluated against the criteria defined in the following table. These criteria may be refined and updated; a final version will be shared with the invitation to share full proposals.



#	Criterion	Weight (%)
1	Budget, proposed total and differential allocations, and consideration of income sources (membership fees vs. potential services)	15%
2	Technical plan and approach, including proposed portfolio of services and activities for members in line with the available budget, quality control and assurance procedures, consideration of sustainability aspects, innovation potential	20%
3	Project references presented by the tenderer, showing experience in line with requirements for this assignment including stakeholder engagement, partnership management, and water sector experience	20%
4	Project team qualifications and experience, staff profiles, training and experiences compared to assignment requirements, integration of young professionals (apprentices, trainees), women/minorities.	20%
5	Project management plan and approach including organization, collaboration with the SWP Steering Board, coordination and stakeholder engagement, capacity building, risk management, and cost-efficiency of management approach.	25%
TOTAL		100%

The criteria will be evaluated on a scale of 0 to 5 (0=no information provided; 1=insufficient; 2=partially sufficient; 3=sufficient; 4=good and advantageous; 5=very interesting; half marks possible).

The total budget evaluation will be based on the following formula:

$$\text{score tender } Y = \left( \frac{3 \times \text{price cheapest offer} - \text{price offer } Y}{2 \times \text{price cheapest offer}} \right) \times 5$$

## 5. Evaluation

EoI and full proposals will be evaluated by two representatives of the SWP Steering Board. Evaluation results from each round will be approved by the SWP Steering board.

Results of the EoI evaluation including invitations to short-listed candidates to submit full proposals will be communicated within the deadline indicated in §2.2.

Results of the full proposal evaluation including potential invitations to selected candidates to attend an interview will be communicated within the deadline indicated in §2.2.

## 6. Award

The SWP will award the mandate to the organisation that submits the most advantageous proposal, i.e. the one that best meets the award criteria.

A contract template will be shared together with the invitation to submit full proposals, and the contract shall be signed within 28 days following announcement of the award. If this deadline elapses without the contract being signed by the winner of the award, the contract offer shall be considered null and void.