**Project Name : Piloting Safe Water Management System for Climate Affected Families in Satkhira**

**Terms of Reference (ToR) for hiring consultant for developing Session Manual on Climate Change Adaptation and Safe Drinking Water Management Guideline**

**Introduction:**

Uttaran has been working in the area for nearly 40 years, progressively assisting people to escape poverty by strengthening their resilience. Uttaran’s vast experience and evidence have revealed that the key objective should be to ensure resilience for disadvantaged climate-change-impacted communities by addressing people's specific, contextual vulnerabilities.

Uttaran is currently implementing a project titled **Piloting Safe Water Management System for Climate Affected Families in Satkhira** Covering Upazillas are Assasuni and Satkhira Sadar, supported by Save the Children. The objective of this project is to provide 40000 people in 10 communities with access to clean water for domestic and drinking purposes. Using locally recognized techniques, this initiative also aims to restore surface water and establish clean water sources for the communities. The major objective is to create an efficient water management system with the active involvement of local communities, particularly the water management committees, women user groups, youth and local actors. For this project, Uttaran is looking for an individual consultant to develop session manual for climate change adaptation and Safe drinking water management. To provide local stakeholders and community-based groups guidance on safe drinking water management and climate change adaptation, this manual/guideline will be developed as part of community capacity-building initiatives.

**Objectives of the assignment:**

The objective of this consultancy is to develop comprehensive session guideline for Climate Change Adaptation and Safe Drinking Water Management. The guideline will serve as essential guiding document for training programs aimed at building capacity and enhancing knowledge of water management committee, women user group, young people and local actors in the areas of climate change adaptation and safe drinking water management.

**Scope of Work and working areas**

The consultant will be responsible for the following tasks:

* Develop a session guideline and divide it into two sections. The first will address adaptation to climate change, taking into account the vulnerabilities of coastal areas. It will cover five or six different areas, including the basics of climate change, adaptation to climate change, vulnerabilities, the impact of climate change in coastal districts, potential adaptation options, and a description of the options. As much as possible, we advise using data and facts, case studies of good practices, and examples. The second section will address the safe drinking water management system of coastal districts and cover six to seven different areas, including the crisis of safe drinking water in the coastal districts, sources of safe drinking water, surface water management, water safety plan, local and available techniques of safe drinking water, such as rainwater harvesting, groundwater treatment, desalination, Surface water treatment by PSF, etc., and incorporate nature-based solutions. It will also set guidelines for local government and local committees regarding safe water management systems in line with government policy. The documents will be an end-user-centric module with customized and tailor-made component specific messaging. the documents should be developed in a structured and logical manner. The consultant should outline the learning objectives, create an agenda, and design the content flow.
* Conduct a participatory need assessment to understand the specific water, sanitation, and hygiene (WASH) challenges including salinity intrusion and needs of climate-vulnerable communities in Satkhira, considering the safe water scarcity environment.
* Make sure local stakeholders (including DPHE and other local govt. actors), children, and communities are consulted throughout the guidelines' development process to get their perspectives and make sure that the content is relevant to practical needs. Include participatory materials, practical instances, and stories in the guidelines so that readers may make connections to their own experiences and understand the content, conduct a full-day training session and give the project team a TOT on the developed guidelines to ensure that they are understood and effectively delivered to communities.
* Validate the documents with a formal presentation after exercising, taking modifications and feedback, and testing the audience within a short period of time.
* Upazilas are Asashuni and Satkhira Sadar of Satkhira District.

**Key Deliverables:**

* Final sessionguideline for climate change adaptation and Safe drinking water management in Bangla according to the scope of work. All content information must be current, accurate, and easy to understand to meet learning objectives and comply with government policies regarding safe drinking water and the climate change.
* A Participatory needs assessment report.
* An inception report outlining the guideline development process methodology following a week of agreement signing. It will outline the process by which he or she would draft the guidelines following discussion with the SCI team and Uttaran.
* Development of training materials for TOT and conduct a day long ToT for project staff.
* Throughout the development of the guidelines, follow the approach of feedback to get input from Uttaran and Save the Children. This will ensure that the deliverables are accepted by all parties through a consultation process.

**Consultant Qualifications:**

* Knowing details in Rural water supply technology, water quality parameters, water safety plan, water management (Ground and surface) and sustainability.
* Proven experience in developing and implementing CCA and WASH projects and similar guideline/manual in climate-vulnerable and saline-prone coastal communities.
* Proven knowledge and track record on Participatory and inclusive approach, Community based approach, Community engagement, Safeguarding especially on Child safeguarding, WASH and Climate change adaptation.
* Expertise in participatory approaches, community engagement methodologies, and child safeguarding practices.
* Strong understanding of the water management, Water Safety Plan, health, and hygiene, MHM challenges faced by these communities.
* Experience in conducting needs assessments, developing guidelines, and conducting Training of Trainers.
* Good knowledge on national government WASH policy, WASH in emergency and adaptation policy and strategy such as NAP (National Adaptation Plan 2020-2050).
* Excellent communication, facilitation, and reporting skills.
* Fluency in Bengali and English languages is required.

**Submission of Proposals**

Consultants interested in this project are invited to submit the following documents within the below mentioned time;

* Technical proposal outlining the proposed methodology, work plan, team composition, safeguarding strategy aligned with Uttaran and Save the Children policies, and child labor prevention measures.
* Financial proposal with a breakdown of costs for all project activities.
* Team composition with CVs of key personnel.

**Selection Criteria:**

* Technical competence and experience of the consultant team.
* Quality of the proposed methodology and work plan, with focus on participatory approaches and child safeguarding.
* Demonstrated experience in working with climate-vulnerable communities and saline environments.
* Competitiveness of the financial proposal.
* References from previous clients.
* Strong commitment to child safeguarding and adherence to Uttaran and Save the Children policies.

**Remuneration and Mode of Payment:**

Uttaran will facilitate in paying external consultant fee by following the below mentioned procedures-

* Uttaran will deduct 15% VAT and 10% Tax on total payable amount from the quoted value.
* The consultancy fee will be paid by account payee cheque.
* 40 % of total amount will be paid after starting of the survey procedures.
* 30% of total amount will be paid after submitting the draft document.
* 30% of total amount will be paid after submitting and approval of the final document by authority.

**Termination of the Agreement:**

* Either party can terminate this agreement with a written notice within 15 (fifteen) days from the date of signing this agreement.
* If the external consultant cannot fulfil any clause of Terms of Reference.
* If the external consultant cannot submit their reports/documents within the specified time.
* The external consultants cannot carry forward any expenses after the specified time.

**General Terms & Conditions:**

* Any document, information or data entrusted to or produced by the external consultant in connection with this assignment shall be strictly confidential and cannot be used by the external consultant for any other purpose without the written consent of the Uttaran and Save the Children authority. This provision shall remain valid even after the completion of this assignment.
* Uttaran reserves the right to deduct tax/revenue/VAT at source as per updated government rules.
* The consultants and related person have to maintain Uttaran and Save the Children Safeguarding/Child Safeguarding and gender policy.

### Apply Procedures

#### Email

Send your proposal along with evidence documents mentioned above including prof of most recent income tax return submission to [job.uttaran@gmail.com](mailto:job.uttaran@gmail.com)

* **CV and motivation letter** (in a separate document)

Application Deadline: February 8, **2024**