



Scottish Government
Riaghaltas na h-Alba
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PROFESSIONAL WOMEN IN THE WATER SECTOR NETWORK (PROWIWS-NETWORK)

TERMS OF REFERENCE FOR CONSTITUTION DEVELOPMENT

SEPTEMBER 2022

1. INTRODUCTION

The aim of the chapter is to promote and encourage women capacity and girl child participation in WASH activities for economic and sustainable access to potable water.

The network shall be a platform for:

- Empowering women to take up decision making positions;
- Creating an enabling environment for women participation and growth, both professionally and economically;
- Supporting girl child education;
- Mentoring through career guidance talks and role modeling of women achievers in the water sector;
- Motivating women by way of presenting awards to exceptional women performers or bodies;
- Lobbying for women inclusion in the water sector.;
- Facilitating adoption of changes on water and sanitation.;
- Facilitating provision of internship for women aspiring to work in the sector;
- Align and support programs along Water Sector events including National Water conferences and World Water Day commemorations.

2. OBJECTIVES OF THE CONSULTANCY

To develop a constitution that will be a binding document for operations of the network.

3. DELIVERABLES

- i. Constitution
- ii. Standard operating procedures and network business plan
- iii. Facilitation of registration

4. TIMEFRAME

The work is supposed to be completed within 20 days within the months of March and April.

5. PAYMENT SCHEDULES

- Constitution - 45%
- Standard operating procedures and network business plan - 25%
- Facilitation of the network registration 30%

6. REQUIRED QUALIFICATIONS, SKILLS, COMPETENCIES AND EXPERIENCE

- Advanced degree in law, public policy, public administration, political science, social sciences and development field or any related field and
- Proven experience in a similar assignment

7. APPLICATION PROCESS AND SUBMISSION

- Detailed Terms of Reference should be obtained from our website: <https://www.wateraid.org/mw/publications>
- Interested candidates will be expected to provide the following documentation:
- Detailed response of their understanding of the ToRs, with specific focus addressing the purpose and objectives of the assignment.
- Company profile or CV including a minimum of 3 traceable references
- Detailed technical and financial proposal.

Technical and financial proposals should be submitted as separate documents in PDF format. The deadline for submission of both technical and financial proposal is **12th March 2023**. Proposals should be submitted electronically by emailing to: procurementmw@wateraid.org

For more details about the address, please contact the office phone number: **0887 376 442/3 or 0999 96 044**.

Note:

WaterAid has zero tolerance for all forms of harassment, discrimination, abuse, and bullying, especially pertaining to children and vulnerable adults. Consultant(s) will be required to commit to adhere to WaterAid's safeguarding policies & code of conduct. Consultant(s) will ensure all staff on the project sign up to safeguarding policies as required. The consultant(s) will be required to support district and community level structures in understanding and implementation of safeguarding policies.