

## SPECIFIC TERMS OF REFERENCE

### EVALUATION OF PROPOSALS SUBMITTED UNDER THE CALL FOR PROPOSALS EuropeAid/129509/C/ACT/Multi OF THE ACP-EC WATER FACILITY

FWC BENEFICIARIES 2009 – LOT 1 – Rural Development  
N° 2010/ 242506

EuropeAid/127054/C/SER/multi

#### 1. BACKGROUND

At the 2002 World Summit on Sustainable Development (WSSD) in Johannesburg, the EU Member States and the European Commission launched the EU Water Initiative to help mobilise an integrated approach to water resources management and achieve the Millennium Development Goals (MDGs) for drinking water and sanitation. The EU Water Initiative is a multi-stakeholder platform comprising governments, local authorities, water operators, civil society organisations and business.

As a response to the objectives of the EU Water Initiative, the ACP-EU Water Facility was set up in 2004 with the principal objective of providing water and basic sanitation to the poor, and of improving water management governance in ACP countries<sup>1</sup>. The Water Facility financial amount of €497 million coming from the 9<sup>th</sup> European Development Fund was allocated in a First tranche of €247 million and a Second tranche of €250 million<sup>2</sup>. Most of the funds were allocated via two calls-for-proposals, the first launched in 2004 and the second in 2006. The European Commission contribution to all 175 projects selected via the calls-for-proposals is €414.5 million.

In terms of direct end-beneficiaries, and as regards the €350 million European Commission contribution for 130 small and large-scale water and sanitation projects, the present estimate is that about 14.5 million people are expected to directly benefit from access to safe water. Of these, some 3.5 million will also benefit from access to improved sanitation and 10.5 million from hygiene promotion programmes. In many projects, simple and low maintenance technologies are being used like, for example, boreholes or hand-dug wells fitted with hand pumps. Most of the end-beneficiaries are in sub-Saharan Africa. There are, in addition, many indirect beneficiaries resulting from the 45 projects on "Improving water management and governance" (European Commission contribution of €64.5 million), mostly for projects in Africa.

A new amount of €200 million, allocated in March 2009 to the Water Facility under the 10<sup>th</sup> European Development Fund<sup>3</sup>, was approved by the European Commission at the end of 2009. The Water Facility is part of an integrated financing framework for the water and sanitation sector, complementing European Commission support which takes place through national and regional programmes.

A Water Facility Unit in EuropeAid (AIDCO) manages the ACP-EC Water Facility and the main mechanism to implement it, i.e. the **Call for Proposals**. All applicants will

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<sup>1</sup> Council Decision [2004/289/EC](#) of 22 March 2004 establishing the Water Facility for ACP countries, Official Journal L 94, 31.03.2004.

<sup>2</sup> [Decision 2004/632/EC](#) of the ACP-EC Council of Ministers of 6 May 2004, Official Journal L 289 of 10.9.2004.

<sup>3</sup> Intra-ACP Cooperation - 10<sup>th</sup> EDF "Strategy Paper and Multiannual Indicative Programme 2008-2013", 13<sup>th</sup> March 2009.

have to prepare a detailed proposal, in conformity with the instruction of the Guidelines and annexes. Besides the detailed proposal, the applications will also have to include a 4 page concept note.

The administrative compliance of the proposal received will be evaluated by the Water Facility Unit in EuropeAid in Brussels. When declared administratively compliant, the detailed proposals will go through 2 technical evaluations. One will be completed in Brussels while the other will be sent to the Delegations of the EU. The result of the compilation of both evaluations will give the final decision regarding the admissibility to a grant for each proposal.

The Call for Proposals was launched on 17<sup>th</sup> of March 2010 and the closure date is the 2<sup>nd</sup> of June 2010. The Delegation expects to receive the proposals for evaluation around the 23<sup>rd</sup> of June.

Background information of the ACP-EC Water Facility, the Call for Proposals, the Guidelines, etc. can be found on the website: [http://ec.europa.eu/europeaid/where/acp/regional-cooperation/water/index\\_en.htm](http://ec.europa.eu/europeaid/where/acp/regional-cooperation/water/index_en.htm)

## **2. DESCRIPTION OF THE ASSIGNMENT**

### **2.1 GLOBAL AND SPECIFIC OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES**

The **specific objectives** of the 10<sup>th</sup> European Development Fund ACP-EU Water Facility are:

- To help achieve the water and sanitation MDGs which are to halve by 2015 the proportion of people without sustainable access to safe drinking water and basic sanitation, vital in themselves but also key prerequisites for reducing child and maternal mortality (MDGs 4 & 5) and combating diseases (MDG 6)
- To contribute to improving water governance and management of water resources and to the sustainable development and maintenance of water infrastructure.

Significant progress has been made over recent years in helping people gain access to safe drinking water and improved sanitation facilities. Trends indicate that most countries are on-track to meet the MDG drinking water target, except in sub-Saharan Africa. The world is not on track to meet the MDG sanitation target. Most countries not on track are in sub-Saharan Africa and Southern Asia. In recognition of the large sanitation deficit, the United Nations General Assembly declared 2008 as the International Year of Sanitation.

Progress in water supply and sanitation should not be viewed just in terms of achieving the specific water and sanitation MDGs. Access to improved water supplies and sanitation facilities, coupled with improved hygiene practices such as handwashing, are prerequisites for achieving most of the other MDGs, particularly those on child mortality reduction, achieving universal primary education, combating diseases and promoting gender equality and empowering women.

This Call for Proposals<sup>4</sup> addresses the first of the above mentioned **specific objectives**. The **purpose** is to provide funding for:

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<sup>4</sup> A separate call for proposals is being published to address the specific objective relating to water governance and management of water resources. (Ref: EuropeAid/129510/C/ACT/Multi).

- Water & sanitation basic infrastructure and hygiene promotion projects, focussing on the most vulnerable and needy in rural and peri-urban areas, promoting the use of small-scale appropriate technologies, and leading to improvements in health, education & socio-economic development.

Each water, sanitation and hygiene (WSH) project must have the active involvement of local partners (Non State Actors<sup>5</sup> and/or local government) in project identification, selection of activities & implementation.

In addition, those WSH projects which include capacity development of local people, NSAs or government staff aimed at enhancing ownership and project sustainability are encouraged.

## 2.2 Requested services

**As stated in the practical guide, Delegations of the EU will have to perform a full evaluation of proposals received in the frame of any Call for Proposals launched by the EC.**

**These Terms of Reference apply to the services regarding the evaluations of proposals submitted related to projects to be implemented in the Republic of Malawi. Some proposals might also be regional and cover other neighbouring countries.**

The consultant is requested to carefully read and be knowledgeable with the following documents:

- the Guidelines and annexes for applicants that were provided when the Call was launched, in particular the selection and evaluation criteria (<http://europa.eu.int/comm/europeaid/cgi/frame12.pl>) under reference EuropeAid/129509/C/ACT/Multi,
- relevant information such as corrigenda, Q&A, etc...(<http://europa.eu.int/comm/europeaid/cgi/frame12.pl>) under reference EuropeAid/129509/C/ACT/Multi,

The services to be provided by the Contractor and requested under these Terms of Reference are in particular:

The Contractor will be required to sign a confidentiality document.

The Contractor will be required to carry out an evaluation of a number of detailed proposals. A second evaluation will be carried out by External Assessors in Brussels.

The final list of pre-selected proposals is to be determined by the EU Delegation for transmission to the Contractor. To limit gaps in the Contractor's work, the EU Delegation will try to submit a provisional list of pre-selected proposals to allow the Contractor to start the evaluation of pre-selected proposals.

- Based on this list the Contractor will have to make the evaluation of the pre-selected proposals on award criteria (Financial and Operational Capacity, Relevance, Methodology, Sustainability and Budget and cost-effectiveness).

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<sup>5</sup> According to Article 6 of the Cotonou Agreement, non-state actors (NSAs) include: i) the private sector; ii) economic and social partners, including trade union organisations; and iii) civil society in all its diversity, according to national characteristics.

- Internal Quality Control of all the evaluations is to be assured by the Contractor.
- Evaluations of the pre-selected proposals that are not accepted by the EU Delegation (e.g. poor quality, not filled in completely, arithmetical errors, insufficient or contradictory comments...) will be sent back for re-evaluation to the Contractor with an explanation of the reasons of non acceptance. Such re-evaluation will be at the Contractor's expenses.
- Coordination: The consultant will provide the overall co-ordination in liaison with the EU Delegation. He will also ensure a quality control of the expert's outputs and ensure that the objectives are met in time. This will include verifying that evaluations and contributions being produced by the expert are clearly formulated, of a high technical standard and well substantiated (qualitatively and quantitatively) with appropriate supporting comments.
- Evaluation reports produced by the expert are confidential and have to be treated as such. They should be protected by a password. All documents have to be produced in Lilongwe, Malawi. Transmission through email should be avoided. These reports will have to be signed by the experts and countersigned by a staff member of the Delegation for onward transmission by the delegation to the Evaluation Committee, either in scanned or in PDF format..

The Contractor will immediately report to the EC Delegation on any specific problems encountered or on specific request from the EC Delegation

### **2.3 Expected results**

The Consultant shall provide:

- A written evaluation, following the template, of each of the pre-selected proposals entrusted to him regarding the criteria financial and operational capacity, relevance, methodology, sustainability, budget and cost-effectiveness, including a table with the results of the evaluation.
- Recommendations for corrections/adaptations, if need be, for each selected proposal.
- A final report.

## **3 EXPERT PROFILE**

### **3.1 Number of proposals to be evaluated**

The consultant will propose 1 expert which will be involved in the detailed evaluation of proposals and will base its assessment on Financial and Operational Capacity, Relevance, Methodology, Sustainability and Budget and cost-effectiveness criteria.

The person-days are based on 1 assessor and on the following estimates:

- A maximum of 1 person day per complete evaluation of one detailed proposal with production of the evaluation report. It includes the time required for review of non compliant evaluations. The Delegation has estimated that 12 detailed proposals will have to be evaluated.

- 1 additional day is added to plan introduction meeting, intermediate debriefing meetings and final presentation of evaluation results and final report.

The estimated total number of working days in Malawi is therefore **13 person days**.

The final number of person days will depend on the number of detailed applications received. The contract must therefore be subject to revision in the number of working days of the expert which can be reduced or increased. Conforming to Art. 20 of the General Conditions, this will be in the format of an addendum.

### **3.2 Profile required**

The expert shall have qualifications enabling him/her to perform the evaluation of Financial and Operational Capacity, Relevance, Methodology, Sustainability and Budget and cost-effectiveness criteria.

For the last criterion the expert shall be able to review an economic evaluation of a small investment programme.

#### **General Qualifications:**

- All evaluations need to be produced in English language, and the expert must be fluent in speaking, reading and writing English.
- The expert must have excellent knowledge of Word and Excel.

#### **Specific Qualifications:**

The expert must have:

- A university degree in engineering, development studies, environmental studies or equivalent.
- Minimum 5 years working experience in developing countries, preferably Southern Africa, preferably Malawi.
- Minimum 10 years experience in the water sector, in particular link to rural development, MDGs, ...
- Minimum one completed previous experience with project/programme evaluations
- Preferably experience with EC procedures (EDF rules, call for proposals, contract and finance guidelines, tender evaluation...)
- The Contractor must guarantee his independence and impartiality from anyone involved with the preparation of one of the proposals to be evaluated by him. He/she must also guarantee confidentiality. He/she needs to complete a form for this purpose, which will become part of this contract.

## **5. LOCATION AND DURATION**

The assignment shall start on 30 August 2010

The total duration of the contract is up to 28 October 2010. However, the evaluation of detailed proposals must be completed by 30 of September 2010.

Any addendum to evaluate less or additional proposals will amend the final date of completion of the evaluations.

The evaluation shall take place in camera at the EU Delegation in Lilongwe.

## **6. REPORTING :**

The Consultant shall provide the reports and the signed confidentiality statements to the EU Delegation. Evaluation report shall be submitted regularly, and at least every 5 completed evaluations. The evaluation report shall be presented to the EU Delegation staff. The deadline for submission of the final evaluation reports and the draft final report is the 30<sup>th</sup> of September 2010

The final report, of maximum 10 pages, will contain general comments about

- the documents of the call for proposals (clarity, comprehensiveness, proposition of improvements),
- the evaluation process (clarity and comprehensiveness of evaluation guidelines, templates)
- the overall quality of the proposals submitted to the EU Delegation. .

The final report, amended with comments send by the Delegation within 3 weeks of submission of the draft, will be submitted before the end of the contract duration.

The reports must be submitted in English.

## **7. ADMINISTRATIVE INFORMATION**

The price quotation will be based on unit prices (fees and reimbursable costs).

### **7.1 Reimbursable costs**

A provision for international travel within place of origin of the expert and Malawi has to be foreseen.

No provision for local transport is to be foreseen as it is covered through the per diem.

A provision for per diem with a maximum amount respecting the guidelines [http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm) has to be foreseen.

The consultant shall include in the fees all costs required for performing the contract. The expert will be equipped with a computer, communication mean (mobile phone).

Payment will be made according to the FWC rules.

### **7.2 Final payment:**

The final payment will be made after the submission and approval of the final report.