**(Terms of Reference)**

**Water, Sanitation, and Hygiene Status of Dacope Upazila through Climate Resilient Project**



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**Background**

Bangladesh is one of the most disaster affected countries in the world. It is located in a low-lying delta, formed by the dense network of the tributaries of the mighty Ganges, the Brahmaputra and the Meghna, between the Himalayas and the Bay of Bengal. It is primarily low and flat land (with the exception of some hilly areas in the northeast and southeast). The country is home to approximately 160 million people and has a population density of 1,033 per km². The country has always suffered various types of geographic and hydro-meteorological disasters, but the situation is worsening due to climate change. According to the Department of Disaster Management in the Ministry of Disaster Management and Relief, the major disaster risks in Bangladesh are floods, cyclones, droughts, tidal surges, tornadoes, earthquakes, river erosion, fire, infrastructure collapse, high arsenic contents of ground water, water logging, water and soil salinity, epidemic, and various forms of pollution.

The biophysical and socioeconomic condition of Dacope upazila in Khulna District is extremely vulnerable and almost every year this region is being affected by natural disasters and climatic stress like cyclone, flood, water logging, salinity intrusion, storm surge, river bank erosion etc. Though there are 83 cyclones center the community peoples of this area loss their lives and livelihoods due to cyclones within a regular interval of time.

Salinity intrusion causes fresh water scarcity in the study area, so the community people largely depended on rain water, GOs, and NGOs supply water schemes for drinking purposes. Maximum people of the study area are poor and they do not have adequate knowledge about climate change issues and its impact on their livelihood. They don‘t know how they can adapt with climate change issues to mitigate climatic risks and how to make their livelihood more secure and resistant to disaster. To ensure the development of the situation Rupantar works from April 2015 to present. There is a lack of sufficient disaster preparedness at family and community level. For considering the above circumstances this study goes with the aim of exploring the present climate change adaptation scenario and the situation of the people on water, sanitation, and hygiene of the study area. **Place of Study**

Dacope upazila of Khulna district comprising an area of 991.57 km2, bounded by Batiaghata upazila on the north, Pasur river on the south, Rampal and Mongla upazilas on the east, Paikgachha and Koyra upazilas on the west.

**Objectives**

This study is aimed to assess the objectives in below:

* To identify progress of the project against baseline data (April 2015 to March 2020)
* To identify the further scope of work in three areas of interventions
* To find out the effectiveness of the ongoing sustainability project (this project started in April 2020)

**Key Deliverables**

Expected essential deliverables:

1. Both data set MS- Excel and SPSS/STATA
2. Draft report with all transcripts, syntax, attached data, tables, and graphs
3. Each union report separately (09) and
4. Final report (01)



**Requirement of Consultant**

Expected competency of the individual/firm includes:

1. Expert in both MS- Excel and SPSS/STATA
2. Expert in conducting quantitative and qualitative study
3. Expert in working in the area of water, sanitation, and hygiene management
4. Expert in working with Second generation Sanitation
5. Competency and experience in GIS mapping
6. Analytical skill in assessing fecal sludge scenario of a upazila
7. Capacity to provide necessary training to human resources for administering data collection, quality control and management of data.

**Selective Criteria**

The proposals will be evaluated based on the following criteria:

1. Relevant experience including the composition of the team: 20%
2. Technical Proposal with detailed methodology and work plan: 50%
3. Financial Proposal with a detailed budget: 30%

**Duration of Time**

The total task will be completed within 28 days (from 1st February, 2021 to 28th February, 2021) after signing of the contract including field survey. Within 3rd week of March 2021, the consultant will share the report with Rupantar. After sharing the sharing the final report, it should be submitted to the organization.

**Ethical standards**

The Consultant is expected to explain clearly to the people/interviewee/study participants who are involved in the process/survey, what the purpose of the exercise is, and how their information will be used. The interviewees should be ensured that the information which they will give will be used only for study activities. The study/survey should follow ethical standards for research and data collection, and should include a risk assessment covering security risks (especially due to COVID-19 Pandemic situation) to respondents. As a minimum, the study/survey should ‘do no harm’.

**Methodology**

The sustainability assessment is expected to be obtained through primary data collection methods. The assessment should be based on existing WASH interventions (RO, RWHS, PSF) implemented by Rupantar at Households, Educational Institutes and Health Care Facilities of Dacope Upazila. The study should extract information on the impact and usefulness of completed WASH interventions with focus on change in climate vulnerability and scope of work or improvemnet. Therefore, the study should be supplemented by interviews with key informants from the upazila and field visits to better understand the current practices. The consultant is welcome to suggest additional research methods as per their assessment of the assignment.

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| Name of Upazila | Name of Survey | Number of Unions | Number of Wards | Number of villages | Number of Households |
| Dacope | Households (HH) | 09 | 81 | 149 | 36,707 |
| Education Institute |
| Health Care Facilities (HCF) |

Detailed methodologies should be finalized in consultation with Rupantar at the final stage of this selection process

**Target population and study area:**

1. Households (HH) of the Dacope Upazila in Khulna
2. Educational Institutes of the Dacope Upazila in Khulna
3. Health Care Facilities (HCF) of the Dacope Upazila in Khulna

**Approach of the study:**

Both quantitative and qualitative methods (mixed method) must be applied through Akvo Flow or other field survey tools using mobile devices (tablets, computer, and smartphone). Consultant is expected to provide detailed information in Akvo Flow or other access tools, along with all questionnaires and analysis syntax.

**Questionnaire:**

The questionnaire should be produced in as much detail as possible in-line with the study needs. It shall incorporate qualitative and quantitative questions with minimum open-ended questions and logical multiple-choice options. The questionnaire may be divided into informative groups and extract sex and age disaggregated data. The Consultant is expected to share the questionnaire before implementation.

**1.Households - Sampling for quantitative survey:** Household’s survey will capture eight Impact quantitative Indicators. To get a precise estimate at overall upazila level, we suggest to use non probabilistic approach considering level of significance =5%; desired precision or margin of error (M) 5%. Then create the sample of the population. At 1st stage of sampling, all the wards need to be selected from the upazila. In Dacope there are 81 wards. At the final stage, sample households will be selected by applying systematic sampling. Rupantar could provide existing baseline survey list of HH collected in 2016. However, the Consultant shall update the survey list as required.

**Qualitative indicators:**

A qualitative study should be conducted after the quantitative study by forming a qualitative team. Rupantar will provide the list of two outcome indicators.

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| Name of Upazila | Indicators | Number of Supply | Activities of Rupantar | Remarks |
| Dacope | Water | PSF−10 (community)  PSF Renovation−79 (community)  RO−02  Rain Water Harvesting−10 (households)  Underground Rain Water Harvesting−01(community) | Pond Send Filter (PSF), Rain Water Harvesting, Reverse Osmosis Plant, Toilet. | Community, Household, Holding head. |
| Sanitation | Toilet−10 (households) |

**Note:** Rupantar aims to ensure the sustainable development goals (SDG) number 6 by developing the water and sanitation system in Dacope upazila. For this aim a water collection system was established. Here, the Rainwater Harvesting Systems in houses are set up as a pilot sample. The Underground Rain Water Harvesting System capacity is 80 thousand liters.

**2.Education institutes – Sampling for quantitative survey:**

For educational institute census would be applied (Primary School, Secondary School, Madrasa, and College). Rupantar will provide the census list of found institutions from baseline study in 2016, which would be required to update in case of any new institutions.

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| Name of Upazila | Educational Institution | Number of Institute | Activities of Rupantar | Remarks |
| Dacope | Primary School | 119 | Rain Water Harvesting (RWH) Plant, Water,  Sanitation and Hand Washing | Primary School, Secondary School, Madrasa, College |
| Secondary School | 44 |
| Madrasa | 16 |
| College | 07 |

**Note:** Rupantar believes that water and sanitation is a part and parcel of our daily life, therefore necessary steps to provide it among the students in the upazila is undertaken with care. For this aim 30 Primary School, 34 Secondary School and 6 Madrasas received water and sanitation facilities. In all the institutions Rupantar includes Hand Washing activities.

**3.Health Care Facilities - Sampling for quantitative survey:**

For health care facilities census would be applied (Health Complex, Community Clinic, Union Health and Family Welfare Center). Rupantar can support to the collect of health care facilities’ list prior to conducting the survey during baseline study in 2016, which would be required to update in case of any new health care center.

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| Name of Upazila | Health Care Facility | Number of Institute | Activities of Rupantar | Remarks |
| Dacope | Upazila Health Complex | 01 | Rain Water Harvesting (RWH) Plan, Water,  Sanitation and Hand Washing | Health Complex, Community Clinic, Union Health and Family Welfare Center |
| Community Clinic | 23 |
| Union Health and Family Welfare Center | 07 |

**Note:** Rupantar also provides water and sanitation facilities among the health care centers in the upazila - Upazila Health Complex (01) and 17 Community Clinics including union health and family welfare center. Rupantar is also planning and processing to provide the facilities in other 6 community Clinics.

**Application process**

[Rupantar](http://www.rupantar.org) invite interested individuals and companies to submit the following application documents:

* Expression of Interest (EoI) outlining how the consultant(s) meets the selection criteria and their understanding of the ToR and methodology;
* A proposed activities schedule/workplan with time frame accompanied by proposed sampling
* Copy of CV of the consultant(s) who will undertake the evaluation;
* One recent example of similar baseline or evaluation report written by the applicant;
* Financial proposal detailing consultant(s) itemized fees, data collection and administrative costs specifically and respectively.



**Payment condition**

The payment is subjected to be made under multiple tranches where upon the receipt of the deliverables and as agreed mentioned in the agreement and contract, the service provider will be paid through provided Bank Account (Individual / Firm) upon submission of required deliverables.

**Legal Compliance**

All the compliance will be maintained following the government rules and regulations as applicable including but not limited to VAT and TAX.

**Safety and security and Disclosure of Data/Information**

The security of community members, staff of grantees, and assessment team should be of primary consideration, particularly considering the sensitivity of some of the issues that may be covered. Information gathered in surveys and interviews is personal and potentially sensitive. Respondents should be reassured that information provided will be kept anonymous. Under no circumstances should interviewees be pressured to respond to all or some questions or items. Parental consent must be obtained before interviewing minors.

Rupantar is requested to consider and document security aspects of data gathering and storage, including who will have access to the data and the results. Only collect and/or store data which will be of use to inform the project.

The consent of each individual participating in the assessment will be sought and participants will be requested to sign a consent form. Consent can be withdrawn at any point during the assessment. If a panel survey data for a small sample of individuals is selected, the consultant shall request the explicit consent of the individuals that will be traced during the period of the grant, as well as some form of means of communication with the individual, such as email, or telephone. This data shall be strictly secure and be only accessible to the consultant and Rupantar.

**Scope to seek information and clarity**

For any query related to the ToR may send written queries until **22 January 2021** to **Ashik Rubaiyat**, Project Manager, Disaster Management, Climate Change and Adaptation Programme. Email**:** [**rubaiyat@rupantar.org**](mailto:rubaiyat@rupantar.org)**.**

Interested Firms/individuals are requested to submit the Technical and Financial proposal with relevant documents to the following email address: [**shibly@rupantar.org**](mailto:shibly@rupantar.org) and CC [**rubaiyat@rupantar.org**](mailto:rubaiyat@rupantar.org). The deadline for submission of proposals is **11.59 pm**, **23 January 2021**.

