



TERMS OF REFERENCE

Review of O&M (Operation & Maintenance) models for small scale infrastructure and development of O&M guide

1. General Background

The Public Service Provision Improvement Program in Agriculture and Rural Development (PSARD) is funded by the Swiss Agency for Development and Cooperation and is being implemented by People's Committees of Hoa Binh and Cao Bang Provinces with the participation of Departments of Agriculture and Rural Development (DARD), Departments of Planning and Investments (DPI), Department of Finance (DoF), District People's Committees and Commune People's Committees (DPCs & CPCs) in two provinces of Hoa Binh and Cao Bang. HELVETAS Swiss Intercooperation is providing technical assistance to the implementation of the program.

The overall objective of the PSARD program is to contribute to province- and district-wide mainstreaming of participatory local planning, financial decentralization and improved public service delivery in agriculture, in order to reduce poverty and improve livelihoods in disadvantaged areas of Hoa Binh and Cao Bang provinces.

The PSARD program has three major activities:

- SEDP: Comprehensive and need-based Commune and District Socio Economic Development Plans (SEDP) follow a province-wide standard and are binding for all local development activities.
- CDF: Commune Development Funds (CDF) provide resources for essential small-scale infrastructure and agricultural improvements and serve as learning ground for proficient commune-level project planning and implementation.
- FFS: The Farmer Field School (FFS) approach is institutionalized and applied as standard extension method in the whole Province.

One of the main achievements of PSARD after 3 years of implementation is that Commune Development Funds have been utilized to construct 848 pieces of small scale infrastructure serving people's livelihoods with almost 300,000 beneficiaries in Cao Bang and Hoa Binh.

The mid-term review of PSARD held in 2013 noted that although more than 800 new pieces of infrastructure have been supported by the current phase of PSARD, there are still very few O&M structures which have been developed to ensure the ongoing operation of the infrastructure in both provinces.

Accordingly, the mid-term review recommended that "PSARD should support communes and villages in both provinces by introducing a variety of approaches for O&M in irrigation and other infrastructure investments, supporting villages to identify the most appropriate approach for their circumstances".

2. Objective of the consultancy

In order to implement the recommendation of the mid-term review, the objective of this consultancy is that communes and villages will have access to well researched and appropriate information to

enable them to identify the best O&M approach to ensure sustainability of their small scale infrastructure.

3. Expected outputs of the consultancy

The consultancy has two expected outputs. The first output is a review report outlining relevant models of O&M for small scale infrastructure undertaken in Vietnam, drawing lessons learned and best practices from those reviewed models. Based on the findings of the review, the second output is the text for a concise and useful step-by-step guide booklet for communes and villages to implement appropriate models of O&M for their small scale infrastructure.

4. Tasks & Responsibilities of the consultant

- Conduct a desk review of existing models of O&M for small scale infrastructure implemented in Vietnam. The review should cover a variety of relevant small scale infrastructure types (including rural roads, irrigation canals and clean water supply systems) and a variety of different O&M systems.
- As part of the review process, conduct fieldwork in both Cao Bang and Hoa Binh provinces to identify what O&M models are already utilized in the provinces and the relevant positive experiences and lessons learned from those existing O&M models.
- Prepare a concise review report which should highlight positive and negative aspects of various models and analyze which models are appropriate for various situations and infrastructure types.
- Based on the results of the desk review prepare text inputs for a concise and useful step-by-step guide booklet for communes and villages to implement appropriate models of O&M for their small scale infrastructure. The step-by-step guide will include graphics and text so the consultant should also provide some guidance and direction for the graphic artist working on the guide.

5. Requirements for the consultant

- ✓ Master degree or higher in relevant field
- ✓ Experienced in research on small scale infrastructure and O&M systems in the Vietnamese context

6. Timeframe

No	Work items	No. days
1	Discussion with PSARD team and preparation for desk review	2
2	Conduct desk review of O&M models for small scale infrastructure	5
3	Conduct fieldwork in Hoa Binh and Cao Bang	10
4	Prepare draft review report	4
5	Revise review report based on PSARD comments	1
6	Discussion with PSARD team and graphic artist on content and requirements for step-by-step guide	2
7	Prepare draft content for step-by-step guide	4
8	Revise step-by-step guide based on PSARD comments	2
	Total	30

Interested consultants should submit a CV, a brief technical proposal outlining proposed approach to the assignment and an indicative budget.

Deadline for submission is **1st June 2014** to
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