INVITATION TO TENDER

PROJECT MANAGER: AWS IMPACT ACCELERATOR (SPAIN)

Issue Date: 10th August 2023
Closing Date: 1st September 2023
Location: Spain, remote working

Note: this is one of three invitations to tender for the AWS Impact Accelerator (Spain) project. AWS is open to accepting combined proposals for all three aspects of the project if an individual or team holds the required skills and expertise. Please refer to the application details at the end of this document.

SUMMARY
The Alliance for Water Stewardship (AWS) is issuing this invitation to tender to provide project management services for an AWS Impact Accelerator in Spain.

The project is expected to last six months, with an indicative start date of September 2023. Hours will vary each month depending on the activities required, but AWS estimates the consultant will spend 25-30 days on the project in total during this period. Further details of the activities are provided below.

AWS is currently seeking proposals for three aspects of the Impact Accelerator (Spain): Project Manager, Catchment Assessment and Gap Analysis. Should you wish to submit proposals for two or more of these activities combined, please ensure your submission clearly details each component.

ABOUT AWS
The 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 created an ‘Impact Accelerator’ to help companies, brands and their sites and suppliers to use the AWS System at scale.

The AWS Impact Accelerator is the simplest way to accelerate impact through a collective, place-based approach to water stewardship. Based on several years’ experience and learning to date, the programme recognises 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 implementing the AWS Standard. If organisations can come together to collectively support AWS implementation, it is our hope that these common challenges will be more easily overcome.

All information regarding the AWS Impact Accelerator can be found here: AWS Impact Accelerator - Alliance for Water Stewardship (a4ws.org)

Spain has been identified as a vital location for water stewardship, as the country is both an important supplier of agricultural products and it faces high levels of water risk. By focusing on capacity building and knowledge exchange, the AWS Impact Accelerator provides an efficient way to support producers to develop their understanding of water stewardship, whilst ensuring they have accurate data, enabling
them to make appropriate decisions. The Impact Accelerator is expected to cover two production hubs in Spain: Murcia and the area surrounding Doñana National Park. AWS Members from the food retail sector have come together to nominate suppliers to participate in the Impact Accelerator.

ABOUT THE CONTRACT
Tenders are invited for a consultant to manage this project on behalf of AWS. The successful candidate will be responsible for organising and enacting the proposed activities whilst also developing strong relationships with the participating sites to maintain their engagement throughout. The Project Manager will be required to:

- Communicate with nominated suppliers and key stakeholders about the project from initial engagement through to completion, both individually and as a group (between 20 and 30 suppliers are expected to participate in the project)
- Organise and host a kick-off workshop to bring together all participating suppliers and explain the project to them and other relevant stakeholders
- Together with the AWS Training Coordinator, ensure all participants complete AWS Standard System Training
- Together with the AWS Sector Team, recruit a consultant with relevant expertise to carry out catchment assessments for both locations*
- Organise and host a knowledge sharing workshop for participating suppliers to learn about the findings of the catchment assessment(s)
- Together with the AWS Sector Team, recruit a consultant with relevant expertise to support participating suppliers to undertake a gap analysis*
- Provide monthly progress reports to the AWS Sector Team for sharing with the AWS Members who are funding the activities
- Provide overall management of the project to ensure activities are completed on time, within budget and in accordance with project requirements and quality standards

*These activities are covered under two separate invitations to tender.

The successful consultant will lead the delivery of the project in Spain over an estimated period of six months. Success for this role will involve the timely completion of the activities, with all participants reporting positive outcomes from their engagement with the process.

DELIVERABLES
The Project Manager will deliver the following:

1. A detailed project plan that outlines all project activities and timelines at the outset which will be used for ongoing project monitoring
2. Monthly progress reports that include updates on project activities, timelines and budget
3. Completed project activities as outlined above, including any deliverables required
4. Final project documentation, including a project report and any other required documentation

REPORTING
The Project Manager will work closely with the AWS Sector Team, including providing weekly updates and attending meetings as required.

CONTRACT
The successful consultant will be required to sign a contract that outlines the terms and conditions of the project, including the scope of work, deliverables, timeline and budget.
TIMELINE
The Project Manager is expected to complete the proposed activities within 6 months, starting from the date of the kick-off workshop. An indicative timeline of activities is as follows:

<table>
<thead>
<tr>
<th>AWS IMPACT ACCELERATOR - TIMELINE</th>
<th>MONTH OF PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>ADMINISTRATION OF PROGRAM</td>
<td></td>
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<tr>
<td>KICK-OFF WORKSHOP (1 DAY)</td>
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<tr>
<td>CATCHMENT ASSESSMENT (3 MONTHS)</td>
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<tr>
<td>SITE ONBOARDING (1 DAY PER SITE)</td>
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<tr>
<td>WATER STEWARDSHIP TRAINING (4 DAYS)</td>
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<tr>
<td>KNOWLEDGE SHARING WORKSHOPS (1 DAY)</td>
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<tr>
<td>GAP ANALYSIS (3 MONTHS)</td>
<td></td>
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<tr>
<td>END OF PHASE 1 WORKSHOP (1 DAY)</td>
<td></td>
</tr>
</tbody>
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MINIMUM REQUIREMENTS
The consultant should have appropriate expertise including project delivery and programme coordination as well as an in-depth understanding of the context of water in Spanish agriculture. A strong understanding of water stewardship and the AWS System will also be valuable to the role. AWS will consider proposals from individuals as well as consultancy organisations with the relevant skills and expertise. The consultant will be selected based on the following criteria:

A. Completed AWS Standard System Training (Advanced)
B. Experience working in water in Spain
C. Proficient in dealing with private and/or non-profit sectors and comfortable working with diverse stakeholders
D. A strong knowledge of the water context in Spain
E. Experience working with Spanish producers
F. Demonstrable experience of project management and delivery
G. Ability to work fluently in Spanish and English, both written and verbal communication

APPLICATION PROCESS
The contract will be awarded through a competitive bidding process. Any consultant with the relevant skills and expertise to undertake this role is requested to submit the following documents in English:
1. A cover letter mentioning expertise for the consultancy (max 2 pages)
2. A CV of the lead consultant (max 5 pages)
3. Financial proposal detailing cost based on the activities outlined above (max 2 pages)

Proposals will be assessed based on the following criteria:

| Professional capacity to carry out the assignment | 35 |
| Relevan experience in similar assignment          | 35 |
| Financial evaluation                             | 30 |
| **Total**                                        | **100** |

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. AWS reserves the right to not award the contract to any bidder.

**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:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception report showing detailed workplan for the programme</td>
<td>30%</td>
</tr>
<tr>
<td>Delivery of all programme activities</td>
<td>40%</td>
</tr>
<tr>
<td>Final report with all mentioned deliverables and documents</td>
<td>30%</td>
</tr>
</tbody>
</table>

**INTELLECTUAL PROPERTY**

All drafts and final data, reports, photos and videos must be submitted to AWS in both hard copy and electronic versions as appropriate. All data, photos, videos, information and 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
- Messages to be carried by reports 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 requested documents to gail@a4ws.org with the subject: “Project Manager, Spain” by 1st September 2023.

AWS is an equal opportunities employer and does not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

AWS will comply with all relevant Privacy and GDPR regulations regarding candidate data retention.

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