Consultancy Service Bid Invitation

Ref: WAE/WSLA/OB/24/0001

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 (WaSH). WaterAid works in partnership with communities, the government, and other stakeholders to contribute towards achieving its vision and mission. So far, it has reached millions with safe water, sanitation, and hygiene.

WaterAid Ethiopia (WAE) at this moment invites eligible bidders to submit their bids for:

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<th>Description</th>
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<td>II</td>
<td>Consultancy service for WASH service level assessment in Gumbichu Wereda, Oromia Region, Ethiopia.</td>
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1. The Terms of References (ToRs) can be obtained from the WAE office reception from January 15 to 26, 2024, during working hours (08:30 AM – 12:30 PM and 01:30 PM – 05:00 PM).

2. Bids must be accompanied by renewed business licenses and registration, and TIN Registration Certificate, and these must be submitted together with the technical proposal.

3. Bidders should submit their offers in sealed envelopes to WAE’s office on or before January 29, 2024, until 1:30 PM.

4. Offers must be accompanied by a bid bond amounting to two (2%) of the quoted service fee in the form of a bank guarantee or CPO valid at least for three months from the date of bid opening. The CPO must be attached to the original financial document.

5. Bids must be presented in envelopes identified by the bidder’s name, address, legal stamp, and reference number Ref: WAE/WSLA/OB/24/0001 on the cover.

6. Bidders must submit the technical and financial proposal documents separately. The technical and financial proposals should have one original and one copy for each, clearly marked "ORIGINAL" and "COPY" on the cover. Each envelope shall be stamped and sealed. In the event of any discrepancy between them, the original will prevail.

7. Bids will be opened in the presence of bidders or representatives who prefer to attend our office on January 29, 2024, at 2:00 PM.

8. WaterAid Ethiopia reserves the right to accept or reject any or all bids. Late bids shall also be rejected.

9. Bidder can visit our website http://www.wateraid.org/et to access the invitation and the ToRs.

Note: Bids should be presented to the following address:

WaterAid Ethiopia
Bole Sub-City, In front of Bole Medehanialem Church, next to Edna Mall, United Insurance Building 3rd floor
Addis Ababa, Ethiopia Tel: +251 11 669 5965,
E-mail:ethiopiaprocurementtho@wateraid.org / waethiopia@wateraid.org
TERMS OF REFERENCE FOR WASH SERVICE LEVEL ASSESSMENT IN GUMBICHI WOREDA, OROMIA REGION, ETHIOPIA.

1. INTRODUCTION

Despite the progress made in recent years, Ethiopia continues to face significant challenges in providing access to safe and sustainable water and sanitation services and promoting effective hygiene practices. This situation has far-reaching consequences, impacting the health, well-being, and overall development of individuals and communities. To address the core challenges in WASH, WaterAid Ethiopia has launched its new 5-year Country Strategy. Within this strategy, there are two aims, one of which is: to achieve universal, sustainable, and safe WASH services in focused geographic areas to influence wider change. Gumbichu Woreda/district) in the Oromia Region is one of the target geographies. To achieve the programme outcomes of Gumbichu Universal WASH Access, we will place equal focus on service delivery, capacity strengthening, and influencing. This WASH service levels baseline assessment will be conducted to understand the status of WASH services in Gumbichu Woreda/District, Ethiopia at the start of the Aim 1 programme. This baseline assessment will provide a benchmark against which the government, WaterAid and other key stakeholders will be able to understand the progress made towards achieving universal, sustainable and safe WASH in Gumbichu Woreda. The baseline assessment can also be used by the government to inform its decision-making and planning and support WaterAid and other development partners to develop and adapt their programmes. This assessment requires a close working relationship with local government stakeholders, other relevant institutions and organisations present in Gumbichu Woreda. This ToR covers essential aspects of the WASH service level assessment such as government participation, desk review, planning, sample determination, enumerator training, mWater training and data collection. Whilst this outlines a standard methodology, where relevant, existing local/national monitoring methodologies and data sources (i.e., HMIS and WASH inventory) can be used. This methodology can be referred to when reviewing existing government monitoring processes and can provide an opportunity to share data, learn and, where relevant, propose improvements to government-led processes. This ToR recognises the significance of collaborating with relevant stakeholders, in particular government entities throughout the process.

The baseline will be carried out in 37 kebeles in Gumbichu to understand WASH service levels covering households, healthcare facilities and schools.

Gumbichu Woreda has 4 semi-urban centres and 33 rural kebeles. It has a total population of 129,989 people. The baseline of WASH service levels will be conducted in a representative sample of households in all semi-urban and rural kebeles. i.e., 4 semi-urban centres and 33 rural kebeles. The WASH service level assessment will include kebeles with diverse topography, climate, road accessibility and distance from the centre. The selection of samples will be based on representative sampling methodology informed by discussions with the woreda administration.
The baseline of WASH service levels will be done in close collaboration with Gumbichu Woreda Administration, Water & Energy, Health, Women and Social Affairs and Environmental Protection Offices. Five of the outcomes of the baseline assessment will be done with the participation of representatives of the Woreda Administration, relevant sector offices, woreda councillors and Chefe Donsa Water and Sewerage Utility. The outcome of the baseline assessment will inform data-driven decision-making at Woreda, Zonal, Regional, and National levels and will strengthen local government capacity in monitoring, planning and implementing of development programmes.

**Geographical Coverage:**

Data collection will be conducted in the following locations:

- Chefe Donsa (01 &02 Kebeles), Dobi and Areda municipalities /utilities
- 33 rural kebeles
- 58 schools (54 primary and 4 secondary schools)
- 38 Healthcare facilities (5 health centres and 33 health posts)

**Timing Target Population:**

Gumbichu woreda encompasses 33 rural kebeles and 4 semi-urban centres where around 4,000 households exist, covering an estimated area of 707.49 square kilometres, with a population of 129,989. Consulting relevant stakeholders is required to consider quantitative data collection from sample households. The distribution of population and households is shown in the following table.
2. Objectives of the assignment

The purpose of the baseline assessment is to understand the status of WASH service levels and behaviours in Gumbichu Woreda at the start of the Aim 1 programme.

Specific objectives are:
- To establish the baseline and understanding of WASH service levels in households disaggregated by household wealth quintile and household with members with disability.
- To establish the baseline and understanding of WASH service levels in Health care facilities (HCFs) disaggregated by type of facility.
- To establish the baseline and understanding of WASH service levels in Schools disaggregated by type of school.

3. Scope of work

The scope of work for this assessment encompasses the following:

- Assess WASH service levels by collecting both quantitative and qualitative data using the proposed Joint Monitoring Programme (https://washdata.org) core questions used to track global progress towards SDG 6, with additional questions recommended by WaterAid and sector good practices (see linked Excel file for posed indicators and questions).
- Conducting in-depth WASH service level assessments (e.g., assessing relationship among authorities and understanding the collaboration mechanism among WASH service providing entities) in households, healthcare facilities, and schools.
- Prepare a dataset for the study area.
- Analyse the collected data as per the set criteria and prepare comprehensive and well-structured report that outlines the process taken and assessment findings (including visualisations of the SDG WASH service level ladders for Gumbichu woreda).

4. Methodology

The WASH service level assessment aims to comprehensively understand the status of WASH services in households, schools, and healthcare facilities in the selected geographic area. The following methodology outlines the approach for conducting the assessment:

**Surveys:** Four separate surveys will be conducted targeting households, communities/Kebeles, schools, and healthcare facilities.

**Sampling Approach:** Aim 1 baseline survey will be conducted in Gumbichu woreda. The woreda has 37 kebeles of which 4 are semi-urban kebeles. The survey will cover all kebeles in the woreda. However, entering each Kebele, sample of households will be selected using systematic random sampling method. The sample size will be determined in a standard approach that considers the woreda population, 5% margin of error and 95% confidence interval. The approach will be designed to ensure statistically sound results. Representatives of local government stakeholders will be involved further in deciding the sampling methodology and determining the appropriate sample size. Note that this is a household-level survey, therefore the population we are sampling is households (not people). Stratification could be considered during analysis at semi-urban and rural kebeles or agro-ecology for comparative analysis if we think there is a big difference between the two.

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<th>Table 1: Guide for sample size determination</th>
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<td>Household</td>
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<td>Water Quality</td>
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RFP/ WASH service level assessment

WaterAid

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| School | If the total number of schools in the Woreda $\geq 100$: sampling will be done. If the total number of schools $< 100$, all schools will be assessed. Since the number of schools in Gumbichu woreda is 58, less than 100, all schools will be covered in the survey. Necessary number of FGDs with school communities is also suggested to understand WASH situation and necessary gaps. | Water quality testing (EColi, will be conducted in 20% of schools (12 schools) where considered a risk contaminant, Fluoride and Arsenic etc.) Water quality experts from the Zone and Woreda will be deployed by WaterAid Ethiopia |
| Health care facility (HCF) | If the total number of HCFs in the woreda $\geq 50$: sample HCFs will be considered. If the total number of HCFs $< 50$, all HCFs will be assessed. Since the number of health care facilities in woreda/district is 38, all health care facilities will be considered in the survey. Indicating census of the health care facilities. Necessary number of exit survey with the patients will be conducted. | Water quality testing (EColi, and where considered a risk contaminant, Fluoride and Arsenic etc.) in a sub-sample. Water quality test will be conducted in 20% of health facilities (8 Health Facilities). Water quality experts from the Zone and Woreda will be deployed by WaterAid Ethiopia |
| Community Level | In this survey, community means kebele, so at kebele level FGDs will be facilitated to gather information related to overall WASH practices. | The number of Kebeles where FGD will be conducted determined later after discussing with woreda/district officials. |

**Enumerator Engagement:** Local enumerators will be recruited from Woreda and Zonal offices with proper training. The data collection team should be gender sensitive (male and female). Data collectors will receive 3-4 days training on tools, methodology, safeguarding and use of mWater before the start of collecting the data. Data collectors should be familiar on how to select the individual household and who from the household should be interviewed and whose behaviours should be monitored. Priority will be given to use existing government-led data collection mechanisms or processes such as HMIS data and Education statistics to minimize duplication and ensure alignment with local efforts.

**Data Collection Tools:** The proposed Joint Monitoring Programme (https://washdata.org/) core questions are used to track global progress towards SDG 6 and additional customized data collection tools will be developed for each survey to capture relevant information on WASH service levels by WA. Questionnaire will be provided by WaterAid Ethiopia based on previous assessment in the same woreda and learning from any previous WASH service levels baselines. The questionnaire will be further discussed with stakeholders during the training to have the final and customized version. Quantitative data will be collected using mWater platform.
Existing Data Assessment: If there is any recent WASH service level data is available (collected within the last 2 years), the consultant will conduct an assessment to evaluate data completeness and quality as part of this new assessment.

Conducting validation workshops: WaterAid Ethiopia will conduct validation workshops to facilitate discussion on the findings from households, communities, schools and HCFs as well as analyse existing government data from HMIS and Ministry of Education statistics. Validation workshop will be conducted at Woreda level to review baseline WASH service level assessment findings.

To further understand the assignment, the consultant is recommended to follow the Guidelines and Toolkit (separate attached documents)

5. Timeframe and deliverables

The timeframe of the assignment is 45 days (calendar) after signing the agreement. Data collection should be done within 15 days. WaterAid will engage in recruitment of data collectors in consultation with the consultant and government stakeholders. The contracted team will submit an inception report that includes final methodology and work plan with key milestones. The inception report will be reviewed and approved by WaterAid. The draft report needs to be produced no later than 35 days after signing the contract. After receiving the draft report, WaterAid will organize stakeholders' workshop to validate and enrich the report. The final report should be submitted within one week of receiving feedback on the draft report. There will be formal dissemination of the findings to a wider audience.

The contracted consultancy firm is expected to deliver the following outputs:

- Inception report containing understanding of the ToR, methodology, data collection plan, analysis plan and detailed work plan.
- A well-written draft report organized according to study objectives and containing detailed findings. WaterAid will provide draft content outline as a reference document. A presentation is required by the consultant to validate the baseline study findings with wider audience.
- A detailed final report not exceeding 30 pages (excluding Annexes) containing high quality executive summary (concise and well-articulated including diagrams of the WASH service level ladders), findings (including diagrams of the WASH service level ladders), recommendations, and synthesis of key issues.
- Softcopy of the final report including all dataset, syntax and analysis framework (raw and cleaned database)

All reports must be presented to WaterAid Ethiopia, and comments to be accommodated accordingly. The final report is expected to be submitted by the consultancy firm in hard copy and compatible format of soft copy.
6. Role of WaterAid
- WAE will provide 3-4 days training on tools, methodology, safeguarding and use of mWater before start collecting the data
- Determine sample size in consultation the consultant and government stakeholders
- Will be responsible for water quality testing of selected household and deploy and train water quality experts from relevant government offices.
- Facilitating and obtaining no objection letter from respective ministry about data collection
- Informing District Government Offices about the survey
- Selecting and informing key informants for in-depth interview
- Provide all the necessary documents for the consultant to review and produce inception report
- Provision of data collection tools
- Training to data collectors on mWater data collection system and questionnaires
- Supervision and ensuring quality data collection
- Organize validation workshop
- Facilitate and supervise field work for the consultant

7. Mode of payment
The payment will be made in three instalments: 30% advance contingent for furnishing of advance bond, 40% first payment after the first draft of the report is submitted and 30% final payment after submission of final report and other relevant documents and data sets.

8. Expected competency
Interested consultants/consulting/research firm(s) are expected to have the following competencies and experience:
- Consultancy licence in fields related to the assignment defined in this ToR
- Good understanding of the Ethiopia WASH systems & structures from the National to the subnational level.
- Expertise in conducting quantitative and quantitative assessment and mixed-method studies.
- Experience in conducting large quantitative survey using online based data collection tools (mWater platform will be preferred).
- Expertise in conducting studies (Baseline, midline, End-line, Situation Analysis, and other thematic studies) in WASH sector or a similar context
- Sound skill on quantitative (SPSS, STATA) data analysis. High skill on data visualization and presentation techniques.
- Competency in Data Collection Tool through using mWater platform.
- Competency and track record of conducting impact assessment of WASH projects
- Competent team for data collection and analysis
- Competency in writing good quality reports in English
Annexure-1: Tools attached as a separate document
Annexure-2: Guiding Notes

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<td>Acting Head of Programs</td>
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