

TERMS OF REFERENCE

A. ASSIGNMENT/PROJECT TITLE

1. Provision of Technical Support to the Project Districts under Neer Nirmal Pariyojana in the state of Assam, in implementation of Solid and Liquid Resource Management component under Swachh Bharat Mission-Gramin, through Technical Support Unit.

B. PROJECT BACKGROUND AND OBJECTIVES

2. The Ministry of Drinking Water and Sanitation (MDWS), Government of India and the World Bank have jointly developed the Neer Nirmal Pariyojana (NNP) – Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS) with an objective to 'improve piped water supply and sanitation services for selected rural communities in the target states through decentralized service delivery systems'. The Project will support progressive decentralization, with increased responsibility to the PRIs at the district and village levels for designing and implementing the rural water supply schemes, and to the State and District Water and Sanitation Missions for policy and oversight aspects. The RWSS-LIS is being implemented in the four states of Assam, Bihar, Jharkhand, and Uttar Pradesh.

3. In Assam, Neer Nirmal Pariyojana has been taken in seven Districts in two batches during the period 2013-2020. The project will cover 5,041 habitations of 1,275 villages in 173 Gaon Panchayats (GPs) of 16 Development Block. Total population to be benefited by the project is 12, 27,341 (2011 base) at an estimated cost of INR1,474.03 crore. All the water supply schemes are formulated primarily to ensure safe drinking water on a sustainable manner in water quality affected areas in the state by addressing the issues and challenges of institutional, infrastructure and service delivery system in rural water supply and sanitation sector. Sanitation is an integral part of the of the project covering both household and institutional toilets in addition to Solid & Liquid Waste Management, now it is called Solid and Liquid Resource Management (SLRM) in the project districts. While the funding for household and institutional toilets is covered under Swachh Bharat Mission-Gramin (SBM-G), the flagship rural sanitation program of the Government of India, and the project has earmarked separate funding for addressing the solid and liquid waste management in the project villages/ areas. The objectives of the sanitation component under the project are:

- (i) Reduction in the population practicing open defecation;
- (ii) Achieving and sustaining open defecation free (ODF) status of villages; and
- (iii) Increasing the population with access to improved solid and liquid waste management (SLRM).

4. In Assam water supply component under the Neer Nirmal Pariyojana is being implemented by the Public Health Engineering Department through a State Project Management Unit and District Project Management Units at the District level and sanitation component including SLRM will be implemented by the SBM-G division headed by the Mission Director.

5. **Rationale for establishment of Technical Support Unit (TSU- SLRM):** Government of Assam have striven to achieve substantial progress in terms of sanitation promotion which



has led to increase in toilet coverage and also in declaring many GPs, Blocks and couple of districts open defecation free. Though, substantial progress is made in terms of provision of IHHL, progress in terms of implementation of Solid & liquid Resource Management in the project GPs is limited to conducting some training programs and orientations.

6. Planning and implementation of SLRM requires specific skill set and experience in the areas of both technical, environmental and behaviour change communication. There is a huge gap in terms of human resources with required specialisation with both project and SBM-G in the state. Hence there is need for engaging a specialised firm to set up technical support unit exclusively for supporting the implementation of SLRM component under the project.

7. In the above context, in order to achieve the project objectives related to sanitation the State Project Management Unit (SPMU) proposes to appoint a firm to set up a Technical Support Unit -SLRM (TSU-SLRM) attached to the SBM (G) Mission Directorate, to support the state in planning and implementation of SLRM component in the state of Assam.

Objective of the assignment

8. The objective of this assignment is to support the State Project Management Unit of Neer Nirmal Pariyojana (Assam) and the SBM-G cells in the LIS RWSSP districts in effective implementation of Solid & Liquid Waste Management component under the project with a convergence of various schemes including SBM-G in meeting the project goals, with high quality implementation and sustainable results.

C. SCOPE OF WORK

9. The firm will establish Technical support units with highly qualified and experienced technical experts to support the state in a range of issues described in this scope of work, in the state of Assam under State Project Management Unit, Neer Nirmal Pariyojana with a close collaboration with SBM-G. The scope of work of the Technical Support Unit/ firm is outlined below:

- (i) The general scope covers provision of overall SLRM program management support, including strengthening institutional capacity in delivering SLRM component of the project under SLRM. The scope of work covers five key areas listed below (i) development of strategy for implementing SLRM, (ii) institutional strengthening and program management, (iii) Capacity building, (iv) Communication IEC/BCC, and (v) planning and implementation of SLRM component as described in detailed below:
 - (a) **Development of SLRM strategy for the state:** The agency will be responsible for developing a state strategy for solid and liquid waste management in the state. The strategy should cover (a) institutional arrangement, (b) capacity building, (c) demand generation through mobilizing the communities through focused Information Education Communication (IEC)/ Behaviour Change Communication (BCC), (d) step by step approach to planning and implementation of SLRM component, (e) financing and fund flow mechanism, and (f) monitoring and evaluation. The agency should refer to various guidelines issue / guidance notes issued by MDWS under SBM-G. Once the strategy is approved by the project authorities/ state, TSU should develop standard operating



procedures in accordance with the approved strategy and support in rolling out the strategy. The firm/TSU shall examine/ review the existing situation of all key aspects mentioned above.

- (b) **Institutional strengthening and program management:** The firm/ TSU will be responsible for reviewing of existing institutions under the project and SBM-G and other line departments involved in the promotion of sanitation hygiene with strengths and weaknesses and propose a suitable institutional arrangement at various levels (state, district, block and GP) with a clear roles and responsibilities. Draw an action plan to formalize and strengthen the institutions leveraging various ongoing programs and the human resources available including panchayat raj institutions and the CBOs keeping the post implementation/ sustainability phase in mind., The action plan should address capacity issues that need to be addressed to achieve the state targets of Solid & liquid Waste Management under SBM, highlight key issues requiring immediate attention by the concerned authorities and propose a matrix of actions identifying for each the agency accountable for its implementation. Systems for fund flows and convergence need focused support.
- (c) **Capacity Building:** Develop detailed capacity building plan based on the strategy and institutional assessment including training modules for various training programs for different stakeholders and support in implementing the capacity building plan. It's suggested that the agency will make use of the available training modules/ materials/ guidance notes developed by the ministry and other agencies with modification where ever necessary to suit the local conditions. TSU will be responsible for all conducting all training programs as per the approved CB plan and all costs towards the logistics and participant would be borne by the project.
- (d) **Communication, IEC/BCC:** Design and develop the communication plan/ strategy at State and district level aiming raise awareness, bring behavior change among the communities SLRM and mobilize the community participation through the project cycle (planning, implementation, O&M). Communication strategy shall include participatory approaches to trigger communities, inter personal communication, mass media aiming at behavior change among the communities towards better management of solid and liquid waste at household, community and village level on a sustainable basis. It's important to develop right messages and tools for communication. Trainings/ orientation on communication should also be covered under the capacity building plan. All field functionaries will be trained by the firm/ TSU on communication, IEC/ BCC related
- (e) **Implementation support:** Under this module comprehensive support is required to be provided to the districts and GPs in terms of planning and implementation of the SLRM projects. This include assessment of solid and liquid waste in the project villages, current practices ,preparing SLRM detailed project reports, drawings based on the strategy, national guidelines and best practices available across India and support in preparing implementation plans and provide procurement support to the



DWSM (District Water and Sanitation Mission), Support in developing and rolling out robust M & E systems, documentation of lessons learnt and mid-course correction on the strategy/ approach where ever necessary

ACTIVITY AND RESPONSIBILITY MATRIX FOR DETAILED PROJECT REPORT (DPR) FOR SLRM (PREPARATION TO IMPLEMENTATION)

Activity Sequence	Activity	Responsibility
1	Development of state strategy for planning and implementation of SLRM	Technical Support Unit
2	Approval of state strategy by concerned authority of GoA	SPMU
3	Orientation of key stakeholders on strategy	TSU with support from SPMU
4	Preparation of Capacity building plans including training modules	TSU
5	Implementation of CB plans	TSU/SPMU
	Preparation of DPR for SLRM GP wise	Technical Support Unit
2	Submission of DPR to DWSC	Technical Support Unit
3	Forwarding of DPR to Mission Directorate (SBM-G)	DWSC
4	Technical Approval of DPR	Technical Screening Committee constituted by Mission Directorate
5	Financial Sanctioning of DPR	Empowered Committee under SWSM
6	Fund Release	NNP- to - SBM(G)-to -DWSC
7	Procurement Support to DWSC	Technical Support Unit
8	Implementation Support at GP level	Technical Support Unit
9	Monitoring and Evaluation	Technical Support Unit

D. OUTPUTS AND TIMEFRAME

10. The agency will produce the following outputs within time frame mentioned below

- (i) Within four weeks of signing the contract, an Inception Report including results of the review of existing situation with strengths and gaps in terms of each of the four thematic areas; proposing the actions plans and strategies of engagement for each thematic area, as highlighted in the above scope of works;
- (ii) From the 2nd month onwards the TSU will start mobilizing the project GPs in terms of gathering information on existing SLRM practice, existing infrastructure, carryout sample surveys in project GPs etc. The TSU will



prepare a comprehensive survey methodology for the project GPs which can be replicated in other parts of Assam.

- (iii) After survey and data collection from the field, the TSU will start preparing implementable GP wise DPRs for SLRM. DPRs for all project GPs within the project Districts have to be covered within 10 months from the date of signing of the contract. All DPRs have to be approved by the Technical Screening Committee (TSC) constituted by the state.
- (iv) After approval of the DPRs, the TSU will provide procurement support to DWSC for implementation of the DPRs at the GP level.
- (v) The TSU will prepare all guidelines, toolkits for effective implementation of SLRM.
- (vi) The TSU will prepare O&M framework for sustainability of the SLRM at GP level
- (vii) The implementation support including handholding, capacity building will be done by the TSUs. After implementation of the DPRs the TSU will monitor the progress and achievement and submit a report on the implementation success.
- (viii) The TSU will prepare all required legal framework, bylaws etc for effective implementation of the SLRM in the GP level.
- (ix) At the end of the assignment, a summary completion report highlighting key outcomes, experiences and strategic lessons, and recommendations of remaining support needs.

E. INPUTS TO BE PROVIDED BY THE CLIENT

11. The SPMU will provide necessary support in successful completion of the project, Support in collection of data from the district/GP level will be provided by the DPMUs and the community Mobilisers at the GP level.

F. TERMS AND CONDITIONS

F.1. Duration

12. 18 months from contract signing extendable up to end of the project.

F.2. Required Qualifications

F.2.1. Firm's Qualifications

- (i) Demonstrable track record of at least 10 years in providing technical assistance / Project management consultancy services to large scale development programs including sanitation and Solid /Liquid Waste Management.
- (ii) Average annual turnover of INR 10 Crores over the last three financial years from consultancy service (FY-2014-15, 2015-16, 2016-17).



- (iii) Experience of preparing Detailed Project Report on Solid and Liquid Waste Management for Urban/Rural Context for minimum 2 projects.
- (iv) An in-depth understanding of the sanitation/SLRM sector in India and in particular in relation to the implementation of large-scale government programs.

F.2.2. Team Composition

S. No	Position	State Level/ District Level	No.	Duration (month)
Key Professionals (CVs to be evaluated during technical evaluation)				
1	Team Leader Cum Institutional Development Expert	State	1	18
2	Capacity building cum IEC/ BCC expert	State	1	18
3	Technical Expert (SLRM Expert)	State	1	18
4	Civil Engineer	State	1	12
5	Procurement Expert	State	1	6
Support Professionals (CV Will not be Evaluated during Technical Evaluation)				
7	SLRM Coordinator	District	5	18 each

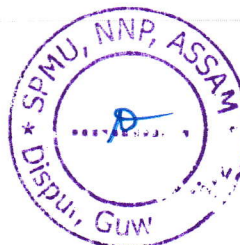
F.2.3. Personnel Qualifications

13. Complete CV with details of education, experience and language skills must be shared for the following personnel. The agency may propose additional positions and/or deploy additional staff in the proposed positions. The key positions are as follows:

Position	Number	Qualifications and Experience
Team Leader cum Institutional Development Specialist (s)	1	<ul style="list-style-type: none"> Degree in Engineering with MBA or M. Plan At least 10 years of experience with demonstrated ability to understand development program management, advocacy and client management. Experience with institutional development, legal and regulatory framework in Sanitation/SLRM, Monitoring and evaluation, program planning and management. Understanding of management information systems Experience of working in Sanitation/water supply, Solid & liquid Waste Management is desired Proficiency in Hindi and English
Capacity building cum IEC/ BCC specialist knowledge	1	<ul style="list-style-type: none"> Masters or Post Graduate in Social Science, or similar area. At least 10 years experience in designing and developing of capacity building programmes for rural areas, social



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management specialist		<p>mobilization, community participation, development of knowledge management products etc.</p> <ul style="list-style-type: none"> • Experience in designing and conducting orientation and training programs on development programs including sanitation/SLRM programs • Experience in working with government system, preferably at the State level and in multi stakeholder program would be desirable • Proficiency in Hindi and English
Technical Expert (SLRM)	1	<ul style="list-style-type: none"> • Graduate/Post Graduate degree in engineering or M. Plan • At least 10 yrs managerial experience and demonstrated work experience in rural / urban sanitation, especially solid and liquid waste management. Practical experience for minimum 5 similar assignments in rural / urban sanitation should have good computer knowledge, report writing and communication skills. • Should have experience in Planning, preparation of DPR on SLRM, implementation, supervision etc. • Experience of working with national and state / provincial governments • Experience in designing and conducting technical trainings • Proficiency in Hindi and English
Civil Engineer	1	<ul style="list-style-type: none"> • Graduate degree in Civil Engineering from recognized institute • Minimum 5 years experience in infrastructure projects, cost estimates, devising cost norms, rate analysis, design of basic civil structures etc. • Experience of working in sanitation/SLRM sector is desirable • Proficiency in Hindi and English
Procurement Expert	1	<ul style="list-style-type: none"> • Graduate Degree in Civil Engineering • Minimum 5 years of experience in public procurement • Experience of procurement of goods service as per World Bank procurement guideline is desirable
SLRM Coordinator	5	<ul style="list-style-type: none"> • Degree in Civil/Environmental Engineering or Post Graduate in Social science • Minimum 3 years experience in sanitation/SLRM sector in survey, planning, implementation, supervision, monitoring etc. • Proficiency in Hindi, English and local languages



F.3. Contract Type and Payment Terms

14. Payment to the consultant will be in monthly basis based on the manpower deployed. However the Payment to the consultant will be made on acceptance of Monthly Report Only and achievement of specific milestone as per defined output.

F.4. Ownership of Data

15. SPMU, Neer Nirmal Parlyojana will be the owner of the outputs and other deliverables. The firm will have no right of claim to the assignment or its outputs. Any report/document/material produced as part of the assignment shall be deemed to be the property of SPMU and the firm will not have any claim over such outputs and will not use or reproduce the contents of the documents without the explicit written permission of SPMU.

