

Request for Proposal

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| RFP Title | End of programme evaluation of the AKDN Comprehensive Sanitation Initiative-Learnings, lessons and way forward |
| Reference No | AKF INDIA / 2019 / SERVICE /06 |
| Bid Validity | 30 Days |
| Date of Publishing | Tuesday, June 4th, 2019 |
| Deadline for request for clarification | Monday, 10th June 2019; 5 p.m. IST |
| Date of Written Response to bidders' queries | Tuesday, 11 th June, 2019 |
| Deadline for Submission | Friday, June 14th 2019; 5 p.m. IST |
| Email ID for Submission | akfindia@akdn.org |

1. Instructions

All proposals must be in writing, in the English language, and signed and dated by an authorized person of the bidder. Bidders must use the forms provided in Annexures of this RFP.

2. Validity

The proposal validity period should be at least thirty (30) days following the Bid Deadline. This should be clearly mentioned in both technical and cost proposal.

3. Costs of preparing bid

No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder. In particular, if proposed experts were interviewed or called for presentation, all costs shall be borne by the bidder.

4. Ownership of bid

The Aga Khan Foundation retains ownership of all bids received under this bid procedure. Consequently, bidders have no right to have their bid returned to them.

5. Alteration or withdrawal of bids

Bidders may alter or withdraw their bids by written notification prior to the stated deadline for submission of bids. No bids may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the bid procedure.

6. Opening of bid

The bid will be opened by the Aga Khan Foundation within 15 days from the deadline for the submission of bid.

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in immediate rejection of its bid.

7. Submission of bids

The bid has to be submitted in the prescribed format on or before **Friday, June 14th, 2019** by **5 p.m.** Indian Standard Time to akfindia@akdn.org

- 7.1 Technical and financial proposals should be submitted simultaneously, but in separate emails, with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, AKF will assume no responsibility for the misplacement or premature opening of the proposals submitted.
- 7.2 Both email text bodies should indicate the name and address of the bidder and the description of the proposal (technical or financial). The technical email should not contain any pricing information, not should the financial email contain any component of the technical proposal.
- 7.3 Technical proposals should be submitted in one (1) email accompanied by the forms prescribed in this RFP, clearly marked as “technical proposal”- the email subject line and corresponding attachment should read: (RFP Reference No.) – (name of bidder) – TECHNICAL PROPOSAL
- 7.4 Financial proposals should be submitted in one (1) email with the email subject line and corresponding email attachment should read: (RFP Reference No.) – (name of bidder) – FINANCIAL PROPOSAL.
- 7.5 The Financial Proposal should contain the budget in a password protected file (excel and/or pdf), which can be opened only with the password. The bidder should not mention any financial amounts in the email text body, or the password. Passwords should be made available only at a later date, when requested for by AKF.
- 7.6 Proposals should be received by the date, time and means of submission stipulated in this RFP. Bidders are responsible for ensuring that AKF receives their proposal by the due date and time. Proposals received by AKF after the due date and time may be rejected. When receiving proposals by email (as is required for the RFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated AKF inbox. AKF shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of bidders to ensure that their proposal is received by AKF in the dedicated inbox on or before the prescribed RFP deadline

8. Request for Clarification

All questions regarding the preparation of proposals must be submitted in writing (by e-mail) to akfindia@akdn.org by **Monday, June 10th, 2019; 5 p.m. IST**. Responses will be provided to all interested organizations by **Tuesday, June 11th, 2019**, through email. Aga Khan Foundation is under no obligation to consider or respond to questions that are not received in a timely manner.

9. Content of bids

Each bid must comprise a technical offer and a financial offer, each of which must be submitted separately.

Technical Offer

The Technical offer must include the following documents:

- a. Bid form (Annexure I)
- b. Technical proposal, as per the guidelines detailed under the terms of reference (Annexure II)

Financial Offer

The financial offer should be presented as per template (Annexure III) provided and if necessary completed by separate sheet for details.

10. Evaluation of bids

The criteria presented below has been tailored to the requirements of this particular RFP.

Bidders should note that these criteria serve to:

- (a) Identify the significant matters that bidders must address in their proposals and
- (b) Set the standard against which all bidders will be evaluated.

All proposals will be evaluated by the review committee based on the extent to which proposals meet the selection criteria outlined below, to the extent that they are deemed necessary, negotiations may be conducted with highest rated bidders. Evaluation percentage scores are also provided against each of the selection criteria. The number of points assigned indicates the relative importance of each factor.

In evaluating proposals, the Aga Khan Foundation will follow a Quality and Cost Based Selection, using a three-stage value selection procedure.

The most economically advantageous bid is established by weighing technical quality against price on an 70/30 basis.

Stage I - Technical Evaluation

Each technical proposal shall be evaluated on:

| S. No. | Technical Assessment | Weightage |
|--------|--|-----------|
| 1. | Organization profile, team composition and profiles of the key personnel involved in the study | 25 |
| 2. | Demonstrated capabilities of having undertaken similar assessments and | 20 |
| 3. | Technical approach, clearly outlining the proposed methodology, sampling strategy, tools, and data collection processes. | 35 |
| 4. | Proposed timeline | 20 |
| | Total | 100 |

Stage II - Financial Evaluation

Upon completion of the technical evaluation, the financial offers which were not eliminated during the technical evaluation will be considered.

Stage III - Shortlisting

Based on total scores at the end of Stage Two, Aga Khan Foundation may shortlist up to five bidders for an in-person presentation as the third stage of the evaluation. The presentation shall discuss and/ clarify the technical and cost proposals of shortlisted bidders. Aga Khan Foundation expects that at a minimum the named bidder's Project Leader shall be in attendance. Once the presentations are completed, Aga Khan Foundation shall re-score the proposals of the shortlisted agencies and select the firm with the highest total score.

11. Signature of the contract

- 11.1 The successful bidder will be informed in writing that its bid has been accepted (notification of award). Before the contracting authority signs the contract with the successful bidder, the successful bidder may be required to provide the documentary proof or statement required under the law of the country in which the company (or each of the companies in case of a consortium) is established.
- 11.2 If the successful bidder fails to provide, upon request by the contracting authority, the documentary proof or statement or the evidence of the financial and economic standing and the technical and professional capacity within 15 calendar days following the notification of award or if the successful bidder is found to have provided false information, the award will be considered null and void. In such a case, the contracting authority may award the bid to the next lowest bidder or cancel the bid procedure.
- 11.3 Within 7 days of receipt of the contract signed by the contracting authority, the selected bidder must sign and date the contract and return it to the contracting authority. On signing the contract, the successful bidder will become the contractor and the contract will enter into force.

12. Confidentiality

The entire evaluation procedure, from the drawing up of the shortlist to the signature of the contract, is confidential. The evaluation committee's decisions are collective and its deliberations are held in closed session. The members of the evaluation committee are bound to maintain secrecy. The evaluation reports and written records, in particular, are for official use only and may be communicated to neither the bidders nor to any party other than the contracting authority.

13. Ethical clauses/corrupt practices

- 13.1 Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing bidders will lead to the rejection of its bid and may result in administrative penalties.
- 13.2 The bidder must not be affected by any potential conflict of interest and shall have no particular link with other bidders or parties involved in the project.
- 13.3 The evaluation committee reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the implementation of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the contracting authority.

- 13.4 Bidders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.
- 13.5 Failure to comply with one or more of the ethical clauses may result in the exclusion of the bidder or contractor from other commission contracts and in penalties.

14. Cancellation of the bid procedure

In the event of cancellation of the bid procedure, bidders will be notified of the cancellation by the contracting authority.

Cancellation may occur where:

- the bid procedure has been unsuccessful, i.e., no qualitatively or financially worthwhile bid has been received or there is no response at all;
- the economic or technical data of the project has been fundamentally altered;
- exceptional circumstances or *force majeure* render normal performance of the contract impossible;
- all technically compliant bids exceed the financial resources available;
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid even if the contracting authority has been advised of the possibility of damages. The publication of a procurement notice does not commit the contracting authority to implement the programme or project announced.

Annexure I - Bid Form

Bidder's Details

| | | |
|----|--|--|
| 1. | Name of the Agency / Individual | |
| 2. | Name and Designation of Authorized Signatory | |
| 3. | Communication Address | |
| 4. | Office Phone No, Mobile No: | |
| 5. | E-Mail ID | |
| 6. | GST registration Number: | |
| 7. | PAN Number | |

Particulars details of Bidder's representative

| | | |
|-----|-----------------------------|--|
| 8. | Name of the Contact Person: | |
| 9. | Designation: | |
| 10. | Phone No: | |
| 11. | E-Mail ID: | |

Continuation of Annexure I

DECLARATION

I, _____, Resident of _____, Proprietor / Director / Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this declaration and execute this bid document;

I / We hereby certify that I / we have read the entire terms and conditions of the bid documents, including all documents like annexures etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The rates quoted by me / us are valid and binding upon me for the entire period of contract and period of extension.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my / our bid at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I / we hereby unconditionally accept the bid conditions of above-mentioned bid document(s) in its totality. In case any provision of this bid is found violated, then your organization shall without prejudice to any other right or remedy be at liberty to reject this bid.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure II - Terms of Reference

About the organization

The Aga Khan Foundation (India) (AKF (India)) is a member of the Aga Khan Development Network (AKDN), a group of 11 independent development agencies addressing the needs of poor and marginalised communities in more than thirty countries where it operates. The Foundation has been active in India since 1978, implementing programmes directly and in partnership with other AKDN agencies and implementing partners. Active in six states, its multi-sector programmes include the strengthening and expansion of agriculture and food security initiatives, economic inclusion, early childhood development, education, health and nutrition, including facilitating access to sanitation and clean drinking water, and the establishment of community institutions and building their capacity to lead and sustain development interventions.

About the project

The AKDN Comprehensive Sanitation initiative is a five-year multi- state initiative to promote 100% access and use of improved sanitation facilities in AKDN's programme geographies of Gujarat, Madhya Pradesh, Uttar Pradesh and Bihar. The programme intends to demonstrate a model that brings together the community, local government and school to improve sanitation access. for 100,000 households, wards in select locations as well as improved WASH access in 600 schools. The Initiative, led by the Foundation is jointly being implemented by The Aga Khan Rural Support Programme, AKRSP(I), and the Aga Khan Agency for Habitat, AKAHI.

Till date, programme efforts have resulted in increased sanitation access and use for 120,000 households across 1000 villages/habitations of Bihar, Gujarat, Madhya Pradesh, Maharashtra, Uttar Pradesh, including achievement of ODF status of 638 habitations. Technical assistance to help achieve ODF efforts is being extended in 8 districts, and these efforts have ensured that 6 blocks within these districts have achieved ODF status, with progress underway to achieve the rest in 2019. So far, 200 schools are also covered with the refurbishment /construction of WASH infrastructure to demonstrate gender sensitive, age appropriate and inclusive facilities with running water supply and proper operation and maintenance system. In 2017, AKDN also introduced a dedicated school hygiene education programme, aimed at building the capacity of government teachers to introduce hygiene education, to raise awareness and improved practices on key hygiene behaviours amongst children as well as to build the capacities of school management committee members to plan and prioritize WASH-in School. So far, the programme was implemented in 918 schools, and was successful in reaching out to approximately 140000 children. Now it is scaled up across 3000 schools, in the states of Uttar Pradesh, Gujarat and Bihar.

Menstrual Hygiene Management is another core component of the Initiative, and over 25,000 women and girls have been supported and enabled to improve their knowledge and practice on

Menstrual Hygiene. This is being done through the platform of over 471 adolescent girls and women groups which have been formed and promoted across intervention villages.

Under this initiative, the project teams are also working to demonstrate models for community sanitation in informal urban slum settlements in Patna city, Bihar. The Foundation has facilitated the construction of a ten-seater double story community toilet complex, in addition to facilitating repair work in other facilities. Today, the Foundation is also working to strengthen the capacities of Urban Local Bodies in Patna to deliver improved solid waste management services, while also building community awareness on waste management and segregation.

In 2018, AKF also embarked on a partnership with UNICEF in 5 districts of Uttar Pradesh to lend technical support to District governments to help achieve and sustain ODF status. A core objective of the partnership is to move towards district level ODF by strengthening district, block and GP level processes linked to planning, monitoring, capacity building and social behaviour change campaigns. Under the partnership, AKF is strengthening its engagement at the District and block level; and have helped established a robust system for monitoring. Teams have also helped districts to review and finalize their Annual Implementation Plans, and Social and behavior Change plans, as well as supported specific capacity building initiatives around behavior change communication and community led total sanitation campaigns, and are providing routine feedback and observations on the status, and functionality of household, school, Anganwadi and Healthcare facility toilets, including developing incremental plans for development.

The existing monitoring approaches- AKF introduced a mobile monitoring tool AkvoFlow, to monitor physical progress of toilet construction and key behavior indicators. While all 100,000 household sanitation units have been mapped, the team has also been able to draw inferences with respect to hygiene behaviors, usage and condition of facilities as well as inclusive approaches adopted with in the programme. Most recently, the Foundation has also initiated a monitoring exercise from amongst those households, going back to a little over 3000 data points to gather and assess information around usage patterns, functional status and quality of infrastructure, and key behavioral indicators.

| Theory of Change Impact: AKDN Sanitation Initiative | | |
|---|--|---|
| Impact- Access to Safely managed sanitation facilities and improved health indicators | | |
| Intervention | Intermediate Outcomes | Outcomes |
| Sub-Theme: Household and community sanitation <ul style="list-style-type: none"> ▪ Promote Household Sanitation facilities in around 1000 habitations ▪ Strengthen Sanitation Supply Chain ▪ Promote mini drinking water schemes ▪ Promotion of community sanitation facilities in urban wards | Community institutions able to priorities, plan, promote and demand safe Sanitation, Hygiene and health services | Improved access to safely managed sanitation facilities |
| | Knowledge of safe hygiene and sanitation and access to WASH facilities | Improved hygienic practices and ODF communities |
| Sub-Theme: School WASH <ul style="list-style-type: none"> • Infrastructure improvement in around 130 schools to demonstrate access to functional WASH facilities | Availability of functional WASH facilities | Improved WASH access in Schools |
| | Empowered children clubs to track and promote hygiene behaviours in schools | Enabling environment for better learning outcome |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • Build capacities of and federate SMCs to manage and demand for better services • Build capacities of CRCs, Block resource coordinators (BRCs) and teachers on promotion of Hygiene Education in 1000 schools | <p>Empowered school institutions to promote school hygiene education and sustained O&M</p> | |
| <p>Across sub-themes</p> <ul style="list-style-type: none"> • Building capacity of community institutions and three tiers of PRIS <ul style="list-style-type: none"> • <i>SBCC for health and hygiene promotion, including MHM</i> | | |

Purpose of the Evaluation

The evaluation of the AKDN Sanitation Initiative is to provide the AKDN agencies with an independent and forward-looking perspective in terms of achievements, challenges and opportunities. The purpose of undertaking this end-of-programme evaluation of the sanitation initiative is also to assess to what extent the overall support provided by AKDN Sanitation initiative to SBM are relevant, effective, and sustainable, and overall changes made from the project implemented. What will be learned from the evaluation findings are expected to play an instrumental role in informing decisions of the AKDN agencies in the next phase of programme planning.

Objectives of the evaluation

Aga Khan Foundation (AKF) India seeks to conduct an evaluation to assess programme's progress towards key objectives which entails not just facilitating improved access to sanitation for more than 100,000 families, but also enhancing communities' knowledge, attitudes and practices around key hygiene behaviours and to achieve ODF status across intervention geographies. The evaluation also intends to generate substantial knowledge and learning on the results of the Comprehensive Sanitation initiative to develop roadmap to support ODF++ approach.

Specific Objective

1. The evaluation will explore how the AKDN Comprehensive Sanitation Initiative has contributed towards improving access to safely managed sanitation facilities at household level and sustainable ODF Status for the intervention villages
2. To assess the capacity of existing village/ward Institutions: Efficacy of the Panchayati Raj Institutions (PRIs), elected local governments/VWSC/Nigrani Samiti and their role in achieving and sustaining ODF++ outcomes such as SLWM, MHM, access to WASH in School, AWC etc. and healthcare facilities.
3. The evaluation will examine the behavior change communication approaches adopted in different settings and identify the key triggers that has helped local communities to move towards improved hygiene practices and ODF Status
4. Provide specific recommendations on the basis of lessons learned in order to improve planning and implementation for better delivery of results for the most vulnerable and marginalized communities and to promote ODF++

5. To assess the relevance of the AKDN Sanitation initiative in supporting the State and district governments towards the achievement of the overall mandates Swachh Bharat Mission – rural

Scope and specific deliverables of the Evaluation

The end-of-programme evaluation is expected to assess achievements, challenges and opportunities from the implementation of the AKDN Sanitation Initiative. The evaluation will be a systematic review of the activities delivered by the programme. Thus the evaluation is aimed at assessing following specific deliverables in details

1. Assessing whether the program influenced sanitation perceptions and hygiene behaviors, and whether this led to increased usage to sanitation facilities and improved child health outcomes specially reduction in diarrheal cases in select geographies
2. The AKDN Sanitation initiative focuses on Community-Led Total Sanitation (CLTS), behavior change communications, and social sanitation marketing to generate demand and strengthen the supply for sanitation products and services to improve access of household toilets and ODF communities. In this backdrop AKF is looking at this assessment to codify our best practices around community mobilization and strengthened supply chain and also document the innovative approaches that have helped drive adoption of improved hygiene behaviors leading to sustained ODF status.
3. The assessment should document the gains made towards empowering GP/village level committees/institutions and document to what extent these institutions are now leading the agenda of WASH, and ODF+ outcomes in their villages. While evaluating the capacity building achievements following aspects should be examined in detail
 - I. Engagement of field level motivators/para-workers: The Initiative has engaged dedicated volunteers/field level facilitators and invested significantly in their capacities. Here the evaluation must analyze the role played by these field level volunteers to successfully mobilize communities towards collective action to build toilets and its usage
 - II. The Initiative has established user groups in urban wards to manage community sanitation facilities and strengthen Nigrani Samities in rural villages for ensuring sustainability of ODF status. Given their significant role in ODF movement and CMT management, the study must examine and document the capacities of these platforms and their role in next phase of ODF+
 - III. 'Swachchagrahis' have been trained and deployed as last mile facilitators to achieve and sustain ODF status, the study should look into their role especially in Bihar and Uttar Pradesh to achieve ODF outcome
4. **Infrastructure quality** and accessibility leading to better usage: In view of the increased number of household toilets facilitated under the Initiative- a total of more than 1,20,000 household toilet units since 2015-- the evaluation must examine the construction quality and linkage with usage of toilets and accessibility especially from the perspective of vulnerable groups. While evaluating the infrastructure evaluation should also examine the efforts made to strengthen the sanitation value chain, with a special focus on the following elements:

- IV. Engagement with the informal network of service providers and construction related vendors and attempts at linking them with the District SBM cell and local communities -a key strategy to ensure uninterrupted supply of materials for the toilets in villages. An analysis of how this has helped to expedite the sanitation coverage would be a critical focus of the study, especially in Bihar.
 - V. Given the high focus on training of masons under the programme to develop a skilled resource at the village level, the study must also document the key results of masons' trainings and how this has helped in expediting coverage, ensuring the quality of construction and in promoting inclusive structure.
 - VI. The programme must also document and examine the impact of introducing several low cost technological options for IHHL that have been introduced in the diverse geographical terrains such as in hard-rock areas, high and low water table conditions.
5. As part of its work on financial inclusion, AKF has promoted the platforms of Self-help groups across all its intervention states. This engagement with women led SHGs platform for promoting Sanitation coverage has successfully demonstrated the role women leadership in leading the sanitation movement at scale especially in Gujarat. The key achievements and role of women leadership in sanitation movement must be captured in the study. The programme must also evaluate the alternate financing mechanisms in both Gujarat and MP, developed through engagement and involvement of SHGs in the sanitation movement and must document how in several cases, they have led to an increase in sanitation coverage in the regions.
 6. The assessment should also provide an indication to the extent to which the Foundation has been able to align its Comprehensive Sanitation Initiative with Government priorities envisioned in the Swachh Bharat Mission and the extent of support it has provided to the District authorities in the achievement of the objectives of open Defecation Free Status. The Network has lent support through several training and capacity building initiatives, at the District/block/State levels, including adopting a facilitation role to streamline several key district level processes such as supporting them in the development of Annual Implementation Plans, trainings of Swacchgrahis, masons, CLTS motivators to strengthen the execution capacities of the District/State SBM teams. In addition, in Gujarat, the Network is also recognized as a Key Resource Centre, extending training and capacity building support in these domains in around 11 districts in Gujarat. The assessment should thus evaluate to the extend the Network has been able to align itself to the existing Government of India Initiative, extend valuable support to State/District and Block level processes, and through them influence policy for implementation of the Swachh Bharat Mission.
 7. As part of **AKF's work on School WASH**, efforts have been geared towards facility improvement and promoting improved hygienic practices amongst children in those schools where AKF is already intervening through its ongoing education programme. The study must document and analyze progress made towards establishing systems for operation and management of facilities as well as facilitating the uptake of hygiene practices through the revitalization of existing sanitation facilities. Leveraging a dedicated large school hygiene education programme (through introduction of hygiene modules, and strengthening of capacities of School Management committees, child cabiners) over a community sanitation

initiative has been a strategic move by the Foundation, as it firmly believes that the children can help sustain hygiene efforts by taking back the lessons learnt in schools to their families and larger communities. Hence, the study should also document the impact of a holistic intervention in villages in which both schools and larger communities have been the focus, and assess the extent of changes in behaviors amongst communities.

8. A very strong focus within the Initiative is on supporting improvements in knowledge and practice around menstrual hygiene, particularly amongst adolescent girls. The Initiative should document the approaches adopted to sensitize communities, and to document the impact of the work on MHM for women and girls in bringing about improvements in their knowledge and practice, and provide insights into how AKF can strengthen this work. It should also assess how the initiative has layered interventions on existing platforms of Self Help Groups, and adolescent Girls groups, including taking into schools, and assess how the initiative has evolved and document approaches towards facilitating not just improvements in practices, but also in streamlining supply of hygienic products. Engagement and alignment with existing government programmes on MHM, should also be documented as part of the assessment.
9. The initiative has also introduced pilots on Solid and liquid Waste Management in rural and peri-urban areas and should examine the impact of these initiatives on the ground in facilitating ODF communities.
10. The initiative has also conducted a study on the vulnerability of ground water quality in the alluvial terrain of Bihar and have made specific recommendations for environmental safeguarding and improved health. This evaluation must incorporate the salient features of this study in the larger recommendation for next phase of ODF+ outcome
11. The Foundation has also pioneered innovative solutions to develop affordable, community managed models for urban sanitation in resource and space constraint locations, and the evaluation should examine to the extent possible these have aided in addressing the sanitation linked challenges of these communities and developed models that have introduced both innovative infrastructure and technological options as well as community linked approaches of management that can be scaled and replicated in other geographies.
12. Since its inception the AKDN Sanitation Initiative has evolved as a programme, partnered with Government, UN agencies and many CSR entities that has enriched the programme both in reaching out to larger number of beneficiaries and demonstration of inclusive and good quality of infrastructure. The evaluation must document the way the programme has evolved and how this would be useful for the next phase
13. The study is intended to be shared with key government stakeholders and partners. Through the assessment, the Foundation should also be informed of the intervention strategies and approaches that have worked, and those that have not, and an indication of the strategies that could be taken forward when envisioning the post 2019 interventions and strategies.

Scale of the current AKDN Sanitation Initiative

| Direct Intervention | | | | | | |
|----------------------|----------------|--|-------------|-----------------------------------|--------------------------------------|-----------------------------|
| Sr N | State | Name of Districts | AKDN Agency | No of blocks | No of villages/habitations | No of beneficiaries reached |
| 1 | Bihar | Muzzafapur, Samastipur, Saran | AKRSP | 15 | 1754 | 329,422 |
| 2 | Gujarat | Junagadh, Devbhoomi Dwarka, Porbandar, Surendragar, Dangs, Bhavnagar, Amreli, Gir Somnath, Morbi | AKRSP, AKAH | 14 | 561 | 264,588 |
| 3 | UP | Bahraich | AKF | 5 | 91 | 38,632 |
| 4 | MP | Khandwa, Khargone, Burhanpur | AKRSP | 5 | 104 | 69492 |
| 5 | Maharashtra | Phalgar | AKAH | 1 | 3 | 3641 |
| School Intervention | | | | | | |
| Sr N | State | Name of district | AKDN Agency | No of District | Number of children | No of teachers |
| 1 | UP | Bahraich | AKF | 1 | 11,000 | 100 |
| 2 | Bihar | Patna, Samastipur | AKF, AKRSP | 2 | 61,600 | 692 |
| 3 | Gujarat | Amreli, Bhavnagar, Devbhoomi Dwarka, Gir Somnath, Junagarh, Morbi | AKAH, AKRSP | 6 | 43500 | 540 |
| 4 | Maharashtra | Phalgar | AKAH | 1 | 10,200 | 60 |
| 5 | Madhya Pradesh | Burhanpur, Khandwa | AKRSP | 2 | 24,000 | 60 |
| 6 | Telangana | Hyderabad City | AKAH | 1 | 12000 | 60 |
| Technical Assistance | | | | | | |
| Sr Number | State | Name of district | AKDN Agency | No of Blocks | No of indirect beneficiaries reached | |
| 1 | UP | Bahraich, Shrivasti, Gonda, Khiri, Balrampur | AKF | 44 | Information is awaited | |
| 2 | Bihar | Samastipur Muzaffarpur, Saran | AKRSP | Blocks: 54 Priority Blocks: 14 | 330,000 | Approx: 60,000 HH |

Methodology

14. The assessment will be based on a combination of qualitative and quantitative methods. The evaluation agency will be responsible for the overall design of the study, sampling, development of data collection instruments, data collection, entry and analysis, and report writing and brief development for the study. As outlined above, AKF through its mobile monitoring tool, Akvo flow has captured information for over 100,000 families, including going back to a little over 3000 households to monitor status of facilities and assess usage patterns. It is envisaged that this analysis that is available with AKF, will be factored into the evaluation report, especially when reporting on usage of facilities, and commenting on the existing status of infrastructure. In addition, it is expected that voices and experiences from key stakeholders including the AKDN core team involved in implementation, as well as key officials at the State, District and block are also captured during the evaluation study to further understand the evaluation of the project, and comment on its trajectory over the years.

The specific responsibilities will include.

| Sampling, data collection and analysis | Reports and briefs |
|---|---|
| <ul style="list-style-type: none"> • Review of all key project documentation • Development and finalization of data collection tools, mapped to the review objectives • Data collection and field visits • Consultations with the project staff and relevant stakeholders on the current implementations at the district and state levels • Transcription • Data analysis | <ul style="list-style-type: none"> • Submission of inception report • Submission of report outline • Submission of first draft reports, which will include an executive summary, a brief description of the programme and its design, review design and methodology, findings, conclusion and recommendations • Revision of report based on AKF India's comments • Final report submitted to AKF India • Presentations on the study made to AKF India |

Time line

- Between 25th June to 10th September 2019, AKF India seeks to conduct this evaluation to review the Comprehensive Sanitation initiative that will assess our progress towards our key objectives across all states of intervention.
- The end of programme evaluation study should be conducted within a timeframe of 10 weeks, with an expected start date of June 25th, 2019, contingent on the date of finalization of the agency / team of experts.
-

| Activities | • Duration |
|-------------------------------|---------------|
| Inception report | • 2 weeks |
| Data collection and entry | • 3 - 6 weeks |
| Presentation and draft report | • 1 week |
| Final report | • 1 week |

Guidelines for the proposal

The technical proposal should be in the English language, typed, single-spaced, with each page numbered consecutively. The maximum number of pages for each component of the technical proposal is given below:

The technical proposal should clearly detail the following:

The technical proposal should be in the English language, typed, single-spaced, with each page numbered consecutively. The maximum number of pages for each component of the technical proposal is given below:

A. *Technical Approach* (not to exceed 4 pages)

The proposal should provide a detailed description of how the consultant will approach and complete the scope of work, including:

1. How the consultant/agency will develop the sampling strategy and tools
2. How the consultant/agency will ensure ethics
3. Draft analysis plan.
4. How the consultant/agency will ensure quality of data collection
5. How the consultant/agency will ensure the quality of data management
6. How the interviewers will be selected.

B. *Capability Statement* and proposed project personnel (not to exceed 3 pages)

A statement on consultant's capabilities including:

1. A background summary of the consultant/agency's experience outlining areas of expertise; with a focus on WASH
2. A description of key team members who will be carrying out various aspects of the project such as interviewers and transcription personnel
3. A current list of clients and any direct experience the consultant has working on evaluations if the fields of WASH
4. A current resume for key persons shall be included in the proposal.

C. *A timetable/implementation plan* (not to exceed 2 pages)

As part of the proposal, a Gantt chart illustrating the timetable/implementation plan should be prepared that includes major activities as they relate to the scope

of work and demonstrates how this work will be accomplished within the allotted time frame.

Annexure III - Financial Proposal

Detailed budget line item-wise costs under the broad cost heads of Personnel, Travel, Training, Printing and stationery, Communication, Data analysis, etc. should be given in the following template.

| S. No. | Particulars | Unit | Time Unit | Unit Cost | Total (INR) | Rationale |
|---------------|--------------------|-------------|------------------|------------------|--------------------|------------------|
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| Total | | | | | | |

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Please note that we will not be able to reimburse any per diem and expenditure supported by self-declaration.