

HYSAWA
Terms of Reference (ToR)
**Development of Training Module and Manuals (Climate Change adaptation/WASH/
Capacity development issues) for Union Parishads and project staff**

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;

The provision of funds for and Climate change adaptation, WASH and capacity development issues will allow local governments to learn how to plan and provide public services in an effective, sustainable, accountable, gender focused and inclusive manner. This in turn will enhance the local governments' overall capacities to plan and provide public services. These enhanced capacities will enable the local governments, being the main actors of local public service provision, to improve their service delivery and will lead to people benefiting from better public services and such which are better targeted at those people who need the most. Enhanced and better targeted water and sanitation services will contribute to more equitable and climate change adaptive local development which in turn will create additional access of the communities on the climate resilient infrastructures.

HYSAWA supports UPs to follow the prescribed rules and procedures to prepare and implement annual plans and budgets, as well as their five-year plan. The project facilitates that UPs apply mechanisms to include the views and opinions of all economic groups and vulnerable populations in the planning process. The UPs with the support of project staff will identify the needs of the communities to provide appropriate WASH services. The community plans will be discussed, prioritized and endorsed by Ward Shobhas, as described in the Union Parishad Act. The UPs will be responsible for collecting demands for water supply and sanitation from the communities. At community level, there are no statutory bodies. The project will not encourage forming new permanent bodies but ad-hoc forums (Community Development Forums). These forums will allow people to identify needs, set

priorities and suggest locations for installing public service infrastructure. These informal community groups will be strengthened and will work as platform for WASH education and to plan, implement and monitor WASH development activities. All these field level activities will be facilitated by the UP level project staff. It is intended to provide intensive training to the project staff and community people on different WASH issues.

HYSAWA is now invites application from eligible individuals to submit Application. The contract may be awarded to multiple individuals and in such case; consultants will work jointly to complete the assignment.

2. Objectives of the assignment

The overall objective of this consultancy is to develop a Training Module and Manuals on Climate Change adaptation/WASH/ Capacity development issues for Union Parishads and project staff.

3. Scope of work:

To prepare this module and manual, the consultant will have to carry out the following tasks

- Undertake desk study and review all the necessary documents/training modules, training materials to fully understand the ground situation and existing training material available for training on WASH and climate change adaptation;
- Carry out a “Gap” analysis to identify gaps in the trainings being imparted on WASH and climate change adaptation. Map out the issues and identify the priorities in line with the objectives of this project. This should include consultations and meetings with relevant persons;
- Produce a well-written and comprehensive training needs assessment format based on the above, including recommendations for: selection of training sites/venues; schedule for training; identify key resource persons; participants; Post -training evaluation and impact assessment.
- Based on this assessment, develop a comprehensive training module and manuals (in Bangla) on WASH and climate change adaptation for project UP, staff and community people.
- Share the draft module with HYSAWA for their review; incorporate comments and finalize the module.

3. Expected Key Deliverables

- Comprehensive training module and manual, with a two - three days training curriculum for Union Parishad and project staff on Climate Change adaptation/WASH/ Capacity development issues.
- 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 having ten years of experience in water and sanitation sector.

b) Experience:

- At least 5-7 years of prior work experience in the field of climate change and WASH sector focusing training,
- Demonstrated knowledge and experience in conducting need assessments and developing training modules/curriculum, training materials etc.
- Demonstrated experiences and skills in facilitating stakeholder/working group consultations and training.
- 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, manuals, 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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