

REQUEST FOR PROPOSAL AND INSTRUCTIONS TO BIDDERS ON TRAINING IMPACT ASSESSMENT

1 OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to conduct assessment on the impact and effectiveness of the CMP trainings conducted in 2004, 2005, and 2006 EFY in Oromia and SNNP region by COWASH Project on the delivery of the project outputs. The assignment on top of the main objective also includes study on the methodology of the trainings, review of COWASH Capacity Building Strategy and review of training impact research conducted in 2006 EFY in Amhara and Tigray region.

2 SCOPE OF WORK

The consultant is to carry out assessment on the impacts of the pre-selected trainings conducted in 2004-2006 EFY shown below in the table in Oromia and SNNP regions. A assessment paper will be produced on the findings, results and recommendations of the assessment on the training impacts and effectiveness on the project outputs. The assessment work will include COWASH Regional Support Unit Staff and WASH stakeholders Oromia and SNNP regions and selected bureaus, zones, woredas, kebele, WASHCOs and communities (selection proposal to be prepared by the consultant).

Before the field work, the consultant should go through all the training materials, manuals, plans and reports related to the courses selected. The consultant should also study the training impact research done in 2006 EFY and all other relevant documents of the project. Moreover, the consultant should interview the COWASH TA Team at federal and RSUs at regions to find out the details and other effects of the selected training occasions such as training methodologies, timing, possible changes concerning the implementation plans, cascading of the trainings, management models carried out in the implementation of COWASH, selection of the trainees and some other possible matters maybe affecting training impacts and assessment results.

After the careful desk research, the consultant should make the field work in the two selected regions, zones and woredas. The idea is to find out how the different trainees from region down to the community level who participated in the six selected training occasions have been performing in their duties on the time of the assessment. What percentage of the trainees are available from the originally trainees? Can they clearly describe their duties in WaSH development and CMP and are they having the skills and knowledge required. The lists of skills and knowledge in CMP are found in the document COWASH Capacity Building Strategy http://www.cmpethiopia.org/media/cowash_capacity_building_strategy_jan_15_2015 to Accelerate WASH Development in the Rural Areas of Ethiopia. The consultant is also expected to visit selected Kebele WASH Teams, WASHCOs, users, PTAS and health

committees at the community level whether they have acquired the required skills and knowledge in data recording and management of WASH schemes.

The main training topics selected to be assessed.

Region level	Woreda level
CMP Management ToT Training to the Zones and Woredas	Kebele WaSH Team Training in CMP to the Kebeles
WASHCO-CMP management ToT training to the Zones and Woredas	WASHCO CMP management training to the WASHCOs
O&M ToT training to the Zones and Woredas	O&M training to the pump attendants and caretakers

3 DELIVERABLES

On the basis of the desk study, the field assessment and discussions and interviews among various stakeholders, the consultant should produce:

1. Inception report including at least:
 - a. Detailed approach and methodology to conduct the impact assessment
 - b. Detailed schedule to carry out the assessment
 - c. Assessment questionnaires
 - d. Possible comments and improvements to the ToR
2. Final report including at least
 - a. The statement of the training impacts of the assessment cases
 - b. On the basis of the statement above, a justifiable estimation about the general short term and long term impacts of the training activities within the COWASH project.
 - c. On the basis of the previous two, recommendations to improve training impact within the COWASH project in the future.
 - d. Recommendations on the COWASH training impact indicators and Capacity Building Strategy

All the above is to be handed over to the COWASH Chief Technical Advisor as a Word-document both as a hard and a soft copy. The Final paper is to be presented also in short, clear and descriptive Power Point presentation.

COWASH will organize a one day workshop with the relevant stakeholders in Addis Ababa where the consultant is to present and defend the findings.

4 SCHEDULE AND DURATION

The organization will closely work with the Federal COWASH to complete the assignment. The duration and schedule of the assignment is estimated as follows:

1. Start of the assignment February 16, 2015
2. Inception period 10 days
3. Assessment of existing manuals, strategic documents and assessment reports at federal level 5 working days (part of the inception phase)
4. Collecting data in the regions, zones, woredas and community 40 days
5. Preparation of the final assessment paper and power point presentation 15 days

5 INPUTS

Costs:

The 1 day workshop costs not included into the consultancy tender.

Other costs proposed as per the given financial tender format.

Professionals:

It is the responsibility of the bidding organization to provide required number of professionals adequately to complete the assignment in time. The proposed professionals cannot be changed. Change in the professionals later after awarding the contract may terminate the contractual agreement. The team of professionals shall include the following expertise and knowledge:

- a) Research specialist (Team leader)

The consultant shall have minimum of 5 years long term or short term cumulative experience in either bi-lateral or multilateral projects in conducting research and extensive academic experience in education and at least 10 years relevant professional experience. Experience in the area of capacity building in rural WASH in general and proven relevant practical experience and knowledge of conducting research at the regions, zone, woreda and community level and with a good analytical and writing skills. Practical experience in training impact assessment is required. Good professional English proficiency is mandatory and to be stated in the CV. Good knowledge of Amharic and Oromifa languages will be an asset

- b) Capacity Building Specialist or related field (Supporting consultant)

The specialist is expected to have minimum 5 years experience in facilitation and communication skills for an active training after graduation. The specialist must have

a proven and reasonable practical relevant experience in participatory and active training and teaching methods. Knowledge of the Water supply, Sanitation and Hygiene (WaSH) development in Ethiopia as well as the WASH sector in general is an advantage. Good analytical thinking and good professional English proficiency is mandatory and is to be stated in the CV. Good knowledge of Amharic and Oromifa languages will be an asset

Organization:

The organization should have a track record and demonstrate relevant assignments previously carried out in assessment/research and in the areas of capacity building specifically in conducting training and assessments of trainings on impact/effectiveness on WASH stakeholders at all levels. A minimum of five years experience in the areas mentioned are required. The organization needs to show in brief what assignments were conducted previously and what results were achieved which are more relevant to the assignment.

6 CONSULTANT SELECTION METHOD AND CRITERIA

The "Quality and Cost Based Selection (QCBS)" method will be used to select the consultant. The selection criteria and the points to be used are as follows:

Criteria	Points
1. Relevant experience and track records of the organization	20
2. Understanding of the assignment, method of conducting the assignment and work plan to be applied for the assignment	30
3. Experience, qualifications and competence of the staff proposed for the assignment.	50
Total Points:	100

Technical qualifying marks: Minimum technical qualifying marks is: 75

The organizations obtained below 75 marks in technical qualifying will not be entertained for financial evaluation.

Formula for financial scores: The formula for determining the financial scores is the following: $Sf = 100 \times Fm/F$, in which *Sf* is the financial score, *Fm* is the lowest price and *F* the price of the proposal under consideration.

Weights given to the Technical (T) and Financial Proposals (P) are: T= 0.8 and P= 0.2

Selection/rejection:

- An organization will be selected based on the criteria described above

- The consultant having the highest score for the sum of technical and financial evaluation shall be awarded.
- Evaluation of the proposals will be carried out based on the base value (i.e. excluding tax and VAT, etc).
- The client has the right not to enter into any consultancy contract if they do not find the tenders appropriate to the assignment and available budget.

Currency:

Currency for submitting financial proposal is: Ethiopian Birr (Birr).

Taxes:

The consultant will be liable for paying any taxes, duties and any other impositions that may be imposed under the applicable laws of Ethiopia. COWASH will not be liable to pay any such taxes and or duties.

Clarifications:

Clarifications may be requested 5 days before the submission date. The address for requesting clarifications is as mentioned below.

Proposals validity:

Proposals must remain valid for 45 days after the submission date.

Assignment commencement date:

The assignment is expected to commence on February 16, 2014.

7 TECHNICAL TENDER FOLLOWING:

- Statement describing the understanding of the assignment (maximum one page)
- Method and work plan to carry out the assignment (Maximum 3 pages, including the time schedule)
- Brief descriptions on the organization's experience of similar assignments (maximum of two pages)
- Short justification of each proposed personnel for the assignment describing at least the following (Maximum ½ page per person).
 - Academic degrees, institutions and years of issuance
 - Overall working experience

- Working experience relevant to the assignment
- Responsibilities of the expert proposed to complete the assignment
- C.V. of the personnel proposed for the assignment (Maximum 5 pages)
- Please do not attach any additional CVs than required here

8 PROPOSAL SUBMISSION:

Proposals must be marked as “**Assessment on Training Impacts**” and be delivered by hand or by courier (in two separate sealed envelopes; one each for marked for “technical” and “financial”) to the address mentioned below by **February 03, 2015 at 4:00 pm**. The proposal submitted by fax or through airlines/air documents, postal service, e-mails or any electronic form will not be accepted. The consultants must make clear to the proposal deliverers that COWASH will not collect the proposals from courier offices.

Technical proposal shall be dated, signed and sealed.

9 ADDRESS TO SUBMIT THE TENDER AND QUERIES

COWASH c/o Ministry of Water and Energy

Haile Gebreselassie Road

Room no: 115 in Block A (1st floor)

Contact Person: Arto Suominen, tel 0921-775 098; e-mail: arto.suominen@cmpethiopia.org
or Ato Melaku Worku, tel; 0911-065 424, email: melakubef@yahoo.com

FINANCIAL PROPOSAL

The payment schedule is proposed as follows:

- a) 30 % advance payment after the submittal of the inception report
- b) 30 % after the submittal of the draft assessment paper
- c) 40 % final payment after the submittal of the final assessment paper where comments of the workshop have been included

The financial proposal is to be given according to the following format:

(Please note that the reimbursable costs will be paid according to the actual expenditures against original and official receipts and according to the formats provided by the project)

10 BUDGET

<u>Fees</u>	
Research specialist: Fee: ____consultancy days x Birr ____/day = (Professional fee only)	_____Birr
Capacity Building Specialist: Fee: ____consultancy days x Birr ____/day = (Professional fee only)	_____Birr
Total Fees	_____Birr
<u>Reimbursable costs</u>	
Per diem in Ethiopia: ____days x 400 Birr =	_____Birr
Accommodation: ____days x ____ Birr = (Max 600 Birr/night)	_____Birr
Travelling costs to the regions	_____Birr
Any other expenses (to be specified)	_____Birr
Total of reimbursable costs	_____Birr
Base Value (the sum of above; fees and reimbursable)	_____Birr
Tax (_____%)	_____Birr
TOTAL:	_____Birr

Date_____

Name of the signatory _____

Signature_____

Seal_____