

# WUC – Terms of Reference

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Medair NGO, Aden, Yemen  
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## 1. Introduction and Background

Medair has been operational in Yemen for over two years, with programs covering several sectors of WASH and Health and Nutrition. Medair currently has two field offices and programs in Aden and Al Dhale'e. The overall goal of the response is to contribute to the reduction of large-scale suffering of the most vulnerable people through timely interventions, at an appropriate scale and scope, providing quality technical programming, efficiently, effectively, safely and securely for the most vulnerable families.

Access to safe water and sanitation is a public health requirement and is essential to any humanitarian response. Water and sanitation programming, alongside hygiene promotion, is key to reducing deaths from water-related diseases in the Yemen context.

Medair will focus on empowering local communities and providing adequate access to sustainable water, sanitation and hygiene infrastructure for the most vulnerable and critically affected communities and IDPs. To ensure increased access to safe water near community dwellings is available throughout the day, Medair will create an environment that enables sustainability by (1) improving the pumping station's capacity by equipping boreholes with/replacement of electro mechanical equipment such as pumps, electric panel boards, generators in to solar powered systems (2) rehabilitating/extending water supply pipelines/network close to community dwellings and schools & health facilities in the IDP settlements (3) installing communal water storage tanks and points which will include water management, water handling, transportation and storage practices for the end-user and community level.

Therefore, it is crucial to select and train technical people within the Water Safety Planning (WSP) Committee for the Operation and the Maintenance of the rehabilitation of the water points in target villages in Al Dhlae'e Governorate. These villages are specifically Anfad in Shuyab District and Marfad in Hussein District.

## 2. Objectives

- To ensure that trainees understand well water management techniques (water sources management, maintenance & operation) and skills.
- To ensure that the Water User committee (WUC) members have the ability to (1) identify and ensure preventative maintenance steps are taken; (2) solve conflicts which may arise from the beneficiary communities at water distribution sites; (3) communicate in a timely and clear way regarding water resource issues that affect the community.
- Clear roles and responsibilities are established within the WUC:
  - Chairperson
  - Secretary
  - Treasurer
  - Fee collector (x2)
  - Operation & Maintenance operator (x2)

- WSP Committee/WUC know how to run and organise monthly meetings with meeting minutes, action points, deadlines and responsibilities which implement and improve the WSP Plan of the community.
- Have the ability to establish and run a financial system so that each member of the community contributes financially to the running of the water system
- Able to manage the accounts and book keeping of the financial system, which is transparent and clear to the community
- Understand the concept of Water Safety Planning (WSP), and ensure the WSP committee implements the WSP Plan for the community.
- WUC have the ability to sustain water infrastructure (s) at community settlement sites.
- The WUC have the ability to monitor water infrastructures properly, including the automatic chlorine doser.
- The WUC have enough capacity of operating and maintaining all water infrastructures at the sites, including the automatic chlorine doser.
- The WUC trainees have the ability to repair damaged infrastructures such pipelines, nozzles, taps, drainage channels and storage tanks.
- WUC/WSP enough knowledge for water borne diseases and its prevention ways.
- WUC/WSP have the skills on how to clean water collection points and storage facilities.
- WUC/WSP have the ability to understand well water safety chain at critical points during in the water supply.
- WUC/WSP have enough knowledge on how to use chlorine tablets properly at household level.

### **3. Scope of Works**

The Consultant is required to have a comprehensive grasp of Operation and maintenance (O&M) and Water Management Training Committee techniques of pipelines, shallow wells and boreholes, applied professional experience in conducting training on the topic, and must be able to provide flexible course delivery in order to meet the participants and organization's needs. For the purpose of this consultancy, all relevant disasters in the Yemeni context must be considered happening to the water points/facilities. The Consultant is requested to design a timetable for five days' course. This design must involve an interactive and practical orientated methodology which suits the targeted demographic, including women. It has to include appropriate practical exercises that are applied during the training. The consultant is also expected to prepare suitable training material to be used during the training sessions. The final report of the trainings needs to be shared as soon as the training finishes.

#### **3.1 Key roles and responsibility**

- Prepare Training Manual, covering all the Objectives, and share with Medair in advance of the training.
- Sharing the training agenda with Medair in advance, including number of training days.
- Conduct a training pre-test before anything is done and must include the outcome in the report
- Prepare a training program timetable, including clear objectives/outcomes
- Conduct the training for solar arrays, borehole and well pump repair and maintenance, water testing and treatment tools.
- Conduct a Training post-test before carrying out the training evaluation
- Review the training process and give recommendations for improvement

- Develop WUC Action Plans with workshop participants for implementation in their community, specifically regarding the community water point
- Carry out training evaluation
- Prepare the training report inclusive of key observations and recommendations
- Training evaluation findings should be included in the report

### 3.2 Key deliverables

- Share training manual and training tools/methodology in advance of the training to Medair
- Work plan with training presentation and handouts for the training participants
- Develop WUC Action Plans with workshop participants for implementation in their community, specifically regarding the community water point
- Pre and post-tests with each participant
- Comprehensive report in English: The consultant is expected to produce a draft and final report after Medair reviews and comments on the draft report
- Training should be carried out at the site of the water point (transportation fees are the responsibility of the trainer)

*The training will cover as well the following tools and lessons*

- Water Management Techniques in relevant to the context
- To enhance management skills, operation and maintenance of water infrastructure for sustainability and improve their understanding on sanitation and hygiene.
- Acquire the skills needed for project sustainability
- Identify causes of conflict that can arise over group management, and discuss steps that groups can take to minimize conflicts.
- Ensure roles and responsibilities of the WUC is clear for all participants, and that they are defined
- Define how the WUC should be managed and run; monthly meetings, meeting minutes, action points, deadlines, responsibility
- Management skills for financing subsidies and meet the water needs of the community
- To draw up Good Governance Compliance based on the water sources in the target villages
- Best techniques of budget preparation, issue and collection of bills.
- Develop mitigation plan for defaulter
- Record management of the water users and water facilities in the target locations
- Clearly understand how to prevent water related diseases especially sanitation and hygiene at the water collection point
- To build the good governance related to the management of the water point at the community level
- Introduction to wells, boreholes and types of submersible pumps and solar systems
- Operating and maintaining a submersible pump and solar pump system
- Trouble-shooting of the common materials of the water point
- General repair and techniques for maintenance of wells, boreholes, pumps and solar arrays
- Common terminology names of the all kinds of the solar water system
- Common repair techniques of the solar water system, including the pump, solar arrays, inverter, and chlorine dosing system
- To identify what is needed to make a water project sustainable and relate this to their water project.

#### 4. Training Methodology

During the training, participants will utilize the following methodologies to ensure understanding:

- Taking account of COVID-19 protection measures
- Taking photos during the training for archiving
- Open discussion
- Practical illustrations of pumps and pipes dismantling and connections and chlorine dosing
- Water treatment and monitoring demonstrations
- Handouts
- Install and trouble shoot solar water systems as a whole
- Questions and answers
- Role plays

#### 5. Training summary

The five full days need to cover the following items as a minimum – the consultant is free to add his/her own training topics from their experience and best practice:

No	Activity	Dates
1	Role of WUC – what is a WUC? Define roles and responsibilities	TBD
2	Financial: Collection of fees from the community, book-keeping and use of funds	TBD
3	Water Management	TBD
4	Operation maintenance essential sessions	TBD
5	Review and build on Water Safety Planning Plan	TBD
6	Technical training on pumps and solar system set ups and maintenance/ repair.	TBD
7	Technical training on pipe maintenance and repair	TBD

#### 6. Application procedure

Interested companies/ individuals should send the following documents;

1. Updated company profile/CVs, including relevant past experience and registration certificates for companies
2. Relevant past experience- contracts, signed stamped copies
3. Technical proposal detailing the training schedule, budget break down and reporting dates

Applicants are requested to send package of documentations to: [procurement-yemen@medair.org](mailto:procurement-yemen@medair.org) with the subject line of the email address; **Medair Water Management Committees Training.**

**The deadline for the submission is 6 June 2021 at 16:00**