

# Water as Leverage



## Proposal Format

Water as Leverage Cartagena – Construyendo con el Agua

Version: final

Contracting authority:



Netherlands Enterprise Agency

In cooperation with:

**InvestInternational**

Ultimate recipient:



Distrito Turístico y Cultural de  
Cartagena de Indias

This proposal format generally describes the topics that should be addressed as part of a Water as Leverage Cartagena proposal. The proposal has a maximum of 30 pages, based on font Verdana, size 9, excluding cover, table of contents, colophon. Annexes (except the ones defined by CA) cannot be considered as part of the assessment procedure. The consortium may choose the set-up and design of the proposal, as long as the topics mentioned below are included and the maximum length is taken into account.

The proposal should be written in English, but has to be delivered in English and Spanish. The Spanish version of the proposal (except for the public summary and the executive summary) may be generated through automatic translation using applications like Google Translate or the automatic translation facility integrated in Microsoft Word. The English version of the proposal will count as the official version and as such, will become part of the contract.

### **Proposal title and acronym**

Provide a proposal title in Spanish and English and one acronym.

### **Public summary (one in Spanish and one in English, both with a maximum of 300 words)**

The public summary of a winning proposal will be used for communication purposes. The summary will not be assessed as part of the evaluation. The summary should be understandable to the general public and suitable for public disclosure. Make sure to mention the different consortium members. One image may be added to the summary (both integrated in the proposal and separately added as an attachment). The public summary should be included in the proposal and delivered as a separate Word-file.

### **Executive summary of the proposal (2-4 pages, in Spanish)**

Provide an executive summary of the entire proposal. This executive summary will be used as part of the evaluation and should be written in (and therefore not automatically translated to) Spanish.

### **1. Vision on the challenge**

Based on the provided city information (as part of the Call for Action document, Setting the Scene report and own research), provide a clear narrative which substantiates the vulnerabilities, challenges and opportunities the consortium wants to address and interlink as part of Water as Leverage Cartagena. Keep in mind that it is not the aim to already come up with specific solutions as part of the proposal, as it is at the heart of the Water as Leverage approach to jointly define these solutions as part of the WaL process. What are, according to the consortium, the key elements, their interdependencies and the planning context of the city? What is the perception of the consortium on the interlinkages between technical challenges, governance arrangements and financial mechanisms for water- and climate change adaptation related interventions in the city landscape?

### **2. Approach**

Describe the team's proposed research- and design approach and initial conceptual project ideas that could serve as an example of a potential solution to the identified challenges, acknowledging the fact that city-specific solutions will be defined through a joint process within WaL Cartagena. This trajectory requires the deployment of multidisciplinary teams, aimed to foster design-driven working methods. It is envisaged that this is different from a more traditional engineering-driven focus. How is this incorporated in the approach and as such, reflected in the team composition?

The hotspots identified in *Setting the Scene* offer concrete focus areas to for the proposal, and points out the applicable technical, governance and financial mechanisms that need to be taken into account as part of the approach. Specific attention should be given to how the team approach aims to deliver implementable solutions (incl. project proposals), without losing the transformative capacity of innovative and integral solutions. How will the team approach the Research, Analysis and Design phase, resulting in Conceptual Designs? And how will

this be used during the Pre-project Preparation and Structuring phase, resulting in project proposals on pre-feasibility level? What is the team's perspective on the feasibility phase, resulting in a full feasibility study?

The approach should include an elaboration on the different phases and the associated activities/deliverables as described in the Call for Action document. How will the team ensure timely delivery of the defined deliverables and ensure the defined activities are carried out to a high standard? How will the team ensure alignment with the ambition to deliver innovative, integral and implementable designs/proposals/projects/solutions (in phase 1, 2 and 3)?

What is the approach of the consortium on using the 'WaL ecosystem' to come up with integral, innovative and implementable solutions, through participating in an inclusive process? This includes the Water as Leverage Support Track and the Water as Leverage Communication Team, but explicit attention should also be given to the intended collaboration with key counterparts, of which the Alcaldía de Cartagena, its technical departments and other entities such as the Establecimiento Público Ambiental (EPA) are most crucial.

Water as Leverage Cartagena has the ambition to deliver solutions as part of an inclusive process. The team's approach should include a clear perspective on the intended collaboration with communities, NGOs, academics and other stakeholder groups relevant for the development of solutions as part of Water as Leverage Cartagena. It is expected that the teams do not only interact with these and other key stakeholders and key counterparts during the workshops, but seek a connection with key governmental counterparts, communities and other stakeholder groups throughout the development process. What is the team's approach related to this ambition?

### **3. Team experience and expertise**

Describe the qualifications of the team to do this work, including an overview of the consortium members, the specific experts, their roles and time spending as part of Water as Leverage Cartagena and the way the team composition addresses the minimum requirements as set out in the Call for Action document. Provide an overview of the different team members and the expected time available (including clear information about the team members participation during on-the-ground activities) for Water as Leverage Cartagena in the format financial proposal.

A summary of team's strengths and relevant experience related to the goals as mentioned in the Call for Action and the approach described in Section 2 of this document. Clearly articulate each team member's specific contribution to this effort and the multidisciplinary composition of the team. Discuss past collaborative efforts among team and/or consortium members, if applicable.

Provide short descriptions of 5-10 projects that highlight previous work relevant to Water as Leverage Cartagena and the proposed approach. Do not include links to external documents. Provide an explicit perspective on how the team is taking young expert involvement, locally based experts and a focus on gender balance into account in the team, to broaden the knowledge base and to create a correct, effective and cost-efficient division of labour and a balance between senior and junior experts.

### **4. Project management**

As part of the proposal, a clear project management strategy should be provided, which focuses on internal project management and clearly states the proposed working method for the interaction with the contracting authority and the collaboration with key (and other) counterpart organizations, including the other multidisciplinary team.

The project management strategy should address potential risks, both in terms of activities/deliverables as well as project management, and elaborate on the proposed mitigation measures. Furthermore, this chapter should include a separate reflection on, and strategy for the potential implications of COVID-19 on the execution of the activities. A clear and explicit elaboration should be included on the applicable company and personal considerations, conditions and policies related to travel movements of international and locally-based experts to and within Colombia. See the Guidelines-document for more information.

**Annexes**

- i. CVs of team members, using the CV Format
- ii. Reference projects

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