

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

**Terms of Reference for Consultancy Services  
To  
Organize International Study Visit on WASH**

**1. Introduction**

Bangladesh made remarkable progress in WASH sector over the last few years. Open defecation in Bangladesh reduced to almost 3%. The improved sanitation condition is 57%. Improved water supply coverage is more than 85%. Local Government Division of the Ministry of LGRD & Cooperatives is the mandated organization and playing pivotal role for development of WASH sector with the coordinated support of development partners, academicians, NGOs and Civil societies. Government is committed to provide safe water services and sustainable sanitation to all. To achieve the goal of WASH sector the Local Government Division developed the Sector Development Plan 2011-2025.

Government of Bangladesh and Danida is funding for implementation of PSU Phase -III for the period from 2012-2015. The PSU will play a leading role in piloting, coordinating, and monitoring the SDP implementation. In the SDP there is provision of sector capacity building. In the TPP of PSU there is provision of organizing training under Danida Fellowship as well as arranging local training, international training & study visit. In the SDP there is also provision of capacity building at individual level for the sector professionals. Considering the limited amount of fund and provision of PSU's TPP for capacity building within the project period, as well as the sectoral importance in relation to water supply and sanitation the PSU emphasizes the capacity building of relevant officials of the WASH sector for training and study visits and to some extent Upazila Parishads and Pourashavas personnel for study visits.

During this phase, the PSU would gradually be an integral part of the LGD organogram, which necessitates that the LGD officials has an updated knowledge about the WSS sector and will be able to work professionally with their present and future responsibilities, piloting, coordinating and monitoring SDP implementation.

As a part of capacity building of sector professionals PSU organized local training on Office Management, Public Procurement Management and Electronic Government Procurement for officials of LGD, DPHE, WASA, Municipalities and NGOs. PSU organized international training programme under Danida fellowship for sector professionals. PSU also arranged participation in international conferences and study visits for sector professionals to widen their views, share experiences with the current innovative tools and ideas in WASH sector across the globe.

In the revised TPP of Sector Policy Support Project there is provision of some international study visit for sector professionals with GoB development fund. Accordingly the provision also proposed in the revised ADP for allocation. Based on this the project planned to organize two study visits in Asian countries with similar geo-physical condition.

**2. Objectives**

The objectives of the study visits are:

- To have a general understanding on the overall scenario of WASH sector in the visiting countries;
- To have a clear understanding of success factors, best practices, opportunities and challenges of WASH sector both in Urban & Rural context;
- To apply the lessons learning in the development of WASH sector in Bangladesh.



### **3. Scope of work**

- Organizing two study visits; one study visit in India, Sri Lanka and Maldives; and another study visit in Thailand, Cambodia and Indonesia on WASH activities;
- Identification of suitable counterpart organization having prudent experience of supporting study visit teams on WASH activities. The overseas organization should have the potential relation with lead government organizations of WASH sector of the visiting countries;
- Finalizing a total programme schedule of 10 days (excluding journey time) in consultation with the PSU and overseas organization;
- The number in each delegate will be 6-8 officers.
- Smooth arrangement of the programme including visa processing, local transportation, ticket arrangement, airport pick-drop and overseas local transportation etc;
- Organizing formal session with top government officials and sector lead organizations on overall WASH situation, government mission & vision, challenges , opportunities & best practices;
- Submission of comprehensive separate report for two study visits.

### **4. Methodology**

The consulting firm will describe the methodology of the assignment in detail for the satisfaction of the client to how best they can arrange the programme. Broadly the consulting firm must have to clearly spell out the total structure of the programme, linkage with overseas organization with specific identification, overseas programme strategy, linking programme with government and other lead organizations in abroad, visit to best practiced area etc.

### **5. Professional requirement**

The consulting firm should have:

- Minimum five years experience of organizing overseas study visit and training management activities under different Ministries / Division/Autonomous Bodies.
- Evidence of successful implementation of overseas study visit and training programme (s) for government and other organizations preferably on WASH activities [photocopy of relevant recent contract (s) and Implementation Certificate should be attached].
- Evidence of permanent office (ownership document / rental deed) in Bangladesh.
- Evidence of reasonably acceptable organizational profile having adequate permanent manpower and other office equipment and logistic support (Detailed profile of management manpower needs to be submitted separately).
- Overseas training partnership Regional / Global Networking with other International and Regional training organizations / Institutions/ Universities. The intending firms must show written evidence of partnership in the form of consent letter/ agreement / MoU signed with the organizations.
- Valid trade license, VAT, Income tax clearance certificate, financial solvency certificate;
- Interested Firms are invited to provide information and procedure documents indicating that they are competent to deliver the services ( by proving brochures, description of similar assignments, experience in similar operating conditions, availability of appropriate professional qualification and experience among staff, etc

## **6. Time frame and place of study visit**

The commencement of the assignment will be tentatively in 2<sup>nd</sup> week of April 2015. One batch will visit India, Sri Lanka and Maldives and the other batch will visit Indonesia, Thailand and Cambodia. The duration of each visit will be 10 days (excluding journey time).

## **7. Evaluation process**

The evaluation will be as per PPR 2008 under QCBS method. Detail information will be in RFP.

## **8. Key deliverables, timelines and payment modalities**

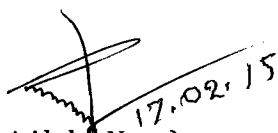
Successful completion of the programme & report of two visits is the prime requirement. The payment would be from GoB fund. The consulting firm has to submit the total bill with comprehensive report after successful completion of the program. The reimbursable should be claimed based on proper document. VAT and Tax would be deducted from the contract amount as per GoB Rules. Having approval of PSU management the bill would be submitted to the Office of the Chief Accounts Officer of Local Government Division for payment.

## **9. Management of the assignment**

- Provide the necessary information related to the preparation of study visit.
- 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 Consulting firm according to agreement.

## **10. Obligation**

The consulting firm has to organize the study visits 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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