

PREPARATION OF WASH FOR BASBARIYA RURAL MUNICIPALITY

TERMS OF REFERENCE OF PREPARATION OF WASH PLAN

BASBARIYA RURAL MUNICIPALITY

1. INTRODUCTION

To ensure that the WASH services guaranteed by the fundamental right is available to all, it is first necessary to understand the actual conditions by gathering information on present access and service levels, gaps, operational parameters of systems providing these services. It is also not clear whether the unreached population remain as a distinctly identifiable segment or that the population is interspersed within the covered population. The functioning status and actual benefits out of the existing systems are also often questioned and need further verification. Understanding of these gaps will enable the providers to plan further interventions required and identify the options available to ensure that the commitments made under the constitution are fulfilled.

It is in this backdrop that the frontal role of the sector leadership in provisioning WaSH services will now primarily be vested upon the local governments as defined in Local Governance Operation Act (2017). Although yet to be defined, it is anticipated that the role of the national government will be more pronounced as an “enabler”.

The formulation of WASH plan in all the 753 local levels, in close consultation with and ownership of the local governments will be a milestone activity towards this support. It is expected that, with intensive local participation in the preparation process, the plan will serve as a launching platform for the newly elected local representatives to make right interventions on WaSH based on evidence-based planning and be responsive to the priorities to the local constituents. The local WASH plan will contain enough information to allow the local governments to make informed decision-making for planning and implementing their investments towards these interventions. The plan will be aligned to the planning and requirements of the local governments but when aggregated, they will also contribute, portion by portion, to build a bigger part of the province and national WaSH program to meet the national vision as well as the international targets and commitments.

Basbariya Rural Municipality (P-RM), with support from UNICEF Nepal is committed to strengthening its capacity to update and finalize its NWASH Management Information System (MIS) and report. The NWASH MIS serves as a critical tool to monitor the municipality's water, sanitation, and hygiene (WASH) status, align local WASH initiatives with national goals, and ensure equitable service delivery.

This process includes a step-by-step approach: training enumerators, data collection, cleaning, validation, and integration of results into the NWSH MIS. The ultimate aim is to produce an updated WASH plan that addresses the municipality's needs and supports sustainable WASH governance.

In this regard Municipality will formulate the implementing team for WaSH profile consisting of
Chairperson- Mayor of the municipality

Member- Deputy Mayor of the municipality

Member- Coordinator of Environmental committee of municipality

Member- Hired consultant for data profiling (Engineer/Sub Engineer)

Member secretary- Engineer /SDE of Environmental Section

The municipality will hire the consultant to achieve the goal.

2. OBJECTIVES OF THE SERVICE

To update and finalize the NWSH MIS and report for Basbariya Rural Municipality through a systematic process involving local enumerator training, ward-level data collection, cleaning, validation, and submission of accurate data to the national WASH database. The main objective of the assignment is to prepare the WaSH Plan Update of Basbariya Rural municipality.

3. SCOPE OF SERVICES

The scope of the assignment includes:

The WaSH services, in this assignment, includes all services of Water Supply, Sanitation and hygiene (individual and institution),FSM, Waste Water, Solid waste and drainage services

- a. Assessment of WASH landscaping:** To collect georeferenced data of the WASH situation which shall include: a) Identification of unreached, and left-out population b) Assessment of needs of sustaining services c) Assessment of need of service quality improvement d) Identification of need of service level improvement.
- b. Preparation of WASH Plan:** To develop WASH Plan with approximate estimated amount that could be used by municipalities for their WASH planning.
- c. Training and Handover:** To train the Municipality WASH staff on the use of NWSH-MIS and handover the system.

3.1. Task I: Assessment of WASH situation to create baseline data

The consultancy will visit each and every WASH facilities (water supply, sanitation, drainage, wastewater, solid waste, institutions etc.) in the municipality to collect facility and management specific data.

All attributes of required data are determined by the MWASH MIS applications. The consultant will require to visit nwash.gov.np to comprehend the extent and nature of the baseline.

The DWSSM will provide training to the consultant to:

- 1) Collect data using mobile applications (Table1)
- 2) Use NWASH MIS

Table1: Mobile applications for data collection

NWASH	https://nwash.gov.np
NWASH INVENTORY	https://nwash.gov.np
NWASH PROJECT SUSTAINABILITY	https://nwash.gov.np
NWASH Community Sanitation	https://nwash.gov.np
NWASH Unserved Population	https://nwash.gov.np
NWASH School Questionnaire	https://nwash.gov.np
NWASH Health Care Facility Survey	https://nwash.gov.np
NWASH Public Toilet Survey	https://nwash.gov.np
NWASH Household Questionnaire	https://nwash.gov.np

It is strongly recommended that the consultant to look into the attributes of all apps. This will provide the clear picture of the scale of the data collection.

All the WaSH facilities that have at least one permanent structure (irrespective of whether it is functioning or not at the time of assessment) shall be considered as the ‘facility’ and need to be assessed. While taking the geo-referenced data, all structures (as geo-referenced points) and pipeline (as geo-referenced line) shall be assessed for their functionality conditions and for their maintenance need. Similarly, all taps public, community or private shall be assessed.

As a proof to verify, the images of the structures and pipeline clearly showing their conditions, shall be taken at the scheme site and uploaded to the NWASH MIS.

While collecting the management data, ALL WSUCs and any other agencies (public, private or community) which are running the facilities to provide services in the municipality shall be visited for information. All formal or non-formal WSUCs, either registered or not shall be considered.

3.1.1 NWASH Inventory/ NWASH Project Sustainability: Geo-referenced data Water Supply

scheme will be collected by using NWASH, inventory/sustainability apps. This inventory should include existing water supply system of municipality. Actual number of water supply systems and coverage can be find out through the interaction with municipality.

Name of Municipality	Total Number of Schemes
Basbariya Rural Municipality	N/A

3.1.2. NWASH Unserved Population:

Unserved population referees population do not have access to pipe water supply system. Proposed of taking unserved population is to cover the unserved/unreached population with in WASH Plan. So, number of unserved community will be identified in consultation with municipality on the basis of their plan to reach with pipe water within the WASH plan tenure. Tentative number of unserved community is as follows;

Name of Municipality	Total Number of Schemes
Basbariya Rural Municipality	Total Unserved community to be surveyed

The number will identify from initial meeting by consultant.

3.1.3. NWASH household Questionnaire; Household level service

survey will be conducted by using NWASH software. NWASH for household's water, be collected by using NWASH household questionnaire:

Name of Municipality	Total Number
Basbariya Rural Municipality	15% of 4586 is 550 HH to be collected

3.1.4. NWASH Public Toilet Survey:

Data should be collected by using the NWASH public toilet survey tools on the basis of predefined questioners. Tentative number of public toilets are as follows, Actual can be explored in municipality meeting.

Name of Municipality	Total Number
Basbariya Rural Municipality	Total Public toilet to be surveyed

3.1.5. NWASH School Questionnaire:

School WASH data also collect as per school WASH question in NWASH school questionnaires. List of schools as follows,

Name of Municipality	Total Number
Basbariya Rural Municipality	Total School to be surveyed

3.1.6. NWASH Health Care Facility Survey:

Health care facilities WASH data also collect as per health care facilities WASH question in NWASH health care facility survey questionnaires. List of health care facilities as follows.

Name of Municipality	Total Number
Basbariya Rural Municipality	Total HCF to be surveyed

3.1.7. NWASH Community Sanitation:

Community sanitation status will be served by using NWASH community sanitation app. Number of community will be selected in consultation with municipality. It should cover the existing community sanitation schemes and new plan for community sanitation such as fecal management, solid waste Management. Tentative target of community survey is as follows. It can be slightly revised as per discussion with

Name of Municipality	Total Number
Basbariya Rural Municipality	Total CS to be surveyed

3.2. Task II: Development of WASH Plan

Local WASH plan will have three clear categorizations: (a) Reaching the unreached, (b) Improving functionality, and (c) identifying new projects to address changing demand patterns and improved levels of services. In all of these, source protection, climate change adaptation and disaster-resilient principles as well as issues of gender and inclusion need to be considered together with identifying other drivers of influence. The plans will be interactive and dynamic based online GIS tools and maps to support situation analysis for evidence-based planning and decision-making.

The plan will draw on the national and international vision documents viz. Sector Development Plan (SDP) of the government, Periodic Plans published by National Planning Commission, Targets of SDG, etc. and build local ownership to achieve the targets in line with those spelled out in the documents.

The process of developing the WASH plan shall be participatory and shall involve relevant stakeholders at Municipality. These included; Municipality's political representations, WASH Office, Planning Unit.

The process shall mainly following four steps:

These are very broadly explained steps, the WASH Plan preparation process as explained in "WASH Plan preparation guideline" shall be followed between these steps.

a. SERVICE MONITORING ASSESSMENT

The consultant shall assess the status of WASH services provisioned in Municipality. Data shall be collected from all hand pumps, piped water networks, sanitation and hygiene facilities, Water and Sanitation Committees, health centres, schools and public places.

A web based GIS enabled platform NWASH (<http://nwash.gov.np/dashboard>) and related applications (Table1) shall be used to collect the data.

b. CONTEXT AND GAP ANALYSES

Detail context and gap analyses shall be done to take stock of the existing WASH situation in the Municipality and identify the needs and requirements for full WASH coverage and service level improvement. A *visioning workshop* of the stakeholders shall be organized. The context

analysis shall be conducted in order to understand the environment in which WASH services are delivered, managed and supported at Municipality level. The strengths and possible uses of the profile, e.g. as baseline information to inform development policies and programmes, a tool to mainstream WASH into national planning. The workshops shall establish the needs, vision, defined outcomes, strategies, implementation arrangements and funding mechanisms towards achieving full WASH coverage and service level improvement.

c. STRATEGIC PLANNING WORKSHOP

A WASH stakeholders planning workshop shall be organized, which shall draw stakeholders from the Municipality local government, private sector, civil society, WASH institutions among others. The discussions shall be informed by the service monitoring data and context analyses that formed the basis for the WASH plan. It shall also present the current state of WASH governance and financing and identified gaps, challenges related to these issues, and summary of key findings. Further analysis shall be done to take stock of the capacity for WASH delivery, operational and service delivery issues and key opportunities, success factors and challenges.

The workshop shall follow the following steps to produce the draft WASH Plan for 2020-2030 in NWASH MIS:

- a. Prioritize the Municipality needs and determined the financial requirement for 2020-2030
- b. Assess their capacity in terms of i) Tariff and fees ii) Investment in self-supply solution iii) Taxes iv) Transfers.
- c. Estimate the financial gaps for this period and when there is gaps provide the ways for bridging the gap in terms of trade, share, equity, bonds

d. VALIDATION WORKSHOP

The aim of the workshop shall be to validate the draft “Water Supply, Sanitation and Hygiene Plan (2020-2030) for Municipality”. The workshop shall review the WASH Plan with a view to validating information, data and evidence included in the Plan.

In particular, the workshop shall focus the discussions in the following key areas:

- The content of each chapter, referring to the statistical indicators, the strategical framework information and the analytical text;
- The way forward, e.g. how often the profile should be updated and in what form; how can data collection be sustained as part of the national statistics.
- The consultant shall prepare the validation note and get signed of the participating stakeholders.

- The consultant shall get approval of this WaSH Plan along with this validation note from the municipality.

4. CONFIDENTIALITY AND DATA OWNERSHIP

The consultant shall protect the confidentiality of those participating in the Tasks at all stages. All data is confidential and is the property of the UNICEF , Municipality & DWSSM. No data or other information from these tasks will be released to third parties without the written approval of the DWSSM.

5. BACKSTOPPING BY DWSSM

The DWSSM will provide the following backstopping support:

1. Training to the implementing team and the consultant on the use of NWSH-MIS System and use of related applications (Table1) to collect WASH data.
2. There will be WASH Plan Support team at the DWSSM they will provide technical support to the implementing team and the consultant. The team may also frequently visit the municipality, the team can also provide the instruction, guideline and suggest the ways to the consultant to improve the quality of the data and WASH Plan as a whole.

6. DURATION, TIME SCHEDULE

The duration of the consultancy services is 3 months, divided as:

1. 0-1 Months: For i) data collection ii) conduction of visioning workshops, strategic planning workshop and validation workshop iii) preparation of WaSH Plan
2. 0-1 Months: For i) Data cleaning and upgrade ii) Training and handover of NWASH-MIS to municipality WASH Unit.

7. REPORTING

The Implementing team can report to the central level monitoring team. The consultant would be liable to implementing team of Municipality mentioned above.

8. DURATION

The nature of the contract shall be time-based.

Both, Municipality and Consultancy has right to terminate the contract with one month of prior notice.

9. Team Composition

Specialist	Desired requirements	
Municipality coordination station:		
WASH Specialist/Team Leader	Minimum a post-graduate with any discipline with Bachelor in Civil/Sanitary/Environmental Engineer or relevant field with 5-7 years’ relevant experience in M&E preferably in large scale WASH data collection	
Monitoring and evaluation expert	Minimum bachelor in Civil Engineering or relevant field, at least 2 years’ experience, shall be able to handle MIS independently.	
Sociologist	Minimum Postgraduate with at least 5-7 years of experience in water supply projects	
GIS expert	Minimum Postgraduate with at least 5-7 years of experience in water supply project or any sector.	
For Field		
Enumerators	Minimum 12 grade and experiences online data Collection or diploma in civil engineering	Enumerators will be hired as required.

10. Evaluation Criteria

Evaluation will be done on the basis of the following:

1. Technical Score — 80%
2. Financial Score — 20%

The evaluation criteria, sub-criteria, and point system for the evaluation are:

S.N .	A. EVALUATION CRITERIA FOR TECHNICAL PROPOSAL Max Score: 100	Score	Detail
1.	Consultant's experience Max Score : 10 <i>a. General Experience (6)</i> <i>b. Data collection related or WASH related experience(6)</i> <i>2 mark for each</i>	12	
2.	Methodology and Work Plan in Responding to TOR Max Score: 35	35	

3	Qualification and technical competence of the proposed key staff for the assignment Max Score : 50	48	
3.1	Team Leader Team leader (Master's degree in Environment science/ Engineering with minimum experience of five years)	16	
a	6 marks for Academic qualification & 10 marks for experience;	7	
3.2	GIS Expert (Bachelors' degree in GIS/Geomatics Engineering minimum experience of 5 years)	16	
	6 marks for Academic qualification & 10 marks for experience;		
3.3	Sociologist /Socio-economist (Master's degree in sociology/Anthropology with minimum experience of 5 years)	16	
a	6marks for Academic qualification & 10 marks for experience;		
3.5	Civil Engineer (Bachelors degree in Civil Engineering with minimum experience of five years)	16	
a	6 marks for Academic qualification & 10 marks for experience;		
5	Technology transfer/Trainings	5	

charts 5.0{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}

11. Budget and Payment

Payment schedule will be applied as per below mentioned modality.

The 1 installment -40% of the total budget will be paid after inception report.

The 2installment-40% of the total budget will be paid after data validation workshop.

The 3 installment- 20% of the total budget will be paid after final report-submission.

Payment of selected consultancy will be made from on the basis of MoU signed between Consultancy & Basbariya Rural Municipality,