



Municipal Services Program (MSP)
Local Government, Elections & Rural Development
Department, Khyber Pakhtunkhwa

EXPRESSION OF INTEREST
FROM CONSULTING FIRM/NGO

The United State Agency for International Development (USAID) has provided funds to finance the cost of Effective Hygiene Promotion through Awareness Enhancement and Gender Responsive Municipal Services System at 25 Union councils of Town-1 Peshawar, under Municipal Services Program (MSP) through Project Management Unit (PMU), Government of Khyber Pakhtunkhwa, to make eligible payment under the Contract for which this Invitation of Interest is issued

The Municipal Services Program (MSP) aims at improving the health and quality of life of the poor and the vulnerable by putting a system in place that will improve their health and hygiene condition.

Community mobilization & citizen engagement is an integral, design & approved portion of the program where a high degree of citizen involvement in the processes of infrastructure schemes identification, prioritization, implementation, monitoring and operation will be attempted to ensure that need-based and user friendly schemes are selected and completed in a timely manner resulting in equitable access to improved municipal services. In order to ensure active community participation, partners with relevant experience will be engaged for social mobilization and organization of communities/beneficiaries.

MSP now invites Expression of Interest (EOI) from eligible NGOs/consulting firms to indicate their interest in providing services. Interested firms must provide information as per detail given below:

- 1- Full address of the firm including land line, Fax, cell, email and any other contact.
- 2- General and overall experience of the firm.
- 3- Experience working in similar geographic region of countries
- 4- Work volume in monetary value over the last 5 years
- 5- (Number and) Qualification of permanent and associated staff

Consulting firm/NGO registered with relevant tax departments will be selected in accordance with the laid down criteria of working with communities in KP and the procurement and acquisition procedures of MSP.

Details Scope of Work/TORs of the assignment can be downloaded from the website www.mspkp.gov.pk and www.Lgkp.gov.pk. Expression of interest may be delivered to the address below within two weeks of the publication of this EOI till 1600 Hours.

USAID/Pakistan has, in cooperation with the USAID Office of Inspector General, established the Anti-Fraud Hotline to provide an avenue for the reporting of fraud, waste, and abuse which may be associated with USAID funded projects in Pakistan. Complaints are handled with complete confidentiality and individuals are encouraged to report when corruption, fraud, waste or abuse may exist in the USAID/Pakistan projects. Reports can be files anonymously visa easy-to-use Hotline (toll free number 0800 84700); email at complaints@anti-fraudhotline.com; fax at 021-35390410; postal address at 5-C, 2nd floor Khayaban-e-Ittehad, Phase VII, DHA, Karachi, Pakistan; and on the website www.anti-fraudhotline.com

PROJECT DIRECTOR, MUNICIPAL SERVICES PROGRAMME PESHAWAR

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TORs/PROPOSAL OF THE ASSIGNMENT OF COMMUNITY MOBILIZATION PLAN

1. Background and justification:

The Municipal Services Program (MSP) aims at improving the health and quality of life of the poor and the vulnerable by putting a system in place that will improve their health and hygiene condition.

Community mobilization & citizen engagement is an integral, design & approved portion of the program where a high degree of citizen involvement in the processes of infrastructure schemes identification, prioritization, implementation, monitoring and operation will be attempted to ensure that need-based and user friendly schemes are selected and completed in a timely manner resulting in equitable access to improved municipal services. In order to ensure active community participation, partners with relevant experience will be engaged for social mobilization and organization of communities/beneficiaries

2. Supervisor:

The selected partner organization will work under supervision of Municipal Services Program KPK.

3. Purpose of the assignment:

An organization is expected to conduct the district – community based social mobilization activities focusing on promoting and scaling up project objectives aimed at improving the health and quality of life of the poor and vulnerable through improved sanitation and hygiene practices specifically focusing on children, women and youth. For achieving these stated project objectives awareness raising and mobilization sessions for communities will be the prime component of Social Mobilization plan, which will be planned and carried out with close collaboration of Community Organizations (COs) and communities. Target areas will be vulnerable schools and Communities and all Union Councils of MC Peshawar, where MSP has already initiated activities. Sensitization sessions will be conducted in communities to ensure best utilization and sustainability of interventions and infrastructure initiated by project.

4. Major tasks to be accomplished:

Organize and facilitate awareness sessions on;

- Safe Hand Washing Practices
- Environmental Sanitation
- Diarrhea and Control Measures at household level
- Personal Hygiene
- Domestic Hygiene
- Open Defecation
- Food and Water Hygiene
- Linkages development with relevant govt: departments & NGOs

KAP Survey: Pre and Post knowledge, Aptitude and Practice Surveys in context of WASH related activities.

WASH health & hygiene Committees formation (Citizens/Community Organization): WASH health & hygiene committees will be formed Of (both male and female) in all union councils where each committee will be consisted of 20 to 25 active community elder/members.

Capacity Building:

- Trainings for WASH committees on Health, Hygiene
- Trainings on Community Management Skills
- Trainings on proper management of waste

Development of IEC/BCC Material: IEC & BCC materials carrying messages of safe and healthy hygiene promotion will be printed and distributed in project area.

School Hygiene Clubs: Hygiene clubs will be formed in the project targeted area schools.

Cleaning Campaigns and Competitions:

Cleaning Campaigns and Competitions will be organized at community and school level.

Deliverable of the assignments:

Sr. No	Deliverable	Time framework
1	Staff recruiting, orientation and Pre KAP survey.	First month of the project initiation.
2	IEC / BCC materials development and printing	First 2 months of the project initiation.
3	125 numbers of child / schools clubs formation.	During second to third month of the project initiation.
4	Formation of 500 community organizations	During second to third month of the project initiation.
5	360 Health-Hygiene promotions / awareness sessions	After first and before last month of the project.
6	25 basic public health trainings for community organizations elders	After first and before last month of the project.
7	25 numbers of cleaning campaigns and competitions at 25 UC level	After first and before last month of the project.
8	25 meetings at 25 UC level with community organizations and WSSP officials	After first and before last month of the project.
9	Project mid-term and final evaluation workshops	At mid and last month of the project initiation.
10	Post KAP survey and report submission	At last month of the project initiation.
11	The consultant will be required to submit a monthly report about the progress	At the end of every month after project initiation
12	On the basis of task assigned the CSO/ NGO/consultant/s is required to submit two consolidated reports i.e. mid and final reports	At the mid and end of project.

Note: Any delay on the part of client shall be excluded from the given time line of the assignment

5. Expected results of the project:

Prepare agenda (scenario) and action plan for the concerned project areas – community based related social mobilization activities to be implemented.

Provide the results of the analysis of the pre and post tests on knowledge, attitude and behavior on hygiene education and related matters among the beneficiaries.

Provide final report including the results (outcomes of the meetings, viewpoints of stakeholders and beneficiaries on hygiene education and related activities, lessons learned and challenges, future actions on how to promote project objectives among beneficiaries.

6. Time-Frame: 12 months extendible

7. Selection procedures:

Working experience in KP in social mobilization at district and community levels.

Strong monitoring and evaluation and reporting writing and documentation capacity.

Knowledge of working with international organizations and donors will be preferred.

8. Application:

Interested organizations will be requested to send the following:

a) Project proposal with detailed description of project, methodology and strategy of the activities, action plan, M&E indicators (qualitative and quantitative) and budget.