

Terms of Reference

Term of References (ToR) for Hiring Short Term Consultant to develop Participatory Graduation Monitoring System for Program Stakeholders Max Foundation, Bangladesh Country Office, Dhaka

Nature of Consultancy

Programme/Project Title	Max WASH-II
Consultancy/Services Title	Graduation Monitoring System, Tools and Implementation Guideline
Assignment Name	Develop Graduation Monitoring System, Tools and Implementation Guideline
Consultancy Mode	National, Short term
Type of Contract	Individual/firm/organisation
Submit Application to	Md. Shahjahan Hossain, Senior Manager Monitoring, Evaluation and Learning (MEL)
Application submission Date	20 December 2017 by 5:00PM
Mode of Selection	Competitive
Duration of Contract	From: 25 December 2017 to: 28 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.

MF believes in community lead participatory monitoring system because this helps them (beneficiaries) to feel responsible for the community development. They can track overall progress by themselves. This system monitors progress of village/community level specific indicators for hygienic latrine use, handwashing, personal and menstrual hygiene, child hygiene and nutrition, and use of safe water for drinking until the village gets "Graduate" status and declare Healthy Village.

As to continue this approach for Max WASH II programme, a Graduation Monitoring System needs to develop to monitor community level progress by the Community Support Group(CSG) and Union parishad.

Objective of the Assignment

The main objective of the assignment is to develop participatory tools and operational guide line for graduation Monitoring both Bangla and English version to establish the system in Max WASH II programme.

Specific objectives are given below:

- It is to assist and strengthen Max WASH-II programme.
- This process leads to take positive initiatives by involving all level of stakeholders and shared decision making regarding the progress of Graduation Monitoring as community people use these participatory tools.
- The guideline will be instructed the process of graduation monitoring and make clear understanding of staff to operate the process in field level.

Scope of Work

The activities of the consultant under this assignment will cover, but not limited to the followings:

- Meet Country Director, Programme and MEL department to have a shared understanding of the objectives of the tools, guideline.
- Review Max WASH II program documents to develop Max WASH-II Graduation Monitoring System
- Consultation with village CSG, Courtyard Group, Union Parishad and Upazila administration who will involve in the graduation process and healthy village declaration to find out their requirements;
- Brainstorming meetings with Max Foundation and PNGOs staffs
- Consultation meeting with Upazila & district level stakeholders.
- Develop a methodology to capture data of behavioral change and practices of WASH.
- Tools develop by consulting and involving different level of stakeholders such as project staff, CSG/village, Union Parishad, Upazila and district.
- Review Participatory monitoring documents of International NGOs.
- National level review sharing meeting is required before finalization the system.
- Consultant/firm/organization must flexible to consider any changes in idea or methodology.

Approach on methodology

The consultant will be required to adopt methodologies that mostly combine qualitative methods and techniques. The Consultant is expected to propose his/her methodology for this assignment which should include but not limited to. The consultant/firm/organization must perform the following

- Desk review of relevant project documents;
- Field visit and discussion with project participant and partners;
- Observe on-going project activities and discussion with beneficiary groups and UPs;
- Discussion with project staffs;
- Data collection, analysis and triangulation;
- Sharing findings with the project partners and incorporating their feedback;

Deliverables

The Consultant will deliver the following outputs:

- Graduation Monitoring Tools;
- Guideline on implementation of Graduation Monitoring System including participatory analysis and planning;
- Report and presentational layout of Graduation Monitoring System;
- A report upon completion of the job.

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	28 February 2018

Eligibility of potential Consultant/firm/organization

The team will comprise consultant(s) who will have overall responsibility of designing, implementing and coordinating the entire tools development process guided by the TOR. All should have practical, demonstrable and relevant the experience of doing similar work with multi partnership project.

Required experience and expertise for the team of consultants include, but not limited to:

- Good understanding and proven track record in participatory tools development on WASH programs
- Good understanding about qualitative tools design and implementation
- Experience with WASH program in a rural area
- Academic qualifications in theory-based mixed methods, including a clear understanding on participatory review monitoring design methodologies
- Good interpersonal skills, including the ability to conduct discussions with diversified people
- The ability to conduct interviews / discussions in English and Bangla
- Ability to analyse and synthesize different information relating to the scope of work
- Good judgment for detail, adherence to logic, and capacity for inductive reasoning
- Strong presentation, facilitating, communication and reporting skills

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: shahjahan@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