



Invitation to Tender

Consultancy Service for Implementing Training of Trainers (ToT)

2020-05-20

Online Consultancy Service for Implementing Training of Trainers (ToT) Activities

*Stockholm International Water Institute, Africa Regional Centre
Ethiopia Water and Landscape Governance Program
A program to strengthen water governance on a federal to local level
2019 - 2021
Contract duration July 2020 – December 2020*

About SIWI

At the Stockholm International Water Institute (SIWI) we leverage knowledge and our convening power to strengthen water governance for a just, prosperous, and sustainable future. We focus on a range of research and development topics within and around water that support decision-makers in the world. We believe that the best way to tackle water crises, and help bring about lasting change, is to strengthen water governance among public and private actors alike. SIWI's strong, international team of knowledge-generators, conveners, facilitators, and trainers works to strengthen the systems and processes that govern access to and protection of fresh water, with the overarching aim to contribute to poverty eradication.

Context

SIWI has been active in Ethiopia since 2015 starting with the inception of the Sweden Textile Water Initiative (STWI). This initiative engaged factories, companies, ministries and agencies to address resource use and technical production challenges that the industry and government agencies faced in the textile sector in Ethiopia. The STWI is in collaboration with the Ministry of Trade and Industry and the Ethiopian Textile Industry Development Institute (ETIDI) and a new Ethiopian Water and Landscape Governance (EWLG) Programme, which is partially an expansion of previous experiences.

The aim of the EWLK Programme is to develop water governance in selected river basins in Ethiopia with the overall ambition of translating water management policy into action through the improvement of governance arrangements at a basin scale. SIWI will support the Basins Development Authority and its basin offices, as the apex bodies responsible for all aspects of water management, to practically operationalize improved national and regional Integrated Water Resource Management (IWRM) routines and communication mechanisms with relevant stakeholders. These stakeholders include government bodies, academia, civil society organizations as well as the private sector.

The Programme includes three Work Packages: WP1 Integrated Water Resource Management and Capacity Building; WP2 Capacity Building for Multifunctional and Resilient Landscapes; and WP3 Environmental Resource Management in the Textile Sector.

During Q2 and Q3 of 2019, a pre-assessment was done to understand the use of energy, water and chemicals at 22 identified wet processing textile factories in Ethiopia, out of which 2 are in Industrial Parks. The data and analysis in the pre-assessment was based on self-assessment data from factories, interviews with relevant personnel, and observations during visits. The report concluded that there is a need for trainings on basic resource efficiency practices, but also a significant opportunity for improvement, across all assessed areas. The report identifies that the Ethiopian textile sector is far behind the best practice scenario and is in urgent need of improving and upgrading its sustainability practices.

Background: the textile sector in Ethiopia

From the pre-assessment it is apparent that the wet processing segment is underperforming when it comes to environmental indicators like water, energy and chemical management. The textile sector currently lacks the capacity to guide and advise factories on improving the environmental and social performance indicators that are now international standard. There is moreover a lack of compliance of water and environmental laws which hinders access to international buyers, which impedes economic growth as well as creation of job opportunities, and creates severe environmental risks for the country.

The pre-assessment reveals that there are a lot of opportunities for enhancing the environmental performance as well as more long-term economic benefits by implementing relatively easy improvements. The Programme's WP3 aims to draw on the recommendations of the pre-assessment to contribute to build capacity of institutions and textile factories on resource use efficiency and sustainability practices thereby contributing to improved water law and environmental compliance in the textile sector.

Description of assignment

As part of the Programme activities, EWLG seeks to engage a consultancy firm or consortium (from now on the Consultant) to deliver several coaching sessions to staff at Ethiopian Textile Industry Development Institute (ETIDI) (approx. 15 pax) and selected factory representatives (approx. 5 pax) water, energy and chemical management. The participants will be trained in using tools (specified below) to assess and improve resource use efficiency in textile wet processing productions in Ethiopia.

- The Consultant will coach selected participants on the relevant subjects via an appropriate online platform (e.g Telegram) considering the Ethiopian bandwidth and user environment.
- The Consultant is expected to select an appropriate pedagogic methodology, design trainings in bitesize and manageable chunks to be delivered online, taking in to account the adult learning needs and other coaching methodologies.
- The consultant will as well design online assessment methods e.g. quizzes and tests to be administered after participants taken the training.

A shift from online to in-person coaching in selected factories in Ethiopia will be considers if COVID-19 lock down is lifted. Costs associated to travel, per diem and accommodation will be covered as well as administered by SIWI.

The Consultant will work in close coordination with the EWLG Programme team, including its Programme manager, Coordinator and technical advisor to determine the overall objectives of the training, the workplan, key content and topics, strategy and methodology. The scope of assignment and expected outputs/deliverables include:

Content of training and given information upon start of contract	Allocated days for preparation of training material	Allocated days for delivery of training	Tests and assessments of participants performance
Understand ETIDIs current capacity to train and advice factories in water, chemical and energy management. Information to be received from SIWI.	3		

Situation at factory level on current management practises of water, energy and chemicals. Information to be received from SIWI.			
The Consultant will prepare and deliver training material for the following training sessions:			
National applicable environmental laws and regulations International applicable standards (e.g. ISO 14000, BSCI, Higg FEM, OEKO-TEX etc.) Permits (e.g. groundwater permit, air emission, wastewater discharge, hazardous waste transfer etc.)	0.5	0.5	0.5
Water management; General water management (e.g. metering system, water balance) Pre-treatment of freshwater (e.g. water softening) Water management in production process: Water recycling, reduction and reuse practice (e.g. reclamation of cooling water and cold condensate) Water efficient technology (Low MLR) ETP design, operation and optimization Operator training for ETP operations and lab testing Options for reuse of treated wastewater Effluent Treatment Plant (ETP) Monitoring and Evaluation	6	4	1
Energy management; General energy management (e.g. metering system, energy audit) Energy management in production process Energy reduction, reuse and recycling practices (e.g. heat recovery from wastewater/flue gas, insulation of steam pipeline/valves etc.) Energy efficient technology(e.g. energy efficient motors/steam traps) Awareness on Energy Management System based on the requirements of International Standard ISO 50001	6	4	1
Chemicals management; Work with chemical inventory and MSDS In-house chemical management; <ul style="list-style-type: none"> • Procurement of hazardous chemicals • Stock-in and Stock-out • Chemical storage and interim storage(including labelling) • In-house transportation • Handling of hazardous chemicals • Treatment and disposal of chemical waste, including spillage and chemicals from lab • Risk management & control(e.g. Compatibility, Chemical fire and explosion, Occupational health and safety) • Emergency preparedness, emergency response and post emergency rehabilitation Compliance with international industry standards (RSL/MRSL, ZDHC, Bluesign etc.	6	4	1
Management systems Environmental management system (EMS) based on the requirements of the International Standard ISO 14001 and accounting, financial management and financial modelling for resource management for textile factories.	2	1	1
Production Process Management; Right First Time (RFT) improvement optimization Chemical & auxiliary optimization	4	2	1

Waste process management Reduction, reuse and recycle of waste (e.g. reclamation of alkali) Air treatment (flue gas treatment, VOC collection) and GHG monitoring Solid/hazardous waste management, including collection, handling, storage, treatment and disposal Liquid waste management (except wastewater)	4	2	1
Soft skills • Training design (preparation of training materials/handouts/audio visual materials, exercise etc.) • Training execution skills (presentation, facilitation, interactions etc.) • Training monitoring and evaluation (monitoring and evaluation, reporting)	4	3	1
Development of Key Performance Index (KPI); KPI Development and Strategic Management • Developing Performance Measures • Application – Different Types of Measures • Benchmarking Benchmarking models • Benchmarking processes	0.5	0.5	0.5
Reporting and evaluating		5	
AGGREGATED DAYS	34	28	8
TOTAL DAYS ALLOCATED: 70			

- The Consultant will submit progress reports after every training session completed with statistics of persons passed, retakes and fails. SIWI staff will as well partake during the online training. The content and executed training should be self-assessed in terms of its relevance, effectiveness and practicality. The report is also expected to identify problem areas and adjust for future trainings.

Management deliverables of contract

The following deliverables are expected from the Consultant at least three weeks prior to commencement of the training:

- Overall training plan, detailed curriculum, learning objectives and outcomes and justification of the proposed methodologies
- Training modules, materials and quizzes for participants should be prepared for the 2 first training sessions. Based on approval the consultant will continue with developing the remaining training sessions;
- Background reading material for the participants;
- Developed evaluation-templates (questions) for gathering feedback from participants regarding the training modules/workshop.

The above deliverables will be reviewed by the program team and need to be revised by the consultant accordingly. All documents should be provided in electronic copies. Subject to the quality of the deliverables, the program team has the right to terminate the contract and not engage the consultant if the deliverables are dissatisfactory.

In addition, the consultant is expected to submit a technical training report covering all aspects of the planning, design, implementation, achievements, challenges and success of this capacity building intervention. This report should also include lessons learnt and recommendations for future interventions.

Reporting

The consultant will directly report to and work closely with Anna Wikman, SIWI programme manager based in Ethiopia. For approval of deliverables the consultant will interact with other SIWI experts

The consultant is expected to render the services from 1st of July 2020 to 15th of December 2020.

General requirements:

- Fluent in written and spoken English for all consultants and fluency in written and spoken Amharic for some of the consultants is required;
- Experience in designing, delivering and assessing online trainings;
- Experience in coaching and mentoring Ethiopian nationals remotely or virtually;
- Adaptability and flexibility in working within complex and dynamic environment; and
- Willingness to travel to remote areas of Ethiopia as needed

Specific requirements

The consultancy firm or consortium is expected to submit a minimum of five CVs with the following profiles. One person/CV is allowed to have multiple qualifications but all qualifications have to be fulfilled;

a. Lead expert for design of training modality, coaching and pedagogical planning

Qualifications:

- Minimum of a masters' degree in relevant subject;
- Relevant experience in pedagogic, training or coaching;
- Experience in working in Ethiopia on training Ethiopian nationals on technical issues, planning, follow up, setting goals and planning schedules; and
- Relevant experience within the textile industry, minimum 5 years.

b. Expert in chemical management and optimisation for the textile sector

Qualifications:

- Minimum of BSc. in chemical engineering, chemistry, textile chemistry with preferred expertise in the textile sector;
- Extensive practical experience (minimum 10 years) in chemical management in wet processing in textile factories;
- Experience in working with chemical inventory, chemical management, including reduce, reuse, recycling, as well as chemical selection, transportation, stock-in and stock-out, storage and interim storage, handling, treatment and disposal, risk management etc.; and
- Profound understanding and knowledge of ZDHC, Bluesign or Higg FEM requirements etc. for the textile sector.

c. Expert in energy management and optimization for the textile sector

Qualifications:

- Minimum B.Sc. in energy management, energy engineering, mechanical engineering, electrical engineering with focus on textile sector and production; and
- Experience in energy efficiency work, evaluation and recommendation (10 years preferred).

d. Expert in water management and optimization for the textile sector

Qualifications:

- Minimum B.Sc. in water management, environmental science, environmental engineering with specialization in factory water use and water budgeting; and
- Minimum 10 years' experience in water use, water management and water budgeting especially in the textile sector.

e. Financial Modelling and Environmental Management Systems (EMS) Towards Effective Management and Sustainable Resource Use in Textile FactoriesQualifications:

- Ten years of relevant experience in providing technical assistance in designing financial models for textile factories with main focus on water, energy and chemical costing;
- Proven experience in developing financial models that show costs related to water, energy and chemicals as well as saving and RoI made from investments in improved resource use.
- Proven experience in EMS

f. Expert in production process for the textile sectorQualifications:

- Minimum B.Sc. A in textile production process with focus on textile pre-treatment, printing and/or dyeing, finishing; and
- Experience in textile production processes, with focus on textile pre-treatment, printing and/or dyeing, finishing process for both weaving and knitting products, as well as experience in process optimization and control (10 years preferred).

g. Expert in Waste Management and optimization for the textile sectorQualifications:

- Minimum B.Sc. in wastewater/waste management, environmental science, environmental engineering, chemical engineering, chemistry or related fields of study;
- Minimum 10 years' experience in wastewater, solid waste and air emission management especially in the textile sector.

Award criteria

The contract will be awarded based on the following criteria:

Awarding criteria	Weight	Score
Relevant practical experience (in subject and in Ethiopia)	20%	Score 5 = exceeding expectations Score 3 = meeting expectations Score 1 = barely meeting expectations
Expert team experience (in subject and in Ethiopia)	40%	Score 5 = exceeding expectations Score 3 = meeting expectations Score 1 = barely meeting expectations
Price (in SEK)	35%	Score 5 = more than 10% cheaper than average price Score 4 = 5 or 10% cheaper than average price Score 3 = near average price

		Score 2 = 5 or 10% over average price Score 1 = more than 10% over average price
Interview/presentation with SIWI team	5%	Score 5 = exceeding expectations Score 3 = meeting expectations Score 1 = barely meeting expectations

Tendering

The tender **must** contain the following information:

- A description of the organisation;
- Technical proposal to describe the approach to and the procedures for undertaking the assignment
- Submission of CVs describing individual qualifications as per described qualifications above and their specific role in the project;
- A description of the supplies/services offered;
- A realistic budget for the assignment, all expenses and fees included (including of VAT), and payment terms;
- Estimated delivery time;
- Name and contact information of point of contact.
- Submit sample of training programme developed by the consultant/organization.

The tender must be submitted to the following email address: xanani.baloyi@siwi.org copying anna.wikman@siwi.org latest by June 20th at 23:55 o'clock.

The subject of the email should be "Online consultancy service for implementing Training of Trainers (ToT) activities".

Processing of personal data

SIWI will process personal data included in tender documents and communications. For information about SIWI's processing of personal data, please use the following link:

[Processing of personal data](#)