

GWP Guidelines for the Preparation of Case Studies

A case study is an analytical and critical examination of real events and practical experience which illustrates the implementation of Integrated Water Resources Management (IWRM). Case studies are an essential part of the GWP IWRM ToolBox, the interactive database of the Global Water Partnership for exchanging and sharing knowledge about putting IWRM into practice. This note provides guidelines for authors and organisations in the preparation of case studies for inclusion in the GWP's IWRM ToolBox.

1. What is a GWP Case Study?

The GWP ToolBox brings together global knowledge and experiences of IWRM, making this experience available to water professionals and policy makers. The IWRM ToolBox contains a range of policy tools that can be used together or in combination to achieve the goals of IWRM.

Case studies offer a critical examination of how people from all over the world are actually implementing IWRM. They are based on real events, problems, and actions. The case studies provide information on how different policy tools can be used for IWRM. They are intended to help people to learn from others experiences in the implementation of more sustainable water strategies and policies. Thus, they form a central element of the ToolBox and provide a valuable dissemination mechanism for improving and understanding IWRM implementation.

IWRM involves:

- an integrated approach to water, looking across sectors at society's total needs for water;
- the sustainable management of water and water-related resources;
- recognition that water is a valuable resource and the value should be reflected in how it is used; and
- a participatory approach to water resources management, involving stakeholders to ensure equity as well as efficiency in water use.

GWP particularly seeks case studies which relate various sectors to each other and illustrate how IWRM was used to improve water resource management.

2. Who Can Submit a Case Study?

Any GWP partner or person with a special interest in IWRM may propose a case study. GWP, however, has a strong belief in quality assurance, and proposals for cases will be screened for relevance and quality by GWP's ToolBox team. In order to ensure that the case is genuinely represented, it is important to involve the institutions involved in the events/decisions discussed if possible. GWP takes very seriously the idea that the cases are objective and verifiable. Where there are two or more strongly defined opinions about the case study in question, then this should be made clear by the authors.

3. GWP Case Study Criteria

Case studies are a way to critically examine real events and practical experiences of IWRM implementation. They are not just to highlight success stories - they can also describe and discuss situations where things went wrong or where outcomes were very different from those expected.

Generally, cases that are included in the Toolbox should:

- Illustrate the application of some of the 60 [tools in the Toolbox](#)
- Have overall relevance to IWRM – with lessons about how IWRM (as described above) supported water management across sectors
- Reflect both successes and failures
- Address main issues of concern to the water community
- Have broad relevance and therefore potential for wide dissemination

Case studies should always be both objective and verifiable. They must of course be informative, add value, increase understanding, and be practical.

3. Steps to Submit a Case Study

Step 1: Submit Proposal

Do you think your case study may fit the criteria above? We welcome case study proposals from all those involved in implementing IWRM or related aspects of water management.

Use the proposal format below and send to our email: gwp@gwp.org.

Proposal format:

Case title: up to 12 words Eg. Costa Rica – Introducing Water Resource Charges
Subtitle: Enter a brief summary or "sub-title" with a maximum length of 20 words. Eg. Describes introduction of surcharge on energy bills for water resource protection, linking water resource protection with deforestation. Case involved changes in legislation and policies.
Description of the Problem Actions Taken Key Outcomes Lessons Learned Text under these headings should show: the main issues addressed, the approach taken, the key outcomes, lessons learned, and, most important, how the case illustrates an integrated approach to water resource management (Max. 350 words)
Main Tools Used: List the 4 most important tools used, by choosing from the 60 in the IWRM Toolbox
Keywords: 4-5 key words
Contact: Contact name, organisation, address, city, country, telephone, and email
Supporting information/references already published: List any to a maximum of 10 items

Step 2: Decision by GWP

Thank-you for submitting your proposal! We will review and respond to your email when we have made our decision on if your case study proposal is appropriate to developed into a full case study.

Step 3: Prepare Full Case Study and Summary Page

Should your proposal be successful, you can proceed to develop the case study. Each case study submitted should consist of a one page summary and 8 to 10 pages of the full case study report. The following 6 headings are not flexible and should be adhered to. However, you can utilize sub-headings as appropriate for the case study. Note: there is no need for an introduction or background section.

Format and Structure for full case study report

1. Description of the Problem

This section should clearly state the problem that was faced and describe the context and background of all components of the problem. This is where the stage is set for the case study.

2. Decisions and Actions Taken

This section should describe and explain the actions taken to address the problem. Issues which could be discussed here would include:

- Decisions taken at the start of the action. What were the objectives, who took the leadership role in the definition of objectives, who was involved in defining the objectives? What was the succession of decisions during project implementation?
- Actions taken, instruments used, stakeholders (public, private, and associations) and their role
- Alternatives considered, how were the actions selected, information and methods used

3. Outcomes

This section should describe what happened as a result of the actions taken, as well as the underlying reasons for the outcomes. Some of the possible questions answered could be:

- How were the problems overcome? What problems still exist?
- What were the key implementation issues?
- Were the project objectives achieved? What were the results obtained? Include both quantitative and qualitative results (such as: improvement of water ecosystems; water quality and people's health; social improvements)
- What was the impact of the action? E.g on policies at national level, on capacity building, any regulations, agreements, or institutions created, etc.
- Who were the winners and losers as a consequence of the action/programme?
- Sustainability – will the changes described continue to be effective?
- Resources used in the action? E.g how were resources obtained, level of cost recovery

4. Lessons Learned and Replicability

This section describes how this experience can be used elsewhere. *This section is recommended to be in a bulleted list.* Questions to answer may include:

- What are the most important lessons from this case that might be useful for other countries and for water policy in the implementation of the IWRM approach?

- Does this case have relevance in other places? Does it have wider relevance?
- Importance of the case for IWRM

5. Conclusion

Summarize the problem that was faced, the actions taken, the outcomes and results of the actions, and some of the lessons learned.

6. Contacts and Supporting References

This section should thus include the following information:

- *Author and/or organization involved in the case whom is willing to give more information in the future:* Contact name, organisation, address, zip code, city, country, telephone, and email
- *Published supporting sources of information/references:* Provide a list of relevant links for a maximum of 10 items. Please note: these are additional knowledge sources – distinctly different than the references for your written text (though it is ok if there is some overlap)

Step 4: Submit Full Case Study and Summary Page

Prior to submitting, ensure your case study report follows these guidelines:

- Submit your file in Microsoft Word.
- Use rooted Standard English, reflecting the international system, and using European spellings (British English).
- A case study should not exceed 10 pages or about 4000 words. Number your pages in one sequence throughout the typescript.
- The case study should be appropriately academically referenced with in-text citations and using APA format
- The summary page should be a standalone page (discrete from the full case study)
- If graphics, tables, or photos are included as part of your case (highly encouraged!), submit them as a separate file in one of the following formats: XLS, TIFF, GIF and BMP.
- Graphic units need to be kept small in order that users can download speedily, and files transferred electronically are not too bulky.

Send to our email: gwp@gwp.org. Final formatting will be completed by GWP into our house style.

Step 5: Review

The review team may request clarifications or amendments during the review stage. Once the author and GWP accept the review suggestions, the case study will be published on the IWRM ToolBox and the summary page will be used as the front-facing website page for the case study.