



Terms of Reference **Hiring of Individual Consultant for** **Training of Village Organizations on Public Private Partnership (PPP) Mode**

I. INTRODUCTION

SABAWON is a non-profit and civil society organization registered under society's act. Currently, SABAWON is implementing Pakistan Poverty Alleviation Fund (PPAF) project of "Rehabilitation of Public Health Engineering Department (PHED) Dysfunctional Drinking Water Supply Scheme (DWSS)- which is based on concept of "Pilot - Public Private Partnership Model" in Dera Ismail Khan. The immediate outcome of the project is improved access of community to safe drinking water. The water supply schemes will cover its O&M cost through collecting tariff from users and is expected to make a profit when number of household connections will increase. The long-term impact of the project is a sustainable change in the target communities in terms of livability and quality of life of the poor through access to potable water.

II. SPECIFIC OBJECTIVES OF THE ASSIGNMENT:

The specific objectives of the proposed assignment are.

1. To develop a detailed training plan for 2 Days each for 3 DWSS communities, training content, module and related material including pre and post-assessment questionnaires on operations and maintenance of community-regulated water supply systems through a public-private partnership (PPP).
2. To design and develop a thorough training module covering PPP mode.
3. To aware the training participants about operating of rehabilitated PHED dysfunctional water supply scheme through private contractor/operator, income verses expenses calculation and tariff fixation & collection.
4. Developing a questionnaire/evaluation tool for the different aspects of the training including the training course.
5. To recommend the conditions of service contract agreements, and sample documents.

III. SCOPE OF WORK:

- i. Design and develop a training module on "public-private partnership" of community managed water supply schemes.
- ii. Prepare and deliver a training report on the completion of training highlighting the training delivery process, results achieved, participants' satisfaction with the trainer and training methodology, case studies, main conclusions and recommendations for future activities.
- iii. Plan and deliver training sessions to 30 pre-selected participants who will be managing water supply schemes at the community level through public-private partnerships in District D.I Khan.

Sr #	Development Program Area	Union Councils (UCs)	No. of DWSS	Districts	District Name
01	D.I Khan	01	03	1	D.I Khan



IV. Training Material Development

The consultant will be required to design and develop a Training module, Participant's Handbook, and IEC material/handouts (to be given to participants of the training on public-private partnerships (PPP) of community-managed water supply schemes. These trainings will be focusing the sustainability of the water supply schemes through identifying the way forward and Typologies of service contract agreements, and either to hire firms or individual operator. Small business groups by following the simple guidelines. Training Manual will include visual illustrations, background material, the key topics, for the training to target households are listed below;

- Introduction to the Commonly adopted model of PPPs
- Community-regulated water supply system – what it entails?
- Operation and maintenance requirements in PPP mode for longer sustainability of scheme.
- Overview of Public-Private Partnership in Water Supply and Sanitation
- Exploring Framework for operating Water Supplies as business model
- Operating of rehabilitated PHED dysfunctional water supply scheme through private contractor/operator, income verses expenses calculation and tariff fixation & collection
- Repairs lack incentives to ensure the continued functioning of water supply (through public-private partnership)
- Performance Based Contracts and Small-Scale Operators
- Rural Water Supply Scheme convergence and source sustainability measures
- Technical management and manpower requirements
- Water Quality Issues and ways to address them
- Conditions of service contract agreements, and sample documents
- Grievance redressal mechanism for resolving possible conflicts
- To devise tariff calculation and collection mechanism

V. Training Duration and Participants

The duration of the training session will be 2 days for each group/DWSS community's member. The number of participants will be 10 per event. Daily training time will be at least 6 hours (1000 - 1600 Hours). The basic detail is listed below.

Training Category and Mode	# Of participants/ session	Total Participants	Events
Training Session Delivery on Public-Private Partnership of Community-Managed Water Supply Schemes	10	30	3

VI. QUALIFICATION AND EXPERIENCE:

The individual consultants shall have demonstrated the capacity and capability to undertake the similar assignments. The following criteria for individual consultants will form the basis for selection.

- He/she should have significant experience in leading and co-leading of PPP mode in water supply scheme/s with valid documentary evidence and should be on the active taxpayers list of the Government of Pakistan.
- Strong track record with at least 3 years of experience in developing training modules, and in designing and rolling out training programs with NGOs and other stakeholders.
- Demonstrated experience of successfully designing and conducting training specifically on PPP mode.



- Have adequate knowledge and understanding of local and regional gender dynamics as well as an understanding of context related to culture, security, rural life, and training of women and diverse participants.

VII. SCHEDULE & TIMELINE:

The total duration of the assignment is **approximately 09 days**, and the individual consultant will conduct batch-wise training of beneficiaries. The consultant is required to develop a detailed work plan and submit it along with the proposal. The individual consultant will be required to develop an inception report and session-wise training plan. Activity-wise timeline of the assignment is given below.

Sr #	Activity	Days	Deadlines
1	Designing, Development and finalization of Training Manual and IEC Material	02	06 March 2023
2	Finalization of Training Plan	01	07 March 2023
3	Conducting training sessions (2 days each)	06	March 20, 2023

VIII. Mode of Payment

Payment Mode	Payment Time
50% of contract amount	Upon completion of training event.
50% of contract amount	Upon submission of training report along with post training evaluation.

IX. SUPERVISION & REPORTING:

The final shortlisted consulting individual will report to the Head of Programs.

X. SELECTION METHOD:

The hiring of consulting firm or individual will be done in accordance with the procurement procedures and procurement method of SABAWON/PPAF

XI. ETHICAL CONSIDERATIONS:

The consultant may adapt/customize material from other sources developed by international organizations, including but not limited to Oxfam, GiZ, IFAD, FAO and other UN agencies. However, the consultant will have to ensure adherence to the standard protocols of citation/referencing by seeking permission/acknowledgement of the sources from where training material/contents are to be adapted/customized for the proposed training. The onus of any liability/claim from any party regarding plagiarism or misuse of their material will be on the consultant, and PPAF or its POs will not bear any responsibility in this regard.

The consultant will ensure use of local language (Saraiki/Pushto) in conducting all the training sessions with the ultra-poor households

The consultant will have to seek prior permission for documenting and using visual still/moving images for specific purposes i.e. for report and presentations for this assignment. The consultant will ensure the participants' anonymity and confidentiality and will ensure the visual data is protected and used for agreed purposes only. All training material developed under this consultancy will be the property of SABAWON/PPAF. The consultant or any of their representatives will not use part or whole of the training material and/or any associated materials for any other assignment either for SABAWON/PPAF or any other client without prior written permission from SABAWON/PPAF's authorized unit.



XII. DELIVERABLES:

The training consultant should ensure the submission and delivery of the following deliverables to the SABAWON:

- Training module/ Participant's Handbook, and IEC Material along with pre and post assessment questionnaire on thematic areas of operations and maintenance of community managed water supply schemes through public private partnership.
- Preparation of training plan in coordination with project management team
- Conducting 02 Days Training session with participants
- Submission of attendance sheet of the participants for 2 days training
- Submission of final report on content including pre and post assessment results, attendance sheets and pictures of the training sessions

XIII. Evaluation of Proposals

Proposal will be evaluated based on the following criteria:

- Profile and experience of the individual consultant in relation to subject of the present assignment.
- The methodology proposed for the conduction of the assignment and relevant reports.
- Proposed Timeline.

XIV. How to Apply

Please submit your CVs to below mentioned address by **March 03rd 2023**.

For any clarification question, please do not hesitate to contact SABAWON D.I Khan Regional office: Phone # 0966-8530104 or by e-mail: sabawon.khalidbabar@gmail.com

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