

Consultancy Service for the Development of Women-Only Curricula and Training Manuals to Empower Water, Sanitation, and Hygiene Committees (WASHCOs) and Women WASH Professionals; Develop Facilitators’ Guide; and Provide Training of Trainers (ToT) for USAID/Ethiopia’s Climate Resilient WASH Activity

Title	Consultancy service for the development of Women-Only Curricula and Training Manuals to Empower Water, Sanitation, and Hygiene Committees (WASHCOs) and Women WASH Professionals; Develop Facilitators’ Guide; and Provide Training of Trainers (ToT) for USAID/Ethiopia’s Climate Resilient WASH Activity
Purpose	Develop Women-Only Training Curricula, Training Manuals, and Facilitators’ Guides, and to Provide Training of Trainers (ToT)
Location/Duty Station	The consultant will base in Addis for the document development and the ToT will be conducted in Adama/Hawassa
Duration	32 working days (July 1- August 16, 2024)
Ref No.:	RTI/CR-WASH/STTA/005/2024
Closing Date for Submissions:	June 21, 2024
Expected Start Date	July 1, 2024
Reporting to	Gender Advisor
USAID Contract Number	72066323R00010
Project Code	0218794.001.001.001.002

About RTI

Research Triangle Institute (RTI) has over 30 years’ experience assisting governments, communities, and the private sector. As a not-for-profit, independent research institute based in North Carolina, USA, RTI has roughly 6,000 employees with global experience implementing international development projects. RTI’s Sustainable Growth & Resilience (SG&R) technical unit within the International Development Group brings together RTI experts and capabilities across food security, agriculture, energy, environment, water, governance, and economic opportunity. SG&R will leverage RTI’s experience designing and delivering multisectoral programming and technical solutions to respond to climate change, build resilience, and promote economic growth around the world.

SG&R’s Water portfolio has delivered innovative, breakthrough solutions in key development sectors globally, including water sector governance, water, sanitation, and hygiene (WASH) services, water resources management, community engagement, urban resilience, and institutional capacity building.

I. Introduction

1.1. Background to the Project

The USAID Climate Resilient Water, Sanitation, and Hygiene (CR-WASH) Activity is a five-year activity aimed at accelerating the expansion and sustainability of climate-resilient water services and the adoption of key hygiene and sanitation practices for underserved and vulnerable lowland areas in Afar, Oromia,

Somali, and South Ethiopia regions. The Activity will achieve this through four complementary intermediate results (IRs):

1. Professionalize and expand climate-resilient water services.
2. Increase sustainable access to and use of sanitation and hygiene products and services, including menstrual health and hygiene.
3. Improve gender power dynamics.
4. Strengthen the enabling environment for climate-resilient water and sanitation services.

The CR-WASH Activity's third IR focuses on improving gender power dynamics by achieving gender inclusion and ensuring women's equal participation in and benefit from WASH services and leadership. To achieve this, the CR-WASH Activity emphasizes strengthening the capacity of women in the WASH sector at both community and institutional levels.

To support this capacity building, the CR-WASH Activity plans to develop women-only training curricula and manuals tailored to the needs of WASHCO members and women WASH professionals. Consequently, the CR-WASH Activity is seeking to engage a **qualified individual consultant** to develop these specialized curricula, training manuals and facilitators' guide and to conduct a Training of Trainers (ToT) program to ensure effective dissemination and implementation.

1.2. Objective of the Assignment:

The objective of this short-term assignment is to:

- Create comprehensive women-only curricula tailored for WASHCO members and women WASH professionals.
- Develop detailed training manuals that support the curricula.
- Conduct a Training of Trainers (ToT) program to build the capacity of selected trainers who will deliver the training to the target groups.
- Empower women in the WASH sector by enhancing their skills, knowledge, and leadership capabilities.

2. Scope of Work

The consultant will be responsible for the following tasks:

2.1. Needs Assessment:

- Conduct a thorough desk review to identify the specific training requirements of WASHCO members and women WASH professionals.
 - Analyze recent Gender Analysis and WASHCO gap and needs assessment reports.
 - Review relevant WASH-related policies, strategies, and report documents.
- Identify specific training requirements based on the reviewed materials.
 - Produce a comprehensive report summarizing the findings of the desk review.
 - Highlight key insights and recommendations to inform the development of training programs.

2.2. Curriculum Development:

- Design and develop two separate curricula: one for WASHCO members and one for women WASH professionals.
- Ensure the curricula address identified needs and cover key areas such as leadership, technical skills, management, community engagement, and gender-specific challenges in the WASH sector.
- Incorporate interactive and participatory training methods to enhance learning outcomes.

2.3. Training Manual Development:

- Develop detailed training manuals that support the curricula for both WASHCO members and women WASH professionals.
- Ensure the training manuals are user-friendly, comprehensive, and include practical examples, case studies, and activities.
- Include guidelines and best practices for trainers to effectively deliver the training.

2.4. Training of Trainers (ToT) Program:

- Organize and conduct a Training of Trainers (ToT) program based on the developed curricula and training manuals.
- Select and train a group of trainers who will be responsible for delivering the training to WASHCO members and women WASH professionals.
- Utilize experienced trainers who are well-versed in gender issues and the WASH sector.
- Ensure the ToT program is interactive, participatory, and provides trainers with the skills and confidence needed to effectively deliver the training.

2.5. Monitoring and Evaluation:

- Develop and implement a monitoring and evaluation framework to assess the effectiveness of the training programs.
- Collect and analyze data on participant feedback, knowledge gain, and application of skills in their respective roles.
- Provide regular progress reports to the CR-WASH Activity and recommend improvements based on evaluation findings.

3. Deliverables and timeframe for submission

Deliverables	Due date
Desk review report on the existing GoE and CR WASH documents	July 1-5, 2024
First draft of women-only training curricula and training manual	July 25, 2024
Feedback meeting	July 29, 2024
First draft of training manual and facilitators' guide	Aug 02, 2024
Monitoring and evaluation framework	Aug 06, 2024

Schedule and delivery of the Training of Trainers (ToT) program	Aug 8 – 14, 2024
Progress reports and final evaluation report	June 16, 2024

4. Supervision and Reporting Arrangement

The consultant will closely work with CR WASH Gender Advisor on the day-today activities of the assignment and reports to the CR WASH DCoP.

5. Payment and Schedule

The contractual total amount will be negotiated between the consultant and RTI International, following established contractual processes.

The consultant will be paid fees based on specified deliverables and the schedule below based on the approval of the Gender Advisor.

- 40% of fees upon submission of final women-only training curricula and training manual
- 40% of fees upon completion of the ToT training and
- 20% of the remaining fee upon submission of the progress and evaluation reports

6. Expected Experience and Qualifications

The individual consultant should possess the following:

Experience

- Proven experience in curriculum development and training, especially in the WASH sector.
- Expertise in gender issues and women's empowerment.
- Strong track record of conducting needs assessments and delivering participatory training programs.

Qualification

- At least 10 years of experience, and exposure practical exposure on Gender and WASH activities.
- Excellent interpersonal and training facilitation skill interacting with the government and development partners and other stakeholders.
- Excellent written and oral communications skills in English and a plus on local languages
- Ability to operate computer Microsoft office programs (MS Word, Excel, Power Point).

7. Submission Requirements:

Interested individuals should submit the following:

- A detailed proposal outlining the approach to be taken, including methodology, work plan, and timeline must be sent.
- Profiles of the consultant highlighting relevant experience and qualifications.
- Examples of previous work in curriculum development and training, particularly in the WASH sector.
- A daily rate and detailed budget breakdown for the entire assignment.

8. Evaluation Criteria:

Proposals will be evaluated based on Technical and financial evaluation.

The weights given to the technical and Financial Proposals are:

- Technical =80% , and
- Financial =20%

No.	Technical Evaluation criteria	Score 80%
1	Understanding of the scope of work and proposed approach.	15%
2	Relevant experience and qualifications of the consultant.	35%
3	Quality of previous work in similar assignments.	15%
4	Cost-effectiveness of the proposed budget.	15%
	Total	80%

No.	Financial Evaluation	Score 20%
1	Financial Proposal	20%

Applicants getting less than 40% out of 80% in the technical evaluation shall be rejected and the financial proposals of those consultants scoring 40% and above shall be considered.

RTI shall award the applicant that has the highest point in the total sum of results of the technical and financial evaluation.

9. Questions Due:

Any questions regarding this application may be sent to procurement@cr-wash.org by June 12, 2024, and responses for submitted questions will be posted on this website by June 17, 2024.

10. Submission Deadline:

Submit a complete EOI in PDF format via email to procurement@cr-wash.org Include the reference number **RTI/CR-WASH/STTA/005/2024** in the subject line of the submission. The application should be addressed to: Attention: Procurement Unit. Any EOI received after the deadline for submission shall be declared late and will be rejected.

All proposals must be submitted by June 21, 2024 at 5:30PM local time.

11. Contact Information:

For any inquiries and submission of proposals, please contact - USAID CR WASH activity procurement at procurement@cr-wash.org.