



TORs for SP52 – Workshops for Dissemination of Minimum Technical and Service Delivery Standards for Water Supply and Sanitation Sector

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Punjab Devolved Social Services Program (PDSSP)

TERMS OF REFERENCE

Workshops for Dissemination of Minimum Technical and Service Delivery Standards for Water Supply and Sanitation Sector

Relates to MDG Goal: – 1, 4, 7	Reference number: SP52
Impact: Improved service delivery in water supply and sanitation sector	Output: Dissemination workshops for training the stakeholders on the newly developed minimum technical and service delivery standards in WSS
International Consultants: None	National Consultants: 6 Training Expert/TL 3 Water and Sanitation Expert 3
Expected starting date: February 2010	Period: 3 months

Introduction

The Punjab Devolved Social Services Program seeks to achieve progress with the Millennium Development Goals (MDGs) related to poverty, gender, education, health, and water supply and sanitation (WSS). The Program's objective is to strengthen devolved social services for a more equitable, efficient, effective, and sustainable delivery of social services. The Program is built around three principal policy outcomes: (i) realigning intergovernmental relations to support devolved social services; (ii) rationalizing and setting minimum standards for social services; and (iii) strengthening the public accountability mechanisms and promoting public-private partnership. The Program covers all 35 district governments and 34 program Tehsil (town) municipal administrations (TMAs).



Background

The minimum technical and service delivery standards (MSDS) for water supply and sanitation sector (WSS) have been developed with stakeholder consultation under the TA of the PDSSP. These MSDS for WSS have also been translated into Urdu language for the benefit of staff working in LGs in TMAs etc. This consultancy aims to train the stakeholders on the new minimum technical and service delivery standards in the water and sanitation sector, so that the same can be used for design of upcoming infrastructure development schemes.

Objectives

Overall objective: To contribute to the achievement of the Millennium Development Goals.

Purpose: Improved service delivery in the water and sanitation sector.

Specific objectives:

- To develop training content and material for a training on MSDS for the WSS.
- To train PHED staff on MSDS for the WSS

Scope of work

3 teams of two consultants each will be required for this assignment: each team comprising of a water and sanitation expert and a training expert. The consultants will undertake dissemination/training workshops for the PHED staff. They will be involved in the process of inviting potential participants to the workshops. They will also be required to make the necessary logistical arrangements for holding the workshops and for providing boarding and lodging to the participants. Additionally, they will be required to prepare presentations based on the minimum technical and service delivery standards for water and sanitation sector. Furthermore, the training/dissemination workshops will also be carried out by these consultants, as already stated above. The participants for the workshops are listed below:

- Staff of the provincial Public Health Engineering Department – 30
- TMOs from all TMAs in the province – 144
- TO (I&S) from all TMAs in the province – 144
- District level PHED staff – 288
- District NGOs dealing with WSS – 288



- Other additional misc. participants - 100

A total of around 1000 participants will be trained in the workshops on the use of newly developed technical and service delivery standards in water and sanitation sector. A total of 36 dissemination/training workshops will have to be organized for 1000 participants to be accommodated at the rate of 28 per workshop. It is anticipated that one full-day workshop will be required for training on the MSDS WSS. A total of 42 working days would be required to conduct the workshops. Five/ six additional workshops will be organized at the end to accommodate any dropouts from the original 36 training/dissemination workshops. Each training/dissemination workshop will consist of two sessions: one session will be conducted by the Water and Sanitation Expert on the minimum technical standards; and the other session would be conducted by the Training Expert on the minimum service delivery standards. Each team will be conducting one third of the workshops, in 12 districts each, covering one of the North, South or Central Punjab region.

Qualifications

The consultants must have the following qualifications:

(i) Training expert /TL - 3

- A degree in relevant social sciences from a HEC recognized institution
- Five years general work experience in development sector
- Three years specific experience of conducting training workshops preferably for public sector clients
- Excellent communication skills
- Proficiency in computer skills is essential

(ii) Water and Sanitation Expert - 3

- A degree in engineering from a HEC recognized institution
- Five years general work experience in the public sector
- Three years specific work experience in the WSS sector
- Preference will be given to consultants with good knowledge of the MSDS WSS
- Excellent communication skills
- Proficiency in computer skills is essential



Duties and Responsibilities

The consultants will have the following duties and responsibilities:

(i) Training Experts / TL

- Make logistic arrangements for conducting the workshops such as preparation of banners, posters, reading material, stationary, boarding and lodging of the participants etc.
- Send invitations to the prospective participants of the workshops.
- Follow up with the respective local governments to ensure that the participants attend the training/dissemination workshops.
- Prepare training schedule and allocate the participants for training in different workshops.
- Overall responsibility and supervision for successful conduct of training/dissemination workshops.
- Prepare workshop presentations pertaining to minimum service delivery standards.
- Supervise and guide presentation preparation by the water and sanitation expert.
- Conduct 14 one-day training/dissemination workshops at Lahore or at district/division.
- Prepare a workshop report on the conclusion of the training/dissemination workshops and no later than 15 days of the last training/dissemination workshop.
- Any other task assigned to successfully complete the assignment.

(ii) Water and Sanitation Expert

- Support the team leader in making logistic arrangements for conducting the workshops such as preparation of banners, posters, reading material, stationary, making boarding and lodging arrangements for the participants, etc.
- Prepare workshop presentations pertaining to minimum technical standards.
- Conduct 14 one-day training/dissemination workshops at Lahore or at the district/division.
- Prepare workshop report on the conclusion of the training/dissemination workshops and no later than 15 days of the last training/dissemination workshop.



Design and conduct a brief pre and post workshop MSDS WSS knowledge test of the participants

Deliverables

The consultants will be required to submit the following deliverables:

(i) Training Expert / TL

- Banners, posters, reading material, stationary and all other arrangements for successfully conducting workshops.
- Invitation letters to the prospective participants of the workshops and follow up with the respective local governments to ensure that the participants attend the training/dissemination workshops.
- Training/workshop schedule showing the dates and names of participants who will attend the training/dissemination workshops.
- Workshop presentations pertaining to minimum service delivery standards.
- Signed attendance sheets of participants attending the workshops
- Report on conduct of 14 one-day training/dissemination workshops at Lahore, district or division – including, but not limited to, the results from pre and post workshop knowledge test on MSDS WSS.
- Output from any other task assigned to successfully complete the trainings.

(ii) Water and sanitation Expert

- A brief report of the support provided to the team leader in making logistic arrangements for conducting the workshops such as preparation of banners, posters, reading material, stationary etc.
- Workshop presentations pertaining to minimum technical standards.
- Report on the conduct 14 one-day training/dissemination workshops at Lahore.
- The report of the pre and post workshop knowledge test – to be included in the overall workshop report.

**DURATION OF INPUT:**

The total duration of the input for the consultants is 3 months starting from January 2010.

Timelines:

ACTIVITY SCHEDULE
SP52 WSS-Dissemination of MSDS

No.	Activities	MONTHS/ WEEKS											
		1				2				3			
		1	2	3	4	1	2	3	4	1	2	3	4
1	Review and finalisation of TORs and the detailed plan by the consultants	█											
2	Briefing meetings with PSU, PHED and TAMA	█											
3	Workshop schedule, and invitations	█	█	█									
4	Preparation of presentations		█	█									
5	Logistical Arrangements			█	█	█	█						
6	Conducting workshops					█	█	█	█	█	█		
7	Preparation and submission of report											█	█

Factors which may alter the work plan

Delay in the release of resources.

Delay in the approval of steps, stages and tools required for carrying on the assignment

Delay in supplying documents, data, statistics and other information related to the assignment

Unavoidable political, security, law and order situation.

Any unforeseen situation.