



Improving the resilience of WASH services in the Mayo Tsanaga catchment through pilot initiatives in schools and health centres project

TERMS OF REFERENCE

**For the recruitment of a Team of Two
National Consultants in
Rain Water Harvesting Systems**

1. BACKGROUND

In order to assist countries and partners to efficiently analyse climate variability and change, and consequently invest in sustainable and resilient measures in the provision of water, sanitation and hygiene (WASH), the Global Water Partnership (GWP) and the United Nations Children's Fund (UNICEF) developed a strategic framework document on WASH and climate resilient development in 2014. The objective of the framework document is to provide sustainable WASH service delivery, both now and into the future. The emphasis being on climate resilient development, including strengthening the resilience of WASH systems and on investments to manage current climate variability, as well as long-term changes in climate. This encompasses both development and emergency preparedness programmatic spheres with climate resilience addressed as a cross-cutting issue encompassing elements of both disaster risk reduction and climate change adaptation.

To translate the strategic framework document into practice, UNICEF-Cameroon and GWP-Cameroon agreed to support the implementation of pilot initiatives to demonstrate WASH climate resilient development. It is in this light that an ongoing project titled "Improving the resilience of WASH services in Mayo Tsanaga catchment through pilot initiatives in schools and health centres" was developed by the GWP Cameroon, and is currently funded by UNICEF Cameroon. The Mayo Tsanaga catchment is highly vulnerable to the impacts of climate change; has two dams; contains groundwater resources that are exposed to natural and anthropogenic contamination that render them inappropriate for direct human consumption, and is an integral part of the Lake Chad Basin which is very vulnerable to climate change.

The project was approved in early 2017 with the aim of developing tools to ensure the sustainability of WASH infrastructure in a changing climate. One of the activities of the project has to do with exploring the potential of rainwater harvesting (RWH) for WASH. In order to carry out this activity, the services of a team of two national consultants comprising a specialist in water resources management and a specialist in technology transfer are required.

2. OBJECTIVES AND SCOPE OF THE ASSIGNMENT

The objective of the RWH component of the project is to promote the sustainable use of rain water harvesting for WASH in a changing climate. The targeted area is the Far North region of Cameroon in general and Mayo Tsanaga catchment in particular. Specifically, the consultant is expected to undertake the following tasks:

- 1) Elaborate an inception report including preparation of assignment tools, developing preliminary approach to the study, detail methodology for preparation of expected deliverables, identification of data requirements, mode of data collection and outline of the final deliverables;
- 2) Conduct a study on RWH in the Far-North Region of Cameroon with a focus on WASH. The study should include the following:

- Analyse the potential of RWH in enhancing water security in the Far North region of Cameroon in general and Mayo Tsanaga catchment in particular;
 - Identify and describe the various RWH systems used for WASH in the region both in the household or community and at the institutional level (including schools, health centres...);
 - Document some past initiatives to promote RWHs in the region in general and for WASH in particular ***lessons learnt/challenges (including photos and design parameters) - performance, technical constraints, costs, and benefits of rainwater harvesting***;
 - Assess the suitability/appropriateness of various rainwater harvesting systems (in use in the region or to be introduced) based on the socio-economic context, current and future impacts due to climate variability and change, intended use and users (considering communities, households, gender, and traditional knowledge);
 - Identify the challenges and opportunities for scaling up RWH systems for WASH in the region.
- 3) Develop a draft guideline document on the selection, design, construction, operation & maintenance, and upscaling of appropriate RWH systems for WASH in the Far North region based on experience in the region and other relevant regions sharing similar realities to be used to promote RWH technologies.
 - 4) Facilitate a workshop to present findings from the assignment, particularly the draft study report as well as the draft guidelines on RWH in the region, to key stakeholders in a bid to enrich and adopt those findings.
 - 5) Identify a school in the region in collaboration with the Regional Delegate of the Ministry of Water and Energy (MINEE) for the Far North Region for the construction of a RWH system for the provision of potable water year round.

3. EXPECTED DELIVERABLES

At the end of the assignment, the consultant is expected to submit the following deliverables:

- 1) An inception Report together with the tested tools / instruments proposed and detailed methodology to be used and the formats of the expected results;
- 2) A report analysing RWH systems in the region as a potential source to enhance WASH services.
- 3) A Guideline document to promote appropriate RWH systems for WASH in the household or community and at the institutional level (including schools, health centres...) in the region based on experience in the region and other relevant regions sharing similar realities. This should include the selection, design, construction, operation & maintenance, and upscaling of RWH technologies. ;
- 4) A report of workshop organised to approve the RWH study document and the guidelines developed;

5) An overall mission report that enumerates the challenges and lessons learnt during the assignment.

4. ELIGIBILITY AND LANGUAGE OF WORK

Participation is open to individual or legal persons including institutions / consulting firms working in the field and based in Cameroon. Tenders may be submitted in English or French.

5. ELABORATION OF THE REPORT

Reports will use the 'Arial' format of font size twelve (12). Tables of contents, lists of tables and figures should be inserted automatically and abbreviations or acronyms should be clearly presented in the first pages of the document. An executive summary that outlines the conduct and priority conclusions of the study should be presented at the beginning of the report.

All data and information of interest in the document must be referenced. For publications, articles and books, references should include: "Author's Name, Year of Publication, Title, journal/publisher information etc; and for references from the Internet: "Author's name, title, name of website, date site was consulted, and web address or URL".

The successful expert must prepare and submit to GWP Cameroon the following reports:

- A draft version of the deliverables in hard and in digital format by email;
- A final version of the deliverables in one original copy and one copy by email.

6. SELECTION OF CONSULTANTS

6.1. Qualification and competence of the Expert

The ideal team for this assignment should comprise (a) an expert in water and natural resources management, who should be a holder of at least an MSc. (BAC +5) degree in civil / agricultural engineering, hydrology, or any other relevant discipline and (b) a specialist in technology transfer who should be a holder of an MSc. (BAC +5) degree in rural sociology or other relevant discipline. The team should have:

- More than 5 years of relevant experience in water and natural resources management with at least one year of experience related to rain water harvesting.
- Demonstrated knowledge of climate change, and especially with climate variability and climate change adaptation.
- At least two years of experience working on Water, Sanitation and Hygiene (WASH) services;
- At least two years of experience working on the adoption and diffusion of appropriate technology.
- Demonstrate experience in design and construction of WASH infrastructure;

- Worked on similar assignments in the past;
- Working experience as a consultant with international organisation;
- Excellent writing and oral presentation skills in French or English and good knowledge of the other language is required.

Experience working in the Far North Region of Cameroon will be an added advantage.

6.2. Submission of offers

The application file will consist of the following documents:

- a technical offer and;
- a financial offer.

The technical offer will include:

- General references of the Consultant, and his/her specific references related to the study;
- Understanding of the Terms of Reference;
- Presentation of the methodology and strategy for the realization of the mission (the study approach should be based on a thorough review of literature available in the form of published papers; reports; dissertations, annual reports as well as unpublished/grey reports. This will be complemented during the study with field visits to discuss with key stakeholders and personal observations on the ground).;
- Curricula Vitae (CV);
- Schedule of activities (work chart).

The financial offer related to the performance of the mission will be limited to the evaluated consultancy fees.

The applicant should consider that all expenses related to travel; participation in workshops, etc. will be covered by GWP Cameroon according to its travel policy, and should not be part of the financial offer.

6.3. SUBMISSION OF PROPOSALS

Interested institutions or candidates should submit one original each of their technical and financial proposals in a sealed envelope. The technical proposal should be placed in an envelope clearly labelled "Technical Proposal" and the financial proposal in another envelope marked "Financial Proposal", and the two envelopes combined and placed in an envelope titled: "Proposal for study evaluating the Rain Water Harvesting Systems in the Mayo Tsanaga" and addressed:

The Chair of GWP Cameroon

**GWP Cameroon Secretariat, Miniprix Bastos
Yaoundé - Central Region**

Tenders must reach the office of GWP Cameroon no later than **7:00 am local time on Monday 22nd January 2018**. No submission will be received beyond the deadline. All requests for complementary information should be done by email to the following address: elouganoelle@yahoo.fr

7. EVALUATION

The team of consultants will be selected based on a **quality and price ratio**. The offer to be submitted by the consultant (s) will be evaluated according to the criteria presented on the evaluation grid below:

7.1. Technical Evaluation Criteria

Technical Evaluation : Part 1		Points (max)	Consultant				
			A	B	C	D	E
EXPERIENCE + CAPACITES DE L'ENTREPRENEUR							
1.1	Qualification	10					
1.2	Expérience as a consultant (international organisation, similar assignments, etc.)	5					
1.3	Experience in Water Resources Management and « WASH »	5					
1.4	Experience technology transfer	5					
1.5	Experience in Climate Change and Climate Change Adaptation	5					
TOTAL POINTS PART 1		30					

Technical Evaluation : Part 2		Points (max)	Consultant				
			A	B	C	D	E
Work plan							
2.1	Understanding of Terms of Reference	15					
2.2	Methodology and work plan	15					
2.3	Knowledge of region	10					
TOTAL POINTS PART 2		40					

7.2. Evaluation of financial proposals

Only the financial **proposals** of a team of consultants who have obtained a technical score of at least 70% (49/70) will be analysed. The evaluation of the financial proposal will be based on **value for money** and will consider the following:

- Coherence between the technical and the financial proposals;
- The amount proposed in the offer (the lowest bid will have the maximum points, and the others will be scored as a proportion of the lowest offer);

- The budget available for conducting the study.

All amount should be presented in FCFA and payment will be done in FCFA (XAF).

The overall score will be a combination of the totals of technical (Nt) and financial (Nf) scores, weighted 70% and 30% respectively.

8. CONDUCT OF THE STUDY

The successful consultant will work closely with the GWP Cameroon Project Officer who oversees the process until the final deliverables are prepared and approved. In addition, the consultant will also work with the "Technical Taskforce" put in place for the project.

9. FINANCING THE STUDY

The study will be financed by GWP Cameroon through its budget for the UNICEF project.

10. DURATION / PAYMENT

10.1. Duration

This assignment is expected to last 25 working days during the period of two (2) months.

10.2. Payment

The payment schedule will be included in the contract.

- 40% after technical validation of the report analysing RWH systems in the region as an alternative source for WASH services report
- 40% after technical validation of guideline on RWH
- 20% after submission and validation of final mission report

11. DOCUMENTS TO BE AVAILABLE TO THE CONSULTANT

In addition to any documents that the project team must acquire to carry out the work requested, the documents listed below will be made available to the consultant:

- A baseline study report on the water sector in Cameroon (2009);
- National Report on Risk Analysis and Vulnerability Assessment (2011);
- The National Adaptation Plan for Climate Change (2015);
- Growth and Employment Strategy Paper (GESP);
- Strategic framework for WASH and climate resilient development (2015)

12. MISCELLANEOUS PROVISIONS

The Government of Cameroon, GWP Cameroon and UNICEF Cameroon reserve the right to cancel this request for proposals.