REQUEST FOR PROPOSAL

AfricaSan Ngor Commitment Monitoring Process
Knowledge Management Consultancy

Introduction

The Ngor Vision on Sanitation and Hygiene framework anticipates that universal access to adequate and sustainable sanitation and hygiene services will be achieved and open defecation eliminated by 2030. This vision closely aligns with the Sustainable Development Goals' (SDGs') sanitation and hygiene targets.

The Ngor Declaration on Sanitation and Hygiene sets out the Ngor Commitments which recognizes enabling environment as an area that needs to be addressed in order to achieve the Vision. It is only when progress is achieved across all the Ngor Commitments which serves as fundamental building blocks of an effective sanitation and hygiene sector that the enabling environment will support accelerated access.

AMCOW is mandated to monitor progress against the Ngor Commitments, and this regular monitoring and reporting of country progress is the cornerstone of the AfricaSan movement. The Ngor Commitment monitoring process captures the Ngor Commitments both in terms of whether the building blocks of the enabling environment are in place, and subsequently whether progress is made against country-specific targets.

Background

After documenting the results of the 2018/2019 monitoring round which shows that progress in the enabling environment for sanitation and hygiene is uneven, AMCOW in collaboration with the Water Supply and Sanitation Collaborative Council (WSSCC) seeks to engage the services of a Consultant to support knowledge creation for the AfricaSan Ngor Commitment Monitoring, drawing from the implementation processes and achievement of the 2018/2019 exercise across the Member States - focusing on the project indicators (C1 to C10) across the 10 Ngor Commitment monitoring stages.

The stages of indicators include:

a) **Stage 1 indicators track the enabling environment.** They allow progress to be assessed through looking at whether foundational structures exist in the country.

b) **Stage 2 indicators track achievement of published country targets.** They are therefore specific to individual countries.
The consultant will therefore develop knowledge and learning materials, specifically: case studies, and technical analysis on the country process. The consultant will identify and develop products highlighting innovations, best practices, lessons put in place to achieve the recorded results, and the impact and challenges experienced in the process of implementation across the Member States. These will be used towards knowledge management of the project as well as the completion of a compendium of project experiences that will be disseminated at AMCOw water and sanitation regional and continental learning events and thought-leadership workshops, the AMCOw hub of hubs and other learning platforms. These materials will also provide AMCOw constituencies, member states and stakeholders with an understanding of the value of the monitoring exercise, effective practices and innovative solutions that evolved due to the implementation of the AfricaSan Ngor Commitment Monitoring across Member States.

Objectives

The consultant will develop knowledge products (i.e. case studies, and Technical Analysis) that will highlight the processes and results of the monitoring exercise on the extent of achievement of the Ngor Commitments across the Member States where activities were carried out.

Duties and Responsibilities

- Inception and planning meeting with the AMCOw Sanitation, Monitoring, and KM Team
- Desk review of relevant literatures and program documents
- Work with the Monitoring Support Officer, and Knowledge Management & Information Sharing Officer to identify and analyse relevant country data for each primary outcome area
- Develop protocols and interview guides for collection of any required additional data as needed
- Develop knowledge thought leadership materials and products, including at least 10 case studies covering the 10 Ngor commitment items, and about 33 Brief Analysis covering the country snapshots describing the effective processes and findings of the project
- Develop an appropriate graphic illustration to finalize materials. This could include the development of infographics, formatting/typography, and cover-pages
- Mop up outstanding information and assessments from relevant AfricaSan Ngor Commitment documents and focal points in AMCOw and at the Member States
- Conduct virtual interactions and sharing of lessons with country focal persons with a view to collecting information to showcase the unique interventions and share with AMCOw Monitoring and Knowledge Management team.
- Develop a report summarizing lessons learned and key recommendations of the consulting assignment.
- Provide suggestions on how to widen the scope of dissemination of items across global platforms or fora.
Deliverables

- Develop one case study for each of the Ngor Commitment areas (10 in total) detailing rationale, process, achievements, testimonials, best practices and lessons learned.
- Develop a one-paged technical analysis explaining each of the 39 country Snapshots
- Work with relevant counterparts at AMCOW to ensure all developed materials are reviewed, approved and finalized by AfricaSan Ngor Commitment Monitoring Unit and AMCOW senior management
- Work with AMCOW Sanitation Monitoring, Knowledge Management and Communications team to review, update and finalize all the knowledge management products.
- Final consultancy report

Payment Schedule/Level of Effort

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<tr>
<th>#</th>
<th>Deliverable</th>
<th>LOE (in days)</th>
<th>Due Date (mm/dd/yyyy)</th>
<th>Invoicing</th>
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<tbody>
<tr>
<td>1</td>
<td>Consultancy Workplan</td>
<td>2</td>
<td>02/09/2020</td>
<td>To be submitted by Consultant to Monitoring Support Officer/Knowledge Management &amp; Information Sharing Officer (KMISO)</td>
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<td>2</td>
<td>Meeting with activity team/collection of literature and contact of focal points, and review of interview questionnaire</td>
<td>1</td>
<td>04/09/2020</td>
<td>To be submitted by Consultant to Monitoring Support Officer/KMISO</td>
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<td>3</td>
<td>Drafting and submission of first draft materials for review (to be submitted as completed)</td>
<td>45</td>
<td>15/11/2020</td>
<td>To be submitted by Consultant to Monitoring Support Officer/KMISO</td>
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<tr>
<td>4</td>
<td>Finalize materials (to be submitted as completed)</td>
<td>10</td>
<td>30/11/2020</td>
<td>To be submitted by Consultant to (KMISO)/Monitoring Support Officer</td>
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<td>5</td>
<td>Final Report</td>
<td>2</td>
<td>05/12/2020</td>
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Competencies

- Have a working knowledge of writing for the Sustainable Development Goals (SDGs), and the water and sanitation sector;
- Effective interpersonal and communication skills;
- Strong analytical, content creation, research, reporting and writing abilities especially storytelling;
• A working understanding of monitoring and evaluation for development
• Ability to assess complex situations in order to screen succinctly and clearly critical issues and draw forward-looking conclusions.

Required Skills and Experience

Education
A Bachelor’s degree in Library studies, knowledge management, development communications, social sciences or any other related field, and a Master’s degree in other related field to the scope of the assignment is desired. Professional certificates in Knowledge Management (KM) and Content Creation are an added advantage.

Eligibility and Experience
The assignment seeks to engage a consultant locally based in Nigeria with possible international experience(s). At least 10 years of proven knowledge management for development, technical writing, content creation, storytelling and advisory experience in KM. Consulting assignments with development organizations are applicable;

Proven experience in developing knowledge partnerships.

Language
Excellent English report writing and communication skills.

Qualified candidates are requested to apply sending their Curriculum Vitae (CV), cover letter explaining why they are most suitable for the task and samples of past similar assignments. All expressions of interest should be sent to: info@amcow-online.org

Also, note that the applicants will be reviewed and selected on a rolling bases to ensure that we meet up with time of implementation and completion of assignment.

*Financial Proposal - the cost of assignment will be a lumpsum/all-inclusive fee for services and telephone calls, internet data, and transportation to AMCOW office when needed. This will be discussed after the preferred candidate is selected.

SUBMISSION OF PROPOSALS
Submissions to this Request for Proposal (RFP) should be addressed to the Executive Secretary on the address below not later than 31st August, 2020 - info@amcow-online.org.

The Executive Secretary
African Ministers’ Council on Water (AMCOW)
No 11, T.Y Danjuma Street, Asokoro
Abuja

Attention: Bala Taham
info@amcow-online.org