INVITATION TO TENDER
AWS STANDARD GAP ANALYSIS

ABOUT THE 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 (AWS Standard) – that drives, recognises and rewards good water stewardship performance. AWS is registered as a Scottish Charitable Incorporated Organisation (SCO45894).

The AWS Standard drives social, environmental and economic benefits at the site and local area. It asks water-using sites to address water challenges to move towards: good water governance, sustainable water balance, good water quality, protecting important water-related areas, and access to safe water, sanitation and hygiene (WASH) for all.

The AWS Standard consists of five steps which are evaluated through criteria, core indicators and advanced indicators, as outlined in the table below.

The AWS Standard V2.0 indicators:

<table>
<thead>
<tr>
<th>STEPS</th>
<th>CRITERIA</th>
<th>CORE INDICATORS</th>
<th>ADVANCED INDICATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gather &amp; Understand</td>
<td>8</td>
<td>29</td>
<td>5</td>
</tr>
<tr>
<td>2. Commit &amp; Plan</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>3. Implement</td>
<td>9</td>
<td>20</td>
<td>16</td>
</tr>
<tr>
<td>4. Evaluate</td>
<td>4</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>5. Communicate &amp; Disclose</td>
<td>5</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>30</strong></td>
<td><strong>68</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

BACKGROUND

AWS has identified Chennai and Bengaluru in India as areas of interest to work on water stewardship among AWS Members through global working groups. As Chennai and Bengaluru are industrial hubs for India, AWS recognises that there is potentially significant demand for water stewardship support in these two locations. AWS has developed an ‘Impact Accelerator’ to help the companies, 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 will be a phased approach envisioned to meet short term goals while creating a long-term multiplier effect in India. 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 Impact Accelerator Programme, AWS is planning to carry out the Independent Gap Analysis of sites identified in Chennai and Bengaluru. It involves assessing the site’s compliance with all core indicators of AWS Standard V2.0, identifying gaps and suggesting to sites the ways they might address the gaps against all core indicators of AWS Standard.

**ASSESSMENT AREA**

The following areas must be covered under the gap analysis:

- 7 sites in Chennai
- 7 sites in Bengaluru
- 2 sites in Hosur

**SCOPE OF THE WORK**

The scope of the work is limited to all core indicators of AWS Standard and consists of 5 steps:

**Step 1: Kick off meeting with the site**

The consultant organise a kick-off meeting with the site after the introduction made by AWS. The consultant will inform the site about the purpose and scope of the work, documents and time required, and other details related to the AWS Gap Analysis. The consultant will decide the date of the onsite Gap Analysis as per mutual agreement with the site.

**Step 2: Document review off site**

The consultant will share with the site a list of all documents required and carry out a detailed documents review as per the compliance level with AWS Standard v2.0.

**Step 3: On site visit**

The consultant will visit the site and catchment area and carry out a detailed review of the compliance level of the site against all the core indicators of AWS Standard V2.0

**Step 4: Draft report and feedback to site**

The consultant will prepare a draft report outlining the compliance level of site against all core indicators of AWS Standard V2.0, suggesting corrective actions to address the gaps and share this feedback with site through virtual meetings.

**Step 5: Finalisation of Report**

The consultant will finalise the report and share with site and AWS.

**DELIVERABLES**

The consultant is expected to deliver the following reports:
1. Individual site-based gap analysis report to be shared with all participating sites
2. A detailed compiled report will be provided to AWS
3. A power point presentation of approximately 20 slides in AWS provided template
4. Photos and videos that are captured during the entire assessment

EXPECTED TIMELINE
The assessment is tentatively scheduled to take place between November 2023 and December 2023.

MINIMUM EXPERTISE REQUIREMENT
The consultant/firm should have undertaken AWS Standard System Training and have good knowledge of the AWS System and water stewardship. They 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 will 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
- Strong knowledge of the AWS Standard System demonstrated via completion of the AWS Standard System Training
- Familiarity with the context of the Bengaluru and Chennai water situation and relevant stakeholders
- Strong capabilities in working in English and local language
- Sound statistical analytical abilities
- Sound knowledge and skills on digital data collection, data management and have hardware and software to collect data digitally ensuring data security
- Ability to work under pressure and meet deadlines

APPLICATION PROCESS
If you are interested and feel competent to carry out this 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 in English 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 to qualify in the evaluation process. The following areas will be served as criteria for the proposal (100 marks) assessment:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional capacity to carry out the assignment</td>
<td>30</td>
</tr>
<tr>
<td>Time-bound rollout plan</td>
<td>20</td>
</tr>
</tbody>
</table>
Relevant experience in similar assignment 20
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.

**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</td>
<td>30%</td>
</tr>
<tr>
<td>Draft report shared with all the planned sites</td>
<td>50%</td>
</tr>
<tr>
<td>Final compiled report handed over to AWS</td>
<td>20%</td>
</tr>
</tbody>
</table>

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

**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 the data, photos, videos, 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 gail@a4ws.org by 1 November 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.