

**THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST
REPUBLIC OF SRI LANKA**

MINISTRY OF CITY PLANING AND WATER SUPPLY

WATER SUPPLY AND SANITATION IMPROVEMENT PROJECT

INVITATION FOR SELECTING AN INDIVIDUAL CONSULTANT

FOR

**DEVELOPMENT OF TRAINING MODULES, MATERIALS AND IMPLEMENTING TOT
SESSIONS FOR THE DISTRICT STAFF**

ON

FINANCIAL MANAGEMENT

UNDER THE

INSTITUTIONAL DEVELOPMENT AND CAPACITY BUILDING CONSULTANCY

CONTRACT No.: MCPWS/WaSSIP/CQ/

**WATER SUPPLY AND SANITATION IMPROVEMENT PROJECT
PROJECT MANAGEMENT UNIT
JUBILEE POST
NUGEGODA**

April – 2018

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Invitation Letter

The Project Director, Water Supply and Sanitation Improvement Project (WASSIP), 230, E.W. Perera Mawatha, Jubilee Post, Nugegoda will receive applications from prospective individuals for providing the services as a capacity development consultant for the above project.

Project scope, terms and condition and works to be carried out under the above assignment is given in the attached TOR.

Herewith we are sending the tender document including Terms of References (TOR) and if you are interested to work in the above project, sealed application together with the cost of tender may be either dispatched by registered post or hand delivered to the Project Director, Water Supply and Sanitation Improvement Project (WASSIP), 230, E.W.Perera Mawatha, Jubilee Post, Nugegoda to receive on or before -----.For further details, please contact the Chief Engineer, Water Supply and Sanitation Improvement Project on telephone number 011 – 2890943 or facsimile number 011-2890941.

Project Director

Water Supply and Sanitation Improvement Project (WaSSIP),
230, E.W.Perera Mawatha,
Jubilee Post,
Nugegoda

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Interest of Submission of Individual Consultancy

To: Project Director,
Water Supply and Sanitation Improvement Project,
230, E.W.PereraMawatha,
Jubilee Post, Nugegoda

Gentleman,

1. Having examined the Tender Document including TOR for the execution of the above-named Works, I the undersigned, offer to execute and complete such Works therein in conformity with the aforesaid TOR in accordance with the Tender Conditions.
2. I undertake, if my offer is accepted, to commence the Works as stipulated in the Tender , and to complete the whole of the Works within the time stated in the Tender.
3. I understand that you are not bound to accept my offer you may receive.

Signature :

Name :

Address :

.....

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

1.0 Background to the Project

The project will directly benefit an estimated 426,000 people (approximately 107,000 households) with safe piped water supply, of which approximately 26,300 households are in urban towns, 15,800 households in estates and the remaining 64,900 households are in rural areas. This amounts to about 14 percent of the gap in meeting the GOSL's national target of increasing piped water coverage from current 45 percent to 60 percent by 2020 (additional three million people). Augmentation of existing water supply schemes will benefit approximately 25,800 households. Related sanitation programs will benefit approximately 43,000 families in the rural and estates sectors through construction of individual household toilets. The project will also finance the construction of strategically located septage treatment facilities in each of the project districts, which will improve sanitation and environmental conditions for people in the catchment area of these facilities.

The project has a strong poverty focus. There was found to be a strong correlation between poverty - measured by the poverty head count - and the level of access to water services. The selection of the seven high priority Districts was thus based on three criteria: (i) percentage of people with access to unimproved/unsafe water; (ii) percentage of households with access to non-piped water source; and (iii) Districts in the dry zones. Introducing the Poverty Headcount Index directly into the process did not materially change the priority Districts. The seven priority Districts in four Provinces are:

- ✓ Mullaithivu and Kilinochchi Districts in Northern Province
- ✓ NuwaraEliya District in Central Province
- ✓ Badulla and Monoregala Districts in Uva Province
- ✓ Kegalle and Ratnapura Districts in Sabaragamuwa Province

The project comprises four components:

- Component 1 - Water supply and sanitation infrastructure
- Component 2 – Institutional Capacity Strengthening
- Component 3 - Sectorial Technical Assistance.
- Component 4 - Project Management Support

Under the component two, Institution development and capacity building consultancy (IDCB) will assist WaSSIP to strengthen the institutional setting up of the key stake holder institutions such as DNCWS, PHDT and RWS section of the NWSDB associated with rural water supply sector in the country. Specifically the objective of the consultancy is to develop an institutional

support system that provides long term technical and operational support to Community Based Organizations (CBO) who manage RWS schemes and achieves the long term sustainability of rural and estate water supply and sanitation service delivery in the country.

2. Objective of the Assignment

As a part of the capacity development program, Consultants for IDCB are presently in the process of developing relevant training modules and guidelines required for the delivery of trainings to the members of the CBOs on various subject areas. The training strategy to train the CBOs is decided to be in two steps:

- Conducting the training for the personnel selected to form a “District Pool of Resource Persons” in each district;
- Conducting the training to the relevant personnel in CBOs, by the personnel from the above-mentioned District Pool of Resource Persons.

This strategy requires development of training modules and other material to train the personnel at both the above levels, namely the district level trainers in the District Resource Pool, and the personnel in the CBOs.

In order to expedite and supplement the process, WaSSIP has decided to engage competent and experienced external resource persons to develop training modules and guidelines on some specific selected subjects, to be used at both the above levels.

One of the subject areas selected for the development of training modules through external Consultants is for Financial Management engaged in managing of rural water supply schemes.

3. Scope

The service of an external Consultant is required to develop training modules and other associate training materials for Financial Management of CBOs.

The specific areas to be covered are further outlined below:

- Financial Book Keeping
- Preparation of Annual Financial Statements
- Bank Transaction Procedures for Bank, Commercial Loans and Grants
- Principles and procedures for Financial Auditing and requirements from external Auditors
- Advantages/Disadvantages of computerized small Book Keeping Software Packages

Under the above subjects, following need to be developed:

- A training Module should consist of;
 - A Guideline for trainers to train the District Pool of Resource Persons
 - Session plan (to train the District Pool of Resource Persons)
 - Handouts (to be used at the training of the District Pool of Resource Persons and also in the trainings provided to CBOs)
 - Formats to be used to evaluate the effectiveness of training sessions
 - A Guideline to the District Pool of Resource Persons regarding the conducting of training to CBOs
- A Guideline on the subject to be given to the CBOs for their reference

The Consultant should develop these materials under the guidance of IDCB Consultants and that should be formally presented to the PMU for final concurrence.

All materials should be prepared in Sinhala language. The necessary translations to Tamil & English and also reproduction of the documents will be done by the PMU.

In addition to the development of the training modules and guidelines, the Consultant should also conduct three TOT sessions to the personnel in the District Resource Pools basically at three locations, Kegalle, Killinochchi and Badulla.

4. Tasks to be performed by the Consultant

The selected Consultant is expected to perform the following tasks:

- Consultant should conduct a detailed discussion with IDCB Consultants to clarify the nature of the work of formulating training modules and related materials and the training delivery arrangements.
- Based on the outcomes of the above discussion, the Consultant should submit a module outline with the specified content to the IDCB Consultants and the PMU for approval.
- The Consultant should prepare draft training module and materials in constant coordination and consultation with IDCB Consultants.
- The Consultant should ensure to address theoretical and practical aspects in the subject areas, when developing the training module and other materials.
- The Consultant should submit a draft training materials to the IDCB Consultants and PMU and also organize a training demonstration event, and based on the comments

received, refine/amend the documents before proceeding to district based implementation.

- The Consultant in coordination with the Training Coordinator (TC) of IDCB shall organize all TOT training events at the three selected locations.

5. Timing and Duration

The consultant is expected to complete document development phase within one month and island wide training implementation component to be completed within six months subsequently.

6. Logistics

The PMU will provide all logistics for delivering the TOT sessions in different locations including Consultant's transportation facilities from Colombo.

Expected number of participants per TOT session would be limited to 30-40, and the locations would be as indicated under the Scope above, but may change as decided by the PMU.

7. Instruction to Consultants

The Proposal and the cost received will be evaluated on the basis of information duly provided by the Consultant/s. Information must be supported by relevant evidences such as certificates, official letters, bills, vouchers and necessary commitments wherever applicable. Failing to provide the information in the proposal submitted by the consulting firm/s will result invalid and shall not be evaluated.

8.0 Qualification/level requirements

The Consultant should possess the following qualifications and experience:

- Basic Degree in the field of Finance/ Management/ Commerce or related field;
- Membership of a recognized professional institution
- Post Graduate qualification in relevant field
- Not less than 15 years experience in Finance /Rural Development/ business Sector
- At least 10 years of relevant working experience in training and development sector.

9.0 Cost Proposal

Consultant is requested to forward the rate requested in the following format.

No	Title of the Required Module	Core Content to be included in the Module by the External Resource Persons	Development of training module, Participants handouts, presentation slides, guidelines for the CBOs & refinements			Delivery of three ToT Sessions incl. evaluations		
			No of Days	Rate (Rs)	Amount (Rs)	No of Days	Rate (Rs)	Amount (Rs)
01	Financial Management	As specified under Scope above	15			09		

Payment will be done for the inputs for the two phases (development and delivery of training) on daily rate basis on the satisfactory completion of whole task.