**Terms of Reference**

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| To hire a consultant/ consultancy firm to develop FSM solutions for the rural context and the related installation manual. |

**1. Organization Background**

iDE is an international NGO based out of Colorado, USA, with over 40 years of experience designing and delivering market-based anti-poverty programs in 11 countries worldwide. iDe is a world leader in making markets work for the poor and Bangladesh's longest-established market development specialist NGO. iDE believes markets can be a powerful force for improving smallholder prosperity by creating income and livelihood opportunities for poor rural households. iDE Bangladesh has multiple projects in agricultural markets, water, sanitation, and hygiene (WASH), as well as climate-smart technologies.

**2. Project Background**

The Safely Managed Sanitation Enterprises (SMSE) project, implemented by iDE Bangladesh, seeks to improve access to sustainable sanitation and fecal sludge management (FSM) services in rural Bangladesh. Recognizing the critical need for enhanced sanitation waste management in rural areas, the SMSE project is designed to develop a market-based approach that effectively incorporates private-sector participation. By establishing a strong foundation for the Sanitation Service Providers (SSPs/ sweepers) and engaging with local Latrine Producers (LPs), the project aims to introduce innovative FSM solutions to underserved areas. Working across eight upazilas in two districts (Bogra and Joypurhat), the SMSE project will create a pathway for safely managed sanitation services, ensuring accessibility and safe operational practices. Key stakeholders include SSPs, LPs, and representatives from the Local Government Division (LGD) and the Department of Public Health Engineering (DPHE), all collaborating to establish robust FSM solutions in rural communities. Within the project timeframe, the SMSE initiative aims to deliver sanitation-related waste management services that not only meet community needs but also uphold occupational safety. The work strategy centers on supporting community-based SSPs, who will receive training and essential guidance to deliver safe and efficient FSM services. This collaborative and market-driven approach will drive sustainable improvements in sanitation, fostering healthier rural communities in Bangladesh.

**3. Objective of the Assignment**

iDE is looking to hire a professionally skilled (on WASH, especially in FSM and rural sanitation) individual consultant/ consultancy firm to provide timely and quality service to successfully identify and design FSM solutions for specific rural areas in Bogura and Joypurhat districts. The primary aim of the consulting assignment is to gain a comprehensive understanding of the current FSM status in selected project areas and design suitable low-cost solutions accordingly. The solutions will serve to ensure safely managed sanitation at the household level/ small-scale community-based (not the treatment plant) without breaking the current market value chain, which also has the potential to be accepted in the long run by the community. It is also expected that the FSM solutions-related standard operating procedure (SOP)/ installation manual will be developed through the consultancy. In summary, the consultancy establishes a benchmark model for achieving sustainable, safely managed sanitation services for the rural community. Additionally, the model will play a crucial role in contributing to future project/ intervention designs. Successful completion of this assignment necessitates a close working relationship with relevant stakeholders operating in the targeted domain focused in the above-mentioned geographic areas.

**3a. Geographic Area**

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| **District** | **Upazila** |
| Bogra | Bogra Sadar, Nandigram, Sherpur, Dupchanchia, Kahlo, Gabtoli |
| Joypurhat | Joypurhat Sadar, Panchbibi |

**3b. Scope of Work**

* Starting from the available market research on the present FSM situation (for pit latrine systems) and existing services, conduct own literature reviews, field group discussions, and interviews, with a particular focus on identifying opportunities for rural safely managed sanitation.
* Based on the data analysis mentioned above, recommend and design 2-3 FSM solutions for rural communities, at the households/ small-scale community level, ensuring the model is tailored to local SSPs and latrine producers managing and delivering safely managed sanitation.
* Install and test a minimum of 2 units for each of the proposed FSM solutions in the field and provide a ToT to the field team to monitor the installation, operation, and maintenance.
* Prepare detailed and well-organized Installation Manual or Standard Operating Procedures (SOPs), (in Bangla & English), summarizing all the insights, recommendations, and designs, highlighting the SSPs and latrine producers’ role in ensuring safely managed sanitation and long-term community impact.

**4. Major responsibilities of the individual consultant/ consultancy firm**

In consultation with the respective iDE unit and team, the individual consultant/ consultancy firm will be mainly responsible for the following tasks or services:

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| **Phase** | **Responsibilities** |
| Phase I (Hear Phase) | * Kick-off Meeting (orientation) with the Safely Managed Sanitation Enterprises (SMSE) project team in Dhaka and the field * Develop a work plan for the consulting assignment * Technical observation in the field while conducting random group discussions/ interviews with some key stakeholders to ensure a direct understanding of the context * Detailed analysis of the collected data |
| Phase II (Create Phase) | * Identify and design 2-3 context-specific potential FSM solutions for rural households * Construct and test a minimum of 2 FSM units for each of the solutions proposed and provide the related ToT to the field team and collect feedback * Prepare and share a draft progress report with the SMSE project team and address feedback |
| Phase III (Deliver phase) | * Develop the Installation Manual or SOPs (in Bangla & English) of the FSM solutions * Deliver the final document addressing the insights, recommendations, and designs |

**5. Major responsibilities of iDE**

iDE will provide the Individual Consultant/ Consultancy Firm with the necessary support to undertake and implement the objectives of the assignment. Such responsibilities include the following:

* Provide initial briefing and existing work overview;
* Provide relevant documents and technical support;
* Provide support before and during the assignment;
* Closely follow up and monitor the activities as per the agreement with the Individual Consultant/ consultancy Firm; and
* Disburse payment as per the agreed schedule in the contract.

**6. Key Deliverables**

The following deliverables are expected from the consultant/ consultancy firm:

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| **S.N.** | **Phase** | **Deliverables** | **Tentative Timeline** |
| 1 | Phase I | Contract signing and meeting with the iDE team **(1 item)** | 1 day |
| 2 | Detailed Work Plan and Field Observations **(2 items)** | 5 days |
| 3 | Phase II | Technical Design of the FSM solutions based on the context  **(1-2 items)** | 10 days |
| 4 | Construct and test a minimum of 2 proposed FSM solutions in the field with ToT **(1-2 items)** | 27 days |
| 6 | Phase III | Submit the draft SoP for the FSM solutions in Bangla & English versions **(1 item)** | 7 days |
| 7 | Submit the Final Documents **(1 item)** and incorporate iDE feedback | 10 days |
|  |  | **TOTAL NUMBER OF DAYS** | **60 working days** |

**7. Tentative Work Schedule**

The individual consultant/ consultancy firm is expected to provide the key deliverables over 60 working days within the period from **December 1st, 2024, to March 15th, 2025**. This includes completing all the tasks in the assignment and submitting the deliverables as detailed in Section 6. The period for conducting the assignment might change depending on unavoidable circumstances. The Individual Consultant/ consultancy Firm is expected to be able to accommodate these changes without additional cost. The detailed work schedule/ plan will be finalized during the kick-off meeting.

**8. Proprietary Rights**

Any document, information, or data entrusted to or produced by iDE in connection with this assignment shall be strictly confidential and cannot be used by the contract employee for any other purpose without the written consent of iDE. This provision shall remain valid even after the completion of this assignment. iDE-Bangladesh reserves the right to terminate this agreement at any time with the consultation of the contracted individual/firm. iDE will reserve the copyright of all produced materials and should be permitted to use them without a time limit.

**9. Schedule of Payment as per Deliverables**

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| S.N. | Deliverables | Installment Value |
| 1. | Deliverables of Phase I: Signed Contract, Detailed Work Plan, and Data Analysis (including field observations) | 30% of the Total Contract Value |
| 2. | Deliverables of Phase II: Technical Designs, Installation, and ToT | 40% of the Total Contract Value |
| 3. | Deliverables of Phase III: Development of the SOPs based on the design and addressing the feedback from the iDE team | 30% of the Total Contract Value |

**10. Eligibility Criteria**

The general experience and expertise required for this assignment are mentioned below:

* **For individual consultants >** B.Sc in Engineering (Civil/ Environment) is highly preferred. Social Science, Development Studies, or other relevant disciplines from any recognized University can be considered if supported by demonstrated working experience.
* **For consultancy firms >** teams with a variety of members should have a significant technical component with a background in civil/ environmental engineering.

**For individual consultants/ consultancy firms**

* Demonstrated working experience (minimum three years) in designing, developing, and implementing WASH projects/ FSM systems in climate-vulnerable and low-income communities.
* Demonstrated experience in developing locally led management and business models for the operation, maintenance, and monitoring of FSM systems.
* A clear understanding of technical, social, and institutional issues related to sanitation in rural communities of Bangladesh.
* A clear understanding of inclusive WASH practices, with a focus on community ownership and sustainability, ensuring the long-term viability of safely managed sanitation models.
* Experience working collaboratively with local stakeholders, including government bodies, NGOs, and community leaders, to ensure the successful delivery of WASH services.
* Skilled in collecting and analyzing data in challenging contexts, with experience in stakeholders’ interviews and community assessments. Proficient in delivering high-quality reports and training manuals in English and Bangla, summarizing insights and recommendations.
* Excellent computer skills and hands-on experience in drafting software such as CAD, SolidWorks, GIS, etc.

**11. Pre-Bid Communication:**

Interested entities/ bidders are requested to contact [**srovelli@ideglobal.org**](mailto:srovelli@ideglobal.org) for any further information/ clarification on the consulting assignment.

**12. Bid Submission**

All proposals should include:

* Cover letter (maximum one page);
* Technical Proposal (maximum 3 pages) which should include:
  + Understanding of the assignment with a detailed work plan
  + Relevant experience in the FSM sector
  + Links to samples of previous works in FSM in a Google Drive folder
* Financial Proposal (maximum one page in Excel): breakdown of cost estimates. This should include accommodation and travel costs (from one district to another), food expenses, and other items needed for the consultancy/service.
* If applicable, please also include:
  + Company profile
  + VAT Registration Certificate
  + TIN Certificate
  + Tax Return Submission Acknowledgement Slip from last financial year
  + Trade License Certificate
  + Joint Stock Company Registration Certificate

Consultancy Firms/Consultants are requested to propose payment modality in their proposal.

***Note:*** *Government VAT and Tax regulation will be applied, and these costs must be included in the financial proposal.*

The following terms and conditions will apply:

* The payment will be made through account payee cheque/ wire transfer (account name, number, type, bank name, and branch name is required for wire transfer);
* As per the Government of Bangladesh VAT and tax regulation; International consultants are taxed at 15% VAT (on contract amount) and 20% tax (on contract amount +VAT); National consultants are taxed at 15% VAT and 10% tax;
* Government VAT and tax regulation will be applied and iDE Bangladesh will deduct all relevant VAT and Tax at source as per the GoB rule;
* VAT Registration Certificate, TIN, and Trade License (if applicable) must be submitted before the agreement is signed;
* In case of failure to deliver the final product in due time, iDE Bangladesh will deduct .05% of the total agreement amount for each day of delay in submitting the report beyond the closing date of the agreement;

The selected consultant/ consultancy firm will abide by other terms and conditions of iDE Bangladesh.

Interested and qualified consultants/ consultancy firms are requested to submit their Technical and Financial proposals to [bangladesh.procurement@ideglobal.org](mailto:bangladesh.procurement@ideglobal.org). Please write **“Rural FSM Solutions (SMSE)”** in the subject line. We are only able to consider electronic submissions. Only shortlisted consultants/ consultancy firms will be contacted and invited for a technical discussion.

**Deadline: 18th November 2024**