

Terms of Reference (ToR)

Consultancy for Mapping and Identification of Water Sources

Project: CROPS4HD Phase 2

Location: Lindi and Mtwara Regions, Tanzania (Lindi Municipal, Mtama DC, Mtwara DC, Masasi DC, Masasi TC, Nanyumbu DC, Nachingwea DC)

1.0 Background

The CROPS4HD II Project (Consumption of Resilient Orphan Crops for Products for Healthier Diets, Agrobiodiversity for Improved Food Security and Nutrition) seeks to improve the livelihoods, food security, and nutrition of rural communities, especially women, through the sustainable use and conservation of farmers' varieties and neglected underutilized species (NUS). The project promotes agroecological approaches that help communities adapt to climate change while ensuring resilient and diversified food systems.

One of the key enablers of sustainable agriculture and improved nutrition is access to reliable and sustainable water sources. Adequate water supply is not only essential for agricultural productivity but also for household use, livestock, and community well-being. However, in the regions of Lindi and Mtwara, communities often face challenges in accessing adequate and reliable water resources due to environmental variability, limited infrastructure, and climate impacts.

To ensure effective planning, targeted resource allocation, and sustainable interventions, the programme intends to commission a Water Survey Consultancy. The consultancy will undertake mapping and identification of water sources in the targeted project areas, providing detailed data and recommendations of quantity/capacity of sources and quality of water for agricultural production that will inform project implementation and community-level decision-making.

2.0 Objectives of the Assignment

The overall objective of this consultancy is to generate reliable data and knowledge on existing water sources within the Lindi and Mtwara regions to support evidence-based interventions under the CROPS4HD II Project.

The specific objectives are to:

- Identify, map, and document existing water sources in the target areas.
- Assess the functionality, capacity, accessibility, and sustainability of these water sources.
- Produce geo-referenced maps showing the distribution and status of identified water sources.
- Provide actionable recommendations to guide project planning, and community-based interventions for sustainable water use and management of the available sources

3.0 Scope of Work

The consultant/firm will carry out the following tasks:

1. Inception Phase

- Review relevant project documents and literature on water resources in Lindi and Mtwara.
- Develop a detailed survey methodology and tools (including sampling framework, GIS approach, and data collection instruments) in close consultation with RECODA and SWISSAID Tanzania.

2. Data Collection

- Conduct fieldwork to gather primary data on water sources (rivers, wells, boreholes, springs, dams, etc.).
- Collect secondary data from local government authorities and relevant agencies.
- Engage with community members and stakeholders to collect and validate information.

3. Mapping and Analysis

- Use GIS and remote sensing tools to geo-reference and map all identified water sources.
- Assess each water source's functionality, quality, capacity, and potential for agricultural and domestic use.
- Analyze trends, challenges, and opportunities related to water access and sustainability.

4. Reporting and Validation

- Compile findings in a draft report with maps, tables, and analytical summaries.
- Present findings to RECODA and SAT.
- Finalize the report by integrating comments and providing clear recommendations for project use.

5. Emphasis

- Emphasis of the water sources should be given to areas where CROPS4HD II programme is being implemented.

4.0 Deliverables

The consultant will deliver the following outputs:

1. **Inception Report** – outlining methodology, tools, and a detailed work plan.
2. **Draft Survey Report** – including preliminary findings, geo-referenced maps, and initial recommendations. This will be sent to the stakeholders for inputs
3. **Final Survey Report** – comprehensive document with refined analysis, maps, and actionable recommendations.
4. **Presentation of Findings** – Powerpoint presentation for presenting the results of the survey to RECODA, SAT and relevant stakeholders for validation

5.0 Duration and Timeline

The consultancy will be carried out over a period of six (6) weeks, starting from 27th October 2025 and completed no later than 21st November 2025.

Indicative timeline:

- Week 1: Inception phase and approval of methodology.
- Weeks 2–3: Field data collection in Lindi and Mtwara.
- Week 4: Data analysis and mapping.
- Week 5: Draft report submission and validation workshop.
- Week 6: Final report submission.

6.0 Budget

The consultant should provide the associated costs for undertaking the survey.

7.0 Required Qualifications and Experience

The consultant/firm should demonstrate the following:

- Advanced degree in Water Resource Management, Hydrology, Environmental Sciences, or related fields.
- Proven experience in conducting water surveys, resource assessments, and GIS-based mapping.
- Strong analytical, data management, and reporting skills.
- Demonstrated ability to engage with local communities and stakeholders in participatory processes.
- At least 5 years of relevant consultancy experience in Tanzania or similar contexts.
- Knowledge of Lindi and Mtwara regions will be an added advantage.

8.0 Reporting and Supervision

The consultant will report directly to the Executive Director/Programme Leader/Project Manager – CROPS4HD Phase 2 at RECODA and SAT, with technical oversight and quality assurance from Swiss Aid Tanzania. Regular progress updates will be required throughout the consultancy period.

9.0 Application Procedure

Interested and qualified consultants/firms are invited to submit the following:

1. **Technical Proposal** – demonstrating understanding of the assignment, proposed methodology, and detailed work plan.
2. **Financial Proposal** – consistent with the approved budget.
3. **Company/Individual Profile** – highlighting relevant assignments, qualifications, and capacity.

4. **CVs of Key Personnel** – to be engaged in the assignment.
5. **Two References** – from previous clients for similar work.

10.0 Conditions of participation and terms of selection

Presentation of a technical and financial offer that takes into account the content of the terms of reference and presents a suitable methodology (bid analysis criteria on 100 points);

- i. Comprehension of the ToRs on 2 pages maximum (25 points);
- ii. Detailed methodology - 8 pages maximum (20 points);
- iii. The quality of the proposed expertise: CV of 5 pages' maximum / consultant) (25 points);
- iv. Offer presentation (5 points);
- v. Financial offer related to the available funds, the quality of the technical offer and the realism of the costs (25 points).

11.0 Contractual and financial conditions

The proposed contract will be a service contract in accordance with the ordinary procedures of RECODA. The consultant is fully responsible for all costs related to the consultancy (travel, insurance, transport for the work, per diems, etc.) The payment of the service will be made by bank transfer and on the basis of invoices issued by the service provider according to the following distribution:

- 1st instalment at the signing of the contract: 20% of the total amount of the service.
- 2nd instalment on submission of the provisional report: 30% of the total amount of the service.
- 3rd instalment upon acceptance of the final report: 50% of the total amount of the service.

Consultancy fee is subject to Withholding tax deduction (5%).

Applications should be submitted electronically to **info@recoda.or.tz** with the subject line: *"Application – Consultancy for Water Sources Mapping (CROPS4HD II)"* no later than **20th October 2025**.