SAMPLE TERMS OF REFERENCE
RURAL SANITATION SUPPLY CHAIN ANALYSIS

SUMMARY

[Organization] is seeking to hire a firm to conduct an assessment of the supply chain for sanitation-related products and services in rural [region/areas]. The findings of this study (along with a consumer study to be contracted separately) will be used to formulate market-based approaches and capacity-building/business development efforts to strengthen the availability of affordable and desirable sanitation products to low-income rural households.

BACKGROUND

[Insert relevant background information: context, sanitation program objectives, other studies planned such as consumer research, etc.]

SCOPE OF WORK

The selected contractor will perform the following tasks:

1. Review relevant document to understand background and context of assignment.
2. Conduct a field visit to [area] to gain field-based understanding of context.
3. Participate in a team planning (kick-off) meeting with client to review study objectives, share results from field visit, agree on modalities of coordination, etc.
4. Develop the study design outlining methods and timeline (design to be included in inception report).
5. Conduct fieldwork/data collection activities.
6. Analyze data.
7. Present top line findings of the diagnostic and mapping and recommendations and present to client and relevant partners and stakeholders (up to 2 presentations).
8. Draft final report and finalize based on client’s comments, meeting international quality standards to enable global distribution (up to 5 iterations).

METHODS

The methodology for the study will be developed by the selected consultant at the outset of the work and will be presented in detail in the inception report. However, it is anticipated that the study will include a range of methods including desk top research, key informant interviews and field-based observations.

The research questions/areas outlined in greater detail in annex 2.

DELIVERABLES

Deliverables include:
i) **Inception report and presentation.** An inception report with oral presentation to client including:
   - Summary of desk top review and field visit
   - Research objectives and questions
   - Methods and justification of the proposed methodology for diagnostic
   - Proposed list of key informant interviews
   - Key implementation challenges and risks
   - Additional program design considerations
   - Implementation work plan and time table

   Note that the design will need to be approved by client before going to the fieldwork stage.

ii) **Oral presentations of topline findings from diagnostic, mapping and recommendations** to client in [language] and to partners and stakeholders in [language]

iii) **Final report in [language].** The report will include detailed results from the diagnostic and key recommendations supply-strengthening and business model approaches. The final report in [language] will include the following chapters: Executive Summary in [language] will also be provided, Background, Research Objectives and Questions, Methods, Possible Limitation to Interpretation of Data, Main Results/Findings, Conclusions and Recommendations, References, Appendices and/or Annexes and Public Use Data File. The report will be edited by a native [language] speaker to enable global distribution (cost of copy editor to be included in contractor's budget).

**TIMELINE**

The study will be conducted in the time frame from [start-date] to [end-date].

**CONSULTANT QUALIFICATIONS AND TEAM COMPOSITION**

The selected consultant will be a consultant firm with a track record of at least five years of supply chain diagnostics in [country] or countries with similar parameters of interest. Possible areas of expertise include value chain analysis; business advisory services, particularly in the area of market transformation; capacity building and social entrepreneurship. Experience working with in rural and informal markets is essential.

The study team composition and qualifications should be as follows:

- Key personnel may only be replaced over the life of the contract with written permission of client:
  - Principal investigator and research project coordinator who will be the primary person responsible for the technical work and will manage the design and implementation process.
  - Management/business advisory specialist.
- Additional staffing requirements will be left to the contractor to determine based on the methodology and approach proposed. For example, the contractor may wish to engage a sanitation specialist to provide sector-specific support as appropriate.
METHOD OF PROCUREMENT

The method of procurement will be single-source.

TYPE OF CONTRACT

This will be a lump sum contract payable as follows:

- 10% upon signature of contract
- 20% on commencement of field work/data collection
- 35% on presentation of topline results
- 35% on acceptance of the final report.
ANNEX 1: DEFINITION OF IMPROVED SANITATION

A hygienic facility is defined as any excreta disposal facility that does not contaminate water bodies, prevents the direct contact between human beings and excreta, confines excreta in ways that makes it inaccessible to flies and other vectors and prevents emission of foul odors. The joint Monitoring Program for the Millennium Development Goals, led by WHO/UNICEF, defines improved sanitation as follows: connections to a public sewer, connection to a septic system, pour-flush latrine, simple pit latrine, or ventilated improved pit. Excreta disposal systems are considered adequate if they are private and separate human excreta from human beings. Not improved systems include: service or bucket latrines where excreta are removed manually, public and shared latrines, and latrines with an open pit.

Basic sanitation facility refers to a facility that:
1. Allows for the safe disposal of feces into a pit or other receptacle where it may be safely stored, composted or removed and disposed safely elsewhere.
2. Offers privacy for the user
3. Is safe for the user to use, for example not in a dangerous state, liable to imminent collapse or dangerously unimproved
4. Has a latrine pit or receptacle that is functional i.e. not full or overflowing
5. Is more than 10 meters away from a ground water source or surface water source.

An improved sanitation facility means a latrine that has in addition to the above
6. An impermeable floor and a tight fitting lid to the latrine, or
7. In the case of ecological sanitation (ecosan) where no lid is needed, regular addition of soil, ash and other organic material to cover feces.
8. A form of ventilation for the pit without allowing insect vectors into the pit and emission of foul odors from the pit

In the case of a water sealed toilet, improved facility is one that
9. Allows for the safe disposal of feces into either a cesspit, leaching pit, septic tank or working sewer
10. Offers privacy to the user
11. Is safe for the user to use, for example not in a dangerous state, liable to imminent collapse or dangerously unimproved
12. The cesspit, septic tank or sewer should be functional i.e. not full or overflowing in the case of the cesspit or septic tank, or blocked in the case of the sewer
13. Has a continuous supply of water
ANNEX 2: KEY RESEARCH AREAS/QUESTIONS

This list is illustrative and should not be considered exhaustive.

Market Diagnostic and Mapping:
- Potential market size for rural sanitation in [region] (households, institutional, maintenance)
- Mapping of actors and stakeholders for most commonly found improved sanitation technologies and of their relationships
  - Constraints and opportunities for rural sanitation supply in [region] including institutional, financial, technical, resource and demand issues
  - Value chain overview and analysis

Recommendations for strengthening and developing private sector market delivery:
- Technology option gaps and opportunities for base of the pyramid/low income populations (using insights from consumer study to be conducted)
- Where in supply chain to focus on and what are capacity-building/support needs
- Possible business model options (e.g., concessions, etc.)
- Potential partners
- Issues and cost of scaling up