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MINISTRY OF WATER AND ENERGY
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Basin Scale Resilience Initiative for Ethiopia (BaSRINET)

Project

Terms of Reference for

Consulting Firm for

**Feasibility Study, Detail Design, and Tender Document
Preparation including Construction Supervision and
Contract Administration for the Babile Woreda Integrated
Water Resources Development Components.**

December 21, 2025

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1. Background

The Basin Scale Resilience Initiative for Ethiopia (**BaSRINET**) is a three-year project financed by AICS and EU which aimed at enhancing the resilience of pastoral and agro-pastoral communities in the **Awash** and **Wabi-Shebele basins** through sustainable water resources management, improved access to water, watershed and buffer zone management, flood protection, and renewable energy solutions. The project aligns with Ethiopia's national development goals, the Sustainable Development Goals (SDGs), and the Italian Agency for Development Cooperation (AICS) framework. The BaSRINET project is well aligned and forms part of the National Integrated Water Resources Management Program (NIWRMP), especially in regards to the strengthening and capacity building of federal and regional authorities, the development of hydrological and hydrogeological data collection, analysis/ modeling, improvement of management skills and facilities, conflict management and stakeholders' engagement.

The project also seeks to enhance the efficient, equitable, and sustainable development and management of water resources and energy by empowering and strengthening water institutions at all levels. It has “soft and hard” components. The “soft” component includes capacity building on water governance, development of policies, planning, and coordination- at federal (MoWE) and decentralized (Basin offices) levels. The “hard” component, on the other hand, includes water infrastructure development for the provision of water and flood protection purposes as well as energy supply.

The project targets lowland areas within the Awash and Wabi-Shebele basins, which are crucial for the livestock sector, contributing significantly to Ethiopia's red meat and milk production. This ToR focuses on watershed management, infrastructural development works of water supply (for drinking and farming) and flood protection in the lowland of Wabi-Shebelle basin at Oromia region Babile woreda.

2. Rationale of the Project

The BaSRINET project is anticipated to enhance community livelihoods in various ways through a well-structured framework focused on five key result areas. These areas include: establishing a comprehensive hydrologic information system for effective resource management; increasing access to reliable and safe water supplies through regulatory mechanisms; improving watershed and buffer zone management; flood protection and soil conservation; enhancing the Integrated Water Resources Management (IWRM) capacity of relevant institutions; and installing solar mini-grid systems to provide essential energy services for water-related activities. By addressing these critical areas, BaSIRNET seeks to promote sustainable development, strengthen community resilience, and improve livelihoods in the target intervention area.

This ToR is prepared for feasibility study, detail design, and Tender Document Preparation including Construction Supervision and Contract Administration of Babile Woreda Integrated Water Resources Development and Management components. Components to be studied are

1. Conducting borehole functionality tests (such as yield/pumping tests, water quality analysis, borehole camera, and other relevant assessments) for the two sealed boreholes in the intervention watershed which is the principal water source for the proposed water supply system. And additional identification of potential water sources across intervening villages /watersheds and based on the findings, a feasibility study and detailed design for water source development will be undertaken for schemes that exhibit reliable and good water potential. Furthermore, the task includes mapping of water sources for both domestic and non-domestic purposes.
2. Design of new water supply system for two rural villages Biftu and Ibro-Sedin villages.
3. Design of sanitation and hygiene facilities for the public at two rural villages Biftu and Ibro-Sedin villages.
4. Designing two water harvesting structures (community ponds) linking with small-scale irrigation and/or water supply for both Biftu and Ibro-Sedin villages.
5. Water source identification, study & detail design preparation of new small-scale irrigation infrastructure in Iffadin/Ibro-Sedin watershed.
6. Comprehensive flood assessment and protection works for Erere River in Iffadin/Ibro-Sedin catchment.
7. Watershed and buffer zone management for Iffadin Broader Sub-Catchment and detail works for some selected community (Micro)Watersheds.

3. Location

Babile Woreda is located in Oromia regional state, East Hararge zone at about 35 km away from Harar. It is located in roads towards east direction which is 18km is asphalt up to Erer and the remaining 12 km is all weathered gravel road. Geographically located in zone 38 X=198352m E; Y= 1018947m N and Z=1308m masl. The inhabitants are primarily agro pastoral and pastoral community.

4. Objectives

4.1. General

The general objective of this service is for feasibility study, detail design, and tender document preparation including supervision and contract administration of Babile Woreda Integrated Water Resources Development and Management components within the BaSRINET Project.

The consultancy assignment has different components of the Integrated Water Resources Development and Management (IWRDM) components so as to enable the community and institutions of Babile woreda to have access to safe and adequate water supply, small scale irrigation development, water harvesting structures development, improved sanitation and hygiene service, flood protection works (and possible flood harvesting mechanisms for different uses), watershed and buffer zone management, soil conservation works, channel stabilization and overall improved livelihood, and build the capacity of WaSHCO (water, sanitation & hygiene committee at community level) and other responsible personals. These various components must be interconnected and integrated in accordance with the principles of integrated water resource management to achieve multi dimension objective.

4.2 Specific Objectives

The specific objectives of the consultancy work are the following;

- Water source identification and investigation for water supply for Biftu and Ibro-Sedin rural villages.
- Conduct functionality tests on two existing boreholes.
- Design Water harvesting structures at selected location.
- Design for new water supply system for Biftu and Ibro-Sedin rural village,
- Design new small-scale irrigation infrastructure.
- Preparation of cost effective design and tender documents for the described infrastructural components of the specified villages.
- Build the capacity of utilities and board at woreda/village level to enhance their overall capacity in terms of establishing sustainable services to maximize the satisfaction of the users.

- Design appropriate flood protection works (and, where feasible, flood harvesting mechanisms for different uses), riparian buffer zone management measures, and channel stabilization works.
- Plan and design watershed and buffer zone management measures, including soil and water conservation interventions.

4.3 Scope of Work

The scope of this service is identifications of water sources, feasibility study, detail design, and tender documents preparation including supervision and contract administration of the above-mentioned projects. All the activities shall be carried out as per the latest applicable & relevant codes and established practices such as Ministry of Water Resources Guidelines & manuals, Regional standards & Manuals and other standard manuals for the Preparation of feasibility study and detail design. Moreover, the technologies to be proposed shall be appropriate to the capacity of the beneficiaries in particular and the country in general. All the study and design reports are expected to be of the required level of quality and shall be practical and appropriate to the site condition as much as possible. Detailed designs will be prepared suitable for tendering project works as described further below. The consultant shall submit all the detail design documents, drawings, general and technical specifications, Bills of Quantities and cost estimates necessary for the preparation of tender documents for a construction contract and carry out supervision and contract administration tasks.

Generally, the services should carry out the following tasks, but not limited to:

- ✓ Undertake reconnaissance surveys prior to the commencement of detailed studies.
- ✓ Review, assess, and update previous studies and related documents, where available.
- ✓ Prepare and submit an inception report outlining the methodology, work plan, and implementation schedule and other necessary contents.
- ✓ Collect, compile, and analyze all required primary and secondary data for each project site.
- ✓ Conduct feasibility studies to confirm that the proposed projects are technically feasible, economically viable, socially acceptable, and environmentally sustainable.
- ✓ Carry out detailed investigations, surveys, and assessments required for each project.
- ✓ Prepare detailed design reports for all project components.
- ✓ Carry out detail cost estimate for the projects
- ✓ Prepare Bill of Quantities, specifications and tender documents for all components
- ✓ Prepare working drawings for each component.
- ✓ Prepare operation and maintenance manuals
- ✓ Undertake supervision and contract administration tasks.

The consultancy firm will undertake the following tasks but not limited to;

4.3.1 Tasks and Deliverables

Task 1: Inception Report

1) Prepare a detailed inception report outlining:

- The consultant is expected to review sector policy and development strategy documents to be well acquainted and align with the sectors requirement in fulfilling the assignment.
- Propose a comprehensive methodology to plays a crucial role in promoting the sustainable use and management of water resources by fostering collaboration among stakeholders, integrating various water uses and sectors (water supply and small scale irrigation), addressing the impacts of climate change, and ensuring equitable access to safe water supplies, thereby enhancing water security, access to green energy, flood protection, supporting economic development, watershed and buffer zone management and protecting ecosystems for future generations under the principle of Integrates Water Resource Management.
- The consultant shall lay the foundation for the study by reviewing relevant literature, maps, reports, and datasets, and conducting reconnaissance surveys to understand the intervention catchment's physical, socio-economic, and environmental context. The Iffadin sub-catchment (20,000 hectares) boundary will be delineated, and some selected community watersheds (500–1,000 hectares) will identified and mapped based on discussions and consultations with the wereda watershed team/experts.
- Data Collection and Analysis: The consultant's proposals shall be required to improve the list as required to complete the assignment and also to provide a clear indication of all necessary personnel, mapping and resources required. The assignment shall address and include
 - Review Existing Reports / secondary data analysis/: A comprehensive review of relevant reports regarding hydrology, geotechnical, environmental flows estimation, environmental and social impacts in the project area etc.
 - Mapping of the Project Area: The Consultant shall conduct topographic and aerial mapping of the project area with suitable scales as indicated below. The main tasks shall include but not limited to the following;
- Study of the existing situations for all of seven components of the project at villages/woreda level and preparation of detail baseline, and capacity building need assessment reports related to the service.
- Methodologies shall cover to specific components and how these various components must be interconnected and integrated in accordance with the principles of integrated water resource management to achieve multi dimension objective.

- Design coordination and alignment
- Detailed Sub-basin/micro basin depicting
- Stakeholder engagement strategies.
- A comprehensive work plan.

2) Facilitate an inception workshop (at Ministry of Water & Energy, no cost allocation required for this activity) to validate methodologies and work plans with key stakeholders.

Deliverables:

- Inception report
- Workshop report summarizing key feedback
- Accepted Inception Reports after incorporating feed backs

Task 2: Feasibility Study

Main activities:

- **Conduct a comprehensive assessment** to plays a crucial role in promoting the sustainable use and management of water resources by fostering collaboration among stakeholders, integrating various water uses and sectors, addressing the impacts of climate change, and ensuring equitable access to safe water supplies (water supply and small scale irrigation), thereby enhancing water security, flood protections, supporting economic development, access to green energy, watershed & buffer zone management and protecting ecosystems for future generations under the principle of Integrates Water Resource Management.
- The consultant is expected to use primary and secondary data to carryout reconnaissance study to be incorporated in the prefeasibility report for all components.
- Generate primary data on land use and land cover, soil characteristics, land capability and suitability, crop production and productivity , livestock, Landforms /slope variations , hydrology, vegetation, livelihoods, and soil and water conservation practices within the Iffadin Broader Sub-Catchment.
- Compile and organize primary field data, integrate it with relevant secondary information, and undertake spatial, statistical, and qualitative analyses to understand the biophysical and socio-economic conditions of the Ifaddin Catchment. The process will involve cleaning datasets, combining information into a unified database, analyzing watershed characteristics, identifying land degradation issues, and assessing intervention performance for potential scale-up.
- Identify, prioritize, and propose suitable biological, physical, and management interventions for watershed and riparian buffer zone management, taking into account local agro-ecological conditions, land use practices, and community capacities.

- Using both primary and secondary information, the consultant will analyse the existing conditions to identify key constraints, opportunities, and development potential, which will guide the selection of feasible and site-specific intervention options for community watersheds.
- For the selected community watersheds, the consultant shall undertake detailed studies, including boundary delineation, comprehensive physical and socio-economic assessments, analysis of findings, and formulation of appropriate intervention recommendations to prepare development plan.
- Generate key thematic outputs such as LULC, soil and slope status, hydrology, and livelihood profiles, and synthesize the findings into an assessment report that highlights priority areas, opportunities, constraints, and recommendations for watershed development planning.
- Topographic Mapping of the Potential Construction Areas: Topographical Maps shall be prepared of potential access roads, site camp, and permanent housing area and construction facilities with a scale of 1:2000 and contour interval of 1 meter.
- Study of the existing situations for all of seven components of the project at villages/woreda level and preparation of detail baseline, and capacity building need assessment reports related to the service.
- The consultant is expected to carry out geological, hydro-geological, hydrological, water quality, geotechnical investigation and geophysical investigation of the potential and quality water sources (groundwater, surface water, spring, potential for water harvesting (e.g. haffirs, birkas, sub-surface storage (sand-dams), ponds etc.) of the area and determine the location of the intake site, borehole drilling site, surface water intake site, spring, site for water harvesting or managed recharge etc., the expected safe yield of the source and respective costs for both domestic use and small scale irrigation.
- Based on the most technically, socially, economically and environmentally feasible and sustainable option, the consultant will undertake detail technical assessment including but not limited to hydrological survey and or topological profiling and other aspects as applicable and consultant on its discretion should deploy and use cutting edge technologies like GIS, remote sensing from high resolution platforms and robust techniques have to be deployed for further investigation of resilient water sources and have to be validated & justified with possible ground trothing.
- The feasibility study is expected to include among others available climate resilient water source options demonstrating with multi-criteria decision making (MCDM) technique to assess the technical, financial, environmental, O&M management viability of the proposed alternatives.

- Conduct financial and economic cost benefit analysis to ensure that the projects are financially sustainable and economically viable. This requires identification and estimation of revenue generated from service charge, annual operational cost required to run the scheme, periodic maintenance and asset replacement cost as well as estimation of the positive and negative externalities of the project.
- Establishment of control points: The Consultant shall review the previous reports and liaise with relevant Authorities to locate National grid points or secondary permanent and reliable established points to act as a start point. Using GPS the Consultant shall use previous established permanent control network within the project area for further referencing of future surveys. The WGS-84 coordinates must be transformed to the national grid system and control points map produced at 1:1000 scales. At least three permanent control points must be referenced to Mean Sea Level.
- Social and Environmental Impact Assessment.
- Assess potential environmental and social impacts of proposed projects and identify mitigation strategies.
- Preparation of feasibility study report (for all components: Identification of Water Sources for productive and domestic uses, design of new water supply system, design sanitation and hygiene facilities, design of new small-scale irrigation infrastructure, designing appropriate/comprehensive structural flood protection works, watershed and buffer zone management, designing two water harvesting structures and linking them with small-scale irrigation development and/or water supply, conducting financial and economic study for different alternative schemes to select (if any) the most feasible systems.
- Agro-climatic analysis of the irrigation project area, irrigation system and crop type determination for the small scale irrigation.
- Perform comprehensive hydrological analyses to understand water flow patterns and precipitation impacts.
- Utilize hydraulic modelling tools to simulate flood scenarios and assess the effectiveness of proposed measures.
- Identify and map areas prone to flooding by evaluating historical data and current conditions.
- Analyze community vulnerability, considering socio-economic factors and infrastructure resilience.
- Develop recommendations for structural interventions, such as levees, drainage systems, and reservoirs, river training works tailored to specific site conditions.
- Suggest non-structural measures, including land-use zoning, floodplain management, and early warning systems, to enhance community preparedness.
- Flood modeling and flood plan mapping for different scenarios.

- Preparation of initial business plan for all components.
- Conduct assessment on the capacity building gaps and give training on selected topics.
- Selecting feasible water supply system.
- Selecting feasible sites and irrigation system for small scale irrigation scheme in the village/watershed in consulting with the region/woreda and/or MoWE.
- Alternative solutions and sites for water harvesting structures.

Facilitate feasibility study workshop to validate the feasible alternatives with key stakeholders.

Deliverables:

- 7 Independent feasibility study report for all components (The report has to be delivered in a draft and final report as per table 1)
- Initial separate business plan document for all schemes.
- Capacity building gaps assessment for end users, local management personnel and woreda level administrators.
- Workshop report summarizing key feedback

Task 3: Detail Design and Tender document Preparation

A. Common to all components.

The detail design report shall have a draft and final version incorporating the following reports for all components such as:

- Detail Engineering Design report based on the approved feasible alternative.
- Detail Drawings for Construction
- Bill of quantities and General & Specific Technical Specifications
- Details designs on electromechanical units, solar submersible pump selection and related activities (including power capacity required, and setting preconditions for solar mini grid system).
- Tender Documents for Construction of
 - Civil Works Construction
 - Drilling works
 - Supply of Pipes and Fittings
 - Supply and Installation of Mechanical and Electrical Works/ Electrical/solar mini grid
- The final detail design report shall be submitted within the remaining weeks (as per table) from the date the Client approves the draft and gets clearance.

- Detail Social Environmental Impact Assessment. Show the entire project area and project impacted areas. Ensure full capture of the environmental and social issues, with the entire project area divided into project impact zones. Update and complete surveys and all other relevant data using detailed and clearly referenced maps with acceptable scales and charts and tables as appropriate

B. Specific to each Components

For conducting borehole functionality test for the sealed boreholes in the village, which is principal water source for the proposed water supply system.

- Yield test (pumping test): Water Level monitoring/Measurement, recovery test and analysis
- Borehole camera
- Water quality test for potable use
- Preparation of detail test result report on sealed borehole functionality test and if necessary, recommendations for rehabilitations mechanisms.

For new water supply system,

- Detail design report for water supply system (new system) in consulting with the community & client and shall consists, but not limited to, rising main, small water distribution lines, water storage tanks, water points, cattle trough, operation room and buildings, electromechanical/solar mini grid unit.
- If the identified source is groundwater for villages, prepare bid document for drilling.
- If the identified source is surface water detail design of treatment system.
- Water demand computation (for both) has to take in to account (i) for household and livestock water demand population projections and dynamics, standard service levels as per GTP II/SDG 6 and potential for business development in the area and, (ii) for institution (health institution, schools, etc). has to take into account the prevailing sector standards of the Ministry of Education, Ministry of health and others.

For design of new small-scale irrigation infrastructure

- Detail on Water Source development and storage (if needed)
- Agro-climatic analysis of the irrigation project area.
- The design of an irrigation project involves a multifaceted approach that includes the development of an efficient irrigation system, the planning of field water application and conveyance infrastructure, the implementation of water control structures, the strategic layout of fields, effective soil management practices, and careful selection of crops along with their

specific water requirements, active community engagement, and comprehensive watershed management.

Designing two water harvesting structures (community ponds) and linking them with potable water (if no an optional ground water source is there) and small-scale irrigation development.

- Micro watershed delineation and mapping
- Hydrological analysis
- Harvesting structures (ponds) detail design

For comprehensive flood protection work:

- Survey and setting out: Conduct a thorough ground survey of the site before any work using RTK(Real-Time Kinematic)/total station/theodolite based on vegetation cover and topographic nature to gather essential topographical data, river cross-sections along chainages, including elevation changes, boundaries, river bank profile, river profile, and any existing structures. Based on this survey, accurately set out the project boundaries and define key parameters for the civil work process, ensuring precise measurements that adhere to the next plans and follow-up. This process will involve marking critical points, such as the river profile and site boundary, to facilitate a smooth and efficient construction phase.
- Detail flood model, flood inundation maps using recent tools for different scenarios.
- Detail design of flood protection measures and channel stabilization works.
- Detail design of special bank protection river training works on special sites.

For watershed and buffer zone management:

- Prepare a comprehensive three-year catchment development plan, together with a detailed and practical operational implementation plan, for the intervention catchments and selected community watersheds.
- Prepare and analyze key thematic maps, including land use/land cover (LULC), slope, soil, and land capability maps; estimate peak flow and runoff; calculate soil loss rates; and design appropriate physical soil and water conservation measures, including their spacing, alignment, and layout. These analyses shall be used to develop a technically sound watershed development plan supported by corresponding development maps.
- Prepare a consolidated watershed development and implementation plan/report that summarizes prioritized interventions, investment and cost requirements, implementation phasing and schedule, institutional and community roles, resource allocation, and monitoring and evaluation

indicators, as well as mechanisms for effective implementation, operation, and long-term sustainability over the three-year period.

- Establish clear and practical implementation arrangements, including defined roles and responsibilities of stakeholders at regional, woreda, and community levels, and propose coordination and capacity-building mechanisms to ensure effective execution and ownership of watershed and buffer zone management activities.

Detail study workshop to validate the final detail design document with key stakeholders

Deliverables:

- 7- Independent documents for detail design report and tender document (as stated in section 2)
- Workshop report summarizing key feedbacks

Task 4: Capacity Building and business plan

- Conduct capacity building gaps assessment for end users, local management personnel and woreda/kebele level administrators.
- final business plan for all schemes
- giving trainings

Deliverables:

- Training gap assessment documents and recommendation.
- final business plan for all schemes
- Trainings given for 30 personnel (for trainees from kebele, woreda and zone) by competent trainers for one day on each of three topics (1 Watershed Development Management, 2. On IWRM, and 3. On WaSH)

Task 5: Construction Supervision and Contract Administration Phase

The consulting firm is expected to:-

- a) Assign supervisory staffs as per table below to undertake close supervision of all project activities relevant to the task assigned based on the field/office inputs.

Component	Supervisory staffs	Remark
1	One Project Engineer (or Hydro geologist)	One surveyor, one CAD Experts and one safeguard experts serving for all components.
2 & 3	One project engineer (senior	

	water supply engineer)	
4 & 5	One project engineer (senior irrigation engineer)	
6	One project engineer (senior river engineer)	
7	One project manager (senior soil and water conservation engineer or senior watershed specialist)	

- b) Hand-over the construction site to the contractor with federal and regional level client representatives,
- c) Represent the client at project level regarding construction of the project in line with the consultancy service contract agreement (i.e original consultancy contracts and supplementary agreements) including the contract agreement with the contractor (the original civil work contract agreement and New Addendums), and the national and international practices on construction supervision and contract administrations services.
- d) Advice the Client in contract administration matters such as claims, dispute settlements, variations, etc. in due professional diligences and keep informed the Client continuously on the work progress status, the deviations from the construction work schedule, and issues which could hinder the project construction progress, etc.
- e) Coordinate all project stakeholders to complement their efforts for the success of the project not only in the project construction but also in the preparations for the post construction management of the system,
- f) Organizing regular meetings with contractors, engineers, and stakeholders to discuss progress and address issues. Facilitating communication between different parties involved in the project.
- g) Check and ensure completeness and consistency of design drawings and BOQs with the ground condition and make revisions and/or complete missed documents if any before and during implementation in order to avoid delay in the construction work.
- h) Assess all project sites and assist the client in identifying those sites having right-off way problems at the initial stage of the construction in collaboration with the regional /Zonal /Woreda administration including respective sector bureaus / Departments /offices.
- i) Review and approve the construction work schedule prepared by the contractor and monitor its implementation in due diligence to meet the objective of the project in terms of quality, quantity, construction duration (time), and cost in collaboration with the client.

- j) Check and approve contractor's shop drawings, set outs, civil structure foundations, construction materials, plants, equipment and workmanship qualities; construction materials, plants, equipment quality testing procedures and laboratories; workmanship procedures, work measurements/bill of quantities, payment invoices, etc.
- k) Provide instructions and variation orders in his capacity to the contractor in line with the consultancy service contract agreement, the contract agreement with the contractor, and the national and international practices on construction supervision and contract administrations services.
- l) Undertake inspection/checking and acceptance test procedures for completed project components such as water tightness of storage tanks, water tightness and pressure tests of pipelines, cleaning and disinfection of water storage tanks and pipelines, installed electro- mechanical equipment and plants etc and similarity for other components functionalities based on projects nature.
- m) Undertake test procedures as per specification requirements for all components.
- n) Ensure all safety measures indicated in the specification of the project are adhered and the status continuously reported to the Client.
- o) Ensure all mitigation measures identified in the social and environmental safeguard study such as resettlement, compensation, etc. are implemented and properly documented to present evidence when required and continuously reported to the client.
- p) Facilitate establishment of O&M management organizational structure, equipped with the necessary logistics and recruitment of WASHCOM and other relevant staff that would be acquainted with the water supply system, irrigation system, watershed managements through skill transfer involving in the construction before commissioning of the project in collaboration with the regional /Zonal & Woreda Water ,Irrigation and Mines Development bureaus / Departments & offices respectively.
- q) Making use of the investment cost and the region's context , prepare a DRAFT water tariff band for both water supply and irrigation schemes subjected to the approval of the regional Water ,Irrigation and Mines Development bureaus.
- r) Develops project commissioning procedure and get implemented with the approval of the Client.
- s) Ensures as built drawings and project completion report (in acceptable format and details to the Client) is submitted with the provisional acceptance certificate of the project,
- t) Insure, prepare and submit periodically revised project work progress and other reports as per the consultancy contract agreement timely with agreed reporting format and details to the Client,
- u) The consultant is required to carry out material supply Inventory for all components of (pipes, fittings, devices, spare parts, tools, gabions, etc.) balancing the total supply with the quantity

installed and remained and ensure the remained are supplied to the WASHCOM store with receipt. This inventory report should be submitted with the provisional acceptance certificate.

- v) The consultant shall furnish the client with curriculum vitae's detailing the qualifications of all of the technical personnel to be assigned to the project prior to assignment. Their qualifications and terms of service shall be subject to the approval of the client.
- w) Conduct capacity building training to WASHCOM and other relevant personnel including woreda /zonal water office professionals how to undertake O&M activities and sustainably managing different components. Also provide manuals to operators of the infrastructure and woreda water offices.
- x) The consulting firm is expected to carry out for durations of **5 months** for each respective component supervision and contract administration work with the input of **40 person-months** and should closely follow up the civil work contractor so that the construction work will be completed in the intended completion period.

Generally, the consulting firm is expected to make use of basics of the newly published Construction Supervision Guideline for each respective component “including checklists and communication formats to be strictly adhered by all project parties at site level. Besides, make use of the recently published Criteria and Guideline in the course of reviewing design documents of respective projects.

Deliverable

- (a) Inception report: within 2 weeks from the effective date of the consultancy service. The Inception report needs to include among others draft consultant’s monthly and quarterly reporting template and brief description on the expected contents of each section and sub-section of the reports and draft construction schedule.
- (b) Construction work progress report: monthly basis, within 5 days after the completion of the reporting month in Gregorian Calander.
- (c) Material and workmanship test reports: To be submitted consolidated in the monthly reports.
- (d) Independent Environmental and Social Risks management and monitoring reports in parallel to fiscal progress report on monthly base.
- (e) Draft O&M manual for system operation and maintenance Within 3 months from the effective date of the consultancy service and final O&M manual a head 1 months of contract completion.
- (f) WASHCOM and other relevant staff (from kebele, woreda and zone) training report: within 1 month before commissioning and provisional acceptance of the project.

- (g) Project completion and commissioning report with provisional acceptance certificate: within 30 days after the project is completed and handed over.
- (h) Project as-built drawings: within 30 days after the project is completed along with the project completion report.
- (i) Project material supply inventory report: within 30 days after the project is completed and handed over to the WASHCOM and other respective government offices and before approval and submission of final payment of the contractor.
- (j) Lessons Learned Report with Recommendations along with submission of final invoice for the consultancy service
- (k) Project final acceptance report (optional): within 15 days of the final acceptance of the project. This is optional only if the consultant continues the service for the guarantee period.
- (l) The consulting firm is expected to carry out 5 months supervision and contract administration work input of **40 person-** months and should closely follow up the civil work contractor so that the construction work will be completed in the intended completion period.

5. Roles and Responsibilities of Stakeholders

5.1 Role of the WASHCO/VWU /the regional water Bureau

To produce the highest standard of services, the user community and WASHCO/VWU at village level are required to play their roles as listed hereunder.

- Fully Participate in reviewing planning, design and implementation of all components.
- Practice and implement the Business plan
- Mobilize the user communities for consultation, and including decision making.
- Provide the required information related to managerial, institutional, and socio-economic data.

5.2 Data, Services, and Facilities Provided by the Client

Utility/the region/zone shall provide the Consultant with relevant documents, Standards and Manuals, if available. Copies of all relevant technical manuals and standards shall be provided on a CD to the selected Consultant. Utility shall provide electronic copies of revisions or updated technical manuals and other documentation as and when they become available for use.

Utility/the region will facilitate liaison with, and the cooperation of, Government Ministries and other organizations as necessary for the Consultant to perform the services and to follow protocols to ensure effective and efficient implementation of the services. The Consultant shall remain responsible for arranging all such contacts, applications, etc.

6. Work Duration and Schedule

Major tasks and timing

The study assignment is expected to be completed within 18 weeks period, while the construction and supervision for each component are expected to take 5 months. The services and specific tasks to be accomplished are listed as shown in the following Table.

Table 1 Milestones of services to be provided for feasibility and detail study and tender document preparation.

No	Deliverable	Type	Duration /week/	Ending activity week	Remark
1	Contract Signature			0	
2	Inception Report	Draft	2	2	
		Appraisal	1	3	
		Final	1	4	
3	Feasibility study report	Draft	4	8	
		Appraisal	1	9	
		Final	1	10	
4	Detail study report	Draft	5	15	
		Appraisal	1	16	
		Final	1	17	
5	All tasks submission	Final	1	18	

7. Reporting Requirements and Presentation

7.1 Report Document Standard

The final detailed design report for all components must be presented in three parts: (1) Main draft feasibility and Design Report (2) Appendices and (3) Drawings.

Main draft feasibility and Detail Design Report in the following outline or the consultant's approved outline in the inception,

- Introduction
- Background Information
- Methodology
- Socioeconomic situation of the villages/watershed
- Design criteria of the project
- Population and demand projection
- Existing systems situation
- Detail System Designs
- Environmental and Social Impact Assessment
- List of Drawings
- Bill of quantities Cost Estimates
- General & Specific Technical Specifications
- Appendices - are design calculations hydraulic model results, drawings and Engineering cost estimate of the project:

Drawings- this consists of final detail engineering design drawings which includes rising main, transmission, water distribution, water storage tanks, water points, cattle trough, operation room and buildings, water harvesting ponds, flood protection works, watershed rehabilitation works, irrigation systems and other infrastructure. The engineering design drawings have to be developed in A3 size (standard drawings) at a required scale suitable for final engineering design and tender drawing.

The Consultant shall propose standard progress reporting formats for the client's review and approval. Once agreed upon, the Consultant is expected to adopt these formats, ensuring they are suitable and effective for monitoring and evaluating project progress. The Consultant will prepare the following project planning and progress reports: (4 hard copies and 2 electronic copies.)

The consultant should show and present activity progresses at the end of all milestone activities stated on table 1.

7.2 Reporting Requirements for Consultant Deliverables

In addition to the progress reports, the Consultant shall prepare and submit the following reports in the table below (all in English). All reports shall be submitted both in hard copy (**4 copies of each**) and electronic copies (2 CDs of each). The final documents including raw and processed data, design calculations, maps and drawings shall be submitted in hard copy (4 copies of each) and an electronic CD/DVD. The Consultant shall submit digital report as a single Adobe PDF file (including all appendices) and the original source files (Word, Excel, WaterGEM, CAD, CIVIL3D, Arc Map etc.). The reports shall be submitted to the Client.

- The consultant is required to ensure getting approval of the client to go from one phase of the study to the next.
- The consultant is required to undertake the assignment as per the requirement of this ToR and acceptable engineering practices with its entirety.
- At all study and design stage of the project, the consultant is expected to undertake consultation with the beneficiary communities, the sector offices and bureaus at woreda and region level and ensure all stakeholders participation in the development of the project design.
- The consultant is required to respond to any design queries after completion and submission of the design report and be accountable for any modification of design defects at its full discretion & absorbing all expense consequences.

8. Payment Modalities

Payment for the consulting firm is effected in as per the following modality:

I. Feasibility Study, Detail Design, and Tender Document Preparation

- a. Advance payment of up to 20 % upon presenting unconditional equivalent Bank guarantee to be settled proportionally at each payment.
- b. On submission of the final approved inception report: 15% of the contract amount
- c. On submission of final approved Feasibility study report: 20% of the contract amount
- d. On the submission of Detail Design Report: 25% of the contract Amount.
- e. On the submission of Final accepted Detail Design Report: 20% of the contract Amount.

II. Construction Supervision and Contract Administration Consultancy Service

- a. It is obligatory for the firm to submit monthly basis reports and with satisfactory completion of all services, time base portion of the consultancy service to be effected on monthly basis in which descriptive report prepared based on the weighted average physical and financial status initially agreed during the submittal of FINAL (approved) resource loaded work schedule.
- b. 15% of the total contract amount dedicated for “Construction Supervision and Contract Administration” is to be effected upon submission of the final project completion report and provisional acceptance reports, as built drawings, O&M management manual and training report.

9. Professional Staff

9.1. Team Composition

The Consultant shall employ suitably qualified and competent professional staff at all times in the execution of the study and shall therefore propose a team of experts that is fully capable of delivery of the services in accordance with the technical requirements defined in this ToR. The Consultant is free to organize his resources as he wishes around the key personnel. The Consultant shall complete the Team Composition and Task Assignment in sufficient detail to ensure that all technical requirements fall under the responsibility of a named expert. The Consultant shall submit both testimonials of appropriate personnel like CV, academic certificates, work experience letters, and professional license for all the Key Staff in their proposed team updated and signed both by the professional and representative of organization. Replacement of the personnel during implementation can only be approved by client if equivalent or above professional is presented, and any false statement (as also be stated on instruction to bidders) of such credentials shall cause automatic rejection of the proposal by the client and it is all the responsibility of the consultant to submit documentations that must meet the minimum requirements as indicated below.

The Consultant shall provide sufficient resources to carry-out all the services required under the assignment and the minimum requirements for the key professional staff are as indicated below.

Table 2 Team composition and Responsibilities for feasibility and detail study and tender document preparation.

Position	Qualification	Responsibility	Man Month	Remark
Team Leader/IWRM Specialist (#1)	M.Sc. / BSc. degree in Civil/Hydraulic/Water Resources Engineering and related fields and a minimum of 10/12 years of relevant experience in Integrated Water resource development and Management, reconnaissance and feasibility study of surface and subsurface water supply, irrigation project management, solar mini grid projects.	<ul style="list-style-type: none"> • Overall coordination of the Project and participate in the project management and facilitate capacity building. • Report coordination & presentation of findings • Handle all the liaison and communication related tasks 	4-month	Key staff
Water Supply/Resources Engineer (#1)	M.Sc. /B.Sc. degree in water Supply/ Civil/ /Hydraulic/Water Resource Engineering or related field and a minimum of 8/10 years relevant experience in reconnaissance and feasibility study subsurface water supply project similar scope and complexity.	<ul style="list-style-type: none"> • water supply demand assessment and management • Will be responsible for transmission, distribution, water point and related affairs. 	3-month	Key staff
Water Resources/Irrigation Engineer (#1)	M.Sc. /B.Sc. degree in Civil/ /Hydraulic/Water Resource Engineering/Irrigation Engineering or related field and a minimum of 8/10 years relevant experience in reconnaissance and feasibility, detail study on Irrigation project similar scope and complexity	<ul style="list-style-type: none"> • Will be responsible for Irrigation system design. 	3-month	Key staff
Hydrologist (#1)	M.Sc. /B.Sc. degree in water in Hydrology/Water Resource Engineering or related field and a minimum of 8/10 years relevant experience in reconnaissance hydrological, watershed	<ul style="list-style-type: none"> • Hydrological, watershed analysis, flood modeling • Water harvesting structures design 	3-month	Key staff

	analysis and water harvesting structures			
Flood Engineer (#1)	M.Sc. /B.Sc. degree in River Engineering/ Civil/ /Hydraulic/Water Resource Engineering/Irrigation Engineering or related field and a minimum of 8/10 years relevant experience in reconnaissance and feasibility, detail study comprehensive flood protection works and river training works.	<ul style="list-style-type: none"> • Flood modeling, flood plan mapping • Floodplain Management, Design of Flood Protection Structures and related activities 	4-month	Key staff
Hydro geologist (#1)	M.Sc. / BSc. degree in Hydrogeology/ Geology or related fields and a minimum of 8/10 years of professional experience in reconnaissance and feasibility study and functional test for sealed borehole.	<ul style="list-style-type: none"> • Will be responsible for the hydro-geologic. Borehole functionality test and relevant works. 	3-month	Key staff
Geophysicist (#1)	M.Sc. / BSc. degree in Geophysics/ Hydro-Geology or related fields and a minimum of 8/10 years of professional experience in geophysical investigation in reconnaissance and feasibility study and assessing borehole status.	<ul style="list-style-type: none"> • Will be responsible for the geophysical activities, assessing borehole status and relevant works. 	2-month	Key staff
Electro/Mechanical Engineer (#1)	M.Sc. / B.Sc. degree in Mechanical/ Electrical Engineering sciences or related fields and a minimum of 8/10 years relevant experience in reconnaissance and feasibility level study of water resources development projects with similar scope and complexity.	<ul style="list-style-type: none"> • Will be responsible for electromechanical unit and related tasks. 	3-month	Key staff
Electrical /power/solar Engineer (#1)	M.Sc. / B.Sc. degree in Electrical Engineering sciences and a minimum of 7/9 years relevant experience in reconnaissance and feasibility level study of rural solar mini grid development projects with similar scope and	<ul style="list-style-type: none"> • Will be responsible for solar power capacity, mini grid unit and related tasks. 	1 month	Key staff

	complexity.			
Watershed Specialist (#1)	M.Sc. /B.Sc. degree in soil and water conservation engineering or related field and a minimum of 8/10 years relevant experience in reconnaissance and feasibility, detail study comprehensive watershed development & management and buffer zone management.	<ul style="list-style-type: none"> • Will be responsible for watershed and buffer zone development and management. • catchment development plan together with an operational implementation plan for the interventions catchments and selected community watersheds. 	4- months	Key staff
River Engineer (#1)	M.Sc. /B.Sc. degree in River Engineering/ Civil/ /Hydraulic/Water Resource Engineering/Irrigation Engineering or related field and a minimum of 8/10 years relevant experience in reconnaissance and feasibility, detail study comprehensive flood protection works and river training works.	<ul style="list-style-type: none"> • Design of Flood Protection Structures, river training works and related activities. 	3-month	
GIS/Database Expert (#1)	Diploma in GIS or related fields and a minimum of 8 years of professional experience in GIS mapping and data base development and management in reconnaissance and feasibility study of water supply and solar mini grid project management with similar scope and complexity.	<ul style="list-style-type: none"> • Will be responsible for the GIS Mapping, Database development and relevant works. 	2-month	
Socio-Economist and social Safeguard (#1)	MA. / BA. Degree in Sociology, social work or other relevant social science field and a minimum of 8/10 years of professional experience in socio	<ul style="list-style-type: none"> • Will be responsible for socio-economic aspects of the project. 	3-months	

	economic studies in reconnaissance and feasibility level study of water resources development projects with similar scope and complexity.	<ul style="list-style-type: none"> • Social Safeguard issues 		
Environmentalist (#1)	MA. / BA. Degree in Environmental Science or other relevant field of study and a minimum of 8/10 years of professional experience in Environmental Studies, environmental management, Risk Management in reconnaissance and feasibility level study of water resources development projects with similar scope and complexity.	<ul style="list-style-type: none"> • Will be responsible for environmental aspects of the project. • Responsible for environmental management, risk management and related activities. 	3-months	
Water quality expert	MSc or BSc Degree in Water Quality, Water Supply Engineering, Chemistry, or related fields, focusing on water quality studies, analysis, and activities pertinent to proposed water resource development projects of similar scope and complexity.	<ul style="list-style-type: none"> • Managing water quality for proposed water resources development schemes. 	2-months	
Agronomist (#1)	M.Sc. /B.Sc. degree in Agronomy, plant science, horticulture or related field and a minimum of 8/10 years relevant experience in reconnaissance and feasibility, detail study comprehensive in irrigation projects, watershed development & management and buffer zone management.	<ul style="list-style-type: none"> • Managing irrigation project, watershed management, and to ensure efficient water management and sustainable agricultural practices. 	2-month	
Surveyor (#1)	Experience in surveying/Civil Engineering or other relevant surveying field and a minimum of 8 years of	<ul style="list-style-type: none"> • He will establish all the major benchmarks, control points during the 	4-months	

	professional experience in water resources development.	project design and other related tasks.		
Structure Engineer (#1)	M.Sc. / B.Sc. degree Civil Engineering, structural Engineering, or related and a minimum of 8 years relevant experience with proven experience in the planning and design of water retaining structures, geotechnical investigation, seismic issues and relevant similar structures and safety analysis.	<ul style="list-style-type: none"> Will be responsible for the Structural engineering and relevant works 	1-month	
Auto Cad Expert (#1)	BSc./Diploma in drafting and a minimum of 6 /8 years relevant experience in in reconnaissance and feasibility level study of water resources development projects with similar scope and complexity	<ul style="list-style-type: none"> Will be responsible for the drawing and other similar works. 	3-month	

Table 3 Table Composition of the consultant's staffs, Qualification and Experience (Construction Supervision and Contract Administration)

Component	Position	Qualification and Experience	Remark (will serve all components)
1	One Project Engineer (or Hydro geologist)	M.Sc. / BSc. degree in Hydrogeology/ Geology or related fields and a minimum of 8/10 years of professional experience in reconnaissance and feasibility study and functional test for sealed borehole and supervision and contract administration works.	1. Surveyor Experience in surveying/Civil Engineering or other relevant surveying field and a minimum of 8 years of professional experience in water resources development and supervision works.
2 & 3	One project engineer (senior water supply engineer)	M.Sc. /B.Sc. degree in water Supply/ Civil/ /Hydraulic/Water Resource Engineering or related field and a minimum of 8/10 years relevant experience in reconnaissance and feasibility study subsurface water supply project similar scope and complexity and contract administration works.	2. CAD Experts BSc./Diploma in drafting and a minimum of 6 /8 years relevant experience in in reconnaissance and feasibility level study of water resources development projects with similar scope and complexity and supervision works.
4 & 5	One project engineer (senior irrigation engineer)	M.Sc. /B.Sc. degree in Civil/ /Hydraulic/Water Resource Engineering/Irrigation Engineering or related field and a minimum of 8/10 years relevant experience in reconnaissance and feasibility, detail study on Irrigation project similar scope and complexity and contract administration works.	3. Safeguard experts MA. / BA. Degree in Sociology, social work, Environmental Science or other relevant social science field and a minimum of 8/10 years of professional experience in socio economic studies in
6	One project engineer (senior river/flood engineer)	M.Sc. /B.Sc. degree in River Engineering/ Civil/ /Hydraulic/Water Resource Engineering/Irrigation Engineering or related field and a minimum of 8/10 years relevant experience in reconnaissance and	reconnaissance and feasibility level study of water resources development projects with

Component	Position	Qualification and Experience	Remark (will serve all components)
		feasibility, detail study comprehensive flood protection works and river training, works supervision and contract administration works.	similar scope and complexity and supervision works.
7	One project manager (senior soil and water conservation engineer or senior watershed specialist)	M.Sc. /B.Sc. degree in soil and water conservation engineering or related field and a minimum of 8/10 years relevant experience in reconnaissance and feasibility, detail study comprehensive watershed development & management, buffer zone management and works supervision works.	

9.2. Man-month requirement:

- All the staffs are expected to participate in capacity building reporting and presentation and must work in close collaboration with client counterpart staff (if assigned).
- The consultant is encouraged to associate with companies and individuals where appropriate. Either themselves or through their local partners.
- The assignment is to be performed over a period of **18 weeks for study and 5 months for supervision and contract administration task.**
- The Consultant’s proposal should include the following key professional staff as minimum (including the minimum required staff key input in person-months).

Table 4: Man-month inputs for feasibility study, detail study and tender document preparation.

Position	Minimum input required (person-months)	Remark
Team Leader	4-months	Key staff
Water Supply/Resources Engineer	3-months	Key staff
Water Resources/Irrigation Engineer	3-months	Key staff
Hydrologist	4-months	Key staff
Flood Engineer	4-months	Key staff
Hydro geologist	3-months	Key staff
Geophysicist	2-months	Key staff
Electro/Mechanical Engineer	3-months	Key staff
Electrical /power/solar Engineer	1-months	Key staff
Watershed management specialist	4-months	Key staff
River Engineer	3-months	
Structural Engineer	1-months	
Surveyor	3-months	
Socio-Economist and Social Safeguard	3-months	
Environmentalist	3-months	
Auto Cad Expert	3-months	

GIS/Database Expert	2-months	
Water quality expert	2-months	
Agronomist	2-months	
Support staff (driver, guard, secretary, general service, accountant etc.)	To be proposed by the consultant	
<i>Total Minimum Effort Input</i>	53	

Table 5: Man-month inputs for construction supervision and contract administration.

Component	Position	Duration	Remark
1	One Project Engineer (or Hydro geologist)	5 months	One surveyor, one CAD Expert and one safeguard expert serving for all components. Total = 3*5 =15 Person-months
2 & 3	One project engineer (senior water supply engineer)	5 months	
4 & 5	One project engineer (senior irrigation engineer)	5 months	
6	One project engineer (senior river/flood engineer)	5 months	
7	One project manager (senior soil and water conservation engineer or senior watershed specialist)	5 months	
Total = 40 person-month			

10. Evaluation of the Technical Proposal

The Technical Proposals shall be examined to confirm that all documentary evidence establishing the Consultants' qualifications requested have been provided. After confirming the Technical Proposals comprise all mandatory documentary evidence establishing the Consultant's qualification the Public Body will rule on the legal, technical, professional, and financial admissibility of each bid, classifying it as compliant or non-compliant with qualification requirements set forth in the Request for Proposals;

The Public Body will then analyses the Technical Proposals' conformity in relation to the Terms of Reference, classifying them technically compliant or non-compliant.

The Public Body shall continue evaluation of Technical Proposals that have been determined to be substantially responsive with rectification of nonconformities and omissions in Proposals, if any.

Once all mandatory legal, professional, technical, and financial requirements are met, Technical Proposals will be evaluated and scored based on the specified evaluation criteria. The following technical evaluation criteria will be considered in order of importance and their proportional weight in the overall evaluation system, as detailed below:

The minimum technical score set required to pass is: 70 Points

The technical evaluation criteria and their weighting points that indicate their level of importance are determined, as follows:

Table 6 detail key Expert Evaluation Criteria

Priority	Name of criteria	Proportional points in %
1	Qualifications and competence of the key professional staff engaged in the consultancy service:	
	Team Leader	Key staff
	Water Supply/Resources Engineer	Key staff
	Water Resources/Irrigation Engineer	Key staff
	Hydrologist	Key staff
	Flood Engineer	Key staff
	Hydro geologist	Key staff
	Geophysicist	Key staff
	Electro/Mechanical Engineer	Key staff

	Electrical /power/solar Engineer	Key staff
	Watershed management specialist	Key staff
	River Engineer	
	Structural Engineer	
	Surveyor	
	Socio-Economist and Social Safeguard	
	Environmentalist	
	Auto Cad Expert	
	GIS/Database Expert	
	Water quality expert	
	Agronomist	
	Total points for criterion (1):	45 %
	The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:	
	(a) General qualifications	25%
	(b) Adequacy for the assignment	65%
	(c) Experience in region	10%
	Total weight:	100%
2	Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:	
	(a) Technical approach and methodology	25
	(b) Work plan	5
	(c) Organization and staffing(team Composition ,reporting and No of reporting)	5
	Total points for criterion (2):	35 %
3	Specific experience of the Consultants relevant to the assignment	
		25%
4	Suitability of the transfer of knowledge (training) program:	
	(a) Relevance of training program	1
	(b) Training approach and methodology	2
	(c) Qualifications of experts and trainers	2
	Total points for criterion (4):	5 %
Σ	Total Points for the Five Criteria (1+2+3+4)	
		100

11. Financial Proposal

The consultant shall prepare and submit the total cost estimate of the project. The cost shall include remuneration, non-remuneration, and reimbursable expenses. The financial proposal shall indicate whether it include tax or not.

11.1. Evaluation, Selection and Award

Ministry of Water and Energy will evaluate all consultancy firms based on technical proposals submitted. The financial proposals will be evaluated for consultants whose technical proposal is accepted. The selection and award of the work is based on

- Technical proposal – 70 %
- Financial proposal – 30 %

Ministry of Water and Energy reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder.

1. Appendices

1.1. Financial Proposal Submission Format