

ANNEX A**JAMAICA****CCB/CJA****Water Sector Regional Conference Facilitator: PIOJ Jamaica****TERMS OF REFERENCE****[Support for Component 2 - RG-T2775]****I. Background**

- 1.1 The critical role of water in a country's development is often not fully appreciated, and it is for this reason that the Planning Institute of Jamaica (PIOJ) has approached the Inter-American Development Bank (IDB) to support the organization of a Regional Water and Sanitation Conference covering policy issues affecting the water sector, integrated water resources management, investment needs and financing arrangements for implementation of the NWC's 2015 – 2030 CIP, as well as showcasing best practices in September 2016. This conference is designed to provide an opportunity for all stakeholders to discuss, exchange experiences, and explore solutions on a broad range of issues relating to Water and Wastewater Management over a period of three days.
- 1.2 Currently, approximately 91.55% of the Jamaican population has access to improved source of drinking water of which some 70% has access to piped water. However, while water is present on the island, the access to effective and efficient water services is lacking. The major towns on the island have been faced with water lock-offs and irregular supply of water as a result of inadequate focus on maintenance and lack of proper storage facilities. This situation is exacerbated by drought conditions which affects Jamaica. Irrigation water is also not always available in areas where it is in high demand and irrigation methods do not always conform to international best practices.
- 1.3 Sewerage systems serve only 22% of Jamaicans, and at least three major towns are in need of sewerage infrastructure. While centralized sewerage collection and treatment services are encouraged to be undertaken by both state owned and private providers there is need for improvement in developing an effective wastewater management plan that will include but is not limited to the treatment of sewage and industrial discharge.

- 1.4 Despite the many challenges in the water sector there exists opportunities. The current and evolving regulatory arrangements are staffed with credible regulators that view efficiency and sustainability as important. There are also opportunities for public and private sector partnership with both water and sewerage service providers in the wastewater sector.
- 1.5 PIOJ and the IDB have agreed that a regional conference on the water and sanitation sector is critical to improve a common understanding of the state of the sector, define the challenges, and agree on necessary interventions for the benefit of all concerned. Such a conference would provide for sharing of knowledge and information among the countries of the region and seeking solutions to common problems facing the water and sanitation sector. Given the state of the water and sanitation sector and the magnitude of the challenges, it is deemed advisable to set up a Planning Committee to further define the scope, content and participants / beneficiaries of such a Conference and to better define the Conference objectives, contents, format and participants.
- 1.6 The IDB proposed to support the initiative of PIOJ through the contracting of a Consultant to assist in the planning process and structuring of the conference.

II. Consultancy Objective and Description

- 2.1 The objective of the consultancy is to support the PIOJ in the preparation of a Regional Conference on policy, management, financing and sustainability of the water and sanitation sector in November 2016.
- 2.2 Specifically, the Consultant is required to support PIOJ in organizing the Conference, define the objectives, participants, and dynamics of the Conference as well as its logistical aspects. The Consultant will conduct these tasks with the support of a Planning Committee that includes the PIOJ, NWC, OUR, IDB and any other key stakeholder. The Conference would be held over a period of two (2) to three (3) days.
- 2.3 The Consultant will be required to facilitate the Conference and consolidate the recommendations derived from the Conference.
- 2.4 The Consultant will provide the PIOJ with a Work Plan for the Conference, including the details of the required administrative steps, the description of the logistics required and the corresponding budget, as well as the corresponding chronogram of preparation. The

Work Plan will consolidate the recommendations derived from the Planning Committee for the Conference.

- 2.5 The Consultant will work in close relation with the PIOJ staff, and will coordinate with the IDB.
- 2.6 The Consultant will liaise and coordinate with the Consultants that under the same RG-T2775 are tasked with the preparation of the Regional Governance and Financing position paper to allow for their participation in presenting their initial findings and proposals.

III. Main Activities

3.1 Main activities include the followings:

- Organize a Work Plan for the preparation of the Conference by (i) preparing the agenda and documents to be presented/discussed during the planning for the Conference. (ii) Coordinating the agenda and the preparation of the Conference with PIOJ, key stakeholders and the IDB, and (iii) identifying and coordinating the participation of the panelists and invitees for the Conference.
- Prepare, send and compile the results of a survey among stakeholders in Jamaica and the Caribbean region that would guide the organization of the relevant topics that need to be considered and discussed at the Conference. Develop an agreed-to shortlist of sector thematic areas for considerations in the Conference that are representative of the challenges faced by the participants including, but not limited to: legislative framework and corporate governance; regulatory issues; operating costs; infrastructure, investment, and financing; production, storage, and distribution (including new sources); losses (including non-revenue water, and social water); access - dependability and consistency of supply; quality; sewerage services; wastewater re-use; irrigation for agriculture; consumer issues; climate change and water; integrated water resources management; water in national development planning (Vision 2030); private sector participation; investment opportunities. The short-list should capture the main constraints impacting efficient service delivery.
- Assist the Planning Committee with confirmation of the Conference agenda and participants; and moderate the Conference,

- Participate actively and give support to PIOJ and the Planning Committee in the operational activities related to the preparation and implementation of the Conference.
- Prepare the Conference report inclusive of any resolution and agreed follow-up actions.

IV. Reports/Deliverables

4.1 The consultant will submit the following reports to the Bank:

- Work Plan for the preparation of the Conference;
- Final agenda and logistical arrangements for the Conference;
- Final report incorporating PIOJ and IDB's comments.

4.2 Payment Schedule

- 25% on submission of Work Plan;
- 50% on submission of Final Agenda and logistical arrangements for the Conference
- 25% on approval of the Final Report.

V. Qualifications and Experience

- Academic Degree / Level & Years of Professional Work Experience: Master's Degree or equivalent qualification in project management and engineering; or certified accountant.
- Languages: Excellent oral and written communication skills in English.
- Areas of Expertise: Regulatory affairs and / or water and sanitation sector.
- Skills: Familiarity with regulation issues related to the water and sanitation Sector. Minimum six years of experience in the water and sanitation sector. Demonstrated experience in structuring processes, procedures and systems. Ability to work with groups and possession of an ethic for working in a methodical and well organized fashion; Prior experience in the Caribbean and working with projects and programs financed by the Inter-American Development Bank would be an asset.

VI. Characteristics of the Consultancy

- Consultancy Category and Modality: International Individual Consultancy.
- Contract Duration: 25 discontinuous days.
- Place of Work: POIJ's offices and the consultant's home location.
- Coordinator: Evan Cayetano, Water and Sanitation senior Specialist (WSA/CTT) email evanc@iadb.org will supervise the consultancy; with administrative and coordination support of the IDB Country Office in Jamaica. Department/Division: Water and Sanitation Division (INE/WSA).

Payment and Conditions of Employment: Remuneration will be determined in accordance with Bank regulations and criteria.

Consanguinity: Individuals with relatives working for the IDB within, and including the fourth degree of consanguinity and the second degree of affinity are not eligible for employment as staff or consultants. Candidates must be citizens of a member country of the Inter-American Development Bank.

Diversity: The IDB is committed to diversity and inclusion and to providing equal opportunities in employment. We embrace diversity on the basis of gender, age, education, national origin,

ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDs status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

TERMS OF REFERENCE**Position Paper: Governance in the Water and Wastewater Sector in the Caribbean
[Component 1 of RG-T2775]****Background**

The Inter-American Development Bank (IDB) through its Water and Sanitation Division (INE/WSA) supports LAC countries in consolidating and strengthening the structure of the water and sanitation sector ensuring: prioritization of the sector within national agendas, definition of roles and responsibilities of the institutions, promotion of the development and application of public policies and standards that meet local needs and conditions, thus leading to increased coverage and enhanced long-term sustainability .

The English speaking Caribbean Countries, facing similar challenges in the water and Sanitation Sector, and sharing common culture and language, have organized themselves around regional organizations, among which are the Caribbean Water and Wastewater association (CWWA) and the Caribbean Association of Water and Sewerage Authorities (CAWASA) while regional institutions such as the Caribbean Development Bank (CDB) directly support those Countries.

INE/WSA, recognizing the importance of sub-regional exchanges, and the importance of its sectorial collaboration with the CDB has supported a number of related common initiatives which have triggered requests for continuous and additional joint support for the sub-region.

The objective of this Consultancy is to develop a position paper on governance (Policies, institutions and financing)for the Water and Wastewater sector in the English speaking Caribbean. This Document 1would build upon the Sectorial work developed under the IDB Water and Sanitation Initiative, highlighting key issues relating to governance and financing of the Sector.

Specifically, the document will constitute a baseline assessment of the governance structure of the water and sanitation sector in 7 countries (The Bahamas, Barbados, Belize, Guyana, Jamaica, Suriname and Trinidad &Tobago); this review will cover: (i) sector priority; (ii) the legal and regulatory framework; (iii) the sector policies and strategies, including specific dispositions

¹ It is expected that this product would be consolidated with the CDB's update of their recent "Assessment of the water sector in the Caribbean", and constitute the basis of a sub-regional presentation to the World Water Week 2018, as part of the Latin America and Caribbean focus Day.

relating to the Rural sector; (iv) the water and wastewater utility institutional development; (v) the financial sustainability of the sector, including tariff structures and; (vi) the evaluation of financing options, and private sector participation.

Tasks

The following are the main tasks to be undertaken by the Consultant.

1. **Review of existing information** – A detailed review of existing evaluation and report (desk Study).
2. **Develop a baseline Report** – Develop a comparative report, establishing trends and best practices (including Case studies), and recommendations.
3. **On the basis of the baseline report** – Develop an initial Action Plan to improve the Governance in the Region, (including segmentation by level of authority).
4. **Present the report to stakeholders** – Organize 2 workshops (one in Trinidad and Tobago in conjunction with the CWWA Annual Conference and one in Jamaica to be organized with the participation of the Government of Jamaica) to present and discuss the findings,
5. **Revise the report and complement the Action Plan** – Prepare final report and proposal of an Action Plan to address the main issues arising from the Study.
6. **Final report** – Prepare final report, incorporating comments from IDB and stakeholders.

Timeline: 6 months

Reports/Deliverables

1. Work Plan
2. Initial Report (Baseline and draft Action Plan)
3. Revised Report and Action Plan
4. Final Report

SCHEDULE OF PAYMENTS

A. Payment

Lump sum fee for professional services including
including direct and indirect costs not to exceed US\$

B. Payment Schedule

- | | | |
|----|---|------|
| 1. | 10% upon the Consultant's acceptance
and signing of this contract agreement,
and submission of a Work Plan for the assignment | US\$ |
| 2. | 40% upon the Consultant's delivery and the
Bank's approval of the | US\$ |
| 3. | 40% upon the Consultant's delivery and the
Bank's approval of the | US\$ |
| 4. | 10% upon the delivery and the Bank's approval
of the Final Report | US\$ |

TOTAL US\$

=====