

WASH Consultant

PR433364

Terms of Reference (ToR)

Save the Children is the leading global independent organization for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach. Being a dual mandate organisation responding in both development and humanitarian context, Save the Children works in all phases of disaster management, actively involved in humanitarian responses, recovery, preparedness, and disaster risk reduction.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

As part of the USAID/BHA funded project, Save the Children is implementing a 12-month project (January to December 2024) to reach 7,750 direct beneficiaries and 66,060 individuals indirectly in Nepal, with a focus on Sudurpashchim and Karnali Provinces. The overall goal of the intervention is to support earthquake affected children and their families in Nepal to meet their acute needs for shelter, WASH, protection and other basic needs, and to enhance their resilience to future shocks. This goal is in line with the Bureau of Humanitarian Assistance's (BHA) mission to save lives, alleviate human suffering, and reduce the impact of disaster by helping people in need become more self-reliant. The proposed intervention will provide early recovery assistance for communities devastated by the 2022-2023 earthquakes, including shelter, multipurpose cash assistance (MPCA), WASH, and protection activities.

In regard to WASH, as most families were left with fully damaged houses with poor WASH facilities after the earthquakes; sanitation and hygiene items, particularly menstrual hygiene products, were among the highest priorities identified in SC's RNA. The project will support households in restoring access to sanitation facilities through the use of vouchers and latrine kits in remote areas. This activity will be complemented by the provision of hygiene items, with a focus on menstrual hygiene management (MHM) items for families with women and girls of reproductive age, delivered through community hygiene promotion sessions. The project will supplement the Government's work to

restore access to communal water supply systems by 1) focusing on safety along the water supply chain; 2) providing water storage tanks at the household level to increase availability of water for households in remote areas; 3) and by launching community-led awareness campaigns on water safety.

WASH interventions will be carried out in collaboration with SC local partners, who have a strong footprint and access in the targeted areas. The project's WASH implementation strategy and activities have been designed in close collaboration with partners. SC will share its WASH sectoral expertise to strengthen the WASH knowhow of partners, and SC will ensure that local partners have the technical capacity to deliver high quality programming. Extensive co-design sessions with partners will focus on sharing hygiene promotion technical knowledge and tailoring design to specific contexts. SC's technical team will support local partners throughout implementation to strengthen their expertise in water quality and safety along the water supply chain. Technical material will be made available to partners and the co-design process of IEC for hygiene promotion activities will contribute to partners' WASH education and communication strengthening. The SC team will work with local partners to set up the voucher component of the sanitation activity and will support partners in managing future in kind and voucher-based activities.

Objective of the consultancy

The objective of the consultancy is to support to design and implement WASH activities in the project area.

The services supplier will provide

1. Prepare and agree on workplan for the implementation of WASH activities based on the project workplan in consultation with Humanitarian Manager at Save the Children.
2. Design WASH activities particularly hygiene promotion awareness raising activities in detail in consultation with project coordinators and in line with the government standards.
3. Provide training to partners staffs, volunteers, social mobilizers and other front-line staff (only facilitation of 3 sessions), in charge of awareness raising at community level, on hygiene promotion awareness raising activities approaches and tools and monitor the implementation of hygiene promotion activities.
4. Monitor at least 3 sessions on hygiene promotion per month conducted by trained partners staffs / volunteers / social mobilizers.
5. Work closely with SCI project team and partner staffs to monitor, quality assurance and technical assistance to construct 1200 (1000 at Jajarkot and Rukum west, 200 at Bajhang) household latrines (BoQ and standard design already in place, construction materials of latrine is not the part of this ToR). However, the consultant is expected to propose alternate design, estimate of 5 types of latrines (3 using local materials, 2 using non-local materials) based on the contextual realities of implementation.
6. Provide technical guidance to the beneficiaries (households) and partners in construction of the household latrines as per agreed design.

Expected duration of this assignment is 6 months.

Methodology

The consultant is suggested to submit the methodology.

Location of the consultancy

The project area is Athbiskot and Sanibheri municipalities of Rukum West district, Bheri, Kushe, Chhedagadh and Nalgadh municipality of Jajarkot district and Chhabis Pathivera municipality of Bajhang district. The consultant is expected to be based on project areas during the consultancy period.

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title
1	Detailed work plan for the proposed activities in the scope of work.
2	Report on training delivered to hygiene promotion facilitators as per agreed work plan.
3	Provide 5 alternative household latrine designs.
4	Brief report on midterm status (5 to 10pages).
5	Final report including hygiene promotion awareness raising and latrine construction activities as per agreed work plan.

Experience and skill set required

Essential competencies of team leader (lead consultant):

- At least bachelor's degree in health, public health, civil, WASH or environmental engineering.
- Minimum 3 years' experience, in technical design, estimate, drawing, implementation and supervision of WASH interventions.
- Demonstrated expertise in training and mentoring a diverse audience on WASH topics.

Preferred Competencies of team leader (lead consultant):

- Experience of gender and disability inclusion mainstreaming in WASH interventions.
- Demonstrated experience in construction works management with a focus on household and community level WASH facilities.
- Demonstrated technical experience in Hygiene promotion approaches and tools.
- Has completed Training to Trainers (TtT) on WASH and Hygiene promotion.
- Demonstrated skill on training facilitations.

Estimated Commencement Date: April 20, 2024

Estimated End Date: October 30, 2024

Status updates/reporting

Provide monthly status update to the Humanitarian Manager, Save the Children.

Budget

The consultant will not be eligible for any additional re-imbursements (for example, travel, accommodation etc.). Therefore, the proposed should be all inclusive.

Project activities such as training, orientation and workshop will be managed separately and should not be included in the consultant's budget.

Payment information

30% of the total cost payable after the satisfactory completion of deliverable 1, 2 & 3.

40 % of the total cost payable after the satisfactory completion of deliverable 4

30% of the total cost payable after the satisfactory completion of deliverable 5.

How to apply for the services

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline – **31st March 2024, 11:45PM Nepal Time.**

- **Required Documents-**
 - Filled out Consultancy Proposal Form (enclosed with this ToR)
 - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
 - For firms: Copies of- Firm registration certificate, VAT registration certificate, tax clearance certificate of FY 2079/080.
 - For Individuals (Nepali): Copies of citizenship certificate, VAT registration certificate, tax clearance certificate of FY 2079/080.

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

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Proposals should be submitted via email to nepal.bids@savethechildren.org

Proposals submitted in another email addresses will not be considered in the process. (Please note that, bidder must not cc / bcc / forward proposals to any other email addresses).

**Instruction and Template for
PROPOSAL Submission**
Consultancy Title: WASH Consultant
PR No. PR433364

Date of Proposal Submission: <Insert date>

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form
3. **Section C:** Essential Evaluation Questions

Section A: Instruction for Proposal Development

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. A proposal will not be considered for review if:
 - It is received after the deadline
 - It is not sealed properly (NA in case of email proposals)
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 - All attached documents should be clearly labelled so it is clear to understand what each file relates to.
 - Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
 - Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.
4. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
5. Shortlisted bidder/s will be invited to deliver a 15minute presentation to the Procurement Committee on their technical proposal.

Section B: Proposal Development Form

I. Organization Information (NA in case of individual consultant)

Name of the organization :

Address :

District/State :

Country :

Phone number :

E-mail :

Website :

II. Details of contact person /individual

Name :
Position :
Address :
District/State :
Country :
Phone Number : (Landline) (Mobile)
E-mail :

III. Major topics and sub-topics for proposal development

1. Organization Background (NA in case of individual consultant)

- 1.1 Work experience.
- 1.2 Existing and current human resource and organization organogram.

2. Signatory and Proposed Consultants Information:

SN	Full Name (Avoid abbreviations) with title.	Gender	Date of birth (dd/mm/yyyy AD)	Role for this assignment	Academic Qualification	Expertise	Home address (municipality, district, province)

Please add rows as required.

3. Please provide your understanding of ToR and proposed methodology / approach and workplan to conduct this assignment.

.....
.....
.....
.....

4. Please state your proposed team leader's (lead consultant) experience in technical design, estimate, drawings, implementation and supervision of WASH interventions.

Full Name of Lead consultant (Team Leader) :-				
Date		Job title	Job description	Organization Name
From	To			

Please add rows as required.

5. Please state your proposed team leader's (lead consultant) experience in gender and disability inclusion mainstreaming in WASH interventions:

Full Name of Lead consultant (Team Leader) :-				
Date		Job title	Job description	Organization Name
From	To			

Please add rows as required.

6. Please state your Proposed team leader's (lead consultant) related experience of training facilitation.

Full Name of Lead consultant (Team Leader) :-				
Date		Training title	Organization Name	Role
From	To			

Please add rows as required.

7. Please state below the Training to Trainers (TtT) completed by your proposed team members on WASH and Hygiene promotion.

Name of Team Member	Title of TtT	Training delivered by:	Completion Date	Attach copy of certificate

Please add rows as required.







8. Proposed Budget (Please specify the proposed cost is inclusive / exclusive of applicable taxes in Nepal)

- The consultant will not be eligible for any additional re-imbursements (for example, travel, accommodation etc.). Therefore, the financial proposal should be all inclusive.
- Project activities such as training, orientation and workshop will be managed separately and should not be included in the financial proposal.
- Bidder shall submit financial proposal in separate file with file name – financial proposal.

Section C: Essential Evaluation Questions

ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

S. No.	Criteria	Please specify Yes / No						
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders)							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table><tr><td>Terms & Conditions of Bidding</td><td> 1. Terms & Conditions of Bidding</td></tr><tr><td>Terms & Conditions of Purchase</td><td> SC-C-01 Short Form Goods and Services A</td></tr><tr><td>Supplier Sustainability Policy and the included mandatory policies</td><td>Click Here to Access</td></tr></table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services A	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
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c)	Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity?							
d)	Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this?							
e)	Do you confirm that you are not a prohibited party or on government blacklisting							
f)	If you are an individual consultant, have you attached a copy of citizenship with this proposal? (Not applicable for firm / the company).							
g)	Have you attached a copy of VAT registration and tax clearance certificate of FY 2079/080?							
h)	Have you attached CVs of Proposed Consultant/s.							
i)	Do you (lead consultant) / proposed team leader have bachelor's degree in health, public health, civil, WASH or environmental engineering?							
j)	Do you (lead consultant) / proposed Team leader have minimum 3 years' experience, in technical design, estimate, drawings, implementation and supervision of WASH interventions.?							
k)	Do you (lead consultant) / proposed Team leader have demonstrated expertise in training and mentoring a diverse audience on WASH topics?							



Date: 21st March 2024

Request for Proposal (RFP) Reference No: PR433364

Dear Sir/Madam,

Save the Children requests submission of proposal to provide goods/services in accordance with the conditions detailed in the attached documents. Save the Children intends to enter into a contract for the following goods/services: consultancy assignment entitled “**WASH Consultant**”.

We include the following information for your review:

Policy	Policy / Document
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding
Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services A
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access

Your proposal must be received in the following format:

- Full completion of the “Consultancy Proposal Form” document in order that your proposal may be regarded as compliant. Those proposals not completed may be treated as void.
- Proposal to be submitted via email to nepal.bids@savethechildren.org

The email subject should indicate “Proposal for WASH Consultant”.

Your proposal must be received at nepal.bids@savethechildren.org not later than **31st March 2024, 11:45pm Nepal Time** ("the Closing Date"). Failure to meet the Closing Date may result in the proposal / proposal being void. Returned proposals must remain open for consideration for a period of not less than 60 days from the Closing Date. Save the Children is under no obligation to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the proposal requirements, please contact Mr. Asesh Baidya (Contact Person) in writing at the following address: eoiconsultant.nepal@savethechildren.org

We look forward to receiving a proposal from you and thank you for your interest in our account.

Yours faithfully,

Asesh Baidya

Procurement Coordinator - Consultancy

PART 1: PROPOSAL INFORMATION

Introduction

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Provisional timetable

<u>Activity</u>	<u>Date</u>
Publication / Circulation of Request for proposal	21 st March 2024
Last day for bidders to send clarification questions to Save the Children	27 th March 2024
Last day for SCI to answer clarification questions to bidders	29 th March 2024
Return of Proposals (Closing Date)	31st March 2024, 11:45pm Nepal Time
Award Contract and "Go-Live" with Supplier	20 th April 2024

Indicative information

Background

As part of the USAID/BHA funded project, Save the Children is implementing a 12-month project (January to December 2024) to reach 7,750 direct beneficiaries and 66,060 individuals indirectly in Nepal, with a focus on Sudurpashchim and Karnali Provinces. The overall goal of the intervention is to support earthquake affected children and their families in Nepal to meet their acute needs for shelter, WASH, protection and other basic needs, and to enhance their resilience to future shocks. This goal is in line with the Bureau of Humanitarian Assistance's (BHA) mission to save lives, alleviate human suffering, and reduce the impact of disaster by helping people in need become more self-reliant. The proposed intervention will provide early recovery assistance for communities devastated by the 2022-2023 earthquakes, including shelter, multipurpose cash assistance (MPCA), WASH, and protection activities.

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supplement the Government's work to restore access to communal water supply systems by 1) focusing on safety along the water supply chain; 2) providing water storage tanks at the household level to increase availability of water for households in remote areas; 3) and by launching community-led awareness campaigns on water safety.

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Award criteria

Award of the contract will be based on the following criteria:

ESSENTIAL CRITERIA (Exclusion if not met)

Bidders must meet the following criteria:

- That the bidder has legitimate business /official premises, or that they are registered for trading and tax as appropriate.
- That they are not any prohibited parties or on government blacklisting
- Bidder's confirmation of compliance with the attached Conditions of proposal, Terms and Conditions of Purchase, Supplier Sustainability Policy and the included mandatory policies.
- For Company/Institution/Organization: The company / firm should be registered as per the prevailing act of the country. This is not applicable for individuals.
- VAT registration and tax clearance of FY 2079/080.
- Team leader (lead consultant) should have at least bachelor's degree in health, public health, civil, WASH or environmental engineering.
- Team leader (lead consultant) should have minimum 3 years' experience, in technical design, estimate, drawings, implementation and supervision of WASH interventions.
- Team leader (lead consultant) should have demonstrated expertise in training and mentoring a diverse audience on WASH topics.

Evaluation Criteria

The following criteria are considered very important in the evaluation of this proposal.

Capability Criteria: 50%

Criteria	Weight	Sub-Criteria	% Weight
Capability	50	Academic qualification of Team Leader (Lead Consultant) Experience proposed team leader (Lead consultant) <ul style="list-style-type: none"> Experience, in technical design, estimate, drawings, implementation and supervision of WASH interventions. Experience of gender and disability inclusion mainstreaming in WASH interventions. Proposed team leader has demonstrated skill on training facilitations. 	24
		Team Composition <ul style="list-style-type: none"> Has proposed the team inclusive of team members having academic background or work experience on WASH, Public Health, Engineering. At least one of the team members has completed Training to Trainers (TtT) on WASH and Hygiene promotion. 	9
		Proposed approach, methodology and workplan.	7
		Interview / Presentation (For shortlisted only)	10

Sustainability Criteria: 10%

Criteria	Weight	Sub-Criteria	% Weight
Sustainability	10	<ul style="list-style-type: none"> Either the team member/s belong to project location, or they have work experience in project location. Has proposed a female member in the team. 	10%

Remark

Bidders shall secure minimum of 21 marks out of 40 in capability to be eligible for financial evaluation / review and presentation / interview.

Commercial Criteria (Financial Proposal): 40%

Financial proposal will be scored in inverse proportionate basis.

How to apply for the services

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline – **31st March 2024, 11:45PM Nepal Time.**

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Request For proposal

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PR No. PR433364

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Section B: Proposal Development Form

I. Organization Information (NA in case of individual consultant)

Name of the organization :

Address :

District/State :

Country :

Phone number :

E-mail :

Website :

II. Details of contact person /individual

Name :
Position :
Address :
District/State :
Country :
Phone Number : (Landline) (Mobile)
E-mail :

III. Major topics and sub-topics for proposal development

1. Organization Background (NA in case of individual consultant)

- 1.1 Work experience.
- 1.2 Existing and current human resource and organization organogram.

2. Signatory and Proposed Consultants Information:

SN	Full Name (Avoid abbreviations) with title.	Gender	Date of birth (dd/mm/yyyy AD)	Role for this assignment	Academic Qualification	Expertise	Home address (municipality, district, province)

Please add rows as required.

3. Please provide your understanding of ToR and proposed methodology / approach and workplan to conduct this assignment.

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4. Please state your proposed team leader's (lead consultant) experience in technical design, estimate, drawings, implementation and supervision of WASH interventions.

Full Name of Lead consultant (Team Leader) :-				
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Full Name of Lead consultant (Team Leader) :-				
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6. Please state your Proposed team leader's (lead consultant) related experience of training facilitation.

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From	To			

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Name of Team Member	Title of TtT	Training delivered by:	Completion Date	Attach copy of certificate

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Should you require further information or clarification on the proposal requirements, please contact Mr. Asesh Baidya (Contact Person) in writing at the following address: eoiconsultant.nepal@savethechildren.org

We look forward to receiving a proposal from you and thank you for your interest in our account.

Yours faithfully,

Asesh Baidya

Procurement Coordinator - Consultancy

PART 1: PROPOSAL INFORMATION

Introduction

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Provisional timetable

<u>Activity</u>	<u>Date</u>
Publication / Circulation of Request for proposal	21 st March 2024
Last day for bidders to send clarification questions to Save the Children	27 th March 2024
Last day for SCI to answer clarification questions to bidders	29 th March 2024
Return of Proposals (Closing Date)	31st March 2024, 11:45pm Nepal Time
Award Contract and "Go-Live" with Supplier	20 th April 2024

Indicative information

Background

As part of the USAID/BHA funded project, Save the Children is implementing a 12-month project (January to December 2024) to reach 7,750 direct beneficiaries and 66,060 individuals indirectly in Nepal, with a focus on Sudurpashchim and Karnali Provinces. The overall goal of the intervention is to support earthquake affected children and their families in Nepal to meet their acute needs for shelter, WASH, protection and other basic needs, and to enhance their resilience to future shocks. This goal is in line with the Bureau of Humanitarian Assistance's (BHA) mission to save lives, alleviate human suffering, and reduce the impact of disaster by helping people in need become more self-reliant. The proposed intervention will provide early recovery assistance for communities devastated by the 2022-2023 earthquakes, including shelter, multipurpose cash assistance (MPCA), WASH, and protection activities.

In regard to WASH, as most families were left with fully damaged houses with poor WASH facilities after the earthquakes; sanitation and hygiene items, particularly menstrual hygiene products, were among the highest priorities identified in SC's RNA. The project will support households in restoring access to sanitation facilities through the use of vouchers and latrine kits in remote areas. This activity will be complemented by the provision of hygiene items, with a focus on menstrual hygiene management (MHM) items for families with women and girls of reproductive age, delivered through community hygiene promotion sessions. The project will

supplement the Government's work to restore access to communal water supply systems by 1) focusing on safety along the water supply chain; 2) providing water storage tanks at the household level to increase availability of water for households in remote areas; 3) and by launching community-led awareness campaigns on water safety.

WASH interventions will be carried out in collaboration with SC local partners, who have a strong footprint and access in the targeted areas. The project's WASH implementation strategy and activities have been designed in close collaboration with partners. SC will share its WASH sectoral expertise to strengthen the WASH knowhow of partners, and SC will ensure that local partners have the technical capacity to deliver high quality programming. Extensive co-design sessions with partners will focus on sharing hygiene promotion technical knowledge and tailoring design to specific contexts. SC's technical team will support local partners throughout implementation to strengthen their expertise in water quality and safety along the water supply chain. Technical material will be made available to partners and the co-design process of IEC for hygiene promotion activities will contribute to partners' WASH education and communication strengthening. The SC team will work with local partners to set up the voucher component of the sanitation activity and will support partners in managing future in kind and voucher-based activities.

Award criteria

Award of the contract will be based on the following criteria:

ESSENTIAL CRITERIA (Exclusion if not met)

Bidders must meet the following criteria:

- That the bidder has legitimate business /official premises, or that they are registered for trading and tax as appropriate.
- That they are not any prohibited parties or on government blacklisting
- Bidder's confirmation of compliance with the attached Conditions of proposal, Terms and Conditions of Purchase, Supplier Sustainability Policy and the included mandatory policies.
- For Company/Institution/Organization: The company / firm should be registered as per the prevailing act of the country. This is not applicable for individuals.
- VAT registration and tax clearance of FY 2079/080.
- Team leader (lead consultant) should have at least bachelor's degree in health, public health, civil, WASH or environmental engineering.
- Team leader (lead consultant) should have minimum 3 years' experience, in technical design, estimate, drawings, implementation and supervision of WASH interventions.
- Team leader (lead consultant) should have demonstrated expertise in training and mentoring a diverse audience on WASH topics.

Evaluation Criteria

The following criteria are considered very important in the evaluation of this proposal.

Capability Criteria: 50%

Criteria	Weight	Sub-Criteria	% Weight
Capability	50	Academic qualification of Team Leader (Lead Consultant) Experience proposed team leader (Lead consultant) <ul style="list-style-type: none"> Experience, in technical design, estimate, drawings, implementation and supervision of WASH interventions. Experience of gender and disability inclusion mainstreaming in WASH interventions. Proposed team leader has demonstrated skill on training facilitations. 	24
		Team Composition <ul style="list-style-type: none"> Has proposed the team inclusive of team members having academic background or work experience on WASH, Public Health, Engineering. At least one of the team members has completed Training to Trainers (TtT) on WASH and Hygiene promotion. 	9
		Proposed approach, methodology and workplan.	7
		Interview / Presentation (For shortlisted only)	10

Sustainability Criteria: 10%

Criteria	Weight	Sub-Criteria	% Weight
Sustainability	10	<ul style="list-style-type: none"> Either the team member/s belong to project location, or they have work experience in project location. Has proposed a female member in the team. 	10%

Remark

Bidders shall secure minimum of 21 marks out of 40 in capability to be eligible for financial evaluation / review and presentation / interview.

Commercial Criteria (Financial Proposal): 40%

Financial proposal will be scored in inverse proportionate basis.

How to apply for the services

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline – **31st March 2024, 11:45PM Nepal Time.**

- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this ToR)

Request For proposal

- CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
- For firms: Copies of- Firm registration certificate, VAT registration certificate, tax clearance certificate of FY 2079/080.
- For Individuals (Nepali): Copies of citizenship certificate, VAT registration certificate, tax clearance certificate of FY 2079/080.

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

- A proposal should have **four (4)** separate files:
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 - 2nd for technical proposal
 - 3rd for financial proposal
 - 4th for other supporting documents as per ToREach of the above should be properly labelled respectively as “essential documents”, “technical proposal”, “financial proposal” and “other supporting documents as per ToR”

Proposals should be submitted via email to nepal.bids@savethechildren.org

Proposals submitted in another email addresses will not be considered in the process. (Please note that, bidder **must not** cc / bcc / forward proposals to any other email addresses).

WASH Consultant

PR433364

Terms of Reference (ToR)

Save the Children is the leading global independent organization for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach. Being a dual mandate organisation responding in both development and humanitarian context, Save the Children works in all phases of disaster management, actively involved in humanitarian responses, recovery, preparedness, and disaster risk reduction.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

As part of the USAID/BHA funded project, Save the Children is implementing a 12-month project (January to December 2024) to reach 7,750 direct beneficiaries and 66,060 individuals indirectly in Nepal, with a focus on Sudurpashchim and Karnali Provinces. The overall goal of the intervention is to support earthquake affected children and their families in Nepal to meet their acute needs for shelter, WASH, protection and other basic needs, and to enhance their resilience to future shocks. This goal is in line with the Bureau of Humanitarian Assistance's (BHA) mission to save lives, alleviate human suffering, and reduce the impact of disaster by helping people in need become more self-reliant. The proposed intervention will provide early recovery assistance for communities devastated by the 2022-2023 earthquakes, including shelter, multipurpose cash assistance (MPCA), WASH, and protection activities.

In regard to WASH, as most families were left with fully damaged houses with poor WASH facilities after the earthquakes; sanitation and hygiene items, particularly menstrual hygiene products, were among the highest priorities identified in SC's RNA. The project will support households in restoring access to sanitation facilities through the use of vouchers and latrine kits in remote areas. This activity will be complemented by the provision of hygiene items, with a focus on menstrual hygiene management (MHM) items for families with women and girls of reproductive age, delivered through community hygiene promotion sessions. The project will supplement the Government's work to

restore access to communal water supply systems by 1) focusing on safety along the water supply chain; 2) providing water storage tanks at the household level to increase availability of water for households in remote areas; 3) and by launching community-led awareness campaigns on water safety.

WASH interventions will be carried out in collaboration with SC local partners, who have a strong footprint and access in the targeted areas. The project's WASH implementation strategy and activities have been designed in close collaboration with partners. SC will share its WASH sectoral expertise to strengthen the WASH knowhow of partners, and SC will ensure that local partners have the technical capacity to deliver high quality programming. Extensive co-design sessions with partners will focus on sharing hygiene promotion technical knowledge and tailoring design to specific contexts. SC's technical team will support local partners throughout implementation to strengthen their expertise in water quality and safety along the water supply chain. Technical material will be made available to partners and the co-design process of IEC for hygiene promotion activities will contribute to partners' WASH education and communication strengthening. The SC team will work with local partners to set up the voucher component of the sanitation activity and will support partners in managing future in kind and voucher-based activities.

Objective of the consultancy

The objective of the consultancy is to support to design and implement WASH activities in the project area.

The services supplier will provide

1. Prepare and agree on workplan for the implementation of WASH activities based on the project workplan in consultation with Humanitarian Manager at Save the Children.
2. Design WASH activities particularly hygiene promotion awareness raising activities in detail in consultation with project coordinators and in line with the government standards.
3. Provide training to partners staffs, volunteers, social mobilizers and other front-line staff (only facilitation of 3 sessions), in charge of awareness raising at community level, on hygiene promotion awareness raising activities approaches and tools and monitor the implementation of hygiene promotion activities.
4. Monitor at least 3 sessions on hygiene promotion per month conducted by trained partners staffs / volunteers / social mobilizers.
5. Work closely with SCI project team and partner staffs to monitor, quality assurance and technical assistance to construct 1200 (1000 at Jajarkot and Rukum west, 200 at Bajhang) household latrines (BoQ and standard design already in place, construction materials of latrine is not the part of this ToR). However, the consultant is expected to propose alternate design, estimate of 5 types of latrines (3 using local materials, 2 using non-local materials) based on the contextual realities of implementation.
6. Provide technical guidance to the beneficiaries (households) and partners in construction of the household latrines as per agreed design.

Expected duration of this assignment is 6 months.

Methodology

The consultant is suggested to submit the methodology.

Location of the consultancy

The project area is Athbiskot and Sanibheri municipalities of Rukum West district, Bheri, Kushe, Chhedagadh and Nalgadh municipality of Jajarkot district and Chhabis Pathivera municipality of Bajhang district. The consultant is expected to be based on project areas during the consultancy period.

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title
1	Detailed work plan for the proposed activities in the scope of work.
2	Report on training delivered to hygiene promotion facilitators as per agreed work plan.
3	Provide 5 alternative household latrine designs.
4	Brief report on midterm status (5 to 10pages).
5	Final report including hygiene promotion awareness raising and latrine construction activities as per agreed work plan.

Experience and skill set required

Essential competencies of team leader (lead consultant):

- At least bachelor's degree in health, public health, civil, WASH or environmental engineering.
- Minimum 3 years' experience, in technical design, estimate, drawing, implementation and supervision of WASH interventions.
- Demonstrated expertise in training and mentoring a diverse audience on WASH topics.

Preferred Competencies of team leader (lead consultant):

- Experience of gender and disability inclusion mainstreaming in WASH interventions.
- Demonstrated experience in construction works management with a focus on household and community level WASH facilities.
- Demonstrated technical experience in Hygiene promotion approaches and tools.
- Has completed Training to Trainers (TtT) on WASH and Hygiene promotion.
- Demonstrated skill on training facilitations.

Estimated Commencement Date: April 20, 2024

Estimated End Date: October 30, 2024

Status updates/reporting

Provide monthly status update to the Humanitarian Manager, Save the Children.

Budget

The consultant will not be eligible for any additional re-imbursements (for example, travel, accommodation etc.). Therefore, the proposed should be all inclusive.

Project activities such as training, orientation and workshop will be managed separately and should not be included in the consultant's budget.

Payment information

30% of the total cost payable after the satisfactory completion of deliverable 1, 2 & 3.

40 % of the total cost payable after the satisfactory completion of deliverable 4

30% of the total cost payable after the satisfactory completion of deliverable 5.

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