



**REPUBLIC OF MALAWI
MINISTRY OF WATER AND SANITATION**

**TERMS OF REFERENCE
REQUEST FOR PROPOSAL FOR THE DOCUMENTATION
AND PUBLICATION OF SUCCESS STORIES AND
ACHIEVEMENTS FOR THE MINISTRY OF WATER AND
SANITATION**

MINISTRY OF WATER AND SANITATION

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LILONGWE 3

FEBRUARY, 2025

1.0. Introduction and Background

The Government of Malawi recognises the important role that the water sector plays in the sustainable socio-economic development of the country. The Ministry of Water and Sanitation envisions the provision of Water and sanitation services for all, always. The sector has direct linkages with agriculture, industrial development, health, tourism, energy generation, fisheries, forestry and other socio-economic productive sectors. As such, sustainable development, utilization, conservation and management of water resources are taken as important aspect in the national development agenda which requires supportive policies and legislation. The overall goal of the National Water Policy is to promote sustainable development and management of water resources in order to provide water of sufficient quantities and acceptable quality for multipurpose use and provision of potable water supply and waterborne sanitation services for socio economic development while enhancing the country's natural ecosystems. As such, the Ministry of Water and Sanitation is mandated to provide policy and technical oversight on all matters related to Water and Sanitation.

2.0. Rationale for Assignment

The Ministry of Water and Sanitation has been undertaking several interventions and projects in Water, Sanitation and Hygiene (WaSH). The interventions have been undertaken through the Departments and Agencies (DAs) in both rural and urban areas across Malawi. These interventions and projects have been undertaken with support from government through development budget, donors and International Development Cooperations in form of grants or soft loans and commercial loans from commercial banks. These interventions and projects have positively and greatly impacted on Malawians across the country. It is imperative to indicate that these success stories and achievements have not been made public to different stakeholders

across the space. It is against this background that, to enhance publicity of success stories and sector achievements, the Ministry of water and sanitation is seeking the services of a media institution to document and publicize success stories and achievements emanating from different interventions and projects implemented through the MDAs.

3.0. Scope of the Assignment

The primary objective of the assignment is to document and publicise success stories and achievements of the Ministry of Water and Sanitation implemented through departments and agencies under the ministry. The documentation will be in a form of digital media products: short audio and visual documentaries targeting different type of audiences at national, regional, district and community levels. The digital media products ought to be relevant to the applicable context. The following interventions and project outcomes will be the basis for the development of digital media products:

A. Northern Region Water Board (NRWB):

Under NRW, the following interventions and projects will be considered:

a) Nkhata Bay Town Water Supply and Sanitation Project:

Through this commissioned project, NRW constructed of a treatment plant, storage tank and laying out a water supply pipe line to connect communities to clean piped water. This project has benefited 105,000 people. The storage tank, named Maria Gorette, has a total capacity of 5,000M³ and is the biggest tank in the Northern Region. The project also had a sanitation component, the solid waste management site and liquid waste treatment plant including 23 public toilets, which were handed over to Nkhatabay District Council to manage. This project was co-financed by African Development Bank (AfDB), OPEC Fund and the Malawi Government (GoM) at a total cost of US\$30.55 million.

b) Malawi Northern Region Water Board (NRWB) Water Efficiency Project:

The NRWB completed the Water Efficiency Project benefiting at least 50,000 residents of Mzuzu City, Chintheche Town and Ekwendeni Town through improved access to clean water and sanitation. The project involved rehabilitation and expansion of the existing water supply systems. Currently the project has constructed Maleza elevated tank, installed 11 km and 19 km distribution network pipelines. The project was financed by the European Investment Bank with resources amounting to Euro 24.6 million.

c) Karonga Town Water Supply:

NRWB has been implementing Karonga Town Water Supply project aimed at improving access to safe water for Karonga Township. The project components included construction of Nyala tank with a capacity 4000 m³, Pusi Tank (1,000 m³) and Mlare Tank (1,000 m³). The project is also constructing booster stations at Treatment plants of Bwiba, Pusi and Mlare. The project has been funded by OPEC Fund for International Development (OFID), Arab Bank for Economic Development in Africa (BADEA) and Malawi Government. The estimated cost for the project was pegged at \$26.7 million.

d) Rumphi Water and Sanitation Project:

NRWB is implementing Rumphi Water and Sanitation Project, with financing from the African Development Bank, amounting to USD36million. The main components in this project include upgrading of the water supply system & expansion of the water distribution network to Bolero, Phwezi and Enukeni; and construction of solid and liquid waste management facilities. This is running from January 2024 to December 2027 and expected to benefit 158,800 beneficiaries.

B. Central Region Water Board (CRWB):

Central Region Water Board is implementing the Kholongo Multi-purpose Dam. The project will benefit over 173,000 people through provision of water for domestic use, irrigation and fisheries. The project will introduce a water supply system with a capacity of 40,000m³/day; an irrigation scheme covering over 1,507 hectares and two 3-ha pilot fish farms and fifty 500m² traditional fishponds. The project will also support eco-tourism activities. The project cost for Engineering, Procurement and Construction is MK60 billion.

C. Southern Region Water Board (SRWB):

Under SRWB, the following interventions will be considered:

a) Extension of Mangochi Potable Water Supply Project: SRWB has implemented the potable water supply extension project and was already commissioned. The project was aimed at increasing access to clean water and sanitation among residents of Mangochi. It involved constructing a water reservoir and a pipe network. This project is primarily benefiting communities in the areas stretching from Mpondasi all the way to Ntakatataka Turn-Off and also trading centres such as Namiasi, Maldeco, Makawa, and all holiday resorts. The project is benefitting at least 93,000 Malawians. KuWait Fund financed the project to the tune of USD 16.5 million, while the Malawi Government co-financed with MK 500 million.

b) Makanjira Water Supply Project: SRWB is implementing a water supply project benefiting 26,794 residents of Makanjira area in Mangochi district. The project shall involve construction of a water treatment plant with a capacity of treating 9,000 cubic metres per day and will be able to meet the maximum daily demand for the area.

D. Lilongwe Water Board (LWB):

Under LWB, the following interventions will be considered:

- a) *Kamuzu Dam 1 Raising*: under this Intervention Lilongwe Water Board (LWB) completed and commissioned the rehabilitation and raising of Kamuzu Dam I at Malingunde in Lilongwe by an additional seven meters which increased raw water storage capacity from 5 million cubic meters to 25 million cubic meters. This project has been implemented with financing from the European Investment Bank (EIB) amounting to 26 million Euros. Malawi Government and LWB also provided financing amounting to MK2 billion and MK 1.5 billion, respectively.
- b) *Lilongwe Drought Resilience Project*: through 15 million Euro financing from the European Investment Bank, LWB is constructing a new 50 thousand cubic meters per day capacity Water Treatment Plant. The Lilongwe Water Board is contributing K5billion from its revenues, generated from customer water bill payments towards the project. LWB's production capacity shall be increased to 175 thousand cubic meters per day.
- c) *Lilongwe Water and Sanitation Project*: LWB has been implementing the project with the aim of improving access to potable water and safely managed sanitation in Lilongwe City. Through the project, there has been rehabilitation and upgrading of 418 KM of aged pipe distribution network, rehabilitating its transmission network and constructing new clear water storage reservoirs with an additional storage capacity of 8,800 cubic meters, with new additional solar powered pump stations and creating 128 District Metered Areas for efficient management of Non-Revenue Water. LWB is further expanding its water supply network to Nanjiri, the Western By-Pass, Mpingu, Dzenza and Nalikule. It has also been implementing the Bunda Water Supply

System under the project that will ensure that communities around Malingunde, the source of its raw water, have access to potable water. In addition, Under the project, Lilongwe Water Board and Lilongwe City Council are rehabilitating 101 KM of the sewer network and upgrading the Kauma Wastewater Treatment Plant. Households in Areas 1, 15, 47 and 49 shall be connected to the sewer network. The total project financing amounts to USD147 million. The World Bank contributed USD145 million to the project with the Government of Malawi contributing USD 2 million.

E. *Blantyre Water Board (BWB):*

Under BWB, the world bank under the *Malawi Water and Sanitation Project*- with a grant of USD 145 million, is supporting the MoWS, Blantyre Water Board and Blantyre City Council in implementing the First Phase of the Malawi Water and Sanitation Project. Furthermore, there will also be a rehabilitation of the water pipe networks and also sewer line for Blantyre Water Board and Blantyre City Council, respectively. In addition, Blantyre Water Board will have a new water treatment plant to serve over 1 million residents of Blantyre City.

Generally, the consultants are expected to undertake the assignment through the following work packages:

- a) **Work Package 1: Preliminary Consultations** - The Consultant(s) is expected to hold preliminary consultations with the MoWS and waterboards to get a clear understanding of the context of the interventions and the project.
- b) **Work Package 2: Gather and generate moving picture content-** Upon getting clarity on the context of the interventions and project, the consultant is expected develop a script and shoot moving pictures

relevant and suitable for development of audio-visual or digital media products, making consideration of all relevant factors.

- c) **Work Package 3: Conduct interviews-**The consultant (s) is expected to develop a script and conduct interviews with relevant stakeholders with all factors considered at all levels.
- d) **Work Package 4: Develop digital media products-**Based on the content gathered through moving pictures and interviews conducted, the consultant (s) is expected to produce the most suitable and applicable digital media products that meet the expectations and context of the target audience at all levels
- e) **Work Package 5: Publicity-**Based on the produced digital media products, develop a publication plan and upon approval, implement the publicity plan that is suitable to the listenership and viewership of the targeted audience.
- f) **Work Package: Compendium of Achievements-** the consultant is expected to develop a compendium of achievement through digital media product and submit the same to the MoWS for approval.

4.0. Deliverables

The assignment has the following deliverables:

- i. Inception note outlining how the consultant (s) proposes to undertake the assignment
- ii. Moving Pictures Scripts
- iii. Audio script or interview guide
- iv. Draft digital media (audio and visual) products
- v. Final digital media (audio and visual) products
- vi. Publicity Plan with clear roadmap on airtime for viewership and listenership
- vii. A compendium of digital media products developed during the assignment.

5.0. Methodology

The consultant (s) is expected to propose a suitable methodology which must at least include review of relevant documents as well as in-depth and rigorous stakeholder engagements and consultations. On publicity, the consultant must propose the most suitable frequency per day that maximises the impact of viewership and listenership. The assignment is expected to be completed within 200-man days spread across a period of 6 months.

6.0. Renumeration

Renumeration for this assignment will be based on the delivery of agreeable and acceptable outputs as outlined in the previous section and will include applicable fees and reimbursables. The payment terms will be agreed during contract negotiations.

7.0. Qualification and Experience

7.1. General Experience

An institution or a consulting firm with at least 10 years proven track record of successful development of digital media products in the water and sanitation sector and must provide verifiable contact details of their referees.

The shortlisting criteria are:

- a) Experience in analysis and/or development of national water and sanitation programme.
- b) Experience in organizational and policy analysis.
- c) Experience in packaging and delivering information to different stakeholder categories
- d) In-depth knowledge of Water and Sanitation programming.
- e) Financial capacity to conduct such assignments

The core team for this assignment shall meet the requirements detailed below.

- a) Practical knowledge of the Malawian WaSH sector, a deep knowledge of international and Malawian sector policy and legislative frameworks
- b) Practical experience in the development of WaSH programming in Malawi or in other sub-Saharan countries.
- c) Familiarity with the Malawi WaSH governance system and decision-making processes.
- d) Ability to hold dialogue at high levels of government and with international partners.
- e) Fluency in spoken and written English, and all main and applicable native languages.
- f) Evidence of similar or related assignments

7.2. Requirements of The Core Team

Team Leader who shall be a Media and communication expert with at least a Master's Degree in media related field, with at least 10 years relevant experience in WaSH communication programmes.

- a) A media Policy expert with a Master degree in Media Studies and a minimum of 5 years relevant experience
- b) A media production expert with a Master's Degree in media production with a minimum of 5 years relevant experience in media production
- c) Strategic Communications Expert with at least a Master's degree in journalism/communication or Strategic Management, 5 years' experience in packaging and delivering information to different stakeholder categories.

8.0. Reporting Requirements and Other Obligations

The consultant will report to the Principal Secretary of the Ministry of Water and Sanitation.

9.0. Obligations of The Consultant

- 9.1. The consultant (s) shall provide own office space and all equipment required for the assignment
- 9.2. It shall be the responsibility of the consultant to source relevant documents and any information required from various authorities.
- 9.3. The consultant will be responsible for the payment of local taxes and duties for all goods and services including levies during execution of the project. The consultant (s) is therefore expected to liaise with Tax Authorities such as Malawi Revenue Authority, in this aspect.

10.0 Obligation of The Client

- 9.4. The Client shall ensure that all relevant information in its custody is timely available to the consultant in order to facilitate the timely, efficient and effective delivery of results. The Client, Councils and all other relevant Ministries shall make available all reports in their custody.
- 9.5. The Client shall in addition facilitate the timely collection of documentation from other stakeholders by issuing supporting letter(s) to the consultant to facilitate the process of collecting all the relevant documents and/or information.
- 9.6. Where need be the Client will facilitate the organizing of meetings between the consultant and all the relevant stakeholders.

Further information can be obtained at the address below during office hours from 8.00 to 12.00; 13.00 to 16.00 hours' local time Monday to Friday, except national public holidays) Technical and financial quotations in separate envelopes, must be submitted to the address below, in person by the 21st February, 2025 before 14.00 hours local time.

The Principal Secretary,
Ministry of Water and Sanitation
Internal Procurement and Disposal Committee
Manobec House, City Centre
Private Bag 390, Lilongwe 3