

Term of Reference for Capacity Building Specialist

Country: State of Palestine

Name of Project: Hebron Regional Wastewater Management Project- Phase I

Project ID No.: P117449

Duration of Contract: 1 year extendable

1. Project Background

The Palestine Liberation Organization (PLO) for the benefit of the Palestinian Authority (PA), has received financing from the World Bank-International Development Association (IDA), the French Development Agency (AFD), and the European Union (EU) towards the benefit of [Hebron Regional Wastewater Management Project - Phase I].

It is intended that part of the proceeds of this grant will be applied to eligible payments under the contract for “Technical Assistance for Hebron Wastewater Management Project (TA)”.

The objective of the Technical Assistant consultancy service for the project is to develop the water and wastewater sector in Hebron City and enable the Municipality to provide sustainable services to the inhabitants in line with local and national policy agendas. Specifically, the TA will support Hebron Municipality in establishing a viable corporatized water and wastewater urban utility in Hebron; qualify Hebron Municipality and the new Utility to operate and maintain water and wastewater facilities including the Wastewater Treatment Plant, and provide quick gains that show tangible services improvement and prepare grounds for further future TA needs. The TA is expected to be as operational as possible to improve the service provision by the Hebron Water & Wastewater Management Department (HWWMD).

Hebron Municipality in association with PWA is considering the recruitment of a qualified Capacity Building Specialist (CBS) who will contribute to the successful delivery of the capacity building activities that will be implemented by the Technical Assistance for Hebron Wastewater Management Project – Phase 1. The position is assigned/ allocated to the HWWMD. This position is paramount to the HWWMD; to ensure fulfillment of municipalities water and wastewater development objectives.

2. Main Objectives of the Position

The objective of the Capacity Building Specialist is to supervise the design/development and implementation of capacity building plans of the water and wastewater sector in Hebron City. Specifically, (i) S/he will act as a focal point inside Hebron Municipality responsible for technical assistance matters, and represent the municipality in front of relevant stakeholders, in full coordination with PWA, and (ii) S/he will be supervising the Technical Assistance for Hebron Wastewater Management Project and monitor the progress of capacity building efforts.

3. Key Tasks and Activities

- Support Hebron Municipality and TA in designing and implementing the plan that aims at increasing economic viability of water and wastewater services in the city within the framework of corporatization. The CBS will be a member in the Technical Operation Unit (TOU¹) as the focal point for institutional matters development issues. The CBS will assume daily coordination and supervision of the TA firm and consultants activities that are in line with the Municipality's viability plan.
- The CBS will discuss, review and provide feedback on TA consultancy reports and outcomes.
- Provide recommendations and demonstrations for the needs and TA findings to the PWA project manager and to the municipality's mayor, council and staff. Coordinate and communicate with the stakeholders (PWA, WSRC, Consultants, etc...) and provide needed information, assistance and feedback on related matters as requested.
- Report to the head of HWWMD. S/he will copy to the Mayor and the PWA Project Manager on communication and progress reports.
- Assist the Project manager in managing the contract of the TA consultancy assignment and make sure that activities are done according the work plan and time schedule with the required quality.
- All invoices related to the assignments will be submitted to the CBS, who will review and approve them with HM of HWWMD before raising them to Project manager who shall concur before sending them to PWA for payments.
- Work with all Municipality departments and coordinate the implementation of the viability plan towards the establishment of the corporatized Water Utility.

Specific Tasks and Responsibilities:

a. Procurement process

- The CBS will participate and assist the PM to review, prepare tender/bidding documents for consultancy services and procurement of goods for the TA at all steps of the bidding process including Expression of Interest, Request for Proposal, quotations and bids, evaluation, Negotiation and Contract Agreement.

¹ The TOU will be established by Hebron Municipality and financed by the Palestinian Water Authority during the construction of the Wastewater Treatment Plant to ensure proper capacity inside the Municipality to operate and maintain the new assets.

b. Technical and financial monitoring

Depending on the provisions of the financing agreements, specific project MOUs and different consultancies, works and equipment contracts, which define roles and responsibilities of the different parties, the CBS will be in charge of the following:

- Follow up, monitoring and approval of consultancy assignments, time schedules, work plans and methodologies, deliverables and payment Requests/Invoices for TA consultant.
- Review all reports and studies submitted by the consultant, coordinate obtaining feedback from the municipality, and compile feedback
- Follow up the project field activities and ensure compliance with the quality and accountability standards and specifications.

c. Monitoring of works

- The CBS will prepare and coordinate all issues related to capacity-building of water services.
- The CBS will represent the Municipality with preparation, implementation and follow up of the TA as per the TA TOR and offer submitted by the selected firm
- The CBS will contribute to monitoring the TA Project indicators
- The CBS will be integrated in the HWWMD office in Hebron city.
- The CBS will attend monthly progress meetings and technical meetings on a bi-weekly basis or as deemed necessary by the parties involved.

d. Deliverables

- Record all TA outputs and required additional studies.
- Prepare monthly overview tables as well as quarterly and annual progress reports in line with World Bank and AFD procedures and financing agreements requirements,

4. Contracting Authority

The contracting authority is the Palestinian Water Authority.

5. Qualifications and Experience:

- A Bachelor degree in Finance, Business Administration, Engineering (or Equivalent degree) from an accredited university. Master Degree is preferable.
 - Significant work experience of minimum 5 years related to capacity-building activities with concrete involvement in the design/ delivery of capacity-building activities, preferably targeted to water/ wastewater services.
-

- Relevant work experience in/ with local authorities with good knowledge and understanding of multi-level governance dynamics related to the local government and water sectors.
- Basic understanding of financial management and cost accounting systems at the municipal level.
- Oral and Written English language proficiency.
- Good command of Office package. Proficiency in developing and updating project paperwork and progress reports on a regular basis.
- Driving license is an advantage.

Personal Skills and Qualifications

- Excellent communication, coordination, presentation, and writing skills, including the ability to elaborate reports, terms of reference, grant proposals.
- Demonstrable ability to communicate at a high level, and capacity to effectively interact with a multiplicity of stakeholders including senior leaders.
- Excellent planning, follow up & monitoring and administration skills.
- Initiative, self-reliant and cooperative.
- Excellent time and organizational management skills.
- Excellent ability to work under pressure and carry out multiple tasks.

Time Frame and Type of Contract

The duration of the assignment is one year on a full-time basis, extendable and based on the available funding and satisfactory performance.
