## TOR FOR CONSULTANCY SERVICES

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| **1.** | **Assignment title** | **:** | **Consultancy for Identifying Scopes and Opportunities in the Waste and Sanitation Sector.** |
| **2** | **Purpose of Assignment** | **:** | To support Practical Action in identifying opportunities and future collaborations with donors and government departments to scale up successful models, develop innovative projects, enhance functionality in selected municipalities with existing FSTPs or SWM plants, and explore how PA can contribute effectively through strategic discussions with stakeholders. |
| **2.** | **Location** | **:** | 04 (Four) municipalities i.e. Kalaroa, Faridpur, Meherpur and Magura , where PA presently work under BMGF project |
| **3.** | **Targeted Stakeholders** | **:** | * Department of Public Health Engineering (DPHE), * Local Government Engineering Department (LGED), * Targeted Municipalities, * Donor organizations (ADB, World Bank, IsDB, EU, ILO,AIIB, JICA, GIZ, etc.), and * Practical Action’s existing partners. |

# Background :

Practical Action (PA) has been implementing the Bill & Melinda Gates Foundation (BMGF)-funded projects since 2014, starting with Faridpur Municipality and scaling up to 11 areas. Through these initiatives, PA established the Transformation Model of Emptiers to Entrepreneurs, transforming informal sanitation workers into professional service providers and formal cooperatives. The Government of Bangladesh, through departments such as DPHE and LGED, has adopted this model for implementation in various municipalities. Additionally, PA has significantly contributed to developing the National Policy for Waste and Sanitation Workers.

As this flagship project approaches its conclusion in March 2025, PA seeks to leverage the learnings and establish pathways for future collaboration with government departments, donors, and other stakeholders to ensure sustainable development in the waste and sanitation sector. PA is also planning to continue operations in 5 to 6 municipalities where FSTPs or SWM plants are present but largely non-functional. The consultant will explore ways in which PA can support these municipalities to improve their operations and outcomes while engaging with key stakeholders to identify opportunities for Practical Action’s contribution.

# Objective of the Assignment

To support Practical Action in identifying opportunities and future collaborations with donors and government departments to scale up successful models, develop innovative projects, enhance functionality in selected municipalities with existing FSTPs or SWM plants, and explore how PA can contribute effectively through strategic discussions with stakeholders.

# Scope of work:

* **Stakeholder Mapping and Engagement:**
* Identify key stakeholders, including government departments (DPHE, LGED), municipalities, and donor organizations (ADB, World Bank, IsDB, AIIB, JICA, GIZ, etc.).
* Engage with selected municipalities to understand their needs, challenges, priorities, ongoing initiatives, and potential collaboration areas.
* Facilitate discussions with government departments and donor agencies to identify specific areas where they have priorities and Practical Action can contribute effectively.
* **Future Project Development:**
* Propose project concepts aligned with donor priorities, national policies, and Practical Action’s objectives.
* Explore innovative models to address waste and sanitation challenges, including integrated solid waste management, financial needs including business model, smart monitoring (digital tracking), integrating climate resilience and gender considerations, etc.
* **Enhancing Municipal Operations:**
* Assess the current functionality of FSTPs and SWM plants in the selected municipalities.
* Recommend strategies for Practical Action to support municipalities in reviving and enhancing these facilities.
* **Scaling Up and Sustainability:**
* Community based WM, emphasizing separation of waste at sources
* Assess the scalability and sustainability of the Transformation Model of Emptiers to Entrepreneurs in new areas.
* Effective functioning of the municipal landfill
* Recommend mechanisms for integrating the model into government-funded initiatives and donor-funded projects.
* **Report and Recommendations:**
* Prepare a comprehensive report with:
* Strategies for municipal support and operations improvement.
* Potential project opportunities.
* Stakeholder engagement strategies.

# Deliverables:

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

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| Sl. No. | Description | Deliverables |
| 01 | - Detailed Work Plan and Methodology for 04 selected municipalities  - Initial Stakeholder Mapping | Inception Report |
| 02 | * Findings on Stakeholder Priorities, Project Opportunities and Municipal Support Strategies * Comprehensive report with recommendations for Practical Action’s future engagement for 04 municipalities | Final Report |

# Role of Practical Action:

Practical Action will perform the supporting role to the consultant(s)/firm(s) in terms of linkage, guidance, advise and financial aspect. The major responsibilities of Practical Action are to:

* Provide technical feedback and support throughout the process.
* Provide financial resources to execute the assignment.
* In consultation with the consultant(s)/firm(s), arrange and execution of the consultation events at the national and local level

# Duration and Length of Expected Engagement:

There will be a span of Maximum 45 working days from the commencement of the tenure, which begins upon signing the contract, until May 31, 2025

# Budget & Payment

The consultant(s)/firm(s) are requested to indicate detail financial expectation in the proposal including all applicable VAT and Taxes. Note that, Costs associated for the consultation with selected municipalities (meetings, and workshops, consultations(KII), observation ) will be taken care by Practical Action. Practical Action will take care the responsibility for the transportation for the consultants to visit 04 municipalities (except Dhaka).

Thus, the financial proposal should only consider the time cost(s) miscellaneous, etc inside Dhaka and outside of Dhaka. All applicable VAT and taxes will be paid by the consultants. The release of funds will be made upon acceptance of the deliverable as per the following schedule -

1. 25% upon submission of the Inception report.
2. 35% upon submission of the draft report.
3. 40% upon acceptance of the Final Report.

# Minimum Requirements:

* The key professional staff (individual/team lead) will have experience and extended knowledge on the subject matter.
* Minimum Master’s degree in Civil Engineering, Urban Development, Environmental Sciences, Public Policy, or a related field.
* Minimum of 15 years’ experience in the waste and sanitation sector, with a focus on policy analysis and project development.
* Proven experience working with government departments and international donors.
* Strong understanding of the socio-economic context of Bangladesh.
* Excellent analytical, communication, and report-writing skills.

# Deadline & Submission Process:

Interested personnel(s)/firm(s) are requested to send a proposal (max 4 pages) and relevant CV(s) at [**procurement.bd@practicalaction.org.bd**](mailto:procurement.bd@practicalaction.org.bd)and mentioning subject line “Consultant for Identifying Scopes and Opportunities in the Waste and Sanitation Sector”.

# Evaluation Criteria and Weightage

The proposals will be evaluated according to criteria and the weightage as below-

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| Sl. No. | Criteria | Weightage |
| 01 | Understanding the assignment | 15% |
| 02 | Profile of individual/team lead | 25% |
| 03 | Experiences and achievement in similar assignment | 25% |
| 04 | Methodology & Approach | 15% |
| 05 | Budgetary Proposition | 20% |

# Resignation and Cancellation/Termination of contract

Practical Action in Bangladesh reserves the right to cancel, amend, and defer the contract agreement.

# Penalty Clause

In case of delays in the submission of the document, a 2% penalty will be deducted from the total payment for each day delayed. The selected consultant must pay back the total amount of the advance money if it fails to submit all deliverables and/or withdraws from the contract. The selected consultant must notice Practical Action, in writing, if it needs to extend the submission date.

# Intellectual Property Rights

All deliverables (policy brief/s, knowledge material/s, report/s) will be considered as Practical Action’s property. However, any of them can be used by media and/or by the selected agency for people’s good with prior written approval from Practical Action but cannot sell to/reproduce for other entity.

# Important notes:

1. Practical Action requires the consultant to take all safety measures to protect the Covid-19 pandemic and will not take any responsibility if the consultant or any of her/his associate consultant get affected by Covid-19 during/after the assignment.
2. Practical Action will not compensate for any damages/loss of any equipment.
3. Practical Action will not provide any vehicle, accommodation, food to the selected consultant(s) in Dhaka.

*Practical Action treat all applications on their merits and do not take into consideration any factors that are not relevant to the assignment such as disability, race, age, caste, religion, gender, gender reassignment or sexual orientation.*

*To ensure that Practical Action meets its legal obligations, appointments with the consultant will be subject to criminal screening, legal tax requirement, professional reference checks and asked to complete safeguarding training. Safeguarding training is delivered through an online training platform.*