

Water ChangeMaker Awards

# Guidance Document

2020



These Guidelines are designed to help you to successfully complete your submission to the Water ChangeMaker Awards 2020. Before submitting your ChangeMaker initiative, please read the eligibility criteria to ensure you meet the requirements. The Guidelines will help you to prepare and write clear and captivating submissions. If you have questions that the Guidelines do not answer, please send an email to [waterchangemakers@gwp.org](mailto:waterchangemakers@gwp.org). Based on questions received, we are building – and constantly expanding – a “Frequently Asked Questions” section at the end of these Guidelines. So, even if having read the Guidelines once, do come back from time to time and check out new information. If you start your submission – and keep it as draft – we will notify you automatically of updates to the Guidelines.

## PART ONE: FAQs

### 1. *What is the Water ChangeMaker Awards?*

The Water ChangeMaker Awards is a global initiative that aims to make visible teams and organizations who have shaped decisions about water that helped to build climate resilience. The journeys towards such decisions will have involved changing mindsets from inertia to action, speaking truth to power, finding new ways of working, and building new coalitions. They will have involved changing laws or policies, initiating specific actions, mobilizing and inspiring others to collaborate, or much more. We look to collect these journeys, through the submissions, to create the opportunity for everyone to learn. How will this happen in practical terms? Based on everyone’s submissions, and beyond celebrating Awardees, we will create a collection of cases and a community of topic groups to collaborate and learn from each other, around the Awards process. Finalists and Winners experiences will be included in the GWP ToolBox for future reference, and a related Community of Practice will be set up, with associated match-making functions. At times like ours, learning from those who have made things happen – and done so well – is more important than ever.

### 2. *Why climate resilience?*

The Water ChangeMaker Awards are launched by the Global Water Partnership (GWP) and its partners as a **contribution to UNFCCC’s Resilience Frontiers initiative**. By identifying individuals and organizations that have successfully initiated and sustained changes in water decisions that contributed to climate resilience, the Awards will explore – through a “water lens” – those frontier issues, technologies, and emerging social trends that can shape a long-term path towards sustainability beyond 2030.

### 3. *What is “climate resilience”?*

The Oxford English Dictionary defines resilience as “the capacity to recover quickly from difficulties.” The UN’s International Strategy for Disaster Reduction (ISDR) defines resilience as “the ability of a system, community or society exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions.” Resilience is closely related to the vulnerability of people or communities: the greater their vulnerability to the impacts of climate change, the lower their resilience, and

vice versa. Disaster risk reduction efforts therefore work to reduce people's vulnerability and to build their resilience through integrated flood management, improving water supply systems, or strengthening agricultural value chains. The Green Climate Fund (GCF) defines "Climate-resilient development as [...] a process of change in a beneficial direction that incorporates specific aspects to moderate climate-related damages or to benefit from climate-related opportunities. Climate resilient development can cover activities building transformative resilience and promoting adaptation."

**4. Who is the organiser of the Awards?**

The Water ChangeMaker Awards have been launched by the [Global Water Partnership](#) together with about 20 partner organizations that work in various fields of sustainable development and have an interest in improving water decisions.

**5. How can we contact the organiser?**

You are welcome to send an email to [waterchangemakers@gwp.org](mailto:waterchangemakers@gwp.org) should you have a question or suggestions.

**6. Who is eligible to submit?**

All organisations, entities, and individuals associated with the public, private, and non-profit sector are eligible to submit their ChangeMaker initiative. Submitters need to be involved in the initiative described or have the agreement of those involved in order to submit. Multiple submissions are welcome.

**7. Who is ineligible to submit?**

Staff employed by GWPO or any of the GWP Regional Secretariats, or their direct relatives (partners/spouses, children, parents) are not eligible to submit a Water ChangeMaker experience, nor are members of GWP's Global Steering Committee or Global Technical Committee or their direct relatives.

**8. What is a "ChangeMaker" initiative or story?**

ChangeMaker initiatives should be about decisions involving water that have contributed to building resilience to climate change. Initiatives can be from anywhere in the world. Initiatives must be ongoing or must have concluded within the last five (5) years.

**9. What does "Verification" mean?**

When submitting your story, you must give reference to a contact in your country who can verify the existence of your organization or group. The contact may be associated with GWP, may be a government entity, an international NGO, or a multi-lateral development finance organisation (e.g. World Bank, Asian Development Bank). The verification may be informal but GWP needs the name and email address of the verifier. You are welcome to contact a Regional Water Partnership or contact us via email if you have a question.

**10. How can one submit a change story?**

Submissions can be made from the online submission form. The submission form will be accessible for two months, from 6 April until 7 June 2020. **Do not email your submission.**

**11. In which languages can submissions be completed?**

Submissions are accepted in Arabic, Chinese, English, French, Russian, and Spanish. We use publicly available online translation tools to convert non-English submissions into English, though we prefer submissions in English. We are committed to ensure that non-English submissions are translated to the best of our available resources.

**12. What is the deadline for submissions?**

The deadline for submissions is 7 June 2020.

**13. How will the submissions be judged?**

The Water ChangeMaker Awards 2020 will be evaluated through a 2-stage jury process by an international, independent expert jury. Once a submission has passed stage 1, teams will be invited to share more in-depth information about their change journey. We may also orchestrate a “people’s choice” Award, as part of the overall process, depending on the number of submissions we receive.

**14. What are the criteria by which the submissions will be evaluated?**

Four (4) criteria will be used to evaluate submissions:

**Climate resilience built through water decisions:** The extent to which the initiative has contributed to climate resilience – seen through one or more dimensions such as: changes to people’s lives, the physical environment, institutional structures and routines, financial flows, behaviours and livelihoods, perceptions and mental models.

**Magnitude and longevity of change:** The extent to which the initiative has pushed the boundary beyond “business as usual” and broken down the inertia of processes or systems that have prevented decisions to be taken and actions to move forward. The adaptability of the team and initiative when faced with resistance and the strategies used to overcome them. And the extent to which the change created will or has continued beyond expectations.

**Depth of learning:** The extent to which the initiative has been mindful in using learning to improve and to bring about the changes intended. This may include various learning approaches, such as learning from a crisis or from failure; it may also be about good use of learning tools, programs, or techniques used to facilitate learning in group processes or to arrive at decisions.

**Breadth of collaboration:** The extent to which the initiative has involved and mobilized others to achieve success, how it worked in collaboration with others, how shared goals were built with others. Collaboration may be about including those that helped push forward the initiative’s goals and those that benefitted from the initiative, including stakeholders who are often excluded from such work.

For each criterion, jurors will judge submissions on a five-point scale (1-5). All criteria have the same weight for the final score of a submission.

**15. Will we get feedback on our submissions?**

Once submitted via our online platform, you will receive an automatic email confirming receipt of your submission. You will subsequently be informed if your submission meets the eligibility criteria, as well as if it passes the Round 1 Jury or Round 2 Jury.

**16. When will we know who the Awardees will be?**

The winners will be announced at the Glasgow Climate Conference on/around November 19, 2020 (exact date tbc).

**17. What is the actual Award?**

- *Semi-Finalists:* Your initiative will be featured on the Water ChangeMaker Awards website and you will be connected with others who have tackled similar challenges in our Water ChangeMakers Community. You will also have the opportunity to share your learnings and journey while collaborating with others. You will receive a ‘Water ChangeMaker Awards Semi Finalist’ certificate.
- *Finalists:* Your initiative will be featured on the online GWP ToolBox which features other water champions from across the world. The Toolbox is a widely used asset for case studies and best practices that promote good water management. As a Finalist, you will be part of the Water ChangeMakers Alumni group and will be invited to collaborate in shaping subsequent Water ChangeMaker Awards. In addition, you will be invited to the UN Climate Change Conference (COP 26) in Glasgow, Scotland, in November 2020, all expenses covered.
- *Awardees:* In addition to all of the above, you will be added to the Water ChangeMakers “Hall of Fame” and will be featured in various media channels. You will be invited to be an Ambassador for the Water ChangeMaker Awards for 2021. You will have the opportunity to participate in various events to celebrate and share your award-winning experience as well as have the opportunity to meet with global leaders in climate resilience. If you are interested, you will have the opportunity to engage with the Global Water Partnership’s Technical Committee for coaching and exchange of perspectives.

**18. What happens after the Awards ceremony?**

After the Awards, we will work to make sure that the Awards’ Community of Practice is set up and running, and that it involves Finalists and Winners as well as other interested parties. The GWP Technical Committee will work with our Knowledge Partners to prepare an analysis of the submissions – and of the winning initiatives – drawing conclusions for knowledge needs and experience exchange opportunities. Based on the analysis, a publication will be prepared that will feature winners and finalists. Finally, drawing lessons from the 2020 Awards initiative, the 2021 initiative will be prepared.

## PART TWO: SUBMISSION FORM

### Submission Process

As part of your submission, you are invited to fill in an online submission form providing information about yourself and your background as well as information about your organisation and your Water Changemaker journey (the initiative or project that you want to describe). We encourage you to review the **Seven Tips for Submitters** (below) as you prepare your answers. Only complete submissions (answering all obligatory questions) can be considered.

### Seven Tips on Completing the Submission Form

**1. Read the Tips, Terms of Use, and Privacy Policy**

If you have not already done so, review these Water ChangeMaker Awards Submission Guidelines and [GWP's Terms of Use](#) and [Privacy Policy](#) for its website which provide information about submitter eligibility, initiative profile, application submission policies, and evaluation process.

**2. Start the submission as soon as you can – and not on the last day**

You will need a bit of time to formulate your answers; some of you may even want to collect supporting material for your submission (not obligatory but can be helpful). The best answers are those that are concise and reflect the impacts and changes that were made. Submitting your application well before the due date gives you time to deal with any unforeseen technical issues.

**3. Be clear, detailed, and to the point (answer what is asked)**

Make sure you provide only the information required by the question and don't mix answers. Ensure your answers are clear and not vague. While space is limited, you may want to use it and not limit yourself to one sentence answers.

**4. Don't copy and paste from various sources into the form without making careful adjustments**

This may not be the first time you describe an initiative in such a form, and you may want to use something that was already written – perhaps text from a report or a newspaper article. Be careful when copy-pasting, making sure to adapt the text to the specific question. Also, don't repeat the same information in each question, be specific to what is asked.

**5. Prepare your answers offline first**

You may want to prepare your answers before you put them in the online form; this will help to get the word count right and you are not at risk of losing your submission if the connection is lost or the web platform has a problem. We encourage you to prepare your answers to the open-ended questions in a separate text document, taking note of the word limit. Working in a text document allows you to do spell check and easily share with others for proof reading. Once you are satisfied with your final version you can copy and paste it easily into the online form.

**6. Remember the word limit**

Please ensure that you keep within the word limits provided. You can use fewer words than indicated by the limit once the questions have been answered clearly within the word limit.

## 7. Ask someone to proofread your answers

Having someone proofread your answers is always a good idea to make sure you are explaining yourself well and to check for style, structure, and spelling. You can ask someone who knows your work well to read your submission for logic and persuasion and have someone who knows little about your initiative to read it for coherence and clarity.

### Question Specific Guidance

Only the submission form's questions requiring an explanation are included in these guidelines.

There are seven (7) sections of the submission form:

#### 1. Basic Change Journey Initiative Information

This section seeks to gain some basic information such as: time frame of the initiative, theme, change/decision that was made, and location of the initiative. This information will later be useful to connect you and your organisation to other ChangeMakers through our match-making process. The questions listed here will also be used to group, filter, and tag your submission for the jury process and for sharing your story with others.

#### 2. Detailed Initiative Information: Tell us about your Water ChangeMaker Journey!

##### Question 1

##### **What is the name (title) of your Water ChangeMaker journey? (max 15 words)**

Please determine a name (title) that allows you and others to find and/or reference your submission.

##### Question 2

##### **Please briefly describe your Water ChangeMaker journey. (max 200 words)**

This question asks you to give an overview of the initiative. The description provided will be used as a summary of the initiative on the website. Please describe the motivation to start and be involved with the initiative. What was the problem that the initiative addressed – and what caused it? Can you be specific about the problem, perhaps even quantify it? Why did others not deal with it earlier? Briefly identify what may have hindered progress (“the barriers were....”) and the people or process that were impacted by the problem. What was improved? Remember the context of the Awards this year: The focus is on how climate resilience was improved through water decisions.

##### Question 3

##### **Please describe the change that your initiative created and *how* the change was achieved. (max 250 words)**

This question focuses on the “how.” How was the change created from your initiative? Describe the strategy used to create momentum and gain support. What was done? Did you build new coalitions within or outside the water sector? Did you leverage a technology, network strengths, public support? How about integration of unconventional groups usually not involved in water or climate work? Was the process based on another project that was then customised to your situation? How was it customised?

#### Question 4

**How did your initiative help build resilience to climate change? (max 150 words)**

Please describe the specific negative climate related impact, how it manifested itself, and how your initiative shaped water decisions that helped overcome this impact and build resilience. How did your initiative manifest itself? Through increasing capacity to manage uncertainty and risk of droughts, floods, or other water-related disasters? Through investing in Disaster Risk Management in ways that will decrease the cost of damages? Through increasing reliable access to water? Through integrating ecological, structural, and non-structural measures? By improving management techniques – or through creating or using innovative technologies? Can you quantify how resilience to climate change has improved?

#### Question 5

**What water-related decisions did your initiative influence or improve? (max 200 words)**

This question aims to highlight the water specific impact that your initiative influenced. For example, in introducing the changes you worked on, were decisions and discussions made transparent, and was there public access to information and databases? Were organizations and entities beyond the water sector involved? Was there space for all or many water users to come together? Was it clear to everyone involved what trade-offs were faced and how they would be resolved? Were efforts made to ensure that women could participate in decision making? Were efforts made to include youth in decision making? Was consensus achieved among political, technical, and civil society perspectives? Were participatory processes used – and were those involved who may have been negatively impacted, as well as those benefiting and relevant to the decisions taken? Were broad cost-benefit analyses considered (social, economic, ecological benefits, and cost) that looked at water impact?

#### Question 6

**What were some of the challenges faced and how were they overcome? (max 200 words)**

This question invites you to describe in more detail the challenges that were faced on your journey. Please describe specific issues that made the process difficult. What made your Water ChangeMaker journey special? Why was change difficult? Was it that achieving agreements with others was challenging? Why? Was it that there was inertia among larger organizations who had not changed in many years?

#### Question 7

**In your view: Will the change that was created by your initiative continue? (max 150 words)**

This question focuses on the time post-initiative and what happened or will happen when the initiative ends. What makes you confident that the changes that were achieved will endure? Is there anything you can think of that may put the achievements of your initiative at risk? Was there anything you did to help the change you introduced to continue?

#### Question 8

**What did you learn during the initiative or after? And is it possible that others could learn from you? (max 150 words)**

We would like to know how and what another organisations or groups can learn from your experience through your journey. Also, did you build your work on learning or insights gained from others? For example, did you use any tools such as books, web-based resources, research, publications, and checklists-lists, to help you design or implement the change



process? Did you inspire others with your initiative that perhaps catalyzed other actions? If so, who? Have organizations from outside the water sector learned from your experience – or helped you learn? Did you learn from organizations in other sectors? Was anything you did particularly new or innovative? Did you experience failure – and learn from it?

### **3. Organisation Information**

This section seeks to gain basic information about the organisation or group that has carried out the initiative.

### **4. Submitter Information**

This section seeks to gain basic information about the person that is submitting, and others involved in the initiative. Identify if you are submitting as an organisation, a team, or an individual.

### **5. Verification Contact Information**

The information in this section will be used as a verification contact. Please ensure that the person identified is aware of the initiative and your role played. Note that this section is a requirement for eligibility and, if not filled out, your initiative will not be considered.

### **6. Confirmation, Consent, & Additional Material**

This section seeks to gain your consent to use the information you provided as well give you the opportunity to add additional material such as videos, website links, etc.

### **7. Save or Submit**

Click 'save' if you want to complete your submission on a later date. Click 'submit' when you have completed your submission and you no longer need to make any changes.

Should you require any further clarifications on the submission form, please send an email to [waterchangelmakers@gwp.org](mailto:waterchangelmakers@gwp.org) with the subject line "Submission Form."