TERMS OF REFERENCE

AWS STANDARD CATCHMENT STATUS REPORT

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

The 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 status, healthy freshwater ecosystems and biodiversity and access to safe water, sanitation and hygiene (WASH) for all.

OBJECTIVE

As part of the AWS Collective Action Accelerator Programme, AWS is planning to carry out the catchment status report and stakeholder engagement in Mexico. The catchment status report will provide sites with data on their catchment context, in line with the AWS Standard requirements. 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.

There is already a wealth of information and data available for the selected regions in Mexico, therefore the catchment status report will involve collating secondary information and combining it with primary data collected from the programme regions. AWS will share as much information as possible to support with the catchment status report.

ASSESSMENT AREA

The following areas must be covered for the catchment status report

- Lerma Chapala Basin (Jalisco)
- Mexico City
- Guanajuato

SCOPE OF WORK

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)

2 Stakeholder mapping
    - 2.1 Stakeholder identification and engagement process
    - 2.2 List of stakeholders
    - 2.3 The water-related interests and challenges of stakeholders through stakeholder engagements (interviews, focussed group discussion, workshops, awareness campaigns etc.)

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

3.2 Social, cultural and recreational values of water in the catchment shall be identified and documented through consultation with stakeholders
- 3.2.1 Water-related areas that are fundamental for satisfying the basic needs of local communities or Indigenous People
- 3.2.2 Water-related areas deemed to have social, cultural or recreational value
- 3.2.3 The customary water rights of stakeholders in the catchment, where applicable

3.3 Quantification of catchment water balance, including indication of annual, and where appropriate, seasonal variance
- 3.3.1 Historic annual rainfall pattern
- 3.3.2 Surface water assessment including e-flows
- 3.3.3 Groundwater assessment
- 3.3.4 Demand-supply gap calculations
- 3.3.5 Future projections

3.4 Identification of catchment water quality
- 3.4.1 Water quality of rivers, lakes, tanks, ponds and reservoirs
- 3.4.2 Water quality of drinking water
- 3.4.3 Groundwater quality

3.5 Identification and mapping of healthy freshwater ecosystems in the catchment and their biodiversity
- 3.5.1 Protected and conserved areas
- 3.5.2 Key Biodiversity Areas
- 3.5.3 RAMSAR Wetlands of International Importance
- 3.5.4 Environmental flows
- 3.5.5 Threatened and endangered species
- 3.5.6 Invasive species
- 3.5.7 Freshwater ecosystems and species
- 3.5.8 Common freshwater ecosystems and species showing rapid declines at local or global scales.

3.6 Identification of water-related climate trends for the catchment including observed and projected changes in precipitation and water-related extreme events, Current and potential future impacts of climate change.

3.7 Identification of shared water-related infrastructure in the catchment including a description of the condition of infrastructure and potential exposure to extreme events

3.8 Adequacy of WASH in the study area

- 3.8.1 Levels of access to adequate WASH services in the catchment shall be identified and documented, including:
  - 3.8.1.1 Percentage of population with access to safe drinking water services
  - 3.8.1.2 Percentage of population with access to sanitation services
  - 3.8.1.3 Percentage of population with access to hygiene services

4 Identification of water risks, shared water challenges and opportunities in the study area

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 approximately 30 pages in English and local official language
2. A summary report (5-7 pages) in English and local official language
3. A power point presentation of approximately 20 slides in AWS provided template in English and local official language
4. Two deliveries of the presentation in Knowledge Sharing and Stakeholder Engagement Workshops
5. GIS maps (shape file and high-resolution jpg files) of the catchment
6. Photos and videos captured during the entire assessment

EXPECTED TIMELINE

The assessment is scheduled to take place from January 2026 and will be completed by April 2026. *As there is already a wealth of information at the catchment level for the chosen regions,* it is estimated that the catchment status report will take between 12-14 weeks to complete.

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 assessments related to water issues
- Familiarity with the context of Mexico and relevant stakeholders
- Familiarity with the AWS Standard System
- 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 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	30
Time-bound rollout plan	20
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.

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