

Terms of Reference

Short term Consultancy for Development of Governance Framework and Coherence Component Implementation Guideline of Max- WASH II program

Nature of Consultancy

Programme/Project Title	Max WASH-II
Consultancy/Services Title	Governance Framework and Implementation Guideline
Assignment Name	Develop Governance Framework and Implementation Guideline
Consultancy Mode	National, Short term
Type of Contract	Individual/firm/organisation
Submit Application to	Faisal Ahmed
Application submission Date	20 December 2017 by 5:00PM
Mode of Selection	Competitive
Duration of Contract	From: 25 December 2017 to 25 February 2018

Background

Max Foundation (MF) aims to prevent child mortality in a most efficient and effective way. MF believes that charity profits from a business-driven approach. At Max Foundation we work with our heart and our head in order to maximise our impact: saving as many children's lives as possible. MF is a fast growing and innovative INGO and currently looking an individual consultant/firm to develop a framework, implementation guideline and training manual to implement Max-WASH II governance component.

The Max-WASH II programme is an integrated programme that puts WASH at the heart of community-led efforts to reduce levels of diarrhoea and other water-and faecal-borne diseases to contribute to better child health in the communities. The program follows on from the previous and very successfully implemented MAX WASH I program.

The Max-WASH II programme is split in two parts: part 1 focuses to continue the Max WASH I works in 22 Union parishads in Putuakhali to reach maximum levels of safe WASH practices and build sustainable business models to prevent slippage and in part 2 the working area is expanded to 40 new unions within the Blue Gold polder areas in Putuakhali, Khulna and Satkhira.

Objective of the Assignment

Objectives of this assignment are to:

- Develop implementation framework, training manuals, implementation guidelines for implementation of Max -WASH II- Project's governance and capacity building activities regarding rural and urban contexts;
- Providing specialist and technical support to Max Foundation on local governance issues;

- Design and develop effective implementation and monitoring tools for the stakeholders to monitoring the governance issues by the Local Government Institution especially by the Union Parishad and Upazila administration;
- Establish collaborative working relationships among NILG, PNGOs, LGIs and other stakeholders through effective communication, consultation and reporting;
- Develop of Governance and capacity building strategies and implementation guideline.

Scope of Work

The assigned individual/firm/organization should work closely with Joint Project Management Committee (JPMC) and Max Foundation during the development of the documents and submit the documents for approval in a timely manner. However, the consultant will perform the following activities:

- Identify WASH and HEALTH related governance issues and its cross-sector applications;
- Identify legal function of the service providers;
- Define transparency related issues, budget tracking, planning and monitoring the services of the Government of Bangladesh (GoB), local government and service providers specially focused on WASH and HEALTH services;
- Identify area of public service and financial management, legal, regulatory and policy frameworks of local government institutions of GoB;
- Identify the areas of public accountability, advocacy, and service delivery provision of GoB service providers and gender & social inclusion;
- Design and develop the capacity building strategies for the stakeholders to strengthen the governance practice;
- Develop implementation framework, training manuals, implementation guidelines for PNGOs staff and Union parishad both Bangla and English version to implementation of Max -WASH II-Project's governance and capacity building activities regarding rural and urban contexts with close collaboration with NILG, the consultant should include an acknowledgement of Director and Director General of NILG;
- The consultant/firm/organization will carry out a Rapid Appraisal methodology to identify the gap and potential framework for governance practice improvement;
- The consultant will conduct context analysis and service gap analysis of the local government institution especially Union Parishad, Upazila and District and service providing organizations at Union, Upazila and Union level;
- The consultant will conduct a rapid assessment with the grass roots stakes like CSG, WMG to identify the current governance practice;
- Before finalizing the framework, guideline and training manual the consultant/firm/organisation will organize a sharing workshop at national level with sector specialist and will incorporate the recommendations where applicable;
- Conduct need assessment to design capacity building activities for Union Parishad bodies, mentors and PNGOs staffs;

Deliverables

The following deliverable needs to be finalized by the approval of Max Foundation. The selected individual/organization has to take approval from Max Foundation of each material before performing the activities.

- A details guideline including the governance component implementation framework including implementation plan, capacity building strategies of the local government bodies and grassroots stakeholders, monitoring framework, budget tracking tools and indicators and step by step guideline to facilitate the governance component of Max-WASH II program both in Bangla and English version;
- A training manual to train Union Parishad, Water Management Group, PNGOs staffs and relevant stakeholders with the acknowledgement of NILG.
- All the materials developed should be submitted in Word, Ai and EPS format in DVD (2 Copies).

Roles and responsibilities of the Consultant and Max Foundation

The consultant will work in close collaboration with Governance and Capacity Building Specialist of Max-WASH II SRHR, Gender and Nutrition Specialist of Max-WASH II under the supervision of Senior Program Manager of Max Foundation Bangladesh Country Director. Max Foundation will facilitate and provide arrangements and support services/facilities for the work of the consultant. These include:

- Provision of hard copy of background and reference documents;
- Provide support to establish linkage with PNGOs and Max Foundation regional office at Patuakhali and Khulna;
- Facilitating contacts and meetings with relevant project area's stakeholders.

Approach and Methodology

The methodologies to be applied in this assignment will be developed by the consultant in consultation with Max Foundation, Bangladesh team. The consultant will use Rapid Assessment to identify the context, gap and potential solution to reduce the gap. The guideline and IEC/SBC materials production will be undertaken in 3 stages:

- **Stage 1-** Inception phase involves discussion with mentioned person to define the scope of work, conduct desk study, synergy with NILG, conduct Rapid Assessment. In this phase the consultant/consulting firm/organization will prepare and submit an inception report includes Rapid Assessment findings and desk review findings.
- **Stage 2-** Preparation of the draft guideline, submission to Max Foundation for comments and incorporation of comments. In this phase, after incorporating Max Foundation Bangladesh team comments, the consultant will organize a national level sharing workshop with sector specialist. Later, the consultant will incorporate sector specialist recommendations and submit second draft to Max Foundation for final comments.
- **Stage 3-** Preparation of final document and submission to Senior Program Manager, Max Foundation, Bangladesh Country Office.

Duration of Work, Place where to be Submitted

SL#	Particulars	Deadline
01.	Submission of the proposal both technical and financial	20 December 2017
02.	Selection and confirmation of successful applicant	23 December 2017
03.	Signing agreement	25 December 2017
04.	Submit Inception Report	25 January 2018
05.	Share final draft with Max Foundation	15 February 2018
06.	Finalization and Submission of word and printable EPS and Illustrator CS 11 file to Max Foundation	25 February 2018

Consultant's Profile and Qualification

- The consultant must have university degree in governance, Political Science, International Economics, Development Studies, communications, social science, or other related area;
- The consultant/firm/organisation must have experience to demonstrate experience in systematic analysis of both quantitative and qualitative information preferably Bangladesh Local Government and governance system;
- The consultant/firm/organisation must have similar type of experience with national, INGO, UN organisations;
- Displays cultural, gender, religion, race, nationality and age sensitivity.
- The consultant is required to submit one example of a Guideline/work on the subject area that the consultant has produced previously/recently when responding to the terms of reference.

Terms and conditions

- Max Foundation reserves the right to accept or reject any proposal without giving any verbal and or written rationale or whatsoever.
- Max Foundation reserves the right to monitor the quality and progress of the work during the assignment.
- Before payment, Max Foundation may review the supporting vouchers in connection with the submitted invoice.
- Failure of delivering outputs before the set deadlines may result in penalties as per the existing policies of Max Foundation.

Payment Schedule

- 35% upon signing contract
- 25 % upon submission of inception report
- Rest 40% on the final submission of all deliverables.
- The selected firm/individual will submit an invoice as per payment schedule.

Note: Tax and VAT will be deducted at source from the bills payable to the selected firm/individual. In all cases, consultants may only be paid their fees upon satisfactory completion of services. In such cases where payment of fees is to be made in a lump sum, this may only be payable upon completion of the services to Max Foundation Bangladesh Country Office to that effect, and any advance on the lump may

not exceed according to payment schedule. The rest 40% of total value of the contract, and will only be payable upon completion of the services to Foundation satisfaction and certification to that effect.

Submission of Application

Interested **Individual/Firm/ Organization** is requested to submit an electronic application to Faisal Ahmed, Governance and Capacity Building Specialist: faisal@maxfoundation.nl , no later than **20 December 2017** by 05:00pm, **late application submissions will be rejected.**

Application Package:

1. Individual/Firm/Organizational profile (not more than 3 pages)
2. Application letter explaining why the Individual/ firm/organization/ is the most suitable for the work;
3. CV of the team including team leader and copies of educational qualifications and relevant experience;
4. Financial proposal. The financial proposal shall specify a total lump sum amount breaking down the professional fee and relevant cost, if any. Attach price offer (in BDT) with electronic signature;
5. A Sample of copy previous guideline developed (electronic or hard copy is okay – both are not necessary);
6. For individual attach TIN and for firm/organization attach organization trade license/registration, VAT and TIN registration;
7. Attach your financial, technical proposal, necessary papers, CV, profile etc. as required with the mail and in one **zip folder**

NOTE: MAX FOUNDATION, BANGLADESH COUNTRY OFFICE RESERVES ALL RIGHTS TO ACCEPT OR REJECT ANY PROPOSAL OR CANCEL THIS CIRCULAR WITHOUT GIVING ANY VERBAL OR WRITTEN RATIONALE AND WHATSOEVER MORE HAPPEN IN ANY CONTEXT