

## **Terms of Reference**

### **For**

#### **Review Citywide FSM action plan and Developing Development Project Proforma/ Proposal (DPP) for onsite Sanitation System in Chattogram City Corporation**

Water & Sanitation for the Urban Poor (WSUP) intend to engage a consultancy firm / consultant to support Chattogram City Corporation authority for preparing DPP for Onsite Sanitation System in line with and following the recommendations of FSM Action plan -July 2021 (prepared by ITN BUET). The consultant needs to thoroughly review the FSM Action plan to extract the necessary information to fit in the DPP for the purpose of approaching funding support from different sources for gradual execution of the City Wide Exclusive and improved FSM services.

Find out more about WSUP: [www.wsup.com](http://www.wsup.com)

#### **About WSUP's work**

Bangladesh, experiencing rapid urbanization over the past two decades, facing the new challenge of faecal sludge management (FSM) services; nearly half the population living in urban areas have no access to improved sanitation facilities, impacting their health, safety, dignity and economic opportunities. At this context, WSUP has extended its support to address the lack of the faecal sludge management services in Bangladeshi cities (Dhaka, Chattogram and Rangpur), in 2015 and developed the SWEEP business model; a fee-based, safe faecal sludge collection, transport and disposal service. The city authorities commit to provide city - wide safely managed faecal sludge management services.

WSUP as committed to enhance capacity of the cities, have prepared City-Wide FSM Action Plan of Chattogram City Corporations by engaging a dedicated and expert team of ITN-BUET in July 2021.

#### **Overall Objectives**

The overall objective of this assignment is to contribute in improving onsite sanitation and therefore quality of life for people (environment, health, dignity, privacy, convenience and employment) of Chattogram City Corporation.

### **Specific Objectives**

The specific objectives are:

- to prioritise the sanitation infrastructure solutions and services for developing DPP extracting information from Citywide FSM action plan already produced
- to map-out the available and potential resources/ supports to implement the FSM Action Plan.
- to assist Chattogram City Corporation in preparing the Development Project Proposal (DPP) on sanitation infrastructure based on developed citywide FSM action plan and guide city corporation for subsequent approval of the DPP by the Ministry of Local Government and Planning Commission.

#### **1.1.1.1 Scope of works**

The consultant is expected to work with the respective City Corporations officials with guidance by the Superintendent Engineer of CCC. The consultant will be provided with the relevant information on Citywide FSM Action Plan, WSUP's support / SWEEP services and enterprises, onsite sanitation facilities includes community toilet, vacuum tanker, traditional and mechanical faecal sludge treatment system etc.

The Consultant will be responsible for reviewing the developed citywide FSM action plan and formulate DPP and will entail the following scope of work:

- Discussion with WSUP Team and Chattogram City Corporation Officials to understand the assignment, the background, and expectations from the assignment.
- Review the developed Citywide FSM action plan of CCC level in terms of facilities, institutions and the people's perspectives.
- Analyse the pros and cons of the proposed solutions in the action plan and identify real need in terms of current priorities for faecal sludge management/ onsite sanitation.

- Based on the Citywide FSM action plan of CCC, coordinate with city corporation/ GoB/LGD and other stakeholders to collect different data and documents to prepare Development Project Proforma/Proposal (DPP).
- Preparation of Development Project Proforma/Proposal (DPP) in line with standard format of GoB which will cover the following components includes:
  - Improvement of on-site sanitation and containment system in particularly community toilet for low-income communities and public toilet.
  - Emptying and transportation of faecal sludge in CCC considering the accessibility of tankers and
  - Treatment of faecal sludge in CCC (both mechanical and traditional)
  - Capacity building of City Corporation officials on FSM services
- Prepare various categories of tables, including detailed design, cost estimate, Log-frame, allocation of fund, procurement plan, staffing etc. as per GoB standard format.
- Drafting Development Project Proforma/Proposal (DPP) in one package for CCC and presentation of draft Development Project Proforma/Proposal (DPP) to the concerned parties.
- Finalize the Development Project Proforma/Proposal (DPP) based on inputs/feedback from concerned parties and assist CCC in submitting the Development Project Proforma/Proposal (DPP) for approval to the planning commission and subsequently to ECNEC.

## **Activities and Deliverables**

The main expected result of this consultancy is reviewing the developed Citywide FSM action plan for improvement of sanitation system in CCC and preparing Development Project Proforma/ Proposal (DPP) for Chattogram City Corporation to submit to the Planning commission and subsequently to ECNEC for necessary approval.

The main deliverables will be:

Date	Milestone/deliverable
30th September 2021	Bid submission
Latest by 5 <sup>th</sup> October 2021	Commencement of consultancy (joining report)
12th October 2021	Submission of inception report
4 <sup>th</sup> November 2021	Submission of 1st draft DPP report
7 <sup>th</sup> November 2021	Meeting to review 1 <sup>st</sup> draft DPP report
15th November 2021	Submission of 2nd draft DPP report
17th November 2021	Workshop / Meeting to review 2nd draft DPP report
23rd November 2021	Meeting to review final DPP report
29th November 2021	Submission of amended final DPP report

### **Required Skills and Experience**

The Consulting Firm/ Engineering Consulting Firm/ Consultants must have experience in the fields of developing project proposal, project manual and project management framework for LGIs/ GoB and experience to work with government or different projects. Working experience with LGIs/LGD/Planning Commission of GoB will be considered as an asset. The Consultant must attach the CVs of the key personnel to the proposal.

### **Timeframe**

Commencement of the services is expected to be started latest by 5 October 2021 and the assignment will be completed by 30 November 2021.

### **Working Conditions**

- The consultant would be based in Chattogram City Corporation Office and reportable to Superintendent Engineer of CCC
- Furthermore, the consultant would be required/ manage to use own resources to carry out this assignment with an exceptional limited support would be provided by the City Corporations.

## Submission of Proposal

Interested organisations or consulting firms are requested to submit their technical and financial proposals with the details on organisational overall and similar experience, methodology including activities and milestones, budget details, time frame and CVs of experts.

Electronic copy of the proposal duly signed should be submitted by 5:00 PM 30 September 2021 to: [wsupbangladesh@wsup.com](mailto:wsupbangladesh@wsup.com)

## Terms of Payment

WSUP will make payments to the consultant in BDT after deducting applicable TAX and VAT in compliance with the rules of Bangladesh. Payment will be made to the agreed account based on the receipt of invoice after the successful completion of each of the following phases of the assignment:

Milestone	Payment schedule	Estimated date
Upon submission of the inception report and approved by WSUP	30% of the total budget	Second week of the signing the contract
Upon submission of 1 <sup>st</sup> draft DPP to City Corporation and accepted by WSUP (before submission	40% of the total budget	4 <sup>th</sup> week of signing the contract
Upon submission of final DPP to City Corporation and accepted by WSUP (before submission of the final DPP to planning commission, the consultant will prepare and present final draft DPP to the LGD in accordance with the guidance from City Corporation)	30 % of the total budget	Within 2 months of the signing of the contract

## Reporting

The consultant would report to Superintendent Engineer of Chattogram City Corporation and maintain close contact with WSUP Bangladesh's Sanitation Lead.

## **General Terms and Conditions**

- WSUP reserves the right to accept or reject any proposal/ CV of the consultant without giving any verbal and/or written rationale.
- All reports and documents prepared during the assignment will be treated as Chattogram City Corporation and WSUP's property.
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of WSUP and or of Respective city corporation.;
- WSUP reserves the right to monitor the quality and progress of the work during assignment.
- Related to financial transaction, WSUP will deduct Tax and VAT at source according to the Bangladesh government policy.
- WSUP reserves the right to negotiate the scope and pricing with the selected consultant to best ensure that these services will be delivered within the available budget. Consultants may wish to propose different approaches that will deliver the required benefits for WSUP whilst remaining within the budget available

## **Evaluation criteria of consultancy proposal will be as follows:**

- Formal adherence to bidding requirements
- Strength of relevant experience
- Evidence of understanding of the task and the key benefits to WSUP
- Strength of methodological proposal
- Writing ability as evidenced by proposal
- Overall assessment of likely quality of work
- Value for money

## **Contract Requirements**

It is a requirement of this Contract that the Consultant and all their staff and representatives will comply with the following policies of WSUP:

- Child Protection
- Health and Safety

- Business and Ethics <http://www.wsup.com/intro/documents/WBP800-BusinessEthicsPolicy.pdf>

These policies are available upon request at any time.