

SKS Foundation
The FANSA- Bangladesh Secretariat
Terms of Reference (ToR)
For

Consultancy Services for Preparing Shit Flow Diagram (SFD) for 1 City Corporation, 2 Pourashavas (Municipality) Gaibandha & Srimangal, and 1 Union (Muktinagar) of Saghata upazila in Bangladesh.

Project Title	Rising for Rights for Strengthening Civil Society Network in South Asia to Achieve SDG 6
Type of Project	Advocacy and Capacity Building
Types of Services	Preparation of Shit Flow Diagram (SFD) by following SuSana Model The Link: https://sfd.susana.org/graphic-generator
Project Location	a. Gaibandha Pourashava (Municipality), Gaibandha b. Saghata Union, Gaibandha c. Srimangal Pourashava (Municipality), Moulvibazar d. Barisal City Corporation, Barisal

Introduction

It's assumed that more than 55% of the population will live in urban areas by the year 2030, especially in the cities of South Asia. As part of South Asia, Bangladesh is experiencing the same trend of increasing population in urban areas. However, the lack of city planning by the relevant authorities & institutions and the lack of control over the private developers is creating a problem in developing planned cities in Bangladesh. With the increasing population in urban areas, the basic facilities like the water supply & sanitation systems are getting overloaded.

The government and other development partners are promoting the Safely Managed Sanitation System (SMSS) to meet requirements in the coming days. As part of the advocacy network covering the South-Asian countries, FANSA- Bangladesh is also focusing on SMSS in the city areas with the promotion of City-wide Inclusive Sanitation (CWIS) by the service providers under a project ***Rising for Rights for Strengthening Civil Society Networks in South Asia to Achieve SDG 6 Project (hereinafter Rising for the Rights Project)***. For the promotion of CWIS, developing a Shit Flow Diagram (SFD) in the respective Municipalities and City Corporation is imperative. The consultancy service will develop a Shit Flow Diagram (SFD) covering the respective city corporation, municipalities & union. Being the host organization of FANSA- Bangladesh and the ***Rising for the Rights Project***, SKS Foundation invites expressions of interest (EOI) from capable Consulting firms/Consultants for providing the above-mentioned consultancy services.

This Terms of Reference (ToR) is framed for the consultancy service of the Consulting Firm/Consultant with the following objectives and terms & conditions:

Objectives of the Assignment

Framing the Shit Flow Diagram (SFD) to contribute towards achieving SDG 6.2 i.e. safely managed sanitation services within a given timeline in 1 City Corporation, 2 Municipalities, and 1 Union of Bangladesh. This will guide/direct the respective Local Government Institution to prioritize its efforts and resources to accelerate the safely managed sanitation actions in its city/town accordingly.

The specific objectives are:

- i. To map the sanitation stakeholders within the respective City Corporation, Municipality & Union understand their roles & responsibilities, and identify the most appropriate ones to initiate consultations and discussions with them.
- ii. To prepare Shit Flow Diagram (SFD) and City Service Delivery Assessment (CSDA) for the targeted City Corporations, and Municipalities.
- iii. To assess the sanitation situation of the intervening location of the city/town and its analysis.
- iv. To select an appropriate sanitation system based on the analysis of the existing sanitation situation, components, technologies, and system, the city requires/demands for.
- v. Explore the FSM service delivery model with options.

Scope of Work

The consultancy service shall include, but not be limited to the activities mentioned below:

- Literature Review: Identify existing literature and data relevant to the Shit Flow Diagram (SFD) preparation within the country and beyond.
- Develop a comprehensive methodology and tools to proceed further to collect necessary data and evidence, and analyze information before action in the field.
- Stakeholder mapping and consultations while mainly the LGIs/ relevant government bodies will be responsible for endorsing the SFD and implementing it.
- A comprehensive assessment of the current sanitation situation in the respective city/town/locations through a household survey including an analysis of existing infrastructure and practices.
- Identifying priority areas of the city/town and setting specific targets for sanitation improvement in alignment with LG's overall development goals.
- Preparing a comprehensive report that will lead to framing the CWIS Plan of the respective city/town.

Methodology

The consultant should follow the methodology to prepare the Shit Flow Diagram (SFD) targeting to frame the CWIS plan for the 4 locations covered by FANSA Bangladesh. The proposed methodology shall describe the specific procedure that will be applied to design and conduct the sanitation situational assessment in the respective city/town. Following the sanitation situational assessment by preparing the SFD, the subsequent selection of

sanitation systems shall be carried out not limited to Faecal Sludge Management (FSM). While carrying out the situational assessments, the following, but not limited to, shall be required to carry:

- Household survey (including institutional surveys and focused group discussions) to collect information from its members and representatives (ensuring responses are received from a diverse group of community focusing on marginalized groups such as women, people with disabilities, sanitation workers, and other excluded members).
- Qualitative & Quantitative survey to collect quantity and quality data on fecal sludge (FS) in containments in support of the sanitation situational analysis (SSA), etc., and so on.

Key Deliverables:

- a. Inception Report: An initial report outlining the proposed methodology, work plan, and data collection approaches.
- b. Shit Flow Diagram (SFD): The SFD shall be prepared targeting to inform both policy/ decision-makers and community users on the sanitation status of the respective 4 cities/towns.
- c. Final Report: A detailed report summarizing the entire process, methodologies employed, findings, and recommendations.
- d. Annexes: Detailed soft copies of the tools used during the preparation of the sanitation plan and reference materials for capacity building of local stakeholders to properly implement the plan.

Qualifications and Expertise/ Experiences:

The consultant(s) should have qualifications and expertise as follows:

- a. In-depth understanding of national and international sanitation guidelines, standards, and best practices.
- b. Have a relevant qualification in the development of sanitation improvement plans with profound experience/ knowledge of preparing the Shit Flow Diagram (SFD), CWIS Plan preparation, Faecal Sludge Management (FSM) initiatives, Safely Managed Sanitation Services (SMSS), etc.
- c. Have knowledge of Sanitation in the country from National to Sub-National and then to LGs with confidence in engaging with national and subnational government and civil society organizations.
- d. Previous lead/supporting role in preparing sanitation planning and management, including solid waste management, wastewater management, and provision of clean water and sanitation facilities.
- e. Demonstrated experience in stakeholder engagement and use of participatory tools for conducting situational analysis and preparing comprehensive action plans.
- f. Have qualitative and quantitative analysis skills and experience along with strong facilitation skills.
- g. Demonstrate strong ability in preparing strategic documents, strategic plans, sector plans, etc.

Timeframe

The consultancy is expected to be completed within 3 months of the date of signing the contract.

1. Contact Person

The focal person of this assignment will be the Chief Executive, SKS Foundation, E-mail: chiefexecutive@sks-bd.org; sksfoundation@sks-bd.org. The Convenor, FANSA-Bangladesh, will play the collaborative role. For the smooth & effective conduction of the assignment, and regarding any query, it is requested to contact Joseph Halder, Director-Advocacy & Communication, SKS Foundation, and Convenor, FANSA- BD, E-mail: joseph@sks-bd.org; and Xavier Sku, Project Coordinator, *Rising for the Rights* project, E-mail: xavier@sks-bd.org.