

# **Terms of Reference (ToR) for the provision of consultancy Services for Program Management and Capacity building for Sustainable Rural Water Supply and Sanitation Program Phase II**

## **1. BACKGROUND**

The Government of Tanzania launched the Sustainable Rural Water Supply and Sanitation Program (SRWSP) in 2018, with financial support from the World Bank. The program development objective was to increase access to rural water supply and sanitation services in participating districts and strengthen the capacity of select sector institutions to sustain service delivery. SRWSP supported WSDP on the rural water supply and sanitation component in Tanzania through results-based financing, an aid modality increasingly used for its transformative potential. The SRWSP aims to incentivize national and local-level stakeholders to improve and reform the rural water and sanitation sub-sectors.

The SRWSP has used the World Bank's "Program for Results" (PforR) results-based financing instrument to support WSDP whereby funding has been transferred to the GoT as un-earmarked funds upon achievement of targeted results against Disbursement Linked Indicators (DLIs). The SRWSP has supported rural water supply and sanitation services in 25 out of mainland Tanzania's 26 regions. The 25 regions selected based on the criteria of low access to water and sanitation as well as high poverty and high stunting rates. The Internal Auditor General (IAG) as the Independent Verification Agent verifies achievement of the results annually for the Program.

Furthermore, the Government of Tanzania has prepared the Sustainable Rural Water Supply and Sanitation Program Phase Two (SRWSSP II) as a successor program in 137 rural Local Government Authorities (LGAs) across 25 regions over five years. The phase two of the program focus on three areas: of -

- (i) Improving access and sustainability of at least basic WASH services;
- (ii) Strengthening policy, institutions, and regulation for better service delivery; and
- (iii) Maximizing finance for development (MFD), including leveraging private investment.

The program will also offer technical assistance to the Government of Zanzibar to lay the groundwork for accelerated institutional reforms essential for sustainable and inclusive water and sanitation services. It's estimated that beneficiaries include three million people for water supply and six million for sanitation services.

The program also forms the second phase of the Regional Multi-Phase Programmatic Approach (MPA) Program, "Accelerating Access to Water, Sanitation and Hygiene in the Eastern and Southern Africa Region." The Regional MPA program has four pillars: WASH

Acceleration Platforms (pillar 1), Sector Governance Reforms (pillar 2), Improving Service Provision Performance (pillar 3) and Financing Water Supply and Sanitation Infrastructure and Promoting Private Sector Participation (PSP (pillar 4).

For effective implementation of the program, the government through the Ministry of Water intends to engage a consultant firm to provide the consultancy services for Project Management Consultancy (PMC). The consultant will offer expertise in supervision and support across key management areas, including procurement, finance, contracts, safeguards, and M&E.

### 1.1. Program Results Areas (RA)

SRWSSP II will support results across three Results Areas (RAs). Below is a summary of each RA and its key activities.

- **RA 1: Increased access and sustainability of at least basic WASH services (US\$ 141.56 million IDA, US\$84.37 million Counterpart Funding).** Activities financed under this RA align with Pillar 4, expanding access to basic climate-resilient WASH infrastructures for rural households, schools, and healthcare facilities through functional waterpoints and latrines<sup>1</sup>. Specific activities include design and construction, extension and or rehabilitation of rural water points, household latrines, and gender-sensitive WASH facilities in schools and healthcare facilities. It includes sanitation behavior change campaign and hygiene promotion. These efforts will particularly benefit women and girls by reducing the time spent collecting water, improving safety and dignity, and supporting menstrual health and hygiene. To enhance climate resilience, the program will support integrated planning, construction, maintenance, and monitoring of water resources use and conservation. This includes integrating climate resilient infrastructure design of WSS investments. It will also support, through the IPF, sustainable water resource protection and management to ensure long-term availability and manage the risks of overexploitation. Improved WASH services will enhance climate resilience by ensuring reliable access to safe water, reducing disease risks during floods and droughts, and protecting communities through resilient infrastructure and resource-efficient systems (seen at the DLI level).
- **RA 2: Policy, Institutions and regulation for strengthened service delivery (US\$33.44 million IDA, US\$15.63 million Counterpart Funding).** Activities financed under this RA align with Pillars 2 and 3, strengthening policies, institutions, and regulatory frameworks for sustainable and climate resilient service delivery. The specific activities include capacity building for CBWSOs,

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<sup>1</sup> Access to basic water service means drinking water from an improved source, such as a protected well, borehole or piped supply, that is at most within a 30-minute round trip for collection, including queuing while basic sanitation refers to the use of improved sanitation facilities that are not shared with other households. Functional water points and household latrines tend to be highly exposed to droughts, floods, storms, and rising temperatures. Therefore, climate-proofing these facilities is essential to safeguard public health, protect natural resources, and ensure uninterrupted services in the wake of extreme weather events.

establishment of RUWASA O&M support centers, development of district WASH master plans, regulatory improvement plans for rural water services, and investments in data systems and financial sustainability reforms. Sector reforms and investment activities will also be designed to ensure targeted incentives in the disbursement-linked indicators (DLIs) to enhance women's voices are integrated in the planning, design, and siting of water infrastructure to improve safety, accessibility, and responsiveness.

- **RA 3: Maximizing Finance for Development (MFD) (US\$ 10 million IDA, US\$ 2 million ESMAP TF, and US\$ 20 million private capital).** Activities under this RA aligns with Pillar 4 focused on catalyzing private financing for WASH, including menstrual health and hygiene (MHH). Specific activities include mobilizing private capital/non-public finance through implementation of the government-led pre-feasibility study for a PPP in rural water supply services completed under phase I and exploring other blended finance mechanisms to scale eligible WASH investments across the country.

## 1.2 Program Development Objective

The PDO aims to improve and sustain access to safely managed water supply, sanitation, and hygiene services in all villages by strengthening the capacity of selected sector institutions.

## 2. OBJECTIVE OF THE ASSIGNMENT

The objective of the PMC assignment is to provide **day-to-day program management support** and **capacity building** to the Program Coordination Team (PCT) and Implementing Agencies (IAs) for effective implementation of SRWSSP II, in compliance with Government systems and World Bank requirements.

Specific objectives include:

- Strengthening fiduciary, procurement, contract management, safeguards, M&E, and technical oversight systems;
- Supporting timely, transparent, and value-for-money implementation;
- Building sustainable institutional capacity at national, regional, and local levels; and
- Supporting evidence of preparation for DLI verification (without undertaking verification).

## 3. SCOPE OF THE CONSULTING SERVICES AND SPECIFIC TASKS

The Consultant shall provide services to support the PCT and Implementing Agencies in the effective implementation of SRWSSP II, in accordance with the procedures detailed in the time-based contract. Services provided will include, but not be limited to: -

- i) Preparation of program plans, budget and annual work plans;

- ii) Ensure financial management procedures are adhered to (budgeting, accounting and internal control, disbursement and flow of funds, financial reporting, etc.);
- iii) Facilitate the monitoring and evaluation management (e.g., execution of M&E plans, performance indicators, implementation of M&E management system);
- iv) Ensure Policies and legal compliance for both the national and the World Bank.
- v) Support the social and environmental management of the Program ensuring different requirements per the Program Action Plan (PAP) and Environmental and Social System Assessment (ESSA) are met and different project specific instruments (e.g. ESIA and RAPs ) are timely prepared and implemented as required and in accordance with the national system and World Bank requirements;
- vi) Ensure Timely reporting and meetings;
- vii) Support procurement processing including the preparation and updates of the PPSD and the procurement plans, bidding and contract documents preparations, reviewing and participating on bid evaluation and preparation of procurement reports; and
- viii) Various technical and management aspects of the program (including designs, physical achievements).

The PMC shall provide integrated support across program management, fiduciary oversight, procurement, M&E, environmental and social safeguards, engineering, and water resources management. Services will be provided through a combination of embedded support, field missions, capacity-building activities, and on-demand technical assistance.

Important role clarification:

- The PMC does not verify DLIs;
- The PMC supports the PCT and IAs to prepare verifiable evidence;
- DLI verification remains the responsibility of the Independent Verification Agent (IVA);
- The PMC has no decision-making authority over disbursements.

### **3.1 Key Specific Tasks**

#### **3.1.1 Overall Program Management:**

- Support in periodic update of the Program Operations Manual (POM). Deliverables: Updated POM

- Support PCTs to develop and update formats for preparation of the Annual Work Plan of activities for the IPF Component (applicable to PCTs) and PforR Component (applicable to both PMU and implementing entities). The Annual Work plans shall include a budget and financing plan for the proposed activities, along with a timeline for their implementation, including requirements for counterpart funds (details can be found in the POM). Deliverables: Annual Work Plan format and methodology.
- Develop a tracking matrix for the implementation of the SRWSSP II Program Action Plan, especially on aspects relating to fiduciary management, procurement, environmental, and social safeguards. Deliverables: PAP tracking matrix
- Provide secretariat and analytical support to the Program Steering Committee. Deliverable: PSC minutes.

### **3.1.2 Program Financial Management**

- Develop a system of accounting and methodology to ensure that all accounting records are maintained in line with approved accounting standards and in accordance with the Government's regulations and the Bank's requirements, including an accounting and financial recording system for the Program. Deliverable: an accounting system developed with a clear methodology for execution.
- Support the PCTs in developing a training program on accounting and financial monitoring and management systems. Deliverable: FM Training Program and reports.
- Support the PCTs in conducting introductory and continuous financial management capacity enhancements workshops to train all IAs on financial management aspects and procedures of the program. Deliverable: Workshop reports including agenda, presentations, and feedback surveys.
- Support orientation and on-the-job training to upgrade the performance skills of the program staff at the county level on all project-related financial systems, such as disbursement, as per the World Bank procedure and guidelines. Deliverable: training event reports and feedback survey. This will be implemented on demand or as needed during the period of this contract.
- Provide support to the PCTs in strengthening financial planning, internal control systems, and funds flow processes, while also enhancing financial reporting and compliance across the program. Deliverable: Comprehensive Budget and cash flow reports; IFRs and consolidated program FM reports.
- Support audit planning, audit follow-up, and centralized tracking of audit findings. Deliverable: Audit tracking reports (Internal Audit and External Audit)

### 3.1.3 Program Procurement Management

- Develop Contract Implementation Manual to outline the procedures for the administration of a time-based contract, including but not limited to the following:
  - a. Procedures and forms for requesting payment.
  - b. Procedures and forms for substituting personnel.
  - c. Procedures and forms for presenting work plans and scheduling staff inputs.
  - d. Determination of KPI for high-value and complex contracts.
  - e. Scheduling of resources and allocation of roles and responsibilities for the management of high-value and complex contracts. Deliverable: Contract Implementation Manual.
- Develop a training program to build the capacity of the program implementing agencies' staff for the sustainability of project procurement management. Deliverable: Training Program.
- Conduct an introductory procurement management workshop to train all IAs on procurement aspects and procedures of the program. Cluster Workshops. Deliverable: Workshop reports including agenda, presentations, and feedback surveys.
- Develop and operationalize procurement complaint-handling systems. Deliverable: working complaint handling system.
- Development and implementation of procurement and contract management, monitoring, and tracking systems. Deliverable: performance dashboard.

### 3.1.4 Program M&E

- Design a template for reporting on Program results. Support in the roll-out and implementation of the Program M&E System, including definitions of the indicators, sources of information to track their matrices, and who is responsible for providing the required information. Also include measures for knowledge management and ensuring data quality/information integrity.<sup>2</sup> Deliverable: M&E guidelines and Interoperability (e.g., with NSMIS, RUWASA MIS), Cybersecurity considerations, and data ownership.
- Design a format for the Semi-Annual Program Monitoring report required by the Bank as per Section III, Schedule 2 of the financing agreement and a methodology to collect and summarize all the various individual progress reports from all the participating IAs. Deliverable: Semi-annual report format and methodology.
- Support PCTs in conducting introductory and continuous M&E workshops to train all IAs on M&E aspects and procedures of the program as per developed M&E guidelines

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<sup>2</sup> This shall include: Indicator definitions, data sources, verification protocols, and data quality assurance; Interoperability with NSMIS, RUWASA MIS, and other government systems; Cybersecurity considerations, including access controls and system resilience; and Clear data ownership and data governance protocols.

(Cluster Workshops). Deliverable: Workshop reports including agenda, presentations and feedback surveys.

- Support the PCTs in review and compilation of Semi-Annual progress reports from IAs, review of the Midterm review report and a completion report for the Program.

### **3.1.5 Social and Environmental Safeguards**

- Support PCT and IAs in environmental and social management of the Program ensuring Program Action Plan (PAP), Program Operation Manual (POM) and recommendations of the Environmental and Social System Assessment (ESSA) are timely implemented
- Support IAs on the preparation and implementation of appropriate social and environmental safeguards instruments per the requirements of the national system during program implementation.
- Review and update guidelines for IAs to set up functional grievance handling mechanisms for all projects, ensuring alignment with the national and World Bank requirements.
- Develop and implement a training program to enhance the capacity building of the program implementing agencies' staff on social and environmental safeguards. Important that the training follows the latest Environmental and Social Incident Response Toolkit. Expected deliverable to be the training program
- Conduct an introductory safeguards workshop to train all IAs on social and environmental safeguards aspects and procedures of the Program. Deliverable (4 workshops); the participating IAs will be clustered into four (4) groups as appropriate for the cluster workshops.

### **3.1.6 Engineering**

- Design the rural water systems Infrastructure for regular maintenance and rehabilitation programs to ensure the proper functioning of water supply infrastructures and WASH facilities, prevent breakdowns, and design a technical quality assurance mechanism that covers the quality processes, tools, and resources for the program. Deliverables: Water Systems Design report and Technical Quality Assurance Mechanism report.
- Support in the assessment of compliance of the updated rural water supply Infrastructure Design Manuals and capacity building for participating entities on identified design capacity gaps. Deliverables: Rural Water Supply Design Manual compliance report and capacity building report.
- Development of universal access standards for WASH facilities in HCFs and schools. Deliverable: Universal Access Standards for WASH in HCFs and Schools (guideline document including technical specifications, accessibility criteria, gender/inclusion considerations, and climate-resilient design parameters).

- Provide guidance during the planning, designing, development, and implementation stages to the program management teams, including deciding on priorities based on climate-resilient and least-cost alternatives. Deliverables: Technical Advisory Notes summarizing design and implementation recommendations.
- Implement a quality assurance mechanism for the technical outputs of the program. Deliverable: quality assurance reports.
- Review and support the preparation of master plans, feasibility studies, and technical detailed designs. Support in conducting feasibility assessments, design review, and technical reviews for rural water supply and WASH facilities. Deliverables: Reviewed and Consolidated Master Plans (with comments matrix); Feasibility Assessment Reports (including technical, financial, economic, and environmental analyses); and Design Review Reports for all technical detailed designs.
- Monitor and evaluate the execution of the WASH technical aspects of the program under implementation. Contribute to the overall capture of the program campaign and its good practices, which will be useful for future projects and programs. Provide technical assistance, training, and backstopping of program interventions and WSPs in the preparation of the technical aspects of projects; make recommendations to the program/project teams on improving the delivery of program/projects as may be needed. Deliverable: Policy and regulatory reviews on the implementation of rural WASH.

### **3.1.7 Hydrology and Water Resources Management**

- Support preparation of TORs, procurement of and supervision of the following water resources consultancies:
  - i. Extension of Aquafer mapping in five (5) Basins, including pump testing data from newly constructed boreholes (data rescuing) and developing a groundwater information management system.
  - ii. Preparation of the IWRM Plan for Pangani Basin and updating the plans for the other 6 Basins, including technical support for the Basin Water Board to update the existing IWRMs.
  - iii. Technical Assistance for the digitalization of the risk-based dam inventory of the country and the online application and permit system.
  - iv. Preparation of guidelines on water sources infrastructure designs and standards, establishing unified water use, Data, and Digital water registers.

## **4. DURATION AND LOCATION OF THE ASSIGNMENT**

The assignment will be a time-based contract lasting 24 months, with the possibility of extension based on performance and other considerations outlined in the contract terms. The rates will be fixed for the duration of the assignment. Since TA support services will be provided on a demand basis, there is no guarantee that a call-off contract will be awarded, nor a commitment for contracting the full scope of the assignment as projected in the TOR.

The assignment scope is estimated to be cumulatively 24 man-months of expert inputs. The Consultant will have direct interaction with stakeholders, including contractors, local government officials and members of the community, both on and off-site during the implementation of this Assignment.

#### 4.1 Main tasks and indicative levels of efforts

The consultant should strategize the provision of consultancy services in such a way that the person- months allocated to every individual consultant are optimally spread and spent judiciously to cover all the programs commensurate with timelines of every activity being implemented under SRWSSP II so as to ensure that the output of their services become useful throughout the duration of implementation of the program.

Table 1 below sets out the required team members and indicative levels of effort necessary to carry out the assignment; these are indications only and the consultants shall make their own assessment of skills and input levels required to fulfill the requirements under these Terms of Reference.

The Consultant shall deploy Key Experts through a combination of field-based, hybrid, and remote modalities depending on the nature of the assignment. Field-based experts shall maintain substantial presence at project sites, while hybrid experts shall combine field missions with remote analytical work. Remote experts shall primarily provide off-site support, with participation during key milestones.

**Table 1: Main tasks and indicative levels of effort [person-months (pm)]**

S/N	Expertise	Person - Months (PM)	Engagement Type	Deployment Mode	Remarks	Mainland (%)	Zanzibar (%)
1	Team Leader / Qualified Water Engineer	10	Part-Time	Hybrid	Strategic oversight, coordination, periodic missions	70	30
2	Monitoring and Evaluation Expert	3	Intermittent	Hybrid	Field verification + performance reporting	65	35
3	Environmental, Health and Safety Expert	12	Part-Time	Field-Based	Continuous site supervision and compliance monitoring	60	40
4	Contract Management Expert	2	Intermittent	Hybrid	Involved during key contract stages and site visits	70	30
5	Procurement Specialist	2	Intermittent	Hybrid	Mostly remote, engaged during	70	30

					procurement milestones		
6	Financial Management Specialist	3	Intermittent	Remote/Hybrid	Financial reviews, audits, and reporting	70	30
7	Hydrologist	10	Part-Time	Hybrid	Field assessments and technical hydrological analysis	75	25
8	Social Development Specialist	3	Intermittent	Hybrid	Stakeholder engagement and safeguards monitoring	60	40
	<b>Total</b>	<b>45 PM</b>					

**4.2 Level of Effort, Engagement Modality, and Deployment**

The level of effort is expressed in person-months (PM), where 1 PM equals 1 expert working full-time for 1 month. The total level of effort across all Key Experts is 45 person-months, distributed over a 24-month contract.

**4.3 Engagement Types**

<b>Full-Time (FT)</b>	Continuous engagement over extended periods (e.g., Hydrologist, EHS Expert)
<b>Part-Time (PT)</b>	Regular but non-continuous inputs (e.g., Team Leader)
<b>Intermittent (INT)</b>	Short-term inputs aligned with specific tasks or milestones

**4.4 Field Presence vs Remote Support**

- Field-based experts shall maintain substantial on-site presence, particularly for technical and safeguards roles.
- Hybrid roles shall combine field missions with remote reporting and coordination.
- Remote roles shall provide advisory and analytical support.

**4.5 Geographical Allocation**

The Consultant shall deploy experts across **Tanzania Mainland and Zanzibar** based on the percentage allocation indicated in Table 1. This allocation may be adjusted with approval from the Client depending on project needs.

**5. REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES**

MoW through PCT is the contracting entity and is responsible for the final approval of deliverables. The consultant will report directly to the Ministry of Water through the Program Coordinator. The consultant shall compile and deliver the required deliverables

under the contract in a timely manner. Draft deliverables and consolidated comments shall be submitted within 10 and 5 working days, respectively.

### **5.1 Level of Effort Monitoring, Reporting, and Payment Linkage**

The Consultant shall maintain detailed monthly timesheets for all experts, duly signed by the respective experts and countersigned by the Team Leader, and subject to Client validation. A systematic mechanism shall be established to track the level of effort, including person-months utilized, task assignments, and deployment location (Mainland and Zanzibar).

The Consultant shall submit monthly reports, which shall include:

- Approved timesheets indicating actual time spent (in person-days and person-months)
- A level-of-effort report comparing planned versus actual person-months for each expert, with explanations for any deviations
- A progress report detailing tasks performed, outputs delivered, and deployment location
- Evidence of deliverables achieved in line with the approved work plan

The Client shall review and validate all submitted documentation prior to payment. Payments to the Consultant shall be linked to the verified level of effort and satisfactory performance of assigned tasks. In the event of underutilization, overutilization without prior approval, or unsatisfactory performance, the Client reserves the right to adjust payments proportionately in accordance with Contract provisions.

All records shall be maintained in an auditable format and made available to the Client and relevant oversight authorities upon request.

For the purpose of reporting and payment, one person-month shall be equivalent to twenty-two (22) working days.

## **6. MINIMUM REQUIREMENTS FOR CONSULTANT'S QUALIFICATIONS AND EXPERIENCE**

The Consultant's firm may comprise both international and national experts to provide assignment services. The Consultant's experts will work cooperatively with the program coordinator from the Ministry of Water and other staff directly assigned to undertake various

program responsibilities. The consulting services required for the project will include, but are not limited to, the following.

The consulting firm should have general experience in Contract Management and in preparing studies, planning, and designing relevant infrastructure projects. The firm should have at least 10 years of proven experience in planning for infrastructure development/investments, environmental and social impact assessments, preparation of environmental management plans, occupational health and safety plans, gender action plans, resettlement plans, preliminary and detailed designs, cost estimates, bidding documents, and project implementation.

## **6.1 Task for individual experts**

The experts in the consultant team will provide technical support, assist, advise and work together with the PCT in the management of contracts and implementation of the SRWSSP II program

### **6.1.1 Team Leader/Civil/ Water Engineer**

The team leader shall be responsible for the proper conduct of the entire execution of the assignment and shall serve as the principal contact person between the Consultants' Expert team and the client through MoW. The specific activities include, but are not limited to:

- i) The Team Leader shall assist the PCTs in carrying out contract administration and management duties throughout the duration of the assignment to secure smooth and timely implementation, proper supervision, and control of the Works and consultancy services. The expert shall assist to ensure that all duties associated with the supervision of the works and consultants' contracts are performed to the best construction practices and that the final product is in all respects equal to, or better than, those specified, at the most economic costs and in full compliance with the governing specifications. In particular, the expert shall work with the PCTs and provide technical assistance.
- ii) Overseeing Quality assurance and coordinating the deliverables of individual experts throughout the contract period
- iii) Organizing and conducting the on-job training for PCTs' technical Staff and other key stakeholders. The expert shall also advise on and prepare a training program to enhance PCT's technical staff's knowledge and skills.
- iv) Assuring that the Consultants and Contractors mobilize and supply to the contracts all key personnel, materials, plant, equipment, and machinery that have been committed in the tender or required for the completion of the Works, and

ensure that all such items are mobilized and demobilized as per the approved work plan.

- v) Provide the technical advice to SRWSSP PCTs in maintaining up-to-date records of all contractual administration, including reports, site works diaries, instructions given to Contractors, test records, correspondences, measurements, quantity calculations, payments, variations and all other relevant documents about the works operations and supervision contracts.
- vi) Supervise and review design reports and provide technical advice to PCT on the way forward towards implementation of the project.
- vii) Identifying, analyzing and advising on actions to all potential circumstances that may cause delays and other contractual issues. The Employer, through PCT, shall be kept informed of the progress of works by providing properly prepared reports, briefings, and meeting minutes during construction and the Defects Liability Period.
- viii) Assist the PCTs in administrative duties, including financial planning and preparation of cash flow forecasts for all contracts quarterly, semiannually and annually.
- ix) Advise the Employer through PCTs on any appropriate measures to be undertaken to avoid and rectify any deficiencies and improve the cost effectiveness of the project by considering possible cost savings to the project.

### **Academic Qualifications and Experience of a Team Leader**

The proposed Team Leader should be a professionally qualified and experienced individual with the following qualifications:

- i) Master's degree in Civil/Water Engineering or Master's of Project Management with a background of a Bachelor's degree in Civil/Water Engineering.
- ii) A minimum of 15 years of cumulative experience working in civil works covering water projects.
- iii) Must have at least 5 years of working experience in a managerial position as an overall Team Leader or Project Manager. Experience in managing and implementing infrastructure projects with a strong focus on social and environmental aspects.
- iv) Must have worked as Team Leader or Project Manager/Director at least in two (2) completed projects of a similar nature in developing countries in the last ten (10) years.

- v) Proficiency in written and spoken English is mandatory. Proficiency in written and Kiswahili will be an added advantage.

### **6.1.2 Monitoring and Evaluation Expert**

The scope of the assignment for the M&E expert is to ensure that PCT implements the program components in accordance with the target and objective prescribed in the program's Results Framework. The expert will ensure the establishment of the appropriate systems for the M&E activities, including the development of norms, strategies, procedures and M&E tools used by the PCT during the period of implementation of the SRWSSP II program. The expert in this area shall ensure that a high-quality tool and framework are developed and implemented for Monitoring and Evaluation. Further, the expert shall establish a context-appropriate and verifiable data-collection mode to provide the project with reliable, up-to-date data. The established M&E tool and model under the SRWSSP II program shall be disseminated and used by the implementing entities.

The M&E Expert of the SRWSSP II program will be responsible but not limited to the following: -

- i) Design and prepare M&E strategy and work plan that aligns with project components activities.
- ii) Identification of training and capacity building needs on M&E for the project implementers as described by the project.
- iii) Leading in preparation of SRWSSP II program monitoring and evaluation framework, which will consider the SRWSSP2 Results Framework, including guidelines, tools, analysis, reporting templates, clear procedures on how to calculate/measure the indicators defined, monitor data collection for PCTs and beneficiaries.
- iv) Provide guidance in evaluating project performance through data capturing, assessments, and reporting protocols.
- v) Oversee the development and implementation of the Performance Monitoring Plan (PMP) to capture the project's performance and results, including routine service delivery, data reporting, baseline and end-line assessments and all monitoring for process and outcome evaluations.
- vi) Develop and oversee data flow patterns for the project that will ensure timely data collection and reporting.
- vii) Recommend IT-based knowledge and data management approaches, including the use of participatory documentation techniques to monitor the project.
- viii) Ensure that monitoring and evaluation activities are carried out according to schedules and that findings and recommendations are implemented and followed up.

- ix) Submitting monthly reporting as determined by the assignment agreement;
- x) Develop and implement robust reporting mechanisms;
- xi) Support MoW and the PCTs in the design, development and implementation of a robust impact evaluation of the project.
- xii) Produce reports with results of M&E activities by providing written documentation and/or oral presentations about progress toward achieving indicators and targets as appropriate.
- xiii) Providing early warning to the PCT team on the circumstances that will cause SRWSSP II not to achieve its objectives through implementation of sub-projects activities.
- xiv) Ensure the transmission of knowledge to the PCT about techniques, management tools and any other relevant activity as identified in the gaps and capacity building assessment.

### **Academic Qualifications and Experience for M&E Expert**

The M&E Expert should have the following academic qualifications and experience: -

- i) Master's degree in Project Planning and Management, Monitoring and Evaluation, Statistics, Economics, Transport Economics, Social Science, or related discipline.
- ii) Minimum 10 years of work experience in monitoring and evaluating large multi-year development programs, with a robust M&E component and experience implementing impact evaluations (IE).
- iii) Experience in working as an M&E Expert in at least two (2) completed water projects of a similar nature funded by international financing Institutions in the last ten (10) years.
- iv) The M&E Expert should have experience working with projects that require the establishment and implementation of both qualitative and quantitative data collection techniques and strategies, including analysis and reporting.
- v) The M&E Expert should have the capacity and experience to provide training and capacity building.
- vi) Proficiency in written and spoken English is mandatory. Proficiency in written and spoken Kiswahili will be an added advantage.

### **6.1.3 Environmental, Health and Safety Expert**

The Environmental and Social Expert (E&S Expert) will employ a collaborative and direct approach with SRWSSP II program Implementation Units (PCTs) to ensure that its implementation is complementary to National Environmental and Social Laws and Regulations, and the World Bank's Environmental and Social policies and standards.

Specifically, the Environmental, Health and Safety Expert will perform the following duties and responsibilities: -

- i) In collaboration with the E&S Staff in the PCTs and the Social Expert, he/she shall ensure that ESIA studies are conducted in accordance with the environmental clearance certificates are timely issued by the National Environment Management Council (NEMC) and a **Social Development Specialist** with clear responsibilities (land, GRM, inclusion, SEA/SH, stakeholder engagement, RAPs).
- ii) In collaboration with the PCT's E&S Staff, he/she shall ensure compliance with the project Program Action Plan and the recommendations of the Environmental and Social System Assessment (ESSA) of the Program.
- iii) Assist in the preparation of consolidated quarterly and annual reports for submission to the National Environmental Management Council (NEMC), Occupational Health and Safety Agency (OSHA) and the World Bank using the developed template – these should include recommendations for improving performance and capacity building and deliver to the program as part of the M&E report;
- iv) Assess and ensure that the contractor's bids adequately address environmental and social requirements as set out in Environmental and Social Management Plans (ESMPs);
- v) Assist the project's PCTs with compliance enforcement tools, including coordination with the NEMC;
- vi) Support PCT and IAs ensuring that contractors comply with environment, health and safety plans, including recording, reporting, and addressing any accident or near-miss accident to workers or communities during implementation of works;
- vii) Assist the PCT to properly handle incidents and accidents (including reporting, investigation and follow-up with remedial actions);
- viii) Assist in maintaining clear records of the environmental, health and safety issues which can be monitored by the implementing agencies;
- ix) Ensure that site-specific Environmental and Social Management Plans (ESMPs) and Health and Safety Management Plans are prepared by contractors and approved by supervising engineers before any works start.
- x) Assist IAs in the environmental management of their assets including ensuring HCF incinerators meet the standards and operation of water supply and sanitation networks meets environment and health and safety requirements
- xi) Assist in ensuring that local communities, vulnerable groups, and project workers are protected against project-related environment, health and safety risks and impacts and also have an access to grievance management process
- xii) In collaboration with E&S Staff in the PCT and Social Expert, develop a coordination mechanism on environmental and social management and chair regular coordination meetings (on a monthly basis) with the PCT at the Regional

Level and ensure meeting minutes are taken and issues arising are addressed by relevant parties;

- xiii) Support in the identification of training needs of the PCT and IA teams regarding environmental, health and safety issues and develop and implement a Capacity Building Plan for monitoring of Environmental, Health and Safety issues during construction, including cost estimates;

### **Academic Qualifications and experience for Environmental, Health and Safety Expert:**

Eligible candidates should have the following minimum qualifications: -

- i) A degree in Environmental Management, Environmental Engineering, Environmental Education and Environmental Science or related discipline. Master's Degree in Environmental Management, Environmental Engineering, Environmental Education, Environmental Science, Environmental Planning or related discipline is an added advantage.
- ii) He/she must have at least 10 years of working experience in environmental, health and safety management of water supply and sanitation projects;
- iii) He/she must have at least 5 years of working experience in developing and managing the implementation of ESIA's, ESMP's, and Health and Safety plans for projects funded by international financing institutions
- iv) He/She should be registered as an Environmental Expert with a valid practicing certificate from NEMC or temporary registration from NEMC for foreigners;
- v) Possess Professional certifications (e.g. National Examination Board in Occupational Safety and Health) from a recognized body in the areas of Health and Safety in construction projects.
- vi) Excellent written, spoken and reading abilities in English and Kiswahili

#### **6.1.4 Contract Management Expert**

The Contract Management expert will be responsible for providing technical assistance in Contract administration and Management to the implementing entities' staff and guiding them on procedural compliance in the implementation of World Bank-funded projects from commencement to contract closure.

The expert shall work together and provide technical assistance to MoW and the program's implementing entities in supervision of works and consultants' contracts for achieving an efficient execution of the SRWSSP II program and more specifically provide the following: -

- i) Assist the PCTs in administrative duties, including financial and preparation of cash flow forecasts for all sub-projects' contracts every month.

- ii) Build Capacity on Contract Administration & Management and Supervision of Works and Consultants Contracts to PCTs and MoW Staff responsible for the implementation of SRWSSP II program by carrying out the following:
  - a) Assess the capacity building needs of the PCTs and MoW technical staff involved in the program;
  - b) Prepare a capacity building program to be implemented during the implementation of Sub-program activities and submit to the Project Coordinator for the Client's approval;
  - c) Conduct on-job training to the PCTs and MoW staff based on the approved capacity building program;
- iii) Assist the PCTs team in the management and administration of the Works and Consultants Contracts as follows:
  - a) Ensure that the Works comply with the approved Design, Drawings, Specifications, Conditions of Contract and sound best practice;
  - b) Approval of Contractor's working drawings is on time and considers the project requirements;
  - c) Reviewing prepared progress reports from consultants and comments on the implementation of the consultant's assignment;
  - d) Reviewing submitted claims and reimbursable expenses from the consultancy services and recommending on the eligibility;
  - e) Reviewing the prepared final construction report and as-built drawings of completed Construction Works;
  - f) Preparation of Project Reports;
- iv) Prepare and update the Contract Management Plan (CMP) and provide reports to the management;
- v) Advice on challenges that the SRWSSP II program will be facing during implementation of Sub-programs;
- vi) Provide early warning to the Project Coordinator on the conduct of implementing parties and circumstances that will cause the SRWSSP II program not to achieve its objectives;

### **Qualifications and Experience for Contract Management Expert**

The desired attributes for the position are as follows:

- i) Master's degree in Civil/Water Engineering or Business Administration, Project Management or Construction Management with a background of BSc. Civil Engineering from Recognized Universities. A certified associate in project management with a Project Management Professional (PMP) Certificate will be an added advantage

- ii) Minimum of ten (10) years cumulative experience in the management of construction projects;
- iii) Must have completed at least two (2) completed projects of a similar nature as Contract Management Expert in developing countries in the last 10 years;
- iv) Proficiency in written and spoken English and Kiswahili is mandatory.

### **6.1.5 Procurement Specialist**

The Procurement Specialist will be part of a team of professionals in the Program Coordination Team (PCT) under the Ministry of Water. He/She will be responsible in a day-to-day management of the procurement activities of the SRWSSP program while building staff capacity in procurement and overall execution of activities under the program.

- i) Provide support to program implementing entities and MoW in the preparation and updating of procurement plans as well as ensuring efficient implementation of all procurement activities for the program;
- ii) Assist MoW in achieving compliance with all procedures for procurement according to World Bank Guidelines, Public Procurement Act and various Regulations issued by the GoT;
- iii) Establish Procurement capacity development needs for the SRWSSP II program and prepare capacity building plans for staffs involved in the implementation of the program;
- iv) Implement a capacity building program to MoW and the implementing entities' Procurement and Technical staff as well as Tender Boards and other stakeholders in various processes of procurement and contract management regarding procedures of the World Bank (WB) and Government of Tanzania (GoT);
- v) Assist MoW to review procurement documents for submission to the World Bank as well as amendments to documents and respond to comments/oversee revisions;
- vi) Assist MoW to consolidate procurement progress reports as required by the World Bank according to the Financing Agreement(s) and attend comments for improvements.
- vii) Provide technical and backstopping support to MoW and the implementing entities at critical stages in the procurement processes, contract management and overall execution of program activities;
- viii) Assist MoW and the program implementing entities to coordinate, prepare procurement reports, and keep records
- ix) Resolving procurement and contract challenges during implementation of the program;

## **Qualifications and Experience of a Procurement Specialist**

- i) A minimum of a master's degree in any of the relevant disciplines, including: Engineering, Procurement, Commerce, Accounting, Law, Business, or Finance, with appropriate knowledge in Procurement.
- ii) Minimum of Ten (10) years working experience as a Procurement Expert/Specialist on projects funded by international financing institutions, out of which at least Eight (8) years working experience in procurement of works, goods and consultancy services, on World Bank-funded projects/programs;
- iii) Must have completed at least two projects of a similar nature as a Procurement Specialist in the last 10 years.
- iv) Proficiency in written and spoken English and Kiswahili are mandatory

### **6.1.6 Financial Management Specialist**

The Financial management Specialist will be part of a team of professionals in the Program Coordination Team under the Ministry of Water. He/She will be responsible on day today management of the financial issues of the SRWSSP II program. The key specific responsibilities shall be:

- i) Assist in developing financial reports and update current reports as necessary.
- ii) Assist accounts payable, payroll, accounting, budget, purchasing and other departments in resolving problems or questions which relate to the financial management system;
- iii) Serve as liaison between MoW and the World Bank for the integrated financial management system, which includes attending meetings, demonstrations, training sessions and "troubleshooting" issues and resolving problems that may occur;
- iv) Analyse financial records and reports and adjust as needed;
- v) Assist in preparation and completion of monthly interim financial statements, MoW Annual Report and the Comprehensive Annual Financial Report;
- vi) Assists internal and external auditors in analysis work;
- vii) Ensure proper accounting and reporting of assigned credit, which includes year-end calculation of accounts receivable and deferred revenues;
- viii) Perform financial administration and reporting, preparing budgets and any adjustments, monitoring spending, and assisting in accurate and timely reimbursements;
- ix) Assist in answering questions and queries from the donor and auditors regarding assigned credit;
- x) Prepare a projection of cash flow requirement and total cost for each program contract after considering time-related costs, variation of quantities, additional works, price escalation, etc., and

- xi) Preparation and submission of SRWSSP II Financial Reports and Quarterly Progress Reports to the Team Leader

### **Qualifications and experience of a Financial Management Specialist**

- i) A minimum of a Bachelor's degree in accountancy from an accredited College or University.
- ii) Possession of a Certified Public Accountant (CPA) or Certified Management Accountant (CMA) is mandatory.
- iii) Possession of a master's degree in finance or accounting is an added advantage.
- iv) He/she must have at least 15 years of relevant experience in the field from Developing Countries. He/she must have participated in at least two (2) project similar to the assignment in the last 10 years.
- v) He/she should have demonstrated skills in computer applications and use of software programs for accounts; and ideally shall have experience with donor-funded projects, preferably by the World Bank. Proficiency in written and spoken English is mandatory.

#### **6.1.7 Hydrologist**

The Hydrologist will be part time experts in the Program Coordination Team (PCT) under the Ministry of Water. The primary responsibility of the hydrologist is supporting the MOW initiatives on integrated water resource management including conducting aquifer mapping; development groundwater data systems; integrated water resource planning and allocation; procuring groundwater and surface water monitoring equipment; and developing a dam inventory, as well as strengthening the institutional capacity of Basin Water Board and preparation of guidelines on water sources infrastructure designs, standards and digital water registers. The key responsibilities are:

- i) Assist PCT in preparing TORs related to the extension of Aquifer mapping in five (5) Basins, including pump testing data from newly constructed boreholes (data rescuing), developing a groundwater information management system, and other water resources consultancy services.
- ii) Assist in data collection and analysis for hydrological, hydrogeological, meteorological, and environmental data, evaluate river flow patterns, watershed characteristics, aquifer conditions, and seasonal variability—conduct field investigations, discharge measurements, and water sampling when required.
- iii) Assist on Hydrological Modeling: Develop and calibrate hydrological and hydrogeological models produce flow forecasts, flood modeling outputs, and water balance assessments, and assess climate change impacts using future scenario data.

- iv) Assist on Water Resource Assessment: Estimate water availability for domestic, agricultural, industrial, ecological and other uses, conduct groundwater availability and recharge studies, assess sediment loads, catchment degradation, and watershed health.
- v) Assist on Risk Assessment: Identify flood-prone areas and perform flood hazard and vulnerability assessments, evaluate drought risk, low-flow periods, and impacts on livelihoods. Recommend risk mitigation and climate adaptation measures.
- vi) Assist on Technical Reporting & Recommendations: Prepare detailed hydrological assessment reports, maps, and datasets. Provide technical inputs to engineering designs, environmental studies, and policy documents—present findings to project stakeholders, government agencies, and community groups.
- vii) Assist on Capacity Building (if required): Train local staff in hydrological data collection, analysis, and model usage, Support development of long-term hydrological monitoring systems
- viii) Assist in the design and support the installation of hydromet stations for real-time monitoring of river flows, groundwater, and rainfall; establish data standards and telemetry integration.
- ix) Assist in the preparation of technical specifications for the procurement of hydromet stations and groundwater investigation equipment (e.g., water level loggers, sampling pumps, geophysical tools).
- x) Assist on risk-based assessment and inventory of all existing and planned dams as well as environmental impact,
- xi) Assist in the development and implementation of a **Dams Information Management System (DIMS)** with an **online portal** to facilitate applications, issuance of **dam construction permits**, **APP certificates**, and **dam registration**, ensuring accurate, up-to-date, and accessible data for regulatory compliance, planning, and water resources management.

### **Qualifications and experience**

- i) Master's degree or higher in Hydrology, Water Resources Engineering, Environmental Science, or related field.
- ii) Minimum [15] years of professional experience in hydrology and water resource assessment.
- iii) Strong proficiency in hydrological modeling tools (e.g., SWAT, HEC-HMS, MIKE SHE, MODFLOW).
- iv) Experience with GIS and remote sensing.
- v) Proven experience working with multidisciplinary teams.

- vi) Excellent technical writing and communication skills.
- vii) Strong knowledge of Tanzania's Water laws, Water Resources Management Act and regulatory frameworks.
- viii) Proficiency in written and spoken English is mandatory and Kiswahili is an added advantage.

## **7. INSTITUTIONAL ARRANGEMENTS:**

The Ministry of Water (MoW) will serve as the overall program coordinator and 'program owner'. Implementation will be guided by a National Steering Committee comprising representatives from MoW, Ministry of Health (MoH), Ministry of Education, Science and Technology (MoEST), Prime Minister's Office – Regional Administration and Local Government (PMO-RALG), Ministry of Finance and Planning (MoFP), and RUWASA.

The Project Coordination Team (PCT) has been established nationally to support implementation of the program and is located at the MoW headquarters and led by the Program Coordinator. The PCT will coordinate and supervise other implementing agencies in the implementation of program activities in mainland Tanzania and Zanzibar through the Water Supply and Sanitation Department of the Ministry of Water. Therefore, the consultant will report to the Ministry of Water through PCT and will coordinate regular meetings with the implementing agencies to discuss emerging issues arising during the implementation of the program. Additionally, the consultancy will be accommodated within the PCT office in Dodoma, and the designated office be allocated. Important to note that the Consultant will have direct interaction with stakeholders, including contractors, local government officials and members of the community, both on and off-site during the implementation of this Assignment.

The PMC shall provide targeted technical assistance to Zanzibar, including:

- Assessment of institutional and regulatory gaps;
- Support to preparatory reforms and investment planning;
- Defined annual missions and remote support;
- Close coordination with the Ministry of Water and Energy, Zanzibar.

## **8. OUTPUT DELIVERABLES AND TIMELINE**

Ministry of Water is the contracting entity and will be responsible for the final approval of all the deliverables, reports, and any other documents specified and/or implied under the relevant tasks. The consultant will report directly to the SRWSSP II PCT through the

Program Coordinator. The consultant shall compile and deliver the required deliverables under the contract in a timely manner. Details of the tasks and their output deliverable are in **Table 2**.

**Table 2: Output delivery schedule**

S/N	Task	Expected delivery timeline	Deliverable
1.	Support RUWASA to achieve ISO certification	Within 24 months of Program effectiveness	ISO certification status officially issued
2.	Support Implementing Agencies in appointing E&S focal points at the regional and Program level	3 months after contract signing	One environmental and one social focal points appointed and in place by each implementing agency
3.	Support the PCT in aligning DLI verification and program planning with the government budget cycle	Annually	DLI verification and activity plans submitted in sync with the national budget calendar
4.	To provide technical assistance to PCT in preparing specific ToRs and technical specification to the execution of SRWSSP II interventions	On demand	ToRs and Technical Specifications prepared
5.	Support the Implementing Agencies in strengthening internal audit systems and establishing centralized tracking of audit findings	Within the first 12 months	SRWSSP II included in annual audit plans; tracking system operational; audit follow-up reports produced
6.	<ul style="list-style-type: none"> <li>Identify, consolidate, and submit for clearance new activities to be initiated in STEP under IPF component and those to be procured under PforR arrangements</li> <li>Consolidate progress/performance reports of the SRWSSP II for submission to the World Bank</li> </ul>	quarterly, semi-annually, and annually	Annual procurement plan and progress/performance reports
7.	Support the PCT in building the technical, financial and community engagement capacity of Community-Based Water Supply Organizations (“CBWSOs”) to meet	quarterly	procurement progress/performance reports

	professionalized operation and maintenance standards		
8.	Strengthen Efficiency in procurement processing and contract management: Training for Tender Board members, user departments, and PCT officials on procurement planning, document preparation, and contract management.	Training rollout in Year 1; monitoring ongoing through all program years	Training sessions conducted; contract management KPIs integrated into agency performance reviews  PAP Measures: Training for Tender Board members, user departments, and PCT officials on procurement planning, document preparation, and contract management.
9.	Support the development and implementation of District WASH Master Plans and Rural Water Services Regulatory Improvement Plan	6 MONTHS after contract signing	District WASH Master Plan and Rural Water Services Regulatory Improvement Plan
10.	To provide technical assistance to PCT in preparing specific ToRs for the execution of SRWSSP II on water resources, water supply and sanitation interventions	On demand	ToRs prepared
11.	Support the PCT and RUWASA to establish operation and maintenance support centers	On demand	Operational and Maintenance Support Centers established
12.	Support Implementing Agencies in implementing and operationalizing the voluntary land donation protocols developed under the phase 1 program	3 months after contract signing	Protocol developed and cleared by the Bank
13.	Support PCT and Implementing Agencies in securing land titles for all sites designated for the construction of WASH facilities	To be achieved for each proposed site prior to the commencement of construction works	Land Title Reports shared with the Bank
14.	Support Implementing Agencies in Integrating SEA/SH and STD awareness programs into Program activities	Annual Progress Reports	Awareness creation reports
15.	Support PCT and implementing Agencies in building the capacity of contractors and other project implementers on worker rights, GRM, land donation protocol and GAP	Continuous	Training reports shared with the Bank
16.	Support the internal auditors of the IAs to conduct an internal audit review of the government program as part of their regular expenditure audit review, and make the reports available on request	Continuous	Will be continually tracked as part of the implementation support missions

17.	Support PCT and Implementing Agencies in the Enforcement of Fraud and corruption practices	continuous	Completed orientation on World Bank guidelines for combating fraud and corruption; bi-annual reporting on instances
18.	Compile Annual Work Plan, a cash flow forecast, and the amendments, if any, presented to the Bank for clearance and concurrence by 31 March each year. The Annual Work Plan of activities for both IPF and the PforR Components (including proposed training and workshops and operating costs). The Annual Work Plan shall include a budget and financing plan for the proposed activities, along with a timetable for their implementation, including requirements for counterpart funds. Annual Work Plan cash flow forecast developed, including the activities of the participating entities, including the Ministry of Health, PMO- RALG, RUWASA and MoEST Annually	Annually	Annual Work Plan cash flow forecast developed, including the activities of the participating entities, including the Ministry of Health, PMO- RALG, RUWASA and MoEST
19.	Support Implementing Agencies to carry out program procurement compliance and value for money audit by the CAG firm at mid-term review and at the end of the program, using the terms of reference agreed with the Bank	Once at mid-term review and once at the end of the program	Report to be shared with the Bank
20.	Support PCT and the Implementing Agencies to Strengthen Capacity to support and handle the procurement and contract management activities: Hiring/Seconding staff to support the program implementation	Immediately after the program's effectiveness	Number of employees hired
21.	Support Implementing Agencies to allocate adequate resources and undertake regular training and capacity-building on Financial/Fiduciary risk management to enhance staff skills and capacities	All through program implementation	(1) Number of resources allocated specifically to enhance financial/fiduciary risks management (US\$) capacity;  (2) Number of regular training and capacity building sessions conducted for financial/fiduciary risks management staff
22.	Support PCT and Implementing Agencies in the development and timely submission of comprehensive annual work plans, budgets, financial records and reports	By the 31st of March each year	(1) Approved Annual work plans and budgets,  (2) Approved financial reports

23.	Support PCT and the Implementing Agencies in developing an audit plan and strengthening coordination of the audit process	Annually by December 31	Annual Audit Plans
24.	Support PCT and the Implementing Agencies to ensure that firms or persons debarred or suspended by the Bank are not awarded a contract by verifying the same prior to award under the Program during the debarment or suspension period.	Throughout the Program implementation	List of contracts awarded is to be submitted to the Bank every six months indicating eligibility check was done before awarding the contracts
25.	Support PCT to consolidate quarterly, semi-annual, and annual progress/performance reports of the Program, for submission to the World Bank	quarterly, semi-annually, and annually	progress/performance reports
26.	Support the PCT in providing secretariat services to the Program Steering Committee (PSC)	semi-annually	Program Steering Committee (PSC) meeting minutes and resolutions
27.	Support PCT and the Implementing Agencies in review of projects' water and sanitation design reports, including assessment of adherence to the updated WSS Infrastructure Design Manuals; and capacity build participating entities on identified design capacity gaps	On demand basis	Design Review Reports
28.	Support the PCT and Implementing Agencies to monitor and evaluate the execution of the social and environmental and social safeguards as defined in the ESMF, Social Assessments (SAs), and program specific ESMPs ESCP, LMP, SEP, PAP etc. This to include Carrying out environmental and social audit of completed works/projects and prepare detailed reports which depict clear picture before and after the construction of the project	Continuous	Monitoring reports
29.	Support the PCT and Implementing Agencies to design a technical quality assurance review mechanism that covers the quality processes, tools and resources for the program.	3 Months after the contract signing	Technical quality assurance mechanism report.
30.	Support the PCT in coordinating the updates of the Program Operations Manual (POM)	Annually	Updated POM

## 9. PAYMENT TERMS AND SCHEDULE/REMUNERATION

The assignment will be a time-based contract for an initial period of 24 months, renewable based on performance and program needs, with indicative support over the full Program duration. Payments will be a time-based structure, with the Consultant reimbursed for actual time spent and verified expenses, subject to the contract ceiling. Payments will be based on monthly or quarterly invoices for approved time sheets for professional staff, applicable contract rates (daily/monthly), verified reimbursable expenses (if eligible under

contract rules), and Achievement of agreed progress milestones. Furthermore, the payment will depend on the submission of the required supporting documentation for each expert's signed timesheets, a description of the activities performed, a summary of progress against planned activities, and receipts or supporting documents for reimbursable expenses.

Additionally, payment will be contingent on the submission of timely and acceptable reports (progress, technical, and financial), participation in meetings as required by the PCT, Completion of planning, budgeting, M&E, environmental/social safeguard, procurement, and technical support tasks as specified.

## **10. OBLIGATIONS OF THE CLIENT**

MoW shall provide the Project Management Consultant's Team with facilities that will enable the performance of their duties in an efficient manner. These shall include, but not be limited to, a fully furnished shared office in Dodoma. The Firm's proposal should include all costs for the team's resources, travel, accommodation, workshop arrangements and preparations, report production and other office costs.

The Client shall also be responsible for providing all relevant documents requested for the assignment, including reports and the like, to facilitate the assignment. The Client will Facilitate access to documents and stakeholders.

## **11. OBLIGATIONS OF THE CONSULTANT**

The obligations of the consultant will be as follows: -

- Carrying out the Program implementation support, including fiduciary, environmental and social, procurement and contract management, financial management, monitoring and evaluation, and reporting.
- Carrying out a program of activities designed to build operational and technical capacity of Implementing Agencies, including: (a) supporting the Implementing agencies on climate-resilient design and construction of water supply and sanitation infrastructure, and (b) standardizing WASH facilities for schools and health care facilities.
- Carrying out a program of activities designed to build operational and technical capacity of national institutions, such as supporting MoW, MOEST, MoH, RUWASA and PMO-RALG to enhance their mandates in assisting WSPs to inter alia, achieve regulatory and good governance compliance, and
- Any other activities as will be specified in the contract.

## **12. PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS.**

The Client and the PMC agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, know-how and any other Intellectual Property Rights whatsoever owned by either the client or PMC before the Commencement Date or developed by either party during the contractual Period, shall remain the property of that party. All outputs produced under this assignment shall be the property of the Government of Tanzania.