

REQUEST FOR PROPOSALS FOR HIRING OF INDIVIDUAL CONSULTANT

Title of assignment	Documenting project success through stories/ case studies
Type of assignment	Short-term consultancy for individual consultant
Location	Sindh (District Thatta)
Date	March 4 , 2022

1. Introduction and Background

NRSP with support from WaterAid in Pakistan (WAP) has been implementing Sustainable WASH (SusWASH) project in district Thatta since 2017. The project is focussed on: creating sustainable inclusive WASH models in communities, schools and healthcare facilities to inform local and national level planning; build capacity of the government for more efficient planning, budgeting and monitoring WASH services at district levels; Improved mechanisms for users to provide feedback and hold WASH service providers and duty-bearers to account; and improved environment at provincial and national levels which enables sustainable WASH service delivery with clear roles and responsibilities, and institutional arrangements and regulatory frameworks.

NRSP plans to capture the key learning of the project interventions through development of case studies/ stories of human interest. In this regard, services of individual consultant are required for a time bound consultancy. The detail of consultancy services is given as under:

2. Objectives:

- The objective of this assignment is “to develop 10 success stories/case studies in English language for documenting and sharing project success and learnings on the specified topics”.
- These case studies may also be captured in context of sharing success stories of various initiatives taken in the project – so as to promote best practices and showcase the impacts of project interventions.
- These case studies will also highlight the unique approaches that are used by the WAP and NRSP to achieve results. It will also discuss in details steps that can be taken to replicate these interventions by other similar organizations.
- These case studies will also document clear practical examples of how various approaches used in implementation of the projects generated results.
- Finally, the case studies should attempt to showcase the impacts that project is making on the lives of targeted beneficiaries.

3. Scope of Work

- Identify topics to be covered in the case studies in consultation with NRSP.
- Develop 10 case studies in English on the topics formally approved by NRSP.
- Discussions/meetings with the project team for understanding the assignment, collection of project related information/documents and literature review before the execution of the assignment
- Planning field work in close consultation of the field teams of NRSP

- Development of general checklist/questionnaire for the case studies, discuss with the project team and finalize it for further execution after NRSP's approval of the questionnaire
- Responsible for arranging his/her own equipment including laptop, camera etc.
- Responsible for collection of high-resolution and good quality photos and share all records with the concerned NRSP office after the assignment
- Share the draft case studies with the concerned of NRSP representative for feedback and revise them as per the suggestions/recommendations.

4. Role of NRSP:

- NRSP will provide all project related information, documents and data etc. as required by the consultant
- NRSP will facilitate consultant in the identification of feasible locations, potential communities and respondents for undertaking interviews to capture the success stories.
- NRSP will provide the list of key project interventions and progress reports as required by the consultant.
- NRSP will facilitate consultant to hold meetings with project stakeholders/ respondents
- NRSP will facilitate the consultant for travel from Thatta to project areas for official field activities.
- NRSP will also provide boarding & lodging support. In case the consultant is outside the Thatta, the stay will be provided in NRSP office guest room Thatta.

5. Deliverables :

Following are the deliverables:

Development of 10 case studies with designing and one colour printout and soft copy in PDF and with source file (with art work) on USB.

6. Reporting Lines:

In all technical and strategic matters related to this assignment, the consultant will report to the Regional General Manager NRSP Regional Office Hyderabad. For day to day logistic issues, Administration Officer of NRSP's local Thatta office will provide guidance.

7. Intellectual Property Rights:

All documents and knowledge generated as part of this assignment shall remain the sole and exclusive property of WaterAid Pakistan/NRSP.

8. Consultancy time frame:

The total duration of this assignment is approximately 15 days. The consultant would be responsible to complete the task within agreed time frame. A tentative timeline is given below:

Activities/ Tasks	Activity Timeline / Days														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Inception meeting with staff	■														
Literature review & finalizing modalities	■	■													
Developing questionnaire & other tools		■	■												
Field work for documenting case studies			■	■	■	■	■								
Drafting case studies						■	■	■	■	■					
Sharing draft with NRSP for feedback								■	■	■	■	■			
NRSP's feedback on the draft												■	■		
Finalizing NRSP's feedback in the draft													■	■	■
Sharing final draft with NRSP along with supporting documents. Pictures, data etc.														■	■

In view of time constraints, the consultant shall have to ensure multitasking to meet the deadline.

9. Eligibility and Experience:

The consultant should have;

- At least Master degree in Social Sciences or relevant field from a recognized university/ college
- At least 5 Years demonstrated experience of documenting case studies/success stories/reports writing.
- Have experience of working NGOs/INGOs.
- Should be able to share at least five high quality previously developed case studies/success stories/reports with undertaking that he/she has developed these.
- Must possess personal equipment like laptop, camera etc.
- Excellent communication skills in English language.
- Familiarity with local language and ability to ask questions in local (Sindhi) language

10. Technical Proposal Requirements:

- A technical proposal comprising of the consultant detailed CV/profile, experience details, with copy of highest educational degree, understanding of the TOR & proposed methodology.
- Conceptualization and understanding of the assignment and brief methodology to interact with respondents and undertake the interviews while complying with the given timelines.
- Provide supporting document of the claimed qualification and experience, and already developed case studies¹.
- Last two completed assignments references
- Copy of NTN/CNIC

11. Financial Proposal Requirements:

The cost should be quoted for completion of entire consultancy. This should also include travel up to Thatta. The travel from Thatta to field will be provided by NRSP. The total quoted rate should be inclusive of all applicable taxes as per laws of the land.

¹ These should have been developed independently by the consultant and should NOT be the work done of anyone else. NRSP reserves the right to crosscheck the veracity and/or undertake a written test to assess the communication skills of the consultant(s).

The maximum budget available for this assignment is Rs.200, 000 (including all applicable taxes).

12. Evaluation Criteria:

The technical and financial proposals should be submitted in two separate sealed envelopes. Technical offers will first be evaluated according to the "Evaluation criteria" given below. The consultant(s) shall have to secure at least "70" scores in order to be eligible for further considerations. Financial proposal of only those consultants would be opened whose technical proposal are qualified.

Evaluation Criteria is given below:

Description	Max. Marks (100)
Qualification	20
Quality of proposal, understanding of the assignment/ TORs and compliance with bidding requirements, including provision of two references	20
Previous Experience	20
Working Experience in Sindh & familiarity with local Sindh language	10
Communication and Writing Skills ²	30

Consultant scoring highest marks in technical evaluation and financial proposal within budget would be shortlisted for this assignment.

Negotiations can be made on offered rates.

13. Mode of Payment.

Payment will be made in three installments as per below given details

- 30% payment will be made after submission of first draft of success stories to NRSP for feedback.
- 30% payment will be made after submission of second draft of success stories by incorporating NRSP's feedback.
- 40% payment will be made after the submission of final copy to NRSP's satisfaction in soft & hard forms along with all other supporting information, pictures, data, duly filled questionnaires etc.

Payment will be made through appropriate banking channels after deduction of all the applicable taxes as per laws of the land.

14. Proposals submission and deadline for submission:

² If deemed appropriate, NRSP can offer the shortlisted consultant an opportunity to demonstrate their communication skills in English through a written test.

Last date of submission of proposal is **March 11, 2022 till 2.00 PM** local time to the below mentioned address in sealed envelope through courier or by hand. If any proposal received late, it would not be considered. Proposals should be submitted in hard form through courier. Any proposal received through email will not be considered. Technical and financial proposal should be submitted in separate envelope and further in one outer envelope. Any deviation will result rejection of proposal.

Proposal should be marked as;
(Proposal for hiring of consultant for case studies/success stores under SusWASH Thatta Project)

NRSP shall not be liable to reimburse any expense incurred on the development and submission of proposals.

One consultant can submit only one proposal. In case multiple proposals received from one consultant, the proposal received first should be considered for evaluation.

To,
The Administration Section,
National Rural Support Programme,
Regional Office, Hyderabad
Hyderabad-Mirpurkhas Dual Carriage Way near Gul Mohar Restaurant,
Rahooki, Hyderabad
Ph: + 0303-7772135, 0303-7775944
azhar.ahmed@nrsp.org.pk

The consultants can send their complaints or grievances in connection with these TORs and its shortlisting/ finalizations to complaints@nrsp.org.pk.

Note:

(If any information/document which is meant necessary for the evaluation of the proposal is not submitted, NRSP will not ask for such information/document, so be very careful while submitting the proposal)