

Term of References (ToR) for Hiring Short Term Consultant to Develop Healthy Village Declaration Guideline
Max Foundation, Bangladesh Country Office, Dhaka

Nature of Consultancy

Programme/Project Title	Max WASH-II
Consultancy/Services Title	Healthy Village Declaration Guideline
Assignment Name	Develop Healthy Village Declaration Guideline
Consultancy Mode	National, Short term
Type of Contract	Individual/firm/organisation
Submit Application to	MD. Irfan
Application submission Date	20 December 2017 by 5:00PM
Mode of Selection	Competitive
Duration of Contract	From: 25 December 2017 to: 15 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 implementation guideline to declare healthy village by the local government authority.

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.

To sustain the results of the Max WASH II, Max Foundation has designed a sustainability pathway which will be achieved through declaring the Healthy Village by the Local Government. To make the process effective it is important to develop a step by step guideline for the Max Foundation implementing partner NGOs and Local Government bodies. Under this assignment the consultant/firm/organization will be developed a Healthy Village deceleration process guideline according to the Max-WASH II project document and consultation with Local Government and Community Support Group(CSG) through participatory process.

Objective of the Assignment

The main objective of this assignment is to develop an easy to use guideline to **establish the healthy village approach, offering a set of activities integrated** (WASH, safe motherhood, reproductive health, and stunted growth prevention), a **process** to graduate a village; and explain how the defined activities with the process will contribute to **develop an environment** where sustainable child health

and nutrition **behavior practiced** as well as a governance system will be placed to reduce the child stunting.

Specific Objectives of the Assignment

- It is to assist and strengthen Max-WASH-II program with a practical guideline to develop the specific areas what need to be focused under the healthy village approach to create results;
- Identify the means/agents and stakes for the change, how they will be involved, what will be the theory of change for the practices to ensure healthy village in the local context;
- Identify leaders and the ways to mobilize community people, appropriate utilization of community resources for multi behavior changes related to good hygiene and health practices, safe water use, waste and excreta disposal management, child health and nutrition and SRH;
- Paint the different stages of graduation level, indicators and other affecting factors considered for final declaration of a village/community as a healthy village through mass monitoring of different stakeholders and community people, especially the local government institution, UP, and upazila administration to final endorse;
- Set the required monitoring indicators to track the health village graduation progress and evaluate the results achieved through the participatory approach;
- Extant a comprehensive intervention package what states about the course with challenges, identify probable risk and assumptions to be considered for implementing the approach with an efficient manner;
- Finally, the consultant/firm/organization will develop a comprehensive guideline both in Bangla and English version to facilitate the process by PNGOs and Local government institution especially for Union Parishad.

Scope of Work

The consultant will be taking the lead in building the implementation framework and necessary chapters for the standard and a guideline of healthy village for Max-WASH-II programme. The consultant will collect the work done by Max-WASH-I of Max Foundation and other programmes in relation with the healthy village approach implemented by other NGOs, to meet with the staffs/officials, particularly, who worked for Max WASH-I programme and implemented healthy village approach at field. However, the assigned organization/individual will have to complete the following activities as per noted below-

- Review of organizational existing documents/reports/case studies and the contents related with healthy village interferences for lessons;
- The consultant will have a synopsis on the proposal developed for Max WASH-II programme and identify the operational designs particularly what have been defined concerning the healthy village approach and its interventions;
- Gathering and reviewing relevant national international literature/ Journals/ report particularly literature/Journal/report related to the healthy village approach;
- Review of all lessons produced other national/international NGOs and development organizations who worked for healthy village especially designed for hard to reach rural areas of Bangladesh or for other countries;
- The consultant/firm/organization will conduct consultation meeting with different level stakes like Community Support Group, Union Parishad, Upazila administration, Local Entrepreneurs, Health Promotion Agent etc.
- The consultant/firm/organization will organize a national level event to share the developed guideline with the sector specialist and will incorporate the suggestions/recommendations to finalize the guideline.

The consultant will need to ensure the suggestion and feedback from MFBD are incorporated till the accomplishment of a national and international standard level guideline and share it in the meetings, if it needs, it will be for several times. The consultant will meet regularly with the concerned personnel, and Max Foundation, Bangladesh during the development of the guideline and submit the documents for approval in a timely manner.

Deliverables

- A comprehensive easy to use guideline to facilitate the healthy village process by PNGOs and Local Government bodies both in Bangla and English version;
- All the materials developed should be submitted in Word, Ai and EPS format in DVD (2 Copies)

Institutional Arrangement

The consultant will work in close collaboration with Project Manager, Max -WASH II program under the supervision of Project 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 conduct consultation meeting at least Community Support Group, PNGOs field team, Local Entrepreneurs, Health Promotion Agent, Union Parishad and Upazila administration by following the sample method. Sample must be drawn from the Max Foundation working areas. The assignment will be undertaken in 3 stages:

- **Stage 1-** Inception phase involves discussion with mentioned person to define the scope of work, conduct desk study, field level consultation and develop the details outline for guideline. In this phase the consultant/consulting firm/organization will prepare and submit an inception report includes stakeholder's consultation 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 public health, anthropology, 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 in WASH and Child nutrition sector in the of context of rural Bangladesh;
- The consultant/firm/organisation must have similar type of experience with national, INGO, UN organisations;
- The consultant/firm/organisation must have experience to work in WASH, Nutrition and SRHR sector;
- Displays cultural, gender, religion, race, nationality and age sensitivity.
- The consultant is required to submit one example of a Guideline or materials 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 MD. Irfan Project Manager, Max Foundation Bangladesh Country Office: irfan@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