

# Terms of Reference

## **Consultancy for Independent Results Verification Firm for the Sustainable Rural Water Supply and Sanitation Program Phase II (SRWSSP II), Tanzania**

### 1 Introduction

#### 1.1 The Water Sector Development Program

Interventions in the Water Sector are implemented within the Water Sector Development Programme (WSDP), which started in 2006. The programme trails on a Sector Wide Approach to Planning (SWAP) and is implemented in phases with a Programme Development Objective of Strengthening Sector Institutions for Integrated Water Resources Management and Improved Access to Water Supply and Sanitation Services.

The first phase of the programme (WSDP I) started in July 2009 and ended in June 2016 while the second phase of the programme (WSDP II) started in July 2016 and ended in June 2022. The Final Evaluation Report of WSDP II (2021) observed a cumulative improvement in water resources management and development including establishment of nine functional Basin Water Boards (BWBs); accreditation of seven Water Quality Laboratories; improved water supply service level in rural and urban areas to 72.3% and 86% respectively; improved sanitation of households connected to convention public sewer systems in regional centers to 13% and households in rural areas had improved sanitation facilities to 36%.

The third phase of the programme, (WSDP III) starting from July 2022. The WSDP III is designed to address challenges of WSDP II and to achieve the programme development objective through interventions to be implemented in five components namely: Water Resources Management and Development; Water Quality Management; Water Supply, Sanitation and Hygiene; and Programme Coordination and Delivery Support.

The WSDP is implemented by the following three main Ministries: Ministry of Water (MoW) leads the rural water supply activities and the coordination of the WSDP; Ministry of Health (MoH) is responsible for the implementation of the National Sanitation Campaign (NSC); and the Ministry of Education Science and Technology (MoEST) holds the overall responsibility for delivering water, sanitation and hygiene (WASH) services to public schools. The President's Office, Regional Administration and Local Government (PO-RALG) plays a coordinating role in the implementation of community water supply and sanitation services.

The World Bank has supported the implementation of the WSDP and the financing for the rural water supply, sanitation and hygiene has been through the Sustainable Rural Water Supply and Sanitation Program Phase I (SRWSP I). The SRWSP has used the World Bank's "Program for Results" (PforR) results-based financing instrument to support WSDP with US\$ 350 million, plus USD 300 million in additional financing, over

six years from 2019 to 2025. Funding is transferred to the GoT as un-earmarked funds upon achievement of targeted results against Disbursement Linked Indicators (DLIs).

The **SRWSS I** supported rural water supply and sanitation services in 25 out of Tanzania's 26 regions. The 25 regions have been selected against the criteria of low access to water and sanitation as well as high poverty and high stunting rates. Achievement of the results were verified annually by the Internal Auditor General (IAG) as the Independent Verification Agent for the Program.

The '**Sustainable Rural Water Supply and Sanitation Program Phase II' (SRWSSP II)** will continue the support to the implementation of the Water Sector Development Program and will cover a 5-year period from 2026 to 2031. The SRWSSP II will support all five components of WSDP through three areas focusing on: (i) Increased access and sustainability of at least basic WASH services; (ii) Policy, Institutions and Regulation for strengthened service delivery; and (iii) Maximizing Finance for Development (MFD). The program will also provide technical assistance to the Government of Zanzibar in laying the foundations for accelerated implementation of institutional reforms critical for sustainable and inclusive water and sanitation service delivery. The geographic scope covers 137 Rural District Councils.

The Program Development Objective (PDO) is '*to increase and sustain access to at least basic water supply, sanitation and hygiene services in all rural districts.*'

The SRWSSP II is a hybrid operation that consists of two parts:

Part I: A Program for Results (PforR) financing instrument which provides performance-based incentives to achieve results measured against disbursement-linked indicators (DLIs) that have been agreed with the GoT. Disbursement of the World Bank funds to GoT is based on results achieved rather than on expenditures. Results are determined through specific and measurable indicators, referred to as Disbursement-Linked Indicators (DLIs)

Part II: Investment Project Financing<sup>2</sup> (IPF) to support the GoT to achieve the SRWSSP II Operation results. The World Bank will fund 'specific expenditures' related to selected, discrete technical support and capacity building activities which are complementary to those undertaken directly by the Government under the Program, and which will support the achievement of the Program's objectives.

These TORs refer to the verification of the results for Part I, the PforR financing.

## 1.2 Implementation Arrangements

The SRWSSP II will be implemented through the systems established for WSDP-III and the LGAs will be the main implementing entities of the Program.

As National "SRWSSP II Operation owner," the MoW will coordinate the implementation, through a **Program Steering Committee (PSC)** comprising MoW, MoH, MoEST, PO-RALG, the Ministry of Finance (MoF), President's Office – Finance (PoF), Ministry of Water, Energy and Minerals (MoWEM) and RUWASA. MoW, in collaboration with PMO-RALG, MoEST and MoH, established a **Sanitation and Hygiene Thematic Working**

**Group (TWG)** at a ministerial level in 2008. The TWG is chaired by MoH which is the lead ministry on sanitation and hygiene in healthcare facilities.

Fully empowered teams will be established to monitor and support the implementation. The **Investment Project Financing (IPF)** component will strengthen MoW's overall management of the SRWSSP II, improve sector coordination, strategy development technical support and monitoring in close collaboration with MoH, MoEST, RUWASA, PMO-RALG and other stakeholders.

**The MoW** has the responsibility of supervising and coordinating the provision of water supply services in rural areas. MoW acts as the interface between the central and sector ministries, development partners, non-state actors, Regional Secretariats (RSs), and Local Government Authorities (LGAs) in relation to water supply issues. MoW is responsible for implementing water projects, including facilitation of the PSC and ensuring sustainable delivery of services; MoW also provides technical assistance and capacity building to RUWASA and consolidates reports on implementation of the WSDP-III.

The Program is strengthening **RUWASA**, through strengthening Technical Backstopping mechanisms for O&M services through establishment of regional operational CBWSOs support centers; enhancing rural water services regulation by RUWASA through adoption and implementation of a regulatory improvement plan; strengthening the sanitation function within RUWASA, through adopting and piloting a Fecal Sludge Management Strategy and establishing and staffing a sanitation unit; and enhancing RUWASA's water services delivery data management and reporting.

**MoH** is responsible for developing policy, strategy, guidelines and standards relating to rural sanitation and hygiene. MoH coordinates the implementation of the National Sanitation Campaign (NSC) under WSDP-III including monitoring of the NSC, updating the National Sanitation Management Information System (NSMIS).

**MoEST** holds overall responsibility for developing policy, strategy, guidelines and standards related to School WASH (SWASH). MoEST oversees the implementation of the National Guidelines for Water, Sanitation and Hygiene for Tanzanian Schools (2016), ensuring harmonized, inclusive, and gender-sensitive WASH services in all schools. The actual implementation of school WASH interventions—including procurement, construction, and supervisions coordinated through PO-RALG and executed by the respective LGAs, ensuring effective delivery and alignment with national standards.

**PO-RALG** serves as the central ministry responsible for coordinating the implementation of sanitation and hygiene interventions at the household level, as well as WASH services in healthcare facilities (hospitals, health centers, and dispensaries) and primary schools. The Ministry oversees the planning and budgeting of WASH activities across RS, LGAs, and service delivery facilities, including schools and healthcare facilities. The PO-RALG through LGAs are responsible for the implementation of household sanitation and hygiene, procurement and construction of WASH infrastructures in healthcare primary (HCFs) (District Hospitals, Health Centers and Dispensaries) with technical and policy guidance from MoH. In addition, PO-RALG is mandated to guide and monitor the execution of annual WASH plans at LGA and facility levels, facilitated through ongoing

financial decentralization reforms that strengthen accountability and improve service delivery across the sector. The PO-RALG will coordinate quarterly and annual progress reports from regional secretariate and LGAs for submission to the MoW for consolidation at PCT.

In **Zanzibar**, following the new water and sanitation policy of 2025, the Water Development Department of the MoWEM has taken over responsibility for sanitation management and has established specialized divisions for WRM and WSS. MoWEM will lead the implementation of TA activities in Zanzibar. Although MOWEM will lead the technical activities under the IPF components, the funds will be channeled through the President's Office of Finance and Planning (POFP), which will subsequently transfer the funds to MOWEM for implementation.

### 1.3 The PforR Program

The PforR Program consists of the following three closely interrelated Results Areas (RAs):

#### **Result Area 1: Increased Access and Sustainability of at least Basic WASH Services**

- a) Expanding sustainable access to basic water, sanitation and hygiene ("WASH") services in rural households, primary schools, and healthcare facilities through functional waterpoints accessible within utmost a 30-minute round trip from the household and within the facilities, and/or household-level latrines, though, among others:
  - i. the construction, rehabilitation and/or operation and maintenance of rural water supply points
  - ii. the construction or rehabilitation of household sanitation facilities
  - iii. the promotion of behavioral changes in sanitation and hygiene practices
  - iv. implementation of community-led total sanitation approaches and sanitation marketing; and (v) the construction of gender-sensitive and inclusive WASH facilities in primary schools and in health facilities.
- b) supporting integrated planning, construction, maintenance and monitoring of water resources, and
- c) incentivizing sustainable water resource protection and carrying out aquifer mapping to ensure long-term availability, including installation of hydrometeorological stations and groundwater monitoring systems.

#### **Result Area 2: Policy, Institutions and Regulation for Strengthened Service Delivery**

- a) Strengthening policies, institutions and regulations needed for sustainable WASH services, including provision for/adoption of targeted incentives to enhance women's voice integration into the planning, design and siting of water infrastructure to improve safety accessibility and responsiveness
- b) building the technical, financial and community engagement capacity of Community-Based Water Supply Organizations ("CBWSOs") to meet professionalized operation and maintenance standards

- c) improving WASH data systems and monitoring
- d) supporting the Rural Water Supply and Sanitation Agency’s (“RUWASA”) institutional development and organizational capacity, through among others:
  - i. establishing operation and maintenance support centers
  - ii. facilitating the development and implementation of District WASH Master Plans and Rural Water Services Regulatory Improvement Plan
  - iii. the carrying out of investments required by the RUWASA Service Delivery and Management System, and
- e) reforming and improving the National Water Fund to ensure the financial sustainability of WASH services in Rural Districts, and facilitating the adoption of public-private partnership (“PPP”) regulations and guidelines to enhance private sector participation in the WASH sector

**Result Area 3 Maximizing Finance for Development (MFD)**

- a) Catalyzing non-public investment financing to improve WASH services, including the implementation of government-led prefeasibility studies for PPP investments in rural water schemes; and
- b) exploring the possibility of carbon credits and developing blended financing mechanisms to increase investment in WASH services.

**1.4 Disbursement-linked Indicators (DLIs)**

Disbursement Linked Indicators (DLIs) have been designed to act as incentives to LGAs for performance-based payments under the Program. They are expected to incentivize the government (at central and local levels) to improve performance in areas that are critical for the achievement of the Program’s development objective. The DLIs and the rationale for their selection is presented in Table 1 below.

**Table 1 Disbursement-linked Indicators (DLIs)**

<b>DLI &amp; Allocated amounts for each DLI</b>	<b>Disbursement Linked Result (DLR)</b>	<b>Scalability Formulae &amp; Allocated Amounts for each DLR</b>
(1) DLI 1: Number of people (re)gaining access to at least basic water supply services. Allocated Amount: USD28,500,000	DLR 1.1: 1,500,000 people have (re)gained access to basic water supply services in Rural Districts <u>above</u> the National Access Target considering only the areas within RUWASA jurisdiction.	DLR 1.1: USD 7 per person Allocated Amount: USD10,500,000
	DLR 1.2: 1,500,000 people have (re)gained access to basic water supply services in Rural Districts <u>below</u> the National Access Target, considering only the areas within RUWASA jurisdiction.	DLR 1.2: USD 12 per person Allocated Amount: USD18,000,000
(2) DLI 2: Number of people gaining access to at least basic sanitation and hygiene	DLR 2.1: 1,500,000 people have gained access to basic sanitation services in Rural Districts with sanitation coverage <u>above</u> the National Sanitation Coverage Average	DLR 2.1: USD 2 per person Allocated Amount: USD3,000,000

<b>DLI &amp; Allocated amounts for each DLI</b>	<b>Disbursement Linked Result (DLR)</b>	<b>Scalability Formulae &amp; Allocated Amounts for each DLR</b>
services. Allocated Amount: USD18,500,000	considering only the areas within RUWASA jurisdiction.	
	DLR 2.2: 3,000,000 people have gained access to basic sanitation services in Rural Districts with sanitation coverage <u>below</u> the National Sanitation Coverage Average, considering only the areas within RUWASA jurisdiction.	DLR 2.2: USD 3 per person Allocated Amount: USD9,000,000
	DLR 2.3: 3,250,000 people have gained access to basic hygiene services in Rural Districts considering only the areas within RUWASA jurisdiction.	DLR 2.3: USD 2 per person Allocated Amount: USD6,500,000
(3) DLI 3: Number of public primary schools with access to at least basic water, sanitation and hygiene (“WASH”) services. Allocated Amount: USD26,000,000	DLR 3: 1,300 public primary schools in Rural Districts have gained access to basic WASH services.	DLR 3: USD 20,000 per public primary school Allocated Amount: USD26,000,000
(4) DLR 4: Number of government-run public health care facilities with access to at least basic WASH services. Allocated Amount: USD29,000,000	DLR 4.: 1,000 government-run public health care facilities in Rural Districts have gained access to basic WASH services.	DLR 4: USD29,000 per health care facility Allocated Amount: USD29,000,000
(5) DLR 5: Number of community-based water supply organizations (“CBWSOs”) with improved operation and maintenance (“O&M”) capacity for professional water supply service delivery. Allocated Amount: USD39,560,000	DLR 5.1: 980 CBWSOs have improved their O&M capabilities for professional water supply service delivery, attaining a level 4 (basic category) certification.	DLR 5.1: USD8,000 per CBWSO Allocated Amount: USD7,840,000
	DLR 5.2: 980 CBWSOs have further improved their O&M capabilities for professional water supply service delivery, attaining a level 3 certification.	DLR 5.2: USD15,000 per CBWSO Allocated Amount: USD14,700,000
	DLR 5.3: 490 CBWSOs have further improved their O&M capabilities for professional water supply service delivery, attaining a level 2 certification.	DLR 5.3: USD22,000 per CBWSO Allocated Amount: USD10,780,000
	DLR 5.4: 195 CBWSOs have further improved their O&M capabilities for	DLR 5.4: USD32,000 per CBWSO Allocated Amount: USD6,240,000

DLI & Allocated amounts for each DLI	Disbursement Linked Result (DLR)	Scalability Formulae & Allocated Amounts for each DLR
	professional water supply service delivery, attaining a level 1 certification.	
(6) DLI 6: Number of District Councils submitting sector monitoring and evaluation ("M&E") data that are timely, accurate and complete Allocated Amount: USD16,440,000	DLR 6.1: 137 District Councils have submitted to RUWASA timely, accurate and complete <u>water sector</u> data, covering four (4) consecutive calendar quarters of Program implementation.	DLR 6.1: USD8,000 per compliant District Council per every four (4) consecutive calendar quarters Allocated Amount: USD5,480,000
	DLR 6.2: 137 District Councils have submitted to MoH timely, accurate and complete <u>sanitation sector</u> data, covering four (4) consecutive calendar quarters of Program implementation.	DLR 6.2: USD8,000 per compliant District Council per every four (4) consecutive calendar quarters Allocated Amount: USD5,480,000
	DLR 6.3: 137 District Councils have submitted to MoEST timely, accurate and complete WASH data pertaining to all publicly own <u>primary schools</u> , covering an entire academic year.	DLR 6.3: USD8,000 per compliant District Council per academic year Allocated Amount: USD5,480,000
(7) DLI 7: WASH sector planning sustainability and regulation strengthened Allocated Amount: USD17,000,000	DLR 7.1: At least 50% of Rural Districts (i.e., no less than 69 Rural Districts) have adopted and commenced implementation of their respective District WASH Master Plans.	DLR 7.1: Non-scalable Allocated Amount: USD4,360,000
	DLR 7.2: RUWASA has fully established 25 operational CBWSOs support centers, one per Region.	DLR 7.2: Non-scalable Allocated Amount: USD5,000,000
	DLR 7.3: RUWASA: (a) has adopted a Rural Water Services Regulatory Improvement Plan; and (b) has fully implemented the short- and medium-term action items therefor.	DLR 7.3: Non-scalable Allocated Amount: USD2,000,000
	DLR 7.4: The Recipient has: (a) amended the National Water Fund Regulations to enable the provision of loans to CBWSOs; and (b) developed and adopted a performance-based criteria for resource allocation for urban and rural water services.	DLR 7.4: Non-scalable Allocated Amount: USD1,500,000
	DLR 7.5: MoW has approved/adopted relevant policy documents providing for fiscal incentives to promote private sector	DLR 7.5: Non-scalable Allocated Amount: USD1,000,000

DLI & Allocated amounts for each DLI	Disbursement Linked Result (DLR)	Scalability Formulae & Allocated Amounts for each DLR
	investment int water services through public-private partnerships.	
	DLR 7.6: RUWASA has: (a) formally adopted a Fecal Sludge Management Strategy and piloted its implementation in at least one Rural District per Region; and (b) undertaken an internal re-organization establishing a sanitation unit led by a Head of Unit reporting directly to RUWASA's Director General and staffed with sufficient staff.	DLR 7.6: Non-scalable Allocated Amount: USD2,450,000
	DLR 7.7: RUWASA has published annual reports, for at least 4 years of the Program, on the performance and financial data collected monthly from CBWSOs through the data monitoring and visualization platform under the RUWASA Service Delivery and Management System.	DLR 7.7: Non-scalable Allocated Amount: USD690,000
(8) DLI 8: Non-public financing leveraged for the water supply and sanitation sector Allocated Amount: USD10,000,000	DLR 8.1: RUWASA has executed public-private partnership ("PPP") contract(s) for the development and/or operation and maintenance of 206 water schemes.	DLR 8.1: USD 20,000 per water scheme developed under PPP for the first 50 water schemes, and USD 6,410 for each additional water scheme thereafter Allocated Amount: USD 0 (financed under the ESMAP Grant Agreement)
	DLR 8.2: The Recipient has mobilized USD20,000,000 in private capital for eligible investments in the WASH sector pursuant to the Program's Private Sector Participation Guidelines.	DLR 8.2: USD 0,5 per every USD 1 of private financing mobilized under the Program Allocated Amount: USD10,000,000

## 2 Objectives for the Assignment

The objectives of this consultancy are to verify on an annual basis that the results as laid out in the DLI matrix pre-agreed outputs have been physically delivered, in an approved manner, and properly documented. The objective of annual results verification is to verify achievement of targets under the SRWSSP II Operation in order to trigger disbursement of funds in line with the DLI framework.

The Independent Verification Agent (IVA) designated for the Verification of Results of the PforR under the SRWSSP II is the Internal Auditor General (IAG), which will verify results reported by MoW in its Comprehensive Results Report (CRR). Physical verification of results shall be carried out by staff of IAG supported by a consulting firm engaged for this Assignment.

The verification shall be carried out in accordance with the specific requirements described in the Verification Protocol approved by the World Bank. The Verification Protocol is a living document and may be revised, provided that approval has been given by the World Bank for the proposed changes. The IAG will be the principal recipient of the consulting services.

## 3 Scope of the Assignment

### 3.1 Scope of Work

The scope of work under this assignment includes coordination and planning, sampling, mobilization and training of field data collection teams, physical verification, data administration and quality control, data analysis and preparation of Annual Verification Reports and Proposal for Disbursements.

#### 3.1.1 Task 1 – Coordination and Planning

As needed, and working through the support and collaboration with MoW and the IAG's Office, the firm will obtain all necessary permissions for implementing the data collection activities. The firm will adhere to local formalities and obtain any required permits related to logistics of survey implementation, as well as health and accident insurance, salary and taxes for all enumerators and supervisors.

The planning for the annual verification shall be documented in an Inception Report that describes detailed methodology and sampling design for each DLI, draft data collection instruments, the pilot plan, a field work plan and schedule, team composition and roles, quality assurance arrangements, and coordination and reporting procedures for the annual verification assignment updated with experiences from the previous years, the updates to the SRWSSP II Operation Manual and any instructions from the IAG for the verification process.

#### 3.1.2 Task 2 – Sampling

Random selection of sampling units using agreed methodology, on an annual basis. The sampling shall be documented as electronic listing of selected districts, villages, and households, including replacement villages and households and unique IDs; electronic listing of schools (public primary schools) in the sampled villages, with unique IDs; electronic listing of Health Care Facilities (HCFs) with unique IDs. The sampling deliverable shall include data files documenting random selection and sampling procedures.

### 3.1.3 Task 3 – Tools for data collection

Mobilization and programming of mobile hand-held data capture device with templates designed according to the verification data requirements. Translation of templates and forms into Kiswahili and configuring automated skip logic, validation logic, and open ended or 'other' textual responses that in the inspection/survey formats.

Ensuring that variable names generated by the program correspond clearly and logically to the question labels used in the inspection/ survey formats and that a coding strategy is used that maintains consistent, unique identifiers for water points, households and institutional facilities which are linked where appropriate to the unique identifiers used in the Comprehensive Results Report (CRR).

The deliverable will be completed configuration of mobile data capture application in the Android-based mobile handheld devices.

### 3.1.4 Task 4 – Mobilization and training of enumerator teams

Development of training materials, including an enumerator field procedure manual. The firm will be expected to administer a 4-day training course to enumerators and supervisors covering all inspection/ survey formats, key concepts and field protocols. Recruitment and training of enumerator teams on an annual basis will include:

1. Recruitment of a sufficient number of qualified enumerators and field supervisors
2. Training (or re-training) of enumerators and supervisors in the specifics of the field protocols, however, it is anticipated that the firm will utilize a roster of experienced in-house staff to minimize the need for re-training.
3. Administration of an exam covering key concepts and protocols to all enumerators and supervisors and selection of top performing enumerators and supervisors.

The mobilization and training of enumerators and supervisors shall be documented in a training report with documentation of the content of the training, training materials as well as identification and qualification details for all field staff and the exam results from the training.

### 3.1.5 Task 5 - Verification Pilot Test

The Firm will conduct a successful verification pilot test prior to each annual data collection exercise. Immediately after classroom training (Task 4), the firm will carry out a data collection field pilot (including water point, household and institutional facility verification surveys) in two rural enumeration areas, the locations of which must be agreed by the IAG.

Each enumerator is expected to independently administer and record at least 2 complete households surveys, and supervisors should each independently administer and record at least 1 institutional facility during the pilot data collection exercise. The objective of the field pilot is to test that the field teams correctly identify and interview households; that the mobile hand-held devices for data enumeration are working properly; that the data captured on hand-held devices is automatically uploaded to a server; that the field team members fully understand their roles and correctly follow interviewing protocols.

The deliverable from the verification pilot test will be data from all sampled units (water points, households, institutions) successfully transferred to and available on the server, and a brief report explaining how the pilot was conducted, and identifying issues encountered if any. The pilot testing will inform the preparation of a final plan and detailed schedule for field data collection, indicating dates in each enumeration area and expected schedule of data transmission.

### 3.1.6 Task 6 – Verification

The Firm will make the necessary logistic arrangements including transport and access to mobile data for the data collection teams and will be responsible for efficient scheduling and adequate supervision of the teams. Successful implementation and completion of data collection in all planned/ substitute sample locations for the water point, household, and institutional verification, will be documented as datasets containing all water point, household, and institutional data coded from the selected sample areas as well as the supervisor's logs documenting the dates of arrival and completion of the clusters, notable difficulties or deviations from the standard field plan and record of each substitution of sampling unit that may have been required, including the reasons for substitution.

### 3.1.7 Task 7 – Annual Verification Report

The Firm will undertake the necessary data cleaning, quality control and analysis to enable compilation of the Annual Verification Report (AVR).

The AVR should be concise with all supporting data tables and detailed results presented in annexes. The AVR shall include the following main components:

1. Executive summary of key findings, including the figures for the annual targets achieved for each DLI
2. Methodology used for verification and analysis of data collected
3. Summary descriptive statistics for each district in the form of tables, figures, maps, and accompanying text
4. Demonstration and assessment of the accuracy of the information reported by the districts using appropriate statistical tests, in accordance with the Verification Protocol.

Where the IVA is unable to verify one or more reported results, due to insufficient documentation, inaccessible sites, or data inconsistencies, the IVA will document the specific reasons in the draft RVR for review and consideration by IAG and The World Bank.

The draft AVR will be presented to the IAG and the SRWSSP II stakeholders and the Final Verification Report prepared incorporating the necessary revisions. Upon completion of the final verification, draft calculations for the allocation of funding related to the results of the respective DLIs shall be prepared and submitted to the IAG.

## 3.2 Methodology

### 3.2.1 Data sources and data collection methods

Verification will be carried out using several sources of data and data collection methods:

- a. Secondary documentation and data review, including but not limited to the following:
  - Technical designs, contracts, commissioning certificates, work completion acceptance minutes, quality assurance checks, results of water quality tests undertaken
  - Meeting minutes and decision letters
  - CBWSO plans, registers, financial records (GePG), bank statements, registration records and contract records
  - CBWSO Backstopping mechanism assessment
  - Master plans and related fund allocation/ disbursement documentation and progress reporting, regulatory improvement plan and related documentation, official letters, Gazetted regulations and approved policy documents, training records, certificates of environmental inspectors, CBWSOs Support Service Centre documentation
  - PPP contracts, investment agreements, business plans, proof of private capital mobilization, technical designs.
  - Photos of investments
- b. Village survey of water points
- c. Household sanitation and hygiene facility physical inspection
- d. School WASH physical inspection
- e. Health center WASH physical inspection
- f. FSMS pilot site physical inspection and staff interviews
- g. Supervision and routine monitoring reports
- h. Phone calls to CBWSOs

The tools for data collection will be developed prior to the training of enumerators and submitted to the IAG for approval.

### 3.2.2 Sampling

Verification of DLIs 3, 4, 5, 6 and 7 requires review of 100% of the results reported and therefore does not use a sampling approach. DLI 8 requires 100% review of documentation.

DLI 7 will require physical inspection of 100% of FSMS pilot sites to confirm implementation. DLI 8 will require physical visits to 10 PPP schemes annually to confirm scheme construction selected randomly out of the 8.1 target of 206 schemes and the 8.2 target of private investments of USD 20 million as identified in the CRR report.

A sampling approach will be taken for DLIs 1 and 2 and elements of DLI 8.

For DLI 1, sample sizes will be calculated using an assumed compliance rate (p) of 80%, a margin of error between 5% and 6.5%, and a 95% confidence interval. Following the first verification round, the IVA may update (p) using the observed compliance rate, subject to a ceiling of 0.90, meaning that regardless of the observed compliance rate, p

will not exceed 0.90 in any subsequent round, to ensure sample sizes remain adequate even in high-performing periods. The updated p value and its basis will be reported in the AVR for each subsequent cycle.

For DLI 2, household sanitation and household hygiene facilities will be sampled separately but samples may overlap. The sample will be stratified by district using reported coverage of sanitation or hygiene (whichever is more conservative) at district level. Sample sizes will be calculated using a compliance rate (p) of 80%, with a 5% margin of error and a 95% confidence level. Households will be selected using a two-stage cluster design, with random selection of villages followed by random selection of households within each village. The initial sample size will be adjusted for the design effect of clustering using the intra-cluster correlation coefficient (ICC) estimated from Phase 1 data. The stratified design ensures that findings are representative at district level, allowing average non-compliance rates observed in the sample to be projected to non-sampled units within each district. Disbursements will be subject to pro-rata reductions if the verification exercise detects non-compliance.

The sampling method for DLIs will include LQAS, attribute/ acceptance sampling whereby sampled units (households, water connections) either do or do not deviate from reported compliance. The result of each test will be a binary indication of 'yes, matches reported list' or 'no, does not match reported list'.

The sampling frame for verification of the DLIs will be the universe of outputs reported by the District Councils and National level agencies.

To preserve sample integrity, the IVA will establish pre-defined substitution rules before field deployment. Additional sampling units of at least 10% will be selected at the time of initial selection in order to accommodate the possible need for replacement of units in the event the original unit is unable to participate in the verification for whatever reason.

GIS analysis will be carried out against the latest census data set to determine population served for DLI 1.

Any further details on verification methodology and the related definitions for the results to be verified will be provided during the inception phase.

Sampling units will be randomly selected using complete, updated listing of outputs provided by the District Councils based upon the defined sampling strategy provided by IAG and the World Bank. This will include:

- a) random selection of designated units to sample
- b) incorporation of a replacement group of units in the event the original unit cannot be sampled for whatever reason
- c) unique coding strategy to ensure each unit has a unique code for data entry and identification which is linked where appropriate to the unique coding used in the Consolidated Results Report, and
- d) Replicable and fully documented method of random selection.

### 3.2.3 Field protocols

Physical verification will be carried out by the consultant enumerator/ surveyors engaged in accordance with this TOR. The firm, with the support of the IAG Office, will obtain all necessary permissions for implementing the data collection activities and will adhere to local formalities and obtain any required permits related to logistics of survey implementation, as well as health and accident insurance, salary and taxes for all enumerators and supervisors.

All data collection forms and instruments will be provided by the World Bank in English and will be translated into Kiswahili. Paper forms will be translated into digital format and downloaded onto a handheld data entry application for digital data collection in the field.

Enumerators will carry information sheets in the local language that can be provided to household participants invited to participate in the verification. Personal invitations to each household will entail a visit by a field team member, namely a local enumerator who will hold a valid identification card, and will explain both verbally and using a written information sheet the background to the activity and invite the household to participate.

Willing participants will be asked to provide verbal consent to confirm they understand the purpose of the activity, that the activity will involve the collection of data for analysis, that their personal data will remain confidential, and that they are able to freely withdraw from the activity at any time in which case their personal data will be removed from future analysis but data that has been analyzed in aggregate will remain in the data set.

Consent will be indicated through verbal agreement. Both oral consent from children under 16 years with or without physical disability, and oral consent from an accompanying adult relative or guardian living within the household, would be required prior to inclusion of children under 16 years as respondents.

Enumerators/ surveyors will participate in a 4-day training and 2-day field pilot session to cover all required field protocols. After training and before the field pilot the survey firm is expected to conduct comprehensive tests of enumerator skills, including knowledge of field protocols. Only those top performing enumerators should make the final selection (maximum top 80%). No more than 20% of new applicants (i.e. those who were never previously employed by the firm) should be selected for the enumeration.

Indicators for successful implementation of data collection in all planned/ substitute sample locations, include the following:

- a) Complete dataset containing all the data coded from the cluster
- b) The electronic supervisor's log that documents: Dates of arrival and completion of the cluster/PSU, any notable difficulties or deviations from the standard field plan, record of each substitution of households that may have been required, including the reasons for substitution.

The enumerators/surveyors must make a minimum of 2 attempts to find the survey units and will organize return visits to all units. All call-back visits should be fully recorded along with reasons for being unable to visit units, in the format provided.

If replacement units are sampled, then the replacement units should be visited only after every reasonable effort has been made to locate the original sample units.

The start date and time and end date and time of all household interviews must be recorded accurately.

The firm must conduct return visits to all units where physical inspections/surveys were determined to be sub-standard.

All field data collected must be checked for completeness, quality and consistency in the field on the same day/evening as the enumeration.

Survey supervisors/team leaders will back-check one unit per EA to verify data collected. This is to ensure the enumerators are not curb stoning – i.e., sitting around making up answers.

The World Bank team may visit field teams and conduct checks on data entry quality at any time during the field work or data entry. If requested, the survey firm must provide full details of field plan and facilitate the World Bank team members if they wish to undertake back checks, review data quality or assess any other aspect of the quality control processes.

The survey firm must complete a weekly online progress report for the duration of the field work and data entry. The progress report will consist of weekly supervision files.

All enumerators should be given a unique code. All new staff should be given a new code. Specifically, numbers will be assigned on a team basis.

### 3.2.4 Training of Enumerators

Members of the core team should address the following during training of enumerators in addition to the technical content and details of the inspection/survey format:

- a) Description of the IVA role and purpose of verification.
- b) Overview of each tool to be used.
- c) Expectations of hired personnel in accordance with their terms of reference with specific emphasis on their ethical behavioral expectations, particularly with regard to obtaining consent, inclusion of vulnerable people (e.g. children and people with disabilities), means of evaluating that participants are happy to continue with the surveys once recruited and participating.
- d) Content to be captured and estimated time to collect the data using each method through:
  - Review of sample unit selection methods; explaining the random selection process
  - and importance of adhering to it
  - Step by step review of the inspection/survey format to confirm that the questions
  - are appropriate and understood by the enumerators and understandable to the local
  - population
  - Review of informed consent
  - Mock role-playing of participant and enumerator interactions; and

- Testing of technical understanding through use of photographs and examples
- e) Etiquette during participant engagement with regards to the management of participant expectations
- f) Training in the use of mobile data collection equipment, and
- g) Role-play of sample unit selection, informed consent, survey administration, and log of visit outcome.

### 3.2.5 Enumerator Training Manual

The roles of the enumerators will be outlined in a set of instructions explained and given to each enumerator by the IVA. This will include instructions on:

- a) communities which have been selected for verification
- b) identifying water points and households
- c) list of additional procedures for data collection, including all survey tools and process for delivering all tools
- d) suggested ways to introduce him/ herself to the household members and ask permission to carry out the survey, and
- e) Suggested prompts to support participant interaction with the survey tools.

### 3.2.6 Pilot testing

Prior to the start of data collection, a pilot will be carried out in two rural enumeration areas (villages), the locations of which will be selected by the World Bank, including evidence that:

- a) Field teams correctly identify water points and households in the selected pilot clusters using mobile hand-held devices for data enumeration
- b) Data captured on hand-held devices is automatically uploaded to a server
- c) Field team members understand their roles and correctly follow interviewing protocols in all sampled units (water points, households, schools)
- d) Data from all sampled units (water points, households, schools) are successfully transferred to tab-delimited format readable in STATA

### 3.2.7 Data management

Document version control, naming, coding approaches – The IVA will establish a naming convention for data files. These will be reviewed and agreed with the Bank.

Data entry – Data entry will be through mobile hand-held data collection devices.

Data quality control – The data quality control and reliability procedures include the following:

- a) The name of the enumerator or field investigator who collected the information and their supervisor are stated on each inspection/survey format
- b) During data collection in the field enumerators check each answer for logic and if unclear verify the answer
- c) During data collection in the field both the enumerator and the supervisor check all the collected research formats for inconsistencies and gaps on a regular basis (daily or weekly as appropriate). If inconsistencies or gaps are found the field

investigator/enumerator tries to fill the gaps (by returning to the field) or verifies the information

- d) Both the field enumerator and the supervisor sign the research format after checking the format for inconsistencies and gaps, stating that the information is correct

Data storage and sharing – The IVA will propose the approach to data storage to ensure appropriate National standards of data protection are applied and are acceptable to the Bank

## 4 Deliverables and Time Schedule

### 4.1 Outputs and annual deliverables

All tasks described in Chapter 3.1 will be performed annually according to an annual schedule to be agreed with the IAG. The annual schedule shall be proposed by the Firm in consultation with the IAG and coordinated with the preparation of the annual CRR by the MoW. Noting that the proposed verification timeline discussed during project inception, to allow for the annual implementation and verification timeline to align with the governments budgeting process:

- Implementation of activities by client May-April
- Submission of CRR by April 30
- IAG verification May-August
- Submission of Results Verification Report by September 10
- Review of Verified Results September- November
- Submission of final results verification report by December 1
- Government receives Payments for results verified- Jan-Feb

The mobilization and training of the enumeration teams and planning for the annual verification shall be scheduled to allow for sampling to be done immediately after the availability of the CRR.

The annual deliverables are described in Table 2.

**Table 2: Summary table of deliverables**

Task	Deliverables
1. Coordination and Planning	<ul style="list-style-type: none"> <li>- Inception Report</li> <li>- Evidence of permissions, insurances (if necessary), ethical and other permits as needed for implementing data collection activities.</li> </ul>

<b>Task</b>	<b>Deliverables</b>
2. Sampling	<ul style="list-style-type: none"> <li>- Electronic listing of selected districts, villages, and households, including replacement villages and households and unique IDs</li> <li>- Electronic listing of schools (public primary schools) in the villages the schools are located, with unique IDs</li> <li>- Electronic listing of HCFs with unique IDs</li> <li>- Data files documenting random selection and sampling procedures</li> </ul>
3. Tools for data collection	<ul style="list-style-type: none"> <li>- Mobilising adequate number of mobile hand-held data capture devices programmed with templates according to the verification data requirements and configured with automated skip logic, validation logic, and IDs for standpipes, households, schools and HCFs.</li> <li>- Translation of templates and forms into Kiswahili.</li> </ul>
4. Mobilisation and training of enumerator teams	<ul style="list-style-type: none"> <li>- Written training agenda</li> <li>- Enumerator test scores and final list of selected enumerators and supervisors</li> </ul>
5. Verification pilot test	<ul style="list-style-type: none"> <li>- Pilot test data successfully transferred</li> <li>- A brief report identifying issues encountered (if any)</li> <li>- A final plan and detailed schedule for field data collection indicating dates in each enumeration area and expected schedule of data transmission</li> </ul>
6. Verification	<ul style="list-style-type: none"> <li>- Data and reporting for all enumeration areas will be submitted electronically to the server in batches at regular time intervals (preferably daily) starting from initiation of field activities</li> <li>- Final delivery of completed and clean database in STATA, including household, water scheme and institution verification data in all sample locations and survey completion report</li> <li>- Short presentation to IAG and World Bank team</li> </ul>
7. Annual verification report	<ul style="list-style-type: none"> <li>- Preliminary tables of frequencies and summary statistics in Excel for review by IAG and the World Bank team</li> <li>- Draft Verification Report for comment by IAG and the World Bank team</li> <li>- Final Verification Report, one version with track-changes and written response to comments and a final, clean version</li> </ul>

## 4.2 Payment Schedule

The Firm will be paid according to the submission and approval of the annual deliveries as indicated in the schedule in Table 3:

**Table 3: Payment Schedule**

<b>Stage</b>	<b>Description Summary</b>	<b>Payment</b>	<b>Proportion</b>
<b>Annual Verification year 1</b>			
TASKS 1-5	Inception Report, permissions, sampling report, enumerator training report and final list of staff, pilot test data and report and detailed field plan and schedule.	# 1	5.0%
TASK 6	Completed, clean database, survey completion report, short presentation of results to IAG	# 2	5.0%
TASK 7	Final Verification Report	# 3	10.0%
<b>Annual Verification year 2</b>			
TASKS 1-5	Inception Report, permissions, sampling report, enumerator training report and final list of staff, pilot test data and report and detailed field plan and schedule.	# 4	5.0%
TASK 6	Completed, clean database, survey completion report, short presentation of results to IAG	# 5	5.0%
TASK 7	Final Verification Report	# 6	10.0%
<b>Annual Verification year 3</b>			
TASKS 1-5	Inception Report, permissions, sampling report, enumerator training report and final list of staff, pilot test data and report and detailed field plan and schedule.	# 7	5.0%
TASK 6	Completed, clean database, survey completion report, short presentation of results to IAG	# 8	5.0%
TASK 7	Final Verification Report	# 9	10.0%
<b>Annual Verification year 4</b>			
TASKS 1-5	Inception Report, permissions, sampling report, enumerator training report and final list of staff, pilot test data and report and detailed field plan and schedule.	# 10	5.0%
TASK 6	Completed, clean database, survey completion report, short presentation of results to IAG	# 11	5.0%
TASK 7	Final Verification Report	# 12	10.0%
<b>Annual Verification year 5</b>			
TASKS 1-5	Inception Report, permissions, sampling report, enumerator training report and final list of staff,	# 13	5.0%

Stage	Description Summary	Payment	Proportion
	pilot test data and report and detailed field plan and schedule.		
TASK 6	Completed, clean database, survey completion report, short presentation of results to IAG	# 14	5.0%
TASK 7	Final Verification Report	# 15	10.0%
<b>Total</b>			<b>100.0%</b>

## 5 Team Composition and Qualification Requirements

### 5.1 General Requirements

The Consulting Firm must fulfil the following requirements

- Legal status recognized by the Government of Tanzania, enabling the organization to perform the above-mentioned tasks
- Extensive recent (within the last 3 years) experience in conducting household surveys in Tanzania.
- Knowledge of local formalities and customs in the implementation of household surveys, including ability to obtain all necessary permissions and permits related to the logistics of survey implementation
- Strong background in the preparation of household listings for random selection
- Good network of experienced interviewers and supervisors, preferably full-time staff
- Background and expertise in both quantitative and qualitative research methodology
- Demonstrated experience in the design, implementation, and analysis of surveys in water supply and sanitation
- Demonstrated experience in sample design, inferential statistics and econometrics
- Ability to clearly communicate, both oral and written, in English and Kiswahili.

The Consultant firm must demonstrate satisfactory experience in verification for WB projects and for undertaking socio-economic development and multi-sectorial studies. The selected firm should be able to clearly demonstrate their familiarity with working in development projects, including both a solid understanding of the context as well as a well-established capacity to operate efficiently in the current environment.

The qualified firm must demonstrate an ability to rapidly begin surveys and assessments. To this end, the firm must have a project team that would be capable of starting work immediately on the project.

In addition to a solid management team, the selected firm shall have in place or be able to rapidly draw on a network of staff that can quickly be mobilized to perform project site visits. Qualified personnel should have demonstrated skills and experience within the areas of the project tasks and professional requirements. Qualified personnel should

have established experience in performing site visits in rural and remote areas and using mobile devices for data collection and georeferencing. The team shall also include staff with social/ communication skills to be able to get feedback from the beneficiaries (including those belonging to non-majority ethnic groups).

The Consultant should have the ability to use mobile data collection tools such as Kobo Toolbox or similar, including smart phones. The consultant should have expertise in using software packages, including troubleshooting specific issues that might occur during preparation of survey instruments as well as when out in the field. The collected data should be gathered and populated in an easily accessible, user-friendly and secure database to be shared with the SRWSSP II team.

The consultant shall ensure the necessary equipment for enumerators and supervisors for efficient data collection and for data entering directly during the survey process. The Consultant should have the capacity to perform data analysis using statistical software, such as SPSS or STATA. The Consultant should also be able to provide professional reporting based on analysis done.

## 5.2 Team Composition

The Consultant team should be made up of at least a Team Leader/ Project Coordinator, Survey Manager, Field Coordinator, Statistician, Survey Planner and Data Analyst, GIS Expert as well as staff for field data collection.

The experts must be ready to travel to all Project Sites. The Consultant shall determine the number of the above experts needed considering the sample size and survey timeframe set forth in this ToR.

The Consultant can propose a different team structure; however, the above listed experts must be part of the team. The team composition with the number of experts needed shall be specified in the proposal. The team will include at minimum the following qualified personnel:

- 1) Project Coordinator/ Team Leader
- 2) Survey Manager
- 3) Field Coordinator
- 4) Statistician
- 5) Survey Planner and Data Analyst
- 6) GIS Expert
- 7) Survey Supervisors
- 8) Field Enumerators

## 5.3 Qualification Requirements

The following qualifications of professional staff will be key to success:

- Strong capacity and experience in planning and organizing large survey logistics.
- Strong capacity in data management and statistics.
- Strong knowledge of statistical software (Stata or equivalent)
- Knowledge of XForms, Formhub and ODK data collection tools and services.

- Strong interpersonal skills and a team-oriented spirit
- Strong commitment to quality

The required minimum qualifications for the consulting team members are:

### 5.3.1 Project Coordinator/ Team Leader

**Education:** master’s degree in development planning, economics, engineering, environmental health or similar

**Years of experience:** minimum 10 years in conducting development-related studies, baseline surveys, data collection and analysis. Expertise in rural water, sanitation, and hygiene programs in sub-Saharan African countries in a decentralised institutional framework similar to Tanzania, is advantageous. Familiarity with the PforR financing modalities and the WB implementation modalities, and the institutional development in water and sanitation sector in Tanzania is advantageous. Knowledge in conducting studies using both quantitative and qualitative methods is essential.

### 5.3.2 Survey Manager

**Education:** master’s degree or equivalent in either economics, environmental management, development studies, social sciences or statistics.

**Years of experience:** minimum 10 years in planning, designing, and carrying out large socio-economic studies and qualitative and quantitative data collection surveys and analysing and reporting on results. Experience with WASH sector implementation methodologies and approaches. A proven track record of overseeing field data collection, experience managing large household surveys, developing and coordinating enumerator training, and knowledge of rural Tanzania.

### 5.3.3 Field Coordinator

**Education:** master’s degree or equivalent in either environmental health, economics, environmental management, development studies, social sciences or statistics, or similar.

**Years of experience:** minimum 10 years in designing, conducting and analysing socio-economic surveys using mobile phone data collection tools and software. Experience in managing logistics and support to major data collection assignments in remote areas.

### 5.3.4 Statistician

**Education:** master’s degree or equivalent in statistics.

**Years of experience:** minimum 10 years in planning, designing, conducting and analysing socio-economic surveys and development of sampling methodologies and sampling units. Experience in implementation of surveys using mobile phone data collection tools and web-based analysis of results. Familiarity with statistical packages such as Stata or SPSS is essential.

### 5.3.5 Survey Planner and Data Analyst

**Education:** master’s degree or equivalent in IT, GIS, statistics, data management or similar.

**Years of experience:** minimum 10 years in designing and programming data collection tools and internet-based data management platforms. Experience in quality control and analysis of large-scale data collection surveys. Experience as Formhub /ODK Trainer covering training data enumerators in the use of Formhub and ODK for data collection. The person should have demonstrated knowledge of account creation, form creation including validation and skip logic, and training.

#### 5.3.6 GIS Specialist

**Education:** master's degree or equivalent in GIS, IT, statistics, data management or similar.

**Years of experience:** minimum 10 years in designing and programming GIS systems and geospatial analysis of interrelated data sets. Familiarity with the Tanzania National Bureau of Statistics data structures and enumeration area definitions and related analysis of population statistics in relation to infrastructure and services.

#### 5.3.7 Survey Supervisors

**Education:** bachelor's degree or diploma in socioeconomics, data management, environmental sanitation or similar.

**Years of experience:** at least 3-5 years of working experience and experience overseeing survey data collection in the field, experience pretesting and piloting inspection/survey formats, and coordinating enumerator training. Experience with WASH technologies and conditions in rural areas of Tanzania.

#### 5.3.8 Field Enumerators

**Education:** bachelor's degree, diploma or similar qualification in socio-economics, data management, environmental sanitation or similar.

**Years of experience:** at least 2 years' experience in data collection or community work. The enumerators must be fluent in Kiswahili; have good numeracy and literacy skills sufficient for data collection requirements; be physically fit to carry out extensive community work and have excellent social skills, in particular able to demonstrate a professional and respectful attitude to people of all socio-economic backgrounds and an ability to put people of all ages at ease; have sensitivity to cultural norms and appropriate behaviours. Enumerator must also have knowledge of sanitation conditions in the rural communities and access to water points.

### 5.4 Evaluation Criteria

Interested Consultants should provide information demonstrating that they have the required company expertise and available staff with the qualifications and experiences listed in Chapter 5.3 to perform the Services.

The qualification and evaluation criteria are provided in Table 4: Qualification CriteriaTable 4 below.

**Table 4: Qualification Criteria**

<b>Qualification criteria</b>	
Company experience with at least 10 years of demonstrated expertise in the field of data collection and analysis	Mandatory
Extensive recent work experience in implementing data collection surveys in Tanzania related to WASH	Mandatory
Capacity and availability of (logistic) resources to carry out required work in required period.	Mandatory
Demonstrated experience with both qualitative and quantitative data collection techniques and ability to analyse data collected using statistical packages	Mandatory
<b>Evaluation criteria</b>	<b>points</b>
Specific expertise of the Company relevant to conducting similar surveys in relevant fields, especially, verification for projects related to water supply, sanitation and hygiene, statistics, analytical research, and social science	25
Adequacy and quality of the proposed methodology, and workplan in responding to the Terms of Reference. Capacity and logistic arrangements to carry out required work in required period,	25
Qualification and experiences of the proposed key staff	40
Participation by nationals among proposed Key Experts	10
<b>TOTAL:</b>	<b>100</b>

## 6 Client inputs

IAG and the MoW will provide the following inputs to the firm:

- The Program's Operations Manual
- Inputs to inspection/ survey formats in English
- Field protocol

## 7 Minimum Quality Control and Reporting Standards

The following procedures and standards are minimum expectations. The IVA will maintain a robust internal quality assurance (QA) framework throughout the assignment to ensure the accuracy, consistency, and integrity of all verification activities and outputs. Survey firms will be provided with additional guidance material after the contract is awarded.

## Field data collection

- Final modifications to the inspection/ survey format occur after the field test and no changes to the inspection/ survey format thereafter except corrections of errors in questions, filters, or lookups.
- The survey firm will be expected to submit a detailed explanation of key procedures and approaches for data quality control that clearly outlines the roles and responsibilities of enumerators, team leaders and supervisors.
- The survey firm is expected to conduct comprehensive tests of enumerator skills, including mobile data entry, and understanding of the inspection/ survey formats and to select a maximum of 20% of new applicants (i.e. those who were never previously employed by the firm) for the enumeration. New staff should be selected from top performers (maximum of 80%).
- The firm must make a minimum of 2 attempts to find the survey units and will organize return visits to all units.
- If replacement units are sampled, then the replacement households should be visited only after every reasonable effort has been made to locate the original sample unit.
- The start date and time and end date and time of all inspections must be recorded accurately.
- The firm must conduct return visits to all units where inspections/surveys were determined to be sub-standard.
- All field data will be subject to real-time validation using automated logic checks embedded in the mobile data collection platform, with a designated data manager reviewing daily uploads for completeness, outliers, and inconsistencies before data are accepted into the master dataset.
- All field data must be checked for completeness, quality and consistency in the field on the same day/ evening as the enumeration.
- Survey supervisors/ team leaders should back-check one unit per EA to verify data collected. This is to ensure the enumerators are not curbstoning – i.e., sitting around making up answers.
- The World Bank team may visit field teams and conduct checks on data entry quality at any time during the field work or data entry. If requested, the survey firm must provide full details of field plan and facilitate the World Bank team members if they wish to undertake back checks, review data quality or assess any other aspect of the quality control processes.
- The survey firm must complete a weekly online progress report for the duration of the field work and data entry. The progress report will consist of weekly supervision files.
- All enumerators should be given a unique code. All new staff should be given a new code. Specifically, numbers will be assigned on a team basis.

## ANNEXES

### **Annex 1: Confidentiality Agreements (Non-binding example)**

One key element in preserving confidentiality is to have all persons involved in the survey sign a non-disclosure statement before entering into employment. Screenshot -1 below shows an example of non-disclosure statement for local survey firms (LSF) to use for field staff. The non-disclosure agreement should:

- Restrict the Survey Staff (field and data entry) from discussing responses with colleagues unless expressly authorized by the Supervisor.
- Restrict the Survey Staff from discussing the responses with any intentions of malice.
- Restrict the Survey Staff from discussing the responses with non-survey team members.
- Restrict the Survey Staff to discussing responses only with the Respondent or the Supervisors only when seeking clarification.
- Clearly outline the consequences of non-adherence to the rules of confidentiality.

#### **Screenshot -1: Sample Non-Disclosure Agreement**

##### **SUPERVISOR/ENUMERATOR CONFIDENTIALITY AGREEMENT**

In consideration of my employment by *[Survey Firm]* for the duration of *[the Survey]*, and the compensation now and hereafter paid to me, I hereby agree as follows:

##### **1. RESPONDENTS INFORMATION**

I understand that the *[Survey Firm]* has received, and in the future will receive, from Respondents confidential or proprietary information ("Third Party Information") subject to a duty on the *[Survey Firm]* part to maintain the confidentiality of such information and to use it only for certain limited purposes.

During the term of my employment and thereafter, I will hold Third Party Information (e.g., from Respondents) in the strictest confidence and will not disclose their information to anyone (except in connection with my work for the *Survey Firm*), unless expressly authorized by an executive office *[Survey Manager/Supervisor]* of the Company in writing.

##### **2. RECOGNITION OF SURVEY FIRM'S RIGHTS; NONDISCLOSURE**

At all times during the term of my employment and thereafter, I will hold in strictest confidence and will not disclose, use, lecture upon, or publish in any way any of the *[Survey Firms]* proprietary Information except as such disclosure, use, or publication may be required in connection with my work for the *[Survey Firm]*, or unless an executive officer (Supervisor/Survey Manager) of the *[Survey Firm]* expressly authorizes such in writing.

The term "Proprietary Information" shall mean trade secrets, confidential knowledge, software code, data or any other information of the *[Survey Firm]*. By way of illustration but not limitation, "Proprietary Information" includes

(a) inventions, mask works, trade secrets, ideas, processes, formulas, source and object codes, data, programs, other works of authorship, know-how, improvements, discoveries, developments, designs and techniques (hereinafter collectively referred to as "Inventions");and

(b) information regarding plans for research, development, new products, regulatory

matters, marketing and selling, business plans, budgets and unpublished financial statements,

licenses, prices and costs, suppliers and customers; and information regarding the skills and compensation of other employees of the *[Survey Firm]*.

### 3. CONSEQUENCES OF NON-ADHERENCE

I understand that violation of respondent confidentiality will result in immediate termination of my employment as a Survey Supervisor/Enumerator. If the survey has been completed, violation of respondent confidentiality can result in legal proceedings against me.

## **Annex2: Phone Specifications**

- Quad-Band GSM cell phone compatible with 850/900/1800/1900 GSM and HSDPA 850/1900 MHz 3G frequencies plus GPRS/EDGE capabilities
- WiFi
- Real GPS capability
- Camera - 2 MP or better

One major consideration to take into account is the battery life of the phone.

### **Annex3: Disbursement-Linked Indicator Matrix [from Project Appraisal Document]**

Period	Period Definition
Period 1	Program Year 1 - FY25/26
Period 2	Program Year 2 - FY26/27
Period 3	Program Year 3 - FY27/28
Period 4	Program Year 4 - FY28/29
Period 5	Program Year 5 -FY29/30

Baseline	Period 1	Period 2	Period 3	Period 4	Period 5
<b>1:People provided with at least basic water (Number of people )</b>					
0	450,000	900,000	900,000	450,000	300,000
0.00	4,275,000.00	8,550,000.00	8,550,000.00	4,275,000.00	2,850,000.00
DLI allocation		28,500,000.00	As a % of Total DLI Allocation		15.24%
➤ 1.1:People provided with at least basic water - Female (Number of people )					
0					
0.00	0.00	0.00	0.00	0.00	0.00
DLI allocation		0.00	As a % of Total DLI Allocation		0%
➤ 1.2:People provided with at least basic water - Youth (Number of people )					
0					
0.00	0.00	0.00	0.00	0.00	0.00
DLI allocation		0.00	As a % of Total DLI Allocation		0%
<b>2:People provided with at least basic sanitation (Number of people )</b>					
0	750,000	1,100,000	1,300,000	950,000	400,000
0.00	2,000,000.00	3,000,000.00	3,500,000.00	2,500,000.00	1,000,000.00
DLI allocation		12,000,000.00	As a % of Total DLI Allocation		6.42%
<b>3:People provided with basic hygiene (Number of people )</b>					
0	450,000	700,000	950,000	750,000	400,000
0.00	900,000.00	1,400,000.00	1,900,000.00	1,500,000.00	800,000.00
DLI allocation		6,500,000.00	As a % of Total DLI Allocation		3.48%

Baseline	Period 1	Period 2	Period 3	Period 4	Period 5
<b>4:Public primary schools with access to WASH facilities (Number )</b>					
0	260	260	260	260	260
0.00	5,200,000.00	5,200,000.00	5,200,000.00	5,200,000.00	5,200,000.00
DLI allocation		26,000,000.00	As a % of Total DLI Allocation		13.9%
<b>5:Public healthcare facilities with access to WASH facilities (Number )</b>					
0	300	400	200	100	0
0.00	8,700,000.00	11,600,000.00	5,800,000.00	2,900,000.00	0.00
DLI allocation		29,000,000.00	As a % of Total DLI Allocation		15.51%
<b>6:CBWSOs established with improved O&amp;M capacity for professional water supply services delivery (Number )</b>					
0	860	810	450	310	215
0.00	10,020,000.00	10,350,000.00	8,200,000.00	6,410,000.00	4,580,000.00
DLI allocation		39,560,000.00	As a % of Total DLI Allocation		21.16%
<b>7:Participating district councils submitting accurate and complete WASH sector M&amp;E data (Number )</b>					
0	411	411	411	411	411
0.00	3,288,000.00	3,288,000.00	3,288,000.00	3,288,000.00	3,288,000.00
DLI allocation		16,440,000.00	As a % of Total DLI Allocation		8.79%
<b>8:WASH Sector Planning and Regulation Strengthened (Text )</b>					
0					
0.00	5,360,000.00	10,950,000.00	690,000.00	0.00	0.00
DLI allocation		17,000,000.00	As a % of Total DLI Allocation		9.09%
<b>9:USD (million dollars) of non-public financing mobilized to provide WASH services in rural areas (Amount(USD) )</b>					
0					
0.00	3,000,000.00	3,000,000.00	2,000,000.00	2,000,000.00	2,000,000.00
DLI allocation		12,000,000.00	As a % of Total DLI Allocation		6.42%