



TERMS OF REFERENCE (ToR) for Consultancy Services for Capacity Needs Assessment of the National Technical Working Group (NTWG) on Climate-Resilient WASH in Nigeria

1. Background

Nigeria is increasingly experiencing the impacts of climate change, including flooding, droughts, and water stress, which directly affect Water, Sanitation and Hygiene (WASH) service delivery systems. It becomes critical for climate resilience to be integrated into WASH services for the achievement of sustainable development outcomes.

Nigeria's commitments under the Nationally Determined Contributions (NDC 3.0) and the National Adaptation Plan (NAP) emphasize the need for strengthened institutional capacity, coordination, and financing to deliver climate-resilient infrastructure and services.

The National Technical Working Group (NTWG) on Climate-Resilient WASH plays a central role in driving policy alignment, technical guidance, and implementation support. However, there is limited structured understanding of the group's current capacity to mobilize and access climate finance, design bankable WASH-climate projects, coordinate multi-sectoral implementation, and monitor and report climate adaptation outcomes

As noted by the United Nations Development Programme, "capacity development is the engine of sustainable development, enabling institutions to deliver on climate commitments effectively." Similarly, the Organisation for Economic Co-operation and Development highlights that "closing the capacity gap is fundamental to unlocking climate finance and ensuring effective policy implementation."

In this context, a comprehensive capacity needs assessment is required to inform targeted interventions that will strengthen the NTWG's ability to effectively to attract financing and implement climate-resilient WASH initiatives in line with national priorities.



2. Objective of the Assessment

1. To assess the institutional, technical, and operational capacity of the members of the NTWG on Climate-Resilient WASH and develop a capacity strengthening roadmap to enhance its effectiveness in mainstreaming WASH into climate action
2. Evaluate current capacity and level of knowledge of climate resilience and its applications to WASH systems, policies, planning and models operations
3. Establish NTWG members capacity and readiness to contribute to the implementation of National Climate Adaptation strategies such as the NDC 3.0 and NAP priorities.
4. Assess readiness for accessing climate finance mechanisms (e.g., GCF, Adaptation Fund).
5. Develop a capacity development plan and implementation roadmap for the NTWG climate resilient WASH

2. Scope of Work

The consultant will undertake, but not be limited to, the following tasks:

S/N	Phases	Activities Involved	Timeline ⁱ
1	Inception Phase	Review relevant documents (NDC 3.0, NAP, WASH policies, sector strategies) Develop an inception report including methodology, tools, and workplan	0-7days
2	Capacity Assessment	Conduct institutional and organizational capacity assessment of NTWG members using Capacity Assessment Framework (CAF), SWOT and stakeholder analysis. Assess capacity across Climate finance mobilization, Project development and bankability, Policy coordination and governance, Monitoring, reporting, and verification (MRV)	7-14 days
3	Stakeholder Consultations	Conduct key informant interviews (KIIs) and focus group discussions (FGDs)	10 days



		Engage government ministries, development partners, CSOs, and private sector actors	
4	Gap Analysis	Identify capacity gaps at individual, institutional, and systemic levels Benchmark against international best practices	5days
5	Development of Capacity Strengthening Plan	Develop a comprehensive, costed capacity development strategy, including Training modules, Institutional strengthening actions, Financing access strategies, Partnerships and coordination mechanisms	3days
6	Validation and Final Reporting	Facilitate validation workshop with key stakeholders Incorporate feedback and submit final report	3 days (Total of 35 working days for LOE)

4. Methodology

The consultant is expected to adopt a participatory and mixed-methods approach, combining, Desk review, Surveys and structured assessment tools, Interviews and stakeholder consultations, Comparative benchmarking. As emphasized by the World Bank that, “effective capacity building requires diagnostics that are evidence-based, country-owned, and action-oriented,” The methodology should align with global best practices.

5. Expected Outputs (Deliverables)

- i. Inception Report
- ii. Capacity Assessment Report detailing findings and analysis
- iii. Gap Analysis Report with prioritized capacity needs
- iv. Capacity Development Plan and Roadmap
- v. Validation Workshop Report
- vi. Final Consolidated Report

6. Expected Outcomes

- ✓ Improved understanding of NTWG capacity strengths and weaknesses



- ✓ Enhanced readiness to access climate finances
- ✓ Strengthened coordination and institutional effectiveness
- ✓ Clear roadmap for implementing climate-resilient WASH interventions
- ✓ Increased alignment with NDC and NAP priorities

Ultimately, this Assessment will contribute to scaling climate-resilient WASH investments and improving service delivery outcomes in Nigeria.

7. Duration of the Assignment

The consultancy is expected to be completed within 35 working Days from the date of contract signing.

8. Reporting and Supervision

The consultant will report to the Chair of the National Technical Working Group on Climate-Resilient WASH

9. Required Qualifications

Individual Consultant / Firm

1. Advanced degree in climate change, environmental engineering, WASH, public policy, or related field
2. Demonstrable understanding of WASH, climate change, climate resilience, adaptation and mitigation issues
3. Minimum of 10 years relevant experience proven expertise in Climate finance (e.g., GCF processes), Capacity assessment and institutional strengthening, WASH and climate resilience programming
4. Demonstrated understanding of the Nigeria WASH sector and experience in climate change and action

10. Proposal submission Requirements

Interested consultants/firms must submit a Technical Proposal and a Financial Proposal as two separate documents/files, in accordance with the requirements below.



Technical Proposal

The Technical Proposal should not exceed 15 pages (excluding annexes and CVs) and must include:

- Cover letter / expression of interest, confirming availability for the full duration of the assignment.
- Understanding of the assignment, demonstrating familiarity with the ToR, NDC 3.0, NAP, and the Nigeria WASH/climate landscape.
- Proposed methodology and approach, including assessment tools (e.g., CAF, SWOT), stakeholder engagement strategy, and quality assurance measures.
- Detailed workplan and timeline, aligned with the 35-day LOE and phases described in Section 4.
- Team composition and CVs (for firms), or CV and relevant certifications (for individual consultants), clearly indicating qualifications and experience matching Section 8.
- Evidence of past performance, including at least three (3) similar assignments completed in the last five (5) years, with reference contacts.
- Company registration and statutory documents (for firms), including tax clearance certificate and certificate of incorporation, where applicable.

Financial Proposal

The Financial Proposal must be submitted as a separate document and should include:

- A detailed cost breakdown covering professional fees, travel and logistics, stakeholder consultation/workshop costs, communication, and any other relevant costs.
- Professional fees expressed as a daily/consultancy rate, multiplied by the proposed number of working days.
- All costs quoted in Nigerian Naira (NGN), inclusive of applicable taxes, and valid for at least 90 days from the submission deadline.
- A signed declaration that the quoted price represents the consultant's/firm's best and final offer.



Submission Instructions

Technical and Financial Proposals must be submitted as separate, clearly labelled files (e.g., “Technical Proposal – [Consultant/Firm Name]” and “Financial Proposal – [Consultant/Firm Name]”) to procurementng@wateraid.org on or before Friday 10th July, 2026. Late submissions will not be accepted. Proposals should be submitted in PDF format.
