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MINISTRY OF WATER AND ENERGY
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The Federal Democratic Republic of Ethiopia
Ministry of Water and Energy

One WaSH National Program Consolidated WaSH
Account Phase II

Terms of Reference (TOR)

For

Water and Energy Sector Working Group (WESWG)
Coordinator Individual Consultant

Procurement Reference No. ET-MOWE-538510-CS-INDV




March 2026

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Ministry of Water and Energy
One WASH National Program CWA Phase-II
Terms of Reference for Water and Energy Sectors Working Group
Secretariat Coordinator Individual Consultant
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1. PROGRAM BACKGROUND AND OBJECTIVES

The One WaSH National Program Consolidated WaSH Account (OWNP-CWA) Phase II is developed taking into account the lessons learned from the implementation of the first phase of CWA and aims at expanding the benefits of improved access to WaSH to unserved communities. The Program was approved on June 13, 2019, signed on June 21, 2019, launched on October 31, 2019, and effective on December 16, 2019. The Program will be implemented for a period of 7 years up to January 7, 2027 (including the recent 2 years extension). The Program brings together ministry of Water and Energy (MoWE), Ministry of Health (MoH), Ministry of Education (MoE) and Ministry of Finance (MoF) for a harmonized and integrated WaSH service delivery

The development objective of the Program is to increase access to safe water supply, sanitation, and hygiene services and strengthen capacity for water resources management and service delivery. The program gives priority to communities and institutions with i) low WaSH service coverage, and ii) high prevalence rates of diarrhea, stunting, drought, and flood to ensure the most vulnerable and unserved communities are better targeted. Successful completion of the Program will have extended socio-economic benefits including i) reduction in prevalence of water borne diseases, ii) improved productivity and wellbeing of communities, iii) reduced school dropout rates for girls and iv) empowering women and narrowing gender gap.

The Program is implemented in five components namely Rural Water Supply, Sanitation and Hygiene (Rural WASH), Urban Water Supply, Sanitation and Hygiene (Urban WASH), Institutional Water Supply, Sanitation, and Hygiene (Institutional WASH), Climate Resilient Water Supply, Sanitation, and Hygiene (Climate Resilient WASH), and Institutional Strengthening and Project Management. The Ethiopian Government and CWA development partners (World Bank, DFID, SFD, UNICEF, the government of Finland, Nederland, Denmark



Embassies, and KOICA) jointly mobilized USD 589.94 million (including Government matching fund. Of this resource the WB's share is USD 300 million. The program targets to provide access to improved WaSH services to about 4.9 million people residing in 310 Program woredas and 41 CR WaSH woredas and 51 Program Towns.

To guide the Project implementation, a Project Operational Manual (POM) is developed to lay out the implementation principles, procedures, guidelines and define roles and responsibilities of different actors of the Program and endorsed by the Government. The POM provides detailed guidance on principles, steps, and procedures to be adopted in the implementation, administration and coordination of the Project including planning, budgeting, implementation, disbursement, procurement, supervision, financial management, safeguards management, and monitoring and evaluation at each level. The WB is given the responsibility of fiduciary and safeguard oversight on behalf of the CWA development partners.

A National WaSH Coordination Office has been established at Ministry of Water and Energy. The NWCO will carry out the overall coordination, planning, monitoring, and supervision of the project. The NWCO will be responsible for: i) consolidation of the annual project action plan and budget for all components; ii) consolidation of quarterly physical and financial progress reports; iii) ensuring functionality of governance structures (NWSC, NWTT), and iv) coordinating implementing agencies and serve as a secretariat to the National WaSH Steering Committee. Project Implementation Units are established to implement respective components at MoWE, MoH, MoE and MoF. Similar Governance, coordination and Implementation structures are established at Regional, Zonal (selected) and Woreda level.

However, the link between WaSH, Water Resources Management (WRM), and Energy remains weak, despite the presence of numerous actors across these sectors—including government institutions, development partners, NGOs, CSOs, and UN agencies. Strengthening coordination is therefore essential, not only among sectoral ministries but also through closer collaboration with Development Partners (DPs). Effective coordination across these sectors and actors is critical to ensuring integrated planning, optimizing resource use, avoiding duplication, and achieving sustainable outcomes that no single sector or institution can deliver alone.



In this context, the government has taken the initiative to re-establish the joint Government-Donor Water and Energy Sector Working Group (WESWG). The primary objective of the WESWG is to promote integrated development and management of water and energy resources across relevant sectors.

The WESWG has now been formally established, providing a common platform for the Government and Development Partners to coordinate efforts, share knowledge, and align strategies on key issues related to water and energy sector development. For the past few years, WESWG has been operating under the leadership of the Ministry of Water and Energy (MoWE). The OWP CWA phase II project in Ethiopia is now looking to hire Water and Energy Sector Working Group (WESWG) coordinator short-term consultant (STC) to join OWP-CWA II. The consultant will be based in Addis Ababa, Ethiopia. The consultant will work under the guidance of the state minister and in very close coordination with the NWCO and Federal Water PMU.

2. OBJECTIVE OF THE ASSIGNMENT

The overarching goal of the Water and Energy Sectors Working Group (WESWG) is to serve as a joint platform for the Government and Development Partners to promote, support, and coordinate the sustainable and integrated development and management of Ethiopia's water and energy resources, in alignment with the principles of the One WaSH National Program.

The objective of this assignment is to provide implementation support to the WESWG Secretariat, which plays a key role in fostering coordination and linkages across the WaSH, Water Resources Management (WRM), and Energy sectors. The Consultant is expected to establish robust communication with the National WaSH Coordination Office (NWCO) and the Program Management Units (PMUs) within the Ministry of Water and Energy (MoWE). In close collaboration with the WaSH, WRM, and Energy subgroups, the Consultant will provide targeted support and implementation guidance to ensure program implementation adheres to the Program Operations Manual (POM).

3. SCOPE OF WORK/RESPONSIBILITIES

The scope of service for the assignment includes but is not limited to the following tasks:

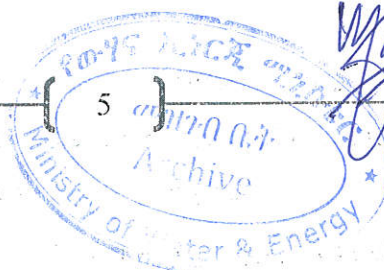


Program Development and Support

- Formulate, facilitate/lead, and follow up a practical action plan on the directions of WESWG for a full shift towards a sector-wide approach.
- Identifying funding opportunities, developing funding proposals and securing project and capacity building funding
- Lead and coordinate analytical work and inputs into the WESWG meetings on key sector-wide strategy and planning issues (e.g., Water and Energy Sector Development Program review and update; 10-year National Plan targets review and update; revised Universal Access Program strategy review and update etc).
- Initiate discussions on the sector-wide approach for the broad Water Resources Management (watershed management, irrigation, hydropower, etc), WASH and energy programs.
- Review current sector financing requirements for achieving National and Global objectives and the development of appropriate strategies to address these needs.
- Facilitate the formulation of priority programmes as approved by the WESWG.

WESWG Secretariat management, supervision & Operations

- Supervise the management of the Secretariat; ensuring day to day efficiency of the Secretariat; prepare and submit report annually on the operations and the activities of the Secretariat.
- Build out the OWNP and WESWG Secretariat staff including focal persons of the subgroups as well as managing secondments from DPs.
- Provide open and transparent reporting to donor partners, Ministry of Water and Energy and other GOE stakeholders.
- Provide oversight of the secretariat including ensuring focal persons provide appropriate levels of program, knowledge management, networking and coordination and communications support for each WESWG subgroup
- Coordinate and provide oversight of the financial and in-kind contributions of the DPs and the GOE stakeholders necessary to resume and maintain the activities of the WESWG Secretariat.



Knowledge Management

- Establish a repository of GOE policies, strategies, guidelines, laws and regulations, and lessons from past and on-going programming in WASH, WRM and Energy sub sectors.
- Establish and maintain a database of donors, donor's Implementing Partners (IPs) NGOs and private sector stakeholders.
- Provide periodic analysis of investments being made by GOE and donors keeping in mind the geographic coverage and with a view to promoting further alignment and harmonization.
- Use knowledge management as a facilitating tool for monitoring and follow-up on the donor support, solving coordination problems, promoting complementarity and synergy with other sectors, and to harmonize databases including collecting, sharing and analysing data/information needed to provide oversight of implemented WASH, WRM and EFG programmes and the plans of various government agencies, NGO's, private sector stakeholders and donors, etc.
- Provide training and information/data support to WASH SG, the WRM SG and EFG SG as needed.
- Provide support for information gathering, analysis and sharing through undertaking knowledge events and showcasing best practices with a view to promoting policy dialogue and sharing best practices and lessons learned.

Networking and Coordination

- Convening and leading multi stakeholders dialogue, presenting to new and diverse audiences online and in-person, planning, delivering and chairing multi stakeholder meetings and workshops
- Facilitate and lead quarterly meetings of the WESWG and ensure that priorities and concerns of all actors reflected in the technical committees are adequately taken up during the WESWG meetings.
- Ensure that all relevant and active/concerned stakeholders (government institutions, development partners, etc.) are represented at the WESWG.
- Provide technical support to assist WASH SG, WRM SG and EFG SG to organize regular meetings and prepare (and monitor) annual work plans.



- Facilitate monitoring and evaluation of alignment and harmonization efforts by WESWG members.
- Liaise proactively with other relevant coordination units.
- Manage external and internal stakeholders, developing and managing multi stakeholder projects, managing upwards and engaging with senior leadership
- Lead the organization of the Multi Stakeholder Forum once per year and World Water Day and participate in other relevant national and global sector events.

Communication

- Prepare the provisional agenda for the meetings of the WESWG, WASH SG, WRM SG and EFG SG.
- Communicate decisions during the WESWG meeting and during the meeting of the subgroups
- Facilitate information sharing, including upcoming missions and schedule of events, ideally by means of a website; and other related duties as determined by the Chair of the WESWG and Co-chairs of the Subgroups.
- Facilitate communication and information exchange between the NGO sector, multilateral and bilateral agencies, local partners, and government authorities.

Support in Maintaining and updating the Project's implementation schedule (OWNP)

- Together with the NWCO in preparation of annual work plan and budget, translation into Procurement plans and schedules for all sub projects
- Support in the Preparation and updating the Project implementation schedule in close consultation with key stakeholders that includes main activities with clear time frame on who is going to do what and when.
- Communicate promptly to all on upcoming planned activities
- Participate on monthly progress review meetings and drafting minutes of the meeting
- Support the NWCO and PMUs in the development/preparation of Project overall Plans and annual work plan and budget

Implementation review mission (regular and interim missions)

- Participate and support in mission planning, communication and logistical arrangements for the project.
- Participate in the supervision and oversight of implementation of the Project with the CWA II team, including regular site visits and review of the progress reports;
- Participate in regular and interim Project implementation review missions; contribute to preparing reports.
- Follow up on agreed actions during implementation review.

Regular Progress review meetings

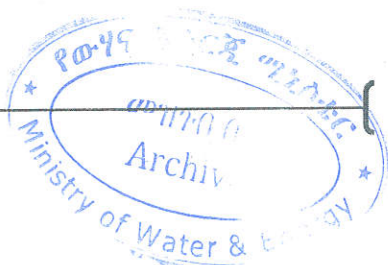
- Support in the Preparation of draft meeting schedules, agendas and supporting documentation for such meetings.
- Support in Properly documenting agreed actions from the meeting.
- Support in the Periodic review of agreed actions and ensure updates are provided on agreed actions prior to next meetings

Support the team on M&E and closer supervision

- Closely work with the NWCO and Water PMUs to get timely and quality progress reports in line with the POM
- Support in the preparation of case stories, documentaries and etc. of on key Project information and achievements.
- Take active part and assist NWCO as needed in reviewing progress reports and streamlining reporting formats as well as capturing lessons.
- Support the state minister in identifying issues requiring in-depth analysis and further study using independent expert inputs.

4. REQUIRED QUALIFICATIONS/COMPETENCES

- The ideal candidate will have a primary expertise in project management and implementation. S/he will be familiar with project implementation in complex settings, and will meet the following selection criteria:
- At least 10 years of experience in project implementation in Ethiopia, with

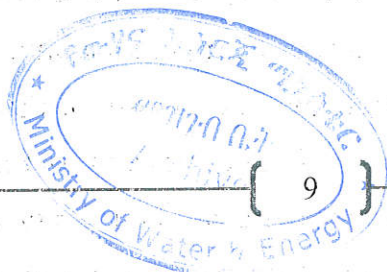


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- demonstrated ability to solve challenges related to development interventions.
- Advanced University degree in a field such as Water Resources/Hydraulic Engineering or other relevant fields.
 - Experience in the WaSH/Water Resources Management sector, policy development and familiarity with the issues in the sector.
 - Experience working with or in similar Project management or coordination role with one or more of the development partners or Government.
 - Ability to promote client/beneficiary participation and commitment to ensuring effective implementation and longer-term sustainability of projects/programs.
 - Professional fluency (writing and oral) in English and Amharic,
 - Strong communication skills and flexibility working with various stakeholders,
 - Highly Proficient and knowledgeable in the use of computer software, MS Office etc.

I. Additional required skills and competencies include

- Strong planning, organization and time management skills and ability to manage multiple tasks.
- Strong analytical capabilities and proven skills to deal with Project Management issues innovatively and independently.
- Capacity to be a member of a multi-disciplinary team, to provide advice and recommend actions.
- Proficiency in preparing and presenting reports,
- Advanced skills in MS office applications, in particular Excel and PowerPoint.
- Strong communication and public relations skills are essential qualities.
- Fluency in English, enabling the consultant to conduct interactive technical trainings with clients and to produce high-quality written outputs.
- Proficient communication in oral and written English.
- Excellent workflow management skills and a proactive attitude.
- Excellent communication skills, with an ability to adapt to an audience that is technical/operational, but not necessarily knowledgeable of ICT issues.



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5. Reporting

- The consultant is expected to prepare an action plan for her/his planned works and produce a quarterly report reflecting its performances. Reports should be concise and professionally written supported with the necessary appendices, tables, charts. All reports must be addressed to State Minister.

6. DURATION OF THE ASSIGNMENT

- The duration of the assignment/service is for one year (renewable). Renewal of contract for additional year(s) will be subject to satisfactory performance of the Consultant evaluated yearly.

II. Salary

Negotiable and attractive

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