For Independent Project Commencement Training and Baseline Study of the Katholische Zentralstelle für Entwicklungshilfe e.V. (KZE) MISEREOR Water Project



Terms of Reference:

Project Commencement Training and Baseline Study for the Fifth Phase Katholische Zentralstelle für Entwicklungshilfe e.V. (KZE) MISEREOR Water Project (Village Pipe Borne Water Supply Programme and Accompanying Rural Populations on Water Systems Management and Water Safety Measures) Cameroon to be implemented by the Social Welfare/Caritas department of the Diocese of Kumbo

Contact Details
Social Welfare/Caritas Office
DIOCESE OF KUMBO
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Programme Description and Background

The Sixth Phase of the Village Pipe Borne Water Supply program in the Diocese of Kumbo

The overall goal of the project is to contribute to reducing the incidence of water-borne diseases and improving the general health situation of the inhabitants in rural communities of the Diocese of Kumbo through the provision of drinking water supply. This falls within the framework to support Government efforts to increase access to drinking water and sanitation and strengthen the sector's managerial capacity.

The project takes into consideration the following key issues:

1. Good hygiene practices through Hygiene Promotion
2. The provision of safe water including how to handle water to keep it safe and
3. The reduction of environmental health risks

The project covers a period of three (03) years and targeting 08 (eight) villages in the Northern North West Region of Cameroon. Key project expected outputs will be:

- Access, Water Quantity and water Quality
- People including displaced people have adequate facilities to collect, store and use sufficient quantities of water for drinking, cooking and personal hygiene; ensuring drinking water remains safe until it is consumed.
- Living environment in general and specifically the habitat, food production areas, public centers and surroundings of drinking water sources are free from human especially fecal contamination

- All beneficiary communities have knowledge on how to protect themselves from disease and nuisance vectors likely to cause significant risk to health and well-being
- Improve access to conditions that allow people to live with good health, dignity, comfort and safety

Invitation to conduct a Commencement Training and Baseline study

The participating partners; the Universal Church Desk of the Diocese of Limburg, the Social Welfare/Caritas Kumbo together with the participating villages and the Catholic Central Agency for Development Aid (**Katholische Zentralstelle für Entwicklungshilfe e.V.) i**s inviting a suitable and experienced consultant(s), preferably a consulting people residing in the North West Region of Cameroon to tender for the commencement staff training and baseline study of the Fifth Phase of the Village Pipe Borne Water Supply Programme in the Diocese of Kumbo.

The selected consultancy team would be expected to leverage an appropriate mix of regional/contextual and technical expertise with understanding knowledge of and skills in Monitoring, Evaluation, Accountability and Learning and civil society / social accountability to the process. As per these Terms of Reference the team is expected to spend 10 -15 days within the Diocese of Kumbo in April 2024 to conduct meetings, key informant interviews, visit project site and attend a project learning event.

Outputs will include a comprehensive training (project commencement training with a training report), baseline study report and outward facing

Executive Summary. The interested parties should submit a financial (note: financial tender should mention only daily professional fee per member of the consulting team excluding enumerators) and technical proposal by the 26 March 2024 at 11:00am prompt. Opening of bids and selection of candidate will hold same day at 2:30pm prompt.

Composition of Tender File

The completed tender file should have the following

1. A cover letter
2. CV of the Lead Consultant
3. A list of team members (Maximum three (3) excluding the Team Lead Consultant) and their qualifications. Please add a one (1) Paragraph summary indicating the experience of each of the members.
4. A Technical Proposal Maximum 2 pages highlighting key issues of interest in such an activity including methodology
5. Financial Offer stating exclusively daily professional fees for each of the members including the Lead Consultant
6. A list of projects/Activities (Maximum 3) in which the Team Members have worked as consultants. Note that the references indicated here will be contacted for background verification

Profile of the Independent Evaluation provider

The Independent Consultant(s) should be a suitably-qualified and experienced consultant or consulting team. The consultant profile should include:

- An evaluation specialist with a minimum of five years' experience in programme/project evaluation in an international development context, preferably with water resource management experience.
- Holder of at least a Masters degree in Business Administration, Social Sciences, Water Resources Management, Public Health or any other closely related field
- Proven evidence of evaluating and/or supervising WASH Project(s)
- Evidence of Experience and Knowledge of Agile Project Management
- Experience of results-based monitoring, evaluation accountability and learning;
- Ability to design and plan the training approaches and research methodologies, including quantitative and qualitative research methods;
- Relevant subject matter knowledge and experience to ensure the baseline study design and research methods are as relevant and meaningful as possible given the aims and objectives of the project and the context in which it is being delivered;
- Design and manage data and information systems capable of handling large datasets; and
- Appropriate country knowledge/experience. This includes language proficiency to conduct the research required or that resources be made available (e.g. translator or social gatekeeper) to enable the research to proceed smoothly.

Note: All these will be tested during interviews. Preference will be given to candidates with a mastery of the territory of the Diocese of Kumbo

Deliverables and timeframe

The consultant(s) will submit the final report to the grantee who, in turn, will submit it to the Universal Church Desk and MISEREOR (KZE) within FORTY FIVE DAYS (45). Prior to field data collection for baseline study, there will be a project commencement training workshop lasting maximum Four (4)days centered on improving staff capacity to maximize project benefits in terms of the quality and quantity of outputs/outcomes by the end of project implementation period. Summarily, all activities under this call must be completed before March 30th April 2024.

Others

1. CARITAS/Social Welfare Department will provide enumerators that will be trained for the baseline study.
2. Only shortlisted candidates shall be notified and contacted for interviews which may take place online as efforts to save time
3. Any information provided by any consulting team which is faulty will lead to automatic disqualification. Background checks will be conducted.

Submission of file

Interested persons or groups of persons should submit their application file in a sealed envelope to:

1. SOCIAL WELFARE /CARITAS OFFICE, Bishop's House KUMBO
   0r
2. SOCIAL WELFARE /CARITAS OFFICE, Down Beach Hostels, Big Mankon, Bamenda