

## TERMS OF REFERENCE (TOR) FOR CONSULTANT TO DELIVER SPECIALISED TRAINING ON OPERATION & MAINTENANCE AND MONITORING & EVALUATION TO THE SCHOOL MANAGEMENT COMMITTEES IN THE SELECTED SCHOOLS.

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### 1.0 Background

Environmental Alert<sup>1</sup> 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 at applying the learning and evidence generated from the SusWASH project to support Urban WASH policy processes as well as informing sector capacity development initiatives towards sustainability of water and sanitation services. The project has been carried out in two selected communities of Kamwokya Parish in central division and Kansanga in Makindye division, Kampala and schools of Mirembe primary school, Kansanga seed secondary School, Railway primary school, Nateete secondary school in Rubaga Division and Ntinda School for the deaf in Nakawa division.

Against that background, an assessment in the above mentioned schools was conducted to establish gaps in relation to Water Hygiene and Sanitation (WASH) against which appropriate interventions/ training will be undertaken. In this assessment relevant stakeholders in the schools were interviewed using series of structured interview guides to collect relevant data that has informed this gap analysis.

The School Management Committee (SMCs) and teachers were interviewed using a focus group discussion guide, Head teacher/School health Club Patron were consulted using Key informant Interviews( KIs) and finally pupils/students were interviewed using Knowledge Attitude and Practice (KAP) questionnaires to collect data about their knowledge, attitude and practice in regards to Water Hygiene and Sanitation (WASH).

### 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*

**As described above under the objectives ii. ‘Capacity development of schools for inclusive and sustainable WASH’, Environmental Alert** intends to deliver training on *operation & maintenance and monitoring & evaluation* aimed at addressing gaps on effective WASH implementation in the school..

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

## **1.2 Target group for the training;**

The training targets to equip school management committees in the five (5) schools and in this training a maximum of 30 people will attend the training (the head-teacher, the WASH club patron, the chairman School Management Committees / Board of Directors, Parents representative on the committees and responsible person in charge of the planning and budgeting.)

## **2.0 Justification**

Environmental Alert conducted a study to assess the status of WASH service delivery in the schools, in respect to; Knowledge, attitude and practice, in the five (5) schools. The information generated was synthesised and gaps were identified after analysis.

The analysis<sup>2</sup> showed that;

- a. *The sanitation status of the currently used latrines in some schools was poor. Such as; Mirembe P/S, Railway and Nattete P/S.*
- b. *Some toilets didn't have doors for privacy.*
- c. *Some schools did not have simple budgets for O&M ie; replacement of broken dust bins, garbage collection tools, incinerators follow up and proper care.*
- d. *The hand washing facilities status in all schools was poor.*
- e. *All schools did not have a systematic monitoring approach towards WASH. For example ( All schools did not have M&E frame works for WASH, didn't have information/data collection tools and they don't carry out Participatory Monitoring and Evaluation approaches)*
- f. *No follow up actions are taken after collecting WASH information in some schools.*

For all these issues it necessitated a training on *Operation & Maintenance and Monitoring & Evaluation* to the school management committees (SMCs) so 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 Operation & maintenance and Monitoring & Evaluation to the school management committees (SMCs) of the respective schools.

### **As a resource person, you are expected to:**

- a. Develop training tools and demonstration manuals for the training to be delivered to the School Management Committees as guided below;
- b. Deliver training on;
  - i. Comprehensive O&M for WASH facilities (setting up a management person—spelling out the roles and responsibilities—cleaning rosters and supervising schedules of the facilities among others)
  - ii. O&M principles to the SMC to enable them set simple rules to manage WASH facility better and in implementation of the set rules-- Development of talking messages and other IEC materials to advance O&M among pupils/ student.
  - iii. How to develop an M&E WASH frame work for the schools and relevant data collection tools.
  - iv. Basic M&E principles and reporting—what's important to be measured (M&E), tracking of changes and impacts of WASH services in the school, the parameters to be collected and reported.
- c. Share training tools developed-including the procurement requirements for the training-with Environmental Alert prior to the exact training date.

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<sup>2</sup> The assessment report is available for further details.

- d. Deliver the training on *Operation & Maintenance and Monitoring & Evaluation* to the SMCs
- e. Develop and submit high quality reports from the training delivered to the two groups.

#### 4.0 Methodology and approaches

- a. The person to deliver on specialised training will use participatory approaches and methods to work with Environmental Alert staff and the target schools.
- b. Group work sessions will be organised per school to develop independent O&M plans and develop an M&E framework for their schools using the skills from the training delivered.

#### 5.0 Key results Deliverables from the consultant (Refer to Table 1)

- a. Develop and submit the training tools and design demonstration manual for the training themes to Environmental Alert.
- b. Conduct trainings for the group of 5(Five) SMCs from the 5(five) schools
- c. Compile and submit quality reports to Environmental Alert for the training 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 <sup>th</sup> April, 2019
Coordinate and conduct trainings for the the group of 5(Five) SMCs from the 5 (five) schools	2	Deliver training to the two groups	23 <sup>rd</sup> to 24 <sup>th</sup> April, 2019
Compile and submit quality reports to EA from the training conducted.	1	A quality training report for the training delivered to the group	29 <sup>th</sup> April, 2019
<b>Number of days.</b>	<b>4</b>		

#### 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](mailto:ED@envalert.org) or [joszake@gmail.com](mailto: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) Pay the Consultant an agreed consultancy fee.
- b) Provide the necessary information available at Environmental Alert
- c) Provide transport and 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 any other 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) *Training in M&E from a recognized institution is a requirement*
- 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](mailto:po.energy@envalert.org) with a copy to [ed@envalert.org](mailto: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 **17<sup>th</sup> April 2019**.