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MINISTRY OF WATER AND ENERGY
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FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

MINISTRY OF WATER AND ENERGY

Terms of Reference

For

The Selection Consulting Services for Construction Supervision & Contract Administration of Bashsha Town Water Supply and Sanitation Project

September , 2025

ADDIS ABABA, ETHIOPIA

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1. Background Information

Ethiopia has set an ambition of becoming a middle-income country by 2030. In order to achieve this, huge attention has been given for the overall development of all sectors. Promoting drinking water and sanitation, and energy development; are among the key areas for the government's contribution in the achievement of this vision. The Ministry of Water and Energy (MoWE), as a key ministry of the FDRE, will provide the construction and expansion of the necessary infrastructures for the advancement of the daily life of the society. Due to high population and increasing demand for water supply, the Ministry of Water and Energy have been challenging by interruption of water supply services.

Bashasha town, which is located in Jimma zone of Oromia Regioal State, is one of the rural towns suffering with shortage of water supply. The current Bashasha rural town water supply access coverage is less than 10% mainly with respect to source. As per the prevailing situation, the residents of Bashasha town compelled to resort to unprotected and unsafe water sources and became a national issue to address.

Thus, the Government of Ethiopia through the Ministry of Water and Energy together with other development partner African Development Bank (African water facility program) planned for development Beshasha town water supply and sanitation improvement. The project expected to contribute for improved health and socioeconomic development of the town. This ToR is to fulfil the requirement of the AfDB to secure necessary fund for the implementation of the project.

The program will address the Bank's Water Policy (May 2021) and the Bank Water Strategy (2021-2025), which provides for improved access to water services, the African Development Bank Group's Strategy for Addressing Fragility and Building Resilience in Africa (2022-2026) and the Bank Group's Gender Strategy (2021-2025). It is aligned to the Bank Group's Climate Change Policy, which seeks to boost resilience and adaptation to climate change and reduce fragility.

Currently, the country is implementing GTP-2 plan of the water supply sub-sector since 2015/16, which runs up to 2020. The main objective of this plan is to contribute to the realization of the country`s overarching vision to become middle income country by 2025 through provision of access to safe, sustainable, inclusive and climate change resilient water supply, Sanitation and hygiene service to the people. Accordingly, the plan envisages to provide access to safe water overall for 37 million people of which 29.3 million are rural dwellers. The water supply service standard for GTP-2 period is elevated.

The water supply service standard for rural water supply is 25 l/c/day within 1 km distance while the urban water supply service standard is formulated based on the population of the towns divided into 5 categories. Accordingly, the urban service standard is 100 l/c/day for category-1 towns/cities, 80 l/c/day for category-2 towns/cities, 60 l/c/day for category-3 towns/cities, 50 l/c/day for category-4 towns/cities, up to the premises and 40 l/c/day for category-5 towns/cities within a distance of 250m with piped system. Based on these water supply service standards, the GTP-2 plan envisages to increase overall water supply access to 83% of which 85% for rural and 75% for urban by 2020. In addition to improvement of water supply access, the plan includes various targets to enhancethe efficiency and sustainability of the service.

Besides the national plan, there are also international goals set for nations to mainstream in their national plans. In this regard, MDG was the international plan for the period of 1990 to 2015. Ethiopia has met the MDG target for 2015 in water supply. Currently, Sustainable Development Goal (SDG) for the period of 2016-2030 is the leading International Plan. Regarding water supply, this plan has set goal to achieve universal and equitable access to safe and affordable drinking water for all by 2030 (SDG 6.1). The service level for safe water supply under the SDG emphasizes on accessibility of water to the premises, availability of water when needed and safety on quality.

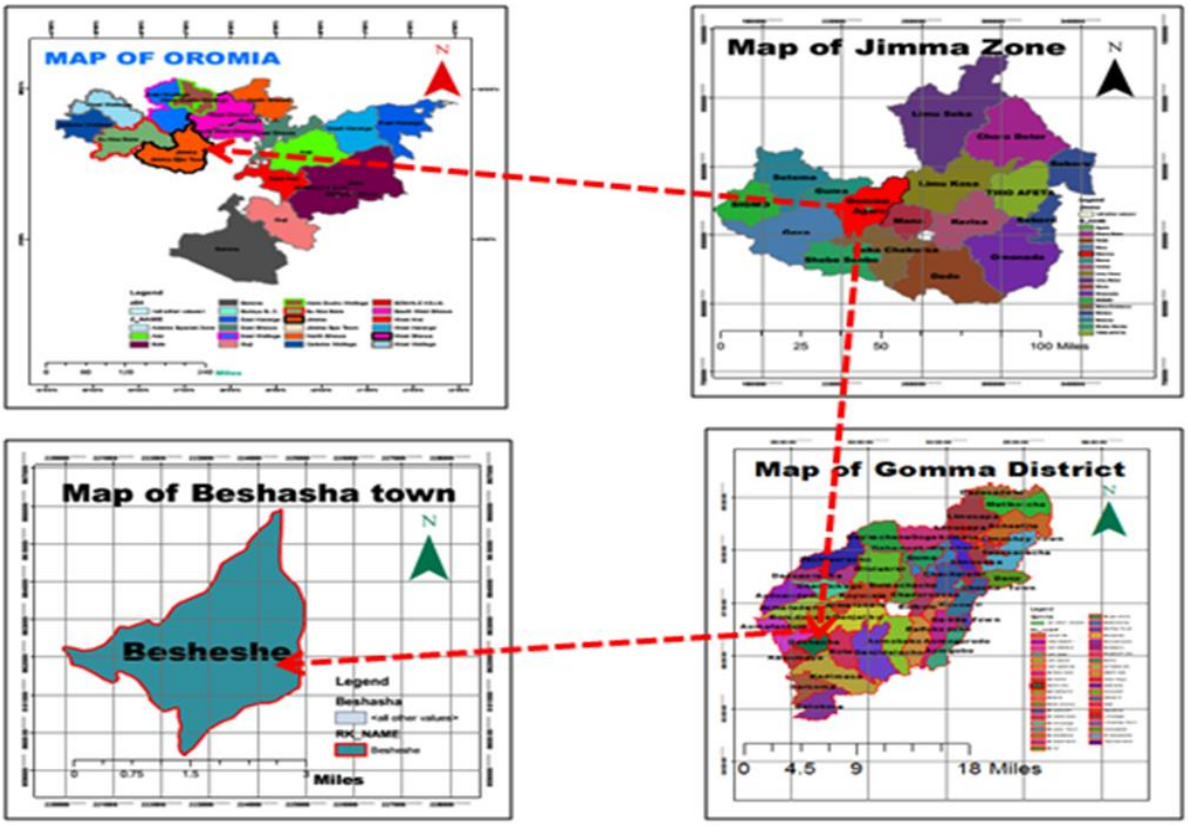
The current water supply of the town is from one Borehole (BH) source with 1.5 l/s for population over 19,000 that is inadequate and critical water shortage. The Town Sanitation facility has no communal and public latrines service mainly at institution, like Beshasha primary schools and market place of the town where large number people gathering. To meet the WASH service demand of the town, the Government of Ethiopia through the Ministry of Water and Energy MoWE and other implementing partner African water facility fund (AWF). Stakeholders at all level has taken initiative to support and implement Beshasha Water Supply and Sanitation Services Improvement Project to improve availability and access to potable water and sanitation services in the town.

Hence, to deal with this problem potable water supply The Ministry of Water and Energy in collaboration with Jimma Zone Water and Energy office has done the study and detailed Design of the Town Water Supply and Sanitation project was conducted in 2023. Two Borehole water source drilling was finalized, by Ministry of Water and Energy currently it can supply more than design discharge of 46l/s.

The specific responsibility of the Consulting firms to be hired is to undertake the consultancy service for Design review as Built, Construction Supervision and Contract administration of Bashasha Town Water Supply & Sanitation project in order to alleviate the prevailing critical potable water supply shortage & sanitation problems. The implementation of the program is aimed at providing potable water through reliable water supply system & improved sanitation facilities for the town & enhances the productivity & the living condition of the dwellers in particular and contributes to the overall development of the country in general.

1.1. Location and Accessibility

Bashasha is the town that found in Gomma woreda of Jimma zone, Oromia National Regional State. The town is located between 7046'46''- 7048'42''north latitude and 36028'7''-36029'55''east longitude @ 2158m elevation above sea level. It is 424km and 64km far from Addis Ababa and Jimma respectively. The town is accessed by asphalt road up to Agaro town 45km away from Jimma followed by 18km gravel road in southwest direction. The annual mean rainfall of the area is about 1962.21mm while the maximum rainfall is about 314.7mm in the month of June. The annual mean temperature of the project area is 16.83^0C while the mean annual maximum and minimum temperatures are 31.54^0C and 4.9^0C respectively.



2. Objective of the Assignment

- The general objective of the assignment is to carryout construction supervision and contract administration of Beshasha water supply and sanitation project in compliance with the consultancy service agreement, the construction agreement with the contractor, and national and international practices for construction supervision and contract administration.

3. Specific Objectives of the Assignment

Specific objectives of the assignment include but not limited to;

3.1. Pre- construction phase

- Provide technical assistance to the Client in the construction bidding process of the project if the bidding process is not yet completed and contract signed.

- Review the project design report, technical drawings, the specification and the BoQ to ensure completeness and consistency with real conditions; make corrections/complete missing documents before implementation.
- Assess all project sites from the water source to public tap construction sites and identify right-of-way problems early; solve the problem with the regional water bureau to ensure timely site handover.
- Hand over the construction site to the contractor with federal and regional level client representatives.
- The consultant shall furnish the Client with CVs detailing the qualifications of all technical personnel to be assigned to the project prior to assignment; their qualifications and terms of service subject to Client approval.

3.2. Construction phase

- Represent the Client at project level regarding construction of the project in line with consultancy and contractor agreements.
- Review and approve the construction work schedule prepared by the contractor and monitor its implementation (quality, quantity, duration, cost).
- Check and approve contractor's shop drawings, set-outs, civil structure foundations, construction materials, plants, equipment, workmanship quality; quality testing procedures/labs; work measurements/BoQ; and payment invoices.
- Provide instructions and variation orders to the contractor in line with the consultancy service contract agreement and national/international practices.
- Ensure all safety measures indicated in the project specifications are adhered to and status reported continuously to the Client.
- Ensure all mitigation measures identified in the social and environmental safeguard study (resettlement, compensation, etc.) are implemented, documented, and reported.
- Coordinate all project stakeholders to complement their efforts for success of the project (construction and preparations for post-construction management).
- Ensure Client-seconded staff from the regional water bureau is involved in all aspects of the works and skill transfer takes place.

- Facilitate establishment of O&M management organizational structure, equipped with necessary logistics and recruitment of utility staff acquainted with the water supply system through skill transfer during construction.

3.3. **Contract administration**, **Testing, Commissioning & Handover Phase**

- Advise the Client in contract administration matters such as claims, dispute settlements, variations, etc., and keep the Client informed on progress, deviations, and issues hindering progress.
- Develop and implement inspection/checking and acceptance test procedures for completed components (storage tank water tightness, pipeline pressure tests, cleaning/disinfection, electro-mechanical equipment, etc.).
- Ensure established utility staff and other stakeholders are involved in intermittent project components testing, provisional and final commissioning.
- Develop project commissioning procedures and get them implemented with Client approval.
- Ensure "as-built" drawings and project completion report (acceptable format and details) are submitted with the provisional acceptance certificate.
- Carry out material supply inventory (pipes, fittings, devices, spare parts, tools, etc.) balancing the total supply with the quantity installed/remaining and ensure the remainder is supplied to the utility store with receipt; submit inventory report with provisional acceptance certificate.
- Prepare and submit periodic project work progress and other reports as per the consultancy contract agreement in agreed format and details.

3.4. Post- construction/Defect Liability Period

- Develop/update O&M management manual and water tariff for the utility; provide training for utility staff (technical, financial, customer relation, etc.) based on the manual.
- Support the utility in post-construction management of the system by ensuring trained staff, manuals, and tariff systems are in place.

- Monitor and advise on initial operation to ensure sustainability and handover completion.

4. Reports to be submitted:

The consultant is expected to submit the following reports in due time, format and details acceptable as per national and international construction supervision and contract administration practices;

4.1. **Construction work progress report**: Monthly, within 10 days after the completion of the reporting month.

4.2. **Construction work progress quarter report**: every 3 months, within 10 days after the completion of the quarter and any other exception reports in case of irregularities.

4.3. **Material and workmanship test reports:** To be submitted consolidated in the monthly reports.

4.4. **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 3 months of contract completion.

4.5. **Utility staff training report:** within 1 month before commissioning and provisional acceptance of the project.

4.6. **Project completion and commissioning report with provisional acceptance certificate:** within 15 days after the project is completed and handed over to the utility.

4.7. **Project as-built drawings:** within 15 days after the project is completed along with the project completion report.

4.8. **Project material supply inventory report:** within 15 days after the project is completed and handed over to the utility and before approval and submission of final invoice of the contractor.

4.9. **Lessons Learned Report with Recommendations along with submission of final invoice for the consultancy service**

5. CONSULTANT'S TEAM COMPOSITION

The Consulting firm shall be legally established firm and committed to put together a team of the required qualification with direct experience and excellent understanding in their area of engagement in the construction supervision and contract administration of the project. Resumes of the qualifications and experience of the key members of the team along with mandatory professional equipment and transportation vehicles will be the key criteria used to evaluate proposals.

Composition of the consultant's staff;

S/ No	Position	No of person	Qualification and Experience	Man month input
1	Project Manager	1	MSc or above in water supply, hydraulic, water resource, civil and environmental engineering with a minimum of 8 years' professional experience in the water supply sub-sector with a high credit to experiences in project management, construction supervision and contract administration of water supply projects.	18
2	Water Supply Engineer	1	BSc or above in water supply, hydraulic, water resources, civil, and environmental engineering with a minimum of 6 years' of professional experience in the water supply sub-sector with a high credit to experiences in project management, construction supervision and contract administration of water supply projects.	18
3	Electromechanical Engineer	1	BSc or above in Electrical and/or Mechanical engineering with a minimum of 6 years professional experience in the water supply sub-sector.	5
4	Social& Environmental safeguard expert	1	MSc or BSC in environmental /social science with minimum of 8 or 10 years professional experience in safeguard management	6
5	Surveyor	1	Diploma/certificate from recognized educational institution in surveying with a minimum of 5 years of professional experience with a high credit to experiences in surveying of water supply projects.	4

6	Management and financial expert	1	MSc or above degree in management, fiancé and related fields with minimum of 8 years professional experience in the water supply sub-sector with a high credit to experiences in developing water supply services O&M management manual and training on the same.	3

Proposed Positions of the Consulting Firm's key - staff with maximum man-month for the service

No	Proposed Position	Duty Station	Personnel No	Man-Month		Total Man-month	Remark
				Office	Field		
All stages	**Supervision and Contract Administration-Civil Works**						**18 months**
1	Project Manager	Head office	1	14	4	18	
2	Water Supply Engineer	Project office	1	2	16	18	
3	Electromechanical Engineer	Head office	1	1.5	3.5	5	
4	Social& Environmental safeguard expert	Head office	1	1.5	3.5	5	
5	Surveyor	Head office	1	1.5	2.5	4	
6	Management and	Head office	1	1.5	0.5	2	

	financial expert						
	Total man month		6	**22**	**30**	**52**	

6. Consulting Firms Responsibility

The consultant firm is directly accountable to Water and Energy Mistry and Donors (AfDB) works in cooperation with the Zonal concerning team on issues regarding contract administration, (O&M management manual development, utilities staff training, etc.) for the post construction service management.

7. Client's Input for the Service

The client will:

- Avail to the consultant copy of the contract agreements for the construction, copy of all technical design documents both in hard and soft copies and available necessary document

- Assign project focal persons at zones and woredas from the respective zonal and Woreda Water, Irrigation, and Energy to facilitate and assist the consultant on issues requiring local governments intervention.

8. Payment Modality for the Consultant

Total amount payable upon submission of quarterly after submission of report to the Ministry of Water and Energy, the Government Team.