

Terms of Reference

Hiring consultant/firm for Project Monitoring, Learning and Evaluation

1. Introduction and Rationale

International Training Network (ITN) is a center for water supply and waste management of the Bangladesh University of Engineering and Technology. It aims to achieve a strong, capable human resource base across the WASH sector for sustainable development of water supply and environmental sanitation. ITN-BUET believes that knowledge development through applied research and professional development program constitutes the foundation for human capacity building. It works closely with different government agencies, academia and professional bodies to develop human resources and disseminate knowledge among stakeholders. For more details, please visit: <https://itn.buet.ac.bd/>.

Currently, ITN-BUET is implementing a project titled, 'Citywide Inclusive Sanitation (CWIS) scaling and sanitation innovation'. The goal of the project is to establish a CWIS Capacity-Building Hub (CB Hub) by ITN-BUET for South and Southeast Asia to ensure safe, inclusive, and sustainable sanitation to achieve SDG 6.2 outcomes. The project closely, works with the CWIS-FSM Support Cell under the Department of Public Health Engineering in Bangladesh and with several regional and international partners in the to promote CWIS in the region. The project is supporting its activities with financial support from the Bill & Melinda Gates Foundation (Annexure-I).

The CB Hub plans to create a platform, including a functional knowledge management system, to share and learn innovative ideas, support, develop, deliver, and disseminate (3D approach) knowledge and experience related to environmental sanitation through global partnership. The project will also carry out research to inform and guide curriculum development and policy works and promote suitable technologies in collaboration with regional/local centers for collective CB curriculum and academic content development, and last-mile training/ capacity building delivery. The CB Hub will influence and promote policies and reforms in the region. It will also encourage cross-regional learning and sharing of knowledge and best practices for optimization of resources and maximization of the efficiencies. Hence, it is essential to track the evidence and regularly monitor project progress for quality management and systematic evaluation of the project.

Given the above context, ITN-BUET is seeking proposal from a potential consultant/firm for project monitoring, learning and evaluation (MLE). The consultant/firm will also generate a monitoring framework for progress tracking, update and evaluation following the built-in indicators and targets of the project. The consultant/firm will provide brief training on MLE reporting system to the project team following the monitoring framework.

2. Objectives of the Assignment

The major objective of the assignment is to generate a monitoring, learning and evaluation system addressing the built-in indicators and targets of the project. Followings are the specific objectives under the assignment:

- To develop monitoring, learning and evaluation (MLE) framework with challenges for project progress tracking, evaluating outcomes and develop a standard project MLE format or checklist, preferably online based, with SMART targets, milestones.
- To enhance the capacity of project staff on techniques of using monitoring, learning and evaluation.

3. Scope of work

Followings are the scopes of work under this assignment:

- a. Review relevant project documents including highlights of project proposal, result framework and result tracker of the targeted project and prepare and share the consultant's understanding in brief written/presentation.
- b. Review project management guidelines of the Bill & Melinda Gates Foundation available for public information for better understanding of grantee management by the Foundation.
- c. Understand expectation of the project management and collect information and feedback from the project team for articulating the roles and responsibilities of each team members in the MLE Framework.
- d. Consult with sector partners as and when necessary for data collection, qualitative information and understanding their expectation from the project and ITN-BUET and reflect those in the Framework. The relevant stakeholders include:
 - i. CWIS-FSM Support Cell at DPHE: ITN-BUET acts as the Capacity-Building Wing for promoting CWIS and FSM in different project and cities
 - ii. INGOs (WaterAid, Practical Action, SNV, WSUP): ITN-BUET collaborates with partners based on their needs and demand for capacity-building of CWIS cities, curricula development, action research, advocacy and networking
 - iii. Academic partners (KUET, SUST, CUET, RUET): ITN-BUET has collaborated with different technical universities building their capacities as regional CWIS capacity-building partners, action research, peer-learning, knowledge sharing and dissemination.
 - iv. Other relevant organizations/individuals: The consultant may identify other organizations/individuals in consultation with ITN-BUET team to clarify the importance of the project outcomes for CWIS promotion in the country and beyond.
- e. Ensure inclusion of gender-sensitive indicators and action areas in the MLE format.
- f. Recommend appropriate plans and regular progress update system for each Primary Outcomes and the entire project in the MLE Framework.
- g. Define evaluation requirements of the targets and milestones.
- h. Identify effective ways in the MLE Framework to capture learnings including good practices and case studies focusing CWIS mainstreaming in the country and beyond.
- i. Consult with ITN-BUET team to identify the needs and gaps of the staffs on techniques of using monitoring, learning and evaluation and utilize the findings in designing and delivery the training program for the in-house staffs.

4. Methodology

- a. The consultant/firm will propose an appropriate methodology to conduct the assignment.
- b. Based on the understanding of the deliverable, the consultant/firm will suggest tools and techniques for delivering the work.
- c. The consultant/firm will share workplan with specific target and milestones and finalize those in consultation with senior management team.
- d. For the capacity building of ITN-BUET personnel the Consultant/firm will share a training outline.

5. Tasks and deliverables

Task	Detail of task	Key Deliverable
Understanding of the assignment	The consultant will articulate the approach and deliverables of the assignment. This report should include objectives, methodology and understanding of the tasks, workplan, etc. Presentation on draft inception report and workplan and revise accordingly.	Inception Report with presentation
Develop Monitoring, Learning and Evaluation framework and Tools (online preferred) to use the developed framework.	The consultant will evaluate the primary outcomes of the projects considering the followings: <ul style="list-style-type: none"> The consultant must analyse available resources, experience and learning of stakeholders in the sector based on CWIS core functions and outcomes. The following should be consulted for basic understanding: <ol style="list-style-type: none"> CWIS: A public service approach (https://www.frontiersin.org/articles/10.3389/fenvs.2020.00019/full). https://cwiscities.com/ The consultant must review the project proposal for complete understanding of the indicators and targets/milestones and consult with ITN team for clarification. 	Final MLE Framework and Tools to use the developed framework
Capacity building of project staff on monitoring learning and evaluation	The consultant will build capacity of the program staff to monitor project activities and train them to fill in MLE report for project progress report preparation.	<ul style="list-style-type: none"> MLE Training module A final report with guidance to utilize the MLE framework for project reporting
Formats of deliverables: Soft copies: all documents, and reports. Hard copies: one set of each deliverable.		

6. Timeframe

The consultant/firm will deliver all the deliverables within three months after the contract is signed.

7. Specific requirements

- I. **Qualification:** Master's or PhD in Statistics, Monitoring and Evaluation, master's in public health (MPH), Social Science, Economics, Development Studies or related field
- II. **Experience required:** at least five years of experience in Monitoring and Evaluation in development programs in Bangladesh. Experience of evaluating WASH programs, especially FSM/CWIS programs/projects is desirable.
- III. **Competency:** Ability to work under pressure and meet deadlines; ability to work as part of a team; good interpersonal and communication skills.

8. Budget

The Consultant/firm will propose a tentative budget along with justification. The budget should have human resource, direct cost, indirect cost and any other relevant financial issues. The Consultant/firm should show the estimated tax and vat under separate and visible headings. After selecting the Consultant/firm, ITN-BUET may negotiate the final budget to make it rational. The contract will be awarded based on successful negotiation. The payment modalities will be 20% of the total amount after signing of the contract and inception report, 30% after final submission of MLE Framework and 50% after all final report's acceptance by ITN-BUET and approval of eligible cost.

9. SELECTION CRITERIA

The Proposal will be evaluated based on the following criteria:

Selection Criteria	Scores
1. Quality of the detailed proposal /Methodology and Work plan (main proposal max. 10 pages)	40
2. Principal Researcher's Qualifications (Competency and experience) and availability during study period	25
3. Team Composition and experience (minimum human resource will bear more score)	10
4. National level experience/participation	10
5. Financial proposal (max. 3 pages)	10
6. Updated valid Trade license/Tax/VAT registration Certificate etc. (as applicable)	5
Total	100

10. Submission of proposal

Two hard copies (one original and one duplicate) have to be submitted. Proposals shall include but not limited to:

a) Technical proposal:

This should include methodology and work plan with timeline, in the methodology, please avoid copying from this ToR to the extent possible and describe your own ideas and approach.

Please use the following formatting in the submitted proposal: Font type- Arial, size- 10, Single space, Margin- 1 inch in all sides. The proposal (without annex) should not exceed 10 pages including cover page.

b) Financial Proposal

The financial proposal should provide cost estimates for services rendered, including daily consultancy fees, accommodation and living costs, transport cost, stationeries, and supplies needed for data collection, enrichment workshop with appropriate justification. The financial proposal should show a separate breakdown of IT, VAT and all other direct and indirect tax, as applicable. The financial proposal must be submitted separately.

c) General Information about Consultant:

i) Administrative and legal issues (applicable for firm):

- Year of Registration
- Updated income Tax clearance certificates (2020-2021)
- Updated Trade license (2020-2021)
- VAT and other certificates e.g., incorporation (if required).

ii) Experience of the consultant/firm

- Number of years of experience in professional areas of similar type of activity
- Number of similar type of surveys in last 5 years with evidence.

iii) Financial Soundness of the consultant/firm (applicable for firm)

- Audit and Accounts Records (Audit report last 3 years)
- Average Annual Turnover of last 3 years (in BDT lac)
- Relevant document for individual researcher

iv) Key Professionals' Qualifications

- CV of key research team members as per Annex 1 of the ToR

d) Where to submit

The subject line for the assignment “**Consultancy Assignment for Project Monitoring, Learning and Evaluation**”.

The Hardcopy of the proposal should be sent to: ITN-BUET, ARI-ITN Building (4th Floor), Bangladesh University of Engineering and Technology (BUET), Dhaka 1000, Bangladesh.

It is expected that the consultant/firm will submit the soft copies of the proposal in the following email; diritn@itn.buet.ac.bd; with CC to the following: habib@itn-buet.org and makfie@itn-buet.org.

11. Submission deadline

The last date for proposal submission is **05 June 2022 Sunday by 5.00 pm** for soft and hard copies.

12. Confidentiality

The individual researcher/research organization will not, either during the term of this agreement or thereafter, except in the proper course of his/her/their duties, disclose any information concerning of any affairs of the assignment, which may come to his/her/their knowledge during the course of time. All documents developed for the contracted works will be treated as ITN-BUET's property and restricted for public use unless decided by ITN-BUET. The contracted individual researcher/research organization will submit all original documents and materials to ITN-BUET office in physical and soft (where applicable) formats. The individual researcher/research organization shall comply with the Anti-Fraud, Anti-Bribery, and Anti-Corruption policies of the country of Bangladesh. Any violation /deviation in complying the above will result-in termination of contract.

13. Terms and Conditions

- I. ITN-BUET reserves the right to accept or reject any proposal without giving any verbal and /or written rationale.
- II. The consultant/firm will be contracted by ITN-BUET under consultancy contract. The ToR is subject to updates and modifications as per need.
- III. ITN-BUET reserves the right to monitor the quality and progress of the work during the assignment.
- IV. ITN-BUET will not be liable for any unwanted incidence occurred during the evaluation activities.
- V. All publications should be properly branded according to project branding and in consultation with ITN-BUET.

14. Rights and Obligation

- I. The consultant/firm shall be responsible for any tax due on the remuneration received under this agreement.
- II. The consultant/firm's rights and obligations are strictly limited to the terms and conditions of this agreement. Accordingly, the consultant/firm shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this agreement.
- III. All materials produced or acquired under the terms of this assignment shall remain the property of ITN-BUET.
- IV. If ITN-BUET and the consultant/firm reach to an agreement under this contract, s/he will agree to provide his/her services in accordance with clauses mentioned in the ToR.

Annexure-I:

1. Program Background

The Sustainable Development Goals (SDGs) are universal, interdependent and mutually reinforcing. SDG 6 targets to ensure availability and sustainable management of water and sanitation for all. To achieve the Goal by 2030, Bangladesh is also pursuing similar course of action to ensure safe sanitation for its citizens. For example, after successfully eliminating open defecation, Bangladesh is now focusing on fecal sludge management (FSM) as a part of its commitment to achieving SDG Target 6.2. The approval of the Institutional and Regulatory Framework (IRF) for FSM in 2017, the National Action Plan for implementing IRF-FSM in 2020, and effective implementation of small-scale FSM services in some cities and towns supported by I/NGOs and private operators have created a favorable environment for the implementation of city-wide FSM services.

City wide inclusive sanitation (CWIS) is a new and emerging approach in sanitation sector. CWIS is an effort to make sanitation services delivery equitable, inclusive, safe, and sustainable. It focuses on making concerned authorities more accountable and responsible through better planning and resource management. CWIS approach is useful to identify what are the key challenges to ensure safe sanitation and best possible solutions for sustaining different initiatives. To include all city denizens in all aspects of the sanitation coverage through sectoral collaboration and cooperation of stakeholders within and beyond the sector in the urban setting is the main aim of the CWIS. The Bangladesh government also recognizes the necessity of such collaboration and works with sanitation actors through the nodal agency, CWIS-FSM Support Cell (CFSC) of DPHE. Aligning with the vision of the government, ITN-BUET has already undertaken a national level capacity building program from August 2018 to September 2021 with the Bill & Melinda Gates Foundation to scale CWIS/FSM in Bangladesh.

Under the current 'CWIS scaling and sanitation innovation project', ITN-BUET aims to be established as Capacity Building Hub for selected countries in South and Southeast Asia, such as Bangladesh, Nepal, Pakistan, and Indonesia, on CWIS and FSM to ensure safe, inclusive, and sustainable sanitation. The project started in October 2021 and is expected to end in December 2025. The Capacity Building Hub (CB Hub) will build the capacities of strategically identified and relevant stakeholders to promote the CWIS concept across South Asia and beyond, focusing on FSM in association with regional partners (technical universities, I/NGOs, and training institutes). The functional areas of the CB Hub will include but are not limited to capacity building, policy advocacy, action research, technology evaluation, IEC/BCC preparation, gender mainstreaming, verifying models, evidence generation, and dissemination for scale-up.

To foster the regional capacity building agenda on CWIS and FSM, the CB-Hub in coordination with its partners will develop active partnership with potential agencies of targeted countries. Partners will share cross-regional learnings and disseminate knowledge and best practices utilizing an online platform for optimizing resources and maximizing the output value. The target audiences for these learning exchanges include elected officials (mayors, councilors), officials/staff from relevant ministries, line departments, LGIs (with special focus on engineers), utilities, regulators, sanitation workers, planners, consultants, development professionals, academia, media, private sector/entrepreneurs, I/NGOs, community, etc.

1.1 Goal of the project

To establish a CWIS Capacity-Building Hub (CB Hub) by ITN-BUET for South and Southeast Asia to ensure safe, inclusive, and sustainable sanitation to achieve SDG 6.2 outcomes with a special focus on marginalized communities, gender, women, girls, and children.

1.2 Outcomes of the Project

This project has six Primary Outcomes for achieving the targets. The MLE consultant/firm will work on all the six Outcomes for MLE framework development. Followings are the Primary Outcomes of the project (details of the outcomes will be shared with the finally selected consultant):

PO 1. *Establish ITN-BUET as a nodal capacity building and research agency for Bangladesh and selected Non-India Countries in South/SE Asia:* ITN-BUET will become a capacity-building platform for training, learning exchange, action research generation and integrated system promotion through regional and international partnerships with government agencies, development and implementing partners, and academia.

PO 2. *Develop, update, and contextualize training manual, module tools and knowledge product on CWIS and FSM with special focus to the government and municipal officials:* Several training manuals will be developed in collaboration with government agencies, development and sector partners and will be utilized in sanitation projects and cities to build capacity of policymakers and implementers.

PO 3. *Build capacity of municipal and govt. officials and private sector professionals by organizing customized capacity building/training program:* ITN-BUET and sectors partners will develop human resource, deliver trainings, exchange learnings, and share resource materials.

PO 4. *Generate evidence, document the best practices on CWIS and FSM and integrate into training and academic program including Global Sanitation Graduate School:* Utilize the evidence and knowledge on CWIS for policy and practice influencing and incorporate in global academic programs.

PO 5. *Transfer knowledge and skill to selected countries in South Asia, SE Asia, and Sub-Saharan Africa:* Create online knowledge platform and establish integrated sanitation management system in the municipalities.

PO 6. *Establish FSM and CWIS mentor cities across South Asia and South-East-Asia:* Cities with evidence of best practices regarding CWIS will serve as a learning center for other cities and encourage them to promote CWIS.

**Annexure-II: Experience of Consultant/Firm
Major Work Undertaken that best Illustrates Qualifications**

[using the format below, provide information on each assignment for which Consultant/team leader of the firm was legally contracted for carrying out consulting services similar to the ones requested under this assignment. Use separate page for each assignment]

Assignment name:		Approx. value of the Contract (BDT.)
Country: Location within country:		Duration of assignment (months):
Name of Client: Address:		Total No. of staff-month of the assignment:
Start date (Month/Year)	Completion date (Month/Year)	Approx. value of services provided under the contract (BDT.):
Narrative description of Project: (Not more than 100 words)		
Description of actual services provided: (Not more than 150 words)		