Position: Consultant – Water, Sanitation and Hygiene (WASH) Integration Specialist

Project: C-Change

Period of Performance: Maximum 50 days Level of Effort, May 25, 2011 – September 30, 2011

Place of Performance: Addis Ababa, Ethiopia

BACKGROUND

Communication for Change (C-Change) is a USAID funded program to improve the effectiveness and sustainability of communication for social and behavior change as an integral part of development efforts in health, environment, and civil society. C-Change works with global, regional, and local partners to apply communication approaches supported by evidence-based strategies, state-of-the-art training and capacity building, and cutting-edge research. The ultimate goal is the improved health and well-being of people in the developing world. For more information on C-Change, visit: www.c-changeprogram.org

Safe water, sanitation, and hygiene practices are essential for maintaining people’s health and dignity, and a growing body of literature has demonstrated that WASH practices are particularly important in programs to reduce the impact of HIV and AIDS. People living with HIV have compromised immune systems, making them more susceptible to opportunistic infections, such as diarrhea and skin diseases. Infections reduce the quality of life of people living with HIV and can speed the progression from HIV to AIDS. Diarrheal diseases also reduce the absorption of antiretroviral medicines and essential nutrients. WASH practices, such as hand washing, sanitation, and water treatment and safe storage have each been proven to reduce diarrhea rates by 30-40% in “general” populations. In addition to the negative impact on life expectancy and quality of life that diarrheal illnesses cause in HIV-infected patients, they also add significantly to the burden on caregivers in clinics and at home, and put them and other family members at risk for infection.

WASH practices also help to prevent caregivers and other household members from contracting water-related diarrheal diseases. A healthier and stronger household is more economically and socially viable and resilient in the face of the challenges of HIV. Despite the clear benefits of WASH practices, meeting the WASH needs of PLHIV is an enormous challenge. The people with the greatest needs are often available to solve problems in sustainable ways. WASH practices benefit everyone, and integrating WASH into HIV programs provides additional opportunities and resources to improve overall public health outcomes.

The Personal Services Contractor (PSC) shall serve as C-Change’s technical point of contact in Ethiopia for integrating safe water, hygiene and sanitation into HIV programs, nutrition, preventing mother-to-child transmission (PMTCT)/ANC, orphans and vulnerable children (OVC) and other program areas.

SPECIFIC TASKS

The Consultant/PSC shall:

1. Organize and maintain an Addis-based Community of Practice for HIV Community Service Organizations, first beginning with home-based care organizations having participated in the past COP organized by
USAID/HIP, and then expand it to include organizations including programming for orphans and vulnerable children (OVC).

2. Organize and facilitate monthly meetings of the COP, generating reminder communications as well as notes from each meeting.

3. Serve on the National WASH-HIV Integration Task Force, providing technical input to the final version of National Guidelines for Integrating WASH into HIV Programs, and any training documents and job aids.

4. Attend monthly meetings of the WASH movement to keep abreast of activities and priorities of WASH partners, and identify areas for C CHANGE/WASHplus to collaborate and integrate WASH.

5. Further disseminate HIV-WASH integration materials produced by USAID/HIP to other Government of Ethiopia, USAID/PEPFAR partners, and other organizations working in HIV, Nutrition, ANC/PMTCT, OVC or other focal areas open to integration of WASH.

6. Identify opportunities to trainer trainers in HIV and other organizations in WASH integration and behavior change techniques to negotiate improved WASH practice in homes, OVC centers, schools or other integration opportunities.

7. Maintain orderly inventory (physical and electronic record) of training materials and job aids produced by USAID/HIP.

DEliverables

The expected deliverables would be:

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<tr>
<th>Deliverables</th>
<th>Due Date</th>
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<tr>
<td>Weekly informal reports on activities and opportunities via email</td>
<td>weekly, due each Tuesday of the following week</td>
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<tr>
<td>List of opportunities for integrating WASH and HIV in OVC, PMTCT, HBC, ANC, nutrition and other technical areas and forums</td>
<td>One month after hire, with updates as needed</td>
</tr>
<tr>
<td>Monthly reports with record of activities, # of organizations belonging to COP, numbers of trainings supported, # and type of meetings attended, # and type of materials distributed.</td>
<td>Monthly, due the 5th of each month</td>
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<tr>
<td>Electronic and hard copy of all materials reviewed and revised to integrate WASH</td>
<td>Monthly as applicable</td>
</tr>
<tr>
<td>Quarterly Report</td>
<td>July 8, 2011</td>
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<tr>
<td>Final Report summarizing the activity – successes, challenges, opportunities</td>
<td>September 30, 2011</td>
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REquired skills and qualifications

- Minimum of bachelor’s degree in public health, sanitation, environmental health, or relevant field.
- Extensive knowledge of evidence-based approaches to improve health behaviors in general and WASH practice in particular.
- Familiarity with WASH organizations as well as HIV service organizations.
- At least 2 years collective experience as a technical advisor.
• Contributor to national technical and/or programming guidelines, behavior change communication materials, job aids and capacity building materials.
• Experienced trainer and experience in building capacity of trainers (ToT) and supportive supervision to assure quality roll-out.
• Solid verbal and written communication skills.
• Fluent in English and Amharic.
• High quality standards, ability to produce quality materials according to agreements and deadlines.

Interested candidates should please send CV/resume plus the following information summarized in bullet or other abbreviated format:

• Specific WASH background and work experience (abbreviated)
• Other relevant HIV, nutrition, school work experience that demonstrates skills and networks
• List of relevant publications (including program materials) in the technical areas or general training materials for which you have been a ‘significant’ contributor.
• Availability
• Two references
• Complete and sign 1420 biodata form

Interested applicants should send their resume with a cover letter that includes their daily rate or fixed price, based on rate history provided in the biodata form, to the attention of Yudaya Mawanda, Senior Program Associate for C-Change. E-mail to: ymawanda@aed.org and CC: Julia Rosenbaum jrosenba@aed.org no later than 5:00 PM EST on May 23, 2011.

Please DO NOT attach copies of workshop or other training certificates, although candidates are welcome/invited to list such workshops as part of their CVs.

Applicants are responsible for review of the terms and conditions described below and in the award template attached.

Applicants must provide full, accurate and complete information as required by this solicitation and its attachments.

Disclaimers and AED Protection Clauses

• AED may cancel solicitation and not award
• AED may reject any or all responses received
• Issuance of solicitation does not constitute award commitment by AED
• AED reserves the right to disqualify any applicant based on applicant’s failure to follow solicitation instructions
• AED will not compensate applicants for responses to this solicitation
• AED reserves the right to issue award based on initial evaluation of offers without further discussion
• AED may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
• AED reserves the right to waive minor deficiencies that can be corrected prior to award determination to promote competition

Personal Services Contractor Terms and Conditions

I. Personal Services

It is agreed by both AED and the Personal Services Contractor (PSC) that this Work Scope relies upon the particular skills possessed by PSC and that the work assigned to PSC relies upon those specific skills possessed by PSC. Therefore, unless otherwise approved by AED, any attempt by PSC to sell, assign or otherwise transfer to a third party any of PSC’s obligations under this Work Scope shall be deemed a termination by PSC under Section IV of this Work Scope.

II. Relationship of The Parties

a) Independent Contractor. The relationship of AED and PSC established by this Work Scope is that of independent contractor, and nothing contained in this Work Scope shall be construed to (a) give either party the power to direct or control the day-to-day activities of the other, or (b) constitute the parties as partners, joint venturers, co-owners or otherwise as participants in a joint understanding. Accordingly, PSC shall be responsible for the payment of all taxes arising out of PSC’s activities in accordance with the Work Scope, including, by way of illustration but not limitation, federal, state, and local income tax, social security tax, unemployment insurance taxes, and any other taxes or business license fees as required. PSC represents and warrants that no payment is due or shall become due to any third party (other than as set forth above) in connection with PSC’s performance of services pursuant to this Work Scope. PSC shall be solely responsible for, and shall indemnify and hold AED free and harmless from any and all claims, damages or causes of actions (including AED’s reasonable attorneys’ fees) arising out of the acts of PSC.

b) Work Product Presumptive Academy Property. All writings, books, articles, artwork, computer programs, databases, source and object codes, and other material of any nature whatsoever that is subject to copyright protection and reduced to tangible form in whole or in part by PSC in the course of PSC’s service to AED shall be considered a work made for hire, or otherwise, and therefore AED’s property. During this Work Scope and thereafter, PSC agrees to take all actions and execute any documents that AED may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (all related expenses to be borne by AED). PSC shall identify all materials in which PSC intends to exempt from this provision prior to the use or development of such materials.

c) Scope of Agency. PSC shall have no power to sign AED’s name to any Work Scope or otherwise bind AED. PSC shall identify herself / himself as a PSC of AED when making contact with AED’s clients or others, as may be required in the performance of service under this Work Scope.

d) Rights, Privileges, or Benefits. PSC is appointed to serve as an independent contractor, and is not an employee of AED. Accordingly, PSC expressly agrees for PSC and PSC’s successors, assigns and heirs that PSC is not entitled to receive any rights, privileges, or benefits from AED except as provided herein, and PSC hereby waives any claims to benefits provided to employees of AED expressly.
e) **Conflict of Interest.** PSC shall not accept for PSC’s own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Work Scope or the discharge of PSC’s duties. PSC shall not engage in any business or professional activities, directly or indirectly, that would conflict with the activities assigned under this Work Scope or any expected or anticipated future activities. PSC shall immediately report any potential or suspected violations of this requirement to AED.

f) **Nondisclosure and Indemnification.** As PSC’s work may involve access to and use of confidential information, PSC acknowledges that AED’s Proprietary Information which was developed by AED with considerable effort and expense is unique, confidential, and constitutes the exclusive property of the AED. PSC also acknowledges that an integral part of AED’s business involves the receipt of confidential Client Information. PSC further acknowledges that any unauthorized use of the Proprietary Information or the Client Information by PSC, or any disclosure of the same to any third parties, would be wrongful and would cause irreparable injury to the AED and/or its Clients. Accordingly, PSC covenants and agrees that, for the period of her/his access to such information and thereafter, she/he will (i) hold the Proprietary Information and the Client Information in strictest confidence, (ii) not disclose such information to any person, firm, corporation or other entity, and (iii) not use such information for any purpose not expressly authorized by AED. PSC also agrees that upon request she/he shall return all business records and other information in her/his possession or control that in any way relates to AED, AED’s Proprietary Information, or the Client Information. PSC agrees to indemnify and hold AED harmless from any loss, claim or damages, including attorneys’ fees and costs, arising out of or relating to any willful or grossly negligent unauthorized disclosure or use of AED’s Proprietary Information or the Client Information by PSC.

III. **Fees and Expenses**

a) PSC shall be compensated for the services performed and/or materials delivered according to the agreed fee(s) in the designated currency provided in the Work Scope. During performance of the work, PSC shall be entitled to receive payments against the established fee on either i) a daily (“day” is defined as an 8 hour equivalent work period, with less or more than 8 hours paid on a proportionate basis) rate basis for work performed up to a maximum number of days to complete performance or ii) on a fixed fee basis for completion and delivery of specific activities and deliverables. **FEE PAYMENT REQUESTS MUST BE SUBMITTED NOT LATER THAN THREE (3) MONTHS AFTER THE MONTH IN WHICH THE WORK WAS PERFORMED.**

b) PSC shall be reimbursed for authorized expenses incurred. Reimbursement of expenses shall not exceed the amount stated in the Work Scope. Requests for reimbursement for all amounts over fifty dollars ($50.00) must be accompanied by a receipt. **EXPENSE REQUESTS SHALL BE SUBMITTED NOT LATER THAN TWO (2) MONTHS AFTER THE MONTH IN WHICH THE EXPENSES WERE INCURRED OR NOT MORE THAN THIRTY (30) DAYS AFTER RETURN FROM TRAVEL, WHICHEVER IS LATER.**

c) PSC may submit requests for fees and/or expenses reimbursement on a semi-monthly basis. Payment of fees and expenses is based on satisfactory performance and subject to AED technical director acceptance of services and/or deliverables provided. Any outstanding travel or other advances will be deducted from fee payment requests. Requests for fees/expenses shall be submitted on the appropriate AED form.
d) Unless otherwise required by host country laws, no taxes of any kind will be withheld from your payment. Taxes are the sole responsibility of PSC.

IV. Termination

This Work Scope may be terminated by either party for the following reasons:

a) By PSC. PSC may, without cause, terminate this Work Scope with not less than thirty (30) days written notice delivered or sent to AED.

b) By AED. This Work Scope, in whole or part, may be terminated at any time prior to the scheduled termination or completion date, upon written notice, by the designated representative(s) of AED for:

Termination for Cause: This Work Scope may be terminated for cause, which shall be effective upon delivery of notice to PSC’s place of residence or place of business. For the purposes of this subsection, cause shall mean PSC’s misconduct, failure to provide contracted services, commission of any unlawful act, or other reasons within the control of the PSC. Under termination for reasons stated in this subsection, AED shall determine the amount of PSC’s fee, if any, that is payable for those services.

Termination for Convenience: This Work Scope may be terminated for convenience, which shall be effective upon PSC’s receipt of notice of termination. For purposes of this subsection, convenience shall mean i) the discontinuance of AED client funding, ii) events causing an impossibility or impracticability of performance, or iii) other changes in AED’s program direction. For termination for reasons stated in this subsection, PSC shall be reimbursed for time worked prior to the date of termination, travel time back to the PSC’s home immediately following termination of activities as directed, expenses documented in accordance with paragraph IV.b, and for any time approved for the preparation of any reports.

V. Special Provisions

a) Governing Law. This Work Scope shall be governed by and construed in accordance with the laws of the host country where work is performed and PSC shall be solely responsible for compliance with all applicable laws and regulations of the host country and any other designated third country assignment(s).

b) Corrupt Practices and Gratuities. PSC represents and warrants that she/he will comply with all applicable local, national, foreign laws and regulations pertaining to performance of obligations under this Work Scope. In particular and without limitation, PSC shall not act in any fashion or take any action that will render AED liable for a violation of the U.S. Foreign Corrupt Practices Act ("FCPA"), which prohibits the offering, giving or promising to offer or give, directly or indirectly, money or anything of value to any official of a government, political party or instrumentality to assist PSC or AED in obtaining or retaining business or in carrying out the Services. Additionally, PSC agrees not to receive or accept any payments or other benefits from any parties associated with the performance of work required under this Work Scope. PSC agrees failure to comply with the FCPA and/or receipt of payment or other benefits could compromise the integrity of the work performed and therefore AED would have the right to terminate this Work Scope and request a refund of fees paid for such work.
c) **Dual Compensation.** PSC hereby certifies and agrees that receipt of compensation for services to be provided under this Work Scope shall not constitute dual compensation or compensation from sources other than AED for the same work to be performed by PSC for AED.

d) **Terrorism E.O. 13224:** PSC agrees and certifies that PSC is not in violation of and will take all necessary actions to comply with Executive Order No. 13224 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism. (E.O. 13224 text provided and also available at: http://www.treas.gov/offices/enforcement/ofac/programs/terror/terror.pdf and http://treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf

e) **Defense Base Act:** If applicable, PSC shall be required to and responsible for securing DBA coverage in accordance with 42 USC § 1651 et seq. Additional information can be found at http://www.dol.gov/owcp/dlhwc/lfdb.htm.
**CONTRACTOR PERSONNEL BIOGRAPHICAL DATA SHEET**

1. **Applicant/Employee Name** (Last, First, Middle)  
   Academy for Educational Development

2. **Contractor’s Name**

3. **Applicant/Employee Address**

4. **Contract No.**

5. **Position Under Contract**

6. **Proposed Salary**  
   (in local currency)

7. **Proposed Salary**  
   (in dollars for budget purposes)

8. **Telephone Number**

9. **Place of Birth**

10. **Citizenship**

11. **Country of Assignment/Hiring**

12. **Duration of Assignment/Employment**

13. **EDUCATION** (include all college or university degrees)

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<tr>
<th>NAME AND LOCATION OF INSTITUTION</th>
<th>MAJOR</th>
<th>DEGREE</th>
<th>YEAR</th>
<th>LANGUAGE</th>
<th>Proficiency Speaking</th>
<th>Proficiency Reading</th>
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14. **LANGUAGE PROFICIENCY**  
   (See instructions on reverse)

15. **Salary**: Net ___ Gross ___

16. **Employment Period/Salary**:  
   (most recent first/in currency paid)

Give last three (3) years. List salaries separate for each year. Continue on separate page if necessary.

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<th>From</th>
<th>To</th>
<th>Amount</th>
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17. **SPECIFIC CONSULTANT SERVICES** (give last three (3) years)

<table>
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<tr>
<th>SERVICES PERFORMED</th>
<th>COMPANY’S NAME AND ADDRESS</th>
<th>POINT OF CONTACT &amp; TELEPHONE #</th>
<th>Dates of Service (MM/DD/YY)</th>
<th>Daily Rate (in local Currency)</th>
<th>Days at Rate</th>
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18. **CERTIFICATION**: To the best of my knowledge the above facts as stated are true and correct.

Signature of Applicant/Employee  
Date

19. **CONTRACTOR’S CERTIFICATION**: (To be signed by responsible representative of Contractor)

Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.

Signature of Contractor’s Representative  
Date
**INSTRUCTIONS**

Applicant/Employee to complete blocks 1, 3, 8-10, 13-17 and sign block 18.

Indicate your language proficiency in block 14 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability. For more in depth description of the levels refer to USAID Handbook 28.

<table>
<thead>
<tr>
<th>Level</th>
<th>Proficiency</th>
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| 2     | Limited working proficiency  
S       | Able to satisfy routine social demands and limited work requirements.  
R       | Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects. |
| 3     | General professional proficiency  
S       | Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.  
R       | Able to read within a normal range of speed and with almost complete comprehension. |
| 4     | Advanced professional proficiency  
S       | Able to use the language fluently and accurately on all levels.  
R       | Nearly native ability to read and understand extremely difficult or abstract prose, colloquialisms and slang. |
| 5     | Functional native proficiency  
S       | Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker.  
R       | Reading proficiency is functionally equivalent to that of the well-educated native reader. |

**PAPERWORK REDUCTION ACT INFORMATION**

The information requested by this form is necessary for prudent management and administration of public funds under USAID contracts. The information helps USAID estimate overseas logistic support and allowances; the educational information provides an indication of qualifications; the salary information is used as a means of cost monitoring and to help determine reasonableness of proposed salary.

**PAPERWORK REDUCTION ACT NOTICE**

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Office of Management and Budget  
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