

Terms of Reference for Assessment of Development Cooperation of the Czech Republic in the Water Supply and Sanitation Sector in Southern Nations, Nationalities, and Peoples Region in Ethiopia

BACKGROUND INFORMATION

This assignment is to provide expert advice to **Development Cooperation of the Czech Republic**, i.e. Czech national Official Development Assistance programme (“DC CZ”), to be delivered in Ethiopia in the water and sanitation sector. Total Official Development Assistance (“ODA”) provided by the Czech Republic in 2009, as computed in line with OECD-DAC directive on ODA statistical reporting, was USD 215 million. The **dominant modality** used in bilateral DC CZ are **projects** managed by Czech Development Agency (see below) and implemented on the ground by **organizations contracted in the Czech Republic** (tenders undertaken according to Czech legislation), typically Czech NGOs or private sector companies (although the tenders are open EU-wide by definition). As of today, the Czech Republic provides virtually no budget support. Project themes with funding commitments are regularly decided upon by the Government of the Czech Republic (i.e. cabinet of ministers) in an **annual Plan of DC CZ**, proposed by the Ministry of Foreign Affairs and approved by the Government in the year preceding the year of implementation.

A new **Development Cooperation Strategy of DC CZ for the 2010-2017 period** was approved in spring 2010, which identified Ethiopia as a new priority country of DC CZ with a coherent programme approach to be followed in the period from present until 2017. The resulting *Programme of Development Cooperation between the Czech Republic and Ethiopia* has been finalized as of March 2011.

Despite the only recent allocation of priority status to Ethiopia, **DC CZ has been provided in Ethiopia**, particularly in the Southern Nations, Nationalities, and Peoples Region (“SNNPR”) in the last approx. 10 years in the form of various **projects, some of which were focused on water** provision or related hydrogeological surveys and works.

This past experience, as well as many other relevant criteria, was taken into account in the course of preparation of the new DC CZ Programme with Ethiopia, foremost during a **programming mission to Ethiopia led by Czech Ministry of Foreign Affairs (autumn 2010)**. The programming mission collected a lot of relevant information that made Czech policymakers define Water Supply and Sanitation as one of the priority sectors for the upcoming period of DC CZ in Ethiopia. However, information and stakeholders’ viewpoints obtained have also pointed to a number of possible difficulties for a relatively new donor in this sector in Ethiopia (geological challenges, other donors’ lessons of considerable obstacles, sustainability issues, etc.).

During consultations of the programming mission, **Ethiopian authorities suggested the following woredas in SNNPR** for Czech interventions as regards water supply:

Zone: Sidama (all woredas below belong to this zone);
Woredas: Hula, Aleta Wendo, Awassa Zuria, Aleta Chuko.

Based on current assumptions, DC CZ plans on operating within the following **financial framework** in Ethiopia in the water sector: Czech Development Agency is likely to initiate approximately 5 projects of three-year duration in an average volume of CZK 15 million, i.e. **approx. EUR 3 million in total until 2017**.

Key stakeholders

Ministry of Foreign Affairs of the Czech Republic (MFA CZ) is the coordinator of DC CZ. As such, it is responsible for strategic management of DC CZ, including the preparation of a new Programme of Development Cooperation of the Czech Republic and Ethiopia for the 2011-2017 period (Ethiopia being among priority countries of DC CZ).

Embassy of the Czech Republic in Addis Ababa represents the Czech government in Ethiopia. As regards DC CZ, the Deputy Head of Mission performs, alongside her other duties, the role of an DC coordinator in the partner country, complementing tasks performed in Ethiopia by project-implementing organizations.

Czech Development Agency (CzDA) operates as the implementation arm of DC CZ in close cooperation with the Ministry of Foreign Affairs. In terms of Programme/Project Cycle Management since 2008, the Czech Development Agency has been responsible for identification, formulation, and monitoring of projects, while the Foreign Ministry for programming and evaluation.

Council for Development Cooperation is a Czech forum for strategic guidance of DC CZ. It is chaired by the Deputy Minister of Foreign Affairs and includes line ministries, other relevant state agencies, the Czech Development Agency, a platform of non-governmental development organizations (FoRS), a platform of private sector companies involved in developing countries (PPZRS), and confederations of Czech regional government and local government. Results of this assessment will be presented by the Ministry of Foreign Affairs to this council.

Ethiopian partners

Ministry of Water and Energy, until 2010 called Ministry of Water Resources, with its seat in Addis Ababa is a federal ministry responsible for water sector in Ethiopia. In 2002 Ministry of Water Resources presented Water Sector Development Programme 2002 – 2016.

SNNPR Water Resources Bureau with its seat in Awassa is the regional authority responsible for water sector in Southern Nations, Nationalities, and Peoples Region.

Sidama Zone Water Bureau is the zonal authority for water supply and sanitation.

Water Bureaus of the following woredas: **Hula, Aleta Wendo, Awassa Zuria, Aleta Chuko**

PURPOSE OF THE ASSESSMENT AND ASSESSMENT QUESTIONS

The **purpose** of this assessment is to obtain expert advice that will provide a precise focus of the forthcoming DC CZ programme (2011-17) in the water and sanitation sector and guide decision-making of DC CZ in other ways in Ethiopia.

Conclusions of the assessment will **be used by MFA CZ and Czech Development Agency** for planning, identification and formulation of project activities.

As regards the **scope** of this assessment, the Expert Team is to address:

- Provision of drinking water for rural inhabitants of Sidama zone in SNNPR, with emphasis on areas identified as priority by the local Water Resources Bureau, i.e. woredas Hula, Aleta Wendo, Awassa Zuria, Aleta Chuko; in comparison with neighbouring woredas within SNNPR.

The **aim** of this assessment is as follows:

- To assess **relevance, feasibility and sustainability** of prospective interventions of DC CZ in woredas suggested by the Ethiopian side; **or to recommend interventions in alternative woredas** on the basis of such assessment.
- To **recommend adequate development approaches** of the proposed interventions, i.e. to propose technical solutions, measures to provide for sustainability of project results, forms of management and maintenance of water resources in rural areas.
- The **conclusion** of this assessment should consist of a concisely summarized approach for DC CZ in the water sector in SNNPR, as recommended by the Expert team. A single approach or two alternative approaches may be advised by the Expert team.
- In other words, the final report is expected **to actively propose a narrowed-down focus of DC CZ activities** – geographically, technically, and in terms of working with communities.

ASSESSMENT QUESTIONS:

- **Which woredas** are recommended for DC CZ in the water sector until 2017, given its budgetary and time constraints?
- What is the **relevance** of potential DC CZ interventions in proposed woredas:
 - What percentage of inhabitants of proposed woredas have access to safe water?
 - Are those woredas not sufficiently served by other donors in the water sector?
- What is the **feasibility** of potential DC CZ interventions in proposed woredas:

- What water supply systems and technologies are used? What is the current technical condition of these systems? What are the main reasons for malfunction?
 - How is water distribution provided for?
 - How does water resource management work? What is the technical level of maintenance and repair of existing sources within local administration?
 - What are the hydrogeological conditions in currently proposed/or alternative woredas for DC CZ interventions and how plausible is the construction of new water sources?
- Which **other donors** operate in Sidama zone and specifically in the proposed woredas in the water and sanitation sector? What technical solutions do they apply, how do they provide for management of water sources, how sustainable are their interventions, and what lessons learned can be drawn from their activities?
 - What **engineering solutions** are recommended in individual proposed woredas (e.g. new drills versus reconstruction of existing drills, design of new drills, approach to the reconstruction, etc.)?
 - What form of plausible **water resource management** is recommended?
 - What are the **estimated costs** of engineering solutions proposed?
 - How do **local communities** perceive water supply and, consequently, how can DC CZ take local traditions into account to **maximize local ownership**?
 - How can DC CZ best **integrate cross-cutting principles of ensuring environmental sustainability and promoting gender equality** into its approach in the sector and area in question?
 - What principles should be observed in DC CZ's approach to **maximize sustainability of project results**? What are potential **bottlenecks for sustainability** of water sources in the selected woredas?

Field mission to Ethiopia

The proposed length of the field mission done by the Expert team is **min. 18 days**.

The proposed **time frame** for the field mission to Ethiopia is due to weather conditions **during the period from mid-May 2011 to mid-June 2011**. The assignment is **to end no later than 31 August 2011**.

During the field mission, the Expert Team is expected to visit the **Embassy of the Czech Republic in Addis Ababa** for a short **(de-)briefing** to share information on both logistical arrangements and substantive issues of the assessment.

In Ethiopia, the Expert Team is expected to visit extensively and diligently woredas of prospective DC CZ interventions, as well as to hold interviews with representatives of national, regional and local authorities as needed for the assessment.

The Expert Team is advised to use, among other methods, interviews as a means of collecting data. Interviews are suggested to be held with the following organizations/persons (not an exhaustive list):

- Czech Development Agency;
- Embassy of the Czech Republic in Addis Ababa;
- relevant authorities of the Ethiopian federation, SNNPR, and on the woreda level;
- other bilateral and multilateral donors active in Ethiopia, SNNPR and Sidama zone;
- beneficiaries of earlier development assistance, potential beneficiaries of DC CZ, as needed in relevant locations within SNNPR.

Although the Expert Team should feel free to discuss with the authorities concerned all matters relevant to its assignment, it is not authorized to make any commitment or statement on behalf of Czech governmental institutions or the project management.

DELIVERABLES EXPECTED FROM THE ASSESSMENT

1) Assessment Report

The key product expected at the close of this assessment is an Assessment Report, a comprehensive analytical document **in the English language**, which should, at least, include the following contents:

- Executive summary – of not more than 4 pages in length
 - Context of the assessment
 - Main conclusions and recommendations
- Introduction
 - Purpose of the assessment
 - Methodology used
- Description of present state of affairs in water and sanitation in SNNPR
- Analytical part focused on answering the Assessment Questions defined in this Terms of Reference
- Conclusions
 - Recommendations for upcoming DC CZ in water and sanitation in SNNPR (1-2 advised approaches);
 - Other suggestions deemed useful and relevant by the Expert Team in this assessment's context
- Annexes: list of persons interviewed, list of documents/literature reviewed, map of SNNPR indicating proposed woredas, other useful data not belonging to the body of the report

The length of the Assessment Report should not exceed 80 pages excluding annexes (can be shorter if all requirements are met).

Timeframe for submission of the **first draft** of the Assessment Report: **no later than 5 weeks** after return from the field mission. The **final version** of the Assessment Report is to be submitted **by 31 August 2011**.

The final Assessment Report shall be submitted in two signed printed copies and one electronic version on CD to CzDA.

Prior to approval of the final report, a draft version shall be submitted to CzDA for comments.

2) Oral presentation of key findings

The Expert Team will introduce the key findings in oral presentation. The presentation will take place at CzDA in Prague.

EXPERT TEAM – QUALITIES AND REQUIREMENTS

Eligibility criteria: A legal entity, e.g. a company/ research institution/ civil society organization/ professional association, will conduct the assessment. The assessing institution will provide (or subcontract) the following experts:

- **Lead Expert;**
- **Technical Consultant – Water Management Structures; Water Management and Water Structures**
- **Technical Consultant - Hydrogeology**

The Expert Team must be made up of at least 2 experts (a Lead Expert and a Technical Consultant). **In further specification below, it is assumed that two Technical Consultants will be needed, i.e. one specialized in the field of water management and water structures; the other in the field of hydrogeology. However an Offeror may also provide one consultant with proven expertise in both fields, or provide more than two technical consultants in order to meet these criteria.** Overall, the technical consultants must have, and be able to demonstrate in their CVs, sufficient knowledge of the subject matter to which they will be assigned in the assessment.

The **Lead Expert** will perform the following tasks:

- Lead and manage the assessment mission;
- Design the detailed assessment scope and methodology (including the methods for data collection and analysis);
- Decide on the division of labour within the Expert Team;
- Conduct an analysis of the outcome, outputs and partnership strategy (as per the scope of the assessment described above);
- Communicate with the focal point on the part of CzDA and incorporate/react to comments of the CzDA;
- Draft related parts of the assessment report;
- Finalize the whole assessment report; and
- Present key findings at an oral presentation at CzDA.

Required qualification for **Lead Expert:**

- University degree;
- Documented expertise in assessments, evaluations or Project Cycle Management
- Min. 3 years work experience with assistance to developing countries (any phase of the project cycle);

- Min. 1 year work experience from Africa in the field of development assistance (any phase of the project cycle);
- Demonstrable analytical skills and excellent English communication skills.

The **Technical Consultants** will provide input in reviewing relevant documentation and will provide the Lead Expert with a compilation of information prior to the assessment mission. Specifically, the technical consultants will perform the following tasks:

- Review documents;
- Participate in the design of the assessment methodology;
- Participate in interviews and other data collection;
- Conduct technical analyses and measurements in the field in Ethiopia as needed;
- Assess possible approaches on technical grounds, taking into account international findings and experience in the areas concerned;
- Draft related parts of the assessment report;
- Assist Lead Expert in finalizing document through incorporating suggestions received on draft related to their assigned sections.

Required qualification for **Technical Consultant – Water Management and Water Structures**:

- **University degree in the fields of water management, water structures, civil engineering, engineering, geology, or a related field;**
- Work experience in relevant areas for at least 3 years;
- Proven expertise in the field of water management and water structures documented with appropriate certification (copy to be included in the offer);
- Experience with assistance to developing countries;
- English communication skills at a working level

Required qualification for **Technical Consultant – Hydrogeology**:

- **University degree in the fields of geology, hydrogeology, environmental sciences, water management, engineering, or a related field;**
- Work experience in relevant areas for at least 3 years;
- Proven expertise in the field of (applied) hydrogeology documented with appropriate certification of proficiency in undertaking geological analyses (copy to be included in the offer);
- Experience with assistance to developing countries;
- English communication skills at a working level.

AWARD CRITERIA

Technical competence and professional capacity and competence in the type of services required 70%

Offered price 30%

Summary of Technical and Financial Proposal		Points Obtainable
1.	Expertise of Organization submitting Proposal	10
2.	Proposed Methodology for the Assessment	25
3.	Personnel – Experts assigned for the Assessment	35
Total for technical proposal		70
Total for financial proposal		30
TOTAL – max obtainable points		100

The contract will be awarded to the Contractor obtaining the highest cumulative score from both technical and financial proposal.

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

Technical Proposal Evaluation

1. Expertise of Organization submitting Proposal	Points Obtainable
Range of experience in assessments, evaluation or project cycle management , both in terms of number of practical assignments and of depth of expertise / previous work for international organizations, bilateral donors, public administration	5
Experience with development assistance and in developing/transition countries, particularly in Africa	5
Total Part 1	10

2. Proposed Methodology for the Assessment	Points Obtainable
How likely is the methodology to answer all assessment questions in accordance with the Terms of Reference and thus produce useful recommendations for Czech ODA in Ethiopia in the water sector?	5
Planned length of mission to Ethiopia with emphasis on time spent in the field in SNNPR ; diligence in covering all relevant woredas and Ethiopia-based stakeholders	5
Is the methodological approach feasible within the time frame defined in the Terms of Reference? Does the Offeror possess sufficient capacity to apply the proposed methodology with success?	5
Is the methodology clear and elaborate in sufficient detail?	5
Is the methodology logically structured and the sequence of activities reasonable?	5
Total Part 2	25

3. Personnel – Experts assigned for the Assessment	Points Obtainable
Professional experience and education of the Lead Expert : depth and breadth of assessment/evaluation expertise, theoretical background	5
Professional experience of the Lead Expert : experience from Africa, especially Ethiopia; from other developing/transition countries	5
Professional experience of the Lead Expert : awareness of water structures, water management or hydrogeology; awareness of ODA principles; language skills.	5
Professional experience and education of Technical Consultant-Structures : depth and breadth of expertise in water management and water structures	5
Professional experience and education of Technical Consultant-Structures : experience with assessments; awareness of ODA principles; experience from developing/transition countries, especially Africa; language skills	5
Professional experience and education of Technical Consultant-Hydrogeology : depth and breadth of expertise in hydrogeology	5
Professional experience and education of Technical Consultant-Hydrogeology : experience with assessments; awareness of ODA principles; experience from developing/transition countries, especially Africa; language skills	5
Total Part 3	35

Financial Evaluation

The evaluation of the price is based on the merit point system.

- After the financial proposals are opened, a list of prices is prepared. The lowest price is ranked as the first one (receiving the highest amount of points) and the most expensive as the last one (receiving the least amount of points).
- The lowest price is given maximum points (30), for other prices the points are assigned based on the following formula:
[amount of points = $\frac{\text{lowest price}}{\text{second lowest price}} * 30$]

An example:

- Offeror A – the lowest price ranked as 1st in the amount of CZK 500 000

- Offeror B – the second lowest price ranked as 2nd in the amount of CZK 1 000 000

points assigned to A = 30

points assigned to B: formula: $A/B * 30 = 500\,000/1\,000\,000 * 30 = 15$ points [B gets 15 points].

TERMS OF PAYMENT

Following the entry into force of the contract, the contractor will be provided with the first instalment of 25% of the total cost for contracted services. Reflecting the timeframe for the delivery of these services, the contract will provide details for two other instalments to be paid upon the delivery of specified services.

The estimated total costs of the services provided amount to 1 000 000,- CZK including VAT 20%.

FORM AND CONTENT OF THE PROPOSAL

Proposals must be clear and concise, with continuous page numbering. Proposals must be perfectly legible in order to rule out any doubt whatsoever concerning the words or figures. Since Offerors will be judged on the content of their written bids, these must make it clear that they are able to meet the requirements of the specifications.

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring CzDA entity shall be **written in the English language**. Any accompanying official documents may be written in Czech or English or another language so long as accompanied by a certified English or Czech translation of its pertinent passages.

Proposals must include the following:

1) Technical proposal

Please specify within your technical proposal the following:

- Registration of Company/Civil Society Organization/Professional Association, etc. (any legal entity is eligible);
- Profile of Company/Civil Society Organization/Professional Association and a list of implemented projects with a reference list and client contacts for reference check indicating the e-mail addresses or fax numbers for contact persons;
- CVs of the proposed Lead Expert and Technical Consultants; and CVs of any other external or internal expert needed for the assessment, if applicable;
- Certificates of Technical Consultants recognizing their expertise in the required fields; information on their membership in specialized professional associations (if any);
- Clear presentation of the proposed methodology, outlining all steps that will lead towards the completion of the assignment, including the duration and tentative itinerary of the field mission to Ethiopia (overview of research activities, institutions/persons to be interviewed).

The Offeror shall structure the technical part of its Proposal as follows:

(a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring CzDA entity.

(b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

(c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics; duration and tentative itinerary of the field mission to Ethiopia (overview of research activities, institutions/persons to be interviewed) and demonstrating how the proposed methodology meets or exceeds the specifications.

The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Structured Budget.

2) Financial proposal

The Offeror shall submit a Structured Budget in CZK (including VAT).

If this is not included, the proposal may be excluded from the procedure for the award of the contract.

HOW TO SUBMIT THE PROPOSAL

The proposal must be submitted in paper form in duplicate, i.e. one original and one copy, as well as in PDF on CD-ROM in person or by mail to the **Czech Development Agency, Nerudova 3, 118 50 Prague 1, Czech Republic.**

The envelope will be marked with:

REF: Assessment of DC of the Czech Republic in the Water and Sanitation Sector in Ethiopia

DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals must be received by the procuring CzDA entity at the address specified above no later than **May 6, 2011 (14:00).**

CzDA CONTACT PERSON

Ms. Monika Lidicka
Tel: +420 251 108 121
E-mail: lidicka@czda.cz

NO OBLIGATION TO AWARD THE CONTRACT

The procuring CzDA entity reserves the right to annul the solicitation process and to reject all proposals at any time prior to award of contract. No compensation may be claimed by Offerors whose proposal has not been accepted, including when CzDA decides not to award the contract.

GENERAL TERMS AND CONDITIONS FOR THE SUBMISSION OF PROPOSALS

Submission of a proposal implies that the Offeror accepts all the terms and conditions set out in these specifications. Submission of a proposal binds the Offeror to whom the contract is awarded during performance of the contract. CzDA shall not reimburse expenses incurred in preparing and submitting proposals.

Dispatch of the Terms of Reference: April 11, 2011.