



TERMS OF REFERENCE (TOR) FOR CONSULTANT TO DELIVER SPECIALISED TRAINING ON PLANNING FOR IMPLEMENTATION OF WASH AMONGST THE TARGETED SCHOOLS

1.0 Background

Environmental Alert (EA)¹ is a Ugandan Non-Governmental Organization, founded in 1988, that promotes sustainable agriculture and natural resources management for sustainable livelihoods in Uganda through supporting community development and policy lobbying and advocacy. EA envisions, *'resilient and dignified communities, managing their environment and natural resources sustainably'*

Environmental Alert in partnership with Water Aid is implementing a 3-months project on Water Sanitation and Hygiene project titled **Sustainable WASH (SusWASH)** project. This project also supports KCCA directorates for Health, Education and Strategic Planning to include elements that strengthen the sustainability of WASH services within their current plans.

This project aims to apply the learning and evidence generated from the SusWASH project to support Urban WASH policy processes as well as inform sector capacity development initiatives towards sustainability of water and sanitation services. The project shall be carried out in two selected communities as confined to this assignment, and these include; Kamwokya Parish in central division and Kansanga in Makindye division, Kampala central division and 5 schools namely; Mirembe primary school, Kansanga Seed secondary school, Railway primary school, Natete Secondary school and Ntinda school for the deaf...

1.1 Project objectives

- i. *Institutions mandated to provide and maintain WASH in schools are strengthened*
- ii. *Capacity development of schools for inclusive and sustainable WASH*
- iii. *To determine the current levels of WASH services sustainability and user satisfaction to improve accountability and conditions*

In order to achieve the project objective ii i.e. 'Capacity development of schools for inclusive and sustainable WASH', Environmental Alert intends to deliver trainings on Planning for implementation of WASH amongst the target schools aimed at addressing gaps on effective WASH implementation in schools.

1.2 Target group for the training:

The training targets school management committees in the five (5) selected schools i.e. *Mirembe primary school, Kansanga Seed secondary school, Railway primary school, Natete Secondary school and Ntinda school for the deaf* including; Head-teachers, the WASH club patrons, the chairman School Management Committees / Board of Directors, Parents representative on the committees and responsible person in charge of the planning and budgeting making a total of 25 members.

2.0 Justification

¹ Further information about Environmental Alert detailed in the profile available at: <http://envalert.org/wp-content/uploads/2018/07/EA-profile-Updated.pdf>

Environmental Alert conducted a study to assess the status of WASH service delivery in the 5 project schools. The assessment generated information in respect to Knowledge, attitude and practice which was further synthesised to identify gaps to inform the training needs.

The analysis² showed that:

- a. *All school SMCs did not have comprehensive WASH plans;*
- b. *Some schools did not consider components of Menstrual Hygiene Management (MHM), future population considerations for WASH services, treatment bills, financial consideration of WASH running costs; water bills, provision of soap, hand washing facilities these elements were not well articulate in the plans.*
- c. *The WASH plans were not well costed and could not be relayed on for fundraising.*
- d. *There are inadequate safe water points in all the schools for both teachers and pupils/students. In some schools safe water access points were raised and could not be accessed by the disabled and children in nursery sections, (e.g. in Mirembe P/S and Kansanga seed SC)*
- e. *Some schools don't have facilities for MHM such as incinerators and disposal buckets in girls/ female teacher's toilets. For the schools that had incinerators, they are in very poor conductions and small in size compared to the number of females in the schools.*
- f. *Many children lacked adequate knowledge in MHM especial boys across all schools.*

It is therefore prudent to address the identified issues through conducting a training on '*Planning for implementation of WASH amongst the target schools and Inclusive WASH concepts and principles*' to the school management committees (SMCs). It is envisaged that the training will equip participants with the necessary knowledge and skills to improve WASH implementation in the respective schools.

3.0 Purpose of the assignment

The overall objective for this consultancy is to train the five (5) SMC teams from the different target schools on *inclusive WASH concepts and principles* and *Planning for implementation of WASH within the targeted schools*.

As a Resource person, you are expected to:

- a. Develop training tools /materials for the training to be delivered to the School Management Committees as guided below:
 - i. *Effective skills in WASH Planning following KCCA guideline on WASH;*
 - ii. *Effective budgeting to the SMC members and focal WASH teachers;*
 - iii. *Resource mobilization to the SMC members to build their capacity in finding other partners that will help to effect the developed WASH plans for their schools;*
 - iv. *Existing gaps and opportunities for application of Inclusive WASH ³principles and concepts in schools considering the vulnerability of both girls, boys and the disabled;*
 - v. *Affirmative actions and considerations in budgeting for SMC members.*
- b. Share training tools developed;
- c. Deliver the training on *Planning for implementation of WASH amongst the target schools and Inclusive WASH concepts and principles* to the SMCs;
- d. Develop and submit high quality reports from the training delivered.

²The assessment report is available for further details.

³ Inclusive WASH programmes are those designed to support people with disabilities and vulnerable persons to claim for their rights, by helping to increase their visibility, dignity, self-confidence through WASH designs and active participation in policy and decision-making processes.

4.0 Methodology and approaches

- a. The person to deliver on specialised training will use participatory approaches and methods;
- b. Group work sessions to develop individual school WASH plans and Budgets using the skills from the training delivered.

5.0 Expected Outputs/deliverables (Refer to Table 1)

- a. Develop and submit the training tools/materials for the training as described in section 3.0;
- b. Coordinate and conduct trainings for the two groups of 5 (Five) SMCs from the 5 (five) schools
- c. Compile and submit quality reports to Environmental Alert from the trainings conducted.

Table 1. Activities and schedule for the engagements.

Task	Number of days	Deliverables	Timelines
Develop and submit the training tools and design demonstration manual for the training themes to Environmental Alert.	1	Training tool and demonstration manuals specific to deliver	18 th April, 2019
Conduct trainings for the two group of 5(Five) SMCs from the 5(five) schools	1	Deliver training to the targeted beneficiaries	25 th to 26 th April, 2019
Compile and submit quality reports to EA from the training conducted.	1	A quality training report for the training	30 th April, 2019
Number of days.	3		

6.0. Correspondence

All contractual and implementation correspondences will be addressed to Dr Joshua Zake, Environmental Alert, P.O. Box 11259 Kampala – Uganda, email: ED@envalert.org or joszake@gmail.com

7.0 Payments

A modest professional fees will be given to the consultant/facilitator as compensation for his technical expertise, competence and time. This will be agreed upon based on the interpretation by the intending consultants and available resources.

Please Note:

The professional fees will be charged with holding task (i.e. 6% of the total professional fees) and 10% of total professional fees as contribution to Environmental Alert's management costs.

Other administrative and logistical costs associated with delivery of the assignment will be covered by Environmental Alert.

8.0 Role of Environmental Alert

- a) *Coordinate and organize for the two trainings;*
- b) *Pay the Consultant the agreed consultancy fee;*
- c) *Provide the necessary information available to inform the training;*
- d) *Provide other logistics necessary for the assignment as will be agreed.*

9.0 Qualifications and required competencies for the consultant

- a) *Relevant academic background in Social sciences and development, environmental management, water engineering, development studies, public health & sanitation or related field;*
- b) *Demonstrated experience in carrying out similar assignments;*
- c) *Strong analytical, facilitation, training and communication skills;*
- d) *Good understanding of the inclusive WASH issues;*
- e) *Demonstrated understanding, experience and application of inclusive WASH principles and concepts is an added advantage.*
- f) *Excellent writing and reporting skills (English) and ability to conceptualize WASH issues;*
- g) *Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.*

10. Contractual conditions

- a) The Consultant shall be persons of high integrity and competence in application of the task at hand for the period required.
- b) Except with prior agreement with Environmental Alert., the Consultant shall not publicize or make public through media or in private any (part) of the raw or finished material, recommendations or information provided within the framework of this contract.
- c) All reference materials belonging to Environmental Alert that the Consultant may have in possession by virtue of the contract shall be surrendered to Environmental Alert at the end of the contract.
- d) In case of conflict arising from the implementation or execution of this contract, the parties agree to do their best to avoid legal action, but shall seek arbitration from a third party acceptable to both parties.

11. Application Submission process

Applications should be submitted in soft copy or hard copies and addressed to the Executive Director, Environmental Alert P.O. Box 11259, Kampala, Uganda. Or email to po.energy@envalert.org with a copy to ed@envalert.org or hand deliver to Plot 3, Sonko Lane, Kabalagala (off Gaba Road). Applications should be delivered to the above address not later than **17th April 2019**.