**Request for proposal**

**To conduct a study on analysing post-ODF national WASH plans and programs, and budget allocation.**

**Background**

Bhutan achieved a remarkable milestone in sanitation development by attaining 100% open defecation-free (ODF) status in 2022. As the government implements its 13th Five-Year Plan, it is crucial to sustain this achievement and address emerging sanitation challenges through equitable and sustainable resource allocation. According to the 2023 National Health Survey, the percentage of basic sanitation services (improved facilities) stands at 81.6% in urban areas and 85.1% in rural areas. These figures underscore the need for continued efforts to achieve Sustainable Development Goal (SDG) 6.2, which aims to ensure safely managed sanitation services for all by 2030.

Despite the ODF success, several post-ODF challenges persist. These include inadequate public toilet facilities along national highways, in public spaces, and at institutions, as well as a lack of accessible toilets for vulnerable social groups. Additionally, the safe management of fecal sludge in rapidly growing urban centers is becoming an increasingly pressing issue. This is compounded by insufficient technical capacities and resource allocation for the sustainable operation and maintenance of treatment plants.

In light of these challenges, this study aims to examine the government’s plans and programs to sustain Bhutan’s ODF status and achieve safely managed sanitation services by 2030. The findings will provide valuable insights for relevant stakeholders to collaborate, streamline, and complement existing initiatives. Furthermore, the study will help track progress in sanitation development, ensuring sustainable and inclusive services for all.

**Objectives**

1. To analyze national sanitation and hygiene programs, plans, and targets outlined in the 13th Five-Year Plan, with a focus on safe fecal sludge and wastewater management in growing urban centers, as well as the provision of public toilets in public spaces, healthcare facilities, and educational institutions.
2. To assess budget allocations and subsidies for the construction, operation, and management of sanitation facilities, ensuring equity and inclusion for target groups such as low-income households, marginalized communities, vulnerable populations, and underserved areas.

**Scope of the work**

* Literature Review: Identify and analyze existing literature, reports, and data relevant to the sanitation sector in Bhutan and beyond to establish a foundational understanding of best practices and challenges.
* Research Methodology Development: Design appropriate research methods and tools for data collection and analysis, ensuring a comprehensive approach to assessing sanitation programs, financing, and service delivery.
* Stakeholder Engagement: Identify and analyze key actors involved in financing, managing, and monitoring sanitation sector resources, assessing their roles, responsibilities, and contributions. Conduct interviews and validation workshops with key stakeholders, including government agencies, development partners, and community representatives, to gather insights and validate findings.
* Data Review and Financial Analysis: Undertake a desk review of sanitation and hygiene service coverage data, financial allocations, and public financing mechanisms, consolidating available information on service costs and expenditures.
* Equity and Inclusion Assessment: Evaluate how budget allocations and resource utilization align with principles of equity and inclusion, particularly in addressing the needs of low-income, marginalized, vulnerable, and underserved populations.
* Performance and Gap Analysis: Identify challenges in sanitation service delivery, financing, and management, assessing underlying causes and potential solutions.
* Reporting and Recommendations: Prepare a comprehensive report and presentation summarizing key findings, analyses, and actionable recommendations for strengthening sanitation services and achieving safely managed sanitation by 2030.

**Qualifications and experience**

* Have a relevant qualification in development finance/economics with experience/Knowledge of sanitation development
* Have knowledge of public financing flows in the country from National to LGs/Thromdes
* Have experience in engaging with national government, LG and civil society.
* Have qualitative and quantitative analysis skills and experience along with strong facilitation skills

**Duration of the work**

* The expected duration of the assignment is 1 months 15 days from the time of entering into the contract.
* The target date of commencement of the work will be 14/02/2025, with the expected date of full completion of the assignment being 30/3/2025.

**Deliverables**

The key deliverables the Consultant is expected to produce as outlined in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Deliverable | Description | Intended Audience |
| 1. | Inception Report | A concise summary of the consultant’s review of available data, methodology, proposed analysis plan and preliminary report structure | BTO for undertaking the review of report |
| 2. | Final Report | A comprehensive, and succinct report presenting the process, analysis and findings from the study (tables and charts to summarise information) | WASH development actors of Bhutan |

**Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Criteria** | **Points** |
| 1 | Expertise of service provider | 20 |
| 2 | Methodology and approach | 60 |
| 3 | Past experience | 20 |

**\*\*** The score of evaluation is not the final basis to decide the award, the comparative of competitive financial proposal will also to evaluated.

**Deadline and submission of proposal**

The format for the proposal is as per the annex 1 in the following page. Proposal must be submitted on or before 10/02/25 to [po.bhutantoilet@gmail.com](mailto:po.bhutantoilet@gmail.com). Late submission will result in disqualification for evaluation.

Announcement date: 20th March

**Annex1**

Form for submission of service providers proposal

Bhutan Toilet Org

Thimphu

[Date:]

Program Lead

I, the undersigned, hereby offer to render the following services to BTO in conformity with the requirements defined in the RFP dated [specify date] and all of its attachments.

1. Lead consultant’s CV demonstrating qualifications must be submitted
2. Brief Company Profile – describing the nature of business, field of expertise, copy of licenses, certifications, accreditations;
3. Proposed Methodology for the Completion of Services
4. Financial proposal; Cost breakdown based on deliverable

|  |  |  |
| --- | --- | --- |
| Deliverable/Particulars | Amount | Total |
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| Total Quoted Price | |  |

Please note:

The total fees as quoted by your firm to BTO for the purpose of the present RFP shall be firm and final.

The costs of preparing a proposal and of negotiating a contract are not reimbursable by BTO.

Principal Consultant

[Designation]

[Date]