

REQUEST FOR PROPOSAL (RFP)

Baseline step 2 | Assessment of Local Governance Planning, Budgeting and Public Participation practices - in 40 Union Parishads and 2 Paurashavas

Proposal submission deadline: 02 May 2024

Interested team of consultants/consulting/research firms are requested to submit a technical and a financial proposal through email at WaterAid-Tender-TA@wateraid.org

The focal person for this assignment is Mr Md. Marjad Mir Kameli (marjadmir@wateraid.org) to answer queries. There will be an online pre-bid meeting at Microsoft Teams on 18 April 2024.



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SECTION 1: INFORMATION TO ORGANISATIONS/INDIVIDUALS

- 1. Introduction**
- 1.1 The eligible team of consultants/consulting/research firms with required qualifications and experience are invited to submit a proposal.
- 1.2 Costs for preparing the proposal and attending the pre-bid and/or negotiation meeting are non-reimbursable.
- 1.3 Team of consultants/consulting/research firm is expected to follow highest ethical standard in their participation in the bidding process and refrain from influencing the internal selection process of WaterAid Bangladesh.
- 1.4 Any attempt of undue influence on the evaluation and selection process will lead to cancellation of the proposal from the subsequent process.
- 1.5 Any misrepresentation of facts including the facts on professional /institutional capacity will also lead to cancellation of the proposal.
- 1.6 WaterAid Bangladesh reserves the right to amend and modify this RFP document. Also, to select team of consultants/ consulting/ research firm(s) for providing selected goods and services cited in section-2 (article-3 and 7) as deliverables of this RFP, either for the entire content of the proposal or a part thereof.
- 2. Clarification and amendment of RFP documents**
- 2.1 At any time before the receipt of proposals, WaterAid Bangladesh may for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant/consulting/research firm(s), amend the RFP. Any amendment shall be issued in writing and shall be posted and will be binding. WaterAid Bangladesh may at its discretion extend the deadline for the submission of proposals.
- 3. Preparation of proposal**
- 3.1 Team of consultants/consulting/research firm(s) are requested to submit their proposal written in English (font-Arial, size-11). Proposals must remain valid for a minimum of 90 days after the submission date.
- Technical proposal**
- 3.2 The technical proposal from team of consultants/consulting/ research firm(s) must give particular attention to the following:
- Appreciation of the Terms of Reference (ToR)
 - Detailed methodology and workplan to address the objectives of the assignment
 - CV of proposed key person(s); it is desirable that the key professional staff who would be involved in the assignment have practical experience and an extended knowledge on the subject matter having relevant qualification and experiences
 - Organisational/individual profile with an outline of recent experience on assignments similar to the nature of this RFP
- Financial proposal**
- 3.3 The financial proposal from team of consultants/consulting/ research firm(s) are expected to take into account the requirements for accomplishing the deliverables specified in the section-2 (article-7) and conditions outlined in the RFP

documents. Maximum budget for this assignment is **BDT 2,500,000 (Twenty-five Lacs)**.

- 3.4 Provide a justified financial proposal consistent with the technical proposal which clearly mentions item wise summary of cost for the assignment with detail breakdown, the taxes, VAT, duties, fees, levies, and other charges to be included under the applicable law. Copy of VAT registration certificate including BIN, TIN certificate, and bank account details should be attached with the financial proposal.
- 3.5 WaterAid Bangladesh will deduct VAT and Income Tax at source according to the GoB rules and deposit the said amount to government treasury.

4. Submission of proposals

- 4.1 The technical and financial proposals should be submitted electronically to the following email address WaterAid-Tender-TA@wateraid.org with '**Baseline Step 2 - GO4IMPact Programme**' as the subject.
- 4.2 Proposals submitted to any other e-mail account except the above will be treated as disqualified.
- 4.3 Submissions after the **deadline 02 May 2024** will be treated as disqualified.
- 4.4 Two different files (PDF) should be generated for technical and financial proposals, and both the files should be submitted into one zip folder. Please name the zip folder in the name of your organisation/individual.
- 4.5 The technical proposal should not exceed 30 pages.
The financial proposal should not exceed 5 pages
CVs should not exceed 5 pages per consultant.
Organisational/individual profile should not exceed 10 pages.

5. Proposal evaluation

- 5.1 The evaluation committee will evaluate the proposals on the basis of their responsiveness to TOR and applying the evaluation criteria and point system specified herein. Each responsive proposal will be given score. Proposal(s) will be rejected at this stage if it does not respond to important aspects of the TOR.
- 5.2 The final selection will be done following Quality and Cost Based Selection (QCBS). This will be done by applying a weight of 0.80 (or 80 percent) and 0.20 (or 20 percent) respectively to the technical and financial score of each evaluated proposal and then computing the relevant combined total score for each consultant/consulting/research firm(s).
 - Technical proposal: 80
 - Technical Proposal with detailed methodology: 30
 - Composition of the team: 20
 - Relevant work experience: 15
 - Work plan and overall quality of the proposal: 15
 - Financial proposal with a detailed breakdown: 20

- 5.3 The evaluation committee will determine whether the proposals are complete or not. The committee may invalidate any proposal if it is determined that significant budgetary mistakes or omissions undermine the integrity of the proposal.
- 6. Pre-bid meeting** 6.1 There will be an online (MS Teams) **pre-bid meeting at 03:00 PM, on 18 April 2024** to brief the objectives of the assignment. Interested entities are requested to notify via email to sahinurrahman@wateraid.org by 16 April 2024, 16.30 hrs, to join the meeting. The link will be provided in response to the notifying email by 17 April 2023.
- 7. Presentation and negotiation** 7.1 Once the proposals are evaluated, WaterAid will request team of consultants/consulting/research firm(s) with valid and complete proposals for a presentation within two weeks of the submission deadline.
- 7.2 WaterAid may enter into negotiation with one or more bidders before final selection. If negotiations fail, WaterAid Bangladesh will then invite those organisations/individuals whose proposals received the next highest score. If none of the invited proposals led to an agreement, a new RFP will be called upon.
- 7.3 The presentation and negotiations may include a discussion on the proposed methodology, workplan, staffing, costing, or any suggestions made by the bid participating organisation(s) to improve the terms of reference.
- 7.4 WaterAid Bangladesh and the contracted organisation/individual may revise the TOR which should be incorporated final contract document.
- 8. Awarding of contract** 8.1 The team of consultants/consulting/research firm(s) is expected to sign the final contract document within a week of communication of selection and commence the assignment within 1 week.
- 9. Penalty clause** 9.1 The team of consultants/consulting/research firm(s) is expected to deliver required outputs within the stipulated timeframe maintaining the quality. If for any reason, the consultant/consulting/research firm(s) fails to deliver required deliverables within stipulated time, the consultant/consulting/research firm(s) needs to inform WaterAid intime with valid and acceptable explanation in written. Failing to this may evoke penalty clause at the rate of 0.5% for each day of delay.
- 10. Confidentiality** 10.1 Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the organisations who submitted the proposals or to other persons not officially concerned with the process, until the winner has been notified with award of the contract.
- 11. Focal person** 11.1 Mr Md. Marjad Mir Kameli - Manager, Monitoring, Learning and Learning - GO4IMPact Programme - WaterAid Bangladesh
Can be reached directly at: marjadmir@wateraid.org

SECTION 2: TERMS OF REFERENCE

1. Wider context

Bangladesh, a nation marked by remarkable economic growth and poverty reduction, faces formidable challenges in essential public services related to water and solid waste management and climate change adaptation. Bangladesh stands as the seventh most climate-vulnerable nation globally, experiencing the adverse effects of rising sea levels, salinisation, groundwater depletion, biodiversity degradation, and recurrent floods. These climate impacts disproportionately affect rural communities, where local government institutions (LGIs) play a critical role in providing climate-resilient public services.

Amidst these complex challenges, the Government of Bangladesh (GoB) remains committed to promoting decentralisation and local governance. Recognising the critical role of sub-national government institutions in translating policies into development practices and enhancing state-citizen relationships, the GoB seeks to bolster the capacities of local governments to address climate change challenges and provide essential public services effectively.

In response to these imperatives, the Embassy of Switzerland in Bangladesh has launched the **"GO4IMPact" programme - Improved Climate Resilient Public Service Delivery through Local Government Institutions in Water and Solid Waste Management Sectors**, which is jointly implemented by WaterAid and Swisscontact. The programme emerges as a proactive initiative aimed at strengthening and improving equitable climate-resilient basic public service provision in the water and solid waste management sectors at the local level. Aligned with the GoB's commitment to achieving the Sustainable Development Goals (SDGs) and addressing climate change, "GO4IMPact" adopts a systemic, adaptive, and facilitative approach to enhance the capacities of relevant actors, foster dialogue, and promote participatory and inclusive decision-making processes.

Moreover, the "GO4IMPact" programme embraces a multi-level approach by engaging not only with local government institutions but also with central government agencies. By fostering learning and policy adaptations at the national level, the programme seeks to align central government policies with local-level realities and priorities, further enhancing the effectiveness of climate-resilient public service provision.

The overarching goal of "GO4IMPact" is three-fold. Firstly, it seeks to empower LGIs and public service providers to be more accountable and responsive in delivering climate-resilient public services grounded in inclusive principles. Secondly, the programme aims to foster active citizen engagement, especially among marginalised groups like women, youth, and socially excluded communities, as well as private sector actors, to ensure equitable and inclusive climate-resilient public service provision. And thirdly the programme aims to engage central government institutions with local actors.

The consortium of WaterAid and Swisscontact will continue to work with the three interconnected following outcomes of GO4IMPact programme:

- Outcome 1: Local government institutions and local public service providers are more accountable, inclusive, and responsive in providing effective and climate resilient public services related to water and SWM based on democratic principles.
- Outcome 2: Citizens at the local level, in particular women, poor, youth and socially excluded groups, and the private sector actors engage more effectively with local government institutions and local public service providers for more accountable, equitable, and impartial climate resilient basic public service provision.
- Outcome 3: Central Government institutions engage more effectively in learning and policy adaptations based on engaging with the local actors for achieving equitable and

impartial climate resilient basic public service provision related to water and solid waste management.

The success of "GO4IMPact" rests on the thorough understanding of the current state of inclusiveness and climate-resilient public service provision in the selected areas. To this end, the programme intends to profile the needs and demands in the working areas (Union Parishads, Upazillas and Paurashavs) and associated governmental line agencies.

In the implementation area identification stage, the consultancy firm will be required to develop a methodology and comprehensive set of tools to adequately explore the specific objectives of Section 2.

2. Background

The baseline study for GO4IMPact Programme is a two-step assessment, as follows:

- Baseline step 1 | Map out and identify the working areas of GO4IMPact Programme (already concluded)
- Baseline step 2 | Assessment and Training on Local Governance – Planning Budgeting and Public Participation practices

Baseline step 1 ranked Union Parishad (UP) (178), Paurashava (5), and Upazilla (18) of the 2 targeted districts (Naogaon and Satkhira) based on individual commitment and capacity to implement the programme activities, and secondarily based on a needs and climate vulnerability assessment.

After ranking the geographical working areas in Step 1, the second step of the baseline is pursuing a much more targeted assessment in profiling the partners condition and needs.

3. Objectives of the assignment

The overall goal of the "GO4IMPact" programme is to **strengthen local democracy and improve equitable climate resilient basic public service provision in water and solid waste management.**

Within this goal, the objective of Baseline Step 2 is to **assess Local Governance Planning, Budgeting and Public Participation practices in 40 Union Parishads and 2 Paurashavas in Satkhira and Naogaon Districts.**

There are 6 specific objectives of the assignment, as follows:

1 - Populating the logframe, based data evidence and qualitative assessment

- Defining the baseline values (numbers), of the log-frame indicators regarding the practices and the situation in 40 Union Parishads and 2 Paurashavas in three major areas:
 - o Development Planning, Budgeting, Programme Implementation
 - o Committees and Participatory spaces
 - o Local thematic planning documents related to public service provision (Water, Environmental sanitation, Stormwater, IWRM, SWM)
- Provide evidence-based documentation to sustain the practices assessed above Baseline Indicators provided in the Annex.

2 - Avoiding biased baseline values assessment

Ensure or reduce possible biased data collection of baseline values by:

- Developing / providing definitions, criteria and assessment tools for subjective qualitative data (examples in Article 5 – Scope of the work)

- Training adequately enumerators provided by contractor WaterAid (as per objective 4)
- Conducting sample verification of the data collected by the enumerators to verify the potential bias.

3 - Survey of existing thematic plans – identification of champions

The objective of the survey is to

- identify existing plans to be further supported or improved within GO4IMPAct working topics.
- Identify LGI champions with best practices in thematic planning within public service provision (Water, Environmental sanitation, IWRM, SWM, Disaster preparedness / management plans etc.)

4 - Proving adequate training data collection enumerators provided by the contractor WaterAid

The objective of the training is that the assigned enumerators are able collect the necessary data above mentioned and to replicate in the coming years the report provided by the consultant.

- Proving adequate training data collection enumerators on the following topics
 - o Assessment of LGI Planning and Budgetary practices according to LGI acts and relevant rules,
 - o Assessment of LGI practices on citizens participation in local affairs
 - o Assessment of the existence and the quality of thematic plans (Water, Environmental sanitation, IWRM, SWM, Disaster preparedness / management plans etc.)

For the 40 Union Parishads there are 12+9 Union outreach and Mobilization Officers to assist in data collection. For the 2 Paurashavas there are 1+1 Municipality Coordinator and 3+3 Ward Outreach Mobilization Officers. For data collection regarding thematic plans there are up 3+ 3 employees. Additionally, there are staff to support Data collection coordination (MEL Manager, Capacity Building Coordinator)

5 - Training needs assessment of Line agencies and Local Government

The objective of the training needs assessment of Line Agencies and Local Government is to identify the most relevant demands in terms of training that are aligned with GO4IMPAct working topics.

More information provided in the Annex.

6 - Gap analysis in LGI practices

The data collection and assessment will give profound insight of the most frequent shortcomings in

- Planning/Budgeting processes but also into all
- Practices regarding Public participation spaces (meetings; shavas/ committees etc.).

In this sense it is expected that the baseline Step 2 provides the listing of the most frequent shortcomings.

4. Target groups and geographical area

GO4IMPact will be working on the level of the Unions, the Paurashavas and at central government level. During the first programme phase it will concentrate it's support at the sub-national level in two districts (Naogaon, Satkhira), which stand for different challenges. The

rationale is that focusing on a limited number of the Unions and the Paurashavas will allow to support local governments, deconcentrated line agency officials, and local civil society and private sector actors in policy implementation in a manner that allows to draw out sufficient learnings for central Government departments to respond to challenges in policy implementation and adapt policies accordingly.

Geographical Area - Paurashavas, Upazilas and Union Parishads

In terms of location, the selected districts were confirmed during Inception Phase. Within both Districts Union Parishads were ranked according to their suitability and their vulnerability and 40 were selected.

4 Upazilas were identified that integrate 39 Union Parishads. Nevertheless, the collaboration of a total of 40 Union Parishads was considered binding and therefore one additional adjacent Union Parishads from a neighbouring Upazila was added (Babdalgaacchi).

Table 1 – Selected Upazilas and number of Unions, Selected Paurashavas

District	Upazila	No of Unions	Paurashavas	No of Paurashavas
Satkhira	Shyamnagar	12	Satkhira	1
	Assasuni	11		
Naogaon	Niamatpur	8	Dhamoirhat	1
	Dhamoirhat	8		
	Babdalgaacchi	1		
Total		40		2

The following Union Parishads are integrated in the selected Upazilas:

Table 2 – Selected Union Parishads

	Satkhira District		Naogaon District		
	Shyamnagar Upazila (12UP)	Assasuni Upazila (11UP)	Dhamoirhat Upazila (8UP)	Niamatpur Upazila (8UP)	Badalgachi Upazila (1UP)
1	Atulia	Anulia	Agradigun	Bahadurpur	Mothurapur
2	Bhurulia	Assasuni	Alampur	Bhabicha	
3	Burigoalini	Baradal	Aranagar	Chandannagar	
4	Gabura	Budhhata	Dhamoirhat	Hajinagar	
5	Ishwaripur	Durgapur	Isabpur	Niamatpur	
6	Kaikhali	Kadakati	Jahanpur	Paroil	
7	Kashimari	Khajra	Khelna	Rasulpur	
8	Munshiganj	Kulla	Umar	Sremantapur	
9	Nurnagar	Pratapnagar			
10	Padmapukur	Sobhnali			
11	Ramjannagar	Sreeula			
12	Shyamnagar				

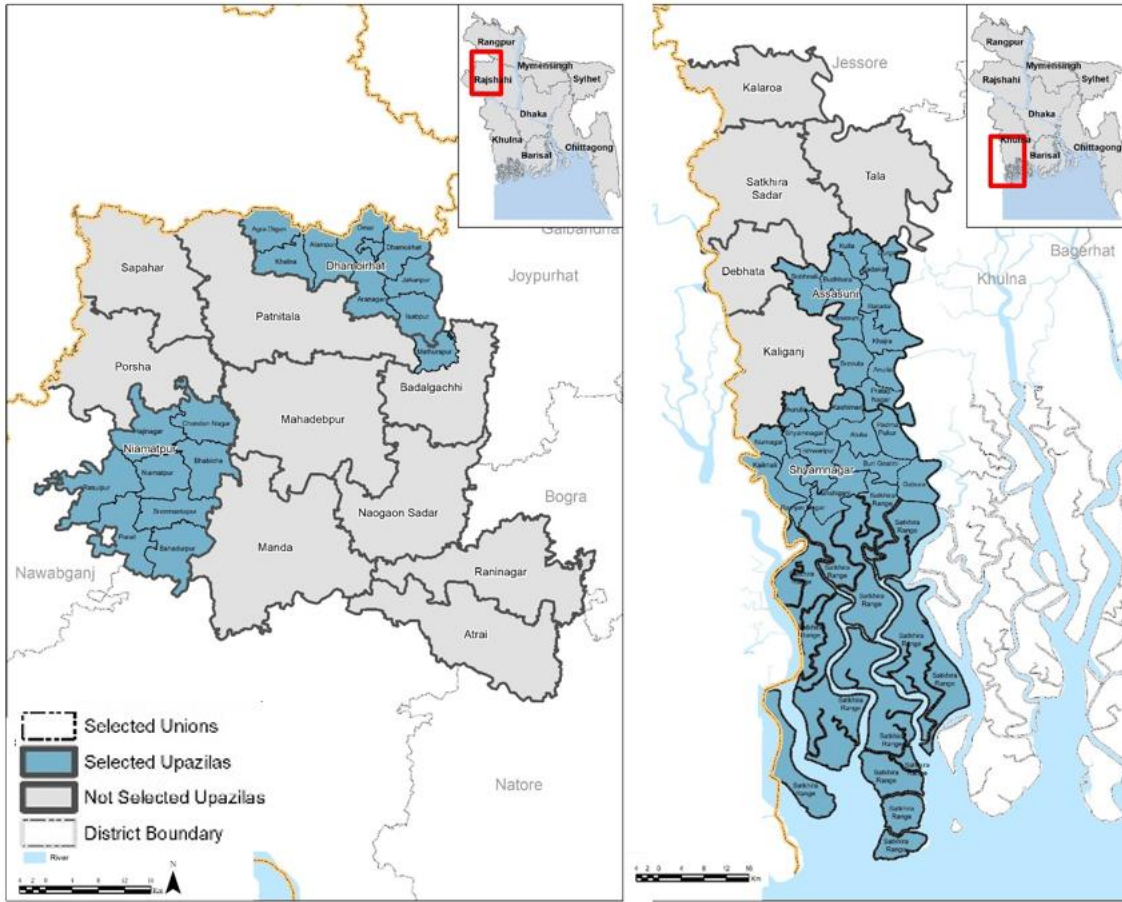


Figure 1 – Targeted intervention areas - Upazila and Union Parishads

Target groups

The primary target groups in these two districts have the following categories:

Table 3 Category of target groups.

Category of target groups	target groups	Purpose
Groups associated to Local government institutions	<ol style="list-style-type: none"> 1. District Council / Zila Parishad, 2. Upazila Parishad, 3. Paurashava (including the committees, standing committees and wards level committees) 4. Union Councils / Union Parishads (including the committees and wards shavas) 	This group are respondents, where data and information is collected to assess current practices.
Line agencies from Central Government	<p>Deconcentrated officials of the line agencies concerned with water conservation, public service provision of water and solid waste management, such as</p> <ol style="list-style-type: none"> 1. DPHE, 	This group are respondents, where data and information is collected to assess current practices.

	<ol style="list-style-type: none"> 2. LGED, 3. Department of Environment (DoE) 4. BWDB 5. BMDA 6. District Administration (DDLG or ADC – Additional Deputy Commissioner) 7. Ministry for Women and Children Affairs (Training Facilities) 8. Department of Youth 9. Bangladesh Agricultural Development Corporation (BADC) 10. Department of Agriculture Extension (DAE) 	
Partner NGO in Naogaon and Satkhira	<p>Employees of Rupantar in Satkhira</p> <p>Employees of ESDO in Naogaon</p>	Train the GO4IMPact staff to act as enumerators and enable the NGO partners to replicate the assessment annually in coming years

To quantify the necessary Key informants Interviews (KII) the following table can be referred to.

Respondents on District and Subdistrict level

Table 4 Target respondents for assessment in Satkhira and Naogaon districts.

Level / main interview topic	Respondent Category	Target Respondents	Number of interviews by consultant	Max Number of interviews by enumerators – WaterAid staff	Comment regarding the number of interviews
District training needs assessments (Obj.5) / checking on the existance of thematic plans (Obj.3)	LGI	District Council/Zila Parishad (ZP) Zila Parishad chairman or CEO / Executive Engineer (according to availability)	2	0	Satkhira and Naogaon District
	line agency	DPHE (line agency of LGD), Executive Engineer (1)	2	0	Satkhira and Naogaon District
	line agency	Executive Engineer of LGED (1)	2	0	Satkhira and Naogaon District
	line agency	DoE, Assistant Director (1)	2	0	Satkhira and Naogaon District
	line agency	BWDB, Executive Engineer (1)/	2	0	Satkhira and Naogaon District
	line agency	Executive Engineer of BMDA (only Naogaon)	1	0	Naogaon District
	line agency	Deputy Director, Local Government (DDLG) (1) / District Administration ADC (General)	2	0	Satkhira and Naogaon District
	line agency	Ministry of Women and Children Affairs (Training Facilities)	2	0	Satkhira and Naogaon District
	line agency	Department of Youth development	2	0	Satkhira and Naogaon District
	line agency	Department of Agricultural Extension (DAE) / Fisheries, Deputy Director (DD)	2	0	Satkhira and Naogaon District
	line agency	Bangladesh Agricultural Development Corporation (BADC) - Executive Engineer	2	0	Satkhira and Naogaon District
Upazila training needs assessments (obj.5) /	line agency	Upazila Nirbahi Officer (UNO) (1) (with Badalgachhi)	5	0	5 Upazilas
	LGI	Upazila Parishad Chairman or Vice Chairmen (1)	4	0	4 Upazilas

Level / main interview topic	Respondent Category	Target Respondents	Number of interviews by consultant	Max Number of interviews by enumerators – WaterAid staff	Comment regarding the number of interviews
checking on the existence of thematic plans (ob.3) / Participatory spaces (obj.1)	LGI	Upazila Parishad Female Vice Chairman (for Women Development Forum (WDF) purposes)	4	0	4 Upazilas
	line agency	DPHE, Sub-assistant Engineer/assistant engineer (1)	4	0	4 Upazilas
	line agency	Upazila Agriculture Officer/Upazila Engineer/Upazila Health and Family Planning Officer	4	0	4 Upazilas
	line agency	Women Affairs Officer or Officer of Totto Apa	4	0	4 Upazilas
Paurashava Planning/ Budgeting / Participatory spaces (obj. 1) / Thematic plans (obj. 3)	LGI	Paurashava Mayor (1)	2	0	2 Paurashava
	LGI	Female Ward Councillor (1)	2	0	2 Paurashava
	LGI	Paurashava Executive Engineer (1)	2	0	2 Paurashava
	LGI	Committees (TLCC (1), WLCC (at least 1), Standing Committees (at least 4))	12	52	WaterAid - Up to 52 = 26 Comm. x 2 P Consultant - 12 for unbiased verification purposes
	LGI	Male Ward Councillor (representative 1-2 out of 9 for each P)	4	18	WaterAid - 18 Male Ward Councillor Consultant - 4 for unbiased verification purposes
Union Parishad Planning/ Budgeting / Participatory spaces (obj. 1) / Thematic plans (obj.3) / Training needs assessment (obj. 5)	LGI	Union Parishad Chairman (or panel chairman) (1) or Union Parishad Secretary (1)	6	40	WaterAid - 40 Union Parishads Consultant - 6 for unbiased verification purposes
	LGI	Female Ward Councillor (1)	4	40	WaterAid - 40 Union Parishads Consultant - 4 for unbiased verification purposes
	LGI	Relevant Committees and Standing Committees for GO4IMPact (up to 3 (Planning C., UDCC, IWRM) +13 per UP) if existent	32	640	WaterAid - Up to 16 Comm. x 40 UP Consultant - 32 for unbiased verification purposes
		Total - up to	110	790	

Provided enumerators by contractor WaterAid - Staff of NGO Partner
NGP partners are Rupantar in Satkhira and ESDO in Naogaon.

Workforce for Data collection - enumerators

Workforce (enumerators) for data collection will be ensured by the contractor - WaterAid. The quality and responsibility of the assessment and the report relies on the consultant.

To assist and support the coordination of local Data collection

The following 2 employees in Satkhira and 2 employees in Naogaon:

- MEL Coordinator (1+1)
- Capacity Building Coordinator (1+1)

The responsibility of coordination relies with the consultant.

For Data collection regarding LGI Planning and Budgeting practices, Committees and Citizens Participations

The following 18 employees in Satkhira and 15 employees in Naogaon:

- Municipality Liaison Coordinator (1+1)
- Ward Outreach and Mobilization Officer (3+3)
- Coordinator Subdistrict Liaison (1+1)
- Union Outreach and Mobilization Officer (12 Satkhira; 9 Naogaon)

To assess the existence of thematic plans

The following 3 employees in Satkhira and 3 employees in Naogaon:

- IWRM & Private Sector Integration Officer (1+1)
- SWM & Private Sector Integration Officer (1+1)
- Gender & Stakeholder Engagement Officer (1+1)
 - Support staff
 - Coordinator Technical Services (1+1)
 - Technical Services Officer (1+1)

To assist and support the training needs assessment

The following 1 employee in Satkhira and 1 employee in Naogaon:

- Capacity Building Coordinator (1+1)

The responsibility of the training needs assessment relies with the consultant.

Training target group

The consultant will be responsible to train the available workforce and other selected members.

The training participants are about 30-40 individuals in Naogaon and 30-40 in Satkhira.

Training facilities will be provided by the contractor (WaterAid).

5. Scope of work

Based on the objective of this assignment, the consultants should propose adequate approaches that ensure the comprehensiveness of the assessment. To achieve the 5 specific objectives of the Baseline step 2 assignment, the consultant/consulting/research firm should support with adequate work stages.

The scope of work of this assignment includes:

- Reviewing the Annex and preparation of inception report
 - Preparation of adequate tables and data collection forms
 - Propose for Monitoring Evaluation purposes suitable definitions and assessment tools for qualitative data such as
 - “well functioning standing committees”.
 - “climate change adaptation or mitigation investments”
 - “Pro-poor investments”, Investments to benefit marginalized communities etc..
 - Presence of poor, marginalized communities in participatory spaces
 - Others items that require further definition or criterium
- (Objective 4) Prepare training in Naogaon and in Satkhira for enumerator to data collection and assessment on:
 - LGI Planning and Budgetary practices
 - LGI participatory spaces, such as meetings, committees, shavas ect
 - On the survey of thematic plans such as city development plans, IWRM plan, SWM plan, Disaster preparedness and management plan ect)Enable the enumerators to replicate the exercise in the coming years.

- Orient and guide the data collection of the enumerators
- Conducting a Convergence Workshop to harmonize interpretations
- Preparing an assessment and the Baseline Step report including
 - Approach taken – description of the tasks performed
 - Summarizing the findings of the LGI practices
 - Identification of best practices / Champions in thematic planning (Water, Environmental sanitation, IWRM, SWM, Disaster preparedness / management plans etc.)
 - Training needs of LGI and Line agencies
 - Identification of most frequent shortcomings
 - List, date and contacts of all meetings held and stakeholder met

6. Methodology

The assignment will require extensive desk review and analysis of legislation/ data/ information and investigation. Thematic and content analysis will be applied for qualitative data.

The following work package should be fully conducted with the workforce of the consultant.

- Objective 2 - Avoiding biased baseline values assessment
- Objective 4 - Proving adequate training data collection enumerators provided by the contractor WaterAid”
- Objective 5 - Training needs assessment”
- Objective 6 - Gap analysis in LGI practices”

should be submitted within one week of receiving feedback on the draft. There will be formal dissemination of the findings to a wider audience.

The contracted organisation/team is expected to deliver the following outputs:

- **Deliverable 1 - Inception report** containing
 - Review the proposed methodology (completion / proposal of all information tables)
 - Data collection methodology
 - Outline of Stakeholder interviews – Training needs assessments (LGI and Line agencies)
 - Provide details on data collection tools,
 - Analysis plan and
 - Detailed work plan.
 - Preliminary outline of the draft report answering the specific objectives
- **Deliverable 2 – Training materials for adequate assessment**
 - Documents for training
- **Deliverable 3 – Trainings conducted and / LGI-LA Training needs assessment interviews / First Draft report**
 - Training implemented to GO4IMPact working force (2 batches)
 - UP and P Data collection (with GO4IMPact working force)
 - Stakeholder interviews conducted for the Training needs assessments
 - Data convergence workshop (2 batches)
 - Well-written **draft report** organised according to study objectives and containing detailed findings, with at least:
 - Logframe baseline values (mention here the indicators)
 - Supporting tables to provide summaries.
 - Evidence files and relevant document Up-loaded on platform.
 - Training needs assessment of LGI and Line agencies
 - Identification of typical Budgetary and Planning shortcoming at LGI

A presentation to disseminate and validate the baseline study findings with wider audience.

- **Deliverable 4 - Detailed final report** not exceeding 100 pages (excluding Annexes) containing high quality executive summary (concise and well-articulated), interesting findings, recommendations, and synthesis of key issues. It also includes:
 - Softcopy of the final report including all data and editable version of the report (raw and cleaned database of both qualitative and quantitative data)

All reports must be presented to WaterAid Bangladesh, and comments to be accommodated accordingly.

8. Mode of payment

The payment will be made in following four instalments:

Table 6 – Mode of payment

Instalments	Percentage	Schedule for payment
First	10%	After signing the contract. Acceptance of the proposal with methodology and tools further developed
Second	30%	After receiving Deliverables 1 and 2 : Standard and accepted version of draft report answering the specific objectives of the assignment and presentation of the findings with wider audience.

Third	25%	After receiving Deliverables 3 : Final report incorporating all the feedback collected on draft report and from the dissemination of study findings with wider audience.
Fourth	30%	After receiving and approved all Deliverables (including 4) , approved final report, handover of all data set and syntax, soft copy of final report and any other deliverable as mentioned under scope of work and deliverables section.

9. Expected competency

Interested team of consultants/consulting/research firm(s) is expected to have the following competencies and experience:

- Expertise in auditing local governance budgets, expenditures, and planning
- Local Governance Institution Expert - Proven experience and extremely proficient in Local Governance Acts - Local Government (Paurashava) Act 2009, Local Government (Union Parishad) Act 2009, Union Parishad Development Planning Rule 2013, Paurashava Budget (Formulation and Approval) Rules 1999, Union Parishad (Budget Formulation and Approval) Rules 2016, Union Parishad Development Planning Rules 2013, Union and Paurashava development fund utilization guidelines. etc.
- Proven experience and proficient in environmental policies and acts such as Bangladesh Water Rules 2018, Bangladesh Climate Change Strategy and Action Plan 2009, Bangladesh Water Act 2013, National Adaptation Plan (2023-2050), National 3R Strategy for Waste Management 2010, Solid Waste Management Rules 2021, National Strategy for Water Supply and Environmental sanitation (Revised and Updated Edition) 2021, National Women Development Policy 2011, Sector Development Plan for Water and Sanitation Sector (WSS) (2011-25), The Hat and Bazar (Establishment and Management) Act 2023, Vulnerable Group Development (VGD) Programme Implementation Guideline, 2011
- Expertise in training needs assessments
- Expertise in conducting trainings, quantitative and qualitative study, and mix-method studies.
- Experience and capacities working independently at Union Parishads, Paurashavas and Upazilas level for governance related data collection (both qualitative and quantitative).
- Experience in conducting similar assessments specially through using governance lens and profiling of Union Parishads and Paurashavas in relation to public service provision / water and solid waste management etc.
- Expertise in conducting studies and assessment (situation analysis, and other thematic studies) in governance sector or a similar context.
- Sound skill on processing evidence-based data collection and auditing. High skill on data summaries and presentation techniques.
- Competent in orienting data collection teams
- Competent in analysis and recommendations.
- Competency in writing good quality reports in English.

Annex – Populating the logframe and assessments

This annex addresses the information to be assessed and some formats considered useful to assess the situation. The consultants is requested to further develop data overview sheets that are relevant to the information that is intended to be collected.

Populating the logframe with numeric baseline values

The consultant is requested to preparing an overview of the baseline values organized as per Logframe table below and provide the according evidence as per the assessments in the following chapters.

Table 7 – Logframe indicators that need baseline value assessment or further refinement of scope

<p>Outcome 1 Local government institutions and local public service providers are more accountable, inclusive, and responsive in providing effective and climate resilient public services related to water and solid waste management based on democratic principles.</p>	<ul style="list-style-type: none"> - a) Number of local government institutions conduct LG affairs according to respective regulations in an inclusive & transparent manner: <ul style="list-style-type: none"> o a. Planning and Budgeting <u>Baseline:</u> 0 (qualitative) <i>(LGI with satisfying planning practices to be assessed)</i> <i>(LGI with satisfying budgeting practices to be assessed)</i> o b. Citizens' consultation <u>Baseline:</u> 0 (qualitative) <i>(LGI with satisfying citizens consultation practices to be assessed)</i> o c. Programme implementation <u>Baseline:</u> 0 (qualitative) <i>(LGI with satisfying programme implementation practices to be assessed)</i> - b) Increase of LG and local service providers' budget allocation directed to water, sanitation, solid waste management and integrated water resource management <u>Baseline:</u> TBD <i>(budget allocation to be assessed)</i> [...]
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<p>Outcome 2: Citizens at the local level, in particular women, poor, youth and socially excluded groups, and the <u>private sector</u> actors engage more effectively with local government institutions and local public service providers for more accountable, equitable, and impartial climate resilient basic public service provision (water and waste management).</p>	<ul style="list-style-type: none"> - Number of citizens who attend participatory spaces as per regulation for citizens to engage in local governance affairs such as Ward Shava, Open budget, UDCC¹ at UP and WLCC, TLCC at the Municipality (disaggregated by type of space and year). <p><u>Baseline:</u> 0 <i>(citizens participation level to be assessed)</i></p> <ul style="list-style-type: none"> - [...]
<p>Output 1.1: Capacities of Union Parishads and Paurashavas are developed to assist policy implementation concerning democratic governance and climate resilient water and solid waste management.</p>	<ul style="list-style-type: none"> - Number of Unions/ Paurashavas trained, coached and/ or oriented on key issues concerning democratic governance, climate change, and accountable public service delivery with focus on water and solid waste management. <p><i>(no need to assess baseline values for this. The focus is on refining the specific thematic training needs at local level)</i></p> <ul style="list-style-type: none"> - New plans or improved ones related to public service provision established in partner Unions/ Paurashavas <p><u>Baseline:</u> 0 U / 0 PS <i>(existing plans to be assessed)</i></p>
<p>Output 1.2: Capacities of deconcentrated line agency officials are developed to assist in climate resilient policy implementation.</p>	<p>Number of line agency officials sensitized on key issues concerning democratic governance, climate change, and accountable public service delivery with focus on water and solid waste management.</p> <p><i>(no need to assess baseline values for this. The focus is on refining the specific thematic training needs at local level)</i></p>

¹ Union Development Coordination Committee (UDCC)

Assessment on LGI Planning and Budgeting practices

For the following information the consultant is requested to provide suitable summary tables to overview the results, while still allowing to track the information and sources.

(Outcome 1aa and Impact 2) on Planning (5 years or 1 year)

- Please identify if Five-year Plan and Annual plan exist and the last edition.
- Please collect a copy of the plan and upload it to the prescribed platform.
- Please collect information on a Development Planning Document for Local Government Affairs, specifically Annual Development Plan FY 2023-24/Five-year Plan FY 2023-24 to 2027-2028, for each of the selected UP/P and describe how sophisticated these plans are.
- Identify the horizon of the plan (Plan 1 example: 2023- 2027, example July 2023- June 2024)
- Please specify when the 5 year plan has been last been reviewed
- Please identify if and how UP/PS ensures local people participation in the planning formulation process or do they organize consultation meeting with local people at the ward level before finalizing the plan.
 - Identify date the last public participation.
- Please identify if the concerned UP/PS share their **approved plan** with the relevant stakeholders/authority as per the rules (Upazila Parishad, DDLG and LGD).
 - If it is LGI is cooperative, please collect evidence (forwarding letter/ receiving copy “Dak file”)
- Please identify if and how the plan is available to the public (Web-portal/UDC/PDC, Noticeboard, Social media, announced in papers, paper form in accessible place etc.).
 - If on the web, provide the link
- Please verify if the Plan goals focus on
 - Climate change adaptation measures
 - Addressing vulnerable and marginalized population and gender inclusiveness
 - Water Supply and Environmental sanitation
 - Waste management
 - Integrated Water resources management
- Please extract and summarize the activities/investments of the Planning document that could be classified as (there can also
 - Climate change adaptation measures
 - Addressing vulnerable and marginalized population and gender inclusiveness
 - Water Supply and Sanitation
 - Waste management
 - Integrated Water resources management (such as
 - open water bodies, ponds, canal, irrigation, sluices, dykes, salinity control etc.
 - Urban / rural Storm (rain) water management / (urban / agriculture) Drainage system

(Outcome 1aa and Impact 2) on Budgeting

- Please identify if Annual Budget Document for Local Government Affairs for the fiscal year 2023-2024 exist and the last available edition.
- Please collect a copy of the plan and up load it to the prescribes platform.
- Please collect information on an Annual Budget Document for Local Government Affairs for the fiscal year 2023-2024 (Annual Budget FY 2023-24) for each of the selected UP/P and describe how sophisticated these plans are.

- Please provide the following table for Union Parishad (in Bengali) as per Budget rules 2016
 1. Budget Summary,
 2. Revenue Income, Revenue Expenditure, Development Income, Development Expenditure
 3. Statement of UP officer and employees
 4. Statement of fund receipt from Government, Zila Parishad, Upazila Parishad for the implementation of special projects in the Union

(table provided in English just for understanding within this document)

Table 8 Example - Budget tables to be collected

Description	FY 2021-22 (Actual)	FY 2022-23 (Current/ Revised)	FY 2023-24 (Proposed)
Income			
..			
....			
Expenditure			
..			
....			

As an example of the 4 forms:

‘ইউনিয়ন পরিষদ বাজেট ফরম ক’

[বিধি ৩ (২) দ্রষ্টব্য]

বাজেট সার-সংক্ষেপ

বিবরণ	পূর্ববর্তী বৎসরের প্রকৃত বাজেট	চলতি বৎসরের বাজেট বা চলতি বৎসরের সংশোধিত বাজেট	পরবর্তী বৎসরের বাজেট
অংশ-১			
রাজস্ব হিসাব			
প্রাপ্তি			
রাজস্ব অনুদান			
মোট প্রাপ্তি			
বাদ রাজস্ব ব্যয়			
রাজস্ব উদ্ধৃত/ঘাটতি (ক)			
অংশ-২			
উন্নয়ন হিসাব			
উন্নয়ন অনুদান			
অন্যান্য অনুদান ও চাঁদা			
মোট (খ)			

- Please provide the equivalent form for Paurashava (Budget Rules 1999 Paurashava)

ফরম ক
(বিধি-৩ দ্রষ্টব্য)
বাজেটের উপাদান

বিবরণ	পূর্ববর্তী বছরের প্রকৃত	চলতি বছরের বাজেট বা চলতি বছরের সংশোধিত বাজেট	পরবর্তী বছরের বাজেট
(ক) রাজস্ব হিসাব এর উপাংশ-১ এর আয় উপাংশ-২ এর আয়			
বাদ : রাজস্ব ব্যয় উপাংশ-১ উপাংশ-২			
মোট ব্যয় :			
সর্বমোট রাজস্ব উদ্বৃত্ত :			
(খ) উন্নয়ন হিসাব সরকারি অনুদান রাজস্ব উদ্বৃত্ত অন্যান্য			
মোট :			
বাদ : উন্নয়ন ব্যয়			
সার্বিক বাজেট উদ্বৃত্ত/ঘাটতি			
যোগ : প্রারম্ভিক জের			
সমাপ্তি জের :			
(গ) মূলধন হিসাব মোট আয় :			
মোট ব্যয় :			
মূলধন হিসাবের সমাপ্তি জের :			

- Please identify if and how UP/Ps share their draft budget with the local people or do they open budget meeting/ward shava with local people before finalizing the annual budget. (downward accountability)
 - Identify date the last public participation. (can be placed in Table 12 Summary table – Participation in citizens consultations.)
- Please identify if the concerned UP/PS share and open their **approved budget** with the relevant stakeholders/authority. (Upazila Parishad, DDLG and LGD). (upward accountability)
 - If it is LGI is cooperative please collect evidence (forwarding letter/ receiving copy “Dak file”)
- Please identify if and how the Budget Document is available to the public (webpage/web-portal/, announced in papers, paper form in accessible place etc.). (downward accountability)
 - If on the web, provide the link

(Outcome 1b and Impact 1) on Budget allocation related to GO4Impact topics

The consultant is requested to provide a criterion that allows simple identification of the budget allocated to the following type of investments related to GO4IMPact main topics:

- Climate change adaptation measures
- Disaster management
- Addressing vulnerable and marginalized population and gender inclusiveness
- Water Supply and Environmental sanitation

- Waste management
- Integrated Water resources management (such as
 - open water bodies, ponds, canal, irrigation, sluices, dykes, salinity control etc.
 - Urban / rural Storm (rain) water management / (urban / agriculture) Drainage system

(Outcome 1ac and Impact 2) on Programme implementation

- Please collect information that allows to assess “programme implementation” (amount of implemented / amount of planned). Refer to the most recent available data.
- Please identify if Annual Completion report exist and the last edition.
 - 2 reports - Annual completion report for the last two financial years (FY 2022-23, and FY 2021-22)
- Please collect a copy of the relevant documents and upload it to the prescribed platform.
- For each UP and P compare the budgeted activities (2022-2023) and the occurred expenditure (Expenditure report 2022-2023).
- For each UP and P assess the degree of overall programme implementation (% of occurred expenses / planned expenses)
- For each UP and P assess the specific degree of programme implementation (% of occurred expenses / planned expenses) especially in the following topics:
 - Climate change adaptation measures – Please recommend a criteria to classify climate adaptation measures.
 - Vulnerability of marginalized population and women empowerment
 - Water Supply
 - Waste management and Environmental sanitation
 - Integrated Water resources management
- If possible, make a qualitative statement of the programme implementation

Table 9 Example – Union wise Development Fund utilization Patterns at UP level (sample to be completed for all UP)

Development Sector	Union Wise Development Fund Utilization Patterns for last two years											
	Dhamoirhat			Agradigun			Alampur			(...)		
	FY 21-22 (BDT)	FY 22-23 (BDT)	increase/ decrease (%)	FY 21-22 (BDT)	FY 22-23 (BDT)	increase/ decrease (%)	FY 21-22 (BDT)	FY 22-23 (BDT)	increase/ decrease (%)	FY 21-22 (BDT)	FY 22-23 (BDT)	increase/ decrease (%)
Agriculture & Irrigation												
Fisheries & Livestock												
Small & Cottage Industry												
Infrastructure Development												
Public Health and water supply												
Education Development												
Health & Family Welfare												
Youth, Function & Culture												
Women & Children												
Miscellaneous												

Table 10 Paurashava wise Development Fund utilization Patterns at P level – to be developed – please provide similar table for P level

Assessment on Thematic Plans

(Output 1.1b) On the existence of specific thematic plans

- Please identify at UP/P/ subdistrict and district level if there are thematic plans that cover the following topics:
- Please collect a copy of the plan and up load it to the prescribes platform.
 - Urban Development Plans / Masterplans
 - Water Supply
 - Environmental sanitation
 - Storm water management / flood management plan
 - Solid waste management plans
 - Integrated Water Resource management plans
 - Disaster preparedness / management plans
 - Plans to address marginalized and vulnerable groups
 - Gender Action Plan (generally expected for Upazila level)
 - others
 - Others considered relevant for GO4IMPact
- Please provide a summary table listing the existing plans, their geographical range time horizon and describe how sophisticated these plans are. Identify the best cases. (champions)
- Please provide an adequate table to summarize the findings

Assessment on the existence of Committees and Citizens Consultations

- Please assess the existence and functionality of the following participatory spaces and committees by using the tables below
 - District level
 - Women Development Forum
 - Upazila level
 - Women Development Forum
 - In Paurashavas
 - Open budget meetings
 - Ward Level Coordination Committee (WLCC)
 - Town Level Coordination Committee (TLCC)
 - Standing Committees of Paurashavas
 - 3 are most suited to deal with GO4IMPact programme topics. These are (i) Water and sanitation, ii) Waste removal and handover, iii) Urban planning, services for citizen and development.
 - 8 Standing Committees are peripherally related, and collaboration could also be fostered if conditions are favourable. These are i) Establishment and finance, ii) Taxation and levy, iii) Women and child, iv) disaster management, vii) Market management viii) poverty reduction and slum development.
 - In Union Parishad
 - Open budget meetings
 - Ward Shavas

- Union Development Coordination Committee (UDCC)
- Standing Committees of UP
 - 3 are most suited to deal with GO4IMPact programme topics. These are (i) Finance and establishment; ii) Sanitation, water supply and sewerage; iii) Environmental development, environmental protection and plantation.
 - 6 Standing Committees are peripherally related and collaboration could also be fostered if conditions are favourable. These are i) Audit and accounts; ii) Tax assessment and collection; iii) Agriculture, fisheries and animal resources and other economic development works; iv) development, preservation, maintenance, etc. of rural infrastructure; v) Social welfare and disaster management; vi) Reconciliation of family disputes, women and child welfare
- IWRM Committees

(Outcome 1ab and Impact 2) on Citizens Consultations in participatory spaces

- Please collect information (and evidence if possible) of these Citizens Consultations – with indication of attendance register/ attendance sheet for meeting.
- Please evaluate if the presence lists or any other registrations of the consultations allow to identify the type of participants (men, women, poor, youth and socially excluded groups).
- Please propose and develop a criteria to evaluate the functionality of a consultation meeting and evaluate them accordingly (Satisfying, medium, unsatisfying)
- Please use the tables below (or similar) to provide information on:
 - Shavas
 - How many Ward shavas have been held in the UP in the fiscal year 2022-2023?
 - Open budget meetings
 - Committees Meeting Held
 - How many WLCC - Ward level Coord. Committee meetings have been held in the fiscal year 2022-2023? Has the committee included topics (Climate change, GESI, SWM, and IWRM) on budget and development plan in their agenda?
 - How many TLCC – Town level Coordination Committee meetings have been held in the fiscal year 2022-2023? Has the committee included topics (Climate change, GESI, SWM, and IWRM) on budget and development plan in their agenda?
 - How many UP level IWRM committee (Water rules) have been consulted in the fiscal year 2022-2023?
 - How many UDCC – Union Development Coordination Committee meetings have been held in FY 2022-23? Has the committee included topics (Climate change, GESI, SWM, and IWRM) on budget and development plan in their agenda?
 - Have your UP/PS/UZ been organized open budget meeting in FY 2022-23.
 - Please collect information on all UP 13 Standing Committees have been held in FY 2022-23 (or the most recent data available)
 - Please register any other kind of Citizens Consultations
 - Other citizens Consultations

- Has your UP /P made citizens consultations on-line/in person in the fiscal year 2022-2023?
- Please register any other kind of Citizens Consultations (open Stakeholder meeting)

Table 11 Summary table – Existence of Committees and their functionality

	Location and Level (District/ P / UP / ward)	Type of Consultation / meeting	Date of formation (a)	Number of meetings held last year (b)	Number of meetings required per law (c)	% of meetings held in last fiscal year (b/c)	Evaluation of functionality (Satisfying, medium, unsatisfying)	Comments on the functionality
1	Paurashava Satkhira	Open budget meeting	Not applicable				(S) / (M) / (U)	
2	Paurashava Satkhira	TLCC					(S) / (M) / (U)	
3	Paurashava Satkhira	WLCC1					(S) / (M) / (U)	
4	Paurashava Satkhira	WLCC2					(S) / (M) / (U)	
5	Paurashava Satkhira	WLCC3					(S) / (M) / (U)	
6	Paurashava Satkhira	WLCC4					(S) / (M) / (U)	
7	Paurashava Satkhira	WLCC5					(S) / (M) / (U)	
8	Paurashava Satkhira	WLCC6					(S) / (M) / (U)	
9	Paurashava Satkhira	WLCC7					(S) / (M) / (U)	
10	Paurashava Satkhira	WLCC8					(S) / (M) / (U)	
11	Paurashava Satkhira	WLCC9					(S) / (M) / (U)	
12	Paurashava Satkhira	1. Water and sanitation, (Additional Committee)					(S) / (M) / (U)	

13	Paurashava Satkhira	2. Waste removal and handover, (Additional Committee);					(S) / (M) / (U)	
14	Paurashava Satkhira	3. Urban planning, services for citizen and development.					(S) / (M) / (U)	
15	Paurashava Satkhira	4. Establishment and finance,					(S) / (M) / (U)	
16	Paurashava Satkhira	5. Accounts and audit;					(S) / (M) / (U)	
17	Paurashava Satkhira	6. Taxation and levy,					(S) / (M) / (U)	
18	Paurashava Satkhira	7. Women and child, (Additional Committee);					(S) / (M) / (U)	
19	Paurashava Satkhira	8. disaster management, (Additional Committee);					(S) / (M) / (U)	
20	Paurashava Satkhira	9. Market management					(S) / (M) / (U)	
21	Paurashava Satkhira	10. Poverty reduction and slum development. (Additional Committee);					(S) / (M) / (U)	
22	Paurashava Satkhira	11. Communication and physical infrastructure;					(S) / (M) / (U)	
23	Paurashava Satkhira	12. Law and order and public safety;					(S) / (M) / (U)	
24	Paurashava Satkhira	13. Fisheries and animal resources					(S) / (M) / (U)	
25	Paurashava Satkhira	14. Information and culture					(S) / (M) / (U)	
26	Paurashava Satkhira	15. Observation, monitoring, and regulation of market prices.					(S) / (M) / (U)	
27	Paurashava Satkhira	16. Non-government organization coordination committee (Additional Committee);					(S) / (M) / (U)	
28	Paurashava Satkhira	other relevant meetings / committees					(S) / (M) / (U)	

1	Upazila Assasuni	Women Development Forum					(S) / (M) / (U)	
2	Upazila Shyamnagar	Women Development Forum					(S) / (M) / (U)	
1	UP Atulia	Open budget meeting	Not applicable				(S) / (M) / (U)	
2	UP Atulia	Planning Committee (from Development Plan rules 2013)						
3	UP Atulia	UDCC					(S) / (M) / (U)	
4	UP Atulia	Ward shava - ward 1					(S) / (M) / (U)	
5	UP Atulia	Ward shava - ward 2					(S) / (M) / (U)	
6	UP Atulia	Ward shava - ward 3					(S) / (M) / (U)	
7	UP Atulia	Ward shava - ward 4					(S) / (M) / (U)	
8	UP Atulia	Ward shava - ward 5					(S) / (M) / (U)	
9	UP Atulia	Ward shava - ward 6					(S) / (M) / (U)	
10	UP Atulia	Ward shava - ward 7					(S) / (M) / (U)	
11	UP Atulia	Ward shava - ward 8					(S) / (M) / (U)	
12	UP Atulia	Ward shava - ward 9					(S) / (M) / (U)	
13	UP Atulia	ST - (i) Finance and establishment					(S) / (M) / (U)	
14	UP Atulia	ST - Sanitation, water supply and sewerage					(S) / (M) / (U)	
15	UP Atulia	ST - (iii) Environmental development, environmental protection and plantation.					(S) / (M) / (U)	
16	UP Atulia	st - i) Audit and accounts;					(S) / (M) / (U)	
17	UP Atulia	st - ii) Tax assessment and collection;					(S) / (M) / (U)	
18	UP Atulia	st -iii) Agriculture, fisheries and animal resources and other economic development works;					(S) / (M) / (U)	
19	UP Atulia	st - iv) development, preservation, maintenance, etc. of rural infrastructure;					(S) / (M) / (U)	

20	UP Atulia	st - v) Social welfare and disaster management					(S) / (M) / (U)	
21	UP Atulia	st - vi) Reconciliation of family disputes, women and child welfare					(S) / (M) / (U)	
22	UP Atulia	IWRM Committee					(S) / (M) / (U)	
23	UP Atulia	other relevant meetings / committees					(S) / (M) / (U)	
	to be replicated for the other UP							

(Outcome 2b) on the participation of disadvantaged groups

- Assess the number of citizens that participated in referred participatory spaces disaggregated by type of space and year by using the following table.
-
- *Table 12 Summary table – Participation in citizens consultations.*

Location and Level (District/ P / UP / ward	Type of Consultation / meeting		Date of meeting (in last fiscal year)	Number of participants	of information on the participation of marginalized groups
Paurashava Satkhira	Open budget meeting	meeting 1			
Paurashava Satkhira	TLCC	meeting 1			
		meeting 2			
		meeting 3			
		meeting 4			
Paurashava Satkhira	WLCC1	meeting 1			
		meeting 2			
		meeting 3			
		meeting 4			
Paurashava Satkhira	WLCC2	meeting 1			
To be completed with all the active committees and meetings at Ward, UP and P level					

Please note that representants of local people including marginalized groups in WLCC, TLCC, UDCC, Ward Shava and standing committees of UP is mandatory according to relevant rules and acts. Verify if these representants are present in these and others committees. Register book/attendance sheet of these meetings to assess the presence can be checked.

For example: logbooks, assembly reports, registration in sites / e-mails / photographs etc.

Please suggest a method (if possible) to assess the presence of representants of the following groups represented:

- Women
- Men
- disadvantaged groups
- poor
- young citizens (youth)

Assessment on the identification / confirmation of stakeholders in public service provision – water supply, environmental sanitation and solid waste management

For each UP, P fill out the following table to identify stakeholders in the sector

This information is needed to have a profile of the public service provision and to prepare adequate trainings for the service providers.

Please identify the legal (mandated) and also the informal service providers

Table 13 Summary table – Stakeholder in of public service provision

UP (1-40) / P (2)	Public service provided related to water supply, environmental sanitation and waste management	Nature of service provider(s)	Name and Main Contacts
	Standpipes service provision Household connections	Direct service by P (Please verify if there is any company providing the service – service outsourced)	
	Faecal sludge collectors		
	Water vendors	Informal water vendors (Legalized / licenced water vendor)	
	Primary waste collection	Direct service by P (Please verify if there is any company providing the service – service outsourced)	
	secondary waste transportation	Direct service by P (Please verify if there is any company providing the service – service outsourced)	
	Operation of landfills		
	Management of special waste streams		
	Separation of materials - waste		
	Recycling		
	Waste management at hats and bazars		
	HCF waste collector, plastic and recycled waste collector, informal waste pickers		
	ectc.		

On communication with citizens and users of public service provision

- Please inquire if the UP/UZ/P has an institutional web page with information on the services can be where issues related to
 - water and environmental sanitation services
 - solid waste management
- Please make an assessment whether the relevant information is available on the website/web-portal or not.
- Please make an assessment if the webpage is adequate for customer relation and accountability purposes.
- Please assess if there exist a customer relationship channel (dedicated complaints channel) for water, sanitation and or waste services
- Please make an assessment if the customer relationship channel is adequate.

Assessment on training needs of Local Government and Line agencies

(Output 1.1) Of Local government

The consultant is requested to elaborate on the training need assessment approach (questionnaires) that return more specific training needs (content for training).

Overall and Generic training topics are:

- Local Governance acts
- Climate resilient knowledge tools (outcome 1c, output 1.1.b)
- democratic governance (output 1.1.b)
- financial management (budget preparation, annual financial statement preparation)
- formulation of annual development plan/five-year plan (output 1.1.b)
- Participatory approaches (Facilitation of WLCC, Ward Shava, TLCC, UDCC meetings) (output 1.1.b)
- Inclusiveness (gender action plans) (output 1.1.b)
- accountable public service delivery with focus on water and solid waste management

(Output 1.2) Of Line agencies

The consultant is requested to elaborate on the training-need-assessment approach (questionnaires) in order to provide more specific training needs (content for training).

Overall and Generic training topics are (Output 1.2):

- democratic governance,
- climate change, and
- accountable public service delivery with focus on water and solid waste management.

Of the availability of facilities

- Please assess the training facilities for women – at district level (line agency from Ministry of Women and Children Affairs) and also the training calendar for Women Entrepreneurs for purposes of Women entrepreneurship courses (GO4IMPact) - the intention is to identify synergies
- Also, department of youth development provides Income Generate Activity (IGA) training to youth women and Totto Apa are also working to engage women in IGA.