

**Sector Policy Support Project of the Water Supply and Sanitation Sector in Bangladesh Phase –III
Policy Support Unit (PSU)
Local Government Division**

**Terms of Reference
For
Consultancy Services
To**

Organize Dissemination Workshop on National Hygiene Promotion Strategy (NHPS) at District Level, Orientation of NHPS at Secondary School & Madrasha level and Issue Based Workshops.

1. Introduction

The Policy Support Unit (PSU) for Water Supply and Sanitation Sector (WSS) provides technical assistance to the Local Government Division (LGD), Ministry of Local Government, Rural Development & Cooperatives (MoLGRD&C), to develop and review sector policy strategies and plans; coordinate and monitor performances; and facilitate the development of institutional capacity.

National public health targets and Millennium Development Goal (MDG) are to reduce morbidity and mortality due to water borne diseases. The focus of the water supply intervention was primarily to reduce the high rate of under-five child mortality mainly due to diarrhea, and to provide safe drinking water to control vector-borne diseases like diarrhea, dysentery, typhoid, cholera and hepatitis. Subsequently, the control of microbial quality of water received priority in drinking water supply, and for that, groundwater supply becomes an obvious option. By early 90's, Bangladesh achieved almost universal (i.e. about 97%) drinking water supply coverage until the success was overshadowed by the presence of excessive arsenic in the shallow aquifers. The success of the primary strategy was based upon the creation of an enabling environment for increased access to water supply and sanitation facilities. The water supply alone did not remarkable to reduce the disease burden. A very recent study observed that the health related economic loss due to inadequate sanitation is 84% of the total economic impacts or equivalent to 5.3% of GDP in Bangladesh. More than BDT 195 billion is lost due to premature mortality. Another study in Bangladesh suggests that improved water and sanitation facilities reduce diarrhoea by 99%, dysentery by 90%, intestinal worms by 51%. Washing hand with soap or simply rinsing hands without soap prior to preparation of food can reduce occurrence of diarrhea in children.

Improving water quality, hygiene practices and excreta disposal are all important in reducing disease transmission. Furthermore, evidence also suggests that combined improvements to all activities have a greater impact on disease transmission than the sum of their individual activity. Improving hygiene practice often involves greater water usage and it is therefore, important that hygiene promotion strategy is to be integrated with the overall sector policies and strategies to improve access to safe drinking water supply and sanitation. Hygiene promotion includes strategies that encourage or facilitate a process whereby people assess, make considered choices, demand, effect, and sustain hygienic and healthy behaviors. With this perspective Local Government Division of the Ministry of LGRD & Cooperatives developed the National Hygiene Promotion Strategy 2012.

The objective of the National Hygiene Promotion Strategy is to promote sustainable use of improved water supply and sanitation infrastructures and to create an enabling environment ensuring comprehensive hygiene promotion and practices to reduce water and sanitation related diseases.

Policy Support Unit (PSU) of the LGD took initiative for the dissemination of this strategy through workshop at Division, District, City Corporation and Pauroshava level involving public

representatives, government and non government officials, NGOs, civil society members and representatives of electronic & print media. Meanwhile PSU organized 36 workshops covering division, district and municipality. Considering the demand of stakeholders, importance of the issue and fund availability PSU management decided to organize 07 (seven) dissemination workshops on National Hygiene Promotion Strategy at district level, 04 (four) orientation workshops on National Hygiene Promotion Strategy for Secondary School & Madrasha teachers, and 02 (two) other issue based workshops. However, the number of the workshop may vary based on the availability of fund. Divisional Commissioner/Deputy Commissioner, Civil Surgeon, District Education Officer will be invited as Chief Guest and Special Guests. To organize this workshops an experienced firm needs to hire. With this purview PSU management would like to hire a firm with experiences of organizing and facilitating workshops/ seminars etc. following the PPR.

2. Objectives

The main objective of the assignment is to organize dissemination workshops on National Hygiene Promotion Strategy at district level, orientation workshops on National Hygiene Promotion Strategy for Secondary School & Madrasha teachers, and few other issue based workshops.

- To organize 07 (seven) dissemination workshops on National Hygiene Promotion strategy at district level;
- To organize 04 (four) orientation workshops on National Hygiene Promotion Strategy for Secondary School & Madrasha teachers at district level; and
- To organize 02 (two) other issue based workshops at and district level.

3. Scope of Work

- Average number of participants per workshop would be about 100.
- Prepare a list of districts and workshop venue in consultation with PSU to organize dissemination workshops on National Hygiene Promotion Strategy at district level, orientation workshops on National Hygiene Promotion Strategy for Secondary School & Madrasha teachers and finalize arrangement of issue based workshops.
- Consultation with concerned PSU, district administration/ district education officer to select the venue and to share relevant other issues of workshop arrangement.
- Finalize the workshop schedule upon discussion with PSU, district administration/ district education officer.
- Distribution of invitation letter of workshop among the participants.
- Organize and facilitate the workshop on scheduled date and time.
- Arrange equipments (laptop, multimedia projector, workshop banner, sound system, camera etc.)
- Procurement of workshop materials (workshop bag, folder, notebook, pen etc.) and distribution among the participants of the workshop.
- Collection of documents (NHPS book, photocopy of power point presentation on NHPS) from PSU Office, Dhaka and distribute the same among the participants during registration.
- Showing the documentary (film) on hygiene and sanitation in the workshop. Documentary will be provided by PSU.
- Arranging snacks and lunch for the workshop participants.
- Distribution of conveyance among the participants (Tk. 1000.00 per person).
- Distribution of honorarium among the guests (Tk. 3000 per guests).
- Prepare individual workshop report after completion of each workshop comprising list of participants, comments/ suggestions, recommendation from the participants and honorable guests and some representative photographs.

4. Methodology

Discussion with PSU management, Deputy Commissioner, and District Education Officer to ensure successful arrangement of workshop through efficient planning & management. Consultation with other stakeholder may be undertaken if consultant finds it necessary. However, the consulting firm will explain the methodology how best they could design the workshop.

Desk review may include review of the following document (not limited to)

- National Hygiene Promotion Strategy for Water Supply and Sanitation Sector in Bangladesh 2012.
- Review of Sector Development Plan (2011-2025).
- Other relevant documents and documentary.

5. Professional requirement

The consulting firm should have:

- Minimum five years experience of organizing workshop management activities under different Ministries / Division/Autonomous organizations.
- Evidence of successful implementation of workshop for government and other organizations preferably on WASH activities [photocopy of relevant recent contract (s) and Implementation Certificate should be attached].
- Experience of organizing similar nature workshop with district administration will be an added advantage.
- Have commendable understanding on organizing and facilitating workshop/seminar at national/ regional/ district level.
- Have working experience with district administration, particularly in organizing workshops.
- Have experience on preparation of workshop/training/seminar reports.

6. Professional staff qualification and competence for the assignment

1.	Team Leader	Minimum Post Graduate Degree in any discipline with 12 years professional experience of organizing training, workshop, seminar and related activities. Adequate knowledge and experience for organizing dissemination workshop on WASH and related activities. Proven leading role in organizing capacity building, dissemination and advocacy activities.
2.	Programme Specialist	Post Graduate degree in any discipline with 8 years professional experience of organizing and facilitating training, workshop, seminar and related activities. Sound knowledge and experience for organizing dissemination workshop on WASH and related activities.
3.	Programme Coordinator	Post Graduate degree in any discipline having 5 years of coordinating capacity building, advocacy and dissemination activities.
4.	Accounts Officer	Graduate in Commerce having 5 years of experience in sound accounts management.

7. Time Frame

The commencement of the assignment will be in 1st Week of April 2016 (tentatively) and total duration of the assignment will be 6 months from the signing of the contract. The workshops will be organized in different districts excluding the districts already been covered.

8. Evaluation process

The evaluation will be as per PPR 2008 and Selection under Fixed Budget method. Detailed information will be in RFP.

9. Key deliverables, timelines and payment modalities

Successful completion of 7 dissemination workshops at district level, 4 orientation workshops at Secondary School & Madrasha level and 2 other issue based workshops. Submission of individual report after completion of each workshop/orientation programme. The payment would be from GoB and Danida fund. The consulting firm has to submit the bill with comprehensive report after successful completion of each workshop arrangement. VAT and Tax would be deducted from the bill as per GoB Rules. The payment for conveyance of the participants would be on the basis of the actual number of attendance of the participants. Payment of honorarium would also be on the basis of presence of the guests. For GoB fund after approval of PSU management the bill would be submitted to Office of the Chief Accounts Officer of Local Government Division for payment. The bill should be submitted upon completion of each workshop. In case of Danida fund bill should be submitted to the PSU office and it will follow the accounting system. In this case VAT & Tax would also be deducted as per GoB rules.

10. Management of the assignment

- Provide the necessary information related to the preparation of workshop.
- Share the update with PSU management.
- Monitor and follow up on the firm's work to ensure high standards of the events.
- Ensure payment to Consultant according to agreement.
- Presentation on NHPS document would be provided by PSU.

11. Obligation

The consulting firm has to organize the workshop as per the stipulated contract and to the quality expected. The PSU reserves the right to refuse the pay out of the contract payment in full in case of failing the compliance of contract. In that case the consulting firm shall not have any claims towards such decision of PSU.

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