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## **Terms of Reference**

### **Technical Assistance to the Ministry of Industry, Science, Technology & Innovation (MISTI) on revising the guideline on the Water Safety Plan for urban water supply to incorporate climate risk assessments**

#### **1) Background**

The Cambodian Water Supply Association (CWA) has been implementing a project to “Climate-resilient piped water supply in climate risk communes (Borey Chulsa, Doung Khpos, and Kork Po communes) in Kampong Speu and Takeo provinces”. The project will cooperate with Private Water Operators (PWOs) operating water supply in the above target communes with the assistance of UNICEF under the cooperation with MISTI.

The interventions will tackle the aforementioned issues by (i) expanding piped water supply system networks and improving water sources to ensure water source availability during dry spell period; (ii) providing supports for the establishment of village-level water supply systems; and (iii) Documentation of learning, knowledge sharing and capacity development of climate-resilient piped water supply.

Apart from that, to document learning, knowledge sharing, and capacity development of climate-resilient piped water supply, the project is looking for a local consultant firm or individual to revise and improve the guideline on the Water Safety Plan (WSP) for urban water supply to incorporate climate risk assessments.

#### **2) Scope of Work**

The local consultant provides technical support to the MISTI Implementation Activities which are being developed by the CWA team. The local consultant will:

- Review, provide feedback and revise the existing Water Safety Plan (WSP) Guideline provided by the CWA team to integrate climate risk assessment tools into the WSP aligned with the Global Water Partnership-UNICEF technical brief.
- Develop training tools and planning to strengthen the capacity of PWOs and MISTI/PDISTI officers at the national and sub-national levels in a climate-resilient water safety plan
- Provide training on the climate-resilient water safety plan to PWOs. The training will be conducted by the co trainers between the consultant and the CWA team.
- Jointly develop a climate-resilient water safety plan for piped water systems of a selected PWO and submit to the CWA team

#### **Expected deliverables:**

- A draft and final the revised PWS by integrating climate risk assessment tools
- Produce the training tools and planning of the climate-resilient water safety plan and submit to the CWA team

- Draft the report of the training on the climate-resilient water safety plan to PWOs until approved
- Draft the climate-resilient water safety plan for piped water systems of a selected PWO until approved

### **3) Period of Performance**

No	Activities	Timeframe	Remark
1	Submit the revised PWS guideline	15 December 21	13 daily fees in total
2	Submit the developed training tools and planning to strengthen the capacity of PWOs and MISTI/PDISTI officers at the national and sub-national levels in a climate resilient water safety plan	31 December 21	8 daily fees in total
4	Provide training on the climate-resilient water safety plan to PWOs including submitting the report	21 January 22	8 daily fees in total
5	Develop a climate-resilient water safety plan for piped water systems of a selected PWO	28 January 22	4 daily fees in total
	Total		33 daily fees in total

**33 days** from December 2021 to January 2022. All work must be scheduled to be completed within this timeframe. Any modifications or extensions shall be requested through CWA's and the consultant contracting officers for review and discussion.

### **4) Place of Performance**

The selected consultant for this activity shall perform most of the work at its facility. The consultant shall be required to meet at CWA's office once per week (or virtually) for a weekly status meeting at the initial period of the contract. The frequency of status meetings can be changed to monthly upon mutual agreement. Additionally, all review meetings shall be held at the CWA office and attended by the consultant. In case of a COVID-19 outbreak, the consultant will be required to work at his/her facility and meet virtually with the CWA team.

The CWA aims to hire a consultant who can work with CWA and MISTI to provide services as described in the scope of work above. Proposals should include technical and financial proposals (sample budget template attached) as well as a project work plan. The applicant may be a firm or group of individuals with a designated team leader.

### **5) Acceptance Criteria**

- 1) Proposal staff plan included at least one person fluent English speaker.
- 2) Have the experience and understanding of the Water Supply sector, the Water Safety Plan, and the Climate Risk Assessment
- 3) Have the experience of conducting training for government officers, entrepreneurs and NGOs' staff

- 4) Have experience in assisting government ministries especially with the MISTIs to prepare the Water Safety Plan

## 6) **Budgets**

The budget proposal must be submitted by the Consultant, and approval of the final budget is fixed and cannot be negotiated. All budgets will be provided in USD. Budget notes are encouraged. The maximum **budget for this consultant work is \$ 4,950 including VAT 15%**. Examples are provided in the attached budget template. The consultant must provide budget information in the attached format, or with any other format that specifies the details of the same. All components of the tax should be included in the budget. The Consultant will be responsible for paying all the taxes.

No	Activities	Quantity	Fee/day	Total Fixed Price (Each)
1				
2				
3				
4				
5				
				Sub-total
				VAT(15%)
				<b>Total Value after VAT</b>

**Note: CWA will withhold tax for paying to the government. So the consultant will be paid net price only**  
A sample of payment terms is by following:

- First tranche - 10% of the contract price – upon signing of the Contract
- Second tranche – 25% - upon submission of the final of the revised PWS
- Third tranche – 25% - upon submission of the final training tools and planning to strengthen the capacity of PWOs and MISTI/PDISTI officers at the national and sub-national levels in a climate resilient water safety plan
- Fourth tranche- 20%- upon the submission of final report of the climate-resilient water safety plan to PWOs training.
- Fifth tranche- 20%- upon submission of climate-resilient water safety plan for piped water systems of a selected PWO

## 7) **Period**

We estimate this consultancy work should not take more than 33 days.

## 8) **Delivery Proposal**

Full proposals must be sent to **info@cwa.org.kh**, and copy to **vira.riel@cwa.org.kh** with the subject line **“the proposal for Technical Assistance to revising the guideline on the Water Safety Plan for urban water supply to incorporate climate risk assessments”**. Proposal submission deadline is November 30, 2021.