



REPUBLIC OF UGANDA

MINISTRY OF WATER AND ENVIRONMENT

INTEGRATED WATER MANAGEMENT AND DEVELOPMENT PROJECT (IWMDP)

TERMS OF REFERENCE

FOR

**CONSULTANCY SERVICES FOR COMPREHENSIVE SITUATION ASSESSMENT
AND PREPARATION OF ALBERT WATER MANAGEMENT ZONE (AWMZ)
STRATEGY AND ACTION PLAN**

May 2019

COMPREHENSIVE SITUATION ASSESSMENT AND PREPARATION OF ALBERT WATER MANAGEMENT ZONE (AWMZ) STRATEGY AND ACTION PLAN

1.0 BACKGROUND

1.1 Introduction

The Government of Uganda's Ministry of Water and Environment (MWE) is implementing a series of major water policy reforms through its Directorate of Water Resources Management (DWRM). The reforms include the adoption of the principles of integrated water resources management (IWRM), a catchment-based approach to water resources management and investment planning and a participatory approach. In keeping with broader Government policy, implementation of IWRM will be deconcentrated to the zonal and catchment levels.

De-concentration of water resources management in Uganda through catchment-based management and planning was a core recommendation of the Water Resources Management Sub-Sector Reform Study completed in 2005. This is based in part on the principle of subsidiarity reflected in Agenda 21 which recommended that water should be managed at the lowest appropriate levels with the catchment being the desired level. This principle has also been formally acknowledged in Uganda's National Water Policy (1999) as well as in several regional accords including the East African Community Development Strategy (2006-2010) and the Protocol for Sustainable Development of the Lake Victoria Basin (2003). Uganda's National Water Policy (1999) specifically encourages decentralisation of those Water Resources Management (WRM) functions that can best be performed at the district or community level, and The Local Government Act (1997) provides for the creation of multi-district administrative instruments where clusters of districts cooperate administratively.

The concept of IWRM is not well understood at the political and technical levels outside the water sector. Water development has traditionally been a part of sector-based project planning. The challenge is to raise awareness within the country and to engage national development planning processes so that it is given the appropriate priority. Limited collaboration and coordination of various stakeholders and activities that use or impact on water resources continue to be a hindrance to sustainable enjoyment of the economic and social benefits of water use. Implementation of IWRM is therefore still a challenge and the move to de-concentrate water resources management to the lowest appropriate level is in its early stages. The challenge is to ensure the active participation and involvement of all stakeholders to promote the benefits of IWRM and overcome the bottlenecks and conflicts.

1.2 Rolling-Out the IWRM De-Concentration Program

The key element in the transformation and de-concentration of IWRM in Uganda is the establishment of Water Management Zones (WMZs) as the platform for catchment-based water management and development planning. The country has been divided into four WMZs as shown in the figure below to the right, and within each zone, the respective catchments have

been delineated. At the same time DWRM has prepared a new National Water Resources Assessment that is to be the basis for a new National Water Strategy and Action Plan. These are intended to provide a national level policy framework for work at the WMZ and catchment levels.

The Government has also undertaken several important actions to ease the way to the roll-out of the reform program. First, the framework for deconcentration of water resources management was piloted in Rwizi catchment in the Victoria WMZ in order to test the catchment level institutional structure for stakeholder participation, to prepare a catchment situation analysis to identify priority interventions and to test approaches to stakeholder involvement and capacity building. The subsequent roll-out strategy was based in part on the lessons learned from this exercise. Second, Japan International Cooperation Agency (JICA) has undertaken the preparation of a comprehensive water resource knowledge base for the Kyoga WMZ as a part of the preparation of a master plan for rural water supply in the Zone.



The DWRM has now deployed five professional staff to each of the four WMZ teams. In each zone, the WMZ staff is presently located in the offices occupied by staff of the Water and Sanitation Development Facility (WSDF) and the Technical Support Unit (TSU), both of which are under the Directorate of Water Development (DWD). In collaboration with various partners (e.g. the NGOs WWF and Protos) in the Albert, Lake Victoria and Albert WMZ teams have been working on catchment planning and stakeholder mobilization. While it can be said that the establishment of the Catchment Management Organization (the CMO – the institutional structure for stakeholder participation) has been successful, progress in preparation of catchment management plans has been lower than expected in part because of inadequate funding to sustain the process and develop other key parts of the planning process including assembling a knowledge base, preparation of a catchment situation analysis, and identification and assessment of the full range of options.

The DWRM has now deployed five professional staff to each of the four WMZ teams. In each zone, the WMZ staff is presently located in the offices occupied by staff of the Water and Sanitation Development Facility (WSDF) and the Technical Support Unit (TSU), both of which are under the Directorate of Water Development (DWD). In collaboration with various partners (e.g. the NGOs WWF and Protos) in the Albert, Lake Victoria and Albert WMZ teams have been working on catchment planning and stakeholder mobilization. While it can be said that the establishment of the Catchment Management Organization (the CMO – the institutional structure for stakeholder participation) has been successful, progress in preparation of catchment management plans has been lower than expected in part because of inadequate funding to sustain the process and develop other key parts of the planning process including assembling a knowledge base, preparation of a catchment situation analysis, and identification and assessment of the full range of options.

To this end, the Government of Uganda through the MWE with support from the World Bank (WB) has planned to implement an **Integrated Water Management and Development Project (IWMDP)** within which Consultancy Services for Undertaking Comprehensive Situation Assessment and Preparation of Albert Water Management Zone (AWMZ) Strategy and Action Plan are sought. The MWE, therefore, is seeking reputable organisations/firms to provide these consultancy services for Undertaking Comprehensive Situation Assessment and Preparation of Albert Water Management Zone (AWMZ) Strategy and Action Plan.

The activities of IWMDP are informed by lessons learned from the implementation of World Bank Funded Water Management and Development Project (WMDP) which ended in December 2018. These project financed major water-related investments in priority urban areas and various measures to improve IWRM planning and development including preparation of the Water Resources Strategy for Upper Nile, the development of 2 catchment management plans in Awoja and 2 catchment management plans in Upper Nile WMZ. The IWMDP builds on the achievements of the WMDP, paying special attention to the vulnerable Northern and Mid-Western regions, refugee hosting communities, and areas with low WSS coverage by creating an enabling analytical, infrastructural and institutional platform to improve water resource management, productivity and service delivery and to reduce vulnerability to water shocks. The IWMDP will consolidate the progress made in implementation of IWRM over the years by MWE.

1.3 Integrated Water Management and Development Project (IWMDP)

The Government of Uganda) with Support from the World Bank (WB) prepared and implemented the Water Management and Development Project (WMDP), an investment project to support the roll-out of deconcentration of IWRM and the preparation of catchment plans, and to support investment in water supply and sanitation in NWSC cities and DWD small towns and investment in priority project proposals that emerge from the catchment planning process. The WMDP supported the establishment (office infrastructure and equipment) of the Kyoga and Upper Nile WMZs, the development of a WMZ-level knowledge base to support catchment planning, the development of Upper Nile WMZ Strategy and Action Plan, the preparation of catchment plans including stakeholder mobilization and consultation, and investment in priority projects identified through the catchment plans and agreed by the respective Catchment Management Committees. The project also supported the upgrading and modernization of the hydrologic information system and the water quality laboratory at DWRM.

Following the successful implementation of WMDP, GoU and the WB have prepared the Integrated Water and Development Project to upscale activities of WMDP, and support IWRM implementation with sector agencies ministries. It will focus on Small Towns and Rural Water Supply and Sanitation, Rural Water Supply and Sanitation Systems, and Water Resources Management. Interventions under the WRM component are targeted to supporting the sustainability of the water infrastructure investments and includes; i) implementation of five priority investments in catchment management to cover three catchments (Awoja, Mpologoma and Victoria Nile) in the Kyoga Water Management Zone (WMZ) and two catchments (Albert Nile and Aswa) in the Upper Nile WMZ.; ii) development of a Water Resources Strategy for the Albert WMZ (where the oil fields are located), due to its importance to the economic development of the country; iii) preparation of four catchment management plans in the Kyoga and Albert WMZs; iv) ground water assessment to inform the sustainability of groundwater development, and prepare guidance tools; and v) improvement of water resources monitoring.

2.0 PURPOSE OF THIS CONSULTANCY

The purpose of this consultancy is to assist DWRM to prepare, first, a Strategy for the development and management of water resources in the Albert Water Management Zone; and second, a Strategic Investment and Action Plan for its implementation.

This is a time-bound activity, and the consultant is responsible for delivering a comprehensive strategy in consultation with various stakeholders. At the same time the consultant and the WMZ will form one team to carry out the work, and the consultant will maximize the opportunity for effective on-the-job training.

3.0 THE SETTING

DWRM prepared a comprehensive National Water Resources Assessment (NWRA). It included a hydrologic assessment of the present extent and quality of surface and groundwater. A complete MIKE HYDRO model setup for the country was developed to support the surface water analysis. The NWRA also comprised of a review of present and future water use and pollution loads, as well as an examination of extreme hydrologic events, their consequences, and possible mitigation factors.

The results of the NWRA served as key input into the development of the National Water Resources Strategy for Uganda. The National Water Resources Strategy seeks to guide the development and management of Uganda's water resources sustainably to achieve the nation's overall development objectives while safeguarding the environment and considering the regional and transboundary context. Thus, the National strategy concerns the use, development, conservation, and protection of the Nation's water resources by 2040, with emphasis on how the water resources can assist in reaching Uganda's development objectives in a sustainable manner.

In line with the Government's new approach to managing water resources at the zonal level, Water Management Zone Strategies are to be developed to implement the National Water Resources Strategy in addition to the National Water Quality Management Strategy; National Water Resources Use and Allocation Plans; Water Resources Protection and Catchment Conservation Strategies; and other relevant programmes.

It is in this context that the Albert Water Management and Development Strategy is to be developed.

4.0 SCOPE OF SERVICES

In preparing their proposals, the Consultants are expressly required to develop their own approach and methodology. The description of the scope of services hereafter outlines the tasks, sub-tasks and working packages to be performed by the Consultant. These shall be adapted and further detailed by the Tenderers and presented as a detailed task description in a concise list of services.

The Consultant is required to work very closely with officers in the Directorate of Water Resources Management (DWRM), Albert Water Management Zone (AWMZ) and stakeholders within the catchment. The Consultant is also expected to cooperate and liaise closely with other stakeholders/actors/programmes active in the same sector as well as catchments (Directorate of

Water Development, Directorate of Environment Affairs, Ministry of Agriculture, Animal Industry and Fisheries, Ministry of Energy and Mineral Development and Nile Basin Initiative, among others). For each task, the Consultant will prepare a draft report, hold a consultative stakeholders' workshop, and then prepare a Final report that will be reviewed by the Ministry.

4.1 Task 1: Inception Phase

The initial studies and investigations will be aimed at collecting information which will form the study basis. These will include (but not limited to):

- Review the existing broad set of documents (see non-exhaustive list in para 8.0 of this section), and extract the relevant qualitative and quantitative information;
- Critically review available data (demographic data, water consumption, wastewater generation pattern, solid waste production, rainfall data, and forecast of future developments), computer models, GIS information, water for agricultural needs including irrigation and water for the oil industry, ecological flows, tourism, available project documentation (prior studies and reports) that relate to the Albert Water Management Zone.
- Carry out the necessary field visits and contact key stakeholders, projects and programs relevant to the assignment, to verify the accuracy and relevance of the information collected in the previous task;
- Identify the various ongoing programs, plans and activities in the region, implemented by the authorities and other donors, identify potential gaps, and draw preliminary lessons from them, applicable to the possible recommendations in this study;
- Present the revised methodology and approach the Consultant intends to use to derive the strategy and action plan for the WMZ.
- Prepare a draft Inception Report covering the analysis and results of the above sub-tasks. This report will also include a summary of the consultant's approach to the work, including the process for deployment of staff in the WMZ and a proposed work plan. The draft report will be presented in a consultative workshop with relevant stakeholders; the Consultant will then incorporate comments and feedback from stakeholders and prepare the Final Inception Report.

4.2 Task 2: Diagnostic/Situational analysis

The consultant will conduct a Diagnostic/Situational analysis for management and development issues related to water resources within the Water Management Zone. To this end, the consultant will:

- i. Undertake a Stakeholder analysis;* Ownership and commitment are crucial for implementing the Strategy and Action Plan, including the identified projects. The consultant will thus identify key stakeholders who are now or who in the future may be involved in developing and managing the water sector in the basin, analyse their approach to the water sector; and assess their interests and how they could affect the risk level and viability of the Strategy and Action Plan.

ii. *Undertake a Resource Assessment*; describe the state of the physical resource base in the basin including demand and availability of surface and groundwater, and water quality. Identify sensitive ecosystems and critical portions of the natural environment within a watershed context and assess the effect of water quality on the ecosystems. Assess social issues, vulnerabilities, challenges both now and for the future including the effects of climate change (including gender issues, vulnerable groups, etc.). The transboundary aspects of the waters should also be looked into during the resource assessments both in quantity and quality. These should be linked with Uganda's development agenda for example the focus on irrigation.

iii *Delineate the watersheds*. Prepare an inventory of matters related to the physical resource base including the effects of water development on the environment, particularly oil exploration and drilling. The assessment will include an analysis of sources, causes of degradation of land and water, effects of climate variability and sedimentation on the water resources, flooding and droughts, riparian ecosystem, river channel instability and limited dry season water supply, and existing measures to combat them as well as potential future watershed conditions, their uses and associated values.

iv *Compile a listing and status of investment projects*; undertake desk reviews of planned and ongoing national and regional studies and investment projects related to the various sectors (water supply and sanitation, navigation, energy, oil drilling, agriculture, water resources management and development, wetlands management, tourism, etc). Map the locations and attributes of current and planned infrastructure, including water resources. Ascertain the status of current major projects related to the water sector in the basin and review their appropriateness in terms of their effectiveness (identify gaps) in addressing the major issues identified previously. Prepare a Water Management Zone profile detailing issues and opportunities in water and land resources management.

v *Undertake a Water Balance*; assess future water demand and development issues and problems. The consultant will carry out a water balance of the WMZ using a simulation model (some models have been used in the past, including MIKE HYDRO. It is the consultant's responsibility to assess the adequacy of these models and to determine the appropriate one for use, in agreement with MWE). This will include assessing present and projected future water use including proposals for water resources development and expanded water use for various purposes by stakeholders and other national agencies (compiled in earlier steps). To the extent that issues and problems identified and highlighted by stakeholders and the planning team are having or may in the future have an impact on the water balance and the sustainability of water use they should be incorporated into the simulation studies. The consultant will explicitly assess the potential for water development in the various sectors considering the constraint of land and water availability. Particular attention will be given to surface water storage to increase the reliability of supply with consideration to conjunctive use. Identify strategic issues in connection with (a) watershed conservation and management (to restoration and rehabilitation of critical degraded ecosystems), (b) mining sector especially oil exploration and drilling, gold, cobalt and iron, (c) irrigation and drainage, (d) hydropower generation, (e) water supply for domestic and industrial use, (f) flood and drought control, (g) wastewater management and (h) environmental conservation.

i. Prepare a draft diagnostic/situational analysis report, with relevant annexure.

- ii. Conduct a stakeholder consultative workshop to present the draft diagnostic/situational analysis report
- iii. Prepare a final diagnostic/situational analysis report incorporating comments received from the stakeholder consultative workshop and submit for final approval by the Ministry.

4.3 Task 3 - Formulation of the Albert Water Resources Management and Development Strategy and Strategic Action plan

By consultations with stakeholders, the key findings of the Diagnostic/Situational analysis and a synthesis of their strategic implications on water resources management and development the consultant will:

- i. Identify the water resources management and development objectives that the Strategy should address.
- ii. Identify coherent sets of strategic actions as associated activities, their outputs and the output indicators. Together the strategic actions will seek to achieve the objectives and in turn the vision of the Strategy.
- iii. Undertake an institutional and financial analysis. The consultant will assess financing and institutional options for the implementation of the Strategy.
- iv. Formulate the Strategy, including prioritized and sequenced strategic actions and activities for the Albert Management Zone up to year 2040, considering population growth, economic development in the basin, water availability and resources development, environmental conservation, social concerns, institutional issues, and economic/financial viability.

Task 4 - Formulation of the Albert Strategic Action plan

- i. Develop a monitoring and evaluation framework with suitable indicators to track the progress towards the achievement of the outputs and objectives of the Strategy. The framework will also provide feed-back from the process in order to guide, amend and direct the process and inform managers, funding agencies and political levels about the status, progress and impacts.
- ii. Formulate the prioritized strategic Action Plan for the implementation of the Strategy for the Albert Water Management Zone that is applicable up to the year 2040 including the monitoring and evaluation framework (refer above).
- iii. The Consultant will hold a consultative workshop with relevant stakeholders to present the draft strategy and action plan for validation and comments.
- iv. Prepare final strategy and Action Plan

5.0 STAFFING AND QUALIFICATION REQUIREMENTS

5.1 Staffing/Personnel

The Consultant is required to elaborate in his technical offer on the envisaged logistical set-up and deployment of appropriate skills for the execution of the assignment. The consultant should

carefully review the scope of works and propose a team of well-organised competent staff, adequately equipped with the necessary skills/facilities to execute the assignment, bearing in mind that a substantial amount of work in this assignment is field based.

The Consultant will be expected to present his staffing schedule in a manner that makes it clear as to which personnel will be involved in a specific activity. A staff organogram reflecting the envisioned activities should, therefore, be presented.

5.1.1 Staffing Requirements

The Consultant shall identify and front a team necessary to carry out the assignment and should describe clearly the functions of each team member. The consultant's core team shall include the following key staff/expertise.

- i) Water Resources Specialist / Team leader
- ii) Institutional Specialist
- iii) Natural Resources / Water Economist
- iv) Environmental Management Specialist
- v) Social Development Specialist
- vi) Water Resources Modeler
- vii) Oil and Gas Specialist

In addition, the Consultant will provide short-term specialists in such areas as:

- i) Climate Change Specialist
- ii) Irrigation Engineering
- iii) Hydrology
- iv) Geologist
- v) Hydrogeology
- vi) Water Quality Management
- vii) Water supply
- viii) Hydropower
- ix) Wetland Management

The short-term personnel are expected to have demonstrated and appropriate international technical experience (in the range of 10-15 years) including the provision of technical assistance and capacity building. Short term personnel are also expected to provide on-job training and to lead and carry out seminars and other training activities in their areas of expertise to the stakeholders in Albert Water Management Zone as well as the Ministry of Water and Environment staff as an integral part of their terms of reference during their visits to the project.

The consultant's technical proposal will identify the core staff, the short-term specialists who will participate in the assignment.

5.1.2 Staffing Qualifications

The Consultant will form a competent team to carry out the study. The consultant is expected to field a team of professionals who shall work in an efficiently coordinated process to execute the

water and environment engineering and software aspects of the assignment prescribed and implied by the preceding scope of services.

The Consultant's team shall comprise the following specialist for undertaking the study with an estimated time input of **20 man-months**.

The key personnel shall have minimum academic qualifications and experience as stipulated below:

- i) Team leader: Water resources specialist with a Master's degree and specialisation in water resource management with at least 20 years of experience in the planning and design of water resources development projects, water resources strategy and action plan development, river basin planning, project management and technical assistance including capacity building;
- ii) Institutional Specialist: A master's degree in an Institutional Development field with specialisation on analysis of water resources and river basins institutional frameworks with 10 years relevant experience;
- iii) Natural Resources / Water Economist: A master's degree in Economics with specialization in water resources economics with 10 years relevant experience on development projects for water management and development;
- iv) Environmental Management Specialist: A master's degree in Environment Engineering/Environmental Science with 10 years relevant experience in undertaking strategic environmental assessments, environmental impact assessments, etc. and in environmental management planning. Knowledge of World Bank safeguards policies is desirable;
- v) Social Development Specialist: A master's degree in Sociology with 10 years of relevant experience in undertaking strategic social assessments, social impact assessments, etc. Knowledge of World Bank safeguards policies is desirable. The Social Development specialist must, likewise, have extensive experience in stakeholder identification, mobilisation and engagement;
- vi) Water Resources Modeler: A master's degree in Water Resources Engineering and 10 years' of relevant experience in water resources modelling.
- vii) Oil and Gas Specialist: A masters' degree in Petroleum Engineering or related field, 10 years' experience in oil exploration and production, particularly sustainability of oil and gas investments.

The short-term personnel are expected to have demonstrated and appropriate local technical experience (minimum of 10 years) including the provision of technical assistance and capacity building.

5.1.3 Familiarization with the Assignment

To familiarise with the services to be provided under this invitation, the consultant is advised to visit the Project area. However, it should be understood, that any cost incurred in this regard shall be at the Consultant's own expenses.

6.0 REPORTING

6.1 REPORTING REQUIREMENTS - GENERAL

The Ministry of Water and Environment through the Directorate of Water Resources Management, under the Integrated Water Management and Development Project (IWMDP) will coordinate and manage the study and will be represented by the Director, DWRM. All reports will be submitted to:

**The Director,
Directorate of Water Resources Management
P.O. Box 20026,
Kampala, Uganda
Tel: 0414 321342**

For the Attention of:
Dr Callist Tindimugaya
Commissioner, Water Resources Planning and Regulation
Telephone: +256772 521413
Email: callist.tindimugaya@mwe.go.ug

The consultant shall hand over all data collected and models developed during the assignment to the client in formats proposed by the consultant and approved by the client in order to ensure that it is compatible with the Water Resources Information System of the Ministry of Water and Environment. Reports shall be delivered to the client's address as stated above with a copy to the World Bank Task Team Leader.

6.2 REPORTING REQUIREMENTS – SPECIFIC REPORTS

The Consultancy for the Comprehensive situation assessment and preparation of Albert Water Management Zone (AWMZ) strategy and action plan is expected to last effectively Twelve (14) calendar months.

It is, however, the responsibility of the Consultant to establish a detailed work program within the above time frame, taking into consideration the estimated man-month requirements. This should be guided by his professional judgment of the assignment's requirements and knowledge of the local conditions and needs.

The detailed schedule for the required reporting is contained in Table below.

ITEM	REPORT/ DOCUMENT TITLE	TIMING AFTER COMMENCEMENT	CONTENT	NO. OF COPIES
-------------	---------------------------------------	--	----------------	--------------------------

ITEM	REPORT/ DOCUMENT TITLE	TIMING AFTER COMMENCEMENT	CONTENT	NO. OF COPIES
A.1	Draft Inception Report	Month 1	The report shall outline the Consultant's mobilisation, the work plan, strategy, methodology, a quality assurance plan and timetable for the services. It will also provide summaries of the reviews of the data/information as carried out and the field visits. The quality assurance plan shall include the following (i) A quality policy statement setting out the objectives of the plan and (ii) The personnel who will implement the plan, their responsibilities and authority. The Final Inception Report shall incorporate comments that have been received by the Consultant from the stakeholder consultative workshop where the draft report was presented	5 to DWRM
	Final Inception Report	Month 2		5 to DWRM
A.2	Draft Diagnostic / Situational Analysis report	Month 6	The report shall comprise results of all technical and socio-economic investigations carried out under Task 2. It will include thematic reports related to water balance, hydropower potential, irrigation potential, wetlands and biodiversity as well as environmental services rural water and sanitation, institutional arrangements, stakeholder analysis and engagement.	5 to DWRM
	Final Diagnostic / Situational Analysis report	Month 8		
A.3	Draft Water Resources Management and Development Strategy	Month 10	The report shall comprise a water resources management and development strategy for the Albert WMZ with the analytical background base, including executive summary.	5 to DWRM
	Final Water Resources Management and Development Strategy	Month 14	The Water Resources Management and Development Strategy shall incorporate comments that have been received from the stakeholder workshop	5 to DWRM

ITEM	REPORT/ DOCUMENT TITLE	TIMING AFTER COMMENCEMENT	CONTENT	NO. OF COPIES
A.4	Draft Strategic Action Plan	Month 12	The report shall comprise the strategic action plan for the implementation of the Albert Water Resources Management and Development Strategy.	5 to DWRM
	Final Strategic Action Plan	Month 14	The final Albert Strategic Action Plan.	5 to DWRM
A.9	Monthly progress reports	Monthly	A report (1-2 pg maximum) comprising of a narrative and bar charts or other graphic presentation, showing details of the Consultant's progress, changes in the assignment schedule, impediments and proposed remedies.	1 to DWRM Electronic
A.10	3 Workshops	Periodically	At the end of Inception Phase, after submission of the draft Diagnostic / Situational Analysis Report, and after submission of the draft Strategy and draft Action Plan	

The consultant is encouraged to assess the appropriateness of the suggested milestones and comment upon realistic expectations, especially about the allocated time frames for the activities in Consultant's comments to the Terms of Reference.

All reports have to be submitted in both soft (*unlocked MS Word, MS Excel, PDF, etc*) and hard copy. The hard copies will be prepared in DIN A4 format, except for plans and drawings which should be prepared in DIN A3 format. The reports should be clearly labelled i.e. title of the study indicated, for easy identification and documentation purposes. All reports shall be prepared in the English language.

The Client will provide comments on each report within two (2) weeks of submission, and the consultant will only proceed after that.

6.3 Workshops

Please note that the Consultant will be expected within **two (2) weeks** of submission of draft reports to conduct presentations to the Client and Stakeholders during national workshops. **Three workshops** will be organized. The Consultant will further be required to include a provisional sum of **US\$150,000** to meet costs of holding workshops. The client will pay the Consultant based on actual and approved expenditure of the Consultant's budget. The Consultants budget (for the workshop) will have been agreed with the Client before holding the workshop. The basis for payments of the participants by the Consultant will be full participation

for the entire duration of the workshop together with an authentic invitation letter for the participant.

The first workshop will be conducted at the inception phase where stakeholder comments will feed into the final inception report. The second will be organised after the submission of the draft Diagnostic / Situational Analysis to discuss the report with stakeholders and set the scene for developing the strategy. The third workshop will be organized after the submission of the draft Strategic Action Plan to discuss both the draft Strategy and draft Action Plan.

The workshops will be organised and facilitated by the Consultant. At each workshop, the consultants will make PowerPoint presentations, provide concise background documents for discussion and prepare workshop reports to document the proceedings.

7.0 CAPACITY BUILDING AND KNOWLEDGE TRANSFER

The Consultant shall train designated staff with the aim of developing capacity and knowledge transfer. The consultants should include in their proposal a training approach and plan.

8.0 DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

The Client will provide free of charge the following information and reports;

- i. Catchment Management Plans of Mpanga Catchment (2016)
- ii. Catchment Management Plans of Ruhezamyenda Catchment (2015)
- iii. Catchment Management Plans of Semiliki Catchment (2017)
- iv. Water Resources Demand Study for Eastern Albert Region (2013)
- v. Assessment of the potential impacts of Oil and Gas Development on Water Resources and preparation of a water resources management and development master plan for the Albertine Graben (2019)
- vi. National Water Resources Assessment Report (2013),
- vii. Water for production reform report (2003),
- viii. Water Resources Management reform report (2005),
- ix. Uganda National Water Development report (2005),
- x. National Water Policy, Uganda,
- xi. Feasibility study for water supply for livestock in the North, East and North Eastern Uganda,
- xii. Rural Water and Sanitation Strategic Investment Plan 2000-2015, Uganda,
- xiii. Long Term Strategy for Investment Planning, Implementation and Operation & Maintenance of Water Supply and Sanitation in Small Towns, Uganda,
- xiv. Climate Change Vulnerability Assessment, Adaptation Strategy and Action Plan for the Water Resources Sector in Uganda,
- xv. The Water Act,
- xvi. The Nile Basin Initiative Act, Act 22/2002,

- xvii. The Hydrology of the Nile, J V Sutcliffe and Y P, Parks, IWMI Gibb Water (1999),
- xviii. Agricultural water in the Nile Basin – an overview, Annex I- Sudan country overview,
- xix. Tahal, 2005. Uganda’s National Transport Master Plan Study Final Report: March 2005,
- xx. Revised National hydropower master plan, Uganda,
- xxi. Power sector investment plan study (generation, transmission and distribution including rural electrification), Ministry of Energy and Mineral Development, Uganda,
- xxii. Agricultural water in the Nile Basin – an overview, Final report by Ian Mcallister Anderson,
- xxiii. Agricultural water in the Nile Basin – an overview, Annex I- Uganda country overview.

The Client will assist the Consultant in obtaining other relevant information and materials from governmental institutions and state authorities by providing an introductory letter.

9.0 REQUIREMENT FOR QUALITY PLANS

The Consultant will be required to demonstrate in their proposal, evidence of adoption of the use of a Quality Assurance System (ISO 9001 or equivalent) as well as to describe how quality control will be implemented in the course of the project.

10.0 NATURE AND TIMING OF FUTURE/DOWNSTREAM WORK

The outputs of this consultancy will facilitate the Client in preparation of ToRs for the downstream work which involves the formation of Catchment Management Organizations, Catchment Management Plans, infrastructural development for water resources management, and mobilization of resources for water-related sub-projects in the Albert Water Management Zone. This assignment is not expected to create a conflict of interest for downstream activities.