

Terms of Reference (ToR) on Development of HYSAWA Strategic Plan and Gender Policy

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 the government and development partners and channels those resources to eligible Local Government Institutions (LGIs), and thus is able to help to accelerate the decentralization process and foster more transparent governance. At present it receives funds from Danish International Development Agency (DANIDA) 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 part 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;

Basic functions of HYSAWA can thus be summarised as follows:

- Mobilisation of resources/funds for Local Government Institutions (LGI);
- Providing grants to Local Government Institutions mainly to Union Parishads;
- Capacity development and technical support to LGIs to implement community based hygiene, sanitation, water supply and climate change adaptation projects

Considering its valuable stake in the sector, HYSAWA has extended adaptive measures recognizing the emerging needs in the Sector. Now, being Bangladesh the frontline victim country to climate change and its affects, the so far accomplishments regarding national WaSH coverage are facing threats as the feasibility and sustainability of the traditional WaSH facilities have become dormant. In line with this, HYSAWA has stepped forward potentially possessing a comparatively advantaged position, exploring the threats and mitigation measures beyond the WaSH sector and intends to prepare an organizational strategic Plan for next 5 years (2017-2021), which will be the roadmap for HYSAWA, while all its efforts would be conducted centering this Plan in the next 5-year period.

HYSAWA Fund now invites application (EOI) from eligible individuals to submit Application.

2. Objectives and purpose of the assignment

The basic two objectives of the consultancy services are of:

- A well defined 5 years period organizational strategic plan preparation
- A exercisable and useable gender policy preparation

These two documents will have to ensure that HYSAWA fulfils its wider mandate.

The secondary associated objectives and responsibilities of the consultancy services are as follows:

- Review vision and mission statements based on HYSAWA's mandate;
- Review HYSAWA documents i.e. MOAA, annual reports and project documents to get clear understanding of HYSAWA mandates, mission, objectives etc.
- Review existing draft strategic plan;
- Mapping stakeholders and donors in the sector;
- Review institutional capacity, organizational setup and HYSAWA's SWOT analysis;
- Identify challenges in development and core competencies of HYSAWA and set organizational strategic issues including organization sustainability and organizational programmatic issues;
- Set core values of HYSAWA including Goals;
- Develop a resource mapping and mobilisation strategy and a strategy for fund management. The strategies shall be an important part of the overall strategic plan;
- Prepare a draft strategic plan, share and discuss the plan in internal forums and with relevant external stakeholders;
- Prepare final draft of the strategic plan and present it to HYSAWA Governing Board, accommodate feedbacks until final approval by the Board;
- Undertake field visits in connection with preparation of the strategic plan;
- Study relevant HYSAWA documents with the aim of drafting a brief gender policy;
- Identify and conduct assessment of organisational issues, strengths and core capabilities of HYSAWA in order to prepare for drafting the policy.

3. Justification of the proposed assignment:

HYSAWA has been working in the field of WASH since long with financial assistance from internal and external sources. Now time has been knocked with a view to make sure the sustainability for which HYSAWA has intended to prepare a smart strategic plan (five years) and a very useable and functional gender policy for which expatriate consultancy services has been provisioned in the present project document that would be focusing particularly on hygiene sanitation and water supply with particular aims as:

- Articulation with scope of HYSAWA sustainability process facilitation
- Capacity building approach for the staffs
- Effective partnership and fund raising interventions
- Gender issues in programmatic participation & implementation
- Strategic directions in the organization/HYSAWA for sustainability issues

4. Scope of works:

- Review of necessary & required documents which are currently available for this assignment
- Consultation/meeting/workshop with HYSAWA HQ & field based staffs when necessary and other line stakeholders
- Other internal and external consultation as and when necessary on particular assignment

5. Expected Key Deliverables

- A five-year strategic plan including a results and resources framework;
- A brief, focused Gender Policy with a clear roadmap of principles and rules that can be implemented to make HYSAWA a gender equitable organisation;
- Report on the process including stakeholder consultation's outcome.
- A monitoring system with tools development whether strategic plan and gender policy is being implemented through periodical progress review & data analysis (by an assessment)

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

6. Timing

The entire assignment is scheduled to be completed in 4 months, starting from 1st May 2018 to 31st August 2018.

7. Termination of the contract/assignment:

The authority has the full rights to terminate the contract of consultant while found any poor quality of works or in less progress within stipulated time frame as mentioned in the above.

8. Expertise

a) Academic Qualifications: At least a master's degree in a relevant field in the area of planning, public policy or development studies.

b) Experience:

- At least five years' professional experience in strategic planning and management;
- Researching on Sustainable Development, Social Change, Organization Development, Strategic Planning etc.
- Prior working experience on decentralization issues will be an added advantage;
- Demonstrated experience in working with government partners and other stakeholders and in supporting public sector development programmes, especially in the area of capacity development.

c) Skills and Competencies:

- Ability to work with minimal supervision and follow up;
- 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.

9. Payment terms

- 60% payment upon submission of the draft report.
- 40% payment will be made upon satisfactory acceptance of all deliverables.
- The payment will be made through account payee cheque or wire transfer.
- HYSAWA will deduct income Tax and VAT as per government rules.

10. Obligation

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

11. 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 & related expenses

12. Expression of Interest

Interested persons should submit an expression of interest to HYSAWA at the following contact details within 15 April 2018, 5:00 PM.

Acting Managing Director, HYSAWA
House 23, Road 113/A, Gulshan-2
Dhaka