

REQUEST FOR PROPOSAL: FOR INDIVIDUAL CONSULTANT
CONSULTANCY TO DEVELOP AN IMPLEMENTATION MANUAL TO SUPPORT THE
UPTAKE OF THE AFRICAN SANITATION POLICY GUIDELINES (ASPG)
CONSULTANCY LOCATION: OFFSITE
DATE ADVERTISED: 28TH SEPTEMBER 2021
APPLICATION DEADLINE: 15TH OCTOBER 2021

Terms of Reference

1. Background

The AFRICAN MINISTERS' COUNCIL ON WATER (AMCOW) is an intergovernmental, Pan-African institution formed in 2002 in Abuja Nigeria, primarily to promote cooperation, security, socio-economic development, and poverty eradication among member states through the effective management of the continent's water resources and provision of water supply and sanitation services. In recognition of the paramount role of water and sanitation to human and economic development as well as the role of AMCOW in achieving sustainable development in Africa, AMCOW has been designated as a delivery mechanism on water and sanitation for the Specialized Technical Committee (STC) of the Department of Agriculture, Rural Development, Water Environment (ARWE) of the African Union (AU). AMCOW provides political leadership, policy direction and advocacy in the provision, use and management of water resources for sustainable social and economic development and maintenance of African ecosystems. For more information visit <https://amcow-online.org/>

2. About the African Sanitation Policy Guidelines (ASPG)

The African Sanitation Policy Guidelines (ASPG) was developed by the African Ministers Council on Water (AMCOW) with financial support from the Bill and Melinda Gates Foundation (BMGF). It is designed to provide African member states with the ideal processes and content of what should be in a national sanitation and hygiene policy. Prior to the development of the ASPG, AMCOW conducted an initial assessment of 26 countries sanitation policies in 2019 which indicated that many African countries do not have sanitation policies and where policies are present, they are often inadequate. The assessment further showed that none of the 26 countries' sanitation policies adequately addresses the fundamental key elements of a standard sanitation policy such as regulation, legal frameworks, clear roles, responsibilities and institutional mandate and clear sector leadership, coordination and framework for periodic monitoring and reporting. The ASPG was thereafter developed to provide the needed guidance for developing comprehensive sanitation policies. The ASPG is designed to be used to strengthen the sanitation enabling environment of the African continent. It is expected to improve the sanitation landscape and enabling environment of the African continent. It is envisaged that the ASPG will be used at the national and subnational levels for the review, revision, and development of sanitation policies.

3. ASPG Roll Out and Implementation

The ASPG has been developed, launched in June 2021 and now ready for adoption by the member states and the wider stakeholder community. As part of the processes towards its uptake, the capacity of member states will be built to enhance their understanding of the document and how to apply it in developing or revising their sanitation policies. An implementation manual will be developed to facilitate the training. Furthermore, it anticipated that member states trained at national levels can further train other governments or private actors about the ASPG and its application at subnational levels. AMCOW therefore seeks the services of a consultant to develop a comprehensive, user friendly ASPG Implementation manual to support uptake and assists users to implement the guidelines.

4. The objectives of the consultancy:

The overarching objective of the consultancy is to develop a comprehensive manual that would be used for in-person and remote training of member states and relevant stakeholders to implement the ASPG at national and subnational levels.

5. Scope of Work:

The scope of work will involve the following:

5.1 Literature Review: The consultant is to carry out a review of existing training manuals relevant for policy development in the water, sanitation, and hygiene space from organizations with similar portfolio's as AMCOW.

5.2. Understanding the ASPG document: The consultant would be required to read and understand the ASPG for effective application during the development of the training manual.

5.2 Development of Manual: Using the information gathered, the consultant would develop a training manual that would be used to understanding of the ASPG document and support effective implementation.

5.4 Pretest of the Manual: There will be a pretest of the draft of the document in at least one country before it is finalized and validated.

6. Key Deliverables Timelines and Terms of Payment

The Consultant will produce outputs in accordance with the schedule below:

Deliverables/Milestone Deadline of submission

Inception report

20th October 2021

Review of policy related training manuals and understanding the ASPG

30th October 2021

Outline of the ASPG training manual

10th November 2021

Draft ASPG training manual

20th November 2021

Pretest of the manual

30th November 2021

Final ASPG training manual

15th December 2021

7. Reporting and Task Management

The task Manager for this assignment is the Sanitation Project Manager. All outputs should be produced in close consultation with the Project Manager who will make the final approvals on quality and completeness. As the contracting party, AMCOW will monitor quality and timeliness of outputs and make payments upon the Team's approval of the deliverables. The Consultant will

consider the comments of the AMCOW Team and incorporate them in the final report. Written outputs will be in English and should be submitted in electronic version. However, translation to French will be required upon completion of the English version.

7.1 Criteria for selection

The consultant shall be selected based on their Professional qualifications, experience, knowledge of water, sanitation, health or hygiene sector and local conditions.

7.2 Duration of Assignment

AMCOW expects the assignment to commence from October 2021 and end in December 2021.

7.3 Pre-submission

AMCOW is happy to respond to all pre-submission enquiries. Where AMCOW considers that the response to a query be shared with all for a matter of fairness, we will gladly do so.↵↵

7.4 Education, Required Skills and Experience of the Consultant:

The following minimum qualifications and experience are required:

- Minimum of a Post Graduate University degree in social sciences, environment, and other water supply and sanitation related subjects.
- 5- 10 years' Experience in knowledge management, documentation and development of learning and training materials and manuals.
- A track record of developing training manuals for similar organizations in the water, sanitation, health, or hygiene sectors would be essential
- Ability of to review many documents and sieve relevant information is desired to be successful on this role.
- Knowledge of the water, sanitation and hygiene sector in Africa would be an added advantage.
- Excellent analytical, communication and report writing skills in English. Ability to communicate in French is an added advantage.
- Track record of timely delivery on self-managed work.

8. Submissions of Proposal:

Interested candidates for this assignment are encouraged to send in electronically, their Combined Technical and Financial Proposal not later than 12:00 (Noon) on Friday, 15th October 2021, to:

The Executive Secretary

African Ministers' Council on Water (AMCOW)

No. 11, T.Y. Danjuma Street, Asokoro District Abuja, Nigeria.

Email: info@amcow-online.org

The proposal should indicate the following:

- Summary of relevant previous experiences in developing training manuals applicable for face-to-face and in-person meetings targeting multiple groups.
- Profile and name of lead bidding organization or individual
- Contact email/phone of the lead bidding organization or individual

- Statement of understanding of the objectives and requirements of the assignment
- The proposal should outline the overall design of how the manual will be structured.
- A work plan & budget of the assignment.
- Curriculum Vitae of the consultant(s)
- Only successful candidate will be contacted.