

TERMS OF REFERENCE (ToRs)



For a world without hunger

Consultancy for Updating Water Source Protection Guidelines

Procurement Ref: **RFT 200418229 - UGA 1150/035/2026**

Country:	Uganda
Project Holder:	Deutsche Welthungerhilfe e. V.
Project Title:	Protection and conservation of the Lokere and Lokok watersheds through advocacy and practical demonstration, Uganda
Project Number:	UGA 1150
Project Period:	1 st April 2025 – 31 st December 2027

Date of call: 22nd June 2026

Closing date: 06th July 2026 at 05:30pm

1. INTRODUCTION AND CONTEXT:

a) About Welthungerhilfe:

Deutsche Welthungerhilfe e. V. is one of the largest non-governmental organizations in Germany, operating in the sectors of humanitarian assistance and development. It was established in 1962 as the German section of the "Freedom from Hunger Campaign", one of the world's first initiatives aimed at eradicating hunger.

Welthungerhilfe's work remains dedicated to the following vision: all people have the right to a self-determined life in dignity and justice, free from hunger and poverty. This commitment spans from rapid disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations. Since its foundation, 12,128 overseas projects in 72 countries have been supported with approximately 5.07 billion euros.

In 2023, Welthungerhilfe and its partner organizations implemented 630 international projects in 36 countries across the continents of Africa, Asia, and Latin America, with a total financing volume of EUR 322.2 million, consisting of private donations and public national and international funds.

In Uganda, Welthungerhilfe began operations in 1986, establishing a country office in 2002. The organization works with and for the people of Uganda, providing technical and financial support in areas such as food and nutrition security, youth skills development, water, sanitation, and hygiene (WASH), women's empowerment, ending gender-based violence (GBV), and promoting gender equality. In collaboration with the Government of Uganda and national and local non-governmental organizations, Welthungerhilfe runs projects in five sub-regions: West Nile, Karamoja, Teso, Central, and Western.

b) About the Project

With financial support from the German Federal Ministry for Cooperation and Development (BMZ) under the Social Structural Fund (SSF), WHH is implementing a 36-month (2025-2027) project titled Protection and conservation of the Lokere and Lokok watersheds through advocacy and practical demonstration, Uganda. The project's goal is to strengthen watershed management in Uganda through policy reforms and their implementation at national level.

In line with the 2017 Lokere and Lokok Water Catchment Management Plans developed by the Ministry of Water and Environment, the project is focusing on two key goals:

1. Improved enabling environment at national level which considers governance, gender, and socioeconomic aspects for sustainable management of Water and Environment Resources (Macro level).
2. Improved livelihoods in Lokere and Lokok watersheds through strengthened Catchment management planning and implementation (Meso and Micro levels).

To achieve the above goals, the project intends to focus on the following result areas.

1. Review water and environmental policies and plans to strengthen climate resilience, governance, gender, and socioeconomic aspects (Macro).
2. Build National level capacity for implementation of the Catchment based Integrated Water Resource Management guidelines (Macro).
3. Strengthen Lokere and Lokok watersheds management institutions to protect and sustainably manage natural resources through the support of the local population, line ministries and politicians (Meso).

4. Implement adaptation measures to protect, restore and conserve local ecosystems in the Lokere and Lokok watersheds mainly through local actors.

Target Groups:

- Micro level: Residents of Moroto (~103,639), Napak (~211,830), Nabilatuk (~136,785), Abim (~144,084), Kaabong (~264,631), Kotido (~219,734), Kapelebyong (), Amuria (), Soroti () and Katakwi ().
- Meso level: ~1,070 individuals, including CSOs, district staff, researchers, cultural and religious leaders.
- Macro level: ~80 actors from MWE, relevant ministries, universities, networks (e.g. UWASNET).
- Indirect: ~1,966,528 people of the 9 districts of Lokere catchment (UBOS, 2024).

Geographical Scope:

The project covers:

Lokere catchment: Moroto, Kaabong, Kotido, Napak, Nabilatuk (Karamoja), Kapelebyong, Katakwi, Amuria, Soroti (Teso)

Lokok catchment: Kaabong, Kotido, Abim, Napak (Karamoja), Kapelebyong, Amuria (Teso)

National advocacy activities will take place in Kampala.

c) About the Consultancy

The Government of Uganda, through the Directorate of Water Resources Management (DWRM) of the Ministry of Water and Environment (MWE), is implementing major policy reforms including adoption of Integrated Water Resources Management (IWRM) through a participatory catchment-based approach. The country is divided into four Water Management Zones (WMZs), Victoria, Albert, Kyoga, Upper Nile, which are further divided into catchments for implementation. Effective water resources management requires engagement at the lowest appropriate level with full stakeholder participation.

DWRM has developed Catchment Planning Guidelines, WMZ Water Resources Strategies, and Water Source Protection Guidelines (WSPGs) to operationalize IWRM concepts. These guidelines emphasize restoration and protection of productive ecosystems such as wetlands, forests, and riverbanks, addressing cross-cutting issues like gender, climate change, and livelihoods.

The WSPGs serve multiple stakeholders:

- **Implementers:** Water Infrastructure Developers (Government, Private, NGOs) and Owners (Water Authorities, Water User Committees, Electricity Generation Companies).
- **Contributors:** Ministries, local governments, water users, landowners, NGOs, CBOs, FBOs.
- **Monitoring & Regulation:** DWRM, NEMA, district officers, water sector working group, Ministry of Energy regulators.

The WSPGs, launched in 2013, include:

- Framework for Water Source Protection Volume 1
- Guidelines for Piped Water Supply Systems Volume 2
- Guidelines for Point Water Supply Systems Volume 3
- Guidelines for Multipurpose Reservoirs Volume 4
- Guidelines for Hydroelectric Power Plants Volume 5

Additional areas requiring assessment include institutional coordination arrangements, financing mechanisms for Water Source Protection, the effectiveness of stakeholder participation processes, and the extent to which the guidelines address climate variability, droughts, floods, ecosystem resilience, biodiversity conservation, and nature-based solutions. The review should also consider emerging environmental risks and opportunities to strengthen adaptive and sustainable water resource management practices.

To address these gaps, the Ministry seeks to conduct a situation analysis of the Water Source Protection Guidelines and based on the findings, update the guidelines (Volumes 1–5) to ensure they remain relevant, practical, and aligned with current policies, institutional arrangements, and emerging environmental challenges.

2. PURPOSE OF THE CONSULTANCY

The purpose of the consultancy is to review and update the Water Source Protection Guidelines (Volumes 1–5) to ensure their continued relevance and effectiveness in guiding water source protection planning and implementation. As part of this process, the consultant will conduct a situation analysis to generate evidence from implementers, contributors, and regulators, identifying practical challenges, lessons, and emerging issues to inform the updating of the guidelines.

The review shall further assess the effectiveness, uptake, and practical application of the guidelines among key users and identify opportunities to strengthen climate resilience,

ecosystem restoration, nature-based solutions, institutional arrangements, stakeholder coordination, and financing mechanisms for Water Source Protection.

3. SCOPE OF WORK

The consultant will undertake 4 tasks as indicated below, including the expected deliverables.

Task 1: Inception Report

- Review existing WSPGs (Vols. 1–5) and related Water Source Protection Plans.
- Review available data and reports on water source protection initiatives.
- Conduct stakeholder mapping and propose a detailed methodology.

Deliverable for Task 1: Inception Report

Task 2: Situation Analysis

- Conduct a situation analysis to document stakeholder experiences, assess awareness, uptake, effectiveness, and practical application of the Water Source Protection Guidelines, and identify gaps, challenges, lessons learned, and enabling conditions for sustainable water source protection.
- Assess how the current guidelines address climate variability, droughts, floods, ecosystem resilience, biodiversity conservation, nature-based solutions, and other emerging environmental risks affecting water resources.
- Assess the effectiveness of existing institutional arrangements, coordination mechanisms, stakeholder roles and responsibilities, and financing arrangements for Water Source Protection, including implementation of the 3% allocation requirement.
- Ensure the assessment captures experiences across all Water Management Zones (Victoria, Albert, Kyoga, and Upper Nile) and major water-use categories, including domestic water supply, irrigation, hydropower generation, industrial use, livestock production, and ecosystem conservation.
- Visit at least 20 implementers (including existing WSP committees), 10 contributors, and 10 monitoring/regulatory stakeholders across regions and urban centers.
- Assess the applicability of the WSPGs across the eight stages: Initiation & Preparation, Technical Analysis, Stakeholder Engagement, Resource Mobilization, Water Source Plans & Protection Zones, Implementation, Monitoring & Regulation, and Annual Reviews.
- Compile findings and propose evidence-based inputs to guide the updating of the guidelines.

Deliverable for Task 2: Situation Analysis Report

Task 3: Draft Updated Water Source Protection Guidelines

- Based on findings from the situation analysis and stakeholder consultations, prepare draft updated Water Source Protection Guidelines (Volumes 1–5).
- Integrate lessons learned, emerging policy directions, climate resilience, ecosystem restoration, biodiversity conservation, nature-based solutions, gender equality, social inclusion, governance, and ecosystem considerations into the updated guidelines.
- Present the draft guidelines to MWE, WHH, and key stakeholders for review and validation.

Deliverable for Task 3: Draft Updated WSPGs

Task 4: Final Updated Water Source Protection Guidelines

- Incorporate feedback from MWE, WHH, and stakeholders gathered during the validation process.
- Produce the final updated Water Source Protection Guidelines (Volumes 1–5) with clear implementation and monitoring provisions.

Deliverable for Task 4: Final Updated WSPGs

4. EVALUATION CRITERIA

The consultancy will be evaluated based on both technical capacity of the consultant(s) and the quality of the outputs produced.

a) Evaluation Criteria

<p>Technical Expertise (30%)</p> <ul style="list-style-type: none"> • Experience in water resources management, IWRM, environmental or related fields in Uganda; understanding of policy/legal frameworks
<p>Methodology and Approach (20%)</p> <ul style="list-style-type: none"> • Clarity, feasibility, and robustness of proposed methodology; integration of climate resilience, gender, ecosystem restoration, and social inclusion
<p>Stakeholder Engagement Capacity (20%)</p> <ul style="list-style-type: none"> • Experience in multi-stakeholder consultations, participatory approaches, and synthesis of diverse inputs
<p>Work Plan and Timeliness (10%)</p> <ul style="list-style-type: none"> • Realistic implementation schedule aligned to 3-month timeline and deliverables

Cost-Effectiveness (20%)

- Financial proposal is realistic, justified, and aligned with scope of work

5. DESIGN AND METHODOLOGY

Participatory, evidence-based approach: focus group discussions, key informant interviews, and site visits.

Site Visits:

- 20 implementers across water uses (water supply, hydro, irrigation, industrial, livestock).
- 10 contributors (ministries, local governments, NGOs, community/faith-based organizations).
- 10 monitoring/regulatory stakeholders (DWRM, NEMA, districts, Ministry of Energy regulators).

Workshops & Consultations: inception meeting with MWE/WHH to validate methodology; validation meeting to review preliminary findings.

Responsibilities: ensure findings are evidence-based, document challenges and gaps, provide practical recommendations, maintain consultation with DWRM and WMZ focal people.

The methodology should ensure national representation across all Water Management Zones and major water-use sectors while capturing experiences from both rural and urban contexts. The consultant shall demonstrate how different stakeholder categories and geographical regions will be represented within the assessment.

6. RESOURCES AND AVAILABLE DATA/DOCUMENTS

a) Resources

- Oversight and coordination by the Ministry of Water and Environment (MWE) through the Directorate of Water Resources Management.
- Technical input and guidance from relevant government agencies, including District Water Offices and NEMA.
- Support from identified stakeholders, including CSOs, academia, private sector, and community representatives, to provide data and insights.
- Access to existing case study sites and models for field validation.

b) Data/Documents Available

- Framework for Water Source Protection (2013), MWE – the current guideline to be reviewed and updated.

- National Water Policy (1999, under review).
- Environment Act (2019) and supporting regulations.
- National Development Plan 2025 -2030 and NDP III (2020–2025) for transition reference.
- National Climate Change Policy (2015) and related strategies.
- Catchment Management Plans and guidelines developed under Integrated Water Resources Management (IWRM).
- Reports and lessons from existing water source protection initiatives in Uganda (e.g., Albertine region, Greater Kampala, West Nile, and Eastern catchments).
- Relevant research and datasets from academia, development partners, and civil society.

7. MANAGEMENT ARRANGEMENT OF THE CONSULTANCY

The consultancy will be managed by the Ministry of Water and Environment (MWE) through the Directorate of Water Resources Management (DWRM), which will serve as the lead technical institution and contract manager for the assignment. The consultant will report to DWRM, which will provide technical oversight, review of deliverables, and final approval of all outputs.

Welthungerhilfe (WHH) will provide strategic oversight and coordination support to ensure alignment with project objectives and donor requirements. The Head of Project will serve as the focal person on behalf of WHH and will support coordination, review of deliverables, and liaison with relevant stakeholders throughout the assignment.

All draft and final outputs shall be submitted to DWRM and WHH for review. Final approval of the updated Water Source Protection Guidelines shall rest with the Ministry of Water and Environment through DWRM.

8. ETHICAL CONSIDERATIONS.

WHH is committed to uphold the Core Humanitarian Standard on Quality and Accountability, the organizational Code of Conduct and strong safeguarding principles, especially on the Protection from Sexual Exploitation, Abuse and Harassment (PSEAH). These standards guide all activities carried out by internal and external stakeholders, and require that all actions respect the dignity, rights and safety of individuals, especially project participants and those in vulnerable situations. The consultants(s) are expected to adhere to these principles throughout the consultation process. This include but is not limited to:

Respectful, non-discriminatory and safe interactions: They must treat all participants with dignity and respect, regardless of gender, age, ethnicity, disability, sexual orientation, religion or other identity markers. They must actively avoid any behaviour that could be perceived as discriminatory, intrusive or intimidating. Extra care must be taken when working with children, women, persons with disabilities and other potentially at-risk groups to ensure that their participation is voluntary, safe and culturally appropriate.

Prevent and report any suspected cases of SEAH in line with WHH's Policy against Sexual Violence: a consultant has a duty of care to prevent any form of sexual exploitation, abuse or harassment during the evaluation. If any suspicion or disclosure of SEAH arises, it must be treated seriously and reported immediately through WHH's Reporting Channel: <https://welthungerhilfe.whispli.com/reportconcerns>. Evaluators must avoid any situations that could create a real or perceived power imbalance or misuse of authority.

Sign WHH's Code of Conducts prior to the start of the assignment: Before the assignment begins, all consultants must formally confirm their commitment to WHH's ethical standards by signing the organization's Code of Conduct, which sets clear expectations for professional and ethical behavior. Additional declarations related to safeguarding, data protection and PSEAH compliance may also be required.

In addition, the consultant(s) must follow ethical standards such as:

Consent: The consultant(s) must ensure that informed consent is obtained from all participants prior to any kind of data collection. This includes providing clear information about the purpose of the data collection, how the data will be used, and the voluntary nature of participation, including the right to withdraw at any time without consequences.

Confidentiality: All documents and data acquired from documents as well as during interviews and meetings are confidential and to be used solely for the purpose of the evaluation. Any deliverables as well as all material linked to the consultancy (produced by the consultant(s) or the organisation itself) is confidential and always remains the property of the contracting party.

9. DELIVERABLES AND REPORTING DEADLINES

The consultancy duration is estimated at three (3) months, subject to agreement on the final work plan and inception validation.

The consultant will submit monthly progress reports outlining activities undertaken, progress against the work plan, challenges encountered, and planned activities for the next reporting period.

Deliverables	Description	Timeline for submission (Working Days after Contract Signature)
Deliverable 1: Inception Report	Methodology, stakeholder mapping, and detailed work plan.	10 working days after start-up meeting
Deliverable 2: Situation Analysis Report	Findings including uptake, effectiveness, institutional arrangements, financing mechanisms, and climate-related assessment	30 working days after approval of Inception Report
Deliverable 3: Draft Updated Water Source Protection Guidelines (Volumes 1–5)	Draft revised guidelines integrating findings, lessons learned, and stakeholder feedback	45 working days after approval of Situation Analysis Report
Deliverable 4: Final Updated Water Source Protection Guidelines (Volumes 1–5)	Final validated guidelines incorporating feedback from validation workshop	60 working days after validation workshop

Reports shall be submitted in soft copy (MS Word and PDF) and hard copy where required.

10. CONSULTANT EXPERTISE AND QUALIFICATIONS:

The assignment may be undertaken by an individual consultant or a consulting firm with demonstrated capacity to deliver complex water resources and policy-related assignments in Uganda or comparable contexts.

The lead consultant or team must demonstrate strong technical and analytical expertise in conducting situation analyses, stakeholder engagement, data collection and analysis, and development of evidence-based recommendations for policy or guideline reform.

Key Qualifications:

- Master’s degree in Natural Resources Management, Water Resources Engineering, Hydrology, Environmental Sciences, or a closely related field

- Minimum of 10 years' relevant professional experience in water resources management or related environmental and natural resource assignments
- Proven experience in developing, reviewing, or updating national policies, strategies, guidelines, standards, or regulatory frameworks in water, environment, or natural resources sectors
- Demonstrated experience integrating climate resilience, ecosystem restoration, environmental sustainability, gender equality, and social inclusion into policy or guideline development processes
- Strong technical background in Integrated Water Resources Management (IWRM), catchment-based management, and water source protection
- Proven experience in stakeholder facilitation, participatory processes, and multi-actor consultations
- Strong analytical, writing, and reporting skills in English
- Experience conducting situation analyses or similar assessments in the water sector is an added advantage
- Ability to assemble and manage multidisciplinary teams where required for delivery of complex assignments.

11. TECHNICAL AND FINANCIAL OFFER

Consultants (individuals or firms) are required to submit separate technical and financial proposals in response to this assignment.

a) Technical Proposal - (Max 10 pages)

The technical proposal shall include:

- Cover page
- Table of contents and preliminary pages
- Introduction and understanding of the assignment
- Comments on the Terms of Reference
- Capability statement and relevant experience
- Proposed methodology (including design, sampling approach, data collection tools, quality assurance measures, ethical considerations, and team composition)
- Proposed deliverables and outputs
- Work plan and implementation schedule (including a clear activity matrix)
- Relevant past similar assignments
- Appendices (CVs of key personnel, certificates of completion, and sample reports where applicable)

b) The Financial Proposal - (Max 3 pages)

The financial proposal shall include:

- Financial bid submission sheet (including bidder details, total bid price, name and capacity of signatory, signature, and date)
- Summary of total bid price (including professional fees, reimbursable costs, miscellaneous expenses, and applicable taxes such as withholding tax or VAT where applicable)
- Breakdown of professional fees (positions, number of working days, daily rates, and totals)
- Breakdown of reimbursable costs (transport, communication, stationery, field costs, per diem, workshops, etc.)
- Miscellaneous costs (if any)
- Payment terms and currency

The financial proposal must clearly indicate:

- Fees per working day (inclusive/exclusive of VAT, as applicable)
- Estimated number of working days
- Any additional costs (e.g., visa, where applicable)
- Valid tax registration details (including tax identification number)

(c) Additional Conditions:

- The consultant(s) are responsible for obtaining all necessary insurances required for the assignment.
- The Ministry of Water and Environment (MWE) will provide relevant background documents in soft copy.
- The Ministry of Water and Environment will support community entry and facilitate introductions to relevant stakeholders.
- The consultant(s) must provide their own laptops and necessary working equipment.

12. SUBMISSION OF PROPOSALS AND COMMUNICATION

Applicants should submit both the technical and financial proposals to; Welthungerhilfe Uganda, through the eTender portal under tender ID: Tender Ref: RFT 200418229 - UGA 1150/035/2026

Tender accessible through this link.

<https://eu.eu-supply.com/app/rfq/edittransaction.asp?TID=200418229>

Deadline for application is **(17:00hrs) Monday 06th July 2026.**

Offers must be signed or should include the phrase “valid without signature” and will be accepted from individual consultants, commercial companies, NGOs and academics.

Please note that the awarding authority may exercise the option to invite the consultant who submitted the top-ranked proposals for an interview before the final selection is made.

Use the Messages and Q&A section in the portal to send in inquiries.

You may contact: procurement.uganda@welthungerhilfe.de for further guidance and clarifications.

Guide on how to access e-Tender system by first time users, you will need to register first. Then log in and click on the link to tender you are interested in:

Go to: *New Supplier Registration*. Fill in the form and save- if completed. **>Back to Login**
>Put the correct password you have registered.>**Accept terms & Conditions>Then click *Public RFT and search your RFT of interest using the tender ID***

On opening the tender: Click **Accept**; then go under Documents and click **Access documents - download**

To submit: Follow the same link and Go to **My Response <attach documents>upload >done> Submit response>**

Other General Welthungerhilfe Request for Quotation/ Proposal and Purchase terms.

Welthungerhilfe reserves the right to hire one or more consultants depending on the need.

- Welthungerhilfe is a Withholding tax agent, thus the resultant order / Contract will be subject to WHT per Cap 340 of Uganda Income tax Act. If the Supplier/ contractor is not WHT-exempted, then Welthungerhilfe is obliged to deduct (6% for nationals and 15% for non -Ugandans) of the contract sum and transfer the amount directly to U.R.A. If exempted, proof of exemption should be presented.

- Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and against the financing of terrorism. It is the policy of Welthungerhilfe to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, Welthungerhilfe will match their suppliers and Service providers

against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this. Please fill in your details in the screening form provided under this tender.

13. VALIDITY OF THE BID.

All bidders are bound by the price for their bids for at least 60 calendar days after the closing date of the tender. The bidder can only withdraw their bid within the bidding period by a written declaration.

14. AWARDING AUTHORITY AND CONTRACTING ENTITY.

Welthungerhilfe Uganda reserves the right to award, and contract based on proposal quality and compliance.

Welthungerhilfe

Uganda Country Office.

Plot 5620, Block 244 Diplomat Rise Close – Muyenga off Tankhill Road

P.O. Box 71223; Kampala, Uganda.

NB. The tender invitation is valid without a handwritten signature.