



Terms of reference: Consultancy service for documenting the implementation of the Water, Climate and Development Programme (WACDEP) in Ghana

1.0. Background

The Global Water Partnership (GWP) is an intergovernmental Organisation established in 1996. It supports efforts of countries to integrate the development and the management of water, land, and related resources in order to maximize economic and social welfare without compromising the sustainability of ecosystems and the environment. The network spans 13 regions with 2,800 institutional Partners in 168 countries. The global secretariat is in Stockholm, Sweden. For more information, please refer to <http://www.gwp.org>.

GWP is supporting the African Ministers' Council on Water's (AMCOW's) to implement climate change related commitments expressed by African Heads of State in the 2008 Sharm El-Sheikh Declaration on water and sanitation, through the Water Climate Development Programme in Africa (WACDEP Africa). The Declaration commits countries to put in place adaptation measures to improve the resilience of countries to the increasing threat of climate change and variability to water resources. For more information, please refer to www.amcowonline.org.

The goal of the WACDEP is to promote water as a key part of sustainable regional and national development and contribute to climate change adaptation for economic growth and human security.

The overall objective is to support integration of water security and climate resilience in development planning and decision making processes, through enhanced technical and institutional capacity and predictable financing and investments in water security and climate change adaptation.

By building climate resilience and supporting countries to adapt to a new climate regime through increased investments in water security, the initiative will contribute to peace building and conflict prevention, support Pan African integration and help safeguard investments in economic development, poverty reduction, the MDGs and the Sustainable Development Goals (SDGs).

WACDEP supports the implementation of AMCOW's work program. It is being implemented from 2012 to 2016 in eight countries over the five regions of Africa. The programme is supporting mainly: (i) Local, sectorial (such as Economic Planning, Finance, Water Resources, Agriculture, Environment, Energy, Health and Infrastructure...) and national government institutions; (ii) Regional Economic Communities (REC) and (iii) River Basin Organizations (RBOs). For more information, please refer to <http://www.gwp.org/wacdep>.

The expected outcomes of the programme are:

- Water security and climate resilience integrated in development planning and decision-making processes;
- Capacities of partnerships, institutions and stakeholders enhanced to integrate water security and climate resilience in development planning and decision-making processes and;
- "No regrets" investment and financing strategies for water security, climate resilience and development formulated in such a way that they are readily implementable by governments. In addition, fundable projects (infrastructure-related) for water security, climate resilience and development are defined and shared with development banks.

The WACDEP integrates four components organized into eight Work Packages as outlined below:

- Component 1- Investments in regional and national development: *Work Package 1- Regional and Transboundary Cooperation; Work Package 2- National Development and Sector Plans; Work Package 3- Investments; and Work Package 4- Project Preparation and Financing.*
- Component 2 - Innovative Green Solutions: *Work Package 5- Demonstration Projects;*
- Component 3 - Knowledge and Capacity Development: *Work Package 6- Capacity Development; and Work Package 7- Knowledge and awareness.*
- Component 4 - Partnership and Sustainability: *Work Package 8-Governance and Fundraising.*

Global Water Partnership in West Africa (GWP West Africa) is one of the regions that promotes the concept and implementation of IWRM as a vital approach to managing water resources.

Country Water Partnerships (CWPs) are neutral, multi-stakeholder platforms for dialogue and facilitating change processes including implementation of the principles of IWRM instrumental in facilitating the development of national IWRM Plans, piloting IWRM at local levels and contributing to countries preparedness to drought. They bring together Government Ministries, Departments and Agencies, Civil Society, Private Companies, and Academia. These CWPs are important platforms to facilitate coordination and dialogue among various stakeholders, and among different programs/initiatives.

In West Africa, the WACDEP is being implemented from 2011 to date at the regional level, in the Volta Basin in Burkina Faso and in Ghana.

While GWP regions and countries are in process to expanding the WACDEP to 10 additional countries as per the AMCOW EXCO mandate and reflected in the current AMCOW Triennial Work Plan 2014 – 2017, it is relevant to document interventions supported in implementing the programme at different levels since its implementation.

This TOR is thus developed to procure a Communication and Knowledge Development Expert to guide the consultancy service mentioned above.

2.0. Objective

The main objective of this consultancy is to document interventions supported under the implementation of the WACDEP at different levels in Ghana from 2013 to date, to facilitate the replication and the up-scaling of good practices and lessons learned for supporting water security and climate resilience development in the Region and elsewhere.

Annex 1 provides details on interventions supported at different levels implementing the WACDEP in West Africa.

3.0. Scope of the assignment

The scope of the assignment includes following tasks:

- Review WACDEP relevant documents available at GWP West Africa, GWP Burkina Faso and GWP Ghana
- Agree with GWP Ghana and partners on WACDEP supported interventions to be documented;
- Prepare and undertake site visits to collect more data/evidence from field and stakeholders, including interviewing community members and other stakeholders;
- Agree with GWP Ghana and partners on: (i) the list of knowledge products to be developed including the focus thematic and sub-thematic areas from relevant reports, documents, information and data available on interventions supported under the programme; (ii) key target audiences, the formats and the information to be shared through each knowledge product;
- Draft agreed knowledge products in agreed formats, taking the leadership in editing and making lay-outs of products as per the GWP Graphical Policy;

- Facilitate a stakeholders' workshop to review and validate draft knowledge products;
- Improve and finalize draft knowledge products;
- Suggest potential actions and channels to disseminate expected outputs from the assignments.

The documentation of each intervention should deeply inform on:

- 3.1. Water security and climate resilience problems, issues and challenges that have led to the intervention. How climate change issues arose in the intervention?
- 3.2. Background about targeted beneficiaries/ communities and other stakeholders. Photos and maps can be valuable aids in describing context.
- 3.3. The vision, the process supported and the work facilitated by the GWP- WACDEP Management teams and partners to address the identified water security and climate resilience problems, issues and challenges. What is the WACDEP Management Team's and partners' ultimate goal and why this is important?
- 3.4. Decisions taken to start the intervention. What were the objectives, who/ what institution took the leadership, role in the definition of objectives? who was involved in defining the objectives? What was the succession of decisions during the implementation of the intervention? Specific event (s) that precipitate the intervention. if so, how?
- 3.5. Did the process involve community groups, environmental organizations, social service agencies, conservation authorities, representatives from local/ municipal/ sector/ central government institutions, academic researchers, consultants, others? If so what were their roles?
- 3.6. Instruments used to implement the intervention:
 - What was done to assess vulnerability/impacts/risk? Who was involved and how were they engaged in the process? Did they use information about climate trends and/or regional projections as part of the process and if so how did they get this information? What tools, methodologies, approaches and other resources were used? Were they barriers to getting and using this information? How much time did the assessment process take? What were the strengths and shortcomings? Is the process of assessing vulnerability/impacts/risks ongoing? if so, what more is planned? How were gender issues addressed in this process?
 - How did stakeholders in the process prioritize risks of concern in order to begin planning water security and climate resilience development?
 - How were water security and climate resilience options identified? What criteria tools, methodologies, approaches and other resources went into choosing options to pursue?
 - To what extent were water security and climate resilience choices made because they provide other benefits to the community? What potentially appropriate options never made it onto the table and why not?
 - What has been done to implement water security and climate resilience development to date? Has there been any assessment / evaluation of the benefits of the water security and climate resilience development process and if so, what criteria tools, methodologies, approaches and other resources were used? And what were the results?
 - How long did various steps in the process take?
- 3.7. Outcomes of the intervention. This section will describe what happened as a result of the intervention undertaken in terms of achievements from the intervention implemented. It will also examine what were the underlying reasons of the intervention's outcomes. Some of the possible questions could be:
 - What were the problems encountered in implementing the intervention? How were they overcome? What problems still exist? Why they have not been solved?
 - What were the key implementation issues? Were the intervention objectives achieved?
 - What were the results obtained: quantitative and qualitative results such as:
 - Increased synergy / coordination between partners working in areas connected to water security and climate resilience development at different levels;

- Water security and climate resilience mainstreamed/ enhanced in development planning and decision-making processes at local, country, transboundary and regional levels;
 - Partnerships, institutions and stakeholders with enhanced capacity to integrate water security and climate resilience into development planning and decision-making processes at different levels and;
 - Investments and financial resources leveraged to support water security, climate resilience and development at different levels;
 - Community resilience to climate enhanced at local level;
 - Improvement of ecosystems, water quality and peoples health;
 - Financial sustainability of the water delivery systems; or social improvements.
- Who were the winners and losers as a consequence of the intervention?
 - Sustainability and intervention leading to effects and impacts– will the changes described continue to be effective and beyond the intervention? What were the financial, institutional, technical strengths and weaknesses related to the intervention?
 - Efficiency of resources used in the actions: How much did the process cost? How were resources obtained, level of cost recovery, level of dependency on external resources of the investment phase and the Operation phase of the intervention? Estimated cost of the intervention’s outcomes?
 - The lessons learned from and the replicability of the intervention. This section will describe how this experience can be used elsewhere. The key questions are:
 - What are the most important lessons from this intervention that might be useful for other countries and for policy implementation in areas of water security and climate resilience development at local, sectoral (water, energy, agriculture, environment..), national, transboundary, regional and panafrican levels?
 - Does this intervention have relevance in other places? Does it have wider relevance?
 - Importance and relevance of the experience for the development of an Integrated Water Resources Management approach.

3.8. Perspectives moving forward to impacts and policy recommendations.

4.0. Assignment Outputs

Indicative outputs (deliverables) from the assignment are:

- The inception report detailing the consultant’s understanding of the assignment and the proposed workplan to undertake the assignment;
- The list of agreed WACDEP interventions to be documented and knowledge products to be developed;
- The format, the focus thematic and sub-thematic and the target audience for each agreed knowledge product to be developed;
- The draft and the final knowledge products and the innovative dissemination actions including channels.

Key expected WACDEP knowledge products from documented information on interventions supported in implementing the programme should include:

- Case studies on each or at least two documented interventions supported under the implementation of the WACDEP in West Africa;
- Integrated stories related to the WACDEP implementation in West Africa, in the Volta basin in Burkina Faso in Ghana and at the local level;

- Audio-visual presentations of (i) integrated stories related to the WACDEP implementation in West Africa, in the Volta basin in Burkina Faso in Ghana and at the local level; and (ii) case studies on each or at least two documented interventions supported under the implementation of the WACDEP in West Africa;
- PowerPoint presentations of (i) integrated stories related to the WACDEP implementation in West Africa, in Volta basin in Burkina Faso in Ghana and at the local level; and (ii) case studies on each or at least two documented interventions supported under the implementation of the WACDEP in West Africa.

The knowledge product to be developed under the assignment will be shared through appropriate channels with policy makers, planners and development partners in West Africa and elsewhere.

5.0. Background Documents

- Terms of reference of the supplier
- Supplier's offer
- WACDEP Programme Document
- WACDEP Progress reports at national, regional, continental and global levels
- AMCOW/GWP/ CDKN. 2012. Water Security and Climate Resilient Development. Strategic Framework. Investing in water security for growth and development. 39 pp.
- AMCOW/GWP/CDKN. 2012. Water Security and Climate Resilient Development. Technical Background Document. Investing in water security for growth and development. 130 pp.
- GWP/ WACDEP Africa Coordination Unit. Reports of the WACDEP Technical Coordination Meetings.
- Samples - GWP Toolbox case studies and DFID case studies.

6.0. Duration of the Task and Budget

The duration for this short term consultancy work will be for a month time commencing from the date of signature of the contract and the task will be completed by the 31st August 2016. The consultant will propose actual dates. Financial proposals submitted should show how comprehensive tasks can be implemented to achieve the objectives of this assignment.

7.0. Expertise Required

The assignment requires a high level Communication and Knowledge Development Expert. The Individual Consultant interested in this work is required to have at the following qualifications:

- Minimum of postgraduate degree in Communication, Knowledge management or related field.
- A least five years proof experience of working with and producing similar write-ups, policy briefs, and awareness/advocacy materials in areas of Environment, Natural resources, water resources, climate change or related fields.
- At least 5 years of relevant experience of knowledge management in the same fields.
- Good verbal and written communication skills.

8.0. Applications

Individual consultants meeting the above requirements are invited to submit their proposals (technical and financial) to undertake the assignment.

Please submit your proposal in hardcopy (hand delivery) to the address below no later than 10.00am on 24th June 2016.

The Executive Secretary, CWP-Ghana, P. O. Box M 32, Accra, CSIR-WRI Campus, Airport Residential Area, Leticia Obeng Block R 18.