

**Monitoring and support water supply and sanitation schemes during sustainability phase of DFID WASH track 3 project in Nuwakot and Rasuwa district.**

**PR46754**

**Terms of Reference (ToR)**

Background on Save the Children

Save the Children is the leading global independent organisation 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.

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

Save the children is implementing DFID WASH track 3 project. The project is a consortium project funded by FCDO (then DFID) and managed by Mott / McDonald. The consortium is led by CARE.

Save the Children had implemented the project in Nuwakot and Rasuwa in partnership with local NGOs Community Development Center Nepal (CDC Nepal) in Nuwakot and Manekor Society in Rasuwa district. The final phase of the project shall be ended by March 2022.

After completion of implementation phase, the technical manpower is not working under the partner NGOs. Again, there is need of regular monitoring and support to the community for running the water supply and sanitation schemes smoothly. As per project requirement, the schemes should be well functioning during sustainability phase under direct responsibility of implementing organization i.e. SCI.

This TOR is prepared for hiring individual technical person to monitor and support the community for smoothly running the water supply and sanitary schemes at least till end of sustainability phase as per project requirement.

Objective

This consultant hiring is aimed to fulfil the following requirements:

1. Ensure the schemes are functional during the sustainability phase of the project.

2. Strengthen the capacity and encourage the community people for sustainable project output (i.e. water supply and sanitation scheme) for long run.
3. Fulfil the gap of communication/coordination between project, community people and local government.

#### Location and official travel involved

The consultant will be based in Nuwakot focused on project area of Shivapuri, Panchaknya and Likhu rural municipalities. S/he needs to travel to project area in Naukunda rural municipality of Rasuwa district as per need.

S/he shall be entitled to use the official motorcycle of Save the Children for field movement and shall be paid for fuel and repair/maintenance in actual basis. S/he shall maintain the logbook and other documents as per SCI policy.

#### Services the Supplier will provide

The tasks to be undertaken by the consultant, but not limited to:

1. Visit the schemes in regular basis.
2. Technical support to the community for any repair/maintenance issues if needed.
3. Monitoring of functioning of water supply and sanitation schemes with respect to functioning of water user committee, appointment and mobilization of Village Maintenance Worker (VMW), regularity of O&M fund and meeting/orientation as per need.
4. Monitoring the coordination mechanism between community water user committee and local government and facilitate as per need.
5. Collection of information and pictures of individual schemes as per project need and update in mWater portal as guided by SCI/donor agency.
6. Submission of monthly workplan, timesheet and reports in regular basis.

#### Experience and skill set required

- Technical education related to WASH (preferably Sub Engineer or Assistant Sub Engineer in Civil or related discipline)
- Proven experience in similar field in past.
- Familiar with location and community will be additional advantage

#### Expected Deliverables

SCI expects the following deliverables to be provided:

<i>Deliverable number</i>	<i>Deliverable title</i>	<i>Description</i>	<i>Format and style</i>
1	<i>Monthly work plan</i>	<i>To be submitted in starting of each month including monthly planned activities</i>	<i>Will be provided by Construction unit</i>
2	<i>Time sheet</i>	<i>To be submitted in end of month indicating monthly activities carried out</i>	<i>Will be provided by Construction unit</i>

3	<i>Interim reports</i>	<i>Reports to be submitted for any issues, coordination mechanism, need of special support and/or functioning of schemes.</i>	<i>As per need basis</i>
4	<i>Final report</i>	<i>Final report to be submitted at the end of service period including major works carried out and outputs achieved.</i>	<i>Normal report format</i>

### Timeline

Estimated Commencement Date: 24<sup>th</sup> Dec 2021

Estimated End Date: 15<sup>th</sup> April 2022

<i>Deliverable number</i>	<i>Deliverable title</i>	<i>Submit to</i>	<i>Delivery date</i>
1	<i>Monthly work plan</i>	<i>Sr. Construction Coordinator, SCI</i>	<i>First week of each month</i>
2	<i>Time sheet</i>	<i>Sr. Construction Coordinator, SCI</i>	<i>First week of each next month</i>
3	<i>Interim reports</i>	<i>Sr. Construction Coordinator, SCI</i>	<i>As per need</i>
4	<i>Final report</i>	<i>Sr. Construction Coordinator, SCI</i>	<i>First week of April 2022</i>

### Out of Scope

As instructed by SCI

### Status updates/reporting

*The consultant shall submit the report to Sr. Construction Coordinator, SCI.*

### Acceptance

NA

### General assumptions and dependencies

NA

### Payment information

Payment will be made in monthly basis. The monthly agreed fee shall be deposited to the bank account provided by the consultant after approval of timesheet.

Other important information

NA

**Proposal Evaluation and Scoring Criteria**

S. No.	Scope
1	Budget (Proposed total cost)
2	Academic qualification
3	Past Experience on similar field (community based WASH intervention)
4	Past Experience of working in same geographical location (Specific Palikas in Nuwakot and Rasuwa)

How to apply for the services

**1. Proposal Submission Guideline/Required Documents**

- Proposal Submission Deadline- **16<sup>th</sup> December 2021**
- **Extended Proposal Submission Deadline- 23<sup>rd</sup> December 2021**
- 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, Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.
  - For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate;
  - For Individuals (Foreign Nationals): Copies of passport and a valid visa/permit to work in Nepal.

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.

Proposals should be submitted via email to [eoiconsultant.nepal@savethechildren.org](mailto:eoiconsultant.nepal@savethechildren.org)