

# Mercy Corps Indonesia

## Scope of Work for Consultants

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**Project/Consultancy Title:** Consultant to Conduct USAID IUWASH Pasar Baseline Data Collection.

**Project Location(s):** Jakarta

**Finance Department Code:** 20118

Please use country or team department codes vs. grant codes for posting purposes.

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### Background:

Mercy Corps is a humanitarian organization that has existed since 1979 to overcome poverty, inequality and suffering by developing safe and productive society. This organization has been growing and developing significantly, spreading across 80 countries including Indonesia and reaching approximately 2000 staffs working in 135 countries. Mercy Corps enter, exist, and operate since 1999 in Indonesia. Its existence growing become strongly since it is established Mercy Corps Indonesia Foundation (YMCI) in 2012. Nowadays, its activities implement in 10 provinces that aim to empower and strengthen the community by improving health equality, productivity, and resilient communities through various implementation program in disaster risk reduction, climate change adaption, economic and market system development.

USAID IUWASH Pasar is one of the list programs by YMCI funded by USAID, will get implementation in two provinces mentioned East Java and South Sulawesi. They have been divided across into 3 districts/cities of each including the City of Probolinggo and Parepare, the District of Probolinggo, Blitar, Wajo, and Sidendeng Rappang. It is also expected to catalyze and grow local markets in improving water and sanitation products and services. The main objectives of this program are to achieve 156,000 of people receive improved of service quality from an existing basic or safely managed drinking water services; achieve 156,000 of people gaining access to safely managed sanitation services; and strengthen 300 viable WASH enterprises to provide WASH products and services. To get these expectations, the program builds three focus areas of local market growth in IUWASH market activities, which are:

1. Improved business environment to foster greater private sector contribution for WASH services and products;
2. Enhanced viability of WASH businesses and increased availability of affordable, desirable WASH products and services to underserved market segments; and
3. Improved key WASH behaviors for increased demand with correct and consistent use of WASH products and services.

### Consultant Objectives:

The baseline study will focus on the collection of data or information for a set of the project indicators outlined in the AMEL Plan. The baseline study will collect those in key institutions the project has been engaging with, including government agencies, private sector institutions, including WASH enterprises and microfinance institutions within the six districts. As follows the main data required to collect, analyze, and interpret:

- Total populations divided by range of age, gender, income, job, level of education, marital status
- Households access to drinking water regarding drinking water ladder
- Households access to sanitation based on sanitation ladder
- PDAM customers
- Tanker operator service customers
- Private sectors (WASH entrepreneurs, private waste removal service providers, micro finance institutions, etc)
- Potential business development services
- Budget allocation for WASH sector from local government
- Budget capacity for WASH sector from private sectors
- WASH Business Environment Index
- Regulations or policies for WASH sectors

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### Consultant Activities:

#### a) Preparation phase:

- Consultant team will have a kickoff meeting together with USAID IUWASH Pasar project team to understand the project and to collect required documents such as TOC, project proposal, results framework, etc.
- The consultant team shall submit a soft copy of the draft preparation report to USAID IUWASH Pasar as stated in the agreement. Before preparing the preparation report, the consultant team should engage with relevant project team to come to a consensus on the baseline assessment methodology, field visit plan, sampling and so on.
- The draft preparation report should include a detailed methodology including tools, baseline framework along with tools to be used to gather data/information, quality assurance mechanism of data /information collection, sampling, USAID IUWASH Pasar testing, roles and responsibility of team members, key milestone, and detailed work plan.
- The consultant team may be asked to make an oral presentation of the draft preparation report. Before the USAID IUWASH Pasar test and data collection, it is required to train enumerators and facilitators for data /information collection.
- The consultant team submitted the final preparation report including final translated tools into local languages.
- The preparation report should be approved by the USAID IUWASH Pasar before starting data collection.

#### b) Data Collection phase:

This phase deals mainly with data collection using desk research and interviews at the project site level. USAID IUWASH Pasar will issue a reference letter for the team of consultants to contact stakeholders directly by themselves.

#### c) Post-Data Collection phase; this phase is consisting with few steps:

- Presentation: the preliminary results of the baseline assessment to be shared for validation with the USAID IUWASH Pasar project team after completion of data/information analysis by the consultant team. The venue will be decided during the preparation phase.
- Draft baseline report: This report will be shared after incorporating feedback which is received during the presentation. After receiving the draft final baseline assessment, USAID IUWASH Pasar will provide feedback to the consultant team.
- Final baseline report: The final report should include the completed analytical framework of baseline assessment. The review and revision process from the draft report stage to the final report should not exceed two weeks. The soft copy of the completed database should be handed over to USAID IUWASH Pasar with the final report.

### Consultant Deliverables:

The following deliverable will be produced:

- Document preparation reports, include proposal and tools in Ms.Word, baseline framework in Ms. PowerPoint (Bahasa and English)
- Preliminary report with findings including Ms. PowerPoint for validation (Bahasa and English).
- First draft report in Ms. Word including datasets in Ms. Excel (Bahasa and English)
- Final report in Ms. Word and Ms. PowerPoint (Bahasa and English)

### Responsibilities of YMCI

YMCI will provide necessary support to undertake and implement the assignment and execute the objective of this Sow Such responsibilities include the following:

- Provide USAID IUWASH Pasar and Mercy Corps documents to the Consultant.
- Orient the Consultant on any relevant and useful procedures, guidelines, and ethics prior to field data collection.

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### Timeframe / Schedule:

Activity	Submission/ Execution Date	May-24				June-24				July-24	
		W II	W III	W IV	W V	W I	W II	W III	W IV	W I	W II-IV
<b>Sub activity: Pre-data collection phase</b>											
Kick off meeting	June 3 <sup>rd</sup> 2024										
Introduction the program	June 3 <sup>rd</sup> 2024										
Submit draft of technical proposal	June 5 <sup>th</sup> 2024										
<b>Sub activity: Data collection phase</b>											
Training enumerators	June 7 <sup>th</sup> 2024										
Data collection in the six districts/cities	Starting on June 10 <sup>th</sup> 2024										
Present and submit findings report	June 26 <sup>th</sup> 2024										
<b>Sub activity: Post-data collection phase</b>											
Final draft report	July 3 <sup>rd</sup> 2024										
Final report and its revision	July 10 <sup>th</sup> – 31 <sup>th</sup> 2024										

### The Consultant will report to:

The Consultant will report to the MEL Team with regular communication and consultations with relevant technical advisors/specialists as needed during the study period.

### Required Experience & Skills:

- Strong experience in conducting WASH, market system development studies, value chain analysis; familiar with their analysis.
- Have a minimum of 15 years’ experience in quantitative and qualitative studies especially in the field of WASH or market system development.
- Willing to work full time from early June to early August 2024, and not having ties with other institutions during the data collection and reporting period.

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- Have experience in coordinating with policy makers/stakeholders at the provincial and/or districts levels, starting on the first stage to data collection.
- Have experience in working with teams and provide full support during the implementation of data collection ; be able to work in a team including capability to be flexible to respond to changing requirements.
- Ability to work under tight schedules and guide team members to achieve better results in a timely manner.
- Effective time management and organization skills including priority setting and responding to program needs.
- Effective interpersonal communication skills including problem-solving skills, being proactive and taking initiative.
- Willing to be located anywhere according to the study areas.
- Fluency in English and Bahasa Indonesia, both written and spoken, is required.
- Strong computer and data analysis skills

### Preferred

- Sound experience in undertaking technical assistance and capacity buildings for entrepreneurs and business associations regarding market development systems.
- Sound experience in undertaking policy analysis and preparing policy instruments into WASH sector, market system development, and related fields.

### How to Apply

Prospective candidates shall email their proposal including price offered and Curriculum Vitae to [procurement@id.mercycorps.org](mailto:procurement@id.mercycorps.org) before **May 23<sup>rd</sup>, 2024**. Only shortlisted candidates will be contacted.

### Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

### Equal Employment Opportunity

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

### Safeguarding & Ethics

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our stakeholders and to international standards guiding international relief and development work, while actively engaging communities as equal partners in the design, monitoring, and evaluation of our field projects. Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.