Consultancy service based on TOR to Develop a Guideline

Ref: WAE/Con./A4C/OB/2022/Ep0008

1. INVITATION TO BID

Water Aid in Ethiopia (WAE), an International NGO, invites eligible bidders to submit their prices and terms and conditions for the Consultancy service based on TOR to develop a guideline for strengthening Woreda wide WASH system.

WaterAid Ethiopia
Tel: +251 116 18 8768/18 2799, P.O.Box 4812
E-mail: waethiopia@wateraid.org; www.wateraid.org
Bole Medehanialem, next to EdnaMall, United Insurance 3rd floor
Addis Ababa, Ethiopia
INVITATION TO BID
Consultancy service based on TOR for Agenda Four Change
Ref: WAE/Con./A4C/OB/2022/Ep0008

WaterAid is an international Non-Governmental Organization established in 1981. Its vision is a world where everyone, everywhere has access to safe water, sanitation and hygiene and its mission is to transform lives by providing safe water, sanitation, and hygiene (WaSH). WaterAid works in partnership with government at all level to effectively contribute towards the achievement of its vision and mission. WaterAid started its mission in Ethiopia in 1983 by financing small projects through established organizations such as Ethiopian Red Cross Society but opened its country office in 1991. So far, it served more than 3 million people with safe water, sanitation, and hygiene.

WaterAid Ethiopia hereby invites eligible bidders to submit their bids for the procurement of: Consultancy service to: based on our ToR.

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<th>No.</th>
<th>List of services required</th>
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<td>1.</td>
<td>Procurement of consultancy service to: Hiring Consultant facilitate the development of A4C WWA guideline.</td>
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1. A complete set of bid document can be obtained from WAE’s office from June 27, 2022 to July 11, 2022 during working hours, 08:30 AM – 12:30 PM and 01:30 PM – 05:00 PM.
2. Bidders must be accompanied with renewed business licenses VAT registration certificate, TIN Certificate, and must submit these requirement/s.
3. Bidders should submit their offers in sealed envelopes to WAE’s office on or before July 11, 2022 until 01:30 PM and must be accompanied by a bid bond amounting to two (2%) of the offer in the form of bank guarantee or CPO at least for three months from the date of bid opening. Note: CPO must be attached in the original financial document.
4. Bid must be clearly marked by “bidders name, address, legal stamp and reference number Ref: WAE/Con./A4C/OB/2022/Ep0008
5. Bidders must submit the technical and financial document separately. The technical and financial documents should have one original and one copy for each, clearly marked “ORIGINAL” and “COPY”. Each envelope shall be stamped and sealed. In the event of any discrepancy between them the original will prevail.
6. Bids will be opened in the presence of bidders or representatives who prefer to attend at our office on July 11, 2022 at 02:00 PM.
7. WaterAid Ethiopia reserves the right to accept or reject any or all bids. Late bids shall also be rejected.

WaterAid Ethiopia
Tel: +251 11 669 5965, E-mail: ethiopianprocurementtho@wateraid.org / waethiopia@wateraid.org
In front of Bole Medehanialem Church, next to Edna Mall, United Insurance Building 3rd floor
Addis Ababa, Ethiopia
To develop a guideline for strengthening woreda-wide WASH systems
I. Background

WaterAid is an international non-governmental organization established in 1981. Its vision is seeing a world where everyone everywhere has safe water, Sanitation, and hygiene by 2030. On the other hand, The Agenda for Change District Wide Approach in Rwanda and Ethiopia is one of the projects being implemented through consortium collaborating on WASH system strengthening.

In Ethiopia IRC WASH and WaterAid have been collaborating to implement the project at national and sub national levels in partnership with Agenda for change country collaborators1. The aim of the project is to build on the strong foundations we already have as a consortium to move towards the objective of 100% sustainable access to WASH services by 2030 in line with SDG6. Ethiopia has also similar aspiration (EWPS 2020)2 and the project specifically intended to support this aspiration. In the country, although there are improvements, efforts throughout the sector are still fragmented with limited opportunity for developing best practices. Improvements in collaboration are badly needed as well as programmatic alignment between the different actors.

Woreda-wide or Area-wide approach, as part of WASH system strengthening approach, strives to transform the enabling environment to ensure WASH services and behaviors are delivered and sustained. At woreda/district level, the approach intends to support stakeholders including service authorities to look into a systemic nature of the WASH sector, to develop informed plans accordingly, implement, monitor and ensure sustained service across the woreda/district (DLR 2017)3. In Ethiopia, the approach has been implemented since 2016/2017 as pilots by different partners including IRC WASH, WaterAid, Millennium Water Alliances (MWA), Welthunger Hilfe, and WASH SDG consortium led by Amref Health Africa. Some pilots have been implemented by the consortium of these partners, while some are by individual partners. The pilots are valuable contributions to goals of the Government of Ethiopia as set out in the One. ASH National Program (OWNP). A consortium led by MWA (Water Aid, CARE, IRC WASH, CRS, FH, etc.) has been implementing DWA in Farta, North Mecha and Dera woredas, Amhara region. Similarly, as a consortium led by Amref health Africa (Wetlan international, Bole Bible Babtist Church, IRC WASH) has been implementing DWA in Shashamane and Negele Arsi, Oromia. Other DWA pilots include Gololcha and Jabiyya woredas in Oromia and Amhara respectively by Water Aid; in south Ari, Beka Dawla Ari (SNNPR), and Mille (Afar) woredas by IRC WASH; and Mana and Seka Chokorsa by Welthungerhilfe in Oromia. Based on the lessons learned from these pilot projects and from other similar international experiences, there exist a need to develop a guiding document which provides an overview of the main steps of the WWA.

With this understanding, therefore, WaterAid wish to enlist the services of a qualified consultant firm/professional who can facilitate the development of this guideline following a global guiding framework as well as the OWNP implementation framework. The following details the terms of reference for the assignment.

II. Objective

The general objective of the task will be to develop a guideline for WWA by reviewing learnings and best practice which will provide a framework for strengthening woreda-wide WASH systems implementation and scale up by all relevant stakeholders from local to national level. The consultancy firm/individual will

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1 Also called “National WASH System Strengthening Working Group” subjected to further review
2 Ethiopian Water policy strategy, 2020
3 A District level road map for universal access to sustainable WASH services
work with a core team. The team will consist of expertise from government OWNPs, sector Ministries and selected Agenda for Change country collaborators. This team will carry out both the national and woreda level processes, analyze learnings, identify shortfalls and propose appropriate process steps in implementing WWA. The role of the consultant will be facilitating these processes professionally, consolidate outcomes and draft the guideline.

**Specific Objectives**

- Desk review of various learnings and best practices on WWA from all relevant stakeholders including A4C country collaborators
- A thorough analysis of OWNPs implementation framework and where WWA can complement
- Facilitate assessment and analysis of WASH system contexts and existing efforts at least in six woredas where WWA has been implementing
- Consolidate findings, proposed process steps and submit draft guideline for strengthening woreda-wide WASH system
- Facilitate validation workshop and finalise the guideline based on the feedback to be provided

**The consultant’s task at field level / national and subnational level will be:**

1. Desk review of various learnings and best practices on WWA from all relevant stakeholders
2. Conduct first meeting with the core team, identify and agree on processes and process steps to develop the guideline
3. Prepare and submit Inception Report based on the two activities above
4. Facilitate and engage with the core team in field level assessment as outlined in the inception report
5. Facilitate analysis, development of process steps, draft the guideline
6. Facilitate validation workshop; finalize the guideline; and submit the final version that is simple user friendly and ensures it uses existing government processes

### III. Scope and expectations

Important expectations: upon completion, the guideline will help any woreda to be able to do:

- WASH system assessments (e.g. building blocks, service levels, capacity, assets etc.)
- Improvements to planning and budgeting processes
- Integration of universality and equity of access – how would the woreda plan to target those left behind
- Financing strategies
- Implementation of plans, monitoring, adaptations etc.

The guideline is also expected to serve as instrument for other stakeholders and partners who wish to support woreda WASH system strengthening using WWA. By doing so, it is expected that the guideline would foster collaborations and improve WASH sustainability.

### IV. Output

The expected output of the assignment includes:
• Inception report including key approach and process
• Tools which are important for field assessment and analysis
• A draft guideline
• A presentation with key process and guideline contents for guideline validation workshop
• A final guideline that provides a framework for strengthening woreda-wide WASH systems
• A short summary of the guideline

V. Requirements

The following are important requirements:

• The task will have to be finalized in in three months in 40 working days.
• Interested consultants are expected to present their technical and financial proposal to conduct the assignment as defined above.
• The technical proposal must explain among others (1) understanding of the Terms of Reference (2) methodology to undertake the assignment (3) Analysis and consolidation process and (4) timeline to accomplish the assignment.
• The financial proposal has also to indicate the overall consultancy fee with breakdown of costs inclusive of VAT.

*Note: Agenda for Change country collaborators will facilitate links with, woreda, zonal and Regional government contact persons. Costs for meetings and field work for the core team will be covered by WaterAid

VI. Education & Experience

The consultancy firm shall have:

✓ Consultancy license and tax registration
✓ The consultancy team should at least have members with master’s degree in social science, Economics, and related fields
✓ A multi-disciplinary team with good understanding and experience in system strengthening discussions and advocacy, power analysis, political economy analysis, capacity building, governance approaches and knowledge of the WASH sector.
✓ Experience in similar assignments – assessing system strengthening, development of guidelines, training modules etc.
✓ Knowledge of Ethiopia OWNP and National government WASH policies
✓ Experience of facilitating discussion and KII at national and sub-national level
✓ Good facilitation and writing skills

VII. Application Procedure
Interested applicants are expected to submit a complete bid with separate technical (a maximum of 10 pages excluding CVs, Experiences, support letters etc.) proposal as outlined under Requirements as well as documentation of previous experiences and financial proposals one original clearly marked "ORIGINAL" and one copy also clearly marked "COPY" and all the four envelopes shall be separately sealed.

The proposal should be submitted to the address below:

WaterAid Ethiopia

Bole Sub City, Kebele 03, House No. New

Bole Medhanialem, Next to Edna Mall, United Insurance Building 3rd Floor

Tel: +251 116 69 59 65/18 2799, P.O. Box: 4812, Fax: +251 116 693440, E-mail: waethiopia@wateraid.org

ADDIS ABABA, ETHIOPIA