

TERMS OF REFERENCE (TOR) FOR

IMPLEMENTATION OF THE SUSTAINABLE WATER SUPPLY, SANITATION AND HYGIENE FOR ALL (SWaSSH4A) PROJECT ACTIVITIES IN KOLE DISTRICT

1. Background

SNV Uganda in partnership with Alebtong, Dokolo, Kole and Lira district local governments and local partner organisations implements a three-year (November 2022 to October 2025) “Sustainable Water Supply, Sanitation and Hygiene for All (SWaSSH4A) project” funded by Austrian Development Agency (ADA). The project builds on two successful phases of “Improving Water Supply Sustainability” IWAS I (2014-2017) and IWAS II (2019-2021) and SNV’s Sustainable Sanitation and Hygiene for All (SSH4A) projects (2014-2019).

The Project contributes to Uganda’s NDP III Goal of “*Increased Hh. Incomes & Improved Quality of Life of Ugandans*” and will specifically contribute to sustainable reduction of poverty, vulnerability, and inequality in access to WASH services in the four project districts: covering 34 subcounties in total:

Alebtong (10): Adwir, Angetta, Omoro, Amugu, Abako, Awei, Aloj, Akura, Apala, and Abia

Dokolo (10): Kangai, Adeknino, Kwera, Okwongodul, Dokolo, Okwalongwen, Bata, Amwoma, Agwata and Adok.

Kole (6): Akalo, Bala, Ayer, Aboke, Alito and Okwerodot

Lira (8): Ayami, Aromo, Agweng, Ogur, Barr, Itok, Agali and Awiodyek

The project has six Result areas which are aligned to SNV’s Area Wide Climate Resilient Rural WASH.

Result 1: Strengthened Inclusive WASH Governance; Gender, Equity and Social Inclusion (GESI) and climate resilience in Alebtong, Dokolo, Kole and Lira districts.

Result 2: Improved Operation and Maintenance of water supply services in rural areas of Alebtong, Dokolo, Kole and Lira districts

Result 3: Improved quality and pace of rehabilitation of water points in rural areas of Alebtong, Dokolo, Kole and Lira districts.

Result 4: Increased availability of affordable and durable sanitation products and services for rural households in Alebtong, Dokolo, Kole and Lira districts

Result 5: Increased outreach and quality of sanitation and hygiene behavioural change interventions in Alebtong, Dokolo, Kole and Lira districts

Result 6: Improved Coordination, Learning and Documentation

SNV’s Area-Wide Climate Resilient Rural WASH approach, is a five- component approach which is mirrored to SWaSSH4A project as follows: Rural Governance Component addresses Output 5 and 6 of SWaSSH4A project, while Operator Performance component addresses result area 4 of the project. Quality of rehabilitation and construction component addresses output 1, behaviour change component addresses result area 3, while supply chains and finance component addresses result 2 of the projects.





The LP is expected to build a strong technical support system at the Subcounty as well as revamp, train and coach/mentor the water and sanitation committees (WUCs) and SWSSBs to sustainably manage the rural water sources in Kole district. The number of water sources covered in this TOR by Sub County is as per table below.

S#	District	Subcounty	Target # of Sources
1	Kole	Akalo	30
2		Bala	30
3		Ayer	30
4		Aboke	35
5		Alito	35
6		Okwerodot	20
Sub-Total			180

The local partner is expected to accomplish the following results by December 2023:

Water Supply

1. At least 2
2. 180 Water and Sanitation committees re-established and trained with focus on roles in O&M and household sanitation improvement (minimum of 50% of WSC members should be women).
3. 360 Water Source caretakers (2 for each of the 180 water sources) selected and trained on roles and responsibilities, with 50% of the 2 caretakers being women.
4. Gender disaggregated data on number of people (and Households) using the 180 water sources under the project collected; aggregated by gender (male and female).
5. 180 WSCs have signed maintenance agreement with Subcounty Water Supply and Sanitation Boards.
6. At least 180 Water Sources registered with the SWSSBs.
7. At least 101 WSCs making monthly remittances of O&M funds to SWSSBs.
8. At least 180 WSCs have an O&M plan.
9. At least 35 WSCs have paid Contribution for repair/rehabilitation of their water sources.
10. Six (6) Subcounty Water Supply and Sanitation boards (new & old boards) re-established and trained on their roles on O&M and Sanitation Improvement.
11. At least two (2) workshops with youth organisations held- to sensitise them on their roles on WASH, GESI and environment.
12. Two (2) joint monitoring/learning visits held with full participation of women, youth, persons with disability, etc.
13. At least 2 meetings held with Hand Pump Mechanics Association (HPMA) executives to review their business plan.
14. At least 2 reflection workshops held with HPMA Executives.
15. At least 2 workshops on borehole supply chains organised with participation of spare parts dealers, hardware shops, HPMS, etc.
16. At least 2 awareness session on water source protection held.
17. At least 83 of the 180 water sources fenced (either brick work of poles)
18. Assessment/audit of performance of at least 8 SWSSBs conducted.
19. At least 2 Training sessions on Climate Resilience Water Supply and Sanitation infrastructures held with participation of HPMS and WASH Actors.

Sanitation and Hygiene

20. Sanitation mapping/market assessment done in at least 1 district.
21. At least 4 workshops on sanitation business held with Women-Led organisation and Youth Led- organisation (2 with each group)
22. At least one feedback workshop to disseminate the findings from sanitation market analysis/assessment held – with full participation of different segments of stakeholders.
23. At least 2 meetings held to review sanitation market (supply chain)
24. Assessment/stock taking of previous sanitation & hygiene promotion efforts (using CLTC+ approach) held with stakeholders in one district and findings shared at DWSCC meeting.
25. At least 221 villages triggered.
26. At least 111 households in triggered villages have improved sanitation facilities (toilets) to basic level
27. At least 16 out of the 221 villages (**2 villages per subcounty**) have attained Open Defecation Free (ODF) status.
28. At least 144 Households have handwashing facilities and practice handwashing with soap.

**Documentation**

29. At least two case stories/ stories of change shared and reviewed by SNV.

30. At least 2 reports written and shared with SNV (1 Quarterly report and 1 end of assignment report).

2. Context and implementation modalities

The local partner organisation shall work hand in hand with the subcounty extension staff and the trained VHTs/PWCs to achieve the targets under this assignment and to enhance sustainability of the results.

While the responsible Advisor will supervise the LP on behalf of SNV, the LP will be directly accountable for results to the District Water Officer / and sub county local government (Focal Point Person) who will countersign all reports before they are submitted to SNV.

While the assignment will be guided by the national policies, guidelines and standards, the local partner staff should use innovative approaches get best results. Community mobilisation skills, documentation skills as well as ability to create linkages with other development partners and government programmes will be important to ensure sustainable implementation of this assignment.



3. Development results under this ToR.

Code	Activity Description	Indicators	Project/Assignment	Sources of Verification
Result 1: Strengthened Inclusive WASH Governance; Gender, Equity and Social Inclusion (GESI) and climate resilience in Dokolo District				
4.1.02	Establishment and Training of WSCs with focus on roles on O&M and HH sanitation improvement	# of WSCs re-established and trained (At 50% of key positions being women)	180	List of WSCs with contacts of Chairpersons
4.1.03	Collect data on Households & population using each water source under the project	# of Water sources with data on HH using the source	180	Data on HH using the water sources
4.1.05	Support set up and strengthen SWSSBs (New Boards and Old ones).	# of SWSSBs strengthened	6	Activity report.
4.1.07	Identify and hold a specific workshop with Youth Organisations	# of workshops held with youth organisations/groups	2	Monitoring reports
4.1.10	Organise and hold joint monitoring visit with inclusion of women/Youth and Persons with disability.	# of joint monitoring/learning visits held – with women, youth and persons with disability included.	2	Accountability
Result 2: Improved operation and maintenance of water supply services in rural areas of Kole district.				
4.2.01	Support Hand Pump Mechanics Association (HPMA) during the review and updating of their business plans,	# Number of meetings held with HPM to review business plan	2	Updated Business Plan
4.2.01	Coach and Mentor HPMA Executives through reflection and learning workshops	# of Reflection Workshops held with the HPMA.	2	Report of reflection workshop with HPMA Executives
4.2.05	Training of Water and Sanitation Committees (WSCs)/Caretakers	# of Water Source Caretakers trained	360	WSC/Caretakers training report
4.2.06	Organise meeting on borehole spare parts with spare parts dealers, hardware shops, HPMA representatives	# of meeting on borehole supply chains held	2	Report on workshop on borehole supply chains
4.2.07	Organise and hold awareness session on water source catchment protection.	# of awareness sessions held	2	Report on catchment protection awareness meeting
4.2.07	Mobilise Communities to protect their water source through fencing and greening	# of water sources fenced (either poles or bricks)	83	Details of water sources fenced
Activity Code	Activity Description	Indicators	Project/Assignment	Sources of Verification
4.3.02	Facilitate signing of agreement between WSC & SWSSB on O&M of Water Sources agreed	# of water points that have signed Maintenance agreements with SWSSB.	180	Signed agreement.



4.3.03	Mobilise WSCs to register water source with SWSSB	# of water sources registered with SWSSB	180	SWSSB Receipts
4.3.03	Mobilise community to make monthly remittance of O&M fees to SWSSB	# of WSCs making monthly remittances to SWSSB	111	SWSSB Receipts
4.3.03	Mobilise communities to pay community contributions for repairs and rehabilitation of water points	# of WSCs that have paid community contributions	35	Payment Receipts
4.3.03	Support WSC to develop O&M plan for their water source	# of WSCs with O%M Plan	111	O&M plan
4.3.07	Carryout assessment/audit of SWSSB performance	# of SWSSBs assessed/audited	6	SWSSB Performance assessment report
4.3.09	Train HPM/and other WASH actors on Climate resilience of water supply and sanitation infrastructures	# training sessions held	2	Training report
Result 4: Increased availability of affordable and durable sanitation products and services for rural households in Kole District				
4.4.01	Undertake sanitation market (supply chain) mapping and analysis in the district.	At least one sanitation market (supply chain) mapping done in one district.	1	Sanitation Market/Supply Chain mapping/Analysis report
4.4.02	Hold Sensitise workshops with women-led and youth-lead groups on sanitation business.	# of workshops held with Women-Led & groups on sanitation business	2	Workshop reports
4.4.02	Hold Sensitise workshops with women-led and youth-lead groups on sanitation business.	# of sensitization workshops held with Youth-Led groups on sanitation business.	2	Workshop report
4.4.03	Organise and hold sensitisation/feedback workshops on findings from the sanitation market analysis with hardware dealers, entrepreneurs and latrine masons (focus on technology, market players and market and /or payment modes)	# of workshops held	1	Workshop report
4.4.07	Organise and hold bi-annual review meetings on sanitation market	# of meetings held to review sanitation market	2	Report of the review meeting
Activity Code	Activity Description	Indicators	Project/Assignment	Sources of Verification
4.5.02	Presentation of findings to the DWSCC meetings	# of DWSC meetings attended	2	Presentation & Notes on key action points.



4.5.03	Review the existing behaviours the hinder progress on Sanitation and develop District Sanitation Promotion Strategy	# of Districts Sanitation and Hygiene Promotion strategies developed	1	District Sanitation and Hygiene Promotion Strategy
4.5.04	Support the consultant in meetings to brainstorm on informed choice materials	# of meetings attended	3	Activity report
4.5.05	Conduct intensive household sanitation promotion to increase latrine coverage in communities (using CLTS-approach, Home Visits, etc)	# of villages triggered	221	Community action points
4.5.06	Conduct intensive household sanitation promotion to increase latrine coverage in communities (using CLTS-approach, Home Visits, etc)	# of HH latrines constructed/improved to Basic Sanitation Level	101	List of HH with GPS Coordinates- 20 per subcounty
	Employ/use Follow Up Mandona (FUM) approach in triggered village attain ODF status; at least one village per subcounty	# of Villages that have attained ODF status- and declared ODF	6	ODF Certificate
	Together with PWCs and VHTs, mobilise communities to acquire/install HWF and practice HWWS	# of Households with Hand Washing Facility and practicing hand Washing with Soap (HWWS)	200	LP quarterly reports
SP 134-5.1	Document and share innovative case stories on WASH interventions in the district.	1. # of case stories shared and approved by SNV	2	Case writes up/Partner report



Table 1: Activity matrix and

costing

Code	Activity Description	Unit	Activity Costing (in USHS)			Dates for Execution
			Quantity	Rate	Total Costs	
Facilitation of Subcounty Technical Staff (HA, CDO and SAS) and Parish WASH Coordinators (PWCs)						
	Facilitate Sub county technical staff SAS, HA and CDO) to carry out monitoring, coordination and supervision of PWCs and VHTs activities and to support community mobilisation drive to achieve the results/targets in each of the result areas indicated in the activity matrix table (: 4 days per person per month x 3 persons x 8 subcounties at 27,000 per day x 5 months	Months	4			
	Facilitate Parish WASH Coordinators (PWCs)/VHTs to carryout intensive community mobilisation drive to achieve the project targets set in this TOR: 2 VHTs per Parish x 6 parishes x 8 Subcounties at 60,000 per month (Each PWC to mobilise WSCs and HH for latrine construction at least 5 times per month)	Months	4			
Sub-Total (Facilitation to Subcounty team and PWCs)						
Result 1: Strengthened Inclusive WASH Governance; Gender, Equity and Social Inclusion (GESI) and climate resilience in Kole district						
4.1.02	Establishment and Training of WSCs with focus on roles on O&M and HH sanitation improvement	No	180			
4.1.03	Collect data on Households & population using each water source under the project	No	180			
4.1.05	Support set up and strengthen SWSSBs (New Boards and Old ones).		6			
4.1.07	Identify and hold a specific workshop with Youth Organisations		2			
4.1.10	Organise and hold joint monitoring visit with inclusion of women/Youth and Persons with disability.		2			
Sub-Total (Result 1)						
Result 2: Improved operation and maintenance of water supply services in rural areas of Kole district						



4.2.01	Support Hand Pump Mechanics Association (HPMA) during the review and updating of their business plans,	Days	2			
4.2.01	Coach and Mentor HPMA Executives through reflection and learning workshops	Days	2			
4.2.05	Training of water source Caretakers-	No	360			
4.2.06	Organise meeting on borehole spare parts with spare parts dealers, hardware shops, HPMA representatives	Days	2			
4.2.07	Organise and hold awareness session on water source catchment protection.	Days	2			
4.2.07	Mobilise Communities to protect their water source through fencing and greening	No	83			
Sub-Total (Result 2)						
Result 3: Improved quality and pace of rehabilitation of water points in the rural areas of Kole district						
4.3.02	Facilitate signing of agreement between WSC & SWSSB on O&M of Water Sources agreed		180			
4.3.03	Mobilise WSCs to register water source with SWSSB		180			
4.3.03	Mobilise communities to make monthly remittance of O&M fees to SWSSB		111			
4.3.03	Mobilise communities to pay community contributions for repairs and rehabilitation of water points		35			
4.3.03	Support WSC to develop O&M plan for their water source		111			
4.3.07	Carryout assessment/audit of SWSSB performance		6			
4.3.09	Train HPM/and other WASH actors on Climate resilience of water supply and sanitation infrastructures		2			
Sub-Total (Result 3)						
Result 4: Increased availability of affordable and durable sanitation products and services for rural households in Kole district						
4.4.01	Undertake sanitation market (supply chain) mapping and analysis in the district.		1			



4.4.02	Hold Sensitise workshops with women-led and youth-lead groups on sanitation business.		2			
4.4.02	Hold Sensitise workshops with women-led and youth-lead groups on sanitation business.		2			
4.4.03	Organise and hold sensitisation/feedback workshops on findings from the sanitation market analysis with hardware dealers, entrepreneurs, and latrine masons (focus on technology, market players and market and /or payment modes)		1			
4.4.07	Organise and hold bi-annual review meetings on sanitation market		2			
Sub-Total (Result 4)						
Result 5: Increased outreach and quality of sanitation and hygiene behaviour change interventions.						
4.5.02	Presentation of findings to the DWSCC meetings		2			
4.5.03	Review the existing behaviours the hinder progress on Sanitation and develop District Sanitation Promotion Strategy		1			
4.5.04	Support the consultant in meetings to brainstorm on informed choice materials		3			
4.5.05	Conduct intensive household sanitation promotion to increase latrine coverage in communities (using CLTS-approach, Home Visits, etc)		221			
4.5.06	Conduct intensive household sanitation promotion to increase latrine coverage in communities (using CLTS-approach, Home Visits, etc)		101			
	Employ/use Follow Up Mandona (FUM) approach in triggered village to attain ODF status; at least one village per subcounty		6			
	Together with PWCs and VHTs mobilise communities to acquire/install HWF and practice HWWS		200			
Sub-Total (Result 3)						
Result 6: Improved Documentation, Coordination and Learning						
SP 134-5.1	Document and share innovative case stories on WASH interventions in the district.		2			
Sub-Total (Result 3)						



GRAND TOTAL- INCLUDING FACILITATION TO PWCs AND SUBCOUNTY STAFF		
TOTAL A - EXCLUDING FACILITATION TO PWCs AND SUBCOUNTY STAFF		
DIRECT COST OF ACTIVITIES 9 70% OF TOTAL A)		
INDIRECT COST (30% OF TOTAL A)		

Code	Activity Description	Unit	Activity Costing (in USHS)			Dates for Execution
			Quantity	Rate	Total Costs	
Facilitation of Subcounty Technical Staff (HA, CDO and SAS) and Parish WASH Coordinators (PWCs)						
	Facilitate Sub County technical staff SAS, HA and CDO) to carry out monitoring, coordination and supervision of PWCs and VHTs activities and to support community mobilisation drive to achieve the results/targets in each of the result areas indicated in the activity matrix table (: 4 days per person per month x 3 persons x 8 subcounties at 27,000 per day x 5 months	Months	4			
	Facilitate Parish WASH Coordinators (PWCs)/VHTs to carryout intensive community mobilisation drive to achieve the project targets set in this TOR: 2 VHTs per Parish x 6 parishes x 8 Subcounties at 60,000 per month (Each PWC to mobilise WSCs and HH for latrine construction at least 5 times per month)	Months	4			
Sub-Total (Facilitation to Subcounty team and PWCs)						
Result 1: Strengthened Inclusive WASH Governance; Gender, Equity and Social Inclusion (GESI) and climate resilience in Alebtong District.						
4.1.02	Establishment and Training of WSCs with focus on roles on O&M and HH sanitation improvement	No	180			
4.1.03	Collect data on Households & population using each water source under the project	No	180			
4.1.05	Support set up and strengthen SWSBs (New Boards and Old ones).		6			
4.1.07	Identify and hold a specific workshop with Youth Organisations		2			
4.1.10	Organise and hold joint monitoring visit with inclusion of women/Youth and Persons with disability.		2			
Sub-Total (Result 1)						
Result 2: Improved operation and maintenance of water supply services in rural areas of Alebtong district.						



4.2.01	Support Hand Pump Mechanics Association (HPMA) during the review and updating of their business plans,	Days	2			
4.2.01	Coach and Mentor HPMA Executives through reflection and learning workshops	Days	2			
4.2.05	Training of water source Caretakers-	No	360			
4.2.06	Organise meeting on borehole spare parts with spare parts dealers, hardware shops, HPMA representatives	Days	2			
4.2.07	Organise and hold awareness session on water source catchment protection.	Days	2			
4.2.07	Mobilise Communities to protect their water source through fencing and greening	No	83			
Sub-Total (Result 2)						
Result 3: Improved quality and pace of rehabilitation of water points in the rural areas of Alebtong district.						
4.3.02	Facilitate signing of agreement between WSC & SWSSB on O&M of Water Sources agreed		180			
4.3.03	Mobilise WSCs to register water source with SWSSB		180			
4.3.03	Mobilise communities to make monthly remittance of O&M fees to SWSSB		111			
4.3.03	Mobilise communities to pay community contributions for repairs and rehabilitation of water points		35			
4.3.03	Support WSC to develop O&M plan for their water source		111			
4.3.07	Carryout assessment/audit of SWSSB performance		6			
4.3.09	Train HPM/and other WASH actors on Climate resilience of water supply and sanitation infrastructures		2			
Sub-Total (Result 3)						
Result 4: Increased availability of affordable and durable sanitation products and services for rural households in Alebtong district.						
4.4.01	Undertake sanitation market (supply chain) mapping and analysis in the district.		1			
4.4.02	Hold Sensitise workshops with women-led and youth-lead groups on sanitation business.		2			



4.4.02	Hold Sensitise workshops with women-led and youth-lead groups on sanitation business.		2			
4.4.03	Organise and hold sensitisation/feedback workshops on findings from the sanitation market analysis with hardware dealers, entrepreneurs, and latrine masons (focus on technology, market players and market and /or payment modes)		1			
4.4.07	Organise and hold bi-annual review meetings on sanitation market		2			
Sub-Total (Result 4)						
Result 5: Increased outreach and quality of sanitation and hygiene behaviour change interventions.						
4.5.02	Presentation of findings to the DWSCC meetings		2			
4.5.03	Review the existing behaviours the hinder progress on Sanitation and develop District Sanitation Promotion Strategy		1			
4.5.04	Support the consultant in meetings to brainstorm on informed choice materials		3			
4.5.05	Conduct intensive household sanitation promotion it increases latrine coverage in communities (using CLTS-approach, , etc)		221			
4.5.06	Conduct intensive household sanitation promotion it increases latrine coverage in communities (using CLTS-approach, Home Visits)		101			
	Employ/use Follow Up Mandona (FUM) approach in triggered village to attain ODF status; at least one village per subcounty		6			
	Together with PWCs and VHTs mobilise communities to acquire/install HWF and practice HWWS		200			
Sub-Total (Result 3)						
Result 6: Improved Documentation, Coordination and Learning						
SP 134-5.1	Document and share innovative case stories on WASH interventions in the district.		2			
Sub-Total (Result 3)						
GRAND TOTAL- INCLUDING FACILITATION TO PWCs AND SUBCOUNTY STAFF						
TOTAL A - EXCLUDING FACILITATION TO PWCS AND SUBCOUNTY STAFF						



DIRECT COST OF ACTIVITIES (70% OF TOTAL A)		
INDIRECT COST (30% OF TOTAL A)		



4. Scope of the assignment

Implementation of this assignment will involve the Local partner (LP) working with the subcounty technical staff (Health Assistants and Community Development Officers) as well as trained VHTs/Parish WASH Coordinators (PWCs) to strengthen the capacity of re-establish and strengthen the capacity of the Water and Sanitation Committees (WSCs) of the water sources under the project to enable them to effectively perform their roles in operation and maintenance of the water sources. Specifically, the LP will form the WSCs, train them on roles and responsibilities, ensure the water source is registered with the SWSSB, the WSC has record of all water users and are collecting O&M funds and remitting 80% to the SWSSB. Using the Safe Water Chain (SWC) approach and other participatory approaches such as Community Led Total Sanitation- Plus (CLTS+), the LP working with the PWCs and subcounty staff will carry out intensive awareness on sanitation and hygiene in the project village to ensure all households using the water source basic sanitation facility (with firm and washable latrine floor) as well as practicing Hand washing with soap and ensure that at least 8 villages attain open defecation free (ODF) status.

Furthermore, the Local Partner will support the project team and the consultants in strengthening the Subcounty Water Supply and Sanitation Boards (SWSSBs) as well as the Hand Pump Mechanics Association (HPMA) of the district under this assignment. The District Local Government (DLG) staff, especially the focal point person, will provide oversight and monitor the performance of the LP staff, jointly with the SNV advisors. The sub county extension staff will ensure participation of all the stakeholders at the community level namely all the water users, local leaders, elected WSCs, caretakers, any institutions using source. The LP will be expected to support and link the WSCs to the other government structures and programmes as well as any development partners working within the same sub-county and HPMA's. The LP will also facilitate learning forums at the sub-county, which will include identification of cases for documentation, and writing first draft of these cases.

5. Management, reporting and supervision.

The successful service provider (Local Partner-LP) shall report to the SWaSSH4A Project Manager based at SNV, Lira Regional Office. The LP is expected to note the following.

- a) With close collaboration with the health assistant/CDO and Sub County Chief (also Senior Assistant Secretary-SAS) who is mandated to supervise the extension staff, the LP will provide backup supervision and monitoring support to extension staff. The LP will also report on the work done by the HPMA's and the extension staff.
- b) Provide timesheets on weekly basis approved by the client.
- c) Water source monitoring data should be captured and updated regularly in the agreed format.
- d) Detailed information on the Households which have constructed improved latrines and have handwashing facility will be provided and updated on a monthly basis- capturing the following information: Name of Household head and telephone contact; Village/ parish and subcounty and GPS coordinate.
- e) A quarterly progress report will be presented to and shared with SNV and the client (District and sub county).
- f) The final assignment report endorsed by the client shall be expected two weeks after the completion of the assignment.

6. Roles and responsibilities of the parties to the assignment

This assignment will involve SNV, the LP and clients who shall each have the following roles and responsibilities;

SNV Roles and Responsibilities	Subcounty Roles and Responsibilities	Local Partner Roles and Responsibilities
<ul style="list-style-type: none"> a) Identify, contract, and manage the local partner organisation (LPO) b) Oversee the implementation of the assignment by the LPO. c) Review invoice submitted by LPO, and process payment based on delivery of results. d) Provide technical oversight and quality assurance during delivery of results by the LPO. e) Coach and mentor LPO staff f) Supervise/monitor implementation of activities by the LP g) Make an objective assessment/ LP performance 	<ul style="list-style-type: none"> a) Designate one extension worker as project focal point person (either HA or CDO) b) Support the LPO in the implementation of activities under this assignment. c) Support the LPO in mobilising communities for parish level (dialogue/accountability meetings) d) Check and verify outputs by the LP; including verification of the reports submitted by LPO. e) Support the LPO in supervision of Parish WASH Coordinator (PWCs) 	<ul style="list-style-type: none"> a) Prepare a detailed workplan with duration for each activity. b) Implement the activities in the TOR. c) Prepare time sheets for endorsement by Client. d) Prepare activity progress reports. e) Prepare of assignment report f) Attend bi-weekly progress review meetings. g) Participate in planning meetings. h) Prepare and share case stores relating to project innovations i) Accountable for results.



7. Duration and timing of the assignment

This assignment will be for a duration of four (4) months from September to December 2023.

8. Administrative, Technical and Financial Proposal

The Local Partner (LP) is required to prepare and submit both technical and financial proposal. The financial proposal should clearly indicate the rate per day (in US\$) and the total amount for each activity (obtained by multiplying the number of days and the unit cost) for execution of the assignment. The costs must be in Uganda Shillings. The client shall review the submission by the LP based on the available budget. The format on Table 1: Activity Matrix of this TOR can be used as a guide to prepare the financial proposal and timeline.

Technical proposal should indicate the Consultant’s understanding of the assignment, the proposed methodology to deliver the assignment, a workplan showing the timeline/duration of each activity and the proposed personnel to undertake the work, including signed CVs for key personnel.

Administrative requirements which must be submitted include;

- Registration certificates/ certificate of incorporation
- Valid trading licence/ operating permit
- Most recent tax clearance certificate
- Articles and Memo’s of association/ companies act showing directors.

9. Evaluation Criteria

Evaluation of the submitted proposals will follow a three- stage process: Preliminary/Administrative evaluation, Technical Evaluation and Financial evaluation. Administrative evaluation will be done on a pass/fail criterial. A proposal which fails must meet all the administrative criterial to be considered in the next phase. Technical evaluation will be out of 80%. A bidder must score a minimum of 60% to be considered in the next evaluation stage. The financial score will be done by comparing the lowest bid price with the price of the bidder under consideration, using the formular below:

$$\text{Financial Score, } F_s = \frac{\text{Lowesr Qouted Price consider all bids}}{\text{Quoted price of individual bid}} \times 100\% .$$

Total score will be obtained by adding the technical score and financial score i.e., **T_s + F_s**

1. Administrative Evaluation	Pass/Fail
Registration certificates/ certificate of incorporation	
Valid trading licence/ operating permit	
Most recent tax clearance certificate	
Articles and Memo’s of association/ companies act showing directors.	
2. Technical Evaluation (Maximum 80%)	Score
2.1 Statement of consultant’s understanding of the TOR/ assignment (15%)	
2.2 Clarity of Methodology to be used to conduct the assignment (15%)	
2.3 Documented evidence of experience in implementation of WASH activities in Uganda (15%)	
2.4 Different approaches for sanitation and hygiene improvement stated and explained (10%)	
2.5 Workplan describing key activities with timelines included (10%)	
2.5 Experience of Proposed personnel In WASH sector programming/CV attached-signed? (10%)	
2.6 Local presence/establishment in the project region (5%)	
Sub-Total Score- out of 80% (T_s)	
3. Financial Evaluation (Maximum Score-20%)	
3.1 Financial score (F _s)	
4. Combining Technical Score and Financial Score	
Total Score = T _s + F _s	

10. Payment

Payments to the consultant shall be in three instalments as follows:

- 1st instalment – 40% upon signing of the contact to enable the LP to commence work.
- 2nd Instalment- 40% payable by 30th November 2023; completion of 80% of assigned deliverables, submission, and approval of the interim report
- 3rd Instalment (Final Payment) - 20% by 30th December 2023 and upon completion of assigned deliverables and submission and approval of end of assignment.



11. Proposal submission

Applications should be sent no later than 15th August 2023 at 5 pm East African time.

The technical and financial proposal should be sent separately through email; ugandatenders@snv.org Please include "LCB Kole" in the subject line.

Call disclaimer.

SNV reserves the right to either accept or reject any or all applications submitted. SNV can stop this procurement at any time without need to give explanation or can extend the deadline for submission once it sees it fit. In case you do not hear from SNV within 3 weeks of closure of application process, consider yourself unsuccessful. SNV also reserves the right to reject and cancel this call-in case any illegal, corrupt, coercive, or collusive practices are noticed. Late applications will be rejected. Please note that viewing, downloading or otherwise using the TOR constitutes acceptance on your part of all the above noted statements and conditions