

Terms of References (ToR)

For

Monitoring Framework Consultants

A. Background

Khulna City Corporation (KCC) is the 3rd largest city of Bangladesh, situated in the south-west coastal area of the country. There are 31 wards in KCC with about 1.77 million people living in the city as a whole (GCRF, 2018), but 40% of them live under the poverty line (ADB, 2011). Most of these poor households of KCC live in the densely populated slums (CUS, 2005; CUS, 2011) that are being built in private lands by the landlords or built-in unauthorized government lands by the influential without proper planning, without ensuring utility services and without permission by the Khulna Development Authority (KDA) due to lack of governance. 45% of the households and their toilets are connected to the drains illegally due to ineffective WATSAN standing committee of KCC and effective monitoring mechanisms by KCC and Ward councilors' offices, Department of Public Health Engineering Department (DPHE) and Department of Environment (DoE). On the other hand, citizens do not understand their responsibilities as a citizen.

'Environmental Resilience Building with Citizens' Needs under Khulna City Corporation of Bangladesh, a 2.2 year initiative under Promoting Advocacy and Rights Activity, funded by USAID and FCDO, and technical assistance by Counterpart International. Project commenced in May 2021 and will come to end in February 2023 which will be implemented by Shushilan Consortium. Project location is in the Khulna City Corporation of Bangladesh, in two Ward (sub districts) under KCC.

As part of this project, will need to prepare an effective monitoring framework based on the properly identification of the problems and policy gaps on WATSAN, drainage and waste management services of Khulna City Corporation. Khulna City Corporation, Khulna Development Authority, Department of Public Health Engineering Department, Department of Environment will use the developed monitoring framework and they will take decision how they will use/apply this framework.

B. Objectives of Consultant Engagement

The overall objective of engaging the consultants outlined below:

1. Review the existing urban strategy plan, master plan and relevant laws & policy
2. Identification the problems and policy gaps on WATSAN, drainage and waste management services of KCC
3. Prepare urban policy report, policy brief and monitoring framework for standard monitoring of the project activities

C. Methodology

The methodologies include identifying the problems and policy issues through policy study, thematic goal setting, and the expert will propose a methodology for the contextualization of the approach. The process will cover urban strategy plan, master plan and relevant laws/regulations review, workshop with government officials, meetings with slum dwellers at slum area, field visits, Focus Group Discussions (FGD), Key Informant Interview (KII) and so on. Finally, consultants will prepare urban policy report and monitoring framework. The experts will consult with Shushilan graduation specialist to finalize the indicative tasks, methodology and processes.

D. Key Deliverables

1. A final version of the monitoring framework, urban policy report and policy brief.
2. Provide technical and facilitation guidance to project staff for better application of the produced monitoring framework.

E. Management and Oversight

The assignment will be managed by Shushilangraduation specialist.

F. Number of Working Days

A total of 30 working days (for both Senior Consultant and Junior Consultant) will be allocated for the completion of the assignment. The experts will provide a detailed breakdown of the number of days worked, including a field plan and timeline.

G. Timeline of Deliverables

Sl.	Deliverables	Timeline
1	Review existing urban strategy plan, master plan, relevant laws & policy	3rd week and 4th week of July
2	Develop monitoring framework and urban policy report	1 st week of August (draft) 4th week of August (final version)
3	Provide technical and facilitation guidance to project staff for better application	2 nd week of September

H. Experience and Eligibility Requirements

- Preferable university professors/researchers with academic background of urban & regional planning with extensive experience on policy review and preparing monitoring framework based on urban policy/laws/regulations study.
- Publication in peer review journals/government level policy review focusing on the unplanned urbanization/urban policy/urbanization studies/utility services of slum-dwellers including WATSAN, drainage and waste management etc/ will be an added advantage for the consultants/researchers.
- Demonstrated ability in using participatory approaches, learning processes with a capacity to innovate and promote new initiatives
- Experience working with NGOs or international development organization preferred
- Experience working with USAID funded grants preferred

I. **Duration of Contract:** July 2021 to September 2021

J. Proposal Evaluation

The Proposal Evaluation Committee (PEC) established by Shushilan will review the technical and financial proposal based on the eligibility, qualification and technical criteria outlined below. The technical and financial proposals will be weighted at 70% and 30% respectively, with a minimum 65% required to pass the technical criteria. Proposals will be ranked according to the combined technical and financial scores.

i) Technical evaluation criteria

The technical evaluation criteria and basis for the allocation of points is as follows:

Sl. No.	Criteria	Points
A	Technical Evaluation Criteria	70
I	Specific experience in graduation programs	35
I.1	Demonstrated experience on policy review and policy preparing	10
I.2	Extensive experience on preparing monitoring framework based on urban policy/laws/regulations study	10
I.3	Publication on the unplanned urbanization/urban policy/urbanization studies/utility services of slum-dwellers including WATSAN, drainage and waste management	10
I.4	Experience in working with US government grants, specifically USAID	5

Sl. No.	Criteria	Points
A	Technical Evaluation Criteria	70
2.	Methodology	15
2.1	Details and quality of methodology proposed for the specific deliverables	15
3.	Implementation Mechanism and Plan	30
3.1	Understanding of the deliverables	5
3.2	Implementation mechanism of planned activities	20
3.3	Adequate reflection of all proposed activities in the proposal	5
4	Professional Qualifications and Competence for the Assignment	10
4.1	Consultant(/s)'s educational qualifications	5
4.2	List of similar assignments conducted, with names of references for each	5
	Total Points	100

As a part of the evaluation process, consultant/s may be interviewed/asked for presentations on the submitted proposal by the Proposal Evaluation Committee.

ii) Evaluation of Financial Proposal

The financial proposal shall include a Summary of Costs, Breakdown of Staff Remuneration, Travel and DSAs, miscellaneous expenses and overhead costs (if any). The total cost of the financial proposal (after correctness and confirmation of arithmetical errors, if any) will be considered for financial evaluation. Interested Consultant/s is requested to submit proposals in the light of the TORs and above mentioned evaluation criteria.

K. Payment Terms and Conditions

1st payment BDT 150000, 30% of the contract value as advance after successful contract agreement

2nd payment BDT 100000, 20% of the contract value after successful completion of workshop and meeting and draft policy brief and draft monitoring framework

3rd and final payment 250000, 50% of the contract value after satisfactory submission of the urban policy report, policy brief and effective monitoring framework.

Payment shall be made through Account Payee Cheque or Straight to Bank (S2B)/ online transfer by Shushilan. The consultant(s) will be paid the agreed upon amount for successful completion of the assignment, which will include accommodation, food, T/A, D/A, logistical support and all other costs relevant to the assignment. VAT/TAX will be deducted from the total amount based on GOB regulations.

L. Legal and Ethical Code of Conduct

- Consultant/s should abide by the terms and conditions in the TOR and the subsequent request for proposals (RFP).
- It is important that the consultant (/s) does not have any links to project management, or any other conflict of interest that would interfere with the independence of the assignment.

M. Application Submission Information:

Proposals should be submitted on or before 20 June 2021 by e-mail attachment in Microsoft Word to: e-mail hr@shushilan.org in the subject line **Or hard copy to: Head of HR Cell, Shushilan, House#155, Jalil Sharoni, Rayermahol Part, Boyra, Khulna.**