

UNEP-DHI Centre
on water and environment



SDG 6 IWRM Support Programme

Stage 1 Support Package:

Annex 1: Facilitators' Guide

SDG 6.5.1, degree of implementation of IWRM

March 2020

Background

Monitoring and reporting on SDG indicator 6.5.1 are based on a self-assessment survey, sent out to all UN Member States every three years. Based on the completed SDG 6.5.1 surveys, a periodic global progress review presents a global picture of the current situation of IWRM worldwide. The first reporting cycle, in 2017, established a global baseline on the indicator of 49%. The second round of reporting is taking place in 2020, and all UN Member States are invited to repeat the survey assessment by July 31st, 2020. The SDG 6 IWRM Support Programme is available to support up to 60 countries in this endeavour. The support is to be provided by GWP, who shall work hand-in-hand with the national SDG 6.5.1 Focal Point in the countries to be supported.

To prepare to facilitate the SDG 6.5.1 consultation process, the Country Water Partnership (CWP) should consider hiring one or more facilitator(s) at the national level, knowledgeable about IWRM and the broader development context, and well connected with different stakeholders in the national context. They should have experience in facilitating multi-stakeholder consultation workshops in the country and language to be used and have excellent written and oral communication skills in the appropriate language of the respective country, as well as fluency in English. The two expected deliverables are the completed SDG 6.5.1 survey instrument, including all annexes, and the stakeholder consultation report. This document describes the facilitation process.

Steps to be followed

The facilitator(s), once hired for the mission by the appropriate GWP entity (normally the CWP or in some cases the RWP), should follow some standard steps, which may be adjusted according to the conditions of the country in question. The facilitator(s) should work closely with the local GWP entity and the national SDG 6.5.1 Focal Point at all times, in preparation of, during and in the follow-up to the workshop(s).

A. In preparation for the workshop(s):

1. Carefully review the GWP support package and the information on the [IWRM Data Portal](#), including the following:
 - a. The SDG 6.5.1 survey instrument,
 - b. A monitoring guide,
 - c. An explanatory video and PowerPoint of the process,
 - d. A baseline reporting summary (available for 172 countries) in the form of a summary “fact sheet”.
 - e. The completed baseline survey (available for 172 countries, only in the submitted language).

Items 1a-d are available in English, Arabic, Chinese, French, Spanish, Russian and Portuguese.

2. Gather and review relevant information for the national context, including:

- a. Reports of prior workshops and consultations, where available (GWPO can help to provide this),

- b. The baseline information on SDG 6.5.2¹, inasmuch as it relates to the transboundary questions under 6.5.1, and other SDG targets and indicators that are relevant for the debate (GWPO can help to provide this),
 - c. Any further national or “other level” information that might contribute to moving the score on any of the 33 questions in the survey.
 - 3. Design the consultation process, including the venue(s) and date(s) of workshop(s) and/or other means of consultation, considering the available resources, circumstances of the country and common engagement mechanisms. The monitoring guide provides suggestions for structuring the data collection and discussion process in countries.
 - 4. If the entire consultation process or parts of it are to be held virtually, the facilitator should ideally have experience in facilitating online meetings, and in any case she/he should familiarise herself or himself with best practices in this field. *Inter alia*, she/he should be aware of appropriate platforms, software and strategies to maximise the effectiveness of the virtual process. To this end, the support programme has made available a note with a few considerations on how virtual processes could be facilitated.
 - 5. Prepare a list of participants to be invited to take part in the process, taking into account criteria of sectoral and other forms of diversity, using the guidelines for participation and inclusion in Annex 2.
 - 6. Obtain approval from the SDG 6.5.1 focal point and the GWP entity on the design, list of participants to be invited to take part in the process and the information to be shared beforehand. It is highly recommended that invitations to participants be sent by the institution represented by the SDG 6.5.1 Focal Point.
 - 7. Ensure that the invitation and the pre-reading are sent to all participants sufficiently in advance to facilitate their participation in the process. For stakeholder groups or individuals that are unable to attend the workshop, they should still be invited to submit either a fully or partially completed survey to the facilitator and 6.5.1 focal point, so that their inputs can be considered and discussed during the workshop. This may be particularly relevant in cases where stakeholders may only have inputs to a limited number of questions. The time between the invitation being sent out and the holding of the process may vary from country to country, but in general the invitation should be sent to participants at least two weeks before any event. The prior socialisation of the relevant information should facilitate a more efficient process, to ensure that the majority of participants are fully cognisant of the survey structure and meaning.
 - 8. Among other means of consultation, it may be necessary to organise a prior in-person or virtual socialisation session, with all participants or a subset of them, to ensure that they have a good understanding of the survey instrument, its meaning and the methodology to be followed. In this case, the facilitator should carry out the necessary organisation of that workshop, in coordination with the SDG 6.5.1 focal point.
- B. During the workshop(s):

¹ See http://www.unece.org/water/transboundary_water_cooperation_reporting.html under “section III. C. – Reports by Countries”.

9. Facilitate the workshop and the completion of its objectives, under the lead of the SDG 6.5.1 focal point or the highest-level government official taking part in the consultation, and in coordination with the local GWP representative.
 10. Keep track of time to ensure that each aspect of the survey can be reviewed in sufficient detail and ensure that all participants' perspectives are heard and taken into account.
 11. Ensure that all comments made during the workshop(s) are noted, to ensure that the workshop report can be produced afterwards. While the task of notetaking may not be directly the facilitator's responsibility, she/he should ensure that this task is appropriately staffed, especially if there are several parallel conversations during the workshop(s). A recording of the conversation may be necessary for the purpose of summarizing the conversations.
 12. Ensure that the scores and the two narrative fields are completed for each question.
 13. Encourage participants to reflect on the rate of progress on the different elements of IWRM implementation, and the likelihood of achieving the global 6.5 target by 2030 (overall score of 91 or above (Very high implementation)), or if there is a need to set national (interim) targets. These targets do not have to be set during the workshop, but they can be discussed in Stage 2 of the SDG 6 IWRM Support Programme.
 14. If there are any strong disagreements between participants on specific issues, it may be necessary to intervene in order to facilitate the resolution of potential issues in a separate conversation. This will ensure the workshop, which should touch upon many issues, is not derailed by any one particular issue.
- C. In follow-up to the workshop(s):
15. Meet with the CWP and the 6.5.1 focal point to finalize the survey score and contents, including the survey's annexes. Typically, this may be achieved either immediately or at the latest a couple of days after the final workshop. If there were any significant gaps in stakeholder representation at the workshop(s) (e.g. private sector expertise, gender expertise, etc.), those stakeholders may be invited to review the score and narrative responses to particular questions, before they are finalized. The SDG 6.5.1 focal point will have the final say on the contents of and scores contained in the survey.
 16. In parallel to the above, draft and finalize the stakeholder consultation report, with input, review and approval from the 6.5.1 focal point.
 17. Follow up with the SDG 6.5.1 focal point and the local GWP entity until the completed survey instrument and stakeholder consultation report have been submitted to UNEP and GWPO. The documents should be submitted by the 6.5.1 focal point to the SDG 6.5.1 Help Desk at iwrmsdg651@un.org, and to GWPO at sdg6iwrmsp@gwp.org (in one email), with the facilitator in copy.

Online training for facilitators

From March 15th, an online "training for facilitators" course will be available, and its completion with an appropriate pass mark will be mandatory in order to be accredited as a facilitator of the process in the country in question. It is expected that the online course should take approximately 4-6 hours to complete, and it will test the basic competencies and knowledge that the facilitator will require in order to carry out the mission appropriately.

Further information on the online training will be provided once available.

Any doubts?

If the facilitator has any methodological or conceptual doubts about the contents of the survey, she/he may write to the SDG 6.5.1 Help Desk on iwrmsdg651@un.org. If there are doubts about the methodology for multi-stakeholder consultation, she/he may write to sdg6iwrmsp@gwp.org.