

**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 2012 at District Level**

**1. Introduction**

The Policy Support Unit (PSU) for Supply Water 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. Mean while PSU organized 18 (eighteen) workshops

covering division, district and municipality. Considering the demand of stakeholders, importance of the issue and fund availability PSU management decided to organize ten more similar workshops at district level. Divisional Commissioner/Deputy Commissioner, Civil Surgeon and Mayor of City Corporation / Pauroshava 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 -2012 at district level. The specific objective is:

- To organize 10 (ten) dissemination workshops on National Hygiene Promotion strategy -2012 in 10 districts. The number of workshops may vary depending on fund availability.

## **3. Scope of Work**

- Average number of participants per workshop would be about 100.
- Prepare a list of districts in consultation with PSU to organize 10 workshops in 10 districts.
- Consultation with concerned district administration to select the venue and to share relevant other issues of workshop arrangement.
- Finalize the schedule to organize the workshop upon discussion with PSU and district administration.
- 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.)
- Receive the workshop materials (workshop bag/folder, notebook, pen/pencil etc.) and documents (NHPS book, photocopy copy of power point presentation on NHPS) from PSU Office, Dhaka and distribute the same among the participants during registration).
- Show the documentary (film) on hygiene and sanitation in the workshop. Documentary will be provided by PSU.
- Arrange snacks and lunch with support of district administration for the workshop participants.
- Distribution of honorarium and conveyance among the guests and participants.
- Prepare individual report of the completed workshop including the participants list, speeches of guests, comments and suggestions of participants, representative photographs of workshop.

## **4. Methodology**

Discussion with PSU management and district administration to ensure successful arrangement of workshop through efficient planning & management and planning. Consultation with other stakeholder may be undertaken if consultant finds it necessary. However, the consulting firm will explain the methodology how best they will 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:**

- Have commendable understanding on organizing and facilitating workshop/seminar at national/ regional/ district level.
- Have working experience on preparation of workshop/training/seminar reports.

### **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].
- Working experience on preparation of workshop/training/seminar reports.
- Experience of working with district administration will be an added advantage.
- 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).
- 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**

The commencement of the assignment will be in 2<sup>nd</sup> week of April 2015 (tentatively) and total duration of the assignment will be 3 months from the signing of the contract. The workshops will be organized in any district excluding the districts already been covered.

## **7. Evaluation process**

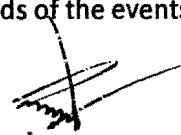
The evaluation will be as per PPR 2008 under QCBS method. Detail information will be in RFP.

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

Successful completion of 10 workshops & individual report of the workshops is the prime requirement. The tentative time is April to June 2015. The payment would be from GoB fund. The consulting firm has to submit the total bill with comprehensive report after successful completion of each workshop arrangement. VAT and Tax would be deducted from the contract amount as per GoB Rules. The reimbursable should be claimed based on proper document. Having 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. Payment would be made after completion of each workshop.

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

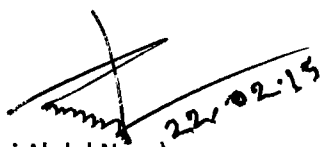
- Provide the necessary information related to the preparation of workshop.
- Share the update with PSU management.
- Monitor and follow up on the firm's work to ensure high standards of the events and final report preparation.



- Ensure payment to Consultant according to agreement.
- Presentation on NHPS document would be provided by PSU.

#### 10. 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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