

Terms of Reference

Updating the Ministry of Water & Sanitation's Practice Manual for Sanitation Services in Kenya.

1. About Ministry of Water, Sanitation & Irrigation.

The Ministry's mandate is to develop policies and strategies to protect, conserve and manage water resources, achieve progressive realisation of the right to water, sanitation and food security in accordance with article 43(b), (c) and (d) of the constitution for socio-economic development of the Nation. This mandate is guided by laws and policies which emphasise the need for efficiency and better management in the utilisation of natural resources to enable the government to achieve its strategic goals of economic growth, poverty reduction and social stability. To deal with water management issues, there is a need to analyse and quantify different factors taking place in combination with others within an area of interest. The Ministry guides on this by providing the required information to support proper planning, design and construction of safe, economically viable and environmentally friendly infrastructures through manuals.

The Water Sector Design manuals cover the following key aspects:

Water supply services (2005), Small dams, pans and other conservation structures (2015), Draft Sewerage and sanitation services (2008). Draft Solar Powered Water Systems Practice Manual (2021)

2. About Water and Sanitation for the Urban Poor (WSUP)

Water & Sanitation for the Urban Poor (WSUP) is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We work alongside local providers, enabling them to develop services, build infrastructure and attract financing so they can reach low-income communities. As an urban specialist in water and sanitation, we are committed to sharing evidence and approaches so that our innovations can enable change around the world. To learn more about our work, values vision and approach please visit www.wsup.com.

3. Overview and Background to the Assignment

Sanitation is a critical aspect of public health, ensuring the provision of safe, dignified and hygienic conditions for individuals and communities. The constitution of Kenya 2010 recognizes sanitation as a human right. Article 43(b) states "Every person has the right to accessible and adequate housing and to reasonable standards of sanitation".

According to the JMP report, in 2022, approximately 29% of the Kenyan population had access to safely managed sanitation services. This indicates that a significant proportion of the population still lacks access to adequate sanitation facilities, posing risks to public health and well-being. Notably is also the large financing gap in the sanitation sector whereby, according to the National Water Sanitation Investment Program, the projected financing requirement is Ksh. 504 billion against identified sources of Ksh. 139 billion by 2030. The gap in progress may also be attributed to the lack of standardized guidelines and best practices for the design, implementation and maintenance of sanitation facilities across different regions of the country.

The 2008 Practice Manual for Sewerage & Sanitation Services in Kenya (Annex 1) is one of the water sector manuals that are to be reviewed and updated to ensure that they are responsive to the current and emerging technological advancements. The Practice Manual was drafted in June 2008 and has since remained in draft thus the need to update the entire Design Manual and the Standard Specification.

The National Practice Manual for Sewerage & Sanitation Services needs revision. It will be used to guide the planning, design, construction, operation and maintenance of sewerage (e.g. conventional and simplified sewer infrastructure) and on-site sanitation systems (e.g. pit latrines, septic tanks, faecal sludge treatment plants). This will promote innovative, impactful and value-for-money practices through the application of appropriate technology and improve operational efficiency and effectiveness in the whole sanitation service chain, contributing towards attainment of the Sustainable Development Goals. This is the second phase with the previous assignment developing a detailed outline and structure for the practice manual, including chapters, sub-sections, and key topics to be covered in the revised manual as a precursor.

4. Overall Objective of the Assignment

The overall objective of this assignment is to review and update the Practice Manual for Sewerage & Sanitation Services in Kenya (2008) in order to keep abreast with the current emerging technological advancements as well as material science, on board climate resilient principles, adapt to modern construction techniques and engineering best practices.

The key objectives of this assignment include:

- a) Identify the gaps/shortfalls including reference to the technical report on the review of the existing sewerage and sanitation manual that identified gaps and update the entire design manual.
- b) Align the Draft Sewerage Manual 2008 to existing water sector manuals to recent Water sector Regulatory requirements as well as facilitate Public Sector Partnerships (PPPs), amongst other innovative financing instruments.
- c) Re-develop a structured and well-organized manual that covers both sewerage and onsite sanitation.
- d) Ensure that the manual aligns with national/international sanitation standards, guidelines, and policies.
- e) Identify and incorporate emerging technologies and approaches including eco-friendly and nature-based solutions.
- f) Extensively consult and engage key stakeholders as guided by the WSUP and the Ministry of Water, Sanitation, and Irrigation (MoWSI), in Kenya.
- g) Carry out market survey and develop unit costs for sewerage and sanitation components. Conduct a market survey to gather current unit costs for sewerage and sanitation components, ensuring that the methodology is well-documented and includes input from suppliers, contractors, and industry experts. Conduct a comprehensive survey to assess market trends, unit costs, and availability of water supply components and submit a report. The report should provide a breakdown of the cost data, market trends, and recommendations for future procurement strategies.

5. Specific Tasks

In this assignment, the Consultant will be expected to undertake the following:

- a) Prepare a preliminary review report covering the identified gaps and shortfalls.
- b) Submit the preliminary review for review and approval.
- c) Develop and update Design Standards and Specifications considering modern construction/maintenance technology and new construction materials and equipments.
- d) Update the Practice manual to include sector specific Non Sewered Sanitation solutions that assure inclusive sanitation.
- e) Prepare a draft Report in consultation with the Ministry of Water, Sanitation and Irrigation and subject it to Stakeholder's validation workshops.

- f) Incorporate case studies, success stories, Standard Operating Procedures and practical examples to demonstrate the application of sanitation infrastructure and technology options, hygiene practices and their impact.
- g) Develop a catalogue for sanitation products across the sewerage and sanitation value chains.
- h) Design the manual in a visually appealing format, utilizing appropriate graphics, illustrations, and diagrams to enhance understanding and engagement.

Consultants may wish to propose different approaches that will deliver the required benefits for WSUP and MOWSI during the inception period.

6. Support and guidance to be provided by WSUP to the Consultant

WSUP will;

- I. Facilitate and provide connections with key informants and stakeholders/ institutions.
- II. Schedule and support review, validation and dissemination meetings with the Ministry of Water, Sanitation and Irrigation (MOWSI).
- III. Together with MOWSI, review the data collection tools to ensure that they are geared to collect the pre-requisite data.

Ministry of Water, Sanitation and Irrigation (MoWSI) will;

- I. Provide relevant documentation and information including reports, studies, data necessary for review.
- II. Appoint a counterpart technical staff to work with the consultant.
- III. Provide necessary liaison with relevant Government Departments and County Governments
- IV. Facilitate initial coordination with other relevant stakeholders as maybe required.

7. Expected Deliverables

Inception report

- Develop an inception report within one (1) week of signing the contract and share with the MOWSI and the Client for comments.
- The inception report will outline the proposed methodology, work plan, and timeline for developing the sanitation manual.

1st draft of the updated practice manual

- The draft will provide the detailed gaps/shortfalls and an updated version of the Practice sewerage and Sanitation manual.

2nd draft of the updated practice manual

- The draft will provide, an updated version having addressed all the identified gaps, incorporated Onsite Sanitation, technological advancements and on- boarded the climate resilient principles in the manual.

Final draft of the practice manual

- Develop a detailed final version of the practice manual, including an executive summary, table of contents, glossary, and references.
- List of key stakeholders and Institutions consulted for data collection and in the public participation
- Highlight of the key features, content, and benefits of the sanitation manual.

All deliverables will be produced as a draft for discussion and finalised once WSUP and MoWSI have had an opportunity for review and comment.

The Consultant should expect to be asked to respond to at least two rounds of comments and questions on draft documents before acceptance by WSUP as final versions.

Deliverables will not be accepted for payment until they are completed to the satisfaction of WSUP and MoWSI.

8. Time frames

The assignment will take place over a period not exceeding 6 months from the date of signing the contract. Proposed timelines are **1st December 2024 to 1st June 2025**.

S/No.	Deliverables	Time Frame
1.	Inception Report	1 week after signing of the contract
2.	1st draft of the updated practice manual (updated version of the sewerage component of the manual)	8 weeks after commencement in January 2025
3.	Draft of the updated practice manual (updated version having incorporated onsite sanitation in the manual)	16 weeks after commencement in February 2025
4.	Validation Report	20 weeks from commencement in March 2025
5.	Final report of the sanitation practice manual	24 weeks from commencement in April 2025.

9. Consultant Profile

Should be a leading Engineering Consultancy firm with the Lead professional engineer (PE) with at least 20 years experience.

Basic requirements for the lead PE.

The expert will be expected to lead the consulting team during the review, update and development, of the Sewerage and Sanitation practice manual, organize and coordinate the assignment and provide back stopping management expertise.

The lead PE should;

- At least hold a MSc Degree in Water & Sanitation Engineering or related field.
- At least have twenty years of experience in the water and sanitation.
- Be a registered PE with a recognized professional organization/society.
- Have extensive experience in Kenya in the field of sanitation, hygiene, and water supply, with a strong understanding of best practices, guidelines, and standards.

Key personnel will include lead consultants in sanitation, public health, water engineering, civil engineering, public health engineering, environmental experts, physical planners, and institutional experts.

Other: The consultant shall propose a team of experts with relevant qualifications and experience to deliver the assignment. The manual must be well presented visually, easy to use and comprehensive to a wide audience. The Consultant may therefore wish to ensure appropriate Communications and Design expertise to polish the final product.

10. Contract Terms

A standard WSUP consultancy contract format will be used, subject to the Consultant's agreement with the terms. The full template is available on request. In particular the following clauses should be noted

- All parties must adhere to the guidelines set out in the Safeguarding Policy as set out in WBP1000 (see link https://www.wsup.com/content/uploads/2022/01/WBP1000-Safeguarding-Policy_July2021.pdf) and agree that any allegation made against you or anyone working on your behalf, directly or indirectly, relating to safeguarding or the protection of children, will be reported to WSUP within 72 hours.
- All parties must adhere to the highest standards of business ethics, and in particular both Parties shall abide by WSUP's Business Ethics policy detailed in: <https://www.wsup.com/content/uploads/2022/01/WBP800-Business-Ethics-Policy-July-21.pdf>.
- It is the responsibility of the Consultant to ensure that its staff who are working on WSUP projects are covered by appropriate Health and Safety and Insurance policies, including all insurances mandated by the law of Kenya.
- The Consultant shall use reasonable endeavours to maintain in force public liability and professional indemnity insurance cover which is adequate to protect WSUP against claims arising from the services. The cover arranged by the Consultant shall indemnify WSUP against claims by third parties.

11. Bidding Procedure

Bids including the following components should be submitted via email to Programme Coordinator. Jacob Nyarwati via Jnyarwati@wsup.com copying in Harry Njung'e , hnyung'e@wsup.com, and copied to the Sanitation Lead gsalano@wsup.com & Country Manager, Antony Ambugo, Aambugo@wsup.com, on or before **5pm (EAT), 28th November 2024**

1. Curriculum Vitae of the key staff that the Consultant intends to use to carry out this consultancy work. Not more than two A4 pages per person.
2. A technical proposal occupying no more than 6 sides of A4 demonstrating understanding of the work and the consultants added value to implementation.
3. A bullet point summary of the three previous consultancies, publications or professional roles that the Consultant considers most relevant to the present consultancy work.
4. A Gantt chart outlining the Consultant's proposed methodology and timelines.
5. A risk assessment identifying the key risks related to the work and describing how they will be managed.
6. Budget summary with a detailed breakdown in Kenya shillings. This work should be offered on a fixed-cost basis, with the budgeted amount including all expenses and taxes. Price reasonableness and value-for-money will be a significant factor in bid evaluation.

Clarification queries about the bidding process can be sent at any time to the key personnel given below.

All bids **must** be accompanied by a valid **Tax Compliance Certificate** for the consultant (s)/firm.

Applicable taxes.

The financial proposal **must** incorporate **all** applicable taxes as prescribed by the **Government of Kenya**.

Clarification queries about the bidding process should be sent at least three (3) days before bid closing day.

10. Evaluation of Proposals

Proposals will be evaluated based on the broad areas listed below:

- a) Formal adherence to bidding requirements (20 points).
- b) Strength of relevant experience (30 points).
- c) Evidence of understanding of the task and the key benefits to WSUP (20 points).
- d) Strength of methodological proposal (20 points).
- e)
- f) Value for money (10 points).

Each proposal will be independently scored on each criterion by a panel comprising WSUP and representatives from the ministry. If the quantitative scoring does not indicate a clear consensus choice, final selection will be by discussion/negotiation among the members of the panel.

WSUP reserves the right to negotiate the scope and pricing with the selected Consultant to best ensure that these services will be delivered within the available budget. All negotiation will be documented.

11. Terms of Payment

This consultancy would be a lump sum contract. Payment will be made based upon activities and deliverables being completed to the satisfaction of the Client, as tabulated below.

MILESTONE	PAYMENT
On signing of Contract and submission of inception report	20%
On submission of the 1 st Draft with updated version of the Draft Sewerage and Sanitation Manual 2008.	30%
On submission of the 2nd draft of the Sewerage and Sanitation Manual 2008.	30%
On submission of the accepted final draft of the Practice Manual	20%

12. Reporting

The Task Manager for this work will be Harry Njung'e (hnyung'e@wsup.com), WSUP Project Manager. The consultant will work closely with the Director, Sanitation Management and Head of Development Cooperation, MoWSI.

Oversight will be provided by Gertrude Salano (gsalano@wsup.com), WSUP Sanitation Lead & Antony Ambugo (Aambugo@wsup.com), WSUP Country Manager, Kenya.

Annex 1

<https://iekenya.org/Manuals/SEWERAGE%20AND%20SANITATION%20DESIGN%20MANUAL.pdf>



WSUP_Updating MWSI PM_Technical Review Report (Final).pdf (Command Line)