

**TERMS OF REFERENCE FOR HIRING AN INDIVIDUAL CONSULTANT TO PROVIDE CONSULTANCY SERVICES FOR ASSESSING THE EXISTING SITUATION OF BOREHOLES/HANDPUMPS IN RWANDA**

Client	WORLD VISION INTERNATIONAL RWANDA
Financing	WORLD VISION INTERNATIONAL RWANDA
Tender No.	WVR e-procurement system
Title	<b>TERMS OF REFERENCE FOR HIRING AN INDIVIDUAL TO PROVIDE CONSULTANCY SERVICES FOR ASSESSING THE EXISTING SITUATION OF BOREHOLES/HANDPUMPS IN RWANDA</b>
Procurement Method	National Open Competitive Bidding ( <b>QCBS</b> )
Service Duration	<b>One (1) month</b>
Submission date	WVR e-procurement system
Opening Date	WVR e-procurement system

Date of issue	<b>October, 2022</b>
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## **1. Background**

World Vision Rwanda is a non-profit making Christian Relief and Development Agency with focus on the most vulnerable children. The organization's primary objective under our current five-year strategy (2021-2025) is to contribute towards measurable improvement in the wellbeing of 4,000,000 children within their families and communities here in Rwanda.

Groundwater extracted through boreholes is one of the main sources of water supply for communities in the Eastern and Southern Provinces of Rwanda. The functionality of these boreholes, however, is emerging as a major challenge. The key factors contributing to this situation include, among others, lack of comprehensive data on the status/condition of the boreholes; lack of standards, specifications and technical guidelines for siting and drilling of borehole; capacity constraints for proper borehole management; weak supply chain for boreholes spares, and lack of effective coordination among partners working on borehole drilling and Operation and Maintenance (O&M).

In this context, World Vision Rwanda, in partnership with UNICEF, plans to support Rwanda Water and Sanitation Corporation (WASAC) in undertaking a study to assess the current situation, and formulate recommendations for sustainable O&M of boreholes/ handpumps in Rwanda.

Therefore, in light of the above, World Vision Rwanda now invites eligible individual consultant (s) to submit proposals for provision of consultancy services to undertake the above referred study.

## **2. Objectives of the assessment**

### **2.1 Overall Objective**

The overall objective of this study is to improve the existing situation of boreholes in Rwanda fitted with handpumps or solar-powered pumping systems in terms of their functionality and sustainable operation and maintenance.

## 2.2 Specific Objectives

The specific objectives of the study are as follows:

- i. Identification of key factors contributing to boreholes failure (including those fitted with hand pumps failures or solar run-pumps);
- ii. Identification of the challenges with regard to O& M of boreholes;
- iii. Establishment of exhaustive inventory of the common spares/stock necessary for O&M of boreholes and potential suppliers;
- iv. Preparation of a directory of the companies/firms and principal actors (including but not limited private sector actors and local and international NGOs) working in the country on operation & maintenance of boreholes/handpumps;
- v. Preparation of directory borehole/handpump technicians/mechanics in the country;
- vi. Review of the existing framework/models for O&M of boreholes/handpumps; and
- vii. Formulation of recommendations for a sustainable O&M system for boreholes, based on based practices in the country and lessons learned elsewhere<sup>1</sup> under similar contexts.

## 3. Responsibilities of the Consultant (s)

In order to achieve the above-cited objectives; the consultant is expected to undertake the following responsibilities/tasks:

- i. Carry out a desk review of relevant documents;
- ii. Prepare an inception report detailing assessment methodology, data collection tools, and work plan schedule;
- iii. Conduct Consultations with key partners both at national and the priority district level;
- iv. Conduct field visits to collect the relevant data and analyse the same;
- v. Prepare and submit draft study report (focussing on all the items mentioned under Section 2.2 above) and present it to the client and its partners (in a stakeholders' workshop and in the WASH Thematic Working Group);
- vi. Incorporate the comments and inputs from the partners/reviewers to improve the report accordingly; and
- vii. Submit the final assessment report to the client in both soft and hard copies as per agreed timelines.

In providing these services, the consultant shall:

- i. Liaise fully with the Client and all relevant partners on matters pertaining to the consultancy.
- ii. Work closely with the joint technical team that will be supervising the project at all stages of the work.
- iii. Consider relevant comments from the client and partners, and shall be responsible for the accuracy of all generated data and analysis, references, observations, proposals, conclusions and recommendations.

## 4. Bids evaluation

The proposals/bids of the interested consultants will be evaluated as per the below evaluation criteria:

13.2	✓	<b>General experience of the Consultant in WASH Sector, including assessment and implementation of WASH or boreholes related projects:</b> ..... <b>20 Points</b>
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<sup>1</sup> Regional and global levels

	<p>a) 8 years and above of general experience = 20pts  b) 5 to 7 years of general experience = 15 pts  c) 2 to 4 years of general experience = 10 pts  d) 1 to 2 years of general experience = 05 pts</p> <p>✓ <b>Relevant Experience in Similar Services executed (Consultancy and Supervision works)</b>  <b>Certificates of good completion: .....20 Points</b>  a) 2 Certificates of completion/ or provisional reception minute = 20 pts  b) 1 Certificate of completion/ or provisional reception minute = 10 pts  c) Verifiable experience (with national or international recognized institution) = 5pts  d) 0 Certificate of completion or provisional reception minute and no verifiable experience = 0 pts</p> <p>✓ <b>Adequacy of the proposed work plan and methodology in responding to the terms of reference:.....25 Points</b>  a) Quality of the methodology proposed = 20 Pts  b) Proposed Work Plan = 5 Pts</p> <p>✓ <b>Qualifications and Specific Experience of the Consultant for the Assignment.....35 Points</b>  <b>Academic Qualification:</b> Master’s Degree in Civil Engineering, Environmental Engineering, Water resources, or other WASH related field  a) Master’s Degree in Civil Engineering, Environmental Engineering, Water resources, or other WASH related field = 15 pts  <b>Specific Experience:</b> Having executed at least 5 water supply, or WASH related assessment projects  a) 5 Projects = 20 pts  b) 4 Projects = 16 pts  c) 3 Projects = 12 pts  d) 2 Projects = 8 pts  e) 1 Project = 4 pts</p> <p><b>Total Points: 100</b>  <b>The minimum technical score required to pass: 70%</b>  <b>NB:</b>  The Consultant must present his Degree certificates and updated CV, documents with scanned signatures shall not be allowed and will not be awarded any marks.</p>
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**5. Requirements & how to apply**

The offers/bids should be submitted to the client/ World Vision via the World Vision E-Procurement:

1	The name of the Procuring Entity is: <b>World Vision Rwanda</b> The method of selection is: <b>Open competitive</b> The Source of Funds is: <b>WVR</b>
2	Clarifications may be requested 5 days before the submission date.

	The address for requesting clarifications is: WVR/Supply Chain Management Unit <a href="mailto:Vincent_gashongore@wvi.org">Vincent_gashongore@wvi.org</a> or <a href="mailto:Wilson_mandela@wvi.org">Wilson_mandela@wvi.org</a>
3	Proposals should be submitted in ENGLISH
4	<p><b>A.</b> The Consultant may associate with other Consultants: <b>YES</b></p> <p><b>B.</b> If yes with how many Consultants: <b>UNLIMITED</b></p> <p>In the case of Fixed-Budget Selection, the Financial Proposal shall not exceed the available budget of: <b>NOT APPLICABLE</b></p> <p><b>C.</b> Reports that are part of the assignment must be written in <b>ENGLISH</b></p> <p><b>D.</b> Additional information in the technical proposal includes:</p> <p><b>A. Administrative requirements</b></p> <ol style="list-style-type: none"> <li>1. Technical Bid submission form duly dated, signed, and stamped by authorised persons (scanned stamp and signature shall not be accepted)</li> </ol> <p><b>B. Technical Requirements</b> years' relevant</p> <ol style="list-style-type: none"> <li>1. Demonstrable and proven experience in the works related to assessment of water supply systems</li> <li>2. Experience in water supply systems assessment (bidding vendors should list specific experience examples or client's names). Copies of good completion certificates, reception minutes and contracts to be attached for at least One (1) Project.</li> <li>3. Methodology</li> <li>4. Work plan</li> </ol>
8	Additional information in the Financial Proposal includes: <b>Taxes must be included in the financial proposals</b>
9	The Consultant to state local cost in the national currency: Yes
10	The Consultant must submit RFP through WVR e-procurement
11	Proposals must be submitted no later than the date and local time specified in the advert. The opening of the bids will take place immediately, after the submission of the proposals. Additional information is included in the tender advert.
12	The name(s), address(es), and telephone numbers of the procuring entity official(s) are: World Vision Rwanda Kacyiru South Plot No: 1327 P.O Box 1419 Kigali Tel: (+250)788308924
13	The number of points to be given under each of the evaluation criteria are:
14	The single currency for price conversions is: <b>RWANDAN FRANCS</b> The formula for determining the financial scores is the following: <i>[Either <math>S_f = 100 \times F_m/F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the lowest price and <math>F</math> the price of the proposal under consideration, or another proportional linear formula]</i>
15	The weights given to the Technical (T) and Financial (F) Proposals are: T= 0.7 F= 0.3

16	The deadline of expressing an interest is on 24 <sup>th</sup> October 2022 at 05:00. Proposals must be submitted no later than the following date and local time: <b>1 November,2022 at 05.00 Pm</b> . The opening of the bids will be on <b>01 November ,2022 at 05:00 Pm</b> .
17	The address for negotiations is: <b>WORLD VISION RWANDA</b>
18	The assignment is expected to commence on: <b>AFTER CONTRACT SIGNATURE BY BOTH PARTIES</b>
19	Timeline: 1 <b>Month</b>

## 6. Deliverables and Reporting

The Consultant will report to the client/World Vision Rwanda and will work closely with the joint technical supervision team. The Consultant will provide the following key deliverables:

- (i) **An inception report:** This report (both in hard and soft copy) shall be submitted within one week after signing of the contract and shall include but not limited to:
- Overview of relevant previous initiatives, stakeholders to be consulted for the assignment
  - Methodology and work plan
  - Data collection and analysis

(ii) **Draft report**

The consultant is expected to provide a comprehensive draft report (in both hard and electronic copies) detailing the findings of the study within three (3) weeks after the signing of the contract.

(iii) **Final report**

The Client shall arrange a stakeholders' workshop so that the consultant can present and discuss on the draft results immediately after draft report submission. The consultant will revise the draft report based on the deliberations/recommendations of the stakeholders' workshop and submit the final report within four (4) weeks after the signing of the contract.

Soft copies will be submitted via email or on USB s when submitting the draft and final reports of this assignment. All the reports shall be in English language.

**Note:** All the above deliverables should clearly reflect on the project objectives.