

HYSAWA
Terms of Reference
Development of Strategy and Operational Guideline for HYSAWA Operation and Maintenance (O&M) Fund for Water and Sanitation facilities

1. Background:

HYSAWA (Hygiene, Sanitation and Water Supply Fund) is an autonomous financial organisation dedicated to supporting local governments to manage hygiene, sanitation and water supply projects. A champion for the rural poor and disadvantaged, HYSAWA was established to accelerate progress on meeting their needs countrywide in a manner that also contributes to Local Government Institutions' empowerment.

The organisation, which was founded in 2007, pulls resources from development partners and channels those resources to eligible Local Government Institutions (LGIs), and thus is able to help accelerate the decentralization process and foster more transparent governance. At present it receives funds from Embassy of Denmark and Swiss Agency for Development and Cooperation (SDC). A governing board, comprised of representatives from ministries, LGIs, development partners and civil society, provides foresight, oversight and insight to steer the organisation towards a sustainable future.

Specifically, HYSAWA strives to assist the government to meet its water and sanitation-related goal, which is integral to reducing extreme poverty and sustaining economic growth. This goal is being pursued through the following basic objectives:

- To strengthen the capacity of Local Government Institutions to deliver water supply and sanitation services;
- To improve hygiene behaviours in HYSAWA's areas of intervention;
- To expand people's access to hygienic sanitation and safe drinking water;

HYSAWA Governing Board has approved creation of an Operation & Maintenance Fund (O&M Fund) to support UPs and communities to maintain in the long-term water supply and Public sanitation infrastructures, particularly those that were installed with HYSAWA support.

The Operation and Maintenance (O&M) is a concern in community based schemes. Minor repairs are done by communities; however, they are not able nor can they afford major O&M. With this fund, UPs will have a mechanism to identify major maintenance needs and provide technical and financial support to keep the infrastructures functional. The fund will be sourced from different project budgets provisioned for O&M purposes and will be operated even beyond the project. A revolving fund will be tested out under O&M Fund to re-utilize the money for further investment. HYSAWA will elaborate O&M Guidelines and will develop the capacities of UPs to ensure the appropriate use of this O&M Fund. Additionally, a mechanism for user reporting on structure functionality will be included. The project will also support the training of mechanics by working with other institutions and organisations such at local levels.

HYSAWA is now invites application from eligible individuals to submit Application

2. Objectives of the assignment

The overall objective of this consultancy is to develop a strategy and operational guideline to operate the O&M Fund.

3. Scope of work:

To prepare this strategy and operational guideline, the consultant will have to carry out the following tasks

- Carry out Situation Analysis for Operation and Maintenance of water and sanitation infrastructure;
- Conduct stakeholders' consultation particularly with Union Parishads and communities/user groups, DPHE, LGED district/upazila officials, local mechanics, contractors, suppliers, sales points etc.
- Identification of possible fund sources and mechanisms to enrich this O & M fund
- Process identification for maintenance requirements, validation, estimates, implementation
- Identification of appropriate and workable fund flow for O&M to the field level
- Development of Maintenance requirements reporting process for UPs, Communities
- Guide HYSAWA programmer to develop mobile application for user requests/reporting; testing of the system
- Develop strategy, Operational guideline including necessary tools, checklists, user level guideline/information booklet etc.

3. Expected Key Deliverables

- A complete Strategy for HYSAWA O&M Fund management
- Operational Guidelines including tools, checklists, information booklet etc.
- A Final report

All the deliverables will be submitted both in electronically and in hard copy.

4. Timing

The entire assignment is scheduled to be completed in 3 months from the date of contract.

5. Expertise

a) Academic Qualifications: At least graduate having ten years of experience in water and sanitation sector.

b) Experience:

- Experience in strategy/guideline development
- Experience in implementation of water and sanitation infrastructures
- Knowledge on area specific water technologies, Hydro-geological situations
- Working experience with Union Parishads and Communities particularly in WASH

c) Skills and Competencies:

- Ability to work with minimal supervision;

- High level written and oral communications skills in English;
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments;
- Experience in research, policy development, gender policy/guideline development and management-related work.

6. Application Submission

The application will contain –

- A cover letter with suitability justification
- A complete resume.
- One page write-up outlining understanding of the assignment and brief methodology.
- Indication of expected consultancy fee

7. Financial Terms:

- The payment will be made through account payee cheque or wire transfer.
- HYSAWA will deduct income Tax and VAT as per government rules.

8. Obligation

- All reports, papers, etc. produced during this assignment will be property of HYSAWA and strictly prohibited to share with any other parties and agencies.

9. Submission deadline

Interested persons are requested to submit their Application to HYSAWA at the following contact details **by 22 February 2018 within 1700 hours** in sealed envelope mentioning ‘Application for --- (name of the assignment)’. *Female are specially encouraged for this assignment.*

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