

MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT
AGRICULTURE INFRASTRUCTURE AND VALUE CHAIN DEVELOPMENT PROJECT

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTANT SERVICES)**

**SELECTION OF LOCAL CONSULTANTS FOR THE CAPACITY BUILDING OF LOCAL
COMMUNITIES FOR RURAL INFRASTRUCTURES IN THREE (3) LOTS**

COUNTRY: *Cameroon*

NAME OF PROJECT: *Agriculture Infrastructure and Value Chain Development Project (AIVDP)*

SECTOR: *Agriculture and Rural Development*

CONSULTING SERVICES: *Capacity Building of Local Communities for Rural Infrastructures*

Mode of Financing: **LLF**

Financing No. 1011 CMR

The Government of Cameroon has received financing from the Islamic Development Bank towards the cost of the AIVDP and intends to apply part of the proceeds for consultant services.

The services for this consultancy will include the training of beneficiaries of project infrastructures to ensure that the populations adhere to the projects, appropriate them and ensure sustainability.

The assignment will be carried out in three (3) distinct lots as follows:

Lot 1: Training of Water Management Committees/ Caretakers

Lot 2: Training of Members of the Irrigation Network Management Committees

Lot 3: Training of Road Management Committees

The duration for completing the assignment for each lot shall not exceed two and a half (2.5) months and shall run concurrently for all the 3 lots.

The detailed Terms of Reference (TOR) for the assignment can be obtained at the address given below including the Project Website.

The Project Coordinator of the Agriculture Infrastructure and Value Chain Development Project (AIVDP) on behalf of the Ministry of Agriculture and Rural Development now invites eligible consultants/ local Non-Governmental Organizations (NGOs) and Civil Society Organizations (CSOs) to indicate their interest in providing the services as per the 3 lots above mentioned. Interested Consultants must provide specific information which demonstrates that they are fully qualified to perform the services (brochures, experience in performing similar assignments, experience in similar conditions, availability of appropriate skills etc.) for each lot.

A consultant can express interest for more than one lot, but can only be awarded a maximum of two lots at the end of the evaluation Process.

Where a consultant is expressing interest for more than one lot, the specific information must be provided for each lot.

The shortlisting criteria for each lot are as follows:

- a) the Consultant conforms with IsDB eligibility rules (Paragraphs 1.14–1.22);
- b) the Consultant has a good reputation as a professional body and for maintaining a satisfactory relationship with the client, or in the case of a Beneficiary with a developing consulting industry, the Consultant presents satisfactory credentials and competence necessary to carry out the assignment;
- c) the Consultant's past experience and performance in the particular field of service for the last 5 years is satisfactory;
- d) the Consultant shall be free from conflicts of interest that give rise to a competitive advantage.

The attention of interested Consultants is drawn to Paragraphs, 1.23, and 1.24 of the Guidelines for Procurement of Consultant Services under Islamic Development Bank Project Financing, April 2019, setting forth IsDB's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

The consultants will be selected in accordance with the Quality and Cost Based Selection of local Consultants (QCBS/LC) method set out in the Procurement Guidelines.

Interested consultants may obtain further information and/or obtain the Terms of Reference (TORs) at the address below during office hours 08:00 to 17:00 hours (local time).

The expected start date of the assignment: **14/10/2022**

Expressions of interest must be delivered in a written form to the address below (in person, by Registered mail, or by e-mail) by **Friday, 29th July 2022 at 5pm** at the latest. And be labeled as follows:

<<Request for Expression of Interest for the recruitment of consultants for the capacity building of local communities for rural infrastructures in three lots (lot (s)....)>>

The address referred to above is:

**Agriculture Infrastructure and Value Chain Development Project (AIVDP),
South West Development Authority**

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CC:

- ARMP (for publication and archiving)
- Cameroon tribune (for publication)
- Eden Newspaper (for publication)
- AIVDP STB (for Information)
- CPRO (for publication in the aivdp-soweda website)
- AIVDP Notice board (for information)

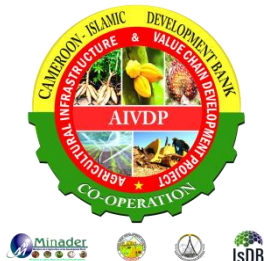
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MINISTERE D'AGRICULTURE ET DU
DEVELOPPEMENT RURAL

PROJET DE DEVELOPPEMENT DES
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REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF AGRICULTURE AND
RURAL DEVELOPMENT

AGRICULTURE INFRASTRUCTURE
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TERMS OF REFERENCE (TOR) FOR CAPACITY BUILDING OF LOCAL COMMUNITIES FOR RURAL INFRASTRUCTURE

Financing: Islamic Development Bank (IsDB) Istisna'a (LLF)

TABLE OF CONTENT

INTRODUCTION	4
Project Description.....	4
Objectives of the Project	4
Project Components	4
JUSTIFICATIONS	4
LOT 1	6
TERMS OF REFERENCE FOR THE TRAINING OF WATER MANAGEMENT COMMITTEES/ CARETAKERS	6
OBJECTIVES OF THE ASSIGNMENT	7
Specific Objectives	7
EXPECTED RESULTS	7
INDICATORS	7
SCOPE OF THE ASSIGNMENT	7
A. Training for members of the water management committees.....	8
B. Training for caretakers or water technicians.....	8
C. Training for members of the irrigation network management committee	Error! Bookmark not defined.
TRAINING FOR MEMBERS OF THE WATER MANAGEMENT COMMITTEES	8
METHODOLOGY FOR THE TRAINING OF WATER MANAGEMENT COMMITTEES	9
SAMPLE TIME TABLE FOR THE TRAINING OF WATER MANAGEMENT COMMITTEES	10
STRATEGY TO BE ADOPTED IN THE REALISATION OF THE WATER MANAGEMENT COMMITTEE TRAINING	11
IMPLEMENTATION OF THE ASSIGNMENT.....	12
TRAINING FOR CARETAKERS OR WATER TECHNICIANS	13
METHODOLOGY FOR CARETAKERS TRAINING.....	13
SAMPLE TIME TABLE FOR THE TRAINING OF WATER SUPPLY CARETAKERS (CLASSROOM SESSIONS AND FIELD WORK).....	14
PRACTICAL FIELD WORK	15
STRATEGY TO BE ADOPTED IN THE REALISATION OF THE CARETAKER TRAINING	15
IMPLEMENTATION OF THE ASSIGNMENT.....	15
EXPERT TEAM	17
TEAM COMPOSITION AND PERSONNEL INPUT	17
Propose Team composition for the training of water management committees and care takers	18
QUALIFICATION REQUIREMENT OF PERSONNEL	18
CONTRACT PERIOD.....	20
REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES	20
PMU INPUT AND COUNTERPART PERSONNEL.....	20
LOT 2	22
TERMS OF REFERENCE FOR THE TRAINING FOR MEMBERS OF THE IRRIGATION NETWORK MANAGEMENT COMMITTEE.....	22
METHODOLOGY FOR THE TRAINING	22
TRAINING FOR MEMBERS OF THE IRRIGATION NETWORK MANAGEMENT COMMITTEE	22
METHODOLOGY FOR THE TRAINING	22
SAMPLE TIME TABLE FOR THE TRAINING OF IRRIGATION MANAGEMENT COMMITTEES	25
STRATEGY TO BE ADOPTED IN THE REALISATION OF THE IRRIGATION MANAGEMENT COMMITTEE TRAINING	27
IMPLEMENTATION OF THE ASSIGNMENT.....	27

EXPERT TEAM	28
TEAM COMPOSITION AND PERSONNEL INPUT	28
Propose Team composition for the training of Irrigation management committees	28
QUALIFICATION REQUIREMENT OF PERSONNEL	29
CONTRACT PERIOD.....	30
REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES	30
PMU INPUT AND COUNTERPART PERSONNEL	31
LOT 3	32
TERMS OF REFERENCE FOR THE TRAINING OF ROAD MANAGEMENT COMMITTEE.....	32
OBJECTIVES OF THE ASSIGNMENT	33
Global Objectives.....	33
Specific Objectives	33
EXPECTED RESULTS	33
INDICATORS	33
SCOPE OF THE ASSIGNMENT	33
METHODOLOGY FOR THE TRAINING OF ROAD MANAGEMENT COMMITTEES	34
SAMPLE TIME TABLE FOR THE TRAINING OF THE ROAD MANAGEMENT COMMITTEES	35
STRATEGY TO BE ADOPTED IN THE REALISATION OF THE ROAD MANAGEMENT COMMITTEE TRAINING	35
IMPLEMENTATION OF THE ASSIGNMENT.....	36
EXPERT TEAM	37
TEAM COMPOSITION AND PERSONNEL INPUT	37
Propose Team composition	37
QUALIFICATION REQUIREMENT OF PERSONNEL	38
CONTRACT PERIOD.....	39
REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES	39
PMU INPUT AND COUNTERPART PERSONNEL.....	40

INTRODUCTION

The Agriculture Infrastructure and Value Chain Development Project of the South West Region, simply called AIVDP is principally a value chain development project for some selected crop types.

The President of the Republic signed three decrees ratifying the funding of the project for a total of US\$ 53.72 million (about FCFA 34.6 billion) by the Islamic Development Bank.

The Project which comes after other agricultural development project such as the Rumpi Area Participatory Development Project (2005 -2012) and the Integrated Rural Development Project (1994- 2002) which were funded by the African Development Bank, and implemented in the South West Region, will be significantly different in its implementation approach by focusing on the development of the value chain of four major crops (cocoa, oil palm, cassava and rice) in the various production basins.

Project Description

The AIVDP is an economic development project aimed at improving agricultural production/productivity and developing the value chain of key crops of the area to generate income and create jobs for the rural population particularly the youth and women. The Project design hinges on developing the value chain of cocoa, oil palm, cassava and rice through improved production, processing/transformation techniques as well as efficient and organized marketing channels. It will also support the production of plantains, groundnut, potatoes and citrus. These diverse set of crops will buffer the farmers from external shocks (climate and market related) and also enhance their nutritional security. To ensure a good movement of farm inputs and produce, as well as a harmonious human development, some support will also be accorded to the agricultural and social infrastructure.

Objectives of the Project

The overall goal of AIVDP is to contribute to inclusive growth through enhanced agricultural productivity and value chain development. The development objectives are to: (i) increase incomes of smallholders and agriculture service providers; (ii) improve access to basic social/public services (WATSAN, education and health); and (iii) facilitate the development of rural enterprise and institutions involved in the crop value

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for the most part) in undertaking rural development projects

Project Components

The realization of the objectives of AIVDP will be through the implementation of the following five components: (i) Value Addition and Market Access; (ii) Agricultural Production and Productivity; (iii) Basic Social/public services (iv) Capacity Building; and (v) Project Management and Support.

JUSTIFICATIONS

Poor or non-existent managerial or technical skills and lack of funds for proper operation and maintenance are the causes of failure of rural infrastructure projects. The operation and maintenance of rural infrastructure projects can only be carried out successfully and over time when the beneficiary communities appropriate the project and with a very active management committee in place. The management and technical capacities required for the management of these infrastructures can only be acquired through

informal trainings of the person involved. The proposal for the training of management committees of water schemes, rural roads and market infrastructure in all the localities benefiting from project activities of AIVDP should enable the communities to acquire knowledge and skills to manage the infrastructure. In this way, the population will adhere to the projects, appropriate them and ensure sustainability. These investments in capacity building are essential for enhancing post-project sustainability

Considering the diverse nature of the infrastructure, the ToR has been presented in three parts/lots presented as follows:

1. Terms of reference for the training of water management committees and caretakers of water schemes and irrigation network
2. Terms of reference for the training of irrigation network management committees
3. Terms of reference for the training of road management committee

The Expected Start Date of the Assignments: 14/10/2022

LOT 1

TERMS OF REFERENCE FOR THE TRAINING OF WATER MANAGEMENT COMMITTEES/ CARETAKERS

OBJECTIVES OF THE ASSIGNMENT

Global Objectives

Vulgarize the concept of community ownership of project for the population to be in charge of information dissemination, sensitization and enhance the capacity of the water management committee to better organize the community for maintenance work.

Specific Objectives

- ◁ Mobilize the populations to adhere to the program
- ◁ Sensitize the local population with a view for them to understand the need for the payment of water levy.
- ◁ Empower the populations by putting in place active water management committees and a caretaker.
- ◁ Build the capacity of the water management committees and caretakers.

EXPECTED RESULTS

- ◁ Communities are familiarized with the need to contribute financially towards the running of their water supply scheme.
- ◁ Appropriation of the maintenance of the water scheme by the communities and council
- ◁ Water management committee established at village level for sustainable management and maintenance of the water systems.
- ◁ Involvement of the local council in the provision of assistance to the water management committees in the maintenance of the schemes.

INDICATORS

- ◁ Training report of the water management committee/caretaker and irrigation project management committee.
- ◁ Water Management Committees (WMC) in place and actively organizing the communities.
- ◁ Reference training manuals for the training of WMC and that for the training of caretakers

SCOPE OF THE ASSIGNMENT

The training will involve water management committees and caretakers from the following communities;

No	Location (Village)	Nature of Works	Sub Division	Division	Basin
1	Bokwango	Construction	Buea	Fako	Fako mountain
2	Lyongo village	Rehabilitation	Buea	Fako	Fako mountain
3	Banga Bakundu	Rehabilitation	Mbonge	Meme	Lakes
4	Bombe Bakundu	Rehabilitation	Mbonge	Meme	Lakes
5	Ekombe Bonji	Rehabilitation	Mbonge	Meme	Lakes
6	Big Nganjo	Construction	Mbonge	Meme	Lakes
7	Ediki	Construction	Mbonge	Meme	Lakes
8	Koba	Construction	Konye	Meme	Nguti

9	Babensi	Rehabilitation	Nguti	Kupe Muanenguba	Nguti
10	New konye	Construction	Nguti	Kupe Muanenguba	Nguti
11	Mgbakati	Construction	Eyumojock	Manyu	Nguti
12	Abat	Construction	Eyumojock	Manyu	Nguti
13	Ebonji	Construction	Tombel	Kupe Muanenguba	Mungo
14	Ehom	Construction	Tombel	Kupe Muanenguba	Mungo
15	Ngusi	Rehabilitation	Tombel	Kupe Muanenguba	Mungo
16	Ewelle - EWOGAF	Rehabilitation	Eyumojock	Manyu	Cross River
17	Ogomoko - EWOGAF	Rehabilitation	Eyumojock	Manyu	Cross River
18	Ntenako - EWOGAF	Rehabilitation	Eyumojock	Manyu	Cross River
19	Taboh	Construction	Eyumojock	Manyu	Cross River
20	Nkpot	Construction	Eyumojock	Manyu	Cross River
21	Eyanchang	Rehabilitation	Mamfe Central	Manyu	Cross River
22	Etemetek	Rehabilitation	Mamfe Central	Manyu	Cross River
23	Tinto	Rehabilitation	Upper Bayang	Manyu	Mbio
24	Ashum	Construction	Upper Bayang	Manyu	Mbio
25	Bakebe	Rehabilitation	Upper Bayang	Manyu	Mbio
26	Kendem	Construction	Upper Bayang	Manyu	Mbio
27	Okoyong	Rehabilitation	Mamfe Central	Manyu	Mbio
28	Bongongo	Construction	Ekondo Titi	Ndian	Ndian
29	Toko/Meangwe I	Rehabilitation	Toko	Ndian	Ndian
30	Ikoti I & II	Construction	Toko	Ndian	Ndian
31	Lipenjia	Rehabilitation	Toko	Ndian	Ndian
32	Ekombe Lyongo	Rehabilitation	Bamusso	Ndian	Ndian

The curricular for the training of water management committee and caretakers or water technician have different content because of the different roles both play in the management of the water supply system. While members of the WMC handle what can be termed the software, the caretakers or water technicians on their part handle the hardware. However, the caretakers or water technicians are members of the WMC which gives them the right to attend the Water Management Committee trainings. Meanwhile, in order to meet up with the objectives of the assignment, two separate trainings will be organised for the WMC, the caretakers or water technicians and the irrigation management committee as follows:

- A. Training for members of the water management committees
- B. Training for caretakers or water technicians of water management committees and irrigation network

TRAINING FOR MEMBERS OF THE WATER MANAGEMENT COMMITTEES

Training is the systematic development of knowledge skills and attitudes required to work effectively. It also seeks to change behavior. The training of adults is a very challenging and demanding task. This is because they gathered experiences over the years and adopted certain attitudes which make it difficult to introduce new ideas and theories as a result of rapid change in technology being experienced today. AIVDP intends to enhance the skills of communities benefiting from these water projects by blending the experience of the beneficiaries with modern methods of Management of Community Projects. By doing this, the role of the Municipal Councils of the beneficiary communities will be made known to the participants.

Given the above explanation, the training of Water Management Committees and some technical personnel from the concern municipal councils is therefore an essential activity for the sustainability of the water supplies to be constructed / rehabilitated by AIVDP.

METHODOLOGY FOR THE TRAINING OF WATER MANAGEMENT COMMITTEES

The training of adults is a very challenging and demanding task. This is because they gathered experiences over the years and adopted certain attitudes; hence it becomes difficult to introduce new ideas and theories as a result of rapid change in technology being experienced today. The consultant is expected to use its long term experience and the experience of the participants and blend it with modern methods of Management of rural water supply systems.

In preparing the curricular and the timetable for the training, the consultant should make use of the manual developed by Helvetas Cameroon for the training of water management committees. The consultant should investigate and obtain information on the various systems in place in the communities before preparing the training package. Particular emphasis should be laid on the management of gravity water supplies, solar powered pumping water supplies, water supplies with biological treatment systems.

The selected consultant should be able to distinguish between water supply systems with source of water from springs, streams and boreholes.

Hence the methodology to be adopted for the training should make use of the following methods for easy comprehension.

- É Flip charts
- É Cards for visualization
- É Plenary discussions/ presentations
- É Brainstorming
- É Role-play
- É Group exercises and assignments all geared towards getting the participants actively involved during the training
- É Questions and answers

The package should be able to make use of both hardware and software management of water supply systems and the topics chosen to meet up with the objectives and requirements of the training.

The hardware package should include amongst others the followings:

- Maintenance of gravity water systems with source of water from springs or steams
- Maintenance of pumping water systems with source of water from springs, streams and boreholes
- Maintenance of pumping systems (solar powered, electric power and diesel systems)
- Maintenance of water schemes with biological treatment systems
- Catchment protection
- Monitoring of water supply systems.

The software package should include amongst others the followings:

- The importance and functions of a Water Management Committee
- Planning, Sensitization, Monitoring and Evaluation
- Water, Hygiene and Sanitation
- Conflict Management and Gender issues

- Budgeting and Resource mobilization for water supply maintenance
- Basic Bookkeeping

The trainings will take place in the five localities mentioned below and should run for four days.

The 3rd day of the training should be reserve for field work.

SAMPLE TIME TABLE FOR THE TRAINING OF WATER MANAGEMENT COMMITTEES

The sample time table as presented is design to meet the objectives of the training and guide the consultants in the preparation of the curricular. However consultants are urged to study the sample timetable carefully and make comments/proposal in their bid methodology.

DAY ONE		
Time	Activity	Person in Charge
8:00-8.30 am	-Welcome -Opening of workshop/Objectives -Presentation of timetable	
8.30-9.30 am	Catchments Area Protection 1	
9.30- 10.30 am	The importance and functions of the various structures of a rural water supply scheme	
10.30 - 10.45 am	Break	
10.45-12.45	Management of village water supply schemes	
12.45-1.30 pm	Lunch break	
1.35-2.30 pm	Water, Hygiene and Sanitation	
2.35-3.30 pm	Conflict Management and Gender issues	
3.30 pm	Closing	

DAY TWO

Time	Activity	Person In Charge
8.00 -8.30 am	T g x k u k q p " q h " f c { " q p g ø u " c	
8.30-10.00 am	Planning Sensitization and Organization of Community Work	
10.00-10.15 am	Short break	
10.15-12.15 pm	Budgeting and Resource Mobilization or fund raising for water supply maintenance	
12.15-1.30 pm	Lunch Break	
1.30 -2.30	Catchment protection II	
2.30 - 4.00 pm	Monitoring and Evaluation of a water supply system	

DAY THREE

Time	Activity	Person In Charge
8.00 - 4.00 pm	Practical field work (monitoring of the water scheme)	
DAY FOUR		
8.00 - 8.30 am	Revision of day three activities (lessons learnt from the field)	
8.30-10.30 am	Basic Bookkeeping	
10.30-10.45 am	Short break	
10.45 - 1.00 pm	How to organize and conduct meetings	
1.00 - 1.45 pm	Lunch Break	
1.45 - 2.45 pm	Evaluation of community projects	
2.45 - 3.30 pm	Evaluation of workshop	
4.00 pm	Closing	

A nearby water supply scheme will have to be monitored to better acquaint participants with the field realities of the functioning and maintenance of water supply schemes. The role of the Municipal Council which is central in the Management of Community Water Supplies should be made known to the participants.

The selected consultant should therefore prepare the training/workshop program and timetable in line with these activities. A sample time table is presented above. Consultants are urged to make comments /suggestion on the bid methodology concerning the timetable. Transportation, feeding and lodging of the course participants will be the responsibility of the consultant in line with the budget.

STRATEGY TO BE ADOPTED IN THE REALISATION OF THE WATER MANAGEMENT COMMITTEE TRAINING

Before the training proper, a contact visit should be made to the localities where the trainings are to take place and the various councils that will be sending personnel for the training. During this visit, the date and logistics for the training should be discussed and agreed upon. Other details should include the practical arrangements for the venue of the training, the water supply scheme to be visited for practical monitoring and other details. Furthermore during this visits to the water schemes, the role of the development association in terms of support to the water management committee should be discussed and understood. It is expected that the respective councils shall send representative to participate in the training.

IMPLEMENTATION OF THE ASSIGNMENT

The training will take place in 3 localities in 3 sessions as presented below.

No	Location (Village)	Number of participants	Place of training
1	Bokwango	5	Kumba
2	Lyongo village	5	
3	Banga Bakundu	5	
4	Bombe Bakundu	5	
5	Ekombe Bonji	5	
6	Big Nganjo	5	
7	Ediki	5	
8	Koba	5	
9	Babensi	5	
10	New konye	5	
11	Mgbakati	5	
12	Abat	5	
13	Ebonji	5	
14	Ehom	5	
15	Ngusi	5	
	Total Number of Participants	75	
16	Ewelle - EWOGAF	5	Mamfe
17	Ogomoko - EWOGAF	5	
18	Ntenako - EWOGAF	5	
19	Taboh	5	
20	Nkpot	5	
21	Eyanchang	5	
22	Etemetek	5	
23	Tinto	5	
24	Ashum	5	
25	Bakebe	5	
26	Kendem	5	
27	Okoyong	5	
	Total Number of Participants	60	
28	Bongongo	5	Mundemba
29	Toko/Meangwe I	5	
30	Ikoti I & II	5	
31	Lipenjia	5	
32	Ekombe Lyongo	5	
	Total Number of Participants	25	

TRAINING FOR CARETAKERS OR WATER TECHNICIANS

METHODOLOGY FOR CARETAKERS TRAINING

Poor or non-existent management or technical skills and lack of funds for proper operation and maintenance are the most causes of failure of rural water supply systems. The operation and maintenance of a rural water supply scheme can only be carried out successfully and over time when a very active water management committee and caretaker are in place. The management and technical capacities required for the maintenance of these water supplies can only be acquired through informal trainings of the persons involved. The workshop for the training of water supply caretakers or water technicians in communities benefiting from water supply projects sponsored by AIVDP falls within these context. The training should give the caretakers the knowledge and skills to carry out maintenance works on the water schemes. The present methodology is aimed at providing the caretaker with the skills and know-how to solve problems and exposure to the problems he will face in carrying out his duties.

The caretaker in addition to carrying out repairs also records and keeps the records. He or she is therefore expected to be able to read and write and present a report. All these aspects should be taught during the workshop by a team of experts with wide experienced in the subject matter.

The methodology includes theoretical exercise in the morning and practical lessons in the afternoon. The practical lessons should accommodate those caretakers with no previous experience. The workshop runs for ten days. It should be divided into two sessions namely:

- < Theoretical session with practical exercises
- < Field session

Both sessions should be handled in a participatory manner with the participants taking part in the practical work as well as in the theoretical lessons. The methodology for the theory classes should include:

- < Plenary discussions
- < Brainstorming
- < The use of cards and charts
- < Lectures
- < Questions and answers

The Practical exercises in groups should teach the caretakers how to dice pipes, prepare pieces for repairing leakages, carry out simple extensions, and identify tools and how to use them among others

The field trip with practical work will take the participants to a nearby project where repairs and other maintenance works will be carried out.

The theoretical session with practical exercises should be carried out as follows:

The theory session of the workshop will run for four days.

Topics to be treated should include:

- < Catchment protection
- < Relationship between the caretaker, community and water management committee
- < The role of the caretaker and community participation in a water supply scheme
- < Maintenance of water supply scheme
- < Introduction to monitoring
- < Aids Awareness & living with aids
- < Caretakers record
- < Practical Exercise (Introduction to caretakers tools and their functions)

- < E c t g v c m g t u ø " o c p w c n
- < Practical Exercise (Introduction to fittings and product of G.I and PVC fittings)

Field Session

The second session covers a visit to a water supply with a stream intake and one to a water supply with a spring intake. One or both of the schemes will be selected for maintenance and or repair works. The details of the works to be carried out materials to be used will be defined taking into consideration that each group will concentrate on different areas of the network and they will later exchange to get a clearer view of the other activity. This arrangement will therefore offer a good opportunity for the participants to have an adequate knowledge of field realities. After the field trip, a meeting of the WMC and caretakers is planned. This forum will enable the WMC to understand their roles and their interaction in the maintenance of the scheme. The evaluation of the workshop and closing ceremony should then follow.

SAMPLE TIME TABLE FOR THE TRAINING OF WATER SUPPLY CARETAKERS (CLASSROOM SESSIONS AND FIELD WORK)

The sample time table as presented is design to meet the objectives of the training and guide the consultant in the preparation of the curricular. However bidders are urged to study the sample timetable carefully and make comments/suggestions in their bid methodology.

DAY ONE		
Date/Time	Activity	Resource Person
8.00-8.20 am	Opening of workshop	
8.20-8.45 am	Fears and expectations	
8.45-9.00 am	Introduction of the course	
9.00-10.15 pm	Catchment area protection	
10.15-10.30	Break	
10.30-11.45 pm	Relationship between the caretaker, community and water management committee	
1.15- 2.45 pm	Lunch break	
2.46-4.00 pm	The role of the caretaker and community participation in a water supply scheme	
DAY TWO		
8.00-8.30 am	Revision of previous day work	
8.30-10.30 am	Maintenance of water supply scheme 1 (maintenance of spring /stream catchment, sedimentation and storage tanks, filter stations)	
10.30-10.45 am	Short break	
10.45-12.00 am	Maintenance of water supply scheme 2 (maintenance of pump sump and solar pumping station, break pressure tanks, low and high points, valve chambers, stand pipes & pipelines)	
12.00-1.00 pm	Lunch break	
1.00- 2.00 pm	Introduction to monitoring	
2.00-3.00 pm	Caretakers manual	
3.00-4.00 pm	Caretakers record 1	
DAY THREE		
8.00-8.30 am	Revision of previous day work	
8.31-10.30 am	Practical Exercise (Introduction to caretakers tools and their functions)	

10.31-10.45 am	Short break	
10.46-12.30 am	Practical Exercise (Introduction to fittings and product of G.I and PVC fittings)	
12.30-1.30 am	Lunch break	
1.31-5.00 pm	Practical exercise (cutting and dicing of GI pipes and production of a stand pipe, production of nipples, PVC sockets & elbows etc) 1	
DAY FOUR		
8.00-12.00 pm	Practical exercise (cutting and dicing of GI pipes and production of a stand pipe, production of nipples, PVC sockets & elbows etc) 2	
12.00-1.00 pm	Lunch Break	
1.00-4.00 pm	Practical exercise (cutting and dicing of GI pipes and production of a stand pipe, production of nipples, PVC sockets & elbows etc) 3	

PRACTICAL FIELD WORK

DAY FIVE		
Date/Time	Activity	Resource Person
8:00 am-4:00 pm	Maintenance works on a nearby water supply project (cleaning of filters etc)	
DAY SIX		
9:00 am	Discussion of monitory results Exchange of WMC/Caretakers Evaluation of workshop	

STRATEGY TO BE ADOPTED IN THE REALISATION OF THE CARETAKER TRAINING

Before the actual training, a contact visit will be made to the training site. During this visit, the date and logistics (lodging and feeding) for the training will be discussed with the authorities of the site and agreed upon. The workshops to be used for practical production of fittings, areas to be visited and work to be done in nearby water schemes during the field trip will have to be discussed. The materials to be used for the practical training and field work must be identified and purchased.

Caretakers and the water management committee are essential for proper maintenance of a scheme. They receive different trainings and sometimes each party does not fully appreciate the importance of the other. A joint meeting will be planned at the end of the course between the water management committee and the caretakers. This exchange is planned to bring to both parties the complementary nature of their relationship not the conflictual one, which is the cause of many failures in the management of community water schemes.

IMPLEMENTATION OF THE ASSIGNMENT

The training will take place in the Community Development/Rural Equipment Specialisation Training Centre in Kumba which harbours workshops for the training of water technicians and plumbers. Each community of the 32 water schemes will send three representatives. While the irrigation committees will send 20 representatives. Two training sessions will be organised as presented below.

No Session 1	Caretakers or water technicians of Water Management Committees to attend	No of participants to attend
1	Bokwango	3
2	Lyongo village	3
3	Banga Bakundu	3
4	Bombe Bakundu	3
5	Ekombe Bonji	3
6	Big Nganjo	3
7	Ediki	3
8	Koba	3
9	Babensi	3
10	New konye	3
11	Mgbakati	3
12	Abat	3
13	Ebonji	3
14	Ehom	3
15	Ngusi	3
16	Ewelle - EWOGAF	3
17	Ogomoko - EWOGAF	3
18	Ntenako - EWOGAF	3
19	Taboh	3
20	Nkpot	3
Total number of participants		60
Session 2	Caretakers or water technicians of Water Management Committees to attend	
21	Eyanchang	3
22	Etemetek	3
23	Tinto	3
24	Ashum	3
25	Bakebe	3
26	Kendem	3
27	Okoyong	3
28	Bongongo	3
29	Toko/Meangwe I	3
30	Ikoti I & II	3
31	Lipenjia	3
32	Ekombe Lyongo	3
33	Caretakers from irrigation blocks	20
Total number of participants		56

To ensure a systematic realization of the assignment, the task shall be carried out in 3 phases:

- a. Preparatory phase and contact visits to some of the communities where practical field work will be carried out
- b. Training of the water management committees and caretakers
- c. Analysis, reporting and presentation of report.

Preparatory Phase and Contact visits to Communities

Step	Activity
Information visit to the council areas	In this step AIVDP introduces to the council authorities the training concept/program. A common understanding is established with the local authorities. This will enable the consultant, AIVDP and local authorities to arrange for the venue of the training. Agreement is reached on the required logistics.

Training Proper

Step	Activity
Training of the water management committees	4 days training in strict respect of the methodology and timetable presented above.

Analysis, Reporting and Presentation of Report

Step	Activity
Compilation/processing of field data and analysis of results	A draft report is elaborated. The draft report shall include photographs and general evaluation of the training.
Presentation of the training report	The report is presented to AIVDP for validation.

EXPERT TEAM

The expert team which should be skill mixed, should have a very long experience in rural development and training.

- ◁ 1 team leader or facilitator with skills in social works and coordination/organizational experience in the training of rural development structures.
- ◁ 1 rural or hydraulic engineer with skills in training of rural development structures
- ◁ 1 training expert with skills in social works and long experience in training.
- ◁ 1 training expert with skills in basic book keeping and long experience in training of rural development structures.
- ◁ Solar power technician
- ◁ One technician specialized in plumbing

TEAM COMPOSITION AND PERSONNEL INPUT

The key staff composition and estimated total key staff person-days is tentative. The consultants are advised to assess the TOR and make suggestions for efficient performance of the job as per the Terms of Reference. Such suggestions should be taken into consideration in their financial proposals.

Propose Team composition for the training of water management committees and care takers

Code No;	Position	Number	Input Man-days			Total man-days
			Preparatory phase (contact visits,	Training Proper	Reporting	
1	Team Leader	1	10	23	12	45
2	Rural or Hydraulic Engineer	1	10	22	10	42
3	Training expert 1 (social works)	1	6	17	10	33
4	Training expert 2 (specialist book keeping)	1	0	17	6	23
5	Solar power technician	1	0	6	2	8
6	Training technician (Plumbing)	1	4	12	6	22

QUALIFICATION REQUIREMENT OF PERSONNEL

The minimum qualification expected from each personnel involved in this assignment is as follow:

Personnel	Qualification
Team leader	Be holder of at least B.Sc. in Social Works (Economics, Geography q t " T w t c n " F g x g n q r o g p v + " y k v j " c training of rural development structures (water & road management committees etc.)
Rural or Hydraulic Engineer	Be holder of at least a B.Eng. in Rural or Hydraulics Engineering y k v j " c v " n g c u v " 3 2 " { g c t u ø " g z r g development structures (water & road management committees etc.)
Training expert 1 (Social works)	Be holder of at least B.Sc. in Social Works (Economics, Geography or Rural Development) wi v j " c v " n g c u v " 3 2 " { g c training of rural development structures (water & road management committees etc.)
Training expert 2 (specialist book keeping)	Be holder of at least B.Sc. in Accountancy, Finance, Economics Management or other relat g f " h k g n f u " y k v j " c v ' work experience.
Solar energy expert	Be a holder of at least HND in electrical engineering (renewable energy) with at least 5 years of working experience in system installations
Training technician (Plumbing)	Be a holder of at least Technician Certificate in Plumbing with at least 10 years of working experience in plumbing of water supply structures and training of water management committees & caretakers

Responsibilities of the members of the Team

Team leader

He or she will be responsible for the overall coordination and organisation of the activities. S/he will therefore ensure that all works are done in conformity with the contract and the program of work agreed upon with the communities. S/he puts in place a system of follow-up that includes the following activities:

- The programming of the assignments of the members of the teams.
- Ensures that all curricula are developed in line with the Terms of References
- Heads the team for the contact visits prior to the establishment of the inception report.
- Coordinates the activities of the team during the training

- Ensures that the training topics are in conformity with the TOR, the contract document and as agreed upon by the PMU.
- Organizes regular meetings so as to resolve any problems arising and to be abreast with the evolution of the training.
- Controls the progress of the trainings and make necessary adjustments so as to ensure the effective realization of the activities within the contract period.
- Interaction and correspondences with the PMU.
- Ensures trainees are paid the sum due in the contract.
- Prepares and transmits progress training reports to the PMU.
- Prepares bills for payments.
- Prepares the final report on the completion of the training.

Hydraulics or Rural Engineer

He prepares all hard ware training modules on the maintenance /management of water supply systems. He is responsible for the proper implementation of the hardware training on water supply maintenance/management and ensures that the training is dispose in conformity with the prescribed norms. His activities include amongst others the following:

- Develops the curricula for the hardware trainings in line with the Terms of Reference
- Carry out the training as per the Terms of Reference and the conditions in the contract
- Prepares and organise field practical work
- Participate in preparing the final training report.

Training expert No: 1

He prepares all software training modules on the maintenance /management of water supply systems. He is responsible for the proper implementation of the software training on water supply maintenance/management and ensures that the training is dispose in conformity with the prescribed norms. His activities include amongst others the following:

- Develops the curricula for the software trainings in line with the Terms of Reference
- Carry out the training as per the Terms of Reference and the conditions in the contract
- Assist in the field practical work
- Participate in preparing the final training report.

Training expert No: 2

He prepares all software training modules on financial management. He is responsible for the proper implementation of the software training on raising and management of funds and ensures that the training is dispose in conformity with the prescribed norms. His activities include amongst others the following:

- Develops the curricula for the software trainings in line with the Terms of Reference
- Carry out the training as per the Terms of Reference and the conditions in the contract
- Participate in preparing the final training report.

Solar energy technician

He prepares all hard ware training modules on the practical maintenance /management of power system of water supply schemes. He is responsible for the proper implementation of the hardware practical training on the power systems of water supply maintenance/management and ensures that the training is dispose in conformity with the prescribed norms. His activities include amongst others the following:

- Develops the curricula for the hardware practical trainings in line with the Terms of Reference
- Carry out the training of caretakers as per the Terms of Reference and the conditions in the contract
- Prepares and organise field practical work
- Participate in preparing the final training report.

Training Technician Plumbing

He prepares all hard ware training modules on the practical maintenance /management of water supply systems. He is responsible for the proper implementation of the hardware practical training on water supply

maintenance/management and ensures that the training is disposed in conformity with the prescribed norms. His activities include amongst others the following:

- Develops the curricula for the hardware practical trainings in line with the Terms of Reference
- Carry out the training as per the Terms of Reference and the conditions in the contract
- Carry out the training of caretakers as per the Terms of Reference and the conditions in the contract
- Prepares and organise field practical work
- Participate in preparing the final training report.

CONTRACT PERIOD

The contract period is spread out for a period of 2.5 months.

REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

Type of Report	No of copies to be submitted		Due date
	Hard Copies	Soft copies	
Inception Report	6	2 (1 flash drive & 1 CD)	Within two weeks of notification of administrative order
Draft Final Report	6	2 (1 flash drive & 1 CD)	2 Weeks after completion of field training.
Training Completion Report	6	2 (1 flash drive & 1 CD)	3 weeks after reviewing the draft report

Reports shall be available in soft and hard copies. The reports shall include the inception report, draft final report and final training report for each of the activities (water management committee training and caretaker training). Meanwhile the consultant will also provide periodic reports of activities of the progress of the training in the field (difficulties encountered etc).

Inception Report

AIVDP and the consulting firm shall discuss and agree on the terms of reference, training modules, timeframe, delivery schedules of reports, difficulties and measures to overcome them difficulties

The report shall constitute a binding working document for the consulting firm and is due two weeks after the signing of the contract. A draft copy shall be discussed with the PMU and the feedback integrated into the final document.

Draft Final Report

The draft is discussed with PMU, feedback integrated and finalized before submission.

Final Report

The final training report will incorporate all feedbacks from the examination of the draft report is due two weeks after completion of the assignment.

PMU INPUT AND COUNTERPART PERSONNEL

The Project will assist the Consultant with field staff (basin supervisors and front line staff) to obtain all necessary documents and information relevant to the training and provide the necessary assistance for the Consultant to visit the different sites and to meet the various Administrative and Municipal Authorities. The Project shall assist in:

- Providing unobstructed access wherever it is required for the services.
- Provide basic information for all the infrastructure in which the management committees are to be trained
- Provide detail studies for infrastructure for which such studies have already been realised.

The Gender Development officer and the Infrastructure Engineer of AIVDP will be at the disposal of the consultant for all technical matters.

LOT 2

TERMS OF REFERENCE FOR THE TRAINING FOR MEMBERS OF THE IRRIGATION NETWORK MANAGEMENT COMMITTEE METHODOLOGY FOR THE TRAINING

TRAINING FOR MEMBERS OF THE IRRIGATION NETWORK MANAGEMENT COMMITTEE

METHODOLOGY FOR THE TRAINING

The inability to manage the use of water and control water losses in an irrigation system, repair malfunctioning structures and resolve little conflicts can dramatically exacerbate trouble, undermine the sustainability of the project and erode all possibility of achieving the objectives of the project. In order to address these issues, committees shall be created (*Block Management Committees and the overall Network*

Management Committee). These committees will be trained on the management of the irrigation system for better efficiency.

Committees will be created on the following blocks:

LOT Identification Number	SUB DIVISION	LOCATION/PLOT	NUMBER OF HECTARES
1	ALOU	O ø O Q W E M " O D K G " *	21.17
2	ALOU	MBELIKA (Njugalah)	5.08
	ALOU	MBELEKA (Toulemenkem)	6.10
3	WABANE	MARITA (Fole)	38.33
4	WABANE	O ø O Q W E M " N G V G J " (Sasieh 1)	50.48
5	WABANE	O ø O Q W E M " N G V G J " (Sasieh 2)	80.76
	TOTAL SURFACE AREA		201.92

The land use pattern currently practiced in Nkongle, where pockets of irregular land portions are leased or owned at different locations by the same farmers or family members; necessitate the introduction of certain reforms because Land Pooling (dissolving existing irregular patterns of land holdings and re-designing them into regular blocks/plots, followed by re-allocation of the farm plots to facilitate irrigation) cannot be implemented in Nkongle. To this effect, Best Management Practices (BMPs) for Irrigation will have to be introduced.

Best Management Practices (BMPs) for the use of irrigation water helps to increase efficiency and uniformity and reduce conflict. The putting in place of Best Management Practices (BMPs) will have to be implemented through training of the farmers and putting in place the Farmers Regulatory Mechanism Document (FRMD) to guide all the farmers for a better management of the resources. .

The document should be prepared in close collaboration with the farmer cooperative or irrigation management committee and should address the institutional aspects and field Management of the projects with respect to:

- ‹ The Running of day-to-day activities,
- ‹ The organization of farm plots and blocks,
- ‹ The creation and functioning of Farm Management Committees,
- ‹ Water distribution scheduling
- ‹ Control of members equipment and accessories in use
- ‹ Use of pesticides
- ‹ The dispute settlement procedure,
- ‹ The modalities for obtaining and using farm plots,
- ‹ The organization of the planting program,

- ◁ The obligatory rules/decisions that must be respected by all farmers,
- ◁ The commercialization of crops, and lastly,
- ◁ The distribution of expenses or contributions for the management of the system

In preparing the curricular and the timetable for the training, the consultant should take into consideration the institutional aspects and field Management of the projects as described above.

The consultant should investigate and obtain information on the various systems in place in the communities before preparing the training package.

Hence the methodology to be adopted for the training should make use of the following methods for easy comprehension.

- É Flip charts
- É Cards for visualization
- É Plenary discussions/ presentations
- É Brainstorming
- É Role-play
- É Group exercises and assignments all geared towards getting the participants actively involved during the training
- É Questions and answers

The package should be able to make use of both hardware and software management of irrigation systems and the topics chosen to meet up with the objectives and requirements of the training.

The hardware package should include amongst others the followings:

- Maintenance of water source intake/dams and reservoirs
- Maintenance of an irrigation system
- Water catchment area protection
- Water distribution and scheduling
- Monitoring of the systems.
- Safe use of fertilizer and insecticide
- Planting program and scheduling

The software package should include amongst others the followings:

- The importance and functions of an Irrigation Management Committee
- Conflict Management and Gender issues
- Budgeting and Resource mobilization for irrigation system maintenance
- Basic Bookkeeping

The trainings will take place in the cooperative hall in Nkonge and should run for four days.

The 3rd day of the training should be reserve for field work.

SAMPLE TIME TABLE FOR THE TRAINING OF IRRIGATION MANAGEMENT COMMITTEES

The sample time table as presented is design to meet the objectives of the training and guide the bidders in the preparation of the curricular. However bidders are urged to study the sample timetable carefully and make comments/suggestions in their bid methodology

DAY ONE

Time	Activity	Person in Charge
8:00-8.30 am	-Welcome -Opening of workshop/Objectives -Presentation of timetable	
8.30-9.30 am	Water catchments Area Protection	
9.30- 10.30 am	Maintenance of water source intake/dams and reservoirs	
10.30 - 10.45 am	Break	
10.45-12.45	The importance and functions of the various structures of an irrigation system	
12.45-1.30 pm	Lunch break	
1.35-2.30 pm	Management of an irrigation system	
2.35-3.30 pm	Importance and functions of an Irrigation Management Committee	
3.30 - 4.30pm	Safe use of fertilizer and insecticide	
4.30	Closing	

DAY TWO

Time	Activity	Person In Charge
8.00 - 8.30 am	T g x k u k q p " q h " f c { " q p g ø u " c e	
8.30 - 9.30 am	Planting program and scheduling	
9.30 - 10.30	Water distribution and scheduling	
10.00 - 10.45 am	Short break	
10.45 -12.45 pm	Budgeting and Resource mobilization or fund raising for maintenance of an irrigation system	
12.45 -1.30 pm	Lunch Break	
1.30 - 2.30 pm	Conflict Management and Gender issues	
2.30 - 4.30 pm	Monitoring & Evaluation of an Irrigation System	
4.30 pm	Closing	

DAY THREE

Time	Activity	Person In Charge
8.00 - 4.00 pm	Practical field work (monitoring of an irrigation system)	
DAY FOUR		
8.00 - 8.30 am	T g x k u k q p " q h " f and {field work ø u " c e v k	
8.30 -10.45 am	Basic Bookkeeping	
10.45 -11.00 am	Short break	
11.00 - 1.30 pm	Elaboration of the Farmers Regulatory Mechanism Document I	
1.30 - 2.15 pm	Lunch Break	
2.15 - 3.15 pm	Elaboration of the Farmers Regulatory Mechanism Document II	
3.15 - 4.30 pm	Evaluation	
4.30 pm	Closing	

A nearby irrigation system will have to be monitored to better acquaint participants with the field realities of the functioning and maintenance of an irrigation system.

The selected consultant should therefore prepare the training/workshop program and timetable in line with these activities. A sample time table is presented above. Bidders are urged to make comments /suggestion on their bid methodology concerning the timetable. Transportation, feeding and lodging of the course participants will be the responsibility of the consultant in line with the budget.

The selected consultant will have to develop the Farmers Regulatory Mechanism Document after the collection of ideas and suggestions from the beneficiaries during the training workshop.

The developed document will have to be presented to the beneficiaries in a restitution/validation workshop as per the program presented below:

Time	Activity	Person in Charge
8:00-8.30 am	-Welcome -Opening of workshop/Objectives -Presentation of program	
8.30- 9.30 am	Presentation of Draft Farmers Regulatory Mechanism Document	
9.30- 10.30 am	Group work on draft document	
10.30 - 10.45 am	Break	
10.45-12.45	Presentation of group work	
12.45-1.30 pm	Lunch break	
1.35-3.30 pm	Updating of documents	
3.30 - 4.30pm	Validation of document	
4.30	Closing	

STRATEGY TO BE ADOPTED IN THE REALISATION OF THE IRRIGATION MANAGEMENT COMMITTEE TRAINING

Before the training proper, a contact visit should be made to the locality where the training is to take place. During this visit, the date and logistics for the training should be discussed and agreed upon. Other details should include the practical arrangements for the venue of the training, the irrigation network to be visited for practical monitoring and other details.

IMPLEMENTATION OF THE ASSIGNMENT

The training will take place in the cooperative hall in Nkongle and will be made up of the following number of participants per block.

LOT Identification Number	SUB DIVISION	LOCATION/PLOT	NUMBER OF PARTICIPANTS
1	ALOU	O ø O Q W E M " O D K G ' (Metangang)	7
2	ALOU	MBELIKA (Njugalah)	7
	ALOU	MBELEKA (Toulemenkem)	7
3	WABANE	MARITA (Fole)	14
4	WABANE	O ø O Q W E M " N G V G J (Sasieh 1)	14
5	WABANE	O ø O Q W E M " N G V G J (Sasieh 2)	21
NUMBER OF PARTICIPANTS			70

To ensure a systematic realization of the assignment, the task shall be carried out in 3 phases:

- d. Preparatory phase and contact visits to some of the communities where practical field work will be carried out
- e. Training of the irrigation management committees
- f. Analysis, reporting and presentation of report.

Preparatory Phase and Contact visits to Communities

Step	Activity
Information visit to the council areas	In this step AIVDP introduces to the council authorities the training concept/program. A common understanding is established with the local authorities. This will enable the consultant, AIVDP and local authorities to arrange for the venue of the training. Agreement is reached on the required logistics.

Training Proper

Step	Activity
Training of the irrigation management committees	4 days training in strict respect of the methodology and timetable presented above. .

Analysis, Reporting and Presentation of Report

Step	Activity
Compilation/processing of field data and analysis of results	A draft report is elaborated. The draft report shall include photographs and general evaluation of the training.
Presentation of the training report	The report is presented to AIVDP for validation.

EXPERT TEAM

The expert team which should be skill mixed, should have a very long experience in rural development and training.

- ◁ 1 team leader or facilitator with skills in social works and coordination/organizational experience in the training of rural development structures.
- ◁ 1 rural or hydraulic engineer with skills in training of rural development structures
- ◁ 1 Agronomist
- ◁ 1 training expert 1 with skills in social works and long experience in training.
- ◁ 1 training expert 2 with skills in basic book keeping and long experience in training of rural development structures.

TEAM COMPOSITION AND PERSONNEL INPUT

The key staff composition and estimated total key staff person-days is tentative. The consultants are advised to assess the TOR and make suggestions for efficient performance of the job as per the Terms of Reference. Such suggestions should be taken into consideration in their financial proposals.

Propose Team composition for the training of Irrigation management committees

Code No;	Position	Number	Input Man-days			Total man-days
			Preparatory phase (contact visits,	Training Proper	Elaboration of Farmers Regulatory Mechanism Document & Reporting	
1	Team Leader	1	7	7	10	24
2	Rural or Hydraulic Engineer	1	5	7	10	22
3	Agronomist	1	7	7	10	24
4	Training expert 1 (social works)	1	7	7	8	22
5	Training expert 2 (specialist book keeping)	1	5	7	8	20

QUALIFICATION REQUIREMENT OF PERSONNEL

The minimum qualification expected from each personnel involved in this assignment is as follow:

Personnel	Qualification
Team leader	Be holder of at least B.Sc. in Social Works (Economics, Geography or Rural Development) with at least 3 years of rural development structures (water & road management committees etc.)
Rural or Hydraulic Engineer	Be holder of at least a B.Eng. in Rural or Hydraulics Engineering with at least 5 years of the training of rural development structures (water & road management committees etc.)
Agronomist	Be holder of at least B.Sc. in Agriculture with at least 5 years experience in the training of rural development structures (water & road management committees etc.)
Training expert 1 (Social works)	Be holder of at least B.Sc. in Social Works (Economics, Geography or Rural Development) with at least 5 years of rural development structures (water & road management committees etc.)
Training expert 2 (specialist book keeping)	Be holder of at least B.Sc. in Accountancy, Finance, Economics or O c p c i g o g p v " q t " q v j g t " t g n c v g f " h experience.

Responsibilities of the members of the Team

Team leader

He or she will be responsible for the overall coordination and organisation of the activities. S/he will therefore ensure that all works are done in conformity with the contract and the program of work agreed upon with the communities. S/he puts in place a system of follow-up that includes the following activities:

- The programming of the assignments of the members of the teams.
- Ensures that all curricula are developed in line with the Terms of References
- Heads the team for the contact visits prior to the establishment of the inception report.
- Coordinates the activities of the team during the training
- Ensures that the training topics are in conformity with the TOR, the contract document and as agreed upon by the PMU.
- Organizes regular meetings so as to resolve any problems arising and to be abreast with the evolution of the training.
- Controls the progress of the trainings and make necessary adjustments so as to ensure the effective realization of the activities within the contract period.
- Interaction and correspondences with the PMU.
- Ensures trainees are paid the sum due in the contract.
- Prepares and transmits progress training reports to the PMU.
- Prepares bills for payments.
- Prepares the final report on the completion of the training.

Hydraulics or Rural Engineer

He prepares all hard ware training modules on the maintenance /management of water supply systems. He is responsible for the proper implementation of the hardware training on water supply maintenance/management and ensures that the training is disposed in conformity with the prescribed norms. His activities include amongst others the following:

- Develops the curricula for the hardware trainings in line with the Terms of Reference
- Carry out the training as per the Terms of Reference and the conditions in the contract
- Prepares and organise field practical work
- Participate in preparing the final training report.

Agronomist

He prepares all software training modules on agriculture. He is responsible for the proper implementation of the software training on use of water for agriculture and ensures that the training is done in conformity with the prescribed norms. His activities include amongst others the following:

- Develops the curricula for the software trainings in line with the Terms of Reference
- Carry out the training as per the Terms of Reference and the conditions in the contract
- Prepares and organise field practical work
- Participate in preparing the final training report.

Training expert No: 1

He prepares all software training modules on the maintenance /management of water supply systems. He is responsible for the proper implementation of the software training on water supply maintenance/management and ensures that the training is done in conformity with the prescribed norms.

His activities include amongst others the following:

- Develops the curricula for the software trainings in line with the Terms of Reference
- Carry out the training as per the Terms of Reference and the conditions in the contract
- Assist in the field practical work
- Participate in preparing the final training report.

Training expert No: 2

He prepares all software training modules on financial management. He is responsible for the proper implementation of the software training on raising and management of funds and ensures that the training is done in conformity with the prescribed norms. His activities include amongst others the following:

- Develops the curricula for the software trainings in line with the Terms of Reference
- Carry out the training as per the Terms of Reference and the conditions in the contract
- Participate in preparing the final training report.

CONTRACT PERIOD

The contract period is spread out for a period of 2.5 months.

REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

Type of Report	No of copies to be submitted		Due date
	Hard Copies	Soft copies	
Inception Report	6	2 (1 flash drive & 1 CD)	Within two weeks of notification of administrative order
Draft Final Report	6	2 (1 flash drive & 1 CD)	2 Weeks after completion of field training.
Training Completion Report	6	2 (1 flash drive & 1 CD)	3 weeks after reviewing the draft report

Reports shall be available in soft and hard copies. The reports shall include the inception report, draft final report and final training report for each of the activities (water management committee training and caretaker training). Meanwhile the consultant will also provide periodic reports of activities of the progress of the training in the field (difficulties encountered etc).

Inception Report

AIVDP and the consulting firm shall discuss and agree on the terms of reference, training modules, timeframe, delivery schedules of reports, difficulties and measures to overcome them.

The report shall constitute a binding working document for the consulting firm and is due two weeks after the signing of the contract. A draft copy shall be discussed with the PMU and the feedback integrated into the final document.

Draft Final Report

The draft is discussed with PMU, feedback integrated and finalized before submission.

Final Report

The final training report will incorporate all feedbacks from the examination of the draft report is due two weeks after completion of the assignment.

PMU INPUT AND COUNTERPART PERSONNEL

The Project will assist the Consultant with field staff (basin supervisors and front line staff) to obtain all necessary documents and information relevant to the training and provide the necessary assistance for the Consultant to visit the different sites and to meet the various Administrative and Municipal Authorities. The Project shall assist in:

- Providing unobstructed access wherever it is required for the services.
- Provide basic information for all the infrastructure in which the management committees are to be trained
- Provide detail studies for infrastructure for which such studies have already been realised.

The Gender Development officer and the Infrastructure Engineer of AIVDP will be at the disposal of the consultant for all technical matters.

LOT 3

TERMS OF REFERENCE FOR THE TRAINING OF ROAD MANAGEMENT COMMITTEE

OBJECTIVES OF THE ASSIGNMENT

Global Objectives

Vulgarize the new policy for the maintenance of rural roads and for the population to be in charge of information dissemination, sensitization and enhance the capacity of the road management committee to better organize the community for maintenance work.

Specific Objectives

- ◁ Sensitize the local population with a view for them to understand the policy;
- ◁ Mobilize the populations to adhere to the program;
- ◁ Identify training needs/structures and assist the populations in the putting in place or restructuring of the road management committees;
- ◁ Build the capacity of the road management committees.

EXPECTED RESULTS

- ◁ Communities are familiarized with the government new strategy for the rehabilitation and maintenance of rural roads;
- ◁ Appropriation of farm to market or rural roads maintenance by the communities and council;
- ◁ Involvement of the local council in the provision of assistance to the road management committees in the maintenance of the roads;
- ◁ Training report.

INDICATORS

- ◁ 1 training report;
- ◁ Active Road Management Committees functional along the segments of all the roads.

SCOPE OF THE ASSIGNMENT

The training will involve road management committees from the communities along the under mentioned road segments;

No	DESCRIPTION OF SEGMENT OF ROAD	KM	NUMBER OF COMMITTEES	SUB DIVISION	BASIN
1	Akak to Buinda - Bakoko óOkoroba óMgbakati óOselle óAbat - Bajoh Road	43	8	Eyumojock	Nguti
2	Kembong óNjeke Road	8.2	2	Eyumojock	Cross river
3	Egbekaw - Esagem	12	2	Mamfe	Cross river
4	Ebeagwa óTayo óMbanga Pongo óSabes óFombe - Nyeneba	32	6	Upper Bayang	Mbio
5	Ngusi óEkeb óMolongo - Nyandong Road	26	4	Tombel	Mungo
6	Kokobuma óBadun óBoka Road	18.2	3	Konye & Nguti	Nguti

7	Konye óBakole óMekom óNyandong Road	15.1	3	Konye & Tombel	Mungo
8	Mbakwa Supe óNongomadiba Road	5.2	2	Nguti	Nguti
9	3 Corners Ekombe - Stranger quarters - Big Bekondo - Massaka - Mofako - Butu - Bakumba - Small Massaka - Big Ngwandi Road	49	9	Mbonge	Lakes
10	Mbonge óBongongo II óBongongo I Road	9.8	2	Mbonge & Ekondo Titi	Ndian
11	Banga óDiongo óMukuri óBopo Road	16	4	Mbonge	Lakes
12	Lektia óLekeng óKessang/Njuh Road	14.6	3	Allou & Wabane	Nkongle
13	Idenau óScipio óBomana óSmall Kotto óBig Kotto óEfolofo óKatakata óKuke Kumbu óMueli óMunyenge - Mondongo óBokosso - Ebie	41	12	Idenau/ Mbonge	Fako
TOTAL					

METHODOLOGY FOR THE TRAINING OF ROAD MANAGEMENT COMMITTEES

The training of adults is a very challenging and demanding task. This is because they gathered experiences over the years and adopted certain attitudes; hence it becomes difficult to introduce new ideas and theories as a result of rapid change in technology being experienced today. The consultant is expected to use his long term experience and the experience of the participants and blend it with modern methods of Management of Rural Roads.

In preparing the curricular and the timetable for the training, the consultant should make use of the manual developed by Helvetas Cameroon for the training of road management committees. The consultant should investigate and obtain information on the nature and state of the various road networks before preparing the training package.

Hence the methodology to be adopted for the training should make use of the following methods for easy comprehension.

- É Flip charts
- É Cards for visualization
- É Plenary discussions/ presentations
- É Brainstorming
- É Role-play
- É Group exercises and assignments all geared towards getting the participants actively involved during the training
- É Questions and answers

The package should be able to make use of both hardware and software management of the roads and the topics chosen to meet up with the objectives and requirements of the training.

SAMPLE TIME TABLE FOR THE TRAINING OF THE ROAD MANAGEMENT COMMITTEES

The topics as presented below are chosen to meet up the objectives and requirements of the training.

DAY ONE		
Date /Time	Activity	Resource Person
8:00 – 8:20 am	Opening of workshop	
8:20 – 8:45 am	Fears and expectations	
8:45 – 9:00 am	Introduction of the course	
9:00 – 10:15 am	The importance, functions and parts of road	
10:15 – 10:30 am	Break	
10:30 – 11:45	Road maintenance tools and equipment	
1:15 – 2:45 pm	Lunch break	
2:46 – 4:00 pm	How to maintain and manage earth roads	
DAY TWO		
8:00 – 8:30 am	Revision of previous day work	
8:30 – 9:30 am	How to maintain and manage drainage structures	
9:30 – 10:30 am	How to conduct a meeting	
10:30 – 10:45am	Short break	
10:45 – 11:45am	Organization of community work	
11:45 – 12:45pm	Lunch break	
12:45 – 1:45pm	Conflict management	
1:45 – 2:45 pm	Introduction to monitoring	
2:45 – 4:00 pm	Monitoring of roads	
DAY THREE		
8:00 am – 4:00pm	Practical field work	
DAY FOUR		
8:00 – 8:30 am	Revision of previous day work	
8:31 – 10:30 am	How to raise resources	
10:31 – 10:45	Short break	
10:46 – 12:30	Budgeting and book-keeping	
12:30 – 1:30	Lunch break	
1:30 – 3:00 pm	Relationship between the road management committee and other village institutions	
3:00 – 4:00 pm	Evaluation of workshop /closing	

STRATEGY TO BE ADOPTED IN THE REALISATION OF THE ROAD MANAGEMENT COMMITTEE TRAINING

Before the training proper, a contact visit should be made to the localities where the training is to take place. During this visit, the date and logistics for the training should be discussed and agreed upon. Other details should include the practical arrangements for the venue of the training, the road network to be visited for practical monitoring and other details.

IMPLEMENTATION OF THE ASSIGNMENT

The training will take place in 3 localities in 3 sessions as presented below.

No	DESCRIPTION OF SEGMENT OF ROAD	KM	NUMBER OF COMMITTEES	Number of Participants	Venue of Training
1	Akak to Buinda - Bakoko ó Okoroba ó Mgbakati ó Oselle ó Abat - Bajoh Road	43	8	32	Mamfe
2	Kembong ó Njeke Road	8.2	2	8	
3	Egbekaw - Esagem	12	2	8	
4	Ebeagwa ó Tayo ó Mbanga Pongo ó Sabes ó Fombe - Nyeneba	32	6	24	
	Total Number of Participants			72	
5	Ngusi ó Ekeb ó Molongo - Nyandong Road	26	4	12	Kumba
6	Kokobuma ó Badun ó Boka Road	18.2	3	12	
7	Konye ó Bakole ó Mekom ó Nyandong Road	15.1	3	16	
8	Mbakwa Supe ó Nongomadiba Road	5.2	2	8	
9	3 Corners Ekombe - Stranger quarters - Big Bekondo - Massaka - Mofako - Butu - Bakumba - Small Massaka - Big Ngwandi Road	49	5	20	Limbe
	Total Number of Participants			88	
10	Mbonge ó Bongongo II ó Bongongo I Road	9.8	2	8	
11	Banga ó Diongo ó Mukuri ó Bopo Road	16	3	12	
12	Lektia ó Lekeng ó Kessang/Njuh Road	14.6	3	12	Limbe
13	Idenau ó Scipio ó Bomana ó Small Kotto ó Big Kotto ó Efolofo ó Katakata ó Kuke Kumbu ó Mueli ó Munyenge - Mondongo ó Bokosso - Ebie	41	12	48	
	Total Number of Participants			80	

To ensure a systematic realization of the assignment, the task shall be carried out in 3 phases:

- g. Preparatory phase and contact visits to some of the communities where practical field work will be carried out
- h. Training of the road management committees
- i. Analysis, reporting and presentation of report.

Preparatory Phase and Contact visits to Communities

Step	Activity
Information visit to the council areas	In this step AIVDP introduces to the council authorities the training concept/program. A common understanding is established with the local authorities. This will enable the consultant, AIVDP and local authorities to arrange for the venue of the training. Agreement is reached on the required logistics.

Training Proper

Step	Activity
Training of the road management committees	4 days training in strict respect of the methodology and timetable presented above. .

Analysis, Reporting and Presentation of Report

Step	Activity
Compilation/processing of field data and analysis of results	A draft report is elaborated. The draft report shall include photographs and general evaluation of the training.
Presentation of the sensitization/training report	The report is presented to AIVDP for validation.

EXPERT TEAM

The expert team which should be skill mixed, should have a very long experience in rural development and training.

- ◁ 1 team leader or facilitator with skills in social works and coordination/organizational experience in the training of rural development structures.
- ◁ 1 rural or hydraulic engineer with skills in training of rural development structures
- ◁ 1 training expert with skills in social works and long experience in training.
- ◁ 1 training expert with skills in basic book keeping and long experience in training of rural development structures.
- ◁ One technician specialized in plumbing

TEAM COMPOSITION AND PERSONNEL INPUT

The key staff composition and estimated total key staff person-days is tentative. The consultants are advised to assess the TOR and make suggestions for efficient performance of the job as per the Terms of Reference. Such suggestions should be taken into consideration in their financial proposals.

Propose Team composition

Code No;	Position	Number	Input Man -days			Total man days
			Preparatory phase (contact visits,	Training Proper	Reporting	

1	Team Leader	1	6	12	5	23
2	Civil Engineer	1	6	12	5	23
3	Training expert 1 (social works)	1	6	12	5	23
4	Training expert 2 (specialist book keeping)	1	0	12	3	15

QUALIFICATION REQUIREMENT OF PERSONNEL

The minimum qualification expected from each personnel involved in this assignment is as follow:

Personnel	Qualification
Team leader	Be holder of at least B.Sc. in Social Works (Economics, Geography or Rural Development) y k v j " c v " n g c u v "inthe " { g training of rural development structures (water & road management committees etc.)
Civil Engineer	Be holder of at least a B.Eng. in Civil Engineering with at least 10 { g c t u ø " g z r g t k g p e g " k p " v j g " v t c (road management committees etc.)
Training expert 1 (Social works)	Be holder of at least B.Sc. in Social Works (Economics, Geography q t " T w t c n " F g x g n q r o g p v + " y k v j " c training of rural development structures (water & road management committees etc.)
Training expert 2 (specialist book keeping)	Be holder of at least B.Sc. in Accountancy, Finance, Economics M c p c i g o g p v " q t " q v j g t " t g n c v g f " work experience.

Responsibilities of the members of the Team

Team leader

He or she will be responsible for the overall coordination and organisation of the activities. He/ She will therefore ensure that all works are done in conformity with the contract and the program of work agreed upon with the communities. S/he puts in place a system of follow-up that includes the following activities:

- The programming of the assignments of the members of the teams.
- Ensures that all curricula are developed in line with the Terms of References
- Heads the team for the contact visits prior to the establishment of the inception report.
- Coordinates the activities of the team during the training
- Ensures that the training topics are in conformity with the TOR, the contract document and as agreed upon by the PMU.
- Organizes regular meetings so as to resolve any problems arising and to be abreast with the evolution of the training.
- Controls the progress of the trainings and make necessary adjustments so as to ensure the effective realization of the activities within the contract period.
- Interaction and correspondences with the PMU.
- Ensures trainees are paid the sum due in the contract.
- Prepares and transmits progress training reports to the PMU.
- Prepares bills for payments.
- Prepares the final report on the completion of the training.

Civil Engineer

He prepares all hard ware training modules on the maintenance /management of rural roads. He is responsible for the proper implementation of the hardware training on rural road maintenance/management and ensures that the training is dispose in conformity with the prescribed norms. His activities include amongst others the following:

- Develops the curricula for the hardware trainings in line with the Terms of Reference

- Carry out the training as per the Terms of Reference and the conditions in the contract
- Prepares and organise field practical work
- Participate in preparing the final training report.

Training expert No: 1

He prepares all software training modules on the maintenance /management of rural roads. He is responsible for the proper implementation of the software training on rural roads maintenance/management and ensures that the training is dispose in conformity with the prescribed norms. His activities include amongst others the following:

- Develops the curricula for the software trainings in line with the Terms of Reference
- Carry out the training as per the Terms of Reference and the conditions in the contract
- Assist in the field practical work
- Participate in preparing the final training report.

Training expert No: 2

He prepares all software training modules on financial management. He is responsible for the proper implementation of the software training on raising and management of funds and ensures that the training is dispose in conformity with the prescribed norms. His activities include amongst others the following:

- Develops the curricula for the software trainings in line with the Terms of Reference
- Carry out the training as per the Terms of Reference and the conditions in the contract
- Participate in preparing the final training report.

CONTRACT PERIOD

The contract period is spread out for a period of 2.5 months.

REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

Type of Report	No of copies to be submitted		Due date
	Hard Copies	Soft copies	
Inception Report	6	2 (1 flash drive & 1 CD)	Within two weeks of notification of administrative order
Draft Final Report	6	2 (1 flash drive & 1 CD)	2 Weeks after completion of field training.
Training Completion Report	6	2 (1 flash drive & 1 CD)	3 weeks after reviewing the draft report

Reports shall be available in soft and hard copies. The reports shall include the inception report, draft final report and final training report for each of the activities (water management committee training and caretaker training). Meanwhile the consultant will also provide periodic reports of activities of the progress of the training in the field (difficulties encountered etc).

Inception Report

AIVDP and the consulting firm shall discuss and agree on the terms of reference, training modules, timeframe, delivery schedules of reports, difficulties and measures to overcome them difficulties

The report shall constitute a binding working document for the consulting firm and is due two weeks after the signing of the contract. A draft copy shall be discussed with the PMU and the feedback integrated into the final document.

Draft Final Report

The draft is discussed with PMU, feedback integrated and finalized before submission.

Final Report

The final training report will incorporate all feedbacks from the examination of the draft report is due two weeks after completion of the assignment.

PMU INPUT AND COUNTERPART PERSONNEL

The Project will assist the Consultant with field staff (basin supervisors and front line staff) to obtain all necessary documents and information relevant to the training and provide the necessary assistance for the Consultant to visit the different sites and to meet the various Administrative and Municipal Authorities. The Project shall assist in:

- Providing unobstructed access wherever it is required for the services.
- Provide basic information for all the infrastructure in which the management committees are to be trained
- Provide detail studies for infrastructure for which such studies have already been realised.

The Gender Development officer and the Infrastructure Engineer of AIVDP will be at the disposal of the consultant for all technical matters.