

**Terms of Reference
From Data to Action
COMPASS -COLOMBIA**

**Joint Inter American Development Bank (IDB) – Swiss development agency (SECO) –
VEI project**

Position: Midterm Expert Water losses (NRW)
Location: Bogotá Colombia with missions to various parts of Colombia
Duration: 6 months in 2021

Project summary:

In September 2019 the IDB, SECO and VEI started their cooperation in the Compass Program. The Compass program consists of self-evaluations of water operators, using the Aquarating tool. Based on the score in the Aquarating tool, the operator develops an action plan for improvement, with very concrete actions to ensure/improve the sustainability of the water operator. In the Compass program we support 11 operators with formulating these action plans. The Compass program develops action plans in the following areas:

- Revenue Opportunity Water (ROW), previously known as Non Revenue Water: support to the water utility in improving the revenue stream of the produced clean water by reducing both technical and commercial losses in the operations of the company.
- Leadership/HR planning: support to the water utility in formulating clear values, mission statements and how to communicate these to the entire staff. Develop a strategic vision for the recruitment of new staff for the water utility, identifying knowledge areas that need strengthening and a prognosis of staff development due to retirement and attrition of staff.
- Asset Management/Maintenance planning: in most of the partner companies we will help develop a maintenance planning and develop an understanding why it is important to have a good maintenance plan.

The fourth area of planning depends on the potential impact for the company:

- Energy Efficiency improvement: in those companies that have high energy costs (>5% of total costs), we will evaluate the efficiency of the energetic performance and develop plans to reduce energy consumption, look for potential energy generating opportunities, and evaluate the efficiency of the used pumping stations.
- Water supply and demand planning: for the other companies we will develop a water demand forecast based on historic growth data of population and consumption per capita prognosis. We will also evaluate the production capacity and help formulate the information requirement to understand the raw water sources and their future capacity. Project outcome: for each company that qualifies for the demand and supply forecast we will deliver:
 - An analysis of the current information available in the company.
 - A basic prognosis of the future demand based on historic data and on future growth expectation for the area of supply.
 - An action plan to generate the right studies for water resources available to the operator. These can be studies into groundwater reserves, surface water availability and alternatives

for water supply. These studies will also require the expert to help our partners evaluate the risks associated with each option.

Job Specification:

- As part of the overall strategy develop NRW plans (for technical and/or commercial water losses). The Expert can also just do either commercial or technical losses if he/she lacks required knowledge/expertise.

Methods:

- The expert will closely work with the two local (VEI) employees to develop the action plans. The local VEI staff will be responsible for the follow up of the actions by the water utilities.
- Field visits to water utilities.

Outputs/reporting:

For the NRW reduction Strategy:

- Review of the current NRW strategy: baseline report: baseline report as input for Baseline Report (OP1.6a)
- Develop Action Plans to develop/improve NRW Plans: input for Project implementation Work Plans (OP1.2a) and Refined Project Budget (OP1.7a) in coordination with RPM
- Support with the development/improvement of NRW Plans

Counterparts:

The expert will closely liaise with:

- VEI: RPM, and local VEI Employees responsible for the follow up with the local partners. Interaction with the experts in the other areas
- Local partners/water utility: interaction with the staff of our partner water utility
- BID: interact with our partners at our partners organisation

Reporting to:

The expert will report to VEI's Resident Project Manager.

Logistics:

The expert will reside in Bogotá Colombia and will frequently visit our partners for up to two weeks, based in hotels close to our partner organisations.

Profile/Qualifications:

- Experienced in middle/senior management in water utilities
- Preferably experience in NRW management
- Working/education level at (Dutch) BSc/MSc/MBA level
- Preferably working knowledge of Spanish
- Excellent knowledge of English
- Excellent verbal and written communication skills
- Flexible and capable to perform in time and under the Colombian working environment

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