



TERMS OF REFERENCE

FOR

CONSULTING SERVICES FOR IDENTIFICATION OF POTENTIAL FUNDING PARTNERS AND SOURCES, PREPARATION OF FUNDING PROPOSALS AND STAFF TRAINING

A. BACKGROUND AND CONTEXT

A1. Introduction

Ghana Hydrological Authority (HYDRO) is a state institution established by an ACT of Parliament (ACT 1085) in 2022 under the Ministry of Works and Housing (MWH) with the responsibility for monitoring all rivers and surface water bodies in Ghana; providing engineering consultancy services in hydrology, water resources, drainage engineering, coastal engineering and related fields for the Government of Ghana. Over the years, HYDRO (formerly, HSD) has undertaken several design and supervision projects and initiatives that have contributed significantly to water resource management and flood control in Ghana.

There is increasing demands for water resources management, flood control, and environmental sustainability in Ghana. As climate change impacts become more evident, the need for robust water resource and flood risk management strategies, sustainable development and resilient infrastructure development has grown exponentially. The funding landscape has become increasingly competitive, and there is a need to diversify funding sources and enhance the quality of funding proposals to secure additional financial support for ongoing and future projects of the authority.

HYDRO recognizes the importance of adapting to this evolving funding landscape by proactively identifying potential funding partners and optimizing its approach to proposal writing. HYDRO aims to strengthen its funding acquisition capabilities, enhance the quality of its proposals, establish long-term partnerships with strategic stakeholders and develop long term financing options for its projects and activities.

As part of its strategic objectives, the Authority aims to secure funding for various hydrological projects and initiatives to enhance water resource management and address flooding challenges across the country. To achieve this, HYDRO seeks the expertise of a consulting firm with experience in developing long term financing strategies, identifying funding opportunities, preparing compelling funding proposals and a track record of successful funding applications. The firm should be able to come up with sustainable financing strategy which the Authority can employ for its operations. Moreover, the Authority's financing strategy will be driven by gap assessment of its current financing approaches and the vision of the Authority – to be a 'Centre of Excellence for Hydrological Services Delivery in Africa. HYDRO intends to build the capacity of its staff in effective proposal writing to improve their skills in securing funding. HYDRO has received an allocation of funds from the GARID Project for this consultancy services.

B. OBJECTIVE OF THE ASSIGNMENT

The overall objective of this consultancy is to work closely with HYDRO to develop a sustainable financing strategy, identify potential funding partners and sources, prepare convincing funding proposals and build the capacity of HYDRO staff on funding proposals writing and sustainable financing.

SCOPE OF SERVICES, TASKS (COMPONENTS) AND EXPECTED DELIVERABLES

C. APPROACH TO ASSIGNMENT

The Client for this consultancy is Ghana Hydrological Authority. The Client is hereby requesting technical and financial proposal from a suitably qualified and experienced consultancy firm for this assignment. The scope of services for this consultancy assignment comprises conducting a thorough review of the latest legal, institutional, and financing framework in Ghana relevant to HYDRO's objectives and mandates, conducting a thorough analysis and research to identify potential funding opportunities, partners and sources that align with HYDRO's vision and initiatives;; analysing relevant international best practices for developing sustainable financing strategies considering effective collaboration with other government agencies and stakeholders; preparing compelling and persuasive funding proposals that effectively communicate HYDRO's goals, needs, and potential impact to attract potential funding partners; and providing training to HYDRO staff on proposal writing techniques and best practices to improve their skills in developing convincing funding proposals.

The Consultancy firm shall bear in mind that the list of tasks and activities can by no means be considered as the complete and comprehensive description of the Consultancy firm's duties. The Consultancy firm is expected to critically review the Client's requirements as stated in this document and recommend additional innovative approaches and activities that are deemed essential to achieving the Client's stated objectives based on their professional experience and judgement.

D. DETAILED TASK DESCRIPTIONS

D1. Detailed tasks

The consultant shall undertake the following assignments:

- a) Conduct a comprehensive evaluation of HYDRO's vision and undertake needs assessment of current projects/initiatives, identify funding requirements, including a multi-year funding needs and gap analysis to inform the development of a financing strategy.
- b) Develop a structured methodology for researching and identifying potential funding sources from various sectors, including government agencies, international organizations, foundations, and corporations as well as for long term comprehensive strategy for sustainable financing to enable HYDRO execute its mandate effectively.
- c) Identify and categorize potential funding partners and financing options based on their alignment with HYDRO's objectives, mission and mandate.
- d) Analyse and evaluate the eligibility criteria, funding priorities, and application requirements of each identified funding source.
- e) Create a comprehensive database of potential funding partners and sources, including contact information and specific funding criteria.
- f) Develop a sustainable financing strategy and viable, comprehensive financing mechanism options with a long-term, strategic, and multi-dimensional approach, based on assessments and international best practices. The strategy will take into consideration recommendations submitted by stakeholders at the National Flood Forum.

- g) Prepare customized and compelling funding proposals tailored to different funding opportunities, adhering to the guidelines and requirements of each funding source, including alternative mechanisms for long-term financing.
- h) Provide training/capacity for HYDRO staff on effective proposal writing techniques, including best practices, key components of successful proposals, and strategies for tailoring proposals to specific funding opportunities and on fundamental program and project financing mechanisms.

E. DURATION OF ASSIGNMENT

The consultancy engagement is expected to be twelve (12) months.

TEAM COMPOSITION & QUALIFICATION REQUIREMENTS FOR THE KEY EXPERTS

F. ESTIMATED STAFFING LEVELS, QUALIFICATION AND REQUIREMENTS

Key professional staff critical to the performance of the services for specific stages of the assignment and the corresponding staff inputs are listed in Table 3 below. The total workload for this consultancy assignment for key staff is estimated at 15 man-months.

Table 3 Staff requirements

Key and Non-Key Staff
Team Leader / Project Manager
Funding Research Specialist
Financing Strategy and Analysis Specialist
Proposal Writing Expert
Training and Capacity Building Specialist

The minimum requirements for key staff for the assignment are provided in Table 4 below.

Table 4 Academic qualification and professional experience requirements

Key Staff	Academic Qualifications	Minimum years of work experience	Relevant Professional Experience
Team Leader / Project Manager	Master's degree in Finance, Business Administration or related field	<ul style="list-style-type: none"> • 10 years 	<ul style="list-style-type: none"> • Experience in project management, proposal development, and fundraising for similar organizations. • Experience in supporting a new institution in getting established and developing a multi-mechanism/source financing strategy for its vision. • Excellent research and analytical skills • Familiarity with proposal writing and documentation requirement

Key Staff	Academic Qualifications	Minimum years of work experience	Relevant Professional Experience
			<ul style="list-style-type: none"> • Knowledge of international funding sources and eligibility criteria • proven track record in securing funding for similar institutions. • Fluency in the English language.
Funding Research Specialist	Bachelor's or Master's degree in Economics, Finance or a relevant field	<ul style="list-style-type: none"> • 10 years 	<ul style="list-style-type: none"> • Experience in identifying funding opportunities, researching potential funding sources, and preparing funding proposals for development projects. • Deep understanding of various funding agencies and their requirements • Fluency in the English language.
Financing Strategy and Analysis Specialist	Master's degree in Finance, Economics, or a related field.	<ul style="list-style-type: none"> • 8years 	<ul style="list-style-type: none"> • Experience in financial analysis for similar engineering projects, and ability to directly transfer relevant practical knowledge and experience to Ghana's context. • Experience in international and local strategy development, and fundraising within the water resources sector. • Fluency in the English language.
Proposal Writing Expert	Bachelor's degree in English, Communications, Development Studies or a relevant field	<ul style="list-style-type: none"> • 8 years 	<ul style="list-style-type: none"> • Experience in successful funding proposal writing for projects related to water resource management or environmental issues. • Fluency in the English language.
Training and Capacity Building Specialist	Bachelor's or Master's degree in Education, Training, financial analysis, human resource development (proposals writing) or a relevant field	<ul style="list-style-type: none"> • 10 years 	<ul style="list-style-type: none"> • Experience in designing and conducting training workshops on proposal writing, fundraising, alternative financing mechanisms and financial analysis for engineering projects and related topics. • Experience in facilitating the transfer of knowledge. • Fluency in the English language.

REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

G. DELIVERABLES AND TIMELINES

The list of deliverables and respective timelines are provided in Table 1 below.

Table 1 - List of deliverables and corresponding submission schedules

Report & Presentation	Time for Submission	Number of Copies
Inception Phase	By End of Month 1	3 hard copies and 1 soft copy
Identified funding partners and sources database;	By End of Month 3	3 hard copies and 1 soft copy
Development of funding Proposals, analysis of financial mechanisms and proposed strategies	By End of Month 8	3 hard copies and 1 soft copy
Conduct training session and Draft Final Report	By End of Month 11	3 hard copies and 1 soft copy
Final Report	By End of Month 12	3 hard copies and 1 soft copy

A detailed description of the required deliverables is provided in Table 2 below:

Table 2 Content of deliverables

Report	Content
Inception Phase	This report and presentation shall include but not limited to: <ul style="list-style-type: none"> the methodology and proposed work plan for the assignment comprehensive needs assessment report outlining the organization's funding requirements and priorities. Outline of reports expected at the next stages
Identified funding partners and sources and database; Development of funding Proposals, financial mechanisms and analysis strategies	This report and presentation shall include but not limited to: <ul style="list-style-type: none"> identified potential funding partners and sources. a brief analysis of their suitability for HYDRO's mandate and projects/initiatives strategy and action plan for engaging with potential partners. database containing detailed information on potential funding partners and sources, including eligibility criteria and contact details. Comprehensive and tailored funding proposals targeting specific funding opportunities. A list of potential funding opportunities for the HYDRO, including brief descriptions and eligibility criteria. Multi-mechanism financing strategy for the authority
Training session and Draft Final Report	This report shall include but not limited to: <ul style="list-style-type: none"> Training materials and resources for the proposal writing, donor engagement workshops, financial analysis and financial mechanism strategies.

Report	Content
	<ul style="list-style-type: none"> • training sessions for staff in funding application development, including attendance records and evaluations on proposal writing techniques and best practices.
Final Report	<p>This report shall include:</p> <ul style="list-style-type: none"> • complete record of all activities undertaken during the assignment • list of potential funding partners • Ongoing guidance and support in managing donor relationships and reporting requirements, including review and feedback on donor reports. • Knowledge management system for storing and sharing best practices and lessons learned in funding application development. • Funding strategy document and action plan

CLIENT'S INPUT AND COUNTERPART PERSONNEL

H. WORKING ARRANGEMENTS

HYDRO will:

- a) Ensure timely review of reports submitted by the consultancy firm and facilitate the provision of feedback.
- b) Initiate the consultation and co-operation of other agencies required to provide support to the consultancy firm for realization of the relevant aspects of the assignment.
- c) Provide access to all relevant existing information including HYDRO's Draft Strategic Business Plan and the Ghana Hydrological Authority Act 2022 (Act 1085).

The Consultancy firm will:

- a) Execute the duties and tasks outlined with due diligence, efficiency and in accordance with the highest standards of professional competence, ethics and integrity.
- b) Be responsible for the collection and analysis of all data and information to assist in the timely completion of the assignment.
- c) Submit reports and plans within the stipulated timeframes stated in the Terms of Reference for review by HYDRO.
- d) Execute the services in accordance with the laws, customs and practices in Ghana and use the appropriate international/regional standards for preparation of technical information.

Professional and support counterpart personnel to be assigned by the Client to the Consultant's team:

The Consultant will work closely with all the Heads of Units at HYDRO on day to day basis in executing this assignment. The overall project management for the client in this assignment is the Chief Executive Officer of the Authority.

Confidentiality: The Consultancy firm shall not, during the term of this Contract and within 5 years after its expiration, disclose any proprietary or confidential information relating to the Services under this Contract or HYDRO'S business or operations without the prior written consent of HYDRO.

Ownership of Material: Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for HYDRO under this Contract shall belong to and remain the property of HYDRO. The consultancy firm will be required to hand over all such materials upon completion of the assignment.

Payment arrangement: This is a lump sum contract and payment will made at the end of each stage following acceptance of the output.