



SDG 6 IWRM Support Programme

IWRM Acceleration Package

2.E IWRM Action Plan Outline

October 2021

Important preliminary note

This outline is meant to facilitate the completion of the IWRM Action Plan for your country as the key output of Stage 2 of the SDG 6 IWRM Support Programme. This document should guide and facilitate the acceleration of IWRM implementation in your country. The following outline is generic and designed to be customised according to the needs of each country, as well as the varying national contexts and frameworks within which the work is being embedded. While acknowledging that there is no one-size-fits-all structure, the outline suggests standard sections that should be covered within this plan. The text in italics currently included under the outline headings provides guidance on the purpose and content of the different sections and should be deleted during completion and replaced with the content of the Action Plan.

Once approved by the anchor institution(s), the Action Plan should be shared with the SDG 6 IWRM Support Programme, who will promote it on its website <https://www.gwp.org/en/sdg6support/>.

0. Cover page

The first page of the IWRM Action Plan should be a cover page, including the title of the Action Plan, the country, the date of publication, and showing the shield, flag or emblem of the country, among other virtual elements appropriate for such a cover page. More details about the anchor institution(s), contact points, etc., may be included on the inside cover.

1. Executive Summary

Purpose

To summarise the document's contents, highlight some priority areas, and provide the reader with an introduction to the overall scope of the Action Plan.

Suggested content - (see the template in Annexe 2)

- *Background Information on the process and stakeholders Involved*
- *Priority solution areas and related priority objectives identified*
- *Transition towards implementation: Overview of timeline, responsibilities and next steps*

2. Strategic context

Purpose

To describe the context within which the plan was developed and will be implemented. [Note that the plan should not describe in detail the state of water resources or management in the country, as this information is available in abundance elsewhere. Instead, it is framed around key action areas required to accelerate sustainable and equitable water resources management, including the current and desired status of SDG indicator 6.5.1.]

Suggested content

- *Brief overview of the current status of SDG in the country connected (directly or indirectly) with water resources management*
- *Relevant national existing/ planned policies, programmes and initiatives*
- *Findings from the SDG 6.5.1 survey listed by IWRM dimension*
- *Relationship with other water-related targets (under SDG 6, under other SDGs, and other related instruments such as the Paris Agreement, the post-2020 Global Biodiversity Framework, the Sendai Framework, and/or others)*
- *Relevant government institutions and other stakeholders involved with IWRM*
- *Relevant government or multi-stakeholder planning objectives aligned with or supportive of, IWRM*
- *Existing funding frameworks anticipated to be utilised*

3. Overarching goal and priority objectives

Purpose

To summarise the overall ambition of the plan, the overarching goal, and related high-level objectives it is aiming to address.

Suggested content

- *The main goal of the plan (i.e. to support the accelerated implementation of IWRM as a means of advancing progress on priority issues that intersect with related SDG targets and broader water-related goals)*
- *Outline of a general Theory of Change, explaining why the identified priority objectives are relevant to achieving the Action Plan's main goal and how they contribute towards achieving the main goal of the plan.*

- *List of priority solution areas and related priority objectives to be reached, including the rationale and link to SDGs (target 6.5 on IWRM as well as other SDG 6 targets and broader water-related goals)*

4. Overview of actions

Purpose

To describe and contextualise the list of prioritised actions identified to meet the plan's objectives

Suggested content

- A detailed list of actions categorised by priority issue, including a tangible link to the relevant elements of SDG indicator 6.5.1

Below is an example of how a summary table of key IWRM Actions could be structured. This can be adapted to meet the specific requirements of the Action Plan. In addition, Annex 1 of this document contains a suggested datasheet for a more detailed description of each of the identified actions. The rows in the table below should be copied to fit the number of priority objectives and actions identified.

#	Title of the action	Brief description of the action	Expected results	Realisation Time	Lead organisation to ensure action takes place	Estimated costs and source of funding	Water-related aspects targeted (e.g. link to SDG indicator 6.5.1 elements and other water-related targets)	Contact person
[Priority objective 1, from section 3]								
1.1	[Please provide a short and communicative title for the action that would contribute to achieving the stated objective]	[Please provide a high-level summary of the action]	[Please describe the expected results of the action]	[Quarters, months or specific dates, as appropriate]	[Which organisation will be responsible for leading the implementation of this action if already identified. What commitments has that organisation made]	[If identified]	[Please mention the question or section of the SDG 6.5.1 survey and/or other water-related targets, including other SDG targets, those under the Paris Climate Agreement, Convention for Biological Diversity, among others]	[Name, email]

IWRM action planning for SDG 6: Prioritisation and formulation – Outline

1.2	[Rows should be added as needed]							

5. Budget

Purpose

To specify the overall cost of implementing the Action Plan and the anticipated and required funding sources and additional resources needed (e.g. human resources). Annex 3 includes a budget template for the IWRM Action Plan and referenced here.

Suggested content

- Cost per action, if possible, with a breakdown by year
- Sources of funding from government and other relevant country stakeholders (with the distinction between confirmed and aspirational and in-cash and in-kind)
- If additional funding is required, the fundraising plan or intentions should be mentioned

6. Monitoring and evaluation framework

Purpose

To monitor progress and to present the results related to the priority actions, a monitoring framework can provide a basis to increase accountability among responsible actors. It is not expected that there should be a detailed Logical Framework for all actions available at the time when the IWRM Action Plan is established. Therefore, we do encourage the use of a simplified basic monitoring framework at the results level, which can be complemented over time with detailed Logical Frameworks of each action.

Monitoring of the Action Plan could also be streamlined with monitoring and reporting processes for SDG 6.5.1 to avoid duplications. Annex 4 provides a basic monitoring framework that can be used and adapted as needed.

Suggested content

- Suggested monitoring process and accountability mechanism (incl. monitoring and reporting responsibilities for each action, stakeholders involved and details of how progress is reported, potentially including targets and indicators) and the timeline for revision (possibly based on periodic reporting on SDG indicator 6.5.1)
- Responsible institutions for coordinating and ensuring follow-up and monitoring on the Action Plan

7. Risks and mitigation strategies

Purpose

To provide confidence in the plan's feasibility and robustness. Annex 5 provides a template for conducting a risk assessment.

Suggested content

- Identification of the hazards, as well as internal and external risks to the successful implementation of the plan
- Formulation of the control measures to reduce high/medium level risks identified.
- Description of the contingency actions proposed should the identified risk occur

8. Roles and responsibilities

Purpose

To formalise institutional tasks and commitments and increase accountability for overall plan implementation.

Suggested content

- List of the mandated institutions and other stakeholders responsible for plan implementation including:

- *ultimate responsibility (owner of the plan)*
- *responsible organisations for different tasks/actions (including monitoring)*
- *Coordination mechanisms among different actors*

9. Timeline and next steps

Purpose

To ensure that the plan is time-bound and prioritised.

Suggested content

- *The detailed timeline including key milestones during the implementation period*
- *Immediate next steps to kick-start implementation*

Annexe 1: Action data sheets

There should be one more elaborate description per identified action. Each description should ideally be no more than 1.5 pages in length. However, this is open to adjustment, based on the format of the Action Plan. Complementary concept notes, briefs or additional information on each priority action may also be included. Examples of existing action data sheets can be viewed in the [IWRM Action Searcher](#).

[Priority objective 1]:
Action 1.1: [Copy from the summary table above]
Brief description of the action: [Copy from the summary table above]
Expected results: [Copy from the summary table above]
Rationale: [The main reasons or justification for taking action]
Approach: [How the objective will be achieved]
Realisation time: [Copy from the summary table above]
Lead organisation to ensure action takes place: [Copy from the summary table above]
Key supporting organisations: [Other organisations, with a brief mention of roles]
Water-related aspects targeted (e.g., link to SDG indicator 6.5.1 elements and other water-related targets): [Copy from the summary table above]
Level of action [national, sub-national or transboundary]
Estimated costs and source of funding: Estimated number of human resources in person-days (time): ____ (sum of number of days spent on the project by all human resources) Total estimated budget needed: USD _____ Planned contribution from [the national budget]: USD _____ Planned contribution from [other sources]: USD _____
Key contact for action: [Name, Surname, Title, Organisation, Email, Phone number]

Annexe 2: Template for Executive Summary of IWRM Action Plan

Background Information on the Process and Stakeholders Involved

- Briefly explain the **context** in which the plan was developed, highlighting its relevance in achieving SDG 6 targets within the country and mentioning relevant national, regional and/or international frameworks that it aligns with.
- Mention the **stakeholders** involved in the task force, the size of the consultation group, and other consultation mechanisms employed.
- Briefly highlight the **process** followed to prioritise the shortlist of actions from the long list of possible actions raised.
- Outline of how **gender and social inclusion** considerations have been mainstreamed throughout the planning process.

Priority actions identified

- Outline the priority issues that the country is aiming to address through the IWRM Action Plan.
- Outline of how **gender and social inclusion** considerations have been mainstreamed in the different actions of the Action Plan.
- List the key actions to address, including the rationale and link to the SDGs (target 6.5 on IWRM and other SDG 6 targets and broader water-related goals). The actions should be either described in a narrative context or presented in a tabular format.

Transition towards implementation

- Highlight the means through which the country plans to implement the IWRM Action Plan, including roles and responsibilities.
- A high-level budget requirement should ideally be mentioned, including likely funding sources.
- Provide a brief overview of the timeline and next steps.

Template for Summary tabular format:

Priority Objective	Action	Implementation Steps	Timeline	Actors Responsible for Execution	Proposed Budget	Funding source ¹	SDG 6.5.1 Dimension	Other SDG Targets achieved

¹ Clarify if funding source is confirmed or aspirational

Annexe 3: Budget

Below in excel format a budget template, which can be copied here once completed.



Template%201.%20I
WRM%20ACTION%2

Annexe 4: Monitoring and evaluation framework

#	Title of the action	Expected results	Indicators	Target	Means of verification	Frequency of verification	Risks and assumptions
1	<i>[Please provide the title of the action]</i>	<i>[Please describe the expected result from the action]</i>	<i>[Please list the indicators measuring progress towards the result]</i>	<i>[Please define the target value of the indicator]</i>	<i>[Please provide information on how progress against the indicator will be measured]</i>	<i>[Please provide information on the frequency of measuring progress against the indicator]</i>	<i>[Please list the underlying assumptions and main risks related to the action]</i>
2							
3							
4	<i>[Rows should be added as needed]</i>						

Annexe 5: Risk assessment

Risk Assessment

Hazard identified (Delete examples)	Risk(s) involved	Estimated level of risk*
<i>Example: Loss of funding source</i>	<i>Example: Halt of the 'action/project name'</i>	<i>Example: Medium</i>
<i>[Rows should be added as needed]</i>		

*For each hazard, estimate the:

- Likelihood of it happening - High / Medium / Low / Negligible
- Consequence if it does - Severe / Medium / Low / Negligible

Then use the matrix below to identify the appropriate level of risk

		LIKELIHOOD OF HAZARD			
		High	Medium	Low	Negligible
CONSEQUENCE OF HAZARD	Severe	High	High	Medium	Effectively Zero
	Medium	High	Medium	Medium/Low	Effectively Zero
	Low	Medium/Low	Low	Low	Effectively Zero
	Negligible	Effectively Zero	Effectively Zero	Effectively Zero	Effectively Zero

Enter the appropriate level of risk against each hazard listed.

1. Hazards that are considered low risk or effectively zero probably need no further documentation, although it is important that these risks are drawn to the attention of anyone working on the implementation of the action(s).
2. Where medium or high levels of risk have been identified you should record the control measures that are (or will be) in place to reduce the risk to an acceptable level in the table below. Your first choice should be to avoid the hazard if possible. If it is not possible then please detail steps to reduce the risk to an acceptable level.

Medium/High Risk	Risk mitigation strategy

<i>[Rows should be added as needed]</i>	

Contingency Planning

Please describe here what will be done in case of the unforeseen circumstances

Annexe 6: Participants' List

Please fill in the relevant information below. With regards to the type of actor, choose the most appropriate from the following options:

- National Government/Agency
- Local Government
- International Organisation
- NGO
- Academia
- Private Sector
- Civil Society/Other

With regards to gender, please choose among the following options:

- Male
- Female
- Other

Number	Name and Surname	Organisation	Designation/ Position	Email	Type of Actor	Gender
1						
2						
3						
4						
5						
6						
7						
8						
9						
...						

Annexe 7: Agenda

[Please insert here the agendas for the consultations]

Annexe 8: Photos

[Please include any photos from the consultations here, or email them as attachments to sdg6iwrmsp@qwp.org. People in these pictures should have at least consented verbally to being pictured.]