



Request for Proposal

How-to Guide on Downstream Flow Regimes

3 March 2020



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1. Background

IHA Sustainability (IHAS), a subsidiary of the International Hydropower Association, is developing means to broaden the application of the Hydropower Sustainability Tools and add incentives for their use.

IHAS has recognised that, in many countries and regions, there is demand not only for capacity building on the performance measurement tools (HSAP and HESG), but also on the substantive topics covered in the good practice guidelines (HGIIP) – see Box 1.

Against this backdrop, IHAS is developing How-to Guides to enhance knowledge of the processes and substance required to meet good international industry practice, as defined in the Hydropower Sustainability Tools. In particular, the How-to Guides describe the practical measures that practitioners and stakeholders can conduct to enhance sustainability performance in hydropower development and operation.

The How-to Guides are developed with the support of the Swiss State Secretariat for Economic Affairs (SECO).

Box 1 - Hydropower Sustainability Tools

The hydropower sector has a suite of sustainability tools to harmonise the understanding of sustainability in a hydropower context.

The Hydropower Sustainability Guidelines on Good International Industry Practice (**HGIIP**) offers the most detailed description of international good practice in the hydropower industry. Organisations may choose to reference compliance with the HGIIP in contractual arrangements; lenders and investors may opt to reference the guidelines in their terms of agreement, while markets and labelling systems may specify them in their eligibility requirements.

Performance against the HGIIP can be measured through two complementary tools: the Hydropower Sustainability Assessment Protocol (**HSAP**), to measure performance above and below the defined good practice; and the Hydropower Sustainability Environmental, Social and Governance Gap Analysis Tool (**HESG**), which can be used to check for gaps against good practice, and includes a gap management plan to work on to improve processes and outcomes.

2. Scope of services

The contractor will be responsible for drafting the written content of the How-to Guide on Downstream Flow Regimes. The draft will include references, graphs, tables and other visuals to support the written content of the guide.

The document will be reviewed by IHAS and individual experts. The contractor will subsequently review, comment and finalise the draft.

The contractor will not be responsible for final design and formatting.

The contractor should refer to the How-to Guides on Benefit Sharing, and Erosion and Sedimentation for clarity on the expected output. The guides can be downloaded on the IHA website at: <https://www.hydropower.org/publications>.

3. Selection criteria

Contractors are selected according to the following criteria:

- Experience of the contractor related to the assignment;
- Familiarity with the Hydropower Sustainability Tools;
- Expertise in Downstream Flow Regimes;
- English proficiency and writing skills;
- Adequacy of proposed structure of the guide responding to the Terms of Reference and indicative Table of Contents;
- Capacity to deliver within the proposed timeframe;
- Price competitiveness.

4. Elements of proposal

The Proposal should include the following elements:

- CV of the contractor highlighting relevant experience and previous publications;
- Proposed structure of the How-to Guide based on the indicative Table of Contents;
- Anticipated dates and timing of work, within the deadlines determined below;
- Price quotation.

5. Anticipated selection schedule

The timeline of the Request for Proposal process is:

- Call opens: 3 March 2020
- Deadline for bidders to submit questions: 20 March 2020
- Deadline for proposals: 25 March 2020
- Selection of top bidders: 27 March 2020
- Start of negotiation: 27 March 2020
- Contract award: 3 April 2020

6. Dates and timing of work

The key delivery dates for the development and publication of the How-to Guide are:

- First draft of the How-to Guide: 5 June 2020
- IHAS/expert review: 26 June 2020
- Second draft of the How-to Guide: 17 July 2020
- IHAS proofing and design: 14 August 2020
- Final review: 28 August 2020
- Published How-to Guide: 4 September 2020

7. Submission requirements

Proposals should be submitted, in English, by email to sustainability@hydropower.org.

8. Payment schedule

The payment will be made in full following the official publication of the How-to Guide.

9. Annexes

- Annex A - Terms of Reference
- Annex B – Indicative Table of Contents

Annex A – Terms of Reference

Objectives

How-to Guide on Downstream Flow Regimes

The objective is to develop a guide on how to plan and deliver downstream flow regimes with an awareness of the environmental, social and economic objectives affected by those flows. Furthermore, the guide proposes to:

- describe how flow regimes downstream of hydropower project infrastructure are considered and designed in relation to their environmental, social and economic impacts and benefits; and
- describe deliverables, measures and resources required to develop a sustainable hydropower project with regards to downstream flow regimes.

The How-to Guide aims to provide guidance on how to meet basic good practice, as defined in the Hydropower Sustainability Tools.

Scope

The How-to Guide should include:

- Definitions and language used in the Downstream Flow Regimes topic of the Hydropower Sustainability Tools, and where appropriate provide additional explanation
- Three stages of project life: Preparation, Implementation and Operation
- List of deliverables to achieve basic good practice
- Deliverables timeline throughout project life
- Description of deliverables, including basic good practice considerations, methodology, resources and timing
- Bibliography
- Project examples

The How-to Guide should not cover:

- Proven best practice as described in the HSAP

Indicative number of pages

The number of pages of each How-to Guide draft should range from 30 to 55 pages, according to the complexity of the topic being described.

The draft does not include pictures, but can include graphs, glossary, list of acronyms, bibliography and examples from assessments. Please refer to the How-to Guides on Benefit Sharing, and Erosion and Sedimentation for additional clarity on the expected output. The guides can be downloaded on the IHA website at: <https://www.hydropower.org/publications>.

Audience

The How-to Guide is aimed at project developers, owners or operators, who are relatively unfamiliar with the topic, to walk them through what needs to be done to achieve good international industry practice. It can also be used by accredited assessors, although it is not an assessment or auditing tool.

Outcomes

The How-to Guide should expand on the concepts described in the Hydropower Sustainability Tools, and provide a platform to:

- Support developers, owners or operators to prepare for official HSAP or HESG assessments;
- Guide developers, owners or operators through internal HSAP or HESG assessments;
- Improve quality and scope of training materials to IHAS and Accredited Assessors;
- Strengthen institutional capacity of local regulators or regional bodies to adopt the Hydropower Sustainability Tools in national guidelines or internal policies.

The How-to Guide will be the intellectual property of IHAS.

Differences between How-to Guides and the HGIIP

The following table provides an indicative summary of the differences and similarities between How-to Guides and the HGIIP.

Feature	How-to Guide	HGIIP
Number of pages (per topic)	50 to 80 pages	4 to 10 pages
Designed to be used in contractual arrangements, market eligibility requirements, etc.	No	Yes
Designates the deliverables to achieve basic good practice	Yes	Yes
Describes in detail the deliverables to achieve basic good practice	Yes	No
Includes a timeline of deliverables to achieve basic good practice	Yes	No
Designates measures to address the issue	Yes	Yes
Describes in detail the measures to address the issue	Yes	No

Annex B – Indicative Table of Contents

The structure of the How-to Guide on Downstream Flow Regimes should follow the indicative table of contents provided below:

Acronyms (optional)
Glossary (optional)
1. Introduction
1.1. This How-to Guide
1.1.1. Aim
1.1.2. Approach and structure
1.2. Downstream flow regimes in the Hydropower Sustainability Tools
1.2.1. Objectives of this How-to Guide
1.2.2. Scope of downstream flow regimes
2. Understanding downstream flow regimes in hydropower
2.1. Key aspect 1
2.2. Key aspect 2
2.3. Key aspect 3
2.4. Key aspect 4...
3. Achieving good international industry practice
3.1. Downstream flow regimes in the project life cycle
3.2. Assessment
3.3. Management
3.4. Stakeholder Engagement
3.5. Conformance/Compliance
4. Strategies and approaches (OR Methodologies and technologies)
4.1. Strategy 1
4.2. Strategy 2
4.3. Strategy 3
4.4. Strategy 4...
5. Conclusions
Annex 1 – Bibliography
Annex 2 – Project examples