

CONNECT

Sharing local and regional governments' expertise worldwide

Terms of Reference 2017 – Ghana - 001

Environmental Health and Sanitation Agona West Municipal Assembly

Core information of the requested exchange	
Title	Agona West Municipal Assembly, Agona Swedru, Central Region, Republic of Ghana – Sanitation
Recipient department	Environmental Health and Sanitation Unit
Name of contact person and department of LRG requested exchange	<p>Ishmael Nana Ogyefo, Municipal Coordinating Director at the Central Administration</p> <p>Address: P O Box 46 Agona Swedru</p> <p>0244759148 / 0200681866</p> <p>ishmaelogyefo@yahoo.com</p>
Period of the proposed exchange	March / April 2017
Basic information on the Local Authority	<p>The Agona West Municipal Assembly is located in the South of Ghana, not far from Accra. The municipality has an estimated population of 115,358 people.</p> <p>(website: http://awma.gov.gh/)</p>
Objective of the exchange	<p>The exchange aims to:</p> <ul style="list-style-type: none">- Bring together all the relevant stakeholders in the field of sanitation management- Exchange knowledge and ideas about modern methods of sanitation management.- Review the current District Environmental Sanitation Strategies and Action Plan (DESSAP)- Improve the management and leadership skills of the people in charge of the management, development and implementation of the sanitation strategies.- Improve the communication skills of the people working with the communities.- Technical assistance on (increasing) financial resources
Expected results of the exchange	<ul style="list-style-type: none">- The environmental health and sanitation strategy is more inclusive, concrete and realistic and can incorporate lessons learned from European partner.- Identification of areas to improve revenue generation of the Municipal Assembly.- Improved management, leadership and communication skills.

Background information of the applicant	
Number of people and their position in the department directly involved in the exchange	Municipal Chief Executive (1) Municipal Coordinating Director (1) Municipal Development Planning Officer (1) Municipal Environmental Health Officer (1) Assistant Director in charge of social services (1) Environmental Health Officers & Assistants (16)
Reason for requesting the exchange	The Municipal Assembly is looking for a partner who will be assisting Agona West Municipal Assembly with technical support that aims to further develop the sanitation strategy and to improve the management skills of the people involved in drafting and implementing the strategy.
Specific challenge to be addressed during the exchange	The main challenges of the Agona West Municipal Assembly is sanitation management. There is a District Environmental Sanitation Strategies and Action Plan DESSAP, however, the municipality faces difficulties when it comes to the development, implementation and finding financial resources.
Relevance of the objective	The vision of the Assembly is to become a well developed Municipality that provides and facilitates excellent services to its people to ensure improvement in the quality of life of the people. The application would also help the Assembly to achieve its objectives in developing a clear and nationally accepted vision of environmental sanitation as an essential social service and a major determinant for improving health and quality of life.
Other related initiatives	<ul style="list-style-type: none"> - The Community Water and Sanitation Agency, Ghana, is collaborating with the Municipal Assembly to help improve access to potable water. - The Environmental Health Unit of the Assembly had trained Environmental Health Officers in respect of the Community Led Total Sanitation (CLTS) concept. - National Sanitation Day clean-up exercise instituted as a way of involving the communities in keeping the communities clean. - Hygiene education on the use of household latrine.
Additional documents added: <ul style="list-style-type: none"> • DESSAP 2010-2015 	

Outline of the requested exchange	
Mode of the exchange	<input checked="" type="checkbox"/> Expert Assignment <input type="checkbox"/> Round Table Expert Meeting <input type="checkbox"/> Temporary Work Placement

	<input type="checkbox"/> Group Exposure Visit
Relevant policy field	Sanitation
Preferred roles to take up	<input type="checkbox"/> Counsellor <input type="checkbox"/> Coach <input type="checkbox"/> Partner <input checked="" type="checkbox"/> Facilitator <input type="checkbox"/> Teacher <input type="checkbox"/> Modeler <input type="checkbox"/> Reflective Observer <input checked="" type="checkbox"/> Technical Advisor <input checked="" type="checkbox"/> Hands-on Expert
Demanded expertise	<p>A support mission to the Municipal Assembly will involve two experts from Europe, notably:</p> <ol style="list-style-type: none"> 1. Water and Sanitation expert with ample experience in local government 2. Behavioral change expert with good eye on organizational development
Activities to be performed during exchange	<ol style="list-style-type: none"> 1. A three-day meeting about the current sanitation strategy (including the DESSAP). The group consists of district leaders, municipal leaders and traditional leaders. The following documents and issues will be discussed: DESSAP, other municipal or district strategies/documents on sanitation, main challenges and opportunities regarding the implementation of the DESSAP, a workshop on modern methods of sanitation management and community-led total sanitation (CLTS) facilitation techniques, identifying the main challenges and opportunities regarding the implementation of the strategy. (3 days) 2. Training on drafting a concrete and realistic action plan. (1 day) 3. Workshop on project management and leadership. (1 day) 4. Workshop on communication and group dynamics. This workshop targets the people responsible for communicating the action plan to local communities will gain expertise about communication styles and the theory of change. In the end of the workshop, all the participants of the workshop will identify the different stakeholders of the particular community they have to approach. (2 days) 5. Workshop on financial resources. This workshop targets the persons that are in charge of managing the financial resources. In the workshop the group scrutinizes the financial flows of the past three years and indicates the main institutes and organizations from which the resources stem from. Subsequently, the participants look into new funds and follow a training on workshop on how to fill out an application. In the end,

	the participants formulate a financial plan, budget plan and a funding strategy. (2 days)
Outputs	<ol style="list-style-type: none"> 1. An elaborate report on the three-day meeting. 2. A concrete and realistic action plan. 3. The persons responsible for the development and implementation of the strategy improved their management and leadership skills. 4. The persons responsible for communication of the action plan to the local communities will improve their understanding about group dynamics. Moreover, for each community involved an action plan, including all the stakeholders, opportunities and challenges, is developed. 5. A financial plan, a budget plan and fund-application plan that will lead the people responsible for financial resources for the year 2017.
Indicators of success of the exchange	<ul style="list-style-type: none"> - The extent to which the participants of the meeting reflect the municipal community as a whole. - The extent to which the action laid down in the action plan are assigned to one particular team or person.
Approximate number of working days and planning	<p>Project preparation – 2 working days</p> <p>Project implementation – 2 * 8 working days</p> <p>Evaluation - 2 working days</p> <p>For 2 persons the level of effort is determined to be 20 working days</p>

Financial support and contract	
Financial support CONNECT	<p>CONNECT will cover the following costs of the activity:</p> <ul style="list-style-type: none"> - Return flights based on economy class - Compensation for working days @ €200 per day when abroad - DSA according to http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems_en for all days when abroad - Costs for translation - Costs for local consultants - Costs for transportation - Costs for VISA and prophylaxis
Contract	A contract will be signed between VNG International and the European local and or regional authority that will detail all contractual obligations