

## Request for Proposal (RFP)

### Baseline Study for Integrated Water Resource Management Project

#### Chakrayapet Block, Kadapa District, Andhra Pradesh

#### 1. Background

##### About WASH Institute

Water, Sanitation and Hygiene Institute (WASH Institute), established in 2008, is a non-profit organization, dedicated to providing practical solutions to tackle a wide range of water, sanitation, hygiene and environmental issues in India. WASH Institute aims to build the capacities of the sector through programs that provide a) training and academic courses, b) technical advisory and consultancy services, and c) grass roots community WASH programs.

**WASH Institute** endeavours to transform Chakrayapeta Block in YSR Kadapa District, Andhra Pradesh from a chronically water-stressed region into a water-secured climate resilient block. The project focusses on integrated water resource management interventions aimed at enhancing water availability, groundwater recharge, and sustainable community-led water governance.

The key project interventions include:

- Increasing the water holding capacity of ponds/tanks through desilting and strengthening of bunds, including construction of silt traps and inlet/outlet arrangements
- Cleaning and restoration of feeder channels
- Construction of check dams, spillways, weirs, and percolation ponds
- Repair of existing sluices and construction of new sluices
- Pilot rainwater harvesting structures in public institutions
- Construction of community soak pits/recharge pits
- Groundwater recharge through existing defunct borewells, dug wells, and open wells

To establish benchmark indicators and generate evidence for planning, monitoring, and impact assessment, a comprehensive Baseline Study is proposed.

#### 2. Purpose of the Baseline Study

The purpose of the Baseline Study is to generate a comprehensive understanding of the existing water resource, access, environmental and community conditions in the target Block, for data-based planning, implementation, monitoring, and evaluation of the proposed intervention.

#### 3. Objectives of the Study

The Baseline study shall:

1. Assess existing surface and groundwater resources in the target Block
2. Map and evaluate the condition of ponds, tanks, feeder channels, sluices, and recharge structures.
3. Assess groundwater levels, recharge potential, and seasonal water availability.

4. Understand current drinking water access, water usage patterns, and water conservation practices.
5. Assess institutional and community capacities related to water governance and maintenance.
6. Establish benchmark indicators for measuring project outcomes and impact.
7. Recommend priority areas and technical considerations for project implementation.

#### **4. Scope of Work**

The selected agency/consultant shall undertake the following:

##### **A. Secondary Data Review**

- Review relevant government records, watershed data, groundwater reports, rainfall data, and village development plans.
- Collect available hydrogeological and environmental information.

##### **B. Block-Level Baseline Assessment**

###### **i. Water Resource Mapping**

- Mapping of:
  - Existing ponds/tanks
  - Feeder channels
  - Check dams/weirs/spillways
  - Borewells/open wells
  - Existing recharge structures
- GPS/GIS-based asset mapping preferred.

###### **ii. Technical Assessment**

- Assess:
  - Current storage capacity of ponds/tanks
  - Degree of siltation
  - Condition of bunds and sluices
  - Functionality of feeder channels
  - Groundwater recharge potential
  - Soil type and infiltration characteristics

###### **iii. Household & Community Assessment**

- Conduct household surveys covering:
  - Drinking water access and availability
  - Water collection burden
  - Seasonal water stress
  - Water usage practices
  - Awareness on water conservation and rainwater harvesting

###### **iv. Institutional Assessment**

- Assess local governance structures such as:

- Panchayats
- Water User Committees
- School/public institution readiness for RWH systems

#### **v. Water Quality Assessment**

- Assess drinking water quality status through sample testing and existing records where feasible.

#### **vi. Climate & Vulnerability Assessment**

- Identify drought vulnerability, rainfall variability, and climate-related risks affecting water availability.

### **5. Methodology**

The study should adopt a mixed-method approach including:

- Household surveys
- Key Informant Interviews (KIIs)
- Focus Group Discussions (FGDs)
- Participatory Rural Appraisal (PRA)
- Transect walks
- Technical assessments
- GPS/GIS mapping
- Water quality testing (if applicable)

The methodology must ensure participation of:

- Women
- Farmers
- Marginalized communities
- Village institutions
- School representatives

### **6. Expected Deliverables**

The selected agency shall submit:

#### **Deliverable 1: Inception Report (within 7 Days of Contract Signing)**

Including:

- Detailed methodology
- Sampling framework
- Work plan and timelines
- Survey tools/questionnaires

#### **Deliverable 2: Draft Baseline Report (within 30 Days of Contract Signing)**

Including:

- Village profiles
- Baseline findings
- Technical assessments
- Gap analysis
- Baseline indicators
- GIS/maps/photos

**Deliverable 3:** Final Baseline Report within 35-40 days from the date of contract signing after Incorporating feedback from WASH Institute team.

The final report should include:

- **Executive summary**
- **Detailed analysis**
- **Village-wise findings**
- **Recommendations**
- **Annexures and raw data summaries**

## **7. Study Area**

The study will be conducted in the **Chakrayapet Block, Kadapa District, Andhra Pradesh**

## **8. Duration of Assignment**

The duration of the assignment shall be:

- **35-40 days** from the date of contract signing.

## **9. Eligibility Criteria**

Interested agencies/consultants should have:

- Minimum 3-5 years of experience in:
  - Baseline studies
  - Watershed management
  - Water resource management
  - WASH/rural development projects
- Experience in hydrogeological or watershed assessments preferred
- Proven experience in quantitative and qualitative research
- Experience working in Andhra Pradesh/rural India preferred
- Availability of multidisciplinary experts

## **10. Team Composition (Indicative)**

The agency should deploy qualified professionals such as:

- Team Leader/Water Resource Specialist
- Hydrogeologist
- Civil/Watershed Engineer
- GIS/MIS Expert
- Enumerators/Field Investigators

## 11. Proposal Submission Requirements

Interested agencies shall submit:

### Technical Proposal

Including:

- Understanding of the assignment
- Proposed methodology
- Work plan
- Team composition and CVs
- Relevant experience and past assignments

### Financial Proposal

Detailed budget with taxes including:

- Professional fees (Data collection and reporting)
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- Travel and logistics

## 12. Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weightage
Relevant Experience	25%
Methodology & Technical Approach	30%
Team Composition & Expertise	25%
Financial Proposal	20%

## 13. Terms of Reference (ToR)

### Key Responsibilities

- Design and execute the baseline study as per approved methodology
- Conduct field surveys, technical assessments, and stakeholder consultations
- Ensure quality and accuracy of collected data
- Analyze and interpret findings
- Develop GIS/maps and technical documentation where required
- Submit all deliverables within agreed timelines
- Maintain confidentiality and ethical standards during the study

### Data Ownership

All data, reports, photographs, GIS outputs, and related materials generated during the assignment shall remain the property of WASH Institute.

#### **14. Confidentiality & Ethics**

The agency must:

- Ensure informed consent during surveys
- Maintain confidentiality of respondent information
- Use collected data strictly for project purposes

#### **15. Submission Deadline**

Interested agencies/consultants are requested to submit proposals along with the Form in the Annexure duly filled with supporting documents, within **15<sup>th</sup> June 2026** to **office@washinstitute.org**

**Annexure – Bidder Details Form**

1. Basic Details	
<b>Legal Name</b>	
<b>Trade Name</b>	
<b>Website</b>	-
<b>Address — Registered Office / Place of Business ↓</b>	<b>Address — Billing and Correspondence ↓</b>
Building / Door / Plot / Survey / Landmark / Street / Area / Post / Taluk:	Building / Door / Plot / Survey / Landmark / Street / Area / Post / Taluk:
Village / Town / City:	Village / Town / City:
District:	District:
State:	State:
PIN Code:	PIN Code:
Board / Contact Number:	Board / Contact Number:
E-Mail:	E-Mail:
<b>Authorised Signatory to Agreement →</b>	Name: Designation: Mobile Number: E-Mail:
<b>Contact person for Business →</b>	Name: Designation: Mobile Number: E-Mail:
<b>Contact person for Finance / Accounts →</b>	Name: Designation: Mobile Number: E-Mail:
2. Business Details	
<b>Nature of Services</b>	
<b>Classification under NIC - 2008 — Code (Applicable for CIN holders)</b>	
<b>Description of the above NIC Code</b>	
<b>Applicable GST HSN/SAC, Rate (%)</b>	
<b>Description of the above HSN/SAC</b>	
<b>Annual Turnover</b>	
<b>Micro Enterprise — 0 to 9 employees</b>	
<b>Small Enterprise — 10 to 49 employees</b>	
<b>Medium Enterprise — 50 to 249 employees</b>	
<b>Large Enterprise — 250 + employees</b>	
<b>Multinational Enterprise</b>	
<b>3. Statutory Registration Details</b> (Wherever applicable, details to be furnished and scan copy of certificates to be attached. Wherever not applicable, to be mentioned so.)	

<b>Legal entity — Individual (Proprietor) / Partnership Firm / LLP / Company / Trust / Others (mention)</b>	
<b>Act, Year under which registered (Ex: Companies Act, 1956)</b>	
<b>CIN / LLPIN / FRN / Other Registration Number (specify)</b>	
<b>PAN</b>	
<b>TAN</b>	
<b>GSTIN</b>	GSTIN to be provided here. If not registered for, reason to be provided.
<b>12A Registration Number</b>	
<b>80G Registration Number</b>	
<b>Societies Registration Number</b>	
<b>FCRA Registration Number and Validity</b>	
<b>Is lower TDS/exemption of TDS applicable?</b>	Yes/No:
<b>4. Bank Account Details (Scan copy of Cheque/Passbook to be attached)</b>	
<b>Name as in Bank Records</b>	
<b>Name of Bank</b>	
<b>Branch Name</b>	
<b>Account Number</b>	
<b>IFSC</b>	
<b>5. Professional Profile (Brief writeup to be provided below or CV to be attached)</b>	

