## **Practcal_Action_Logo_RGB_400px**Consultancy Services Terms of Reference

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| 1. **Assignment title:** | Capacity need assessment for Kalapara municipality |
| 1. **Description:** | A Capacity need assessment of sanitation, waste, food, urban agriculture and energy for the Kalapara municipality will be commissioned by the Consultant/Firm. |
| 1. **Location:** | Kalapara municipality, Patuakhali. |
| 1. **Duration and timing:** | 01 May to 29 June 2021. The detail timeline of the assessment is available in the ***Annex-1***. |
| 1. **Number of working days:** | 60 days |

1. **Background and purpose of the assignment:**

**6.1 Background**

Practical Action is an innovative international development organization putting ingenious ideas to work so people in poverty can change their world. We help people find solutions to some of the world’s toughest problems which is created catastrophic climate change and persistent gender inequality.We do things differently so answers that start small can grow big and bringing people together in bold collaborations, combining knowledge with innovation to change the systems that keep people poor and vulnerable.We work with communities to develop ingenious solutions for water and waste management, agriculture, climate resilience and clean energy access. Then we share what’s proven to work with others, so many more people can change their world and we also believe in the power of small to change the big picture.

The WASH SDG-WAI sub-programme in Bangladesh is a multi-organisational effort for addressing SDG 6 in Satkhira, Kalaroa, Barguna, Betagi, Amtali and Patharghata municipalities as well as 6 unions in Barguna and Shatkhira Upazila. The sub-programme’s strategic objectives (SO) focus on improving demand and use of equitable and sustainable WASH services; increased participation of women and the socially excluded; improved public and private sector equitable and sustainable WASH service delivery and governance Improving gender, inclusiveness and climate resilient services are embedded in the implementing approaches. WASH SDG consortium parties have decided to expand the programme in neighbouring and Sylhet tea garden areas. Among them, Kalapara municipality is one of the new intervention areas. Practical Action, one of the implementing partners planned to conduct an assessment at Kalapara municipality.

**6.2 Objective of the assignment**

Practical Action wants to conduct an assessment to assess the current situation of faecal sludge (FSM) and solid waste management (SWM) in Kalapara municipality of Patuakhali district and identify local capacity and opportunities for nexus building with waste–sanitation–agriculture and energy.

The specific objectives of the assessment are, but not limited to, as follows:

* To assess the current reach, infrastructures, logistics, projects/programmes of Kalapara municipality to provide safely managed sanitation and effective Solid Waste Management(SWM) services to city dwellers including slum dwellers and low-income communities.
* To map out SMEs[[1]](#footnote-2), MSMEs[[2]](#footnote-3) and informal waste workers involved in business of collection, sorting, processing of solid waste and mechanical desludging of toilets and treatment of FS.
* To assess reach, working environment, gender disparity, strategy for tariff fixation at Kalapara municipality and its coordination between FSM/SWM service providers and Kalapara municipality.
* To identify current knowledge, attitudes and practices of communities including slum dwellers, LICs for safe delivery of solid waste and faecal sludge.
* To assess the willingness of private sectors for investment in building, operations and management of FSM and SWM infrastructures including waste and sludge to compost and biogas.
* To assess the local demand and supply of organic fertiliser in consultation with DAE and fertiliser business communities and scope of growing the business for solid and faecal waste treated compost and bio slurry.
* To make recommendations for establishment and sustainable operations of Integrated Solid Waste Management including FSM and SWM systems.

1. **Scope of work and key questions:**
   1. **Scope of work**

The assessment team will work as per the following job description:

* Review of relevant documents namely proposal, work plan, previous study report, relevant national documents, etc. Develop semi-structured questionnaire and guideline for data collection and conduct field test of assessment tools to see the authentication of tools/questions.
* Orientation of enumerators on assessment tools and methods.
* HHs survey with mobile based data collection apps. Conduct FGDs of dwellers (including low income settlement), Municipalities (Engineering department, conservancy department, mechanical department, representative from elective bodies, secretary, health and sanitation department, representative from PRAP and GAP committee) farmers, informal pit emptiers, waste and sanitation workers, fertiliser dealers, organic compost producers, urban and peri-urban farmers, homestead gardeners, vegetable vendors (organic and traditional), highlighting the use of compost, scrap suppliers, food production and urban agriculture pattern, local energy (fuel) market and preparation of separate transcript for each FGD.
* Conduct KII of municipality mayor, representative of DAE and DPHE and several FGDs with the members of Town Level Coordination Committees (TLCC) municipal officials (secretary, engineers, account officer, slum development officer and conservancy inspectors), civil society representatives (building owners, businessman, teachers etc.) preparation of separate transcript for each KII.
* Scoping analysis of local market focusing on use of biogas and charcoal as fuel, back yard gardeners, rooftop gardeners, nursery owners, use of organic compost as fertiliser, reusing and recycling of plastic materials, solid waste collection pattern and segregation of organic and inorganic waste from user as well as from service providers’ perspective.
* Analyse qualitative data and quantitative information regarding existing WASH entrepreneurs including solid waste and pit emptying, sanitation value chain system, municipality’s waste management capacity, urban agriculture, energy and compost market scenario.
* Developed final report on Capacity Need Assessment of Kalapara municipality.

**7.2** **Key questions**

* To what extent the municipality reach for delivering safely managed sanitation and solid waste management services for city dwellers including slum dwellers and low-income communities, key constraints and challenges they face for improving the quality and increasing reach
* Do the municipality have long term plan for integrated solid and faecal waste management plan and is there any private sectors are helping for delivering waste and faecal sludge management services? If private sectors are interested how they can help for establishment of a good system?
* To what extent city dwellers and LICs people practice for safe disposal of waste and sludge and how communities can help in improving a good system for making their neighbourhood and cities clean and green?
* What challenges are existing waste management companies facing and what support they need from municipality, city dwellers and their community organisations and financing institutes for diversifying and growing their businesses
* What are the key barriers to promote waste and sludge recycled/treated compost and biogas and how these products can play an important role in meeting the gap between local demand and supply of organic compost?

1. **Outputs and deliverables:**

The specific deliverables for this assessment are detailed in the following table.

| **Deliverable** | **Format** | **Length** | **Detail** |
| --- | --- | --- | --- |
| Data Collection Tools | MS Word | As per need | Both draft and final versions of both qualitative and quantitative |
| Orientation on tools, data cleaning and analysis | Physical/  Virtual | As per plan/  Need | For both quantitative and qualitative |
| Draft Need Assessment Report | MS Word | 30-40 pages (excluding annex) | The expected structure of the report is given in the next section. |
| Presentation on the draft report | ppt | As per need | The feedback/input on the presentation should be incorporated in the final report. |
| Final Capacity Need Assessment Report | MS Word and PDF | 40-50 pages (excluding annex) | Based on the feedback on draft report the report should be finalised. It should be in English. |
| Assessment Summary/Fact Sheet | MS Word | 2-3 page | Based on final report a 2-3 pager for assessment summary. |
| Cleaned dataset | SPSS/STATA, Excel, Word, as appropriate | Final quantitative data and qualitative assessment script FGD, KII, Observation, etc.) | Soft copy. |

1. **Methodology of the assessment:**

The assessment will apply mix (quantitative & quantities) methods for data collection and analysis. Data will be collected from both primary and secondary sources. Primary data will be collected from city dwellers by semi-structured questionnaire survey. As part of secondary sources relevant documents will be reviewed and analysed.

Qualitative assessment will be conducted with city dwellers (including low income community), municipalities, informal pit emptiers, waste and sanitation workers, fertilizer dealers, organic compost producers, urban and peri-urban farmers, homestead gardeners, vegetable vendors (organic and traditional) and scrap suppliers highlighting the use of compost, food production and urban agriculture pattern, local energy (fuel) market, sanitation value chain and waste collection and management pattern. In addition, the assessment will cover municipality authority, representative of DAE and DPHE, civil society representatives (building owners, businessman, teachers etc.), etc. under qualitative assessment.

**Sample size determination:** The primary units of sampling are the city dwellers under Kalapara Municipality. A representative sampling approach will be undertaken. The following statistical formula are applied for sample size determination:

= 145~**150**

Here,

*n* = Sample size

*N* = Targeted population

*e* = Marginal error

*p* = Proportion of population with certain characteristics

*q* = Proportion of population without certain characteristics (1-*p)*

*z* = Level of significance

In the sampling estimate, given values are:

N = 4347 (total waste workers)

e = 0.08 (8% marginal error)

p = 0.5

q = factor q (1-p) = 0.5

z = 1.96 (at 95% confidence level)

Calculating the values, we get the sample size =145 considering 95% confidence level and 8% marginal error but for rounding-up as well as more representation of the beneficiaries, the assessment will consider total 150 respondents as part of quantitative survey

**Data collection methods:** A structured and mostly pre-coded questions will be developed through a rigorous and systematic process. Respondents size will be distributed proportionally depending on population size in the respective area using random sampling.

**Data processing, analysis and report preparation:** MS-excel will be used for data compute, editing, cleaning and SPSS/STATA will be used to produce descriptive table (frequency, average, ration, percentage, classification, cross tabulation) and relevant analysis will be taken place. Finally, report will be produced based on analysed results and qualitative assessment findings.

1. **Terms of Payment for the consultant/firm:**

The payment will be done according to the following time frame/arrangement:

| **Instalments** | **Amount** | **Timeline** |
| --- | --- | --- |
| 1st instalment | 25% of the total amount | After contract signing and submission of inception report |
| 2nd instalment | 35% of the total amount | After submission of the first draft report |
| 3rd Instalment | 40% of the total amount | Satisfactory completion and submission of the final report along with relevant documents |

***Note:*** *Tax and VAT will be deducted at source from the bills payable to the selected consultants/firm. In all cases, consultants/firm may only be paid their fees upon satisfactory completion of services.*

1. **Qualification of the consultant:**

* Master’s degree/Ph.D. in economics/social science/statistic/public health/Urban Planning/Civil Engineering/Environmental Science or equivalent fields having at least 7 years’ experience in the related field;
* Must have good understanding on urban sanitation, waste management services and integrated urban development.
* Good understanding about qualitative and quantitative research methodologies preferably in WASH sector nexus with agriculture and energy in the context of urban Bangladesh.
* Ability to analyze data by using appropriate statistical software (e.g. SPSS/STATA) and synthesize different quantitative and qualitative data/information.
* Capacity and willingness to work in teams

1. **Application and submission procedure:**

Interested party/ies (consultants/firm) are requested to submit their technical and financial proposals separately with the details organisational profiles including reference of relevant work experience (applicable for consulting firm), relevant experience especially methodology including activities and milestones, budget details, time frame and CVs of experts and contact details.

The proposal from individuals/firms shall contain the following sections:

* Understanding of the assignment
* Approach and methodology of Capacity Need Assessment
* Capacity Need Assessment plan and schedule
* Team composition
* Detailed Budget

The consultants/firm must submit the following documents along with Technical & Financial Proposal (including VAT and TAX) separately, as appropriate:

*For Consultancy Firm:*

* Maximum 2-pages Firm profile highlighting related assignment completed with client name, contract person and contact number
* Lead Consultant’s (who will lead the assignment) CV with maximum 3-pages highlighting related assignment completed, role in the completed assignment
* List of key team members (who will be involved in the assignment) along with one paragraph short CV highlighting related assignment completed and role
* Firm’s Certificate, TIN and VAT registration

*For Individual Consultant:*

* Maximum 3-page profile highlighting related assignment completed with client name, contract person and contact number along with detailed CV
* TIN certificate and any other relevant document (if necessary)

Electronic copy of the proposal duly signed should be submitted to [nazmul.huda2@practicalaction.org.bd](mailto:nazmul.huda2@practicalaction.org.bd)with the subject line: “Capacity Need Assessment at Kalapara Municipality” by no later than **20th April 2021.**

1. **Resignation and cancellation/termination of contract:**

The employment may be cancelled/terminated by either party as mutual agreement giving reasonable time. The services of the consultant/firm will be governed by the Human Resource and Administration policy of Practical Action in Bangladesh, as applicable for an employee of part time employment.

**Annexure**

**Annex-1: Duration of the assignment**

Upon completion of the assignment, the final report will have to be submitted within 60 days starting from the date of assigning relevant task.

The duration of the consultancy work is 60 days, proposed starting date is 01 May 2021 and to be completed by 29 June 2021.

| **Activity** | **Timeframe: 01 May 2021 – 29 June 2021** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| W-1 | W-2 | W-3 | W-4 | W-5 | W-6 | W-7 | W-8 | W-9 | |
| Contract signing |  |  |  |  |  |  |  |  |  | |
| Document review and tools preparation |  |  |  |  |  |  |  |  |  | |
| Data enumerators recruitment |  |  |  |  |  |  |  |  |  | |
| Organize training for data enumerators and field test |  |  |  |  |  |  |  |  |  | |
| Data collection (qualitative and quantitative) |  |  |  |  |  |  |  |  |  | |
| Data cleaning, processing and analysis |  |  |  |  |  |  |  |  |  | |
| Draft report preparation and submission |  |  |  |  |  |  |  |  |  | |
| Feedback sharing by Practical Action |  |  |  |  |  |  |  |  |  | |
| Presentation on draft findings/report |  |  |  |  |  |  |  |  |  | |
| Final report submission by addressing feedback [Full and Summary] |  |  |  |  |  |  |  |  |  |  |

1. Small and Medium Enterprises (SMEs) [↑](#footnote-ref-2)
2. Micro, Small and Medium Enterprises (MSMEs) [↑](#footnote-ref-3)