

Terms of Reference
For
Assessing access to social security by the
Sanitation Workers



WaterAid Bangladesh

Bangladesh Country Office
House 97/B, Road 25, Block A
Banani, Dhaka 1213
Tel: +88 02 58815757, Fax: +88 02 9882577

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SECTION - 1 (Information to Consultant/consulting firm)

<p>1. Introduction</p>	<p>1.1. Individual consultants/consulting firms are invited to submit a technical and a financial proposal separately.</p> <p>1.2. Costs for preparing the proposal and of negotiating the contract are not reimbursable.</p> <p>1.3. Individual consultants/consulting firms should observe the highest standard of ethics during the selection process and implementation of contract. The attempt of any consultant/consulting firm to influence the internal WaterAid Bangladesh independent evaluation and selection process will automatically lead to the removal of consultant/consulting firm's proposal from consideration. In addition, any misrepresentation of facts or institutional capacity will also lead to the removal of the misrepresented proposal from consideration.</p> <p>1.4. WaterAid Bangladesh reserves the right to amend and modify this bidding document and can also select consultant/consulting firm for providing service cited in this bidding document either for the entire content of the proposal or a part thereof.</p>
<p>2. Preparation of Technical & Financial proposal</p>	<p>2.1. Individual consultants/consulting firms are requested to submit their proposal written in English (font - Arial, Size -12).</p> <p>2.2. The technical part of the proposal should contain the following:</p> <ul style="list-style-type: none"> • Detailed methodology of the study including work plan. • Detailed timeframe (including dates for submission of first draft, dissemination of findings and final report). • Detailed account of experience of employing quantitative (i.e., conducting surveys) as well as qualitative methods. • Detailed CV of the team leader and key members of the study team. • Copy of VAT/BIN registration certificate (for consulting firm). • Copy of valid TIN certificate and bank account detail. • Technical proposal must not exceed ten pages (excluding CVs) and be submitted in PDF format. <p>2.3. The consultant/consulting firm is expected to provide justified budget which is consistent with technical proposal.</p> <p>2.4. The financial proposal should clearly identify, item wise summary of cost for the assignment with detail</p>

	breakdown. The budget should not contain income tax as a separate head; it can be blended with the other costs as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. WaterAid Bangladesh will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury.
3. Submission of Proposal	<p>3.1. The technical and financial proposal should be submitted electronically to the following email address: WaterAid-Tender-TA@wateraid.org with subject line as follows: <u>Assessing access to social security by the Sanitation Workers</u></p> <p>3.2. Proposals submitted to any other e-mail account except the above will not be accepted.</p> <p>3.3. Submission of proposal after the deadline will not be accepted.</p> <p>3.4. Two different files should be generated for technical and financial proposals. However, both two files should be submitted into one zip folder with a cover letter addressing the Head of Human Resource, WaterAid Bangladesh.</p>
4. Proposal Evaluation	<p>4.1. The evaluation committee will evaluate the proposals in relation to the RFP and the ToR and applying the set evaluation criteria and point system.</p> <p>4.2. The final selection will be done following a Quality and Cost (QCBS) method. This will be done by applying a weight of 80% and 20% to the technical and financial proposal respectively.</p> <p>4.3. WaterAid reserves the right to accept and reject any proposal without assigning any reason and may decide to go for re-advertisement without going further down the process.</p>
5. Negotiation	<p>5.1. Once the proposals are evaluated, WaterAid may enter a negotiation, if required, with one or more consultant/consulting firm for final selection.</p> <p>5.2. If negotiations fail, WaterAid Bangladesh may invite the consultant with next highest score to negotiate a contract or go for re-advertisement with fresh Requests for Proposals (RFP).</p>
6. Awarding of Contract	The selected consultant/consulting firm is expected to sign an agreement with WAB within a week of communication of selection decision and before commencing the work.
7. Confidentiality	Information relating to evaluation of proposals and selection of consultant will not be disclosed to other participating bidders until the winning consultant/firm has been officially notified of their selection.

SECTION – 2 (Terms of Reference)

1. Background

The governments in Bangladesh have introduced various welfare schemes as part of social protection system targeting the poor and people in vulnerable situations. Though the sanitation workers form one of the most marginalized categories of workers in Bangladesh and face stigma because of their profession, compounded by caste, religion, or class-based discrimination, , examples of specific targeting of sanitation workers for welfare scheme such as insurance, access to health services, housing, old age pension are limited, if available at all. Access to well designed and targeted social security schemes by the Sanitation workers can be transformative in nature to build resilience, enhance productivity, ending inter-generational poverty and deeply entrenched social exclusion.

High level of informality within this work, limited legal protection, compounded by the practice of sub-contracting municipal services, especially more prevalent among female workers is also one of the drivers of making sanitation workers getting left out of the welfare schemes and social protection system.

One of the recommendations from the recent study titled “Risk and Vulnerability of sanitation and waste workers during Covid-19 pandemic in five major cities of Bangladesh” done by WaterAid and other stakeholders is to strengthen social security schemes, emergency financing and access to health insurance targeted at sanitation workers to compensate for risks and protect workers from the high-risk situations they work in, ensuring the inclusion of informal workers. In this context, it is proposed to further deep dive in the social security scenario at the national and sub-national level and conduct a gap assessment on access of welfare /social protection measures by the sanitation workers to arrive at practical recommendations to guide the national and the sub-national governments.

2. Objectives

The overall objective of the proposed study to conduct a gap assessment on access to the existing social security provisions/schemes that sanitation workers are protected by, and or eligible for as part of low-income groups. The gap assessment would be conducted in urban and semi-urban locations in Bangladesh.

Specific objectives of the study are:

1. Mapping of safety net/Social Security schemes scenario in Bangladesh. This will be for both – (a) schemes that sanitation workers are eligible for as part of low-income groups such as – stipends, accidental insurance, food security, public medical health facilities, low-cost housing, preferential treatment or other provisions; (b) specific targeted schemes only for the Sanitation workers.
2. Gap assessment on ground with the sanitation workers in accessing existing social security/safety net schemes and obstacles faced in accessing the schemes especially by informal workers and women with underlying reasons.

3. Specific and practical recommendations for different stakeholders to unlock obstacles in the identified 2-3 key existing social security/safety net schemes
4. Recommendations for designing potential targeted social safety net/security schemes for the sanitation workers to address their vulnerability contexts.

3. Scope of Work

The proposed study will focus on the access to the existing public and non-governmental social safety net/security schemes that sanitation workers are protected by, and or eligible for as part of low-income groups (stipends, accidental insurance, food security, public medical health facilities, low-cost housing, widow and or old age pension, preferential treatment, protection for women at workplace and other provisions). The gap assessment will be conducted in urban locations (city corporations and municipalities) of Bangladesh. A number of Focus Group Discussions (FGDs) and Key Informants' Interviews (KIIs) will have to be conducted at least in three city corporations (both city corporations of Dhaka can be included) and in two municipalities to have a more in-depth understanding of the vulnerability context of the sanitation workers, their coping mechanism and challenges that the sanitation workers face in accessing the social safety net/security schemes (if any). A desk study of social protections measures and context analysis to be done before initiating the gap assessment. The gap assessment on access to welfare measures/sanitation schemes need to be followed by in depth analysis of challenges for 2-3 schemes faced by the sanitation workers with especial focus on informal workers and women.

Based on the gap assessment in accessing welfare schemes by the sanitation workers, the study will further suggest practical solutions to unlock barriers and strengthen access to the existing welfare measures. Additionally, the study will also explore possibility of carving special targeted measures for sanitation and the possible stakeholders in the government structures to give it a shape.

3. Methodology

The consultant/consulting firm is expected to develop appropriate methodology to meet the above-mentioned objectives. However, some key methods are suggested to include in the methodology.

- A literature review of the relevant safety net/social security schemes for low-income groups in Bangladesh and access by the sanitation workers to such schemes
- Application of participatory research methods and tools (key informant interviews /participatory appraisal/immersion/case studies etc) for the gap assessment and in-depth analysis on 2-3 key schemes with an oversight of empowering the sanitation workers and enhancing common understanding in the community.
- Key Informant interviews with different stakeholders at national and sub-national levels to understand the effectiveness of access of the social security schemes by the sanitation workers and possible solutions to unlock some of the issues.

4. Deliverables

The following deliverables would be required as part of this study:

Inception report	Secondary literature reviews; summary and insights from same, identification of the key informants and interview questions at national and sub-national level; detailed methodology including approved data collection tools for the gap assessment. Data analysis plan and structure of the final report.
Interim report	Draft gap assessment report and identification of 2-3 key schemes for further in-depth analysis; FGDs and key informants interview report
Draft report	20-25 pages- Draft analytical main report covering the objectives and the scope of work as stated in sections 2 and 3. Secondary literature review on objective 1 should be included as an annexure with the summary on the main report.
Final report	20-25 pages taking into consideration feedback provided.
Dissemination resources	Participation and co-ordination of a webinar with WaterAid to disseminate findings externally and within WaterAid, PPT and Briefing note (4-6 pages) summarizing the findings for wider dissemination

5. Expected competency of the consultant

Interested individual consultant/consulting firm is expected to have the following competencies and experience:

- Proven experience in conducting research in Social Safety Net/Security domain.
- Sound experience of qualitative research.
- Proven experience in designing data collection tools and choosing appropriate collection methods
- Highly competent at oral and written forms of reporting and presentation - Fluency in English and Bengali and quality report writing.
- Respect and ability to follow minimum research ethics

6. Contents of the proposal

Interested individual consultant(s) or agency shall submit their proposal containing the following:

- a) Technical proposal including comment on the ToR, detailed methodology to address the objectives, detailed work plan, brief CV of the consultant(s) and organizational experience (only applicable for firm)
- b) Financial proposal with major break down of costs

7. Evaluation criteria

The proposals will be evaluated based on the following criteria:

- i. Technical Proposal: 80% (Relevant experience:25%, Composition of the team: 20%, Methodology: 25%, Work plan and overall quality of the proposal: 10%)
- ii. Financial Proposal with cost breakdown: 20%

8. Timeframe

A list of deliverables with timeline are as follows:

Inception report	After two weeks upon signing the contract
Interim report	Four weeks after submission of the inception report
Draft report	Four weeks after the inception report
Final report and briefing note	One week upon receipt of the comments

Penalty clause will be applied as per WaterAid policy for any delay and failure of providing deliverables.

9. Mode of Payment

The payments will be made in instalments, as per the following break-down:

First instalment	30% after receiving the inception report and approved data collection tools.
Second instalment	30% after receiving the draft report and presentation of key findings.
Third instalment	40% after receiving the final report along with all data set.

10. Contact person

The contact person for this assignment is Mahadi Hasan (email: mahadihasan@wateraid.org). For any queries, please reach out by 10 June 2022.

11. Proposal Submission Date: 15 June 2022

Interested consultant/consulting/research firms are requested to submit a technical and a financial proposal separately through email at WaterAid-Tender-TA@wateraid.org with Subject line: **Assessing access to social security by the Sanitation Workers.**