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#### Department of Water Resources

#### Terms of Reference

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| Version | Date Created | Authors |
| 1 | 27/02/2018 | Obed Tabi |

**Water System Operation and Maintenance Manual Creation**

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| **Location:** Port Vila | **Type of appointment:** Contract | **Duration:** 25 days |
|  | **Term:** Consultant or Firm  **Program Type:** MFAT Water Sector Partnership |  |

**1. Background and Overview**

The Department of Water Resources (DoWR) under the auspices of the Ministry of Lands and Natural Resources, was set up to ensure sustainable and equitable access to safe water and sanitation for the people of Vanuatu to support improved public health and promote social and economic development.

**2. Purpose**

In 2017, a ‘National Implementation Plan for Safe and Secure Drinking Water’ (NIP), was approved by the National Water Advisor Council (NWAC). The NIP is a national framework for achieving Vanuatu’s vision of 100% access to safely managed drinking water by 2030. The NIP defines 2 key implementation mechanisms: (1) ‘Drinking Water Safety and Security Plans’ (DWSSP) which is a community level planning tool and data gathering mechanism that enables the DoWR to plan and implement water infrastructure investments; and (2) the ‘Capital Assistance Programme’ (CAP) which is the financing and procurement mechanism that allows DoWR to deliver water infrastructure projects for communities that have completed a DWSSP. After the DWSSP, it is envisioned community members will manage their water systems. The formation of a water committee, plumbers training, and community management training will further strengthen the communities ability to manage their water systems. After community led design and construction of water system, it is hoped that communities can be left with an operation and maintenance manual that outlines necessary actions to manage their water system. The consultant will create standard Operations and Maintenance manuals for surface water, ground water and rain water supply systems that can be updated specifically for each system constructed.

**3. Scope**

* Submit a proposed workplan to complete all work required
* Adjust workplan based on comments from DoWR, MOL and UNICEF technical advisor
* Review existing operation and maintenance manuals from Vanuatu and other countries for surface water, ground water and rain water supply systems
* Submit a proposed outline of topics to be included in a master draft operation and maintenance manual that can be adapted for each villages system
* Submit Draft Master Operation and Maintenance manual in English
* Lead one workshop in a province with a recently completed water system to understand community needs (likely in Tanna)
* Adapt Operation and Maintenance manual for one pilot village’s particular system
* Present draft master manual and pilot manual to WASH Cluster, DoWR, MoH, and MOL in workshop in Port Vila
* Adapt Master manual based on comments and feedback
* Translate Operations and Maintenance manual
* Submit Final Master Manual and pilot manual to DoWR in English and Bislama

**4. Deliverables, Timing and Level of Effort**

* Workplan approved by DoWR (20%)
* Draft master manual (30%)
* Final master and pilot manual (50%)

5. Qualifications

The firm or individual selected must:

* Knowledge of Water Systems Operation and Maintenance
* Ability to produce deliverables on time
* Language fluency and excellent writing ability in English
* Local Language and/or Bislama preferred. (Final guide will be in Bislama. If translation required, please include translation fees in application)

There is no restriction on the nationality, citizenship or current residence of the candidate, but permanent or temporary residents of Vanuatu are preferred.

6. Application Details

Interested individuals or firms should send a cover letter outlining related experience, examples of similar products created, CV, hourly rate and total for assignment (If translation, flights to Vanuatu or accommodation in Port Vila is needed. Provincial travel and accommodation will be paid separately after final selection of village) to: Esther Sandrin Teitoka [esteitoka@vanuatu.gov.vu](mailto:esteitoka@vanuatu.gov.vu) and All applications should be submitted before March 11th. Please clearly state the position you are applying for in the announcement.