

Terms of Reference for Long-Term Technical Advisor – Hargeisa Water Agency, Somaliland – P101-051

1. Background

The Somaliland Development Fund (SDF) was established in 2012 to provide a single vehicle through which development partners could support Somaliland's development goals. The first phase of the SDF was implemented in 2013-2017 and supported the Government of Somaliland (GoSL) filling a critical gap through funding projects that are fully aligned to the National Development Plan (NDP) while at the same time recognizing the role of GoSL in the delivery of basic services.

The Somaliland Development Fund – Phase 2 (SDF2) covers the period 2018-2022. SDF2 is conceived as an inclusive economic development programme. It supports the GoSL in delivering infrastructure that is relevant for inclusive economic development. It focuses on sustainable investments that spur job creation and fast growth, while at the same time laying the foundation for long-term resilience and development, leading to a more stable and peaceful Somaliland. SDF2's ambitions are fully aligned with government priorities as defined in Somaliland's second National Development Plan (NDP2 – 2017-2021) and reflect the priorities set out in Somaliland Vision 2030. The Fund Manager is responsible for the day-to-day management and administration of the Fund.

The objectives of the SDF2 are threefold:

- Support increased inclusive economic growth through investment in productive, strategic infrastructure to enhance economic growth and revenue generation.
- Strengthen and maintain the capabilities of the government of Somaliland to prioritize and manage the sustainable and equitable development of Somaliland's infrastructure.
- Support strong government ownership of development priorities aligned with the National Development Plan.

2. Hargeisa Water Agency project

The SDF has allocated funds to the Hargeisa Water Agency (HWA) for the implementation of Increasing Water Production from Laasdhure Aquifer and Connecting to Existing System at New Geed Deeble Pumping Station Project activities. This project is expected to start in the first quarter of 2020. The project contains four major components:

Component 1:

The first component involves drilling of 4-6 boreholes, design of the wellfield collector system, supply and installation of pipes, fittings, valves, and electromechanical equipment to connect the boreholes to the existing new Geed Deeble Pumping Station (NGDPS).

Component 2:

The second component involves capacity development for HWA to enhance its institutional ability to effectively initiate, deliver, and support the management of investments/projects. Crucial for

economic development and value for money being realized as a result of the projects, will be the ability to select investments with comparative strategic economic and social advantage for diverse members of the population and which are resilient to current and future shocks (climate and otherwise).

Component 3:

The third component involves community engagement through creation/enhancing or formation of community water committees in the areas directly affected by the project areas in Hargeisa. The purpose of the water committees will be for disseminating project information and dialogue on project issues, especially the use of the water supply among the different communities in Hargeisa.

Component 4:

The fourth component involves conducting three technical studies: (1) Comparative advantage of investing in rural versus urban water supply projects, based on clear VfM considerations, risk, results, need and other possible financing options; (2) Study on increased accountability on performance and pricing of water in urban water supply systems including pro-poor tariff study; (3) Study on sustainable water provision to Hargeisa looking at the present water demand vs water supply, future water demand and population and city growth prospects and updating of the 2007 HWA masterplan.

3. General description of the role

The Long-Term Technical Advisor (TA) will serve as the principal advisor to Hargeisa Water Agency in delivering the project. S/he will advise and support the Project Management Team (PMT) on various technical matters for smooth implementation of the project on a day to day basis. The TA is the counterpart to the Project Manager and is expected to ensure that the project delivers its results in line with the provided time and budget. In doing so, s/he will streamline the project activities as per the project documents and established procedures of the SDF. The TA will closely liaise and coordinate with all stakeholders including other members of the PMT, key HWA staff, other actors in the water development sector and the SDF Secretariat.

4. Key tasks

4.1. Project Management / General

- Serve as principal advisor to Hargeisa Water Agency in delivering the project on time and budget;
- Serve as the counterpart to the Project Manager (PM) in the overall project implementation including all planning and monitoring of activities;
- Ensure that the project activities are implemented in compliance with approved SDF procedures and as per the contract documents signed between SDF and the implementing partners and support the PMT in complying with the same;
- Review and deliver a realistic project workplan, disbursement plan, and realistic results framework in line with the SDF2 overall results framework;
- Develop detailed monitoring and evaluation schedules for all the project components and work with the PM to ensure that they are implemented;
- Carry out monthly project budget monitoring, proactively advise on budget realignment (as needed), carry out quarterly spending forecast and ensure that quarterly spending targets agreed upon are met within a maximum 5% deviation;

- Carry out monthly procurement planning and ensure that procurement targets are met;
- Support the PM on, and work closely with the SDF Secretariat in the development of the tender packages for procurement of service providers;
- Technically lead the supervision of implementing partners to effectively and efficiently deliver the project activities in a timely manner and support the PMT in the monitoring and following up of the activities of the implementing partners;
- Support the Project Manager in the administrative functions foreseen in the project including co-signing of Payment Requests submitted by the Project Holder to the SDF Secretariat;
- Review all interim payment certificates and invoices submitted to the PMT from the implementing partners and sign them off before approval by the PM;
- Develop effective relationships with key partners and collaborators including HWA departments, implementing partners and other actors in the water sector to ensure project activities are effectively implemented and according to the best practice;
- Ensure that project cross-cutting issues such as Environmental and Social Impact Assessments, Value for Money, Risk Management, Gender Equity and Social Inclusion, and project contribution to economic growth aspects are fully integrated into the project outputs and reported on; and
- Conduct any other activity as agreed with SDF Secretariat and HWA management.

4.2. Technical Oversight

- Support the PM in contracts administration and management;
- Support the PM in supervising the Short-Term Experts (STEs)/Consultants engaged to design various components of the project and to do the water studies;
- Conduct verification of the studies, drawings, designs, BOQs, technical specifications, etc. vis-a-vis ground situation and make necessary corrections before they are used for tendering of the works;
- Develop clear vision and plan in consultation with the PM and SDF Secretariat and other relevant authorities for the sustainability, operations and maintenance of the investments during and after the project timeline;
- Advise as necessary when called upon by the tender evaluation committee with technical issues related to the works and supplies tenders;
- Scrutinize contractors' detailed work program and guide contractors in preparation of supervision schedules/work plan for all works packages;
- Monitor implementation of environmental standards, health and safeguards plans
- Establish quality assurance system including verification of sources of material and certification;
- Carry out necessary quality control activities and certify that the quality of works conforms to the specifications and drawings;
- Check construction works as per the contract for achieving the expected outputs of the project;
- Record the work measurement and certify the contractor's interim and final payment certificates;
- Assist third party inspections, if necessary, as decided by SDF Secretariat in consultation with the PM;
- Draft completion certificates for issuance by the SDF Secretariat;

- Assist for resolution of all contractual issues including examining contractor’s claims for variations/extensions or additional compensations etc and prepare recommendations for approval by HWA and the SDF Secretariat;
- Review “as-built” drawings submitted by Contractor and advise the PM/SDF Secretariat to approve;
- Inspect works at appropriate intervals during defect liability period and issue certification; and
- Directly liaise with the Resident Engineer (RE) during implementation.

4.3.Capacity Development

- With the PMT and the SDF Secretariat, develop the capacity development plan that includes all capacity building activities (e.g. a training needs assessment), the budget, timelines, and a monitoring plan, in line with the project proposal and project and fund logframes and support the PMT in implementing it;
- With support of short-term experts and institutions where appropriate, implement the capacity development activities;
- Provide support to planning, procuring and organizing training/coaching on, among others, improved project management, and Operations and Maintenance, including the development of an O&M strategy; and
- Provide on-the-job coaching and training to members of the PMT and, where relevant, HWA technical staff.

4.4.Monitoring, Evaluation, Reporting, and Results Management

- In consultation with SDF Secretariat, review, improve and maintain the project-level results framework with clear milestones;
- Review, revise, and finalize the project’s Theory of Change;
- In consultation with SDF Secretariat, populate baseline data/indicators for the project logframe to measure the project’s progress at the output, outcome, and impact level;
- Report project progress against the logframe targets;
- Review and quality assure all progress reports submitted by the implementing partners and provide appropriate comments;
- Support the PMT in the monthly and quarterly reporting of the project progress to the SDF Secretariat; and
- Provide input for the SDF programme annual review report and prepare end of project report four months before closure.

5. Deliverables

- Monthly status reports;
- Mission reports;
- Quarterly reports;
- Annual review reports;
- End of project report.

6. Key Performance Indicators

- The TA will propose performance indicators based on the above tasks against which s/he will be evaluated every six months;
- The TA, PM, and SDF Secretariat will agree on the performance indicators.

7. Timing and duration

- The expected duration of the assignment is 24 months with possibility of extension. A working week runs from Sunday to Thursday (5 days) for long-term consultants; and
- The TA will be based at the Project Management Team office in HWA but will work from the SDF Secretariat office in the afternoon (1:00 PM to 4:30 PM) unless on a mission.

8. Reporting arrangements

- The TA will work under the overall supervision of the SDF Team Leader or designate;
- The TA will work with the Project Manager on day to day basis; and
- The TA will support the PM in supervising the Resident Engineers/ Site Engineers/Technical Officers, etc and develop their capacity to manage and oversee project activities.

9. Required qualifications, skills and experience

Qualifications and skills

- At least a bachelor's degree in Water Supply Engineering or Civil Engineering;
- A Master's degree in a relevant field;
- Demonstrated experience with Autocad or other computer-aided design software;
- Demonstrated experience with water distribution systems design and analysis software;
- Demonstrated excellent command of spoken and written English; and
- Proven facilitation, analytical and report writing skills.

General professional experience

- Minimum 10 years of demonstrated experience working at a senior level in project management, including on financial and physical progress monitoring and reporting;
- Minimum 7 years of demonstrated experience with donor-funded projects;
- Minimum 5 years of demonstrated experience in working for a public sector client;
- Proven understanding and demonstrated application of Project Cycle Management (PCM), Logical Framework Approach (LFA), Theory of Change (ToC), Value for Money (VfM), Procurement Planning, and Financial Management;
- Demonstrated understanding of the contribution of the water sub-sector to economic development;
- Demonstrated ability to work collaboratively and effectively within a cross-functional team, fast-paced, and deadline-driven environment and proven capacity to supervise, train and coach teams; and
- Proven understanding of and experience with conflict sensitivity, environmental impact, and gender equity and social inclusion programming.

Specific professional experience

- Minimum 7 years of demonstrated experience in a management and supervisory role in the implementation of urban or peri-urban water supply settings;
- Proven experience in managing at least two similar water supply projects in the last 5 years is required;
- As part of the selection process, TA candidates will be requested to provide examples of verifiable project reports from their most recent or relevant assignments. Links to reports which are available online can be provided as a part of the application.

10. Payment

- All fees will be paid at the end of every month after submission of time sheets and invoices by the TA and after approval by the SDF Team Leader; and
- The SDF Secretariat will organize and pay for accommodation of the TA and in Hargeisa. DSA are paid during missions outside Hargeisa as per SDF2 guidelines.

11. Duty of Care

- The TA will work under the overall SDF Secretariat Health, Safety and Security protocols; and
- The TA will be expected to provide own insurance for health care, accidents, and other risks associated to the assignment. The SDF Fund Manager shall be free from any liabilities arising from the same.

12. Other provisions

- Duty post: The work is to be performed in Hargeisa with frequent travel to the Project sites around Hargeisa;
- Personal computers: The TA shall be responsible for provision of his/her own computer;
- The SDF Secretariat shall provide transportation by air or road for the TA from his or her home to Hargeisa;
- The SDF Secretariat will arrange all transport by road or air as needed; and
- The SDF Secretariat will arrange accommodation.