

Community for Social Development Centre
CSDC, Sunsari

Terms of Reference (ToR) for Formulation of WASH related Policies at Local Levels in
Sunsari District

1. Background

Water Sanitation and Hygiene (WASH) is the integral part of individual and community development as constitution of Nepal provisioned water, sanitation and hygiene as fundamental right. The constitution ensures the safe water and sanitation to all article 35 (4) and right to live in safe and healthy environment article 30 (1). Government of Nepal aims to ensuring safe, sufficient, accessible, acceptable and affordable water, sanitation and Hygiene facilities for the people.

Nepal has made a significant progress in expanding the coverage of improved water supply, sanitation and hygiene (WASH) practice. The movement of sanitation in Nepal has been accelerating well especially after the formulation of National Sanitation and Hygiene Master Plan, 2011. As a result, Country has been declared as Open Defecation Free (ODF) on 30 Sept 2019. Similarly, access to basic water supply is about 87% throughout the country. Nepal has also made its commitment in Sustainable Development Goal (SDG), In particular, SDG No. 6. Belongs to Water Sanitation and Hygiene (WASH). SDG 6.1 aims "By 2030, achieve universal and equitable access to safe and affordable drinking water for all" and in SDG 6.2 aims about sanitation and hygiene." BY 2020, achieve access to adequate and equitable sanitation and hygiene for all and end open defecation, paying special attention to the needs of women and girls and those in vulnerable situations". Nepal government also has drafted WASH Sector Development Plan (SDP) in line with SDG, the Total Sanitation Guideline 2072. However, there is lacking in dissemination and localization WASH policy, guidelines and plan in local government level. Keeping Open Defecation Free (ODF) status, Functionality and sustainability of community water supply system also facing challenges. There is also need to upgrading sanitation and hygiene status of community people as per indicators like safe use of water, personal hygiene, household sanitation, safe food and environment sanitation envisioned in Total sanitation guideline BS 2072.

Local government have mandate to formulate local level Act, policies, guidelines, procedures and strategies for their sustainable development in achieving the goal set by the Government of Nepal (GON). Federal level government envisioned that all local government will have WASH Act and policies for the sustainable WASH activities at local level and to meet the SDG target on WASH sector.

2. Objectives:

The overall objective of the service is to support to prepare the Local level WASH Act and policy, guideline, procedures related to WASH in Six R/Municipalities. Following are the specific objectives

- Offer consultancy services to assist in the development of WASH Acts, policies, guidelines, and procedures specifically tailored for 6 Palikas, which include Gadhi and Barju Rural Municipalities, as well as Inaruwa, Duhabi, Ramdhuni, and Barahchhetra Municipalities in Sunsari District.
- Facilitate the crucial process of obtaining official endorsements for these Acts and policies from the respective local-level authorities, ensuring their legal and administrative validity.
- Provide essential technical support and expertise throughout the formulation stages of the Acts and policies, ensuring that they are comprehensive, effective, and align with best practices in the field of Water, Sanitation, and Hygiene (WASH).
- Collaborate closely with local stakeholders to ensure that the resulting Acts and policies are well-suited to the unique needs and contexts of each Palika, fostering sustainability and success in WASH initiatives.
- Ultimately, contribute to the enhancement of WASH services and practices in these local communities, promoting improved health, hygiene, and access to clean water for residents.

3. Major Task of the individual consultant

The consultant will commence by drafting the initial versions of the Local level WASH Act and policies, laying the groundwork for subsequent collaborative efforts.

- The consultant will play a pivotal role in orchestrating both initial and final workshops, engaging constituent committee members and executive committee members. These workshops will serve as dynamic platforms for formulating and refining the Act and policies.
- After gathering the preliminary drafts of the Act and policies from the Palikas, the consultant will meticulously review and consolidate them into a comprehensive final draft. This final draft will be presented during the concluding workshop.
- Once the final draft of the Act and Policies procedures is prepared, the consultant will transfer responsibility to the CSDC (Community for social Development Center) for their formal endorsement.
- This collaborative approach will ultimately result in a well-informed and collectively endorsed set of Local level WASH Act and policies, tailored to the unique needs of the Palikas and designed to enhance water, sanitation, and hygiene services for the local communities.

4. Planning Level

- Facilitate the meeting constituent committee for identification of need.
- Draft WASH Act, Policies and guidelines preparation and submission to CSDC.
- Incorporate feedback and suggestions on draft and prepare final WASH Act, Policies and guidelines
- Submit final WASH Act, Policies and guidelines to respective Palikas and CSDC for approval

5. Deliverables

- Each Local governments' have following Act, Policy, guideline and procedures final draft prepared and submitted for approval;
 1. Local WASH Act-2080
 2. Local WASH Regulation-2080
 3. WASH Monitoring Guideline-2080
 4. Solid Waste Management Procedure-2080
 5. School WASH Procedure-2080
 6. Market Monitoring Guideline=2080

(Mentioned Act, policies, procedure and guideline may be increased or decreased by merging two in one as per the requirement of Local government)
- At least number of 2 workshop with local government facilitated by the consultant.

6. Qualifications and experience of the consultant

The consultant should meet the following criteria

- At least post graduate degree in sociology or water supply, environment science or engineering
- Proven experience of developing WASH Act, Policies, guideline and procedure at any Local Govt.
- Knowledge and experience in WASH and gender related policy, capacity of policy analysis.
- Strong analytical and excellent writing and reporting skills
- Familiarity with NGO and civil society organization operation contexts and roles
- Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines

7. Selection Criteria for Hiring Consultant

| Description | Weighting % |
|---|-------------|
| Relevant Academic Education/Degree | 10% |
| Does the consultant have relevant academic qualifications required for the job? | |
| Relevant work Experience and skills | 30% |
| Does the consultant have past experience in development of WASH Act, Policies, procedures and guidelines? | |

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| Proposed Methodology | 20% |
| Has consultant developed similar work in previous from the beginning to the end. | 10% |
| Relevant and cost effective financial proposal | 20% |
| Is ethical consideration management included in proposal? | 10% |
| Total | 100% |

8. Ethical and Safeguarding policy

- Consultant must be required the commitment on Safeguarding and other applicable policies of Plan international Nepal during the partnership period. The contract might be terminated if gone against the policies.

9. Assignment duration

The assignment duration shall be from 25th September-023 to 15th December-023, i.e. CSDC might provide different assignment between the period based on the performance of the selected individual consultant.

10. Supervision

CSDC and respective Palika will be responsible for supervision. Plan international Nepal WASH team will also support in coordination and monitoring during Act and policies formulation by providing feedback to consultant.

11. Proposal:

The proposal should include the following details within 18th Sep 2023

- Interpretation and understanding of the terms of reference
- Capability statement of consultant (Including CVs)
- Methodology and approaches
- Task schedule
- Financial proposal – fixed budget including appropriate government taxes
- VAT registration certificate (If Possible)

12. Payment

- Payment will be made as per the contract terms and condition.