

HYSAWA
Terms of Reference (ToR)
**Development of Strategy and Operational/ Implementation guideline for
Entrepreneurship/ Partnership Development for establishment of Water and Sanitation
facilities (Individual Consultant)**

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 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;

The project will provide grants to Union Parishad's and will be dealt with in the same way as other funds received for development purposes. The grants will be demand-driven and it will only provide funds to UPs that explicitly express their interest, apply for funding and are willing to make a matching contribution.

In this phase, different financial systems and market-based solutions for UPs will be established to ensure the sustainability of services delivered. This system focuses on the value creation of a business and describes an enterprises core strategy to generate economic value. Under **Water Supply Provision** HYSAWA will be involved in assisting selected UPs in organising the sustainable operation and maintenance of the Water Supply systems based on cost-recovery principles. The community organisations (the CDF in the project) with the support of UPs will identify un-served and under-served areas for the installation of community water schemes. 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. Thus, HYSAWA will conduct a **feasibility study** of different financial systems and market-based solutions for UPs in order to develop and test different forms of possible sustainable post-construction services including engagement with private sector or local entrepreneurs and microcredit organizations. In this framework, HYSAWA will test modalities to *promote entrepreneurs to invest on the system and run it on a commercial basis.*

HYSAWA will create an **Operation & Maintenance Fund (O&M Fund)** to support UPs and communities to maintain in the long-term water supply infrastructures, particularly those that were installed with HYSAWA funds. 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 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 grant 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 as DPHE and UNICEF at local levels.

Under **Sanitation provision** - UPs will be supported in planning the utilisation of the government's special Annual Development Plan (ADP) allocation for sanitation (10% of the LGSP block grant to UP) for delivery of latrines to poor households. In order to ensure the sustainability of Household latrine, HYSAWA will promote improved Household latrine options such as offset twin pit latrine instead of direct single pit latrine. On a pilot basis, in 5-10 UPs, HYSAWA will test a "sanitation credit" through a revolving credit fund to move from unimproved to improved latrines. With this sanitation credit, the UP will work out a credit modality with local entrepreneurs, microcredit organizations and financial institutions, such as banks. A revolving fund will be tested out under the O&M Fund to re-utilize the grant money for further investment even beyond the project period.

HYSAWA is now invites application from eligible individuals to submit application as a consultant to prepare a comprehensive **Strategy and Operational/ Implementation guideline for entrepreneurship/ partnership development for establishment of water and sanitation facilities** for HYSAWA and Union Parishads based on which collaborations with interested microfinance organizations/ private investors will be formalized. This will inform HYSAWA the business viability of the various water and sanitation technologies and approaches which can be used to define HYSAWA's future involvement and investment in mitigating the challenges related to safe drinking water in the project area.

2. Objectives of the assignment

The overall objective of this consultancy is to prepare a comprehensive **Strategy and Operational/ Implementation guideline for entrepreneurship/ partnership development for establishment of water and sanitation facilities**.

3. Scope of work:

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

- Undertake desk study and review all the necessary documents to fully understand the project objectives and ground situation.
- Study different GoB regulations, policy and guidelines on hygiene, water and sanitation.
- Conduct desk review to identify existing social and environmental conditions and potential positive and negative impacts including identification of social and environmental risks that is likely to be involved in the project. Data/information on the social and natural environmental aspects may be further investigated and addressed during field survey.

- Contribute to finalising the methodology, research plan, data collection method, analysis technique and report structure in consultation with team members;
- Perform situational analysis of the existing entrepreneurial system in project area: main actors and technologies, users and manufacturers/suppliers available on both water and sanitation;
- Assessment of various models of entrepreneurship on both water and sanitation to build a purposeful model for project area;
- Participate in conducting in-depth interviews with service providers, suppliers, and development partners and other stakeholders as necessary;
- Sharing workshop at UP level with selected Union Parishad, users and existing entrepreneurship to have a clear conception on existing system;
- Undertake any other activities required for successful completion of the assignment and agreed with HYSAWA.
- Provide strategic recommendations on future interventions to address the challenges related to safe drinking water for the population in the coastal communities in Bangladesh.
- Based on these study and analysis develop a comprehensive Strategy and Operational/ Implementation guideline for entrepreneurship/ partnership development for establishment of water and sanitation facilities.
- Share the draft guideline with HYSAWA for their review; incorporate comments and finalize the guideline.

3. Expected Key Deliverables

- Comprehensive Strategy and Operational/ Implementation guideline for entrepreneurship/ partnership development for establishment of water and sanitation facilities.
- 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 or equivalent educational qualification in the relevant field having ten years of experience in micro credit and local entrepreneurship.

b) Experience:

- At least 10 years of prior work experience in the field of micro credit and business development
- Expertise in water management particularly sound knowledge in economics and management of potable water supply issues.
- Research experience in assessing alternative water supply technologies in saline-prone coastal belt and management of sustainable supply of safe drinking water is preferable.
- Have clear understanding on different policy on water business, water quality standard, different national policy, strategy and guidelines on sanitation, hygiene promotion strategy, arsenic mitigation policy etc.

- Well convergent with Public Private Partnership (PPP) in local entrepreneurship.
- Knowledge on waste water disposal and treatment policy and regulations of government.
- Demonstrated experiences and skills in facilitating stakeholder/working group consultations and developing business model.
- Relevant regional and international experience will be an added advantage.

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;
- Evidence of having undertaken similar assignments;

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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