

Terms of Reference (ToR)

TO CONDUCT INFRASTRUCTURE ASSESSMENT

Project Title	Health Rights Improvement Project for Adolescent Girls through Menstrual Health and Hygiene Management in Bajura District, Nepal
Organization	Good Neighbors International Nepal
Type of Project	Public Health
Type of Study	Infrastructure Assessment
Survey location	Bajura District: 3 Municipalities (Badimalika, Budhiganga and Tribeni) 2 Rural Municipalities (Gaumul and Chhededaha)
Expected date of completion of assignment	31 st May 2020
Deadline for EoI submission	31st March 2020

1. General Background

Good Neighbors International (GNI) has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating its program in 19 districts.

GNI Nepal with the support from the Korea International Cooperation Agency (KOICA) is planning to implement Three-year " Health Rights Improvement Project for Adolescent Girls through Menstrual Health and Hygiene Management" Project (hereafter, 'MHM Project') from 2020 in three Municipalities and two Rural Municipalities of Bajura District with the major objective of improving the health rights of adolescent girls through menstrual health and hygiene friendly environment.

This infrastructure assessment is meant for collecting data from project's targeted 40 schools to identify the actual situation of available WASH facilities and services. The information obtained from infrastructure assessment will be used for selecting the schools for construction and renovation of WASH infrastructure.

2. Project Area and Targeting

GNI Nepal intends to conduct an independent infrastructure assessment for MHM Project in Bajura

District to capture the present status of water supply system and toilets in school. GNI Nepal expects the infrastructure assessment to serve effectiveness of project management by planning and performing the project activities on the basis of accurate understanding of the existing infrastructure structures in the project area.

In schools, the project will support basic MHM facilities and services through construction of new MHM toilets and Water Supply Schemes while renovating old toilets to meet standard standards of MHM project intervention.

Following table describes key information regarding the target population/institution:

SN	Municipality/Rural Municipality	# of wards*	# of schools	# of girls	# of boys	Total students
1	Badimalika Municipality	9	8	1257	1343	2600
2	Budhiganga Municipality	10	8	1441	1268	2709
3	Chhededaha Rural Municipality	7	8	1101	958	2059
4	Gaumal Rural Municipality	6	6	590	548	1138
5	Tribeni Municipality	9	10	1189	1014	2203
	TOTAL	41	40	5578	5131	10709

**Note: the target population also includes the general people of targeted wards.*

3. Objective of Infrastructure Assessment

The overall objective of the assessment is to determine the existing situation of WASH facilities and service available at project's targeted 40 schools.

Specific objectives of the Infrastructure Assessment are:

- To assess the status of existing water supply system in schools
- To assess the status of existing toilets in schools

4. Scope of Assignment

The assessment will be carried out in schools to assess the status of existing water supply scheme and toilets. The selected individual consultant/firm is expected to perform the following tasks within given timeframe.

- Develop a detailed assessment plan (i.e. inception report) including the potential methodologies, tools, approaches to be used for assessment.
- Share the assessment tool to GNI Nepal team for the purpose of getting suggestions and approval.

- Mobilize a team of trained engineers/ sub-engineers on the field to collect necessary data and measurements.
- Assessment of school facilities (water supply system and toilets) as per standard construction norms of the Nepal Government.
- Technical inspection of existing structures water supply system and toilets to find out the gap as per standard construction norms of the Nepal Government.
- Prepare and submit final survey report with GNI Nepal team.

5. Methodology

The following list are suggested as reference

- Literature review – (Review of WASH related construction activities in Bajura district, and other relevant government policies and references for the study)
- School survey: Assessment of existing school facilities as per developed tools and checklists
- Measurements: Taking necessary measurements to validate the existing structures has been built following standard government norms and other measurements if required
- Visual Observation: Visual observation of the structure to find out structural condition of the existing toilets
- GPS location and Photographs of each site
- Key Informant Interview (KII) – With Teachers, School Management Committee and Students – if required
- Transect walk, direct field observation
- Others (as per requirement)

The selected consultant/firm shall submit a detailed survey methodology based on the suggested methods/approaches listed above. Further, a joint meeting of the survey team and GNI Nepal/MHM Project team will take place to finalize best methodologies, tools and approaches for the survey.

6. Expected Deliverable

The infra assessment will mainly focus to identify the current status of water supply system and toilets of 40 target schools. Final assessment report should provide the information of each school that must cover areas of information as follow:

a. Water Supply System

- i. Availability of existing water source and water supply system in school
- ii. Accessibility of water supply system to children, adolescents and others
- iii. Number and location of water supply system as per student’s ratio
- iv. liquid waste management of water supply system is well managed

b. Toilet

- i. Access to and use of toilet facilities in the schools by students
- ii. Types of toilets built in the school and their number based on the student’s ratio
- iii. Structural condition of existing toilets in the school
- iv. Key gaps in the design of existing toilets as per government standard norms and guidelines
- v. Waste management adopted in the existing toilets
- vi. Whether renovating the existing toilet will be sufficient or need of new construction to meet government guidelines
- vii. Hierarchy of target schools requiring immediate support of MHM-Friendly toilet construction.

c. Additional Information:

- i. Number of children (Grade: Boy/Girls)
- ii. Number of teachers (Male/Female)
- iii. Formation of S-WASH-CC (Yes/No)
- iv. School WASH Plan (Yes/No)
- v. The number of WASH-Specific or Gender Issue – Specific child club in school.

NOTE: The final report must include the GPS location of all school sites

7. Duration of Assignment

This assignment is expected to take **35 work days**. However, the number of work days may vary depending upon the knowledge about the survey location, availability of survey respondents, etc.

Proposed work days allocation for the assignment is as below:

SN	Major tasks	No of Days
1	Review the GNI Nepal project documents & secondary literature	2
2	Preparation assessment tools & inception report	4
3	Team orientation & field work	15
4	Data management & analysis	5
5	Draft report preparation	5
6	Submission of draft report & Presentation	1
7	Final Report with feedback incorporation in draft report	3
	Total	35 days

8. Team Compositions and Qualification/skills Required

All public, private and non-governmental organizations as well as individual consultants registered under the authorized agency of Government of Nepal and having proven experiences in the field of end-line surveys and public health project evaluation are eligible to apply for this service. GNI Nepal is looking for consultant/firms having professionals with the following minimum qualifications;

- i. **Civil Engineer:** Civil Engineer shall be responsible for ensuring that the survey is correctly designed, implemented and reported. Civil Engineer shall have at least a Bachelor's degree in Civil Engineering.

At least 5 years of professional experiences in:

- Planning, designing and management of WASH related infrastructures
- Conducting assessment of WASH related infrastructures
- Designing and estimating of water supply scheme and toilets in schools

- ii. **Sub-engineer** – Sub-engineer shall be supporting civil engineer a

At least diploma in civil engineering

- At least three years' experience in construction of water supply scheme and toilets in schools
- Good analytical skills

[Note: these are only the proposed team members for the survey. The consultant/firm can proposed the members as per understanding of assignment]

9. Budget and Payment Procedure

The individual consultant/firm shall propose **total budget** (including tax) with detail breakdown including applicable taxes at the time of proposal submission. The budget covers consultancy fee along with travel and accommodation costs and other applicable budget lines. Final budget will be agreed between GNI Nepal and the consultant/firm prior to signing the agreement.

The consultant/firm shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work.

The total consultancy cost (agreed) will be paid into three installments:

- 30% upon submission of inception report
- 40% upon submission of draft report, key findings report and sharing the finding of internal review meeting
- 30% upon acceptance of the final report

[Note: GNI Nepal will not be responsible for covering insurance and other hidden costs for consultants]

10. Acceptance of Proposal

All rights to accept or reject a proposal, without giving any reasons, shall be reserved with GNI Nepal. If deemed necessary, the consultant shall be asked for modifications.

11. Management of the Survey

In case of consortium (if require), the lead consultant firm will be responsible for managing the survey in close collaboration and consultation with GNI Nepal, and will be accountable for timely delivery of quality products. However, GNI Nepal do not promote and suggest consortium approach for this survey.

12. Termination of the Contract

GNI Nepal will terminate the contract, if the consultant/firm commits a breach in the performance or observance of its obligation under this ToR. The consultant/firm shall be notified in written form within a week prior to the termination of the agreement.

13. Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the consultant/firm shall not disclose to any person or otherwise make use of any confidential information which the consultant/firm has obtained or may obtain in the course of the survey relating to partner organization/GNI, the respondents or otherwise.

14. Copyright

The consultant/firm shall collect and document required information during the entire course of the survey and include information/data that are not included in the report under annexes. The consultant/firm shall also take relevant pictures. Copyright of all of the data and documents will remain with GNI Nepal. The firm/consultant cannot publish the findings of this study without taking prior consent from GNI Nepal.

15. Documents to be submitted

The consultant/firm shall submit an application with the following documents;

A. Technical and financial proposal

- Technical proposal
- Signed CVs of proposed team
- Financial proposal: Detailed budget breakdown including taxes.

Additional documents including the proposal & CV

(a) For organization/firm:

- Organization profile with relevant experiences
- A copy of company/firm registration
- A copy of Tax clearance certificate
- VAT/PAN registration
- Audit report (latest year)
- Any other relevant documents

(b) For individual consultant:

- Copy of PAN/VAT Registration of Team
- Other relevant documents that demonstrate the experience of proposed team.

The proposal should reach the address below **via Email or courier or hand delivery** by 31st March 2020 by 17:00 Hrs. (Nepal Local Time). Please, enclose the proposal in an envelope (or subject of email) and mark it "**EOI for Infrastructure Assessment**" and drop it at following address:

Good Neighbors International Nepal

Ekantakuna-13, Lalitpur

GPO Box 8975, EPC 1605

Kathmandu, Nepal

Email: eoinepal.org

Annex #1: Project Location (Map)

