

## **Invitation to tender: Technical support in promoting water governance and ensuring available and sustainable WASH services in Schools**

I am pleased to inform you that your organisation is invited to take part in a tender procedure for the above contract.

The deadline for receipt of tenders is: 25 October 2020

**Point of contact:** Isabel Alvarez  
**E-mail address:** [Isabel.alvarez@siwi.org](mailto:Isabel.alvarez@siwi.org)

### **Stockholm International Water Institute**

SIWI is a knowledge organisation using its expertise and convening power to strengthen water governance for a just, prosperous, and sustainable future. SIWI arranges the annual World Water Week in Stockholm.

SIWI is duly constituted as a foundation in Sweden.

Name: Stockholm International Water Institute  
Organisation number: 802425-8702  
VAT identification number: SE802425870201  
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### **Background and scope**

SIWI is a policy institute that generates knowledge, builds capacity, and informs decision-making with a view to addressing the challenges in reaching Sustainable Development Goal 6, ensuring availability and sustainable management of water and sanitation for all. SIWI performs research, builds institutional capacity, and provides advisory and technical support in areas related to water governance, transboundary water management, and water and climate change. SIWI also cooperates with public and private actors in Sweden and organises the World Water Week in Stockholm - the leading annual global meeting place on water and development issues. By producing and disseminating actionable knowledge, SIWI contributes to bridging the gap between policy and practice.

Within SIWI, the **Water and Sanitation (WASH) Department**'s efforts focus on achieving more equitable, efficient, affordable, and sustainable water supply and sanitation services in low- and middle-income countries - in ways that are resilient to climatic and demographic variations. The team mainly works in the knowledge - policy - practice space, closing the implementation gap between policy and practice

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through strengthened governance for WASH service delivery. As such, the department supports its boundary partners in priority-setting, policy development and implementation of improved water governance processes and practices, collaborating with a variety of partners and stakeholders from different constituencies (UN agencies and their country offices, development banks, government, private sector, civil society and academia) throughout the water policy cycle.

The WASH department is currently undertaking a number of major programs. With UNICEF, one of its main partners, SIWI has four ongoing Programme Cooperation Agreements (PCA): one with a global focus, another one with a regional focus on LAC, and two additional PCAs to cover the MENA region, one of those to specifically address the issue of water scarcity. Through these four PCAs, SIWI supports UNICEF and its boundary partners to increase sustainability of their WASH interventions, through the enhancement of accountability and the Enabling Environment in the service delivery framework. The collaboration has been successful in developing and providing knowledge, capacity and technical support to Headquarters, regional and country offices.

Another relevant line of activity concentrates on building WASH services resilience. The main focus is on urban systems, creating tools and resources to help cities take a holistic view of their water system, understand, and assess the key resilience challenges, and prioritize and develop action plans for urban water resilience. However, the scope of work has been recently expanded to cover the issues of water security and water scarcity, with a focus on WRM-WASH linkages and WRM-WASH inter-sectoral cooperation.

Last, but not least, the department's efforts are also directed towards increasing the understanding of both emerging and neglected WASH issues. Among others, topics covered in recent assignments include a mapping of initiatives that countries globally and WASH stakeholders are implementing in the COVID-19 response to assure WASH services for all, the analysis of accountability actors and relations around WASH service provision in fragile contexts, the role and potential contribution of local innovation in water and sanitation services delivery in peri-urban areas, service delivery models for public sanitation (beyond the household) in urban settings, and how to promote water integrity to prevent and fight corruption in the water sector.

#### **Programme Cooperation Agreement (PCA) UNICEF LACRO-SIWI: System Strengthening for Sustainable WASH in Latin America and the Caribbean Region**

The aim of this PCA is to increase the sustainability of water and sanitation services, through the enhanced focus of governance and strengthened national WASH sectors governance and accountability through UNICEF country level programming. The duration of this agreement is from August 1st, 2019 until December 31st, 2021. Up to date, it is implemented in 14 countries: Bolivia, Paraguay, Haiti, Colombia, Ecuador, Suriname, Peru, Mexico, Guatemala, Honduras, El Salvador, Argentina, Brazil and Venezuela (demand may arise from other countries).

## Objectives:

### The agreement has five objectives:

- Evidence generation and guidance: Development of technical briefs and other guidance documents on Resource Regulation/Resilience, development and roll-out of improvements in the WASH Bottleneck Analysis Tool, development of case studies that reflect on Enabling Environment aspects.
- Capacity Building and Learning: Regional training sessions/workshops, global webinars and other e-learning events.
- Dissemination of results and lessons learnt: Organization and facilitation of sessions at relevant conferences.
- Help Desk function to Regional Office: Develop and review Enabling Environment, accountability and sustainability aspects in internal policies, strategies, studies, project proposal.
- Technical in-depth support to Country Offices: Design and facilitation of workshops, technical assistance to the CO for the design and implementation of WASH governance initiatives, monitoring and update of initiatives and plans, assessment of outputs and outcomes and documenting lessons learned.

### Vision of SIWI's implementation in Latin America

Create a partnership with Latin American knowledge Institutions to mutually collaborate in developing knowledge products and services and implementing activities in contribution to the improvement of water and sanitation governance, towards the achievement of SDG 6.1 and 6.2.

SIWI is looking for partners (both organizations and individuals) to assist in the delivery of **technical support** to countries in **promoting water governance and in securing water and sanitation for all**. The firms will support SIWI in various forms: from data collection and data analysis, to regional, national and local studies, including training and capacity building in countries in the region or the elaboration of guidelines and other knowledge products.

#### What is expected from a local partner?

- Support in the co-creation of research activities, knowledge products, workshops, and multi stakeholder dialogues, both at regional and national level
- Support the implementation of research activities, knowledge products, workshops, and multi stakeholder dialogues, both at regional and national level including in country workshops facilitation and trainings
- Any other activity that can be agreed between the parties and that contributes to the overall objective of the agreement.
- Support in-country implementation of the activities (in different countries within the region)

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Under this Cooperation Agreement, SIWI, has been tasked to collaborate during the COVID-19 pandemic. A mapping of initiatives that countries and WASH stakeholders are implementing in response to COVID-19 was conducted during the first months (March - June 2020). The results of the mapping show that, of the 18 Latin American countries monitored, only 7 were promoting hygiene promotion and infection prevention and control (IPC) measures in schools; and only 5 countries were implementing measures to ensure the availability, quality and continuity of water, sanitation and handwashing services in schools.

### Specific Terms of Reference for this component

Specifically, this tender procedure aims at selecting an organization who can perform a range of services related to WASH in Schools. In general, the scope of our joint work would be around **identifying and reviewing public policies related to improving accessibility and delivery of water and sanitation and hygiene services in schools**, in urban and rural settings in the Latin America Region. This will be specifically tailor-made for a post-COVID – 19 context in the countries.

The services may include, but are not limited to, the following activities:

- **Undertake desk reviews of specific WASH governance policies, enabling environment, accountability and sustainability aspects in schools.**
- **Select and analyse** case studies from different countries that show, (i) initiatives to improve the quality and sustainability of water and sanitation services, as well as the existing infrastructure for hand washing in schools, (ii) the type of measures to promote hand washing and hygiene, for girls and boys and also for educational personnel, (iii) the existence of a realistic financing plan, (iv) gender sensitive approaches implemented, and/or (v) to what extent and how the resilience perspective is integrated.
- **Interview** main actors on the achievements and challenges of the measures carried out, in order to get their feedback or additional information for the study. Discussion with UNICEF and other strategic partners in the region and in the countries.
- **Analyze primary and secondary data**, including both qualitative and quantitative methodologies;
- **Develop and elaborate new knowledge products** (e.g., policy briefs, technical reports, journal papers, etc.) about the provision of WASH services in schools in the context of “safe return to schools”, menstrual hygiene management, knowledge and information gaps, and recommendations to extend these good practices, applicable in the region, and adapted to each of the countries studied.
- Assist in the **development of methodologies and tools** to identify good practices in the provision of WASH services in schools;
- Provide **technical support at country level** (in various countries in the region) to assess the provision of WASH services in schools, improve, develop, propose and test strategies and models that can be adopted and institutionalized by other actors, monitor programmes and review lessons learned from pilot projects that can be scaled up and shared best practices to relevant actors.

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- Develop and facilitate **trainings and other capacity-building workshops** (in various countries in the region) to all types of water stakeholders (national and local governments, service providers, regulators, community-based organizations, users, etc.) on water, sanitation and hygiene related issues in schools; and
- Contribute to the **organization of seminars and workshops** at the World Water Week, and other regional or national events related to water and climate governance.

### Specific requirements on the tenderer

#### Experience required

- At least seven years of experience and/or research in working on WASH services in the specified region, with a focus on sustainable development and poverty alleviation, demonstrated through studies/reports/projects.
- At least seven years of expertise in designing or supporting safe WASH systems for schools, promoting positive hygiene behaviour in schools, promoting gender-sensitive and menstrual hygiene management approaches demonstrated through studies/reports/projects.
- At least five years of experience in conducting WASH in schools' studies, including behavioural change, health education and hand hygiene education demonstrated through studies/reports/projects.
- At least five years of experience in providing technical support to governments (national, subnational, local) in policy making, institutional development and reform activities, demonstrated through studies/reports/projects.
- At least five years of experience supporting capacity building and/or training.

#### Skills/Technical skills and knowledge

- Experience in interfacing with different actors and WASH partners (governments, NGOs, donors, inter-governmental organizations), and in facilitating regional and global events on WASH.
- Specialized training, expertise, and experience in multiple countries of LAC region would be an advantage.
- Clear and concise writing skills with demonstrated ability to analyse systems and distil key concepts.
- Excellent organizational, team and inter-personal skills in view of interacting with multiple stakeholders at country and regional levels.

#### Language requirements

- The organization must be able to develop activities and write reports and other products in Spanish and English. Good knowledge of Portuguese within the organization would be an asset.

### Additional requirements

- Availability to travel internationally, especially within the region

### **Award criteria**

The contract will be awarded based on the following criteria:

**70% - Technical expertise**, according to the requirements of the tender, including the required experience, technical skills and knowledge and language skills outlined above,.

**30% - Financial proposal**, based on the price per day offered.

### **Tendering**

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

- A letter that summarizes the experience of the organization related to the services procured.
- A full institutional profile (and CV for individual staff proposed for the assignments), containing relevant references and including details of 5 studies, 5 trainings and 5 publications.
- Description of the daily rate offered by the organization per day of work, for all required positions (team leader, technical advisor, WASH specialist, enumerator, etc.). Travel and stay costs are considered separately. The per diem will not exceed the rates published by the Swedish Government<sup>1</sup>.
- Name and contact information

Questions will be received in written to the following email: [Isabel.alvarez@siwi.org](mailto:Isabel.alvarez@siwi.org) until the **5 October 2020** and will be replied by the **9 October 2020**. No phone contact will be allowed.

The tender must be submitted to the following email address: [Isabel.alvarez@siwi.org](mailto:Isabel.alvarez@siwi.org) (with CC to [alejandro.iimenez@siwi.org](mailto:alejandro.iimenez@siwi.org)). SIWI must have received the tender by **25 October 2020**. The subject of the email should be "Technical support in promoting water governance and ensuring available and sustainable WASH services in Schools"

Short-listed candidates will be contacted latest by **16 November 2020**; those not hearing by this date will need to assume they have not been successful on this occasion.

Services will start latest by **1<sup>st</sup> December 2020**. The duration of this contract will be until 31st December 2021.

### **Processing of personal data**

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<sup>1</sup> Per diems cover accommodation, meals, local travel within the place of mission and sundry expenses (available at the following [link](#), last update: January 2, 2020)

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:

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#### **Disclaimer**

This invitation to tender is in no way binding on SIWI. SIWI's contractual obligation will commence only upon signature of a written contract by the authorized signatories of SIWI and the successful tenderer.

SIWI reserves the right to accept any tender without prior negotiations. SIWI reserves the right to reject any tender and to cancel the process and reject all tenders at any time prior to the signing of the contract, without thereby incurring any liability to the affected tenderer(s).

SIWI will not be responsible for, or pay for, expenses or losses that may be incurred by a candidate or tenderer in the preparation of its tender and/or in connection with the procurement process.

We look forward to receiving your tender.

Yours sincerely

A handwritten signature in black ink, appearing to read "Alej", is positioned above the typed name.

Alejandro Jiménez  
Director Water and Sanitation  
**Stockholm International Water Institute (SIWI)**