

Government of the People's Republic of Bangladesh

Local Government Division

Department of Public Health Engineering

Terms of Reference

For

Consultancy Services for Capacity Building Programme

Under

**Bangladesh City Inclusive Sanitation Project
in 25 Towns (GoB-AIIB)**

Package No.: CIS-SER-06

CIS-SER-06

May 2024

Terms of Reference
for
Consultancy Services for Capacity Building Programme
Package No.: CIS-SER-06

Contents

1. PROJECT BACKGROUND.....	3
1.1 Sanitation in Bangladesh.....	3
1.2 Bangladesh City Inclusive Sanitation Project (BCISP).....	3
1.3 Project Preparation Special Fund (PPSF) For BCISP.....	4
2. RATIONALE OF HIRING CONSULTING FIRM:.....	5
3. SCOPE OF THE WORK.....	5
3.1 General Scope of Work.....	5
3.2 Planning and implementation timeline:.....	5
3.3 Target Participants.....	6
3.3.2 City / Municipality Resource Pool.....	6
The final identification and composition of the city resource pool will be part of the planning phase of the project.....	6
3.3.3 City-based Operations and Maintenance Workers and Staff.....	6
4.0 Capacity Building Areas.....	7
5.0 LINKAGES WITH OTHER TRAINING INSTITUTIONS.....	8
6.0 Development of Master Trainers and Materials.....	8
7.0 PROJECT COMPONENTS.....	8
7.1 Research and Planning (4 months).....	8
7.2 Implementation of Pilot Activities (9 months).....	9
8. Results Evaluation.....	9
9. REPORTS AND DELIVERABLES.....	10
STAFFING REQUIREMENTS.....	11
10.....	11
10.1 Key Experts.....	11
10.2 Other Experts and Support Staff.....	12
11. LOGISTICS AND ASSOCIATED COSTS.....	14
12. SUPERVISION.....	14
13. DURATION OF WORK.....	15
14. SOURCE OF FUND AND MODE OF PAYMENT.....	15
Provisional sum: Support Staff and other items.....	16
Annex A Consultancy Services for Capacity Building Programme.....	17
Annex B Roles and responsibilities of capacity building Firm.....	20
Annex C– EOI Forms.....	26
Annex – D Breakdown for Workshop/Orientation/Training.....	32

Terms of Reference
for
Consultancy Services for Capacity Building Programme
Package No.: CIS-SER-06

1. PROJECT BACKGROUND

1.1 Sanitation in Bangladesh

Bangladesh has a high population density and has experienced rapid urbanization. The percentage of the population living in slums has increased, leading to poor sanitation conditions and a higher risk of water-borne diseases. While access to basic drinking water facilities is relatively good, the quality of drinking water is often poor due to contamination.

Most urban households in Bangladesh have access to toilets, but the functionality of on-site sanitation systems is a concern. Without proper management of fecal sludge, there have been cases of sludge management crises, impacting human and environmental health. Women and children in slums and informal settlements are particularly vulnerable to water-borne diseases caused by unsafe drinking water and poor sanitation and hygiene conditions.

To address these challenges, the Government of Bangladesh has prioritized urban sanitation and approved an Institutional and Regulatory Framework (IRF) for Fecal Sludge Management (FSM). A National Action Plan has been developed to implement the IRF and ensure effective FSM by 2030. The establishment of a Citywide Inclusive Sanitation (CWIS)-FSM support Cell aims to facilitate integrated sanitation management.

To address these challenges, the Government of Bangladesh has prioritized urban sanitation and approved an Institutional and Regulatory Framework (IRF) for Fecal Sludge Management (FSM). A National Action Plan has been developed to implement the IRF and ensure effective FSM by 2030. The establishment of a Citywide Inclusive Sanitation (CWIS)-FSM support Cell aims to facilitate integrated sanitation management.

To tackle these issues at the city level, the Government of Bangladesh conducted a feasibility study project for implementing solid waste and fecal sludge management systems in 53 district-level Pourashavas and 8 city Corporations. The project received technical and financial support from the Bill and Melinda Gates Foundation. The study provided a comprehensive analysis of the existing waste and fecal sludge management situation, including demand, viable technological solutions, and environmental considerations. The findings of the study are available on the open web link www.sanboard.gov.bd and serve as a basis for future development projects and sustainable plans.

1.2 Bangladesh City Inclusive Sanitation Project (BCISP)

The GoB through its letter dated August 2, 2021, requested AIIB's financing of USD200 million for the underlying Project. The Project was cleared by the Bank's Screening Committee on August 26, 2021, for inclusion in its project pipeline. The Project aims to improve access to inclusive urban sanitation services in selected 25 cities. The project objectives include:

(i) improving the coverage of safely managed sanitation through the use of safe sustainable sanitation technology; (ii) improving the life and livelihood of the people in the project area through establishing household, community, public toilets, and containment system; (iii) implementing modern and innovative technology of integrated sanitation & bio-waste management system, including enhancement of the capacity of the Municipalities and the overall environment; and (iv) strengthening governance accountability through development of municipal level CWIS framework and guidelines.

The Project is structured under three components:

Component 1 (Sanitation and Hygiene Improvement) will improve integrated total sanitation infrastructure and services in 25 towns, providing the complete improved sanitation service chain (i.e., containment, emptying, conveyance, treatment, and disposal);

Component 2 (Institutional Strengthening and Capacity Building) will support the institutional capacity building of ULBs and other stakeholders to enable them to efficiently implement and sustainably operate the sanitation infrastructure and service delivery systems; and

Component 3 (Project Management Support) will provide support for Project implementation, management, and coordination.

1.3 Project Preparation Special Fund (PPSF) For BCISP

To support the preparation of BCISP and ensure the readiness of year-one investments, AIIB provided the Government of Bangladesh with a Project Preparation Special Fund (PPSF) grant. The grant agreement which provides support amounting to USD3.3 million was signed on March 8, 2023, between AIIB and GoB.

The PPSF will be implemented by the Department of Public Health Engineering (DPHE), Ministry of Local Government Rural Development & Co-operatives. DPHE has constituted a Project Management Unit (PMU) to implement the PPSF grand activities and eventually BCISP. The DPHE/PMU will be responsible for various project preparation activities including implementing those to be funded through the proposed PPSF. Activities that will be conducted during the project preparation phase funded by PPSF include the following contracts:

- i. Consulting services for Enhanced Feasibility Study and Detailed Design for 25 Towns
- ii. **Consulting services for Institutional Capacity Building**
- iii. Consulting service for awareness-raising
- iv. Consulting services for IMIS web platform, Digital Inclusive Financing System, and Service Monitoring.

Preparatory activities include the procurement, implementation, and results monitoring and reporting of the abovementioned activities. Preparatory activities will also include coordination and reporting within the PMU.

2. RATIONALE OF HIRING CONSULTING FIRM:

In the course of planning for BCISP, it has been identified that capacity building and institutional strengthening are key factor to Develop the WASH & Waste management capacity within the public authorities, local stakeholders (particularly women and youth), sanitation worker’s- cooperatives, private sector, consultants in the 25 cities. and securing strong sustainability in sanitation services through private sector engagement to operationalize a sustainable improved CWIS-based sanitation system.

3. SCOPE OF THE WORK

3.1 General Scope of Work

DPHE (PMU) of this project seeks the services of a consulting firm to plan, develop, and implement the capacity development program as a smaller component of the larger “Bangladesh City Inclusive Sanitation in 25 Towns project (BCISP)” to address the capacity building needs of key stakeholders of the project to ensure that they can support the planning, implementation, sustainable operation of the inclusive sanitation systems that will be implemented under BCISP.

The consultant/s shall be responsible for developing the capacity-building program (the “Program”) that may include but is not limited to, capacity-building strategy and plan, relevant training modules, and course materials, training events and learning activities, results monitoring and evaluation.

During the strategic planning phase, it is expected that the consultant will use participatory approaches in the development of the program cognisant of the specific needs of participants coming from various areas. Capacity development interventions are envisioned to be sustained post-project implementation.

The Program should incorporate gender equality and social inclusion dimensions in the designs and monitoring framework to ensure that it is responsive to the different needs, priorities, interests, and capacities of different social groups (women, men, and persons with disabilities) in the target stakeholders and addresses gender and social inclusion related imbalances and disadvantages.

The Consultant shall coordinate with DPHE and other consulting firms engaged by DPHE (ex. Engineering Design consulting firm, Public Awareness Raising firm regarding the technical aspects of the BCISP to ensure alignment of activities in this engagement with the larger goals of the project.

3.2 Planning and implementation timeline:

This consultancy engagement will prepare the capacity-building strategy and plan (the “Plan”) for the different stages of BCISP. The Plan shall take a phased approach where there will be different activities for the different stakeholders during different project stages. The plan shall ensure progressive and sustained capacity building and engagement of the identified stakeholders.

Project Stages	Prospective Period	Included in Planning and Preparation ¹	Included in Roll-out
Project Preparation	Sep 2024 – Jun 30, 2025	Yes	Yes
Project Implementation / Construction	Jan 2025 – Dec 2029	Yes	No ²

3.3 Target Participants

3.3.1 Central Government Resource Pool

A Central Government Resource Pool will be formed along with selected sector partners HRD, and DPHE at the central and regional levels. Trainors’ Training of the Central Government Resource Pool will support the subsequent dissemination of information and continuous learning across the stakeholder organizations. The program will focus on senior and mid-level managers who are key to contributing daily to service delivery intended by BCISP.

The final identification and composition of the central resource pool will be part of the planning phase of the project.

3.3.2 City / Municipality Resource Pool

The Pourshavas shall nominate a City-based resource pool (at least 2 members from each pourashava) who will be part of the Trainor’s Training. The program will focus on senior and mid-level managers who are key to contributing daily to service delivery intended by BCISP.

The final identification and composition of the city resource pool will be part of the planning phase of the project.

3.3.3 City-based Operations and Maintenance Workers and Staff

Sanitation Operations unit of the local governments at the regional and municipal level. Participating pourashavas will be required to nominate/constitute a “Sanitation Operations Unit” that will focus on the operations and maintenance of the sanitation system.

Depending on the business delivery mode that may be adopted by the Pourashava, the sanitation workers may be employees of the Pourashava or employees of a private sector partner/contractor.

The final identification and composition of sanitation workers will be part of the planning phase of the project. It is expected that each of the 25 Pourashavas will nominate a team of sanitation workers and staff.

¹ Includes training guidelines, training modules, and course materials

² This engagement will pilot the roll-out/implementation of recommended capacity-building interventions for the project preparation stage initially. DPHE may or may not extend the engagement into the roll-out for the project implementation stage.

4.0 Capacity Building Areas

The exact capacity-building areas will be fully fleshed out by the proposed quantitative and qualitative needs assessment exercise. Initially identified capacity-building areas are presented below including suggested module contents. It is expected that the different target stakeholders will have different priority capacity-building areas.

4.1 Strategic Planning Capacity

- a) Formulation of municipal CWIS action plans:
 - a. Principles of CWIS planning: includes but is not limited to, approach, WASH, and FSM value chain with a focus on Gender, DRR/CC, Grievance Redress Mechanism, and Effective Customer Service Standards

4.2 Regulations Capacity

- a) Aligning with relevant Laws and regulations:
Includes, but is not limited to, topics such as SDP, NSWSS 2014, IRF-FSM, National Action Plan for implementation of IRF-FSM, and Sustainable Development Goals, particularly SDG-6a)
- b) Tariff modeling Tariff setting and Tariff recovery
- c) Formulation and Operationalization of PPP contracts and Service Level Agreements
- d) Monitoring and Evaluation (M&E) best practices

4.3 - Operations and Maintenance Management Capacity

- a) Technical principles of sewage and sanitation The Modern innovation technology inclusion Green and low cost infrastructure innovations
- b) Design integration
- c) Pit latrines / septic tank Desludging Operations
- d) Integrated waste management plant operation and Maintenance
- e) Sewerage system operation and maintenance
- f) Wastewater Treatment Process Operations
- g) Asset management including Maintenance & Operation Management
- h) Occupational Health, Safety and Environment (OHSE), Safeguards

4.4 Sustainable Management Capacity

- a) PPP contract management
- b) Financial Management
- c) Procurement Management
- d) Management Information Systems (MIS), Enterprise Software, and Dashboards
- e) Formulation of Customer Service Standards, Customer Relationship Management (CRM) system, Complaints Resolution mechanisms, GRM
- f) Stakeholder Communications, negotiation
- g) Beneficiary's service and feedback mechanism management
- f) One stop solution mechanism

Different stakeholders may have different capacity-building need areas. from the above mentioned list will be addressed on need based.

5.0 LINKAGES WITH OTHER TRAINING INSTITUTIONS

The consultant shall develop a capacity-building strategic plan that will include the appropriate institutions to carry out training. For example, training in town/master strategic planning and capacity development in relevant field could be provided by the Financial Management Academy (FIMA), Bangladesh Institute of Administration and Management (BIAM) Foundation, National Academy for Planning and Development (NAPD), The Rural Development Academy (RDA), ITN-BUET, etc. since these are already in place.

6.0 Development of Master Trainers and Materials

However, DPHE is not able to hire full-time trainers on revenue budget to conduct training which could still be done through outsourcing the service using the materials prepared under the project. Regarding the capacity building of the target stakeholders, selected DPHE staffs, sector partners, and Pourashava/city officials and staff will be trained as master trainers by the consultants and required training materials will also be prepared by the consultants/ expert team to make the center (resource pool) sustainable beyond the project.

7.0 PROJECT COMPONENTS

7.1 Research and Planning (5 months)

Needs assessment focusing on the individual, organizational, and enabling environment levels; an evidence-based inventory of approaches to support capacity development; and establishment of capacity-related baselines

7.1.1 Review of Project Documents

- Desk review of project documents and related documentation

7.1.2 Assessment of Capacity Assets, Needs, and Priorities

- Needs assessment focusing on the individual, organizational, and enabling environment levels supported by an evidence-based inventory of approaches and capacity-related baselines. This assessment stage is expected to include quantitative and qualitative assessments including, but not limited to, individual interviews, Key Informant Interviews (KII) focus group discussions, surveys, stakeholder consultations, observation and workshops.

7.1.3 Formulation of the Capacity Building Strategy and Implementation Plan.

- The strategy and implementation plan shall be reviewed and approved by DPHE. The “Plan” may include other policy improvement recommendations to help sustain the results of the program. The “Plan” shall include refinement of capacity development objectives linked to development goals within BCISP’s results framework

7.1.4 Development and testing of training modules and course materials

- All of the deliverables i.e. training modules, strategy, and guidelines within the Capacity Building package would be reviewed, validated, and approved by respective authority including CFSC-HRD, PMU BCISP, and AIIB.

NB: All deliverables should be Bangla and English

7.2 Implementation of Pilot Activities (4 months)

In parallel with the research and planning, to organize, facilitate, and manage capacity development activities; monitor, analyze, and report progress; and make appropriate adjustment measures.

7.2.1 Capacity Building Program of Trainers of Central Government Resource Pool

- General orientation for leaders and decision-makers
- Strategic Planning
- Regulations
- Design and Operations Management
- Sustainable Management

7.2.2 Capacity Building Program of City-based Resource Pool

- Strategic Planning
- Regulations
- Operation and Operations Management
- Sustainable Management

7.2.3 Capacity Building Program of ward-based Resource Pool

- Regulations
- Operation and Operations Management
- Sustainable Management

7.2.4 Capacity Building Program of sanitation workers/staff

- Operations Management
- Training on Basics of WASH, IPC, and OHS for Sanitation workers
- Training on OHS & operations for manual and mechanical pit emptiers
- Training at the city level on O & M of vacuum tankers, garbage trucks, and other equipment for concerned drivers, operators
- Customer Service Standards and Customer Relationship Management (CRM)
- Feedback mechanism

A summary of recommended activities and events is presented in Annex A. The consulting firm may recommend an alternative approaches depending on their final design of

8. Results Evaluation

- 8.1 Set-up evaluation framework set up based on quality assessment parameters and against the baselines determined during the capacity assessment
- 8.2 Implement a regular assessment schedule, particularly a mid-term and final evaluation of projects and programs.

The Consultant may recommend additional activities or modifications/alternative approaches and strategies to the above components and explain in their proposal how those can improve the Program.

9. REPORTS AND DELIVERABLES

Ref	Key Deliverables	Frequency	Timeframe
1	Inception Report (including work plan, deployment of personnel and implementation schedule)	One Time	within 15 calendar days after signing of contract
2	Needs Assessment Summary Report as per capacity building needs listed in section 7.1.2	One Time	within 2 nd month after signing of contract
3	Approved Capacity Building Strategy and Plan as per 7.1.3 for 5 Priority towns: <ul style="list-style-type: none"> • Including Capacity building package development • Implementation Schedule • As per annexure - A 	One Time	Within 3 rd month after signing of the contract
4	Approved Capacity Building Strategy and Plan as per 7.1.3 for remaining 20 towns: <ul style="list-style-type: none"> • Including Capacity building package development • Detailed implementation schedule. • Develop and approval contents & materials • Implementation of training as Annexure - A 	One Time	Within 5 th month after signing of contract
5	Monthly accomplishment report with details of every month's tasks and achievements	One Time	Within 25 th of every month.
6	Implementation of training and strategy of priority 5 towns	One time	Within 5 th month after signing of contract
7	Implementation of training and strategy of 20 towns	One time	Within 7 th month after signing of contract
8	Random review and feedback of capacity building activities of municipalities	One time	Within 8 th month after signing of contract
9	Draft final report submission	One time	Within 8.5 th month after signing of contract
10	Final Completion Report (Total report including evaluation results) have to be validated by HRD of PMU	One Time	Within 9 th month of signing of contract

10. STAFFING REQUIREMENTS

10.1 Key Experts

For purposes of properly implementing the Works, the Consultant shall engage and assign the following key experts for the duration of the Consultancy Contract.

Sl. No.	Position	Person Month	Minimum Qualification	Experience
1	Team Leader, Institutional / Organizational Development Specialist	9	Master's in socialscience/Economics/management/Bachelor Degree in (civil/water resource) Engineering with Special training/Certificate in HRD/HRM/Capacity building in urban development context, preferably in developing countries.	<ul style="list-style-type: none"> • At least 20 years of total experience including • At least 15 years of specific experience in capacity building/Institutional development HRM performance improvement of service-oriented govt./semi govt./local government institutions • Relevant work experience in the South-south-east Asian region is required. • Relevant work experience in MDB-financed project. Experience in AIIB funded projects will be an added advantage.
2	HRD/ Training Specialist for module development	9	(Master's Degree in SocialScience/management/Bachelor degree in engineering/ urban planning) topped up by MBA (major in HRD/HRM/Masters or equivalent in personnel management.	<ul style="list-style-type: none"> • At least 20 years total work experience • At least 12 years in HRD/HRM areas, both professional as well as in research, involving govt. /semi govt. /local government entities spanning capacity/skill development parameters, • Relevant work experience in the South and Southeast Asian regions is preferred
3	Business Operations Management Specialist	8	Master's Degree in Business Administration (MBA) major in (Management/Finance/Accounting)	<ul style="list-style-type: none"> • At least 20 years total work experience • At least 10 years experience in business operations and customer service. • Relevant work experience in the South, south-east Asian region is

				required.
4	Sanitation/ CWIS Planning expert	9	Bachelor's Degree in Engineering or Environmental Science.	<ul style="list-style-type: none"> • At least 20 years total work experience • At least 15 years of experience in sanitation planning and stakeholder engagement • Relevant work experience in the South Asian region is required
5	Financial Modeling expert	8	Master's Degree in accounting or Management or Finance.	<ul style="list-style-type: none"> • At least 20 years total work experience • At least 15 years experience in financial modeling and tariff setting in the utility sector • Relevant work experience in the South Asian region is required
6	Facilitators/ Training Specialists	9	Masters Degree in Social Science /management/or B.SC. Engineering	<ul style="list-style-type: none"> • At least 10 years total work experience with • At least 5 years in the specific training/skill or capacity development areas with proven track record in the facilitation. • Design of training modules, imparting training involving govt. /semi govt. /local government entities. • International experience/exposure will be an added advantage. <p>Fluent in written and spoken local language</p>

10.2 DPHE expects professional staffs inputs as per the table below, which is indicative. The consultants shall submit their own staffing plan and inputs upon their plan to achieve the goals and come up with the deliverables as illustrated in the ToR.

Table-1		
Position	Nos.	Indicative Input-

		Month
1. Team Leader, Institutional / Organizational Development Specialist	01	9
2. HRD/ Training Specialist for module development	03	27
3. Business Operations Management Specialist	02	18
4. Sanitation / CWIS Planning expert	02	18
5. Financial Modeling expert	01	8
6. Facilitators/Training Specialists	05	45

10.3. The consultant shall ensure that there is sufficient non-key staff such as Junior Engineers, CAD Operators, survey specialists, administrative and secretarial provision to enable experts to concentrate on their primary responsibilities.

10.4. The consulting firm shall submit a detailed work plan in MS Project format as part of the technical proposal.

10.5. The Consultant shall also submit as part of the financial proposal the Consultancy manpower histogram and the corresponding man-hours for each key expert for each project phase.

10.6. The Consultant shall, at its own cost, immediately remove and replace any of their key experts whom DPHE, in its sole discretion, considers:

- i. To be incompetent and/or insubordinate and/or
- ii. To have acted in a manner prejudicial to DPHE's best interests and/or
- iii. To have failed to comply with DPHE's safety, health, security or other rules or regulations and/or
- iv. To have produced or performed sub-standard work and/or
- v. To have demonstrated unexplained or unacceptable absence from project activities

10.7. The Consultant will not be entitled to any additional fee for delays incurred which are attributed to the Consultant failure to properly manage the project or project team, including delays caused by removal or replacement of key experts.

11. Logistics

a. The consultant shall ensure that all members of the CONSULTANT's team are equipped with adequate computing, all the necessary IT hardware and ancillary equipment such as printers, document processing, electronic mail facilities, communication devices, and other equipment as needed (ex. photo or video documentation devices). DPHE (PMU) intends to partially house the consultant team at PMU.

b. All equipment and/or furniture purchased by the Consultant for the Assignment shall be transferred in good condition to DPHE at the end of the Consultancy Services.

12. Other Experts and Support Staff

The Consultant may propose other experts and supporting staff required to accomplish the tasks outlined in this document. Other non-key experts may be engaged on an as-need basis for the project.

Other Experts and Support Staff include, but are not limited to:

- Technical Resource Persons or Subject Matter Experts (ex. Wastewater Systems Design expert, Fecal Sludge Management expert, Environmental Compliance expert, Regulatory expert, etc.)
- Administrative and logistical support staff
- Research and training support staff
- Events coordination staff

13. The Consultant shall ensure that the nominated key experts during the bidding process will not be replaced after the contract is awarded. (For foreigners working for the project, work permit shall be included in the tender documents) Should the change of the key expert is unavoidable; the Consultant shall inform DPHE in writing of its intention to replace any personnel. The replacement personnel should be of equal or better qualification than the original nominee. DPHE's approval shall be secured before the deployment of the replacement personnel.

14. Changes in Personnel will have to be approved by DPHE

15. Key Experts are subject to approval of DPHE

16. Other Experts - The Consultant is free to propose other experts to form the team that he believes best meets the needs of the project. Other experts are subject to the approval of DPHE.

17. Support Staff and Backstopping - No approval is required from DPHE.

18. LOGISTICS AND ASSOCIATED COSTS

18.1 Unless informed with prior notice, all venues and sites for training events or meetings, and associated equipment under this consultancy shall be provided by DPHE. Otherwise, all logistical costs such as venue, refreshments, equipment, photo-video documentation, transportation, accommodation, training materials, and similar costs shall be covered by a provisional sum.

18.2 The consultant shall ensure that experts are adequately supported and equipped. In particular, it shall ensure that there is sufficient administrative and support staffing and resources to enable the Key Experts to concentrate on their primary responsibilities.

18.3 The consultant shall ensure that all members of the Consultant team are equipped with necessary tools to carry out their responsibilities.

19. SUPERVISION

The consultant will report to the the Project Director or authorized personeel of PMU of BCISP, and the Project team who will be the contact persons within DPHE.

20. DURATION OF WORK

The capacity building program is planned to be implemented for **9 months**. The consulting firm that will be engaged under that package has to complete all activities with quality, engaging manpower stated above or what ever needed to come up within the estimated lump amount and within the mentioned time of the procurement plan. So man-month not linked ³.

Activies	Durati on	Time line												
		Se p	Oct	No v	De c	Jan	Feb	Mar	Apr	May				
Inception Report	15th days	■												
Needs Assessment Summary Report	2nd month	■	■	■										
Approved Capacity Building Strategy and Plan5	3rd month			■	■									
Approved Capacity Building Strategy and Plan 20	5th month				■	■	■	■						
Monthly accomplishment report	Each month.	■	■	■	■	■	■	■	■	■	■	■	■	■
Implementation of training and strategy of priority 5 towns	5th month				■	■	■	■						
Implementation of training and strategy of 20 towns	7th month						■	■	■	■				
Random review and feedback	8th month				■	■	■	■	■	■	■	■	■	■
Draf final report submission	8.5th month												■	
Final Completion Report	9th month													■

Time count will start after signing the contract

21. SOURCE OF FUND AND MODE OF PAYMENT

The source of funds for this consultancy service is PPSF of AIIB under Bangladesh City-wide Inclusive Sanitation Project in 25 Towns(GoB-AIIB). Income tax and VAT will be deducted at source from the payment as per the latest rules of Bangladesh.

Payment shall be made to the firm(s) following the provision hereto.

- All payments shall be made from the office of the Project Director, DPHE.
- No payment for disproportionate progress/achievement of the target.
- A proportionate penalty shall be imposed for delay of service delivery.

Payment shall be output-based as follows:

³The firm will do all activities within estimated package cost and time Under Lump-sum contract..

Mode of Payment with Milestone:

Milestone	Percentage
1. Inception report submission	5%
2. Needs Assessment Summary Report	15%
3. Approved Capacity Building Strategy and Plan of priority 5 towns	5%
3. Approved Capacity Building Strategy and Plan of priority 20 towns	10%
4. Approved Capacity Building Strategy and Plan as per 7.1.3 for 5 Priority towns:	5%
5. Approved Capacity Building Strategy and Plan as per 7.1.3 for 20 Priority towns	10%
6. Implementation of training and strategy of priority 5 towns	10%
7. Implementation of training and strategy of 20 towns	15%
8. Random review and feedback of capacity building activities of municipalities	10%
9. Draft final report submission	5%
10. Final Completion Report (accepted by DPHE)	10%

Provisional sum: Support Staff and other items

- a) Support Staffs (Project Assistant, Training Officer, Computer Operator, IEC Coordinator, Office Assistant Field Researchers/Mobilizer, Community Officer Graphics Designer, Script Writer, Video Editor, Camera Person, Assistant Director etc.
- b) Airfare and travel expenses, Vehicle rent
- c) Per Diem Domestic.
- d) Computer, laptop, printer and other equipment
- e) Photocopier, Scanner. Telephone, Internet Modem and other necessary office equipment, including accessories.
- f) Project Completion Reports Pourashavas wise report, all deliverables in Soft copy including master copy and Copies.
- g) Office setup, including Furniture, Recurring cost, Maintenance etc
- h) Dissemination program, workshop and meeting arrangement

i) Miscellaneous.

Annex A Consultancy Services for Capacity Building Programme

1.0 Planning and Central Government Resource Pool Sub-activities

Sl. No	Heads/Activities	Qty	Detailed activities
1	CWIS Needs assessment survey	1	Combination of quantitative and qualitative surveys (to be approved by DPHE)
2	CWIS Need assessment workshop under 25 cities	3	2days at national level, 3-4 persons from each city=100 person, 3 batches-30-35 person etc. DPHE venue will be utilized for this workshop.
3	Development of Capacity Building Implementing CWIS	1	These package include # of relevant training modules(4 modules on Integrated Waste management-2, ToT and training manual, drainage and wastewater training module, IMIS) , guidelines, handbook, informative diary etc.
4	Orientation ⁴ on NAP-IRF-FSM for City Officials at national level	5	This orientation would be for One day at Dhaka (DPHE)for City high officials (Mayor, Panel Mayor & others) and City resource pool. 250 person will be oriented (10 persons from each city including resource pool members.)
5	⁵ Exposure visit for city officials to & Govt. Representatives to explore good practices in South Asia	1	Exposure visit will be organised during the project period for City officials & Govt. Rep. to enhance CWIS leadership in Bangladesh towards exploring the good practices around in South Asia including BD. A total of 125 persons (4-5 from each city) will be attended during CWIS exposure.

^{4,4} The consultant team will arrange everything under guidance of DPHE.

Sl. No	Heads/Activities	Qty	Detailed activities
6	National learning sharing event on CWIS	3	A national level CWIS learning sharing workshop will be organised to disseminate the good practices among the sector stakeholders. 100 participants will be invited for one day event.

2.0 City Resource Pool

Sl.	Heads/Activities	Qt	Detailed activities
1	Training of City Resource pool of 25 cities on: <ul style="list-style-type: none"> Strategic Planning: CWIS planning and framework Regulations 	5	City resource pool consisting 5-7 members including city and local DPHE officials. A total of 180 professionals will be trained up at Dhaka level. Training duration will be 5 days DPHE training venue will be utilized for conducting this training course. 5 batches training will be organised (each batch-35 person)
2	Training of City Resource pool of 25 cities on: <ul style="list-style-type: none"> Design and Technical Operations (including IPC-OHS) 	5	180 personnel through 5 batches (35 each batch) training will be conducted at Dhaka level (DPHE). Duration 4 days.
3	Training of City Resource pool on: <ul style="list-style-type: none"> Business Operations and Customer Service (including IMIS and Dashboard utilization) 	5	100 persons from 25 cities (each city 4 person) will be nominated for this training. Duration 3 days. Dhaka based. 2 batches will be organised.
4	Refreshers course of City Resource pool of 25 cities on: <ul style="list-style-type: none"> Key Topics 	5	Refreshers course will be organised for city resource pool at Dhaka through 5 batches @DPHE, duration-3 days
5	City Based CWIS learning sharing workshop	25	This learning sharing workshop will be organised at the end of 4 TH quarter of 1 st year locally with relevant stakeholders through exploring the good practices of CWIS
6	Training on CWIS planning and implementation for city standing committee and others	25	A total of 200-225 standing committee members and other relevant city staff as well as private sectors representatives will be oriented locally. Duration one day.

3.0 Word basd Resource Pool

Sl.	Heads/Activities	Qt	Detailed activities
1	Training of City Resource pool of 25 cities on: <ul style="list-style-type: none"> • Strategic Planning: CWIS planning and framework • Regulations 	5	City resource pool consisting 5-7 memebtrs including city and local DPHE officials. A total of 180 professionals will be trained up at Dhaka level.Training duration will be 5 days DPHE training venue will be utilized for conducting this training course. 5 batches training will be organised(each batch-35 person)
2	Training of City Resource pool of 25 cities on: <ul style="list-style-type: none"> • Design and Technical Operations (including IPC-OHS) 	5	180 personnel through 5 batches (35 each batch) training will be conducted at Dhaka level(DPHE). Duration 4 days.
3	Training of City Resource pool on: <ul style="list-style-type: none"> • Business Operations and Customer Service (including IMIS and Dashboard utilization) 	5	100 persons from 25 cities (each city 4 person)will be nominated for this training. Duration 3 days.Dhaka based. 2 batcheswill be organised.
4	Refreshers course of City Resource pool of 25 cities on: <ul style="list-style-type: none"> • Key Topics 	5	Refreshers course will be organised for city resource pool at Dhaka thorough 5 batches @DPHE, duration-3 days
5	City Based CWIS learning sharing workshop	25	This learning sharing workshop will be organised at the end of 4 TH quarter of 1 st year year locally with relevant stakeholders through exploring the good practices of CWIS
6	Training on CWIS planning and implementation for city standing committee and others	25	A total of 200-225 standing committee membersand other relevant city staff as well as private sectors representatives will be oriented loaclly . Duration one day.

Annex B Roles and responsibilities of capacity building Firm

i) Team Leader- Institutional Development Specialist : This position will require Masters in Social Science /Economics/Management/Bachelor Degree in (civil/ water resource) Eng with special training /certificate inHRD/HRM/Capacity raising in urbandevelopment context, preferably indeveloping countries. S/he will 20 years' total experience including 15 years' of specific experience in capacity building/Institutional development HRM performance improvement of service oriented govt./semi govt./local government institutions particularly in the South and South-east Asian region.

As a team leader under the capacity building program of a city-wide inclusive sanitation project in Bangladesh, his/her responsibilities would typically include the following:

1. **Planning and Coordination:** S/he will be responsible for planning and coordinating the activities of the capacity building program. This involves developing a detailed project plan, setting goals and targets, and ensuring that the project is implemented effectively and efficiently.
2. **Team Management:** S/he will be responsible for managing the team of professionals working on the capacity building program. This includes assigning tasks, monitoring progress, providing guidance and support, and promoting a positive and productive team environment.
3. **Stakeholder Engagement:** S/he will engage with various stakeholders, including government agencies, local communities, NGOs, and other relevant organizations. Building strong relationships with stakeholders is crucial for the success of the program, as it helps in garnering support, collaboration, and resources.
4. **Training and Capacity Building:** S/he will oversee the design and delivery of training programs aimed at enhancing the skills and knowledge of the participants. This could include training sessions on sanitation practices, waste management, hygiene promotion, community engagement, and other related topics.
5. **Monitoring and Evaluation:** S/he will be responsible for monitoring the progress and impact of the capacity building program. This involves tracking key performance indicators, conducting evaluations and assessments, and making necessary adjustments to ensure that the program's objectives are met.
6. **Reporting and Documentation:** S/he will be required to prepare regular reports on the progress of the capacity building program. This includes documenting activities, achievements, challenges, and lessons learned. These reports will help in assessing the effectiveness of the program and informing future decision-making processes.
7. **Quality Assurance:** S/he will ensure that the capacity building program meets high-quality standards. This involves maintaining consistency in the delivery of training, adhering to best practices, and continuously improving the program based on feedback and lessons learned.

8. **Knowledge Sharing and Learning:** S/he will facilitate knowledge sharing and learning among team members, stakeholders, and participants. This can be done through workshops, seminars, conferences, and online platforms, promoting the exchange of ideas and experiences.
9. **Budget Management:** S/he may be responsible for managing the budget allocated to the capacity building program. This includes monitoring expenses, ensuring cost-effectiveness, and seeking additional funding if required.
10. **Adherence to Policies and Guidelines:** S/he will ensure that the capacity building program follows all relevant policies, guidelines, and regulations. This includes complying with government regulations, ethical standards, and organizational protocols.

ii) Human Resource Development Specialist or Training Specialist: This position will require Master's Degree in Social Science /management/engineering/urban planning, topped up by MBA (majoring in HRD/HRM/Masters or equivalent in personnel management. S/he will have 20 years' total work experience with at least 15 years in HRD/HRM areas, both professional as well as in research, involving govt. /semi govt. /local government entities spanning capacity/skill development parameters, Relevant work experience in the South and South-east Asian regions is also a preferred requirement.

Under the capacity building program of a city-wide inclusive sanitation project in Bangladesh, **Human Resource Development Specialist or Training Specialist** responsibilities would typically include the following:

1. **Training Needs Assessment:** Conduct a thorough assessment of the training needs of various stakeholders involved in the city-wide inclusive sanitation project. Identify gaps in knowledge, skills, and competencies related to sanitation practices, waste management, hygiene promotion, and community engagement.
2. **Training Program Design:** Design and develop comprehensive training programs and materials that address the identified training needs. Ensure that the training content is relevant, engaging, and aligned with the project's goals and objectives. Incorporate participatory and inclusive training methodologies to enhance learning outcomes.
3. **Training Delivery:** Facilitate training sessions, workshops, and capacity building activities for different target groups, including government officials, community leaders, sanitation workers, and other relevant stakeholders. Deliver training using effective instructional techniques, ensuring participants' active engagement and understanding of the content.
4. **Training Evaluation:** Conduct evaluations and assessments to measure the effectiveness and impact of the training programs. Collect feedback from participants to gauge their satisfaction and identify areas for improvement. Use evaluation results to continuously enhance the training content and methodologies.

5. **Training of Trainers:** Identify and train a pool of trainers who can effectively deliver the capacity building programs. Develop a "Training of Trainers" program to equip trainers with the necessary skills and knowledge to deliver high-quality training sessions. Provide ongoing support and mentorship to trainers to ensure consistent delivery of training content.
6. **Training Materials Development:** Create training materials, resources, and tools to support the capacity building program. This may include training manuals, handouts, presentations, e-learning modules, and other instructional materials. Ensure that the materials are user-friendly, culturally appropriate, and accessible to a diverse range of participants
7. **Monitoring and Reporting:** Monitor the implementation of training activities, track participant attendance, and document training outcomes. Prepare regular reports on training progress, participant performance, and other relevant metrics. Provide timely updates to project management, stakeholders, and donors.
8. **Collaboration and Partnership:** Collaborate with relevant stakeholders, including government agencies, NGOs, and community-based organizations, to leverage their expertise and resources in delivering the capacity building program. Establish partnerships for joint training initiatives, knowledge sharing, and learning opportunities.
9. **Continuous Learning and Improvement:** Stay updated with the latest trends, best practices, and innovations in the field of capacity building and sanitation. Continuously enhance your own professional knowledge and skills through participation in training programs, conferences, and workshops. Apply new learnings to improve the effectiveness of the capacity building program.
10. **Stakeholder Engagement and Communication:** Build and maintain strong relationships with stakeholders involved in the city-wide inclusive sanitation project. Communicate the purpose, benefits, and outcomes of the capacity building program effectively. Seek input and feedback from stakeholders to ensure their active participation and ownership of the program.

iii) **Trainer:** This position will require Master's Degree in Social Science /management/ Masters or equivalent in personnel management/HRD/ B.SC. Engineering. S/he will 10 years' total work experience with at least 5 years in the specific training/skill or capacity development areas with proven track record in the facilitation. Design of training modules, imparting training involving govt. /semi govt. /local government entities. International experience/exposure will be an added advantage.

The responsibilities of a Trainer under the capacity building program of a city-wide inclusive sanitation project in Bangladesh:

1. **Training Needs Assessment:** Conduct thorough assessments to identify the specific capacity building needs of stakeholders involved in the sanitation project. Analyze their existing knowledge, skills, and practices to determine areas that require improvement.
2. **Training Program Design:** Develop comprehensive training programs that align with the identified needs. Design training modules, curriculum, and materials that are tailored to the target audience, incorporating best practices, innovative approaches, and cultural sensitivities.
3. **Training Delivery:** Facilitate engaging and interactive training sessions, workshops, and seminars. Utilize a variety of training methodologies, such as lectures, group discussions, role-plays, simulations, and practical exercises, to maximize learning and knowledge retention.
4. **Technical Expertise:** Demonstrate expertise in sanitation practices, hygiene promotion, waste management, and relevant technical areas. Provide accurate and up-to-date information, guidance, and advice to participants. Address their queries and challenges, fostering a supportive learning environment.
5. **Capacity Building for Stakeholders:** Conduct training programs for diverse stakeholders, including government officials, community leaders, sanitation workers, and local organizations. Empower them with the knowledge and skills required to implement effective sanitation practices, behavior change initiatives, and community engagement strategies.
6. **Monitoring and Evaluation:** Monitor the effectiveness of training programs by collecting participant feedback, conducting assessments, and tracking changes in knowledge and behavior. Evaluate the impact of training on the implementation of inclusive sanitation practices and the attainment of project goals.
7. **Training of Trainers:** Identify individuals with the potential to become trainers and deliver capacity building programs. Provide comprehensive "Training of Trainers" sessions to enhance their training skills, instructional techniques, and facilitation abilities. Support and mentor trainers to ensure consistent and high-quality training delivery.
8. **Collaboration and Networking:** Collaborate with project teams, partner organizations, and stakeholders to coordinate training activities and ensure their alignment with project objectives. Foster partnerships with training institutions, experts, and relevant networks to leverage expertise, resources, and opportunities for capacity building.
9. **Knowledge Sharing:** Promote knowledge sharing and learning among participants and stakeholders. Facilitate discussions, workshops, and platforms for the exchange

of experiences, challenges, and best practices. Encourage participants to apply their learnings in their respective roles and organizations.

iv) Business operation management specialist:

- a) The key responsibilities are to streamline administrative procedures, implementing new technologies, and overseeing general operational tasks having collaborative approach across departments to ensure that the business runs smoothly and efficiently.
- b) Should be capable to evaluate, improve, and maintain municipalities core operational processes to ensure an efficient and productive workflow.
- c) Assess existing processes and systems, identify opportunities and Gaps for improvement, and provide guidance for more efficient or cost-effective alternatives.
- d) Assist the municipal authorities in planning, organizing and coordinating functions relating to the operation of the business for sustainability.
- e) Maintain an updated client, customer, contractor and supplier management system.
- f) Develop smart process to handle and review workflows, identify customer needs, track reports and create plans to improve their operations.

v) Sanitation Specialist:

A sanitation Specialist is responsible for providing guidance, training basic sanitation and contributing to reporting efforts. They ensure the safe and sustainable management of human waste in urban sanitation projects, protecting public health and the environment. A sanitation expert plays a critical role in urban sanitation projects. specifically in terms of training, supervision, awareing and reporting. Here's a brief overview of his/her responsibilities but not confined to:

- a) Provide training considering factors like public health, environmental impact, resource recovery, and long-term sustainability.
- b) Provide training on waste management systems, including collection, recycling, and disposal strategies, considering factors such as population density, waste generation rates, and environmental impacts.
- c) Provide training on total sanitation considering the existing system.
- d) Assess existing processes and systems, identify opportunities and Gaps for improvement, and provide guidance for more efficient or cost-effective alternatives.

vi) Financial Modeling Specialist:

The responsibilities of a financial modeling expert is to develop model & train the authority to accurately project their future financial performance. Modeling can be useful for valuing, determining whether they should raise capital or grow the business organically or through acquisitions. Train the authority in preparation of Income Statement, Balance Sheet, Cash Flow Statement, Debt Schedule.

Documentation and Reporting: Maintain accurate records of training activities, participant attendance, and evaluation results. Prepare comprehensive reports on training progress, participant performance, and impact. Share reports with project management,

stakeholders, and donors to demonstrate the effectiveness and value of the capacity-
building program

DRAFT

Annex C– EOI Forms**Form-1 Firm/Consultant's Information Sheet**

Consultant's/Firm Name	
Firm/Consultant's Registration Country	
Registration Address	
Business License No. (Institution Legal Person Certificate No.)	
Date of Establishment	
Registered Capital	
Business Scope	
Information of Legal Representative (Name, Telephone No. and E-mail address)	
Information of Authorized Representative (Name, Telephone No., Fax and E-mail Address)	
Remarks	

Firm/Consultant's Name: -----(Seal of Consultant)

Authorized Representative: -----(Signature)

Notes: Following documents shall be attached:

1. Color scans or copies of certification of independent legal personality;
2. Power of Attorney of authorized representative (Self-made Format)

Form-2 Commitment Letter

I/We promise that we meet the qualification criteria of the assignment and the following requirements of eligibility:

1. do not listed in the AIIB's Debarment List;
2. do not involve in the situations as per paragraph 4.4, 4.4.2 and 13.4 of the Interim Operational Directive on Procurement Instructions (AIIB-2016) for Recipients.

I/We belong to State-owned Enterprise, and we

1. are carrying-out or are established for a business purpose, and are operating on a commercial basis;
2. are financially and managerially autonomous;
3. are not controlled by the government on day-to-day management; and
4. are not under the supervision of the Client or its procuring agency.

OR [We do not belong to State-owned Enterprise.]

The items we committed above are real and effective, we would be disqualified in the assignment and be sanctioned by supervision department and the AIIB in case of providing misrepresentative, misleading or false information.

Consultant's Name: -----(Seal of Consultant) Authorized
Representative: -----(Signature)

Notes:

1. State-owned Enterprises shall provide Articles of Association and other documentations which could support the above-mentioned matter
2. For joint venture, attached with a letter of intent or a copy of an existing agreement (self-made format), which at least reflects the following items: (i) Name of the lead member and other members; (ii) Scope of the works undertaken by each member; (iii) Authorization of each member to lead member.
3. State-owned Enterprises shall provide Articles of Association and other documentations which could support the committed matters mentioned above.

FORM-3 Introduction of the Firm/Consultant (Self-made Format)

At least contains the following contents: the overall introduction, the introduction of core business, years in business, technical and managerial capability. If any, provide relevant documents on the mentioned issues

DRAFT

FORM-4 Financial Situation

Firm/Consultant's Name-----

1. Current Assets	2021	2022	2023
2. Current Liabilities			
3. Working Capital [=1-2]			
4. Profit after Taxes (PAT)			

Firm/Consultant's Name: -----(Seal of Consultant)

Authorized Representative: -----(Signature)

Notes: Following documentation shall be attached:

1. Financial Reports for the last THREE (3) years (2020-2022) certified by a Chartered Accountant/Auditor, including copies of Balance Sheets, Cash Flow Statements, Income Statements and Description of Financial Situation

FORM-5(A) Summary of Similar Experiences in Recent Years

Firm/Consultant's Name:-----

No.	Name of the Project	Date of Contract Signing	Completion Date (if complete)	Contract Value

Firm/Consultant's Name:----- (Seal of Consultant)

Authorized Representative:----- (Signature)

Notes:

1. Only the Similar Experiences in the past FIVE (5) years are considered, the Date of Contract Signing prevails;
2. Detailed information of each experience shall follow the FORM-5(B), with the relevant documentation attached.

FORM-5(B) Specific Experience

No.	-----of -----(total number)
Project Name	
Project Location	
Date of Contract Signing	
Completion Date	
Contact Value	
Role of the Consultant	<input type="checkbox"/> Independent Consultant <input type="checkbox"/> Joint Venture Leader <input type="checkbox"/> Joint Venture Member <input type="checkbox"/> Sub-consultant
Client's Name	
Client's Address	
Client's telephone No.	
Whether it is a new-built (or reconstructed or expanded)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scope of the Service	Include the following services : <input type="checkbox"/> digital development service which contains BIM technology service or similar service <input type="checkbox"/> information management system service which contains smart construction site function or similar function
Assignment Description	

Firm/ Consultant's Name:----- (Seal of Consultant)Authorized Representative: -----(Signature)

Notes:

1. Each table is for one assignment, and mark with serial numbers;
2. The Contract and Certification issued by the Client (if any) shall be attached;
3. Additional documentations would be necessary to confirm the succession of the experience in the situations such as Consultant's legal alteration or reconstruction and renaming of the Consultant.

Annex – D Breakdown for Workshop/Orientation/Training**Workshop (National level)****Duration: 2 days**

Sl. No.	Line Item	Rate	No. (person)	Duration (Days)	Total (Tk)
		(Tk)			
1	Participants' working lunch with morning & afternoon snacks with tea/person/day				
2	Participants' Allowance/person/day with TA/DA				
3	Session Chair/Session/Guests				
4	Honorarium for Resource Speaker/hour				
5	Support service person/day				
6	Workshop Material (Bag, note book, ball Pen, eraser, marker etc.)				
7	Venue Charge including Service Charge (need based)/day				
8	Rapporteur (After Submission of Report)				
9	Working lunch with morning & afternoon tea for guest and support service				
10	Others (Banner, handout, Photocopy etc.)				
Grand Total					0

Orientation/Workshop (National level)**Duration: 1 day**

Sl. No.	Line Item	Rate	No. (person)	Duration (Days)	Total (Tk)
		(Tk)			
1	Participants' working lunch with morning & afternoon snacks with tea/person/day				
2	Participants' Allowance/person/day with TA/DA				
3	Session Chair/Session/Guests				
4	Honorarium for Resource Speaker/hour				
5	Support service person/day				
6	Workshop Material (Folder,note book, ball Pen,eraser,marker etc.)				
7	Venue Charge including Service Charge(need based)/day				
8	Rapporteur (After Submission of Report)				
9	Working lunch with morning & afternoon tea for guest and support service				
10	Others (Banner, handout, Photocopy etc.)				
Grand Total					0

Training (National level)**Duration: 1 day**

Sl. No.	Line Item	Rate (Tk.)	No. of Participants	Duration (Days/Hours)	Total Taka
1	Working Lunch with morning & afternoon tea				
2	Participants' Allowance with TA/DA				
3	Resource Speakers' Honorarium				
4	Course Coordinator				
5	Support staff				
6	Training materials (Folder, Pen, Note Book etc.)				
7	Training Manual/Handout/ Reading Materials etc.				
8	Working Lunch with morning & afternoon tea for support staff				
9	Venue Charge/Venue Service Charge				
10	Other Costs (Banner, Photocopy, Photograph etc.)				
Grand Total					0

Training (National level)**Duration: 2-5 days**

Sl. No.	Line Item	Rate (Tk.)	No. of Participants	Duration (Days/Hours)	Total Taka
1	Working Lunch with morning & afternoon tea				
2	Participants' Allowance with TA/DA				
3	Resource Speakers' Honorarium				
4	Course Coordinator				
5	Support staff				
6	Training materials (Bag, Pen, Note Book etc.)				
7	Training Manual/Handout/ Reading Materials etc.				
8	Working Lunch with morning & afternoon tea for support staff				
9	Accommodation Cost				
10	Venue Charge/Venue Service Charge				
11	Other Costs (Banner, Photocopy, Photograph etc.)				
Grand Total					0

Training (City level)**Duration: 1 day**

Sl. No.	Line Item	Rate (Tk.)	No. of Participants	Duration (Days/Hours)	Total Taka
1	Working Lunch with morning & afternoon tea				
2	Participants' Allowance				
3	Resource Speakers' Honorarium				
4	Course Coordinator				
5	Support staff				
6	Training materials (Bag, Pen, Note Book etc.)				
7	Training Manual/Handout/ Reading Materials etc.				
8	Working Lunch with morning & afternoon tea for support staff				
9	Travelling Cost for Participants				
10	Venue Charge/Venue Service Charge				
12	Other Costs (Banner, Photocopy, Photograph etc.)				
Grand Total					0

A. Planning and Central Government Resource Pool Sub-activities:

Sl. No	Heads/Activities	Qty (No of Batch)	Participants /Batch	Total Participants	Cost/Batch	Total	Remarks
1	CWIS Needs assessment survey	1					
2	CWIS Need assessment workshop under 25 cities	2	35	70			
3	CWIS Need assessment workshop under 25 cities	1	30	30			
4	Orientation on NAP-IRF-FSM for City Officials at national level	5	50	250			
5	Exposure visit for city officials & Govt. Representatives to explore good practices in South Asia	3	10	30			
6	National learning sharing event on CWIS	2	35	70			
7	National learning sharing event on CWIS	1	30	30			
8	Development of Capacity Building Implementing CWIS	1					
Total		16				0	

B. City Resource Pool:

Sl. No	Heads/Activities	Qty (No of Batch)	Participants/Batch	Total Participants	Cost/Batch	Total	Remarks
9	Training on CWIS planning and implementation for city standing committee and others	25	30	750			
10	Training of City Resource pool of 25 cities on: Strategic Planning: (i) CWIS planning and framework, (ii) Regulations	5	35	175			
11	Training of City Resource pool of 25 cities on: Design and Technical Operations (including IPC-OHS)	5	35	175			
12	Training of City Resource pool on: Business Operations and Customer Service (including IMIS and Dashboard utilization)	2	50	100			
13	Refreshers course of City Resource pool of 25 cities on: Key Topics	5	35	175			
14	City Based CWIS learning sharing workshop	1					
	Sub-Total	43				0	

C.

Key Persons:

Sl. No.	Position	No of Person	Person Month	Rate (Tk)	Total (Tk)
1	Team Leader, Institutional / Organizational Development Specialist	1	9		
2	HRD/Training Specialist for module development	3	19		
3	Business Operations Management Specialist	2	22		
4	Sanitation / CWIS Planning expert	2	22		
5	Financial Modeling expert	1	11		
6	Facilitators / Training Specialists	3	33		
	Sub-Total	12			0

Non-Key Persons:

1	Wastewater Systems Design expert	1	11		
2	Fecal Sludge Management expert	1	11		
3	Environmental Compliance expert	1	11		
4	Regulatory expert	1	11		
5	Research and training support staff	1	11		
6	Events coordination staff	1	11		
	Sub-Total	6			0

Total (Key + non-key persons)					
-------------------------------	--	--	--	--	--

Total Cost Summery

Sl. No	Particulars	Total	Remarks
1	Total Training (Central/National/City level) (A+B+C)	0	
2	Total Remuneration for Key persons (Sum of D)	0	
3	Grand Total (1+2)	0	
4	Vat on 3 (As per government rule)		
5	IT on 3 (As per government rule)		
6	Service Charge on 3		
	Grand Total		

DRAFT