

TERMS OF REFERENCE – DESIGN STUDY

INDIGENOUS WATER ALLYSHIP

1. Introduction

The One Drop Foundation is an international philanthropic organization created by Cirque du Soleil and Lune Rouge founder Guy Laliberté in 2007 with the vision of a better world, where all have access to living conditions that allow empowerment and development. We unite people and empower communities to solve the water and climate crisis through innovative, sustainable actions.

Committed to achieving the United Nations Sustainable Development Goals and fostering reconciliation with Indigenous communities, One Drop has developed the Indigenous Water Allyship (IWA) initiative, as a long-term Program (2023-2030), to contribute towards the well-being of at least 50 of Indigenous communities (First Nations, Inuit and Métis) in Canada by safeguarding the sustainable access to safe drinking water, source water protection and empowering community-led water management and governance. Recognizing water as the lifeblood connecting all forms of life, this initiative strengthens relationships with Indigenous rights and title holders and co-designs programs that deepen understanding and address water-related issues and nature-based solutions.

This first phase was co-implemented by an Indigenous-led partner, the Centre for Indigenous Environmental Resources (CIER), and was completed by the end of 2024. From coast to coast to coast, the first phase engaged Indigenous youth, supported by local community-based organizations, in the creation of nine impactful social art projects that reached 20 communities with artistic participatory approaches to shed new light and perspectives on water-related issues and inequalities in Indigenous communities of Canada.

This first phase has enabled One Drop to build relationships with the youth and their community supporting organizations, and gain insights into the social and environmental issues of water, in their respective communities/nations. From this phase we have built on lessons learned and knowledge-share to develop and design the second phase of this program and amplify the impact by working more holistically with Indigenous communities towards system strengthening of water source protection and access to water services.

The preparation of this next phase of the IWA Program starts with a design study that will build on the learnings of the first phase, deepening the understanding of water related issues in selected regions and communities through a systemic lens to achieve sustainability. ¹In this effort, the One Drop Foundation is seeking a qualified consulting firm to lead and carry out this design study.

¹ System's thinking at the One Drop Foundation refers to the socioecological model, which we refer to as the ABC model for sustainability.

In 2025, One Drop is focusing and articulating its efforts on the development of the second phase of the IWA program, which will amplify its impact by working more holistically with Indigenous communities towards system strengthening of water sources and access - improving the conditions of living in First Nations, Métis and Inuit regarding the enjoyment of their rights to water, sanitation, and health.

The added value for the development of this second phase is that it will be inspired by One Drop's A•B•C for Sustainability model, its Social Art for Behaviour Change approach (SABC), and its Co-creation process, which involves ownership from communities and participation from stakeholders (OCAP Principles guidance) that in the experience of the One Drop Foundation have contributed to play an important role in the design and implementation of highly impactful and sustainable projects over the years.

2. Background of Project

Despite being one of the world's most water-rich countries, many Indigenous communities in Canada face disproportionate challenges with water access. Recurring drinking water advisories expose these communities to contaminants, leading to waterborne illnesses and long-term health impacts.

For over 17 years, the One Drop Foundation has worked to ensure sustainable access to safe water and sanitation globally. Committed to the United Nation's Sustainable Development Goals and advancing reconciliation with Indigenous Peoples, the Foundation is now expanding its efforts to improve water access in Canada.

Through the power of collaborations on water and social art, the IWA Program will promote resilience among First Nations, Inuit, and Métis communities in addressing water and climate issues. It will co-create with local representatives to identify key concerns, including water protection, contamination, governance, and local capacities, with the goal of co-building sustainable solutions as allies.

3. Purpose of the design study

This study aims to conduct three region-specific diagnostic assessments partnership with First Nations communities and key system actors. These assessments will shape the design and implementation of the program.

By integrating the ABC for Sustainability model of the One Drop Foundation, this study will generate critical insights into the unique challenges, needs, and opportunities within each partnered First Nation. This collaborative process ensures that the IWA Program is implemented in a way that aligns with local contexts, empowering communities to drive sustainable solutions for water, sanitation, and health.

As part of the planning process, the diagnostic assessments, logic framework, and implementation plan will shape the community-driven Co-Creation workshop. They will also guide the next phases of the IWA Program and its possible expansion to more communities. This systemic and participatory approach places both people and nature at the heart of the interventions, ensuring long-term impact. By integrating community learnings, strengthening networks, and leveraging diverse financing sources, the initiative seeks to scale successful models and enhance Indigenous peoples’ rights to safe water, sanitation, and health across Canada.

4. Use of the design study

The knowledge generated out of this design study will have various uses into the design stage of the program, feeding into the review of concept notes, community co-design workshop, a project implementation plan, and other key documents leading up to and guiding the implementation of the IWA program until 2030. Along with this, the data collected will be validated with the community.

5. Guiding Principles for the IWA Program and Design Study

GUIDING PRINCIPLES	
Access to safe water, sanitation and hygiene for all.	Co-Creation , which involves an inclusive and collaborative process where First Nations communities, leaders, and members actively participate at every stage, from project design to implementation, monitoring, and evaluation.
Sustainable access to water for communities facing barriers through partnerships, creativity, and the power of art.	United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) , protects Indigenous rights, including self-determination, land, culture, and Free Prior, and Informed Consent (FPIC). It guides nations toward equity and reconciliation.
Equity , reciprocity, stewardship of the land and waters, removal of systemic barriers, respectful relationships, and connection with indigenous peoples.	Elders will ensure that strategy, actions, and guidelines for IWA, respect of cultural protocols and integrates Indigenous ecological knowledge into land and water management practices.
Self-determination , narrative sovereignty, and community-driven initiatives to improve health and well-being.	Complementary actions to existing actions in the Indigenous communities that aim water access, protection, and regeneration.
Participation , collaboration, knowledge sharing and capacity building through participatory processes.	OCAP Principles (Ownership, Control, Access, Possession) are the guideline for data collection process, due the control and ownership that the First Nations will have from the information collected.

6. Audience

The main audience for this design study will be the communities, partners & stakeholders and key decision maker, and the One Drop Foundation, alongside its technical and financial partners as well as involved First Nations.

7. Scope of the study

The design study will be carried out under defined geographical and thematic scopes. Regarding the geographic scope, the design study will be conducted within a maximum of three First Nations. It is to be noted that this will have implications on the technical and financial proposals expected from the candidate firms interested in carrying out this design study.

The implications related to the technical proposals will be highlighted in the section dedicated to the methodology, *Section 9*, while the implications related to the financial proposal will be highlighted in the section dedicated to the budget, *Section 14*. The First Nation specifically anticipated as part of this design study are:

- **Enoch Cree, AB**

Regarding the thematic scope, the design study will be carried out considering more broadly various frameworks, such as the ABC for Sustainability model (from One Drop) nested with the socio-ecological model. The combination of these frameworks results in a set of key themes to explore as presented in the following section, *Section 8*.

8. Key themes for the design study

The design study aims to explore the following key themes in alignment with statements provided from *Section 3 to Section 7*. It is to be noted that these key themes may be subjected to some changes and adjustments up until the selection of the consulting firm or considering requests and recommendations from the selected consulting firm.

One Drop work is based on the Integrated Behavioral Model for Water, Sanitation, and Hygiene (IBM-WASH) which is a framework that helps understand the factors that influence water, sanitation, and hygiene (WASH) behaviors. It can be used to guide interventions to improve WASH practices and services. Dimensions of the IBM-WASH framework.

- Technological Factors: cost; service delivery; operations and maintenance; user preference/need availability; accessibility; quality; financing, etc.
- Contextual Factors: policy; regulations; financing; climate & geography; access to resources/markets; professionalism, roles & responsibilities; gender & social inclusion; demographics, etc.
- Psychosocial Factors: behaviors and practices; self-efficacy; knowledge; perceptions; norms; values; cultural identity; leadership, etc.

In this sense, the foundation is open to complement the study with regeneration, environmental and/or nature-based approaches that could enrich the IBM-WASH framework.

Access (A Component) – informing the design of the A component of the project by identifying and documenting issues, needs, and gaps related to freshwater sources, WASH goods and

services and governance. In doing so, the goal is therefore to assess the indicators of: **Availability, Accessibility, Affordability, Quality, and Integrated Management** of water and key WASH related infrastructures and services.

- Describe the **policies and regulations (provincial, and federal) that frame and influence WASH services and infrastructure provision.**
- Identify **key settings where equitable WASH services are to be provided.**
- Describe **household WASH service and security levels** with primary data from households' surveys and direct observations that includes a) demography, socio-economic conditions, and available water infrastructures; b) water supply, sanitation, and hygiene facilities state, technology options, and costs.
- Describe **schools WASH service and security levels** with primary data from school representatives' interviews and direct observations that includes a) demography, revenue streams and financial responsibilities, and available WASH infrastructures; b) water supply, sanitation, and hygiene facilities state, technology options, and costs.
- Describe **health centres WASH service and security levels** with primary data from health centres representatives and direct observations that includes a) demography, revenue streams and financial responsibilities, and available WASH infrastructures; b) water supply, sanitation, and hygiene facilities state, technology options, and costs.
- Describe **capacities and practices of WASH governance institutions** towards consulting, involving, and informing communities on local development efforts towards improving WASH services coverage and security levels.
- Describe the **capacities and practices of WASH services, management offices committees, operators, and/or the local offices that manages WASH services** towards adequately advocating for, financials, advocacy, managing, as well as operating and maintaining improved WASH related infrastructures and services in all contexts (communities, schools, health centres).
- Approximate **number of beneficiaries that different technology options can serve** in communities, schools, and health centres; alongside with the approximate life-cycle costs to build, restore, and/or maintain these technology options.
- Analyze **water quality samples at points of use and** including surface and groundwater samples at as many sites as affordable within the budget.
- Describe the **effects of inadequate access to WASH services and infrastructures on healthcare services.**
- Describe the **effects of limited access to WASH services and infrastructures on health and wellbeing.**

- Describe the **effects of inadequate access to WASH services and infrastructures on education services.**
- Describe the **effects of inadequate access to WASH services and infrastructures on food security.**
- Identify **WASH interventions (Access related) that were completed or are still ongoing.**
- Identify **other interventions that were completed or are still ongoing.**

Benefits (B Component) – informing the design of the B component of the programme (Art for Social Change) by mapping and documenting *benefits* related to Water, Sanitation, and Hygiene as well as the various factors that may inhibit or drive the adoption and maintenance of these *behaviours*. These factors may encompass without being limited to **Perceptions, Beliefs, Social Norms, Practices, and Policies**. The data to collect will change depending on the context and the 3 regions where this will happen.

The design study under the B Component is expected to address the following objectives for each community where the project will intervene:

- Identify and describe the **behaviours related to the absence and presence of WASH related infrastructures and services.**
- Using the socio-ecological model, examine **perspectives (perceptions, beliefs, social norms, and practices) at individual, interpersonal, institutional, community, and public policy levels on matters of water, sanitation, and hygiene (WASH)**. For instance, duly payment of water tariff, safe management of drinking water (including transport and storage), and/or adequate maintenance of water tanks. It can be anything related to the water problems met in the communities. alongside their **intersections with key themes such as health, climate resilience, gender, social art, behavioural science, governance, relations and alliances, as well as landmarks, territories, behaviours and potential behaviours.**
- Identify and describe traditional indigenous practices around WASH that may help change water management by communities and individuals.
- Identify key individuals or population segments **doers' in relation with each behaviour**, or that already implement the behaviour identified.
- Describe the **profile of each of these population segments when they are doers and non-doers'**: demographic features, daily routine, desires, *behaviours* and stage of change, social life, and any information that allows to understand their life story and design tailored messages and interventions.

- Identify and describe the **most influential individuals (influencers) around each behaviour**.
- Map **social structures and networks**: existing community networks and power dynamics, mobilized groups, leaders in community (whether religious, political, social), without missing the excluded ones, if any, traditional costumes around water, sanitation and hygiene, significant dates and gatherings related to WASH, etc.
- Map out and describe **communication channels**: identify radio broadcasting stations, television broadcasting stations, newspaper outlets, digital media platforms, social media platforms, etc. identify timing and frequency of use for each channel by each priority group, reach of each channel by priority groups, etc.
- Describe **community dynamics with arts and culture** by segmented or priority groups (youth, elders, women, men, etc.).
- Describe **collective imagery (indigenous cosmologies) related to WASH**.
- Identify **WASH and Behaviour Change interventions (Behaviour related) that were completed or are still ongoing**.

Capital (C Component) – informing the design of the C component of the programme by identifying and documenting issues, needs, and gaps related to the local WASH markets, including but not limited to the purchasing capacity of consumers, production capacities of providers, quality compliance of goods and services, market linkages, market development opportunities, as well as gender considerations and climate resilience factors. In doing so, the goal is to assess the **Availability, Accessibility, Affordability, Quality, and Regulation** of key WASH related goods and services, while considering how these factors may be influenced by gender dynamics and the impacts of climate change.

- Describe the **state of goods and services related to the local WASH market**, with particular attention to how gender and climate resilience factors affect availability and accessibility.
- Describe the **local WASH market actors to be engage with as part of the programme**, ensuring an inclusive approach that addresses gender equity and resilience to climate-related challenges.
- Describe the **policies and regulations that influence the viability, growth, and sustainability of the local WASH market**, considering how these policies may address or neglect gender equality and climate resilience.
- Describe **perceptions, beliefs, practices, social norms, and policies that may influence the purchase of goods and services in the local WASH market**, focusing on how gender roles and climate-related risks impact consumer decisions.

- Describe **recurring events and circumstances that may influence the purchase of goods and services in the local WASH market**, including those related to gender dynamics and the increased frequency of climate-related shocks.
- Identify **WASH and Capital interventions (Capital related) that were completed or are still ongoing**, including those that integrate gender-responsive and climate-resilience approaches.

9. Study approach and methodology

The consulting firms applying for this design study are required to provide a technical proposal that will explicit the methodological arrangements to conduct this design study on their part. Below is a non-exhaustive list of considerations that candidates may build upon to further elaborate their methodological design:

- Due the **OCAP Principles**, data collection should be developed through **Participatory Action Research (PAR)**, which is a collaborative and community-driven research approach that emphasizes participation, co-creation of knowledge. It is widely used in First Nations communities in Canada as a means of empowering Indigenous voices, respecting traditional knowledge, and fostering self-determination.
- A **Mixed-Methods Approach**, meaning it will rely on a combination of quantitative and qualitative data, a combination of primary and secondary data, and a triangulation of data from different data sources; it is to be noted that the secondary data may include data collected by UVIC and other organizations working directly and indirectly with Indigenous communities within and outside the frame of the IWA Program.
- A **Systems Mapping Approach**, meaning it will examine barriers and drivers for Indigenous communities towards realizing the enjoyment of their rights to water, and solving WASH related problems.
- **Gender and culturally sensitive approaches** as well as participatory methodologies to foster an environment where the design participants feel safe, are listened to, are supported in sharing their views, and are actively contributing to shape, validate, and frame the use of key findings, conclusions, and recommendations generated from their inputs.
- A **variety of data collection methods**, including for example household surveys, key informant interviews, focus group discussions, direct observations, desk reviews, innovative ways of collecting information (role playing), and other specific Indigenous tools and methodologies that are relevant based on the contexts and needs.
- If, and when appropriate, **Arts-based research activities as part of data collection methods** to foster processes that are more sensitive and inclusive towards participants who may struggle to share their inputs within classical research methods boundaries, keeping balance between arts-based and traditional approaches.

- **A set of primary and secondary data sources**, which could be accompanied with detailed lists in annexes.
- **A set of data analysis techniques** to sort, organize, and process data sets towards key findings, conclusions, and recommendations aligned with the design study purpose and objectives.
- **Gender sensitive data disaggregation**, meaning data will be disaggregated by gender and age, with the analysis showing gender trends and patterns within and between key established groups where possible.
- **A set of probabilistic and non-probabilistic sampling strategies and techniques** to select key communities and participants for the study within identified First Nations.

10. Key Activities and Deliverables

The selected consulting firm will have overall the responsibility for the design and implementation of the design study, as well as for ensuring quality and timeliness of all deliverables. Accordingly, the consulting firm will be responsible for finalizing the methodological design proposal, the sampling, the development and piloting of data collection tools, the recruitment and training of all additional human resources necessary to conduct the study beyond the core consulting team (data entry officers, data collection officers, and data analysts, etc.), the data collection activities, the data analysis activities, the design report production, the results of the design study dissemination, and the client liaison.

The key activities and deliverables expected from the Consultant(s) for this assignment are as follows:

- **Carry out desk review** of all relevant and available documents, studies, and other data sources.
- **Participate in an Inception meeting:** to clarify expectations of the mandate and provide contextual information necessary to produce the inception report and plan.
- **Inception Report²:** a detailed inception report and work plan is to be produced including the following elements:
 - Design study and sampling strategy and proposed sample size for quantitative components.
 - Sampling strategy for qualitative component, including individual respondent selection and criteria for qualitative methodologies.
 - Detailed work plan that includes all tasks by the Consultant and team members and incorporating the overall study timelines³.

² The inception report is an elaborated version of the initial proposal submitted. An outline for the inception report will be provided to the successful candidate(s) prior to the inception meeting.

³ Timelines will need to be coordinated with the One Drop project manager. One Drop will facilitate this with the consultant.

- Level of effort of each team member.
 - Detailed study budget including professional fees, and expenses, etc.
 - A copy of quantitative and qualitative tools for data collection and plan for translation and/or back translation.
- **Review/Finalization of data collection tools:** development of quantitative and qualitative tools for data collection and plan for translation and back translation. These tools will be reviewed during the inception phase and must be included in the inception report/work plan.
 - **Develop** Guidelines and Protocols for Data Collection
 - **Coordinate/Conduct Data Collection Training for key additional staff** following a detailed agenda and outlining study protocols (this agenda should be included in the inception report.
 - **Coordinate/conduct/supervise data collection**, as per agreed methodology.
 - **Ensure Data Entry Quality** by reviewing initial data entry conducted at the community level and provide feedback to the Design Study Community Leads, where applicable
 - **Analyze** qualitative and quantitative data. It is also expected that the consulting firm will do a critical analysis of the data through statistical treatment and triangulation with other sources and literature review.
 - **Draft and final Study Reports** including Executive Summary and Full Consolidated Report and a presentation. Final Report and slide deck is to be submitted in both Word and PDF versions with all expected annexes included. A suggested Table of Contents (ToC) will be provided by the organization.
 - **Copies of original, cleaned, and processed data sets from all deliverables** including any field notes are to be submitted.

11. Time Frame and Level of Effort

The implementation period for the design study, starting from the contract signature, is anticipated to run from **April 2025 to July 2025** . This timeframe intends to reflect the engagement process with only one First Nation, but the same timeline could be maintained for all three First Nations, though the level of effort may vary for candidate firms projecting to engage with multiple First Nations. Although there might be some changes in the schedule, the consulting firm is expected to carry out all the preparation required to roll out the study as per the suggested time frame below.

Task/Output	Execution Role	Review and Validation Role	Notes	Level of Effort (7.5 h/day)	Estimated Time Frame
1. Finalization of the terms of reference	OD	OD			February 2025
2. Dissemination of terms of reference	OD	OD			March 2025
3. Selection and Recruitment of the Consulting Firm	OD	OD			April 2025
4. Review and Signing of the Contract with the Consulting Firm	OD & Consulting Firm	OD & Consulting Firm			April 2025
5. Conduct of the design study	Consulting Firm	OD			
5.1 Inception Meeting	OD & Consulting Firm	OD & Consulting Firm	Organized by One Drop at a common convenience for all parties to attend. The participation of the selected consulting firm is mandatory.	1	May 2025
5.2 Documentation Review & Onboarding process	Consulting Firm	OD & Review Committee	<p>The consulting firm should develop a checklist of key documentation to be provided by One Drop for the purpose of the study.</p> <p>One Drop may prepare and make available internal documentation to the selected consulting firm in advance, which will be adjusted based on the consulting firm request.</p> <p>One Drop may schedule a set of virtual and in-person meetings to further clarify</p>	3	May 2025

			expectations for the study and provide feedback on gaps of knowledge from the selected consulting firm.		
5.3 Draft and Submit an Inception Report, containing a detailed workplan	Consulting Firm	OD & Review Committee	One Drop may provide an outline for the inception report that will have to be reviewed and adjusted as needed by the consulting firm.	3	May 2025
5.3.1 Review and approval of the Inception Report, containing the detailed work plan (by the One Drop team)	OD & Review Committee		This will be mainly carried out by One Drop. However, it is possible that the review and approval of this document may involve not only One Drop, but additional partners that have vested interest in this study. These partners may or may not be part of the Review Committee formed for the oversight and management of the study.	2	May 2025
5.4 Integrate comments from One Drop and submit Final Inception Report <i>One Drop will provide any comments within five days of receipt</i>	Consulting Firm	OD & Review Committee		2	May 2025 – June 2025
5.5 Logistic Preparation with Program Team for Data Collection (travel itineraries, interview schedules, training guide and material preparation, etc.)	Consulting Firm	OD		3	May 2025 – June 2025
5.6 Data Collection Training and Piloting of the data collection tools	Consulting Firm	OD		2	June 2025
5.7 Data Collection	Consulting Firm	OD		5	June 2025 – July 2025

5.8 Data entry, cleaning, and analysis	Consulting Firm	OD		3	June 2025 - July 2025
5.9 Draft and Submit a Preliminary Design Study Report (following report structure outline provided) <i>One Drop will provide comments within 5 working days of receipt of draft report.</i>	Consulting Firm	OD & Review Committee		3	July 2025
5.9.1 Review of the Preliminary Design Study Report (by the One Drop team)	OD & Review Committee		This will be mainly carried out by One Drop. However, it is possible that the review and approval of this document may involve not only One Drop, but additional partners that have vested interest in this study. These partners may or may not be part of the Review Committee formed for the oversight and management of the study.	3	July 2025
5.10 Data Validation Sessions with Key Stakeholders (Indigenous Communities Representatives, One Drop Program Team, etc.)	Consulting Firm	OD & Review Committee		2	July 2025
5.11 Integrate comments from One Drop and submit Final Design Study Report	Consulting Firm	OD & Review Committee		1	July 2025
Total				33	

12. Payment Schedule for the study

Unless negotiated and agreed otherwise with the selected consulting firm, the payment schedule may unfold as described in the table below based on the completion and approval of the key activities and deliverables submitted:

Key activities and deliverables	Important notes	Percentage
Inception report	The payment will be made based on One Drop's approval of the Inception Report submitted by the selected consulting firm. Approval by One Drop will ensure that all the expectations previously agreed for the start-up report have been addressed, particularly in terms of the content of the main document and its attachments.	25%
Data collection	Expenses (notably for logistics, administration, and communication) must be submitted by the firm in advance for review and approval by the consulting firm to One Drop. However, the remaining balance will be paid out based on One Drop's approval of the successful completion of the data collection phase by the consulting firm. The approval by One Drop will ensure that all the expectations previously agreed upon for the data collection phase have been addressed, particularly in terms of key respondents to be met.	25%
Preliminary Report	The payment will be made based on One Drop's approval of the submitted preliminary report by the selected consulting firm. Approval by One Drop will ensure that all of the expectations previously agreed for the preliminary report have been addressed, particularly in terms of processing and analyzing most if not all the expected primary and secondary data collected for the study, producing most if not all of the key findings relevant to the study objectives, as well as carrying out a summary presentation of the preliminary report.	25%
Final Report	The payment will be made based on One Drop's approval of the submission of the final report by the selected consulting firm. Approval by One Drop will ensure that all the expectations previously agreed for the final report have been addressed, particularly in terms of integrating relevant comments and feedback from key stakeholders involved in the process of reviewing the preliminary design as well as carrying out a summary presentation of the final report.	25%

13. Qualifications of Consultant(s)

- Minimum of 10 years of experience as a firm or on average among key members of the proposed team in administering a variety of studies, research, and evaluations, preferably for international organizations, non-profit organizations, and/or multilateral agencies.
- Strong experience in conducting a variety of studies, research, and evaluations with First Nations in Canada.
- Proven experience in conducting design study and/or formative research assignments with Indigenous Communities within key thematic areas of the study, among which WASH, Climate Change, Gender Equity, Social Art, Behavior Change, and others.
- Proven knowledge [of] and experiences studying, researching, and evaluating WASH policies and services systems in Canada, particularly within Indigenous Communities.
- Demonstrated knowledge [of] and experiences studying, researching, and evaluating gender equality intersecting with WASH in Indigenous Communities.
- Significant knowledge [of] and experiences studying, researching, and evaluating climate change intersecting with WASH in Indigenous Communities.
- Proven experience in facilitation and ability to recruit, train, and manage facilitators for the qualitative components of the study.
- Knowledge and fluency in English and French is mandatory among the proposed team members, specifically to engage with the One Drop team throughout the various stages of the process.
- Significant of Indigenous languages specific to the areas where the design is intended to be conducted is highly desired among the proposed team members, but the use of interpreters is an acceptable alternative.
- Ability to produce high quality work under tight timeframes.

Note: Experiences and knowledge can be proven/demonstrated through certificates, past contracts, or past reports.

14. Budget for the design study

The anticipated budget for the design study will not be disclosed. It is up to the applicants to carry out a thorough exercise in determining realistic and relevant costs for the study as well as drafting a financial proposal that represents a value for both the applicant and the commissioner (One Drop).

15. Study management

The design study will be managed overall by One Drop. One Drop may form and be supported by a Review Committee made up of representatives of One Drop and external key partners, each having well-assigned roles and responsibilities. The members of the committee may vary depending on the stages of the design study. Nonetheless, they will primarily provide technical support in the management of the design study and the review of the deliverables. One Drop, beyond its representation in the committee, will additionally provide administrative, logistical and financial management and support to the selected consulting for the design study. More specifically:

- The Review Committee may monitor the recruitment and provide validation for the selected firm.
- The Review Committee may provide technical assistance the review of various deliverables as outlined in section 9.
- With regards to the financial procedures, One Drop will make the payments as outlined in section 10 after confirmation that all the required terms and conditions have been met.
- In terms of logistical arrangements, One Drop will provide support in connecting the selected consulting firm with key anticipated participants in the design study process.

16. Application Packages and Procedures

Qualified and interested parties are asked to submit the following:

- An expression of interest by **March 30th, 2025**.
- **Q&A Period** where the applicants may submit its questions to One Drop Foundation from **April 1st to April 8th, 2025**. One Drop will provide responses by **April 10th, 2025**.
- Detailed **technical proposal** by March 30th, 2025. It should clearly demonstrate a thorough understanding of this ToR and including the following:
 - i. Description of the Capacity and qualifications of the consulting firm, including previous relevant experience.
 - ii. Description of the proposed approach and methodology, including data collection, sampling strategy, data analysis, integration of gender considerations and ethical standards, quality assurance, etc.
 - iii. A proposed timeframe detailing key activities and a schedule/work plan (including a Gantt chart)⁴
 - iv. Team composition, qualifications, and level of effort of each proposed team member
 - v. Curriculum Vitae(s) of all proposed staff outlining relevant experience (Annex)
 - vi. Names and contact information of three references who can be contacted regarding relevant experience
 - vii. A copy of a previous reports of similar work undertaken
 - viii. A Consulting Firm profile.
- A **financial proposal** by March 30th, 2025. It should clearly demonstrate a thorough understanding of this ToR and with a detailed breakdown of costs for the study:
 - i. Itemized consultancy fees/costs
 - ii. Itemized field data collection expenses
 - iii. Itemized administrative expenses
 - iv. Validity period of quotations
 - v. Expected payment plan and method if the proposed one in Section 7 is not adequate for the candidate firm.
- All the documents will have to be submitted electronically to the key point of contact at the One Drop Foundation (contact@onedrop.org). The object of the email should contain

⁴ Prior to commencement on the inception report, the successful candidate/consultant will be provided with data collection dates in order to incorporate into the inception report and plan.

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- In case of doubts and need for questions to be answered towards the preparation of the submission package, a representative of the firm is always welcome to liaise with the key point of contact at reasonable time prior to the expected deadline.

As soon as the period for receiving technical and financial proposals closes, applications will be processed as follows:

- Depending on the volume of applications, technical and financial proposals received will be processed within one to three weeks after the deadline for submission of applications.
- Only a maximum of three candidate firms, pre-selected based on the quality of their technical and financial proposals as well as the anticipated success rate, will be contacted to take part in a selection interview.
- Selection interviews with the shortlisted firms will be held within one week of the completion of the analysis of the technical and financial proposals submitted. The date and time for a selection interview will be established at a common convenience with each pre-selected candidate firm.
- The shortlisted firms will be informed of the results of the interview within three days of the end of the selection interview period.
- The firm selected at the end of the selection interviews will receive the contract to be revised and signed jointly with a representative of One Drop.