**TERMS OF REFERENCE**

**Preparing, Organizing, Conducting and Documenting Capacity Building Trainings for female/male community members on home-based composting and kitchen/roof top gardening and WSSC Sanitary Workers/staff on composting, compost pit operations and maintenance.**

# **1. BACKGROUND**

The Foundation and Oxfam as partners are implementing one of the trust fund’s sub-projects ADB-RETA 9329: Promoting Urban Climate Change Resilience in Abbottabad in Pakistan - also referred to as ‘Building Resilient Urban Communities’ (BRUC). It is a pilot and development activity focused on community-led projects and their role in urban resilience planning. The project engages cross-sectoral stakeholders, including local governments, civil society organizations and community members. Urban Climate Change Resilience Trust Fund (UCCRTF) multi-donor trust fund (2013-2021) administered by ADB under the Urban Financing Partnership Facility. With funding from the Rockefeller Foundation, the Governments of Switzerland and the United Kingdom, it aims to support fast-growing cities in Asia to reduce the risks poor and vulnerable people face from floods, storms or droughts, by helping to better plan and design infrastructure to invest against these impacts. The fund supports cities by improving urban planning, designing climate-resilient infrastructure, and investing in projects and people.

**BRIEF BACKGROUND ABOUT THE PROJECT TARGET AREA AND THE COMMUNITY LED PROJECT**

City Urban Ward 11 is located at the geographic center or kilometer zero of the Municipality of Abbottabad, Khyber Pakhtunkhwa in Northeastern Pakistan. It is part of the Urban City Union Council which starts from Kashmir Bakery Fawara Chowk and ends up at Kunj ground situated on the foothill of Sarban Mountain. Ward 11 is presently known as Neighborhood Council-3 (NC-3) which covers an estimated total land area of 1.0 square kilometers. The settlement consists of mostly terraced housing and narrow steep streets as it is located on the sideslopes of the Sarban Mountains. Due to its location, the community is vulnerable to landslides and rolling rocks, while the low-lying portion of the ward is prone to seasonal urban flooding.

The City Urban Ward 11 Abbottabad is becoming more urbanized and overcrowded. As the community grows, its residents are very concerned about the worsening environmental and sanitation issues in their neighborhood. The whole Municipality of Abbottabad generally lacks proper solid waste management system as waste collection is irregular and there are not enough collection points and vehicles for disposing wastes. In addition, there is no awareness raising program for proper waste management in the community, residents either put their wastes outside their houses either in plastic bags or simply thrown in the streets, vacant lots and hill slopes. These results in pile up of wastes, unsanitary surrounding, clogged drains and polluted environment that are breeding ground for mosquitoes, flies and other vectors of diseases. These waste situation causes serious threat to the residents and can spread diseases such as malaria and cholera, especially among children. This lack of comprehensive waste management system exacerbates the poor sanitation and environmental pollution in the community that leads to increased disaster risks and health risks of its residents.

The Foundation with the support of Oxfam and WSSC Abbottabad is setting up community led solid waste management system in Ward 11 as pilot initiative to improve SWM system in target area. All organic and recyclable wastes are not recovered nor recycled and improperly disposed illegally in the streets, vacant lots and hill slopes. Under the component 1 and component 2, Community Led Project will address this major gap in the waste management system in Ward 11 with the construction of Materials Recovery Facility, Waste Transfer Stations, Compost Site and provision of SWM supplies including household bins and waste transfer wheelie bins and vehicles along with capacity building and awareness rising on SWM.

**2. SCOPE OF WORK: “Capacity Development of WSSCA sanitary workers and communities on solid waste management and processing”.**

To further supplement the project interventions focused on solid waste management through awareness campaigns, community involvement, training of waste collectors and communities also included in the project to make it a sustainable model initiative in Abbottabad that can be replicated in neighboring communities and even at the city level.

In the light of above explanation on the proposed intervention, below is the training plan as per specific target audience:

1. **Composting (A); Basic concept, Pit Operation and Maintenance**

**The purpose:** As a part of the solid waste management, a waste processing unit consisting of MRF, and composting pits is under construction and will be completed by the end of June 2022. To develop better understanding and knowledge of WSSCA staff on the basic of composting and management of compost pit is proposed as part of the sustainable solid waste management

**Target Group:** Module 1 for WSSCA Sanitary Workers(Nominations to be taken from WSSCA) with the support of Omar Asghar Khan Foundation.

**No of workers to be trained**: 1 Group of 20-25 workers

**No of days:** Maximum 2-3 days as per training hour’s requirements

**Topics to be covered:**

* This training is directly complementing component 2 of CLP Abbottabad as it will train WSSC sanitary workers/staff on the operation and maintenance of the composting facility which is under construction.
* Develop understanding of WSSCA staff on composting process with practical demonstration, its major components, how composting is done, what steps are involved in compost making and how it is used.

1. **Composting (B); Basic concept of home composting, kitchen and roof top gardening (including kit and practice)**

**The purpose:** The training on home composting and kitchen gardening is expected to reduce the amount of waste that is generated, enabling the communities to practice better waste management. It will further reduce the burden on the city’s waste management system and provide a local supply of nutritious food to the community. Furthermore, it would help participants learn about small steps of greening to clean to the environment and combating CC impacts

**Target Group:** Module 2 for Community (Male, Female and Youth) (Nominations to be finalized from each corner of Ward 11 with facilitation of Omar Asghar Khan Foundation)

**No of people to be trained:** 2 Groups of 20-25 workers = 50 people in total from Ward 11

**No of days:** Maximum 2-3 days as per training hours requirements (this needs to be flexible as per community availability for example reducing hours per day and extending days to meet the requirements).

**Topics to be covered:**

- Convey details of the key components and steps for home based composting with practical demonstration

- Equip with knowledge on greening techniques specifically focusing kitchen and roof top gardening and overall greening of the area.

- Give practical demonstration of greening techniques including provision of kits for kitchen/rooftop gardening to participants

**3. DELIVERABLES OF THE TASK/ASSIGNMENT**

This assignment of WSSC sanitary workers capacity development on composting, compost pits management operation and maintenance and enhancing knowledge and skills of communities on home-based composting has the following deliverables:

* Develop two Training Modules as per target audience and topics mentioned above on composting/compost pit operation and maintenance and home-based composting methods along with greening techniques and get approved from OAKDF and Oxfam before delivery
* Prepare training plan in consultation with all stakeholders including OAKDF, WSSCA and Community Stakeholder Group (CSG) and get it approved from OAKDF
* Organize venue and logistics for the participants to conduct training
* Conduct training for the target audience as per local context including Community Members/ WSSC Solid Waste Management Workers& staff
* Provide60 tools and kits to participants for kitchen/ roof top gardening and home-based composting in Ward 11
* Developing & conducting pre/post training assessment forms to gauge the knowledge enhancement and share the analysis along with few participants’ feedback quotes.
* Final Report along with participants attendance sheets, high quality pictures and short video clips of the whole training delivery from planning to completion.

# **4. BUDGET COSTING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.#** | **Description** | **Unit** | **Quantity** | **Amount** |
| 1. | Composting (A); Prepare, arrange, conduct and document basic concept, Pit Operation and Maintenance for selected 20-25 WSSC Sanitary workers/Staff) | Each | 1 | - |
| 2. | Composting (B-1); Prepare, arrange, conduct and document basic concept of home composting, kitchen and roof top gardening **including kits** and practice for selected 20-25 Female Community members. | Each | 1 | - |
| 3. | Composting (B-2); Prepare, arrange, conduct and document basic concept of home composting, kitchen and roof top gardening **including kits** and practice for selected 20-25 Male Community members. | Each | 1 | - |
|  | TOTAL |  |  |  |

**5. TIMELINE OF THE DELIVERABLES**

The whole intervention will have to be completed by 30 June 2022.

# **6. PAYMENT SCHEDULE**

The payment tranches will be disbursed as per following schedule:

|  |  |  |
| --- | --- | --- |
| **Payment Tranches** | **Deliverables** | **Percentage** |
| 1 | Upon acceptance of Inception Report | 30% |
| 2 | Submission and Acceptance of Draft Training Modules  And implementation Plan | 30% |
| 3 | 1. Conduct of Training to Community Members and SWM workers 2. Submission and Acceptance of Final Accomplishment Report and Lesson Learned 3. High quality Pictures Documentation in power point presentation with captions, names of key persons and date mark | 40% |
| TOTAL | | 100% |

**7. PAYMENT CLAIMS**

For each claim of payment, the consultant must submit the following as per the agreement requirements.

* Required Reports due complete with annexes (e-g Attendance sheets, Pre post test analysis, pictures documentation)
* Signed billing invoice complete with bank account details

Once payment has been made, the consultant must submit the followings:

* Official Receipt or Signed Acknowledgement Receipt
* Proof of tax payment certificate if applicable

**8. HOW TO APPLY?**

The firm/contractor must submit the following documents along with Technical & Financial Proposal (Inclusive of all taxes).

**Technical Proposal Requirements:** The technical proposal should include clear methodology of the assignment including workplan/timelines.

**Financial Proposal Requirements:** The financial proposal should include all costs pertaining to conduct the trainings. Foundation will deduct applicable taxes as per regulations of Government of Pakistanat source from the agreed contract amount

We expect one contractor/firm to provide all these services A, B-1 and B-2 and in case they want to sublet it further they can do so on their own responsibility.

Technical and financial proposals should be submitted separately.

**Individual Consultant/Firm selection criteria: (Attach these documents with bid)**

1. **Consultant/Firm** need to provide relevant/applicable proof of its registration with government departments such as NTN, Income tax, Sales Tax, Companies Registration Authority etc.
2. Maximum 2-page Consultant’s Profile with 03 references of organizations of relevant experience of work, where most recently the individual/firm worked or is working. (**Please use the evidence of experience template attached as annex** for references and attach copies of the contracts / Purchase Orders / any other evidence of work)
3. Lead Consultant’s (who will lead the assignment) Maximum 2-page CV highlighting related assignment completed, role in of the completed assignment (**Please use the CV template attached as Annex**)
4. Other Team members’ (who will involve in the assignment) one paragraph short CV highlighting related experience

**Last Date for Proposal Submission:**

The proposal must be submitted by 6 June 2022 at **(ppg@oakdf.org.pk).** The name of the assignment should be clearly written in the email subject as, **“Capacity Building Trainings on Composting and Greening under BRUC project”.**

**Attachments**

1. Terms of Reference - Please read, sign and stamp
2. Applicant’s evidence of experience template
3. Applicant’s CV format
4. Technical Proposal format