



Terms of Reference (ToR)

Consultancy for Mapping and Identification of Water Sources

Project: CROPS4HD Phase II
Location: Lindi and Mtwara Regions, Tanzania (*Lindi Municipal Council, Mtama DC, Mtwara DC, Masasi DC, and Nanyumbu 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) aims to improve the livelihoods, food security, and nutrition of rural communities—especially women—through the sustainable use and conservation of farmers’ varieties and neglected and underutilized species (NUS). The project promotes **agroecological approaches** that strengthen climate resilience while ensuring diversified and sustainable food systems.

Access to reliable and sustainable **water sources** is a critical enabler of resilient agriculture and improved nutrition. Adequate water supply supports crop production, livestock, and household needs, directly influencing livelihoods and community well-being. However, communities in the **Lindi and Mtwara Regions** continue to face challenges in accessing sufficient and reliable water due to environmental variability, limited infrastructure, and climate impacts. To address these challenges and enhance evidence-based planning, the programme intends to commission a **Water Survey Consultancy** to map and identify existing water sources in the target project areas. The consultancy will provide detailed data on the **quantity, capacity, and quality** of the water sources to 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 planning and interventions** under the CROPS4HD II Project.

- Specific objectives:**
- **Identify, map, and document** a total of **64 existing water sources** across the target districts and councils as follows:
 - o Lindi Municipal Council – **10 sites/villages**
 - o Mtama District Council – **17 sites/villages**
 - o Mtwara District Council – **7 sites/villages**
 - o Masasi District Council – **20 sites/villages**
 - o Nanyumbu District Council – **10 sites/villages**
 - **Assess** the functionality, capacity, accessibility, and sustainability of the identified water sources.
 - **Produce geo-referenced maps** showing the distribution and status of all mapped water sources.
 - **Provide actionable recommendations** to guide project planning and community-based interventions for sustainable water use and management.

3.0 Scope of Work
The consultant/firm will carry out the following tasks:

- 1. Inception Phase**
- Review relevant project documents and existing literature on water resources in Lindi and Mtwara regions.
 - Develop a detailed survey methodology and tools (including sampling framework, GIS approach, and data collection instruments) in close consultation with the Local government of Lindi, Mtwara of respective District, **RECODA**, and **SWISSAID Tanzania**.
- 2. Data Collection**
- Conduct fieldwork to gather primary data on different water sources (rivers, wells, boreholes, springs, dams, etc.).
 - Collect secondary data from local government authorities and relevant institutions.
 - Engage with community members and key stakeholders to validate information and ensure participatory data collection.
- 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, seasonality, quality, capacity, and potential for agricultural and domestic use, and the number of households served/land size.
 - Analyze patterns, challenges, and opportunities related to water access, utilization, and sustainability.
 - Analyze government plans for water services per respective districts.
- 4. Reporting and Validation**
- Compile findings into a **draft report** with maps, tables, and analytical summaries.
 - Present findings to **RECODA** and **SAT** for review and validation.
 - Finalize the report incorporating feedback and provide clear, actionable recommendations for project use.

5. Emphasis
Priority should be given to areas where the **CROPS4HD II Project** is being implemented to ensure the outputs directly inform project interventions.

- 4.0 Deliverables**
The consultant will deliver the following outputs:
- 1. Inception Report** – outlining the detailed methodology, tools, and work plan.
 - 2. Draft Survey Report** – including preliminary findings, geo-referenced maps, and initial recommendations (to be shared for stakeholder inputs).
 - 3. Final Survey Report** – comprehensive document with refined analysis, detailed maps, and actionable recommendations.
 - 4. Presentation of Findings** – a PowerPoint presentation summarizing key findings for RECODA, SAT, and relevant stakeholders during the validation workshop.
- 5.0 Duration and Timeline**
The consultancy will be carried out over **six (6) weeks**, starting on **27th November 2025** and completed no later than **21st December 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 shall provide an itemized financial proposal covering all costs associated with undertaking the assignment.

- 7.0 Required Qualifications and Experience**
The consultant/firm should demonstrate the following:
- Advanced degree in **Water Resource Management, Hydrology, Environmental Sciences**, or related field.
 - Proven experience in conducting **water surveys, resource assessments, and GIS-based mapping**.
 - Strong analytical, data management, and technical reporting skills.
 - Demonstrated ability to engage with **local communities and government authorities** in participatory processes.
 - Minimum of **five (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 II** at **RECODA** and **SAT**, under the technical oversight and quality assurance of **SWISSAID 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.

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 November 2025**.

- 10.0 Conditions of Participation and Selection Criteria**
Evaluation of proposals will be based on **100 points**, distributed as follows:
- i. Understanding of the ToR (maximum 2 pages) – **25 points**
 - ii. Detailed methodology (maximum 8 pages) – **20 points**
 - iii. Quality of proposed expertise (CVs up to 5 pages per consultant) – **25 points**
 - iv. Quality and clarity of proposal presentation – **5 points**
 - v. Financial offer (realism and alignment with technical quality) – **25 points**

11.0 Contractual and Financial Conditions
The consultancy will be governed by a **service contract** in accordance with RECODA’s standard procedures. The consultant will be responsible for all costs related to the assignment (travel, insurance, transportation, per diems, etc.).

- Payments will be made by bank transfer based on approved deliverables and corresponding invoices, as follows:
- **1st instalment:** 20% upon signing of the contract.
 - **2nd instalment:** 30% upon submission of the draft report.
 - **3rd instalment:** 50% upon acceptance of the final report.

All consultancy fees will be subject to a 5% withholding tax deduction.
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 November 2025**.