

Terms of Reference (ToR) for WASH Data Collection and WASH Plan Preparation of Tinpatan Rural Municipality.

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1. Background

Water Sanitation and Hygiene (WASH) is the integral part of individual and community development as constitution of Nepal provisioned water, sanitation and hygiene as fundamental right. The constitution ensures the safe water and sanitation to all article 35 (4) and right to live in safe and healthy environment article 30 (1). Government of Nepal aims to ensuring safe, sufficient, accessible, acceptable and affordable water, sanitation and Hygiene facilities for the people.

Nepal has made a significant progress in expanding the coverage of improved water supply, sanitation and hygiene (WASH) practice. The movement of sanitation in Nepal has been accelerating well especially after the formulation of National Sanitation and Hygiene Master Plan, 2011. As a result, Country has been declared as Open Defecation Free (ODF) on 30 Sept 2019. Similarly, access to basic water supply is about 87% throughout the country. Nepal has also made its commitment in Sustainable Development Goal (SDG). In particular, SDG No. 6. Belongs to Water Sanitation and Hygiene (WASH). SDG 6.1 aims "By 2030, achieve universal and equitable access to safe and affordable drinking water for all" and in SDG 6.2 aims about sanitation and hygiene." BY 2020, achieve access to adequate and equitable sanitation and hygiene for all and end open defecation, paying special attention to the needs of women and girls and those in vulnerable situations". Nepal government also has drafted WASH Sector Development Plan (SDP) in line with SDG, the Total Sanitation Guideline 2072. However, there is lacking in dissemination and localization WASH policy, guidelines and plan in local government level. Keeping Open Defecation Free (ODF) status, Functionality and sustainability of community water supply system also facing challenges. There is also need to upgrading sanitation and hygiene status of community people as per indicators like safe use of water, personal hygiene, household sanitation, safe food and environment sanitation envisioned in Total sanitation guideline BS 2072.

Local government have mandate to formulate local level policies, guidelines and strategies for their sustainable development in achieving the goal set by the Government of Nepal (GON). Federal level government envisioned that all local government will have WASH plan so that country can have the real figure of WASH service status across the country as well as WASH data management in local government level. Ministry of water supply in federal government has developed software named NWASH to collect WASH data to formulate WASH plan in rural municipal level. WASH SDG project in Nepal is been implementing in coordination with local partner and government supposed to collected WASH data by using NWASH and additional tools to develop gender transformative and inclusive WASH plan in project municipalities.

The process of development of WASH plan will include in detail assessment of WASH status on the basis of NWASH and additional information from gender and FGD by using WASH monitoring tools, and KII. Municipality level WASH plan should be developed by addressing issues findings from both methodology of WASH survey which will continuously contributes

in local level annual planning for the sector investment, resource management and WASH monitoring system establishment at Rural Municipality.

2. Objectives:

The overall objective of the service is to prepare the WASH plan in Tinpatan Rural Municipality and establish WASH database management in Municipality on the basis of WASH plan. Following are the specific objectives

- To make inventory of water resources, existing water supply, households, community and institutional, sanitation and hygiene related infrastructures by using the NAWASH software.
- To identify and prioritize water sanitation and hygiene activities ensure the integration of education, nutrition and livelihoods.
- To address the issues of people of with disability, gender and marginalized people in water, sanitation and hygiene sector development.
- To establish the benchmark as the baseline data of water sanitation and hygiene and establish target in WASH plan.
- To establish the ownership of local government in WASH plan and address WASH plan activities in annual planning process by ensuring the involvement of community people and local government.

3. Scope of work

The scope of work in to establish the WASH database management on the basis of NAWASHs, FGD and KII, develop WASH plan by ensuring the guidance of WASH plan preparation.

- **Identification of unserved population:** This indicates the identification of the unserved areas where people are using traditional unsafe water sources. The Consulting firm also needs to identify and locate (geo-referenced) all the potential water sources (such as ground water, spring sources, river etc.) with their yields.
- **Identification of left out and isolated population:** This indicates the unserved areas or unserved household which is left out from the nearby water supply project due to any reasons what so ever. These population or households are expected to be easily reached by WASH services with the extension or expansion of the nearby system.
- **Identification of population suffered by defunct system:** This indicates the population which in past were served by the water supply scheme, but now are considered as unserved population because the existing system is now no more serving and had become completely defunct due to the causes like source completely dried up, complete vandalism etc.
- **Identification and location of underserved population:** This indicates the population who has limited access or is inadequately provided with a service or facility. Inadequate WASH services may be categorized as the services provided by partially functional water supply system which are providing their services at the lower service level than expected by national policy. It may also be the services provided by the water supply systems which are unable to address the changing demand patterns and desire of improved levels of services by the community.
- **Status of functional and non-functional water supply systems with all required evidences (photographs, GPS locations, degree of deficiencies etc.)**

- **For a sanitation system;** information includes households, public toilets, community sanitation, storm drainage, methods of waste discharge/disposal, collection and treatment, Faecal Sludge Management (FSM) etc.
- **A detailed assessment of institutional WASH access services** (school, health, government offices) using relevant apps in NWASH systems.
- Identification of gender and WASH issues such as workload analysis of men and women in WASH, decision making power, leadership and participation of men and women in WASH interventions.
- Data analysis as NWASH and additional software
- Facilitation Rural Municipality, Ward and community level interactions to prepare WASH plan.
- Facilitate the level of workshop and meeting to prepare the WASH plan.
- FGD with marginalised community (by using the gender and WASH monitoring tool- PRA approach)
- KII with leading position of WASH-CCs, WSUCs and stakeholders.
- Writing of draft WASH plan, interaction in Rural Municipality and prepared final WASH plan.

4. Methodology and Targets

The WASH Plan will be prepared using participatory methodology with leadership of the Tinpatan rural municipality in coordination with provenance and federal government. Consultation also will be made with Human and National Development Society (HANDS) Nepal and Plan International WASH team. Startup meeting with rural municipality will be organized to share ToR for agreeing data collection methodology, formats for field and Table of Contents for reports submitted and field work schedule for data collection; required local human resources like enumerator and supervisor will be hired in consultation with respective Municipalities and will be oriented to mobilize at the field.

4.1. Data Collection

Following tools will be used to collect comprehensive WASH data.

4.1.1. NWASH Data collection

4.1.1.1. NWASH Inventory/ NWASH Project Sustainability: Geo-referenced data Water Supply scheme will be collected by using NWASH, inventory/sustainability apps. This inventory should include existing water supply system of municipality. Actual number of water supply systems and coverage can be find out through the interaction with municipality. Tentative Number of water supply schemes in different municipalities as follows;

Name of Municipality	Total Number of WSS
Tinpatan Rural Municipality	179

4.1.1.2. NWASH Unserved Population: Unserved population referees population do not have access to pipe water supply system. Proposed of taking unserved population is to cover the unserved/unreached population with in WASH Plan. So, number of unserved community will be identified in consultation with municipality on the basis of their plan to reach with pipe water within the WASH plan tenure. Tentative number of unserved community is as follows;

Name of Municipality	Total Unserved community to be surveyed
Tinpatan Rural Municipality	The number will identify from initial meeting by consultant.

4.1.1.3. *NWASH household Questionnaire*; Household level water, sanitation and hygiene survey will be conducted by using NWASH software. NWASH has predefined questionnaires for household's water, sanitation and hygiene data collection. Following number of data will be collected by using NWASH household questionnaire:

Name of Municipality	Total Households	Sample of Households	Remarks
Tinpatan Rural Municipality	7682	25%	It may be varies based on the current HHs.

4.1.1.4. *NWASH Public Toilet Survey*: Data should be collected by using the NWASH public toilet survey tools on the basis of predefined questionnaires. Tentative number of public toilets are as follows, Actual can be explored in municipality meeting

Name of Municipality	Remarks
Tinpatan Rural Municipality	The number will identify from initial meeting by consultant.

4.1.1.5. *NWASH School Questionnaire*: School WASH data also collect as per school WASH question in NWASH school questionnaires. List of schools as follows,

Name of Municipality	Number of School
Tinpatan Rural Municipality	89

4.1.1.6. *NWASH Health Care Facility Survey*: Health care facilities WASH data also collect as per health care facilities WASH question in NWASH health care facility survey questionnaires. List of health care facilities as follows.

Name of Municipality	Number of health care facility
Tinpatan Rural Municipality	18

4.1.1.7. *NWASH Community Sanitation*: Community sanitation status will be served by using NWASH community sanitation app. Number of community will be selected in consultation with municipality. It should cover the existing community sanitation schemes and new plan for community sanitation such as faecal management, solid waste management. Tentative target of community survey is as follows. It can be slightly revised as per discussion with municipality.

Name of Municipality	Number of community to be served	Remarks
Tinpatan Rural Municipality	NA	If system exist/plan, consultant will be responsible to take data.

4.1.2.. Gender WASH /Qualitative data collection

4.1.2.1. *FGD through Gender & WASH Monitoring Tools*; Gender and WASH monitoring tool (GWMT) have been modified to collect representative data on WASH and gender role, decision making, leadership and participation. This tools covers WASH qualitative data

through focus group discussion and men and women engagement status in water sanitation and hygiene sectors. This events should target in unreached, unserved, marginalized community. Following number of evets are proposed to conduct the Gender WASH monitoring com FGD on WASH.

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Name of Municipality	Number of events	Remarks
Tinpatan Rural Municipality		Minimum 1 sample from each ward but it may be increased depend upon the community context.

4.1.2.2.Key Informant Interview (KII):with Senior citizens of the community who can provide information about the historical development or historical degradation of water system, water source potentiality and environment degradation or conservation etc.Village Maintenance Workers (VMW), WASH technicians or Community Workers/ Facilitators of the existing water supply systems, Wash triggers for WASH situation, past experience, gradual development and behavioral change of community peopleand WASH stakeholders. Expected numbers of KII is as follows,

Name of Municipality	Number of KII	Remarks
Tinpatan Rural Municipality		Minimum 1 sample from each ward but it may be increased depend upon the community context

4.2. Planning Level

- Analysis of information, sharing and endorsement at ward level
- Vision formulation, local level prioritization with local government
- Draft WASH plan preparation and presentation at Rural Municipality level
- Incorporate feedback and suggestions on draft and prepare final WASH Plan
- Submit final WASH Plan to respective Rural Municipalities' for approval

5. Deliverables

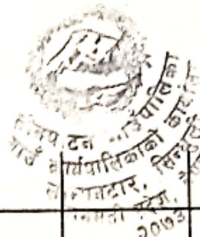
- Rural Municipality level WASH database system in N-WASH software.
- Households, schools, health facilities, public toilets and community sanitation, water supply schemes database system of municipality.
- Qualitative data analysis transcribed.
- Separate WASH data analysis in Excel/SPSS/Power BI or other database on the basis of available data from N-WASH for municipality.
- WASH and gender data analysis
- Draft WASH Plan
- Final WASH plan with budget & M & E plan

6. TEAM COMPOSITION

S. No.	Specialist	Desired requirements		
For Municipality coordination station:				
1	WASH Specialist/Team Leader	Minimum a post-graduate with any discipline with Bachelor in Civil/Sanitary/Environmental Engineer or relevant field with 5-7 years' experience of which more than 2 years of relevant experience in M&E preferably in large scale WASH data collection		
2	Sociologist with gender experience	Minimum a postgraduate with at least 5-7 years of experience in water supply projects.		
3	ITC /monitoring and evaluation Expert	Minimum bachelor in ITC or relevant field, at least 2 years' experience, shall be able to handle MIS independently.		
For Field:				
1	Assessors/ Surveyor	Minimum Diploma (Preferable Bachelor Degree) in Civil engineering with at least 2-3 years' work experience and some experience or training on WASH		
2	Enumerators (households, school, health care facilities survey)	Minimum 12 grade and experiences online data collection		

7. Evaluation Criteria

SN	Particulars	Activity	Score	Total Marks	Remarks
	TECHNICAL SCORE			100.00	
1	CONSULTING FIRM EXPERIENCE, Proponent's experience of specific work			10.00	
a.	SIMILAR WORK EXPERIENCE OF CONSULTING FIRM				
	Experience in Preparation of WASH related Projects (Each completed project will get 3 mark Maximum 5 projects shall be considered)	5.00	3.00	10.00	
2	METHODOLOGY AND WORKS SCHEDULE/PLAN			45.00	
a.	Understanding of objective of the study & scope of work			5.00	
b.	Comments on and response to Terms of Reference, data, service & facilities			5.00	



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c.	Clear and well thought out methodology			15.00	
d	Realistic and detailed implementable work plan			5.00	
e	Work schedule, balance in team composition and task assignment			5.00	
f	Over all Gender integration in WASH plan (team composition, Tools and scoping in plan preparation)			10.00	
3	AVAILABILITY OF PROFESSIONAL STAFF WITH SUTABLE QUALIFICATION AND EXPERIENCE			40.00	
A	WASH Specialist / Team leader (1 nos)	1.00		10.00	
i	Qualifying criteria: Minimum a post-graduate with any discipline with Bachelor in Civil/Sanitary/Environmental Engineer or relevant field with 5-7 years' experience of which more than 2 years of relevant experience in M&E preferably in large scale WASH data collection				
B	Sociologist with gender experience (1 nos)	1.00		10.00	
i	Qualifying Criteria: Minimum a postgraduate with at least 5-7 years of experience in water supply projects.				
C	Assessors/ Surveyor (As per breakdown)	--		10.00	
i	Qualifying Criteria: Minimum Diploma (Preferable Bachelor Degree) in Civil engineering with at least 2-3 years' work experience and some experience or training on WASH				
D	Enumerators (households, school, health care facilities survey) (As per breakdown)	--		10.00	
i	Qualifying Criteria: Minimum 12 grade and experiences online data collection				
4	TRANSFER OF TECHNOLOGY AND KNOWLEDGE	1.00	5.00	5.00	

Evaluation will be done on the basis of the following:

1. Technical Score – 80%
2. Financial Score – 20%

Contract will be awarded to the consulting firm with highest score.

8. Ethical and Safeguarding children and young people policy

Child safeguarding is a term used to describe the responsibilities and activities undertaken to prevent or to stop children being abused or ill-treated. It is Plan's duty and responsibility to reduce the risks of abuse to the children who we have contact with and keep them safe from harm. Plan's Child Safeguarding Policy, "Say yes to keeping children safe", is Plan's overriding framework to protect children who come into contact with organisations and individuals, including consultants, who are working on behalf of Plan to accomplish this task.

The consultant should include statements in the proposal on how he or she will ensure ethics and child protection in the situation analysis.

9. Assignment duration

The assignment is expected to be completed in 2.5 months of a contract signed.

10. Supervision

HANDS Nepal and Tinpatan Rural Municipality will be responsible for supervision. Details of contact persons of Tinpatan Rural Municipality and HANDS Nepal:

Name	Position	Remarks
Jeetendra Giri	Administrative officer	tinpatanmun@gmail.com
Rohit Dhakal	Program Coordinator, WASH SDG Project, HANDS Nepal	handgrohit5@gmail.com 9851140534

Interested consultancy firms and individual consultant(s) are requested to submit their proposal which should contain the following:

11. Proposal:

The proposal should include the following details

- Interpretation and understanding of the terms of reference
- Capability statement (Profiles of the team members demonstrating their academic and professional qualifications and experiences in similar work profiles of the team members are to be included with written consent).
- Methodology and approaches
- Timeline
- Financial proposal – budget including appropriate government taxes
- Professional fees including appropriate government taxes
- VAT registration certificate
- Required legal documents (legal document of firm and other documents)
- Tax clearance certificate

12. Reporting

- Inception meeting with inception report
- Data collection & field work
- Data validation with draft report
- Final report submission

13. Budget and Payment

Payment schedule will be applied as per below mentioned modality.

The 1st installment -40% of the total budget will be paid after inception report.

The 2nd installment-40% of the total budget will be paid after data validation workshop.



The 3rd installment- 20% of the total budget will be paid after final report submission.

Payment of selected consultant will be made from on the basis of MoU signed between HANDS
Nepal & Tinpatan Rural Municipality.

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