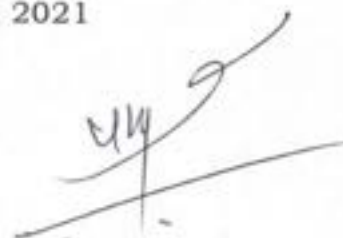


**Terms of Reference  
for**

**Capacity Development Package for Water User's  
Association and Municipality Engineers**

**Town Development Fund  
Mid Baneswor, Kathmandu Nepal**

November, 2021

A handwritten signature in black ink, consisting of a vertical line with a horizontal stroke across it, and a large, sweeping flourish extending upwards and to the right.Two handwritten signatures in black ink at the bottom of the page. The one on the left is a cursive signature, and the one on the right is a more stylized, blocky signature.

## BACKGROUND

Asian Development Bank (ADB) has provided financial assistance to Small Towns Water Supply and Sanitation Sector Project. With the financial assistance of ADB, the STWSSSP (Phase 1,2 and 3) and Urban Towns water Supply and sanitation project have aimed at providing safe drinking water supply and sanitation services in most of the towns under the Municipalities of Nepal.

A subsidiary loan agreement between Ministry of Finance (MOF) and the Town Development Fund (TDF) has been signed off to provide sub loans to Water Users and Sanitation Committee (WUSC) in each town. The WUSC is responsible to run, operate and manage their water supply system whereas TDF is responsible to recover loan investment from Water User's committees with respect to the loan financing agreement between Water User Committees and TDF. As a counterpart institution, TDF is providing technical assistance to water User committee to enable them to install, operate, maintain, run the water systems with the user's satisfaction as well as capacities on of tariff collection, revenue generation and paying back in regular basis. Supports on business plan development, installation and running of financial software, training on e-billing are some examples of TDF's technical assistance. In present situation, TDF has not been able to get the desired return from some water systems and WSUs committee; About 20% of the schemes have not been able to operate properly and are struggling to provide desired services to the users and are substantially lagging behind on debt payment; that has increased the default risk of TDF to pay the government. Time to time field visits and rapid assessment from the TDF staffs, has observed that number of projects are suffering with lower level of management and leadership skills and many of them are applying manual system to maintain their financial book keeping and transactions. Given poor skills, they are neither sensitized on running their business nor do they have any business plan or strategy to envisage the sustainable and reliable service delivery

Apart from working with the WSUAs, TDF has a long history of collaboration with the municipalities in urban infrastructure development, capacity enhancement and institutional strengthening in particular. In spite of lending loans to municipalities, TDF provides technical assistance throughout the project cycle and post project management for cost recovery purposes and for sustainable operation and maintenance, TDF has learnt and realized that the Engineers in municipality lacks adequate knowledge and skills on contract management and procuring qualitative goods and services. It does have impacts on contract development, monitoring and follow up and procuring goods, materials and services while complying with the national procurement policy and guidelines. Town Development Fund (TDF) is committed to enhance the capacity of its partners; therefore, it has come to a conclusion to provide contract management and procurement trainings to the municipalities officials and Engineers.

## **OBJECTIVES OF TRAINING PROGRAMS**

The objectives of the capacity development activities for WSUAs are to strengthen the institutional, management and financial capacity of the WUAs and improve their performances on service delivery, loan repayment and business development in particular.

Next objective is to strengthen the municipal governance through robust contract management and procurement systems and workforces.

### **SCOPE OF WORKS**

#### **1. Provide TOT (Training of Trainers) on business plan development for Water Users Association**

This training intends to develop key Facilitators who would be able to support the WUAs in developing business plan for technical smartness and suitable growth of the organization.

#### **2. Provide training on project and organization management for WUAs**

Managers from WUAs are capacited on organization management, project cycle management and they will get insights in management skills and tools; herewith will be able to improve their performances using the smart management tools.

#### **3. Provide a training on e-billing and computer based accounting systems (includes software installation too) to WUAs**

Institutional strengthening of WUAs while acclimatizing them with the electronic billing (tariff payment) and enhancing their skills on computerized accounting systems.

#### **4. Provide training to municipalities Engineers and Officials on contract management and procurement**

Enhance municipalities' capacity on contract management and also on procurement of services and goods in line with the municipal procurement guidelines and or the national procurement policy.

## **KEY DELIVERABLES and ACTIVITIES**

### **Deliverable 1**

Manage, facilitate and conclude 5 days TOT on Water utility business plan for 15 officials from WSUAs (chosen from TDF Nepal).

*Related activities*



- Prepare and submit the training contents, training methodology and training modules with lesson plans (objective of each session should be mentioned) and session plans
- Should submit the training timeline and sign off the agreement the Party should inform about the training venue.
- Search and assign the Trainers (Facilitators) and other human resources required
- An inception report within 15 days of the contract signed off Manage the logistic and accommodation (meals and lodging) according to TDF's rule
- Pre and post-training evaluation
- Training proceeding report along with the photographic and attendance for evidences

### **Deliverable 2**

Deliver a project and organization management trainings (5 days) for WUAs Managers or senior staff(TDF will choose the participants).

Related activities

- Prepare and submit the training contents, training methodology and training modules with lesson plans (objective of each session should be mentioned) and session plans
- Should submit the training timeline and signing off the agreement the Party should inform about the training venue Search and assign the Trainers (Facilitators) and other human resources required
- Manage the logistics and accommodation (meals and lodging) according to TDF's rule
- An inception report within 15 days of contract signing off while delineating all these concerns
- Pre and post-training evaluation
- Training proceeding report along with the photographic and attendance for evidence

### **Deliverable 3**

Provide 3 days training for 50 officials on e-billing and computer-based accounting systems and install the related software package for each (two training events with 25 participants in a group).

Related activities

- Training modules should be prepared and submitted for both the e-billing and accounting software
- A demo of the software and its run should be shown to TDF prior to the training

- Should submit the training timeline and signing off the agreement the Party should inform about the training venue Search and assign the Trainers (Facilitators) and other human resources required
- An inception report within 15 days of contract signing off while delineating all these concerns
- Manage the logistics and accommodation (meals and lodging) according to TDF's rule
- Pre and post-training evaluation so far possible and applicable
- Install or support to install the accounting software
- Training proceeding report along with the photographic and attendance for evidence

#### **Deliverable 4**

Provide 3 days training to municipalities Engineers and Officials on contract management and procurement management.

##### Related activities

- Prepare and submit the training contents, training methodology, and training modules with lesson plans (objective of each session should be mentioned) and session plans
- Case studies, procurement processes and assurance checklist, etc. should be included in the lesson plans
- Should submit the training timeline and signing off the agreement the Party should inform about the training venue Search and assign the Trainers (Facilitators) and other human resources required
- An inception report within 15 days of contract signing off while delineating all these concerns
- Manage the logistics and accommodation (meals and lodging) to participants according to TDF's rule
- Pre and post-training evaluation
- Training proceeding report along with the photographic and attendance for evidence

#### **METHODOLOGY**

As mentioned above the assigned consulting firm should provide the detailed methodology for each deliverable mentioned above in the deliverable section. Considering the level of participants, and following the adult learning principles in training programs. TDF in this stage is not in a favor of virtual or distance training. In case of unavoidable circumstances, both parties will come to a consensus to foresee any methodology that could substitute the physical learning mode.

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## **TIME/SCHEDULE**

The total stipulated time is 3 months for accomplishing the training and preparing the final report. The contractor has to present his detailed time schedule while not exceeding the total timeline of 3 months.

## **PROPOSALS TYPES, SUBMISSION AND BID OPENINGS**

The Consultant/Firm should submit two proposals in two separate envelopes; one is technical and another financial. TDF will first assess the technical proposals and the firms who pass out with the minimum threshold will only be considered for the financial evaluation.

### **1. Technical proposal**

The technical proposal should at least respond to the requirements of deliverables and activities mentioned in the deliverable section and should propose the Experts for each training along with the CVs of the key trainers. TDF will evaluate the proposal based on the contents, experts and records of accomplishment of managing multiple numbers capacity-building activities simultaneously.

### **2. Financial proposal**

In the financial proposition, the Firm should include all the expenses related to each training and should break down the cost separately in excel sheets. The financial proposal must include all the costs for training management and facilitation. TDF will not bear any other responsibilities except providing the name of the participants and informing them about the events as per the agreed schedule.

## **TRAINING EXPERT TEAM**

### **Team Leader**

A Team Leader or a Coordinator who can organize and coordinate all the tasks mentioned above and accomplish them in time with quality. He/She must possess a masters' degree and have expertise in leading and organizing multiple capacity-building activities for at least 7 years. He/She should demonstrate records of accomplishment of managing trainers and experts at least 10 capacity development events related to the aforementioned deliverables.

### **Trainer/s (Experts) on TOT Training**

Trainer/s (Experts) on TOT and trainer (at least two years experienced) with sufficient knowledge and skill in business plan development, preferably on water supply or utility management. One of the experts should be able to deliver legal aspects and its

implication on the business plan. Trainers must have a masters' degree in management and/or in related fields.

**Trainer/s (Experts) on Management Training**

Trainer/s (Experts) with extensive experience in delivering management training (at least 10 trainings). Trainers must have a masters' degree in management and/or related other fields and at least five years of experience.

**Trainer/s (Experts) on Computer Software Training**

Trainer/s (Experts) with experience of delivering computer-based accounting and e-billing training for at least 10 WUAs or other utility organizations and five years of experience. Trainers must have at least a bachelor's degree in IT and/or in related other fields.

**Trainer/s (Experts) on Procurement and Contract Management Training**

Trainer/s (Experts) with experience in delivering contract management and procurement training and have at least five years of experience.

**DURATION of ASSIGNMENT**

3 months after the contract agreement sign with TDF.

**LOGISTIC**

TDF and/ or the project office will not provide any logistic supports to the consultant; the consultant is responsible for all the necessary logistics, transportation and accommodation for entire package.

**TAX**

The consultant should bear all applicable tax as per the rules and regulation of Government of Nepal.

