

Terms of Reference

Consultancy Service: Writing project field notes concerning climate-resilient piped network expansion, improving water sources, using solar-powered water sources pumping, and set-up a climate-resilient village-level water supply system.

1) Background

In Cambodia piped water services in many areas are provided by private water operators licensed by the Ministry of Industry, Science, Technology & Innovation (MISTI), with a new generation of a 20-year license issued since 2014. As of 2020, 12 public water utilities were providing piped water services in 12 provincial towns of Cambodia,¹ and 310 licenses had been granted to small-scale private water operators to provide piped water supply services in small towns and rural areas covering more than 10 million people (approximately 2 million households)². Groundwater is widely used for domestic water supply across Cambodia. 43.8% of rural Cambodians used groundwater as the main source of drinking water³. It is estimated that over 10% of private water operators in Cambodia used groundwater as a main water source for the piped water supply system. The Cambodian Water Supply Association (CWA) has been implementing a project to “Climate-resilient piped water supply in climate risk communes (Borey Cholsa, 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 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 consultancy service to produce project field notes of 4 PWOs who have been granted from the project. **These 4 PWOs (Ven Kiev, Veal Pong, Tong Sophea, and Sek Kong Batdoeung Water Supply) are located in Borey Cholsar district and Oudongk district in Takeo and Kampong Speu provinces.** This Term of Reference (ToR) sets out the purpose, work assignment, and work deliverables for the consultancy to undertake this assignment, which will have expected to commence from the fourth week of December 2022 until the fourth week of January 2023.

2) Purpose and objective of the consultancy

The main purpose of this consultancy is to produce 4 project field notes that will be extracted from 4 PWOs who have been granted from the project to improve water sources and install solar-powered pumping systems, piped network expansion, and set-up climate resilient village-level water supply system.

3) Scope of Work

The consultant shall conduct the following key assignments in close consultation with CWA. Consultation shall be conducted with data and information collected from 4 PWOs and project beneficiaries at their sites and households.

Key assignments are listed below

Task 1: To conduct data and information collected from 4 PWOs namely Ven Kiev, Veal Pong, Tong Sophea, Sek Kong Batdoeung, and at least 4 beneficiary households at each site.

Task 2: Use collected data and information to produce four project field notes of individual PWOs by following the provided field note templates.

¹ MISTI Provincial Investment Plan on Piped Water Supply

² MISTI licensed private water operator 2022

³ Cambodian-Socio Economic Survey 2019/20

4) Deliverables

No	Activities	Due date	Number of Working Days
1	Deliverable #1: Desk review and develop the questionnaire	2 nd Jan 2023	1 day
2	Deliverable #2: Data and information collected from 4 sites. <ul style="list-style-type: none">o Conduct data and information collection to understand the background and current status of 4 water supply stations before, during, and after project intervention.o Conduct Interviewing at least 4 beneficiary households concerning water usage previously and from each site (Ven Kiev, Veal Pong, Sek Kong Batdoeung, and Tang Sophea).	3 th - 6 th Jan 2023	4 working days
3	Deliverable #3: Use the collected data and information from PWOs and beneficiaries including information from CWA to develop the project field notes (3 days/ note) Note: The deadline for the project field notes submission will be on 17 th Jan 2023.	7 th to 17 th Jan 2023	8 working days
4	Deliverable #4 Improve and finalize the notes based on comments and feedback from CWA and UNICEF team. The final notes are expected to be submitted on 24 th Jan 2023	23 th to 24 th Jan 2023	2 working days
	Total		15 working days

5) Payment schedule linked to deliverables

- o 40% upon satisfactory completion of deliverable 2
- o 60% upon satisfactory completion of deliverable 4

The consultant fees shall be estimated based on the days to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed work plan for submission of deliverables. No additional fees shall be paid to complete the tasks.

The total budget is USD 3,300.00 including transportation to PWO sites, food, and taxes (15%)

6) Administrative issues

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 (or virtually) weekly to update the status of the contract implementation. 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 consultant is expected to organize his/her travel to 4 PWO sites. The consultant shall be required to include the cost of travel in the financial proposal. As indicated above, the consultant is expected to travel for up to 2 days to the Borey Cholsar and Oudongk districts linked to deliverable #1.

7) Qualifications or specialized knowledge/experience required

- o An advanced university degree (Master's degree or equivalent) in water engineering, groundwater hydrology, water utility, water resources management, or a related field
- o Have more than 3 years of professional experience in writing project field notes, success stories, best practices, knowledge sharing, and other publications.
- o Excellent interpersonal skills with various stakeholders, including with PWOs, local authorities, and community people

- o Excellent facilitation and communication skills
- o Demonstrated experience in providing good quality written inputs in English

8) Submission of application

The interested candidate is kindly requested to apply for documents

- o Letter of Interest (cover letter) with the indication of the applicant's ability and availability
- o CV or Resume explaining how the background and experience are relevant to the consultancy work assignment and the qualifications, competencies, knowledge, and skills.
- o Previous project field notes, reports, or references of similar consultancy assignments
- o Work plan, budget plan, and methodology of the assessment.

The applicants shall submit the Resume, Cover letter, and other references to the following email address: info@cwa.org.kh, and copy to vira.riel@cwa.org.kh in the following manner:

The proposal submission deadline is **28th December 2022 at 5:00 pm**. The application received after the stipulated closing date and time will be invalidated.