

# CATCHMENT WATER ASSESSMENT TERMS OF REFERENCE

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## ABOUT ALLIANCE FOR WATER STEWARDSHIP

Alliance for Water Stewardship (AWS) is a global membership collaboration comprising businesses, NGOs and the public sector. Our members contribute to the sustainability of local water-resources through their adoption and promotion of a universal framework for the sustainable use of water - the International Water Stewardship Standard, or AWS Standard - that drives, recognizes and rewards good water stewardship performance. AWS is registered as a Scottish Charitable Incorporated Organisation (SCO45894).

## BACKGROUND

AWS has identified Dhaka as one of the interest areas to work on water stewardship among AWS Members through Global working groups. As Dhaka is one of the key sourcing hubs for Textile & Apparel, AWS recognises that there is potentially significant demand for water stewardship support in Bangladesh.

AWS has developed an 'Implementation Accelerator Programme' to help the brands and their suppliers to use the AWS System at scale.

This approach is based on several years' experience and learning to date, recognising that there are common challenges facing AWS implementers that could be more easily overcome through a collective, place-based approach. For example, catchment data collection and stakeholder engagement are two topics AWS implementers find difficult, especially if they are the only site in their catchment following AWS. If Members can come together with AWS to identify priority sourcing hubs for implementation, it is our hope that these common challenges will be more easily overcome.

This is going to be a phased approach envisioned to meet short term goals while creating a long-term multiplier effect in Bangladesh. AWS believes this approach could be scaled and applied in other sourcing hubs across the sector, with adaptations made to consider the local context.

## OBJECTIVE

As part of the Implementation Accelerator Programme, AWS is planning to carry out the catchment assessment and stakeholder engagement in Dhaka area. It will provide the information sites require relating to their catchment context under of the AWS Standard. The purpose of the assessment is to reduce the burden on sites by providing them with a common set of information which they and others can use to inform responses to their shared water challenges.

## ASSESSMENT AREA

The following areas must be covered under the catchment assessment:

- Savar industrial area, Savar, Dhaka.
- Narayanganj industrial area, Narayanganj, Dhaka.
- Gazipur industrial area, Gazipur, Dhaka.

## TASKS

Key tasks under this assignment will be:

1. Overview & mapping of Study Area
  - 1.1 Study location – Climate & Hydrology
  - 1.2 Identification of Catchment (s)
  - 1.3 Identification of sub-catchment(s)
  - 1.4 Identification of priority area for the study
- 2 Stakeholder Mapping
  - 2.1 Stakeholder identification and engagement process
  - 2.2 List of stakeholders
  - 2.3 Water related concerns of the stakeholders (Risks and Challenges) through stakeholder engagements (Interviews, Focussed Group Discussion, Workshops, Awareness camps etc.)
  - 2.4 Degree of influence of stakeholders based on interest and power matrix
  - 2.5 Perception analysis of Stakeholders on water risks
    - 2.5.1 Perception of Industries, suppliers, and industry associations
    - 2.5.2 Perception of Communities including farmers
    - 2.5.3 Perception of local government bodies
    - 2.5.4 Perception of Academia and NGOs
- 3 Catchment Hydrological assessment
  - 3.1 Identification of Water governance initiatives
    - 3.1.1 Catchment plan(s)
    - 3.1.2 Water-related public policies, and Major publicly led initiatives
    - 3.1.3 Water-related legal and regulatory requirements
    - 3.1.4 Water related infrastructure like Dams, water pipes, water tanks etc
    - 3.1.5 Opportunity of collective action
  - 3.2 Quantification of Catchment water balance, including indication of annual, and where appropriate, seasonal variance
    - 3.2.1 Historic annual rainfall pattern
    - 3.2.2 Surface water assessment
    - 3.2.3 Groundwater assessment
    - 3.2.4 Demand-supply gap calculations
    - 3.2.5 Future projections
  - 3.3 Identification of Catchment water quality
    - 3.3.1 Water quality of rivers, lakes, tanks, ponds, and reservoirs
    - 3.3.2 Water quality of drinking water
    - 3.3.3 Groundwater quality

- 3.4 Identification and mapping of Important Water Related Areas (IWRA) (including wetlands, village ponds, rivers, estuaries, tanks, wells etc), their status and any risk or threat to these IWRA or to people
  - 3.5 Adequacy of WASH in the study area
  - 3.6 Identification of best practices for water governance, water balance, water quality, IWRA and WASH, relevant for the study area
- 4 Identification of water risks, shared water challenges and opportunities in the study area
- 5 Development of Water Stewardship Plan
    - 5.1 Actions to address the risks and challenges identified (Mitigation plan)
    - 5.2 Linkages of action plan to AWS Outcomes
    - 5.3 Timeline of actions
    - 5.4 Potential investment and benefits
    - 5.5 Opportunity for collective actions with relevant stakeholder

## DELIVERABLES

The study report will be shared amongst all stakeholders and will provide a vital resource to enable them to develop water stewardship plans. It will be publicly available so that future suppliers wishing to follow AWS will also benefit from it, as well as other local stakeholders. Therefore, the consultant is expected to deliver the following reports:

1. A detailed report of 30 pages approximately
2. A summary report (5-7 pages)
3. A power point presentation of 20 slides approximately in AWS provided template
4. GIS maps (shape file and high-resolution jpg files) of the catchment
5. Photos and videos that captured during the entire assessment

## EXPECTED TIMELINE

The assessment is tentatively scheduled for to take place in December 2022 and will be completed by mid-March 2023.

## MINIMUM EXPERTISE REQUIREMENT

The consultant/firm should have appropriate expertise including survey and qualitative studies, analytical and report writing skills together with skills in assessment design and task management. The Consultant shall be selected based on the following criteria:

- At least 5-10 years of continuous professional experience in designing and conducting assessment related to water issues
- Familiarity with the context of Bangladesh Textile sector and relevant stakeholders
- Have strong capacities of Standard Report writing in English
- Sound statistical analytical abilities
- Have sound knowledge and skills on digital data collection, data management and have hardware and software to collect data digitally ensuring safety
- Ability to work under pressure and meet deadlines

## APPLICATION PROCESS

If you are interested and feel competent to carry out this very exciting work, please submit the technical and financial proposal in two separate documents.

The Consultant/firm will be awarded through a competitive bidding process. The interested candidates are requested to submit their technical and financial proposal including the following:

1. A forwarding letter mentioning expertise for the consultancy (max 2 pages)
2. Description of Personal Profile (CV) of lead consultant (max 5 pages)
3. The proposal with detailed methodology/process and timeline (max 10 pages)
4. Financial proposal in detail (max 2 pages)

## PROPOSAL EVALUATION

The bidder is required to submit a technical proposal and a financial proposal in order to qualify in the evaluation process. The following areas will be served as criteria for the proposal (100 marks) assessment:

Professional capacity to carry out the assignment (relevant skills, knowledge, team composition)	30
Time-bound rollout plan	20
Relevant experience in similar assignment	20
Financial Evaluation	30
<b>Total</b>	<b>100</b>

The bidder achieving the highest score in the proposal will be awarded the contract, provided both parties reach an agreement on the final budget. If there is no agreement on the final budget, then the bidder with the second-highest score will be considered for negotiation.

## MODE OF PAYMENT

Payment will be made through bank transfer as per the mentioned allocation percent broken down into three tranches with submission of inception report, draft report and after completion of all deliverables:

Milestone	Percentage
Inception report consisting <ul style="list-style-type: none"> <li>• Details assessment frameworks</li> <li>• Assessment methodology and data collection plan</li> </ul>	30%
Draft Report consisting with synopsis and PowerPoint presentation for sharing workshops	40%
Final report with all mentioned deliverables and documents	30%

Payment will be made to the consultants to cover consultancy fees, local transport, accommodation, and all other relevant costs associated with the. Except this no other allowances will be paid.

## INTELLECTUAL PROPERTY

All drafts and final data, reports, photo and videos must be submitted to AWS in both hard copy and electronic versions as appropriate. All the data, photo, video, information and the reports including the findings and recommendations will remain the property of AWS and must not be published or shared with a third party by the consultant. Any changes in the agreed-on deliverables must be approved by AWS. A consent form must be signed at the time of photographing and submitted to AWS.

## TERMS AND CONDITIONS FOR CONSULTANT/FIRM

- AWS reserves the right to cancel/terminate/halt this hiring process without showing any justification to the bidder though they have given time and resources to submission of the proposal.
- Message to be carried by the report must be approved by AWS.
- AWS reserves the right to monitor the quality and progress of the work during the assignment.

## APPLICATION FORMAT

Interested bidders should submit the electronic copy of technical and financial proposals; and other necessary documents to [info@a4ws.org](mailto:info@a4ws.org) by 8 December 2022 before 5 pm (Bangladesh Standard Time).