

Terms Of Reference (ToR) for Training Consultant

Introduction

SNV is a mission-driven global development partner working in more than 20 countries across Africa and Asia. Building on 60 years of experience and grounded in the 2030 Agenda for Sustainable Development, we work on the core themes of gender equality and social inclusion, climate adaptation and mitigation, and strong institutions and effective governance. Our mission is to strengthen capacities and catalyse partnerships that transform the agri-food, energy, and water systems, which enable sustainable and more equitable lives for all. For more information, please refer to our website: www.snv.org

Programme Background

In Bangladesh, SNV had initiated an urban water (primarily in Sanitation) programme from 2014 in southern cities and have been proactively engaged at the National level to support urban sanitation initiatives. SNV under the Urban Sanitation Programme with the support from BMGF and DGIS aims to support Local Authorities (Khulna and Gazipur City Corporations, Kushtia, Jhenaidah, Jessore and Benapole Paurashavas) to address service delivery challenges in sanitation and advance the sector development, through strategic engagement with Government Agencies and partnering with other experienced civil society and private sector organisations working in the sector.

SNV believes in rethinking, reforming, and enhancing institutional structures to lessen the impact of rapid urbanisation and climate threats. To do this, we must seek ways to improve the governance and practices of the waste management, drainage, and water supply sectors. In Bangladesh, the local government is responsible for water, sanitation, drainage, and solid waste, often needing more local capacities. Private sector engagement plays a crucial role in making cities more sustainable, but accountability and performance still need improvement. SNV has been working with different stakeholders to set up PPPs with clearer rules of engagement and oversight to strengthen performance accountability by adopting a holistic approach to a sustainable urban water cycle. In continuation of this, and in close collaboration with the two responsible national departments – the Department of Public Health Engineering (DPHE) and the Local Government Engineering Department (LGED) SNV is heading towards a new approach of promoting Sustainable Urban Water Cycle in Bangladesh. Supporting this, the Embassy of the Kingdom of the Netherlands in Bangladesh has awarded SNV a new project in Bangladesh titled "Transitioning to sustainable urban water cycles in Bangladesh".

This project aims to improve sanitation, solid waste, and drainage water management to protect the health and well-being of around 1.4 million people in 12 cities and towns by increasing access to safe, essential urban services (sanitation, solid waste, stormwater management). Moreover, the project will initiate improvements in relevant water resource management indicators at the city level over five years.

The project envisages the following six (six) outcomes: to support city-wide inclusive services by professionalising and making urban sanitation and solid waste facilities financially viable.

1. Strengthened capacities to support city-wide inclusive services.
2. Increased professionalization and financial viability of urban sanitation and solid waste services.
3. Strengthened governance, regulation, enforcement, and monitoring capacity.
4. Strengthened performance, integration, and circularity of treatment, reuse, and recycling.
5. More responsive strategic communication towards consumer behaviours.
6. Improved capacity and preparedness for city-level floods and droughts.

The project is in its fourth year of implementation, working in four city corporations and eight paurashavas grouped into the following five clusters. The cities are, Gazipur, Sylhet, Cumilla and Khulna City Corporation, Chapai Nawabganj, Shibganj, Khustia, Joypurhat, Lalmonirhat, Moulvibazar, Chatak, and Bagerhat municipality.

The project aligns with the long-term Bangladesh Delta Plan (BDP) 2100 and related national commitments to the Sustainable Development Goals (SDGs), most notably SDG 6 on achieving inclusive and sustainable safely managed sanitation, SDG11 on solid waste and water-related risks, and SDG13 on resilience, adaptive capacity, and greenhouse gas emissions.

Context and purpose of the job

The Governance, Regulation and Enforcement component of this project focuses on strengthen the capacity of local government institutes, private operators and stakeholders. A project focuses on increasing capacity of cities on planning, implementation, monitoring, coordination, collaboration for sanitation and solid waste services. Project emphasis on Gender Equality and Social Inclusion (GESI) in the governance structure, planning, budgeting and implementation process of cities. SNV focuses on strengthening the governance system and professionalization of sanitation and solid waste services at city level. Thus, the Training Consultant is expected to contribute to solving these issues and support the Governance Advisor in this regard. Thereby, following aspects of the job will be highlighted:



- The project focusses on strengthening the capacity of local authorities and other appropriate actors in urban sanitation, solid waste, and drainage management. Therefore, the Training Consultant will work collaboratively with the Advisor to work constructively with the different partners.

Objective of the assignment

Overall Objective:

To develop issue-based, comprehensive lesson plans and deliver participatory training/workshop sessions using appropriate methodologies and materials; to ensure results-oriented and professional facilitation; and systematically prepare and share detailed reports highlighting key outcomes, lessons learned, and recommendations.

Specific Objectives:

- Develop the issue-based and detail lesson plan of training/ workshop including methods and materials.
- Facilitate the training/ workshop through driving it participatory, result oriented and professional focus.
- Prepare and share comprehensive training/ workshop reports reflecting outcomes, learnings and recommendations.

Activities

Activity 1. Prepare lesson plan and develop materials

- Design and develop detail training/ workshop lesson plan on sanitation, solid waste management, drainage management.
- Incorporate participatory, practical, and adult-learning methodologies into training materials.
- Develop appropriate training/ workshop materials.

Activity 2. Facilitate Training /Workshop

- Facilitate the session of training/ workshop for municipal officials, service providers, and key stakeholders.
- Make the training session participatory, professional and result oriented.
- Evaluate training effectiveness and integrate feedback into continuous improvement.

Activity 3. Reporting and Documentation

- Prepare and share brief training/ workshop reports highlighting key outcomes, lessons learned, and recommendations.

Expected Deliverables

Deliverable 1: Develop detail lesson plan for training/ workshop including methods and materials.

Deliverable 2: Professionally facilitate training/ workshop following the lesson plan.

Deliverable 3: Prepare brief training/workshop report focusing outcomes, lessons learned and recommendations.

Mode of agreement: It'll be a framework agreement with individual consultant to support SNV in designing and implementing training and workshops.

Contract Period

The estimated period for the contract is one year which indicates that the price offer should be unchanged and valid for 12 months from the contract signing date. Engagement of Training Consultant will minimum 7 days and maximum 14 days in a month based on the requirement. During this period, and under the signed agreement, the contracted Training Consultant will be called for assignments only and only be paid for the assignment.

Budget

The budget quoted by the interested consultant must cover all the expenses related to develop lesson plan, facilitate the training/ workshop and prepare the report. However, SNV will arrange travel, accommodation and food cost of consultant during the visit and facilitate the training/ workshop session at city level.

Evaluation and Feedback

To assess the quality of the lesson plan, materials of the training/ workshop and SNV will conduct regular evaluations. Feedback from participants will be collected and shared with consultant for improvement.

Intellectual Property Rights

All intellectual property rights associated with the lesson plan, materials and reports will be transferred to SNV upon completion. This ensures that SNV retains ownership and control over every single component/layers/documents etc. developed.

Confidentiality

The selected individual must maintain the confidentiality of information/ documents shared by SNV and its partners during the project. It specifies that all information will be

treated as confidential unless publicly available or approved for dissemination by the respective parties. This provision protects sensitive information and respects the privacy of stakeholders.

Amendment and Termination

The ToR acknowledges that amendments to the document may be necessary and should be made in writing with the agreement of all parties involved. It also outlines the conditions for termination, allowing either party to provide written notice of termination with a reasonable period for completion or handover of ongoing work. These provisions ensure flexibility and a fair process in case any modifications or terminations are required.

Governing Law

The ToR will be governed by and construed in accordance with the laws of Bangladesh. It establishes the legal framework within which the project will operate.

Qualification and Experience Requirements

We anticipate that the ideal candidates will possess the following qualifications and attributes:

- At least Bachelor's degree in Social Sciences, Development Studies, Public Administration, Management, or any other relevant discipline.
- Minimum 7 years of proven experience in designing and facilitating training, workshops, or capacity-building programs.
- Demonstrated experience in developing issue-based lesson plans, training modules, and facilitation materials.
- Strong knowledge of participatory training methodologies, adult learning principles, and results-based approaches.
- Demonstrated key knowledge and skills on facilitate the training/ workshop professionally.
- Excellent facilitation, communication, presentation, and interpersonal skills.
- Professional facilitator to facilitate the session with government and city officials, private operators and stakeholders.
- Experience in preparing high-quality training/workshop reports with clear documentation of outcomes and recommendations.

Submission of proposals

Interested individual fulfilling the requirement are requested to adhere to the following submission:

- A one-page motivational letter
- A three-pages resume

- Daily rate of remuneration

Please note that SNV will arrange travel, accommodation and food cost of training consultant during the visit and facilitate the training/ workshop session at city level.

Selection criteria

Criteria	Maximum score
Overall experience working in development sector	15
Experience working with local government specially with City Corporation and Paurashava	15
Educational background	10
Training background/ experience	30
Daily rate of remuneration	30

General instruction

Carefully read the instructions before completing the questionnaire and compiling your bid. Note that submission of false information will lead to automatic disqualification.

- Responses to this ToR must be in accordance with the requirements for information in the document.
- Applicants must fill all sections and provide all requested documents.
- As per the criteria listed above, in selection of individual consultant, SNV will short-list only those individuals are able to clearly demonstrate their capacity and competence to conduct the work by achieving more than 65 points in the ToR. Applicants are encouraged to apply only if they can demonstrate clear expertise and past performance.
- The application document must be signed by the consultant.
- Please note that by responding to the SNV Due Diligence Self-Declaration and signing, you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law.
- Applicants should note that this call for ToR does not amount to any contractual obligation.
- Applicants will meet all cost associated with preparation and submission of their applications.
- Any and all canvassing will lead to automatic disqualification of the applicant.
- The SNV Due Diligence Self-Declaration form and annexes **which are not filled out completely and submitted in the prescribed manner with all requested attachments will not be considered.**

SNV diligence data instructions

- It is understood and agreed that the pre-qualification data on prospective bidders is to be used by SNV in Bangladesh in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to tender category as described. SNV follows the EU GDPR data protection guidelines and will maintain data in secure electronic and hard copy for a period no longer than 7 years.
- Prospective bidders will not be considered qualified unless in the judgment of SNV in Bangladesh they possess capability, experience, and qualified personnel to satisfactorily executed the contract for services.
- Should a condition arise between the time the individual is pre-qualified to bid and the bid opening date which in the opinion of SNV in Bangladesh could substantially change performance and qualification of the bidder or his/her ability to perform, such as but not limited to bankruptcy, change in ownership or new commitments, SNV in Bangladesh reserves the right to reject the tender from such a bidder even though the bidder was initially pre-qualified through the TOR.

Submission requirements

- Applications must be in ENGLISH and in PDF Format.
- Electronic copy of the ToR along with the SNV Due Diligence Self-Declaration form and annexes, duly signed should be submitted to bangladesh@snv.org with the subject line: “**Capacity Strengthening Support**” latest by **7 March 2026**.
- Any submissions made after this date and time will be disqualified. The bidder is responsible for obtaining an electronic receipt.
- For any query related to the ToR, please email to proy@snv.org with copy CC to bangladesh@snv.org.

Click here- [SNV Due Diligence Supplier Registration and Vetting Form](#)