

Community-Led Accelerated WASH (COWASH)



Invitation for Consultancy Service

Terms of reference to translate

**Guideline for Women-led Micro and Small Enterprises
Development in COWASH Phase III**

from English to Afaan Oromo

**October 2017
Addis Ababa**

1 INTRODUCTION

Government of Ethiopia adopted second phase of five-year Growth and Transformation Plan (GTP) for July 2015 – June 2020 following the successful implementation of GTP I in the period of July 2010 to June 2015. GTP II water supply targets include to provide rural water supply access with minimum service level of 25 l/c/day within a distance of 1 km from the water delivery point for 85% of the rural population of which 20% are provided with rural piped system and to reduce the non-functionality rate of rural water supply schemes from 11% to 7%. The targets set for hygiene and sanitation include to increase proportion of Open Defecation Free (ODF) declared and verified kebeles up from 18% to 82% and to increase proportion of households (HHs) with access to improved latrines and hand washing facilities from 28% to 82% by 2020.

In order to contribute for the attainment of GTP II (Water, Sanitation and Hygiene (WASH) targets, the third phase of the Community-Led Accelerated WASH (COWASH) project became operational for three years, from 1st August 2016 to 31st July 2019. The implementation strategy of COWASH is based on the Community Managed Project (CMP) approach, originally developed and implemented within the former Government of Finland-supported Rural Water Supply and Environment Program (RWSEP) in Amhara Region and expanded within another Government of Finland-supported project, FinnWASH, in Benishangul-Gumuz. The first phase of COWASH was implemented during the period July 2011 – September 2014, and the second phase covered the period October 2014 – June 2016. COWASH Phase III operates in 76 Woredas of 5 Regions (Amhara, Oromia, SNNPR, Tigray and Benishangul Gumuz).

The current phase has included a new component, i.e. to establish 26 women-led enterprises working on sanitation marketing and operation and maintenance in selected pilot woredas across the five COWASH regions aiming to fulfill dual purposes. Firstly, it contributes to ensure the sustainability of water schemes through the provision of timely operation and maintenance services while the sanitation marketing business enable user communities to have access to improved sanitation facilities at household level. Secondly, besides empowering women economically, the initiative brings pioneer business women with leadership positions in WASH sector so that more women and youth will be attracted in the WASH business.

To date, COWASH developed a guideline¹ to facilitate the establishment of the envisaged enterprises in the pilot woredas and provided ToT using the guideline for staffs of regional support unit as well as pertinent regional government staffs. Following the ToT, the trainees are expected to conduct similar training for selected pilot Woredas and the respective zones government staffs. Hence, there is a need for the translation of the guideline to the regional local languages (Amharic, Afan Oromo and Tigrigna in this case).

¹ Guideline for Women-led Micro and Small Enterprises Development in COWASH Phase III (August 2016 to July 2019) , July 2017, AA.

2 CONTENTS OF THE GUIDELINE

Main body of the guideline has 33 pages (including the Cover Page with a paragraph describing about the guideline, Contents and List of Tables and Annexes). Besides, 15 annexes are attached to the guideline, having different page size. The font type used is Verdana, 10 font size with 1.5 line spacing.

3 PURPOSE

The purpose of this TOR is to invite consultants having proven experience in translating guidelines / manuals from English to Afaan Oromo. The translated version will be used by Water and Health as well as Micro and Small Enterprises Development sectors in the Oromia Regional State in order to establish the envisaged women-led enterprises working on WASH focused businesses in the pilot woredas.

4 MAJOR TASKS OF THE CONSULTANT

The following main activities are expected to be undertaken by the consultant:

- Translate the Guideline for Women-led Micro and Small Enterprises Development in COWASH Phase III to be used by Oromia Regional State pertinent organizations working on enterprise development. The specific pages to be translated from English to Afaan Oromo are the following:

Ser. No.	Description	# of pages
1	Cover page along with a paragraph describing about the guideline	1
2	Table of Contents	1
3	List of Tables and Annexes	1
4	Acronyms (to be extracted after completing the translation in Afaan Oromo)	1
5	Definition of terms	2
6	Main body of the guideline	27
7	Annex 4: Woreda Planning Template	2
8	Annex 5: Capacity Gap Assessment Form	2
9	Annex 6: Business Model Canvas with sample completed forms	7
10	Annex 7: Risk Assessment and Management / Mitigation Plan	2
11	Annex 9: Excel Sheet (10 pages) +word file (2 pages)	12
12	Annex 10: Written Agreement Form	1
13	Annex 12: List of Tools and Raw Materials	3

14	Annex 13: Sanitation Supply Chain Model	1
15	Annex 14: COWASH Business Model in Women-led MSE Development	1
16	Annex 15: Financing COWASH MSE Development	1
	Total	65

For reference purpose find the document on CMP website at:
<http://www.cmpethiopia.org/page/2226>

- Submit the draft to Oromia RSU for comment. Oromia RSU will review the draft whether the translation is up to the standard of the Afaan Oromo language and the concepts and procedures mentioned in the English version are captured properly.
- Incorporate the comments and submit the final Afaan Oromo version both in soft (two CDs) and hard copies (two copies) to Oromia RSU. Font type, font size and line spacing need to be similar to the English version.

The consultant will be supervised by Oromia Regional Support Unit (RSU). Contact person and address of RSU will be notified at the stage of signing contract agreement.

5 OVERALL TIMEFRAME:

Submit the draft within a maximum of three weeks (five working days per week) after the date of signing the contract agreement with COWASH, and four working days after receiving comments/feedback from Oromia RSU.

6 MINIMUM QUALIFICATIONS

The consultant should have the following qualifications:

- University degree in business development, water supply, sanitation and hygiene related fields with three years' experience.
- Speak, read and write Afaan Oromo language fluently.
- Proven experience in translating manuals, guidelines from English to Afaan Oromo.
- Knowledge on enterprise development policy of the Government of Ethiopia is an asset.

7 CALL FOR PROPOSALS

- **The Consultant is requested to submit:**
 - Technical and financial proposals for translating the guideline from English to Afaan Oromo and submit the final version, incorporating comments on the draft, in soft (on CD) and hard copies (two hard copies, double-sided printing and bind each copy separately on plastic rings

covered by plastic cover on front and hard cover at the back). The technical and financial proposals should be sealed in a separate envelop. Name of the consultant and contact address should be written on top of both envelopes along with the type of proposal (Technical Proposal or Financial Proposal) and submit to: **COWASH, Ministry of Water, Irrigation and Electricity, Office No. 215** or by e-mail to arto.suominen@cmpethiopia.org

- Detailed curriculum vitae and copies of educational testimonies including title of the document that the consultant translated from English to Afaan Oromo along with three names as reference.
- Financial proposal should include translation cost per page and stationary cost for submission of draft and final versions.
- The proposed financial amount by the consultant is subject for 2% withholding tax to be deducted by the payer with understanding that the consultant owns tax identification number.
- The due date for submitting the proposals shall be October 20, 2017 up to 4:30 PM.
- The consultant who will be selected to provide the required service will be contacted by the Chief Technical Advisor of COWASH / COWASH Federal within three days-time following the due date for proposal submission.
- For further requests, please contact Ms Meaza Kebede, 0911-419 310 or meaza.kebede@cmpethiopia.org