

SCOPE OF WORK

Service Provider to Develop Fecal Sludge Management (FSM) Framework

Background

The USAID Indonesia Urban Water, Sanitation and Hygiene, *Penyehatan Lingkungan Untuk Semua* (IUWASH PLUS) program is a five-year initiative designed to assist the Government of Indonesia (GOI) in increasing access to water supply and sanitation services as well as improving key hygiene behaviors among urban poor and vulnerable populations. USAID IUWASH PLUS works with governmental agencies, the private sector, NGOs, communities and others to achieve the following "high level" results:

1. An increase of one million people in urban areas with access to improved water supply service quality, of which at least 500,000 are from the poorest 40% of the population (also referred to as the "Bottom 40%" or "B40"), vulnerable groups or Indonesia's eastern provinces; and
2. An increase of 500,000 people in urban areas with access to safely managed sanitation and all of whom are from the "B40", vulnerable groups or Indonesia's eastern provinces.

To ensure that improvements in access to WASH services are sustained, USAID IUWASH PLUS is guided by a development hypothesis that focuses on strengthening service delivery systems, so they can more effectively reach the poorest and most vulnerable segments of the population. In order to achieve this at scale, the program undertakes activities through four interrelated components, including: 1) improving household WASH services; 2) strengthening city WASH institutional performance; 3) strengthening the WASH financing environment; and 4) advancing national WASH advocacy, coordination and communication.

Activity Summary

Following its participation in the MDG program, the GOI is now pursuing Universal Access to sanitation in 2019 and, under the Sustainable Development Goal (SDG) program, access to safely managed sanitation services by 2030. However, it is clear to all parties that to achieve these targets, sanitation systems will rely predominantly on on-site sanitation systems that produce fecal sludge and that such sludge needs to be collected, transported, and treated in a proper septage treatment plant (STP or "IPLT"), all of which must be overseen by an appropriate wastewater (WW) operator.

In response to the above, the GOI and some donor agencies have introduced initiatives at the local government (LG) level to promote fecal sludge management (FSM), including establishment of WW operators, provision of infrastructure (such as IPLTs), sector planning, and a wide array of trainings. However, the majority of Indonesian cities do not have such active FSM programs in their areas. As a result, they lack both basic understanding of what FSM systems require, not to mention basic regulations, qualified operators, key infrastructure such as treatment plants, promotional programs, and a host of other elements. In brief, the lack of a policy framework at the national level significantly impedes progress at the local level. To begin addressing this, the GOI Ministry of Planning (Bappenas) submitted a request to USAID IUWASH PLUS to support them in facilitating the development of a comprehensive national FSM policy framework that can provide direction to stakeholders at all levels regarding FSM principles, requirements, strategies and implementation policies and plans. This Scope of Work (SOW) is in direct response to the request from Bappenas.

OBJECTIVE

The main objective of this SOW is to develop a national FSM Framework for Indonesia that will be used: a) as a reference for all concerned stakeholders (national ministries, donor agencies, provincial and local governments, etc.) for their FSM programs; and b) as critical input for the process of developing the National Mid Term Plan (RPJM/N) on SDGs.

This activity directly supports USAID IUWASH PLUS programs outcomes HR 2 and C2.3.

MAIN TASK

A service provider will be recruited under a Fixed Price Purchase Order mechanism to conduct the following tasks:

- (1) Prepare workplan with overview and methodology of the FSM framework development, including
 - a. General outline of FSM Framework (layout, table of content, annexes, etc.)
 - b. Methodology to collect and to analyze all required information and reach conclusions
 - c. Identification of stakeholders to be involved in development of FSM framework as well as their type of involvement (meetings, workshops, questionnaires, visits, etc.)
 - d. Identification of at least one example of National FSM framework in other Asian country which could be used as basis for development of FSM framework for Indonesia
 - e. Schedule for implementing all tasks, including timing of stakeholder consultation workshops

⇒ Produce *Inception Report* covering bullets under task 1 to be submitted to IUWASH PLUS
- (2) Collect all relevant FSM data and information relevant for FSM framework development:
 - Status of Safely Managed Sanitation in Indonesia including locations, targets and progress
 - Current programs of Waste Water Institutions (Ministries, donors, NGO's) and WW Operators (UPTD, PDPAL, PDAM), opportunities/challenges, staffing and responsibilities
 - Type of policies and regulations currently available at National, Provincial and Local level covering specific aspects of FSM (technical, institutional, regulatory, financial)
 - FSM Financial systems (tariff setting, billing system, cost recovery operation, subsidies, etc)
 - Current FSM Infrastructure (IPLT, truck etc.) and planning for expansion until 2019
 - Lesson learned of current FSM introduction and implementation

⇒ Produce *Progress Report 1 (Current FSM State in Indonesia)* covering bullets under Task 2

⇒ Prepare powerpoint presentation to present to Bappenas, PUPR and IUWASH PLUS
- (3) Analyze FSM existing condition (task 2) and make recommendations for future implementation, including:
 - a. Main issues affecting FSM, gaps, opportunities, risks, etc.
 - b. Are current plans, programs and investments sufficient to reach expected targets or if not what additional programs and investments are required?
 - c. Identification of recommended Roles and Responsibilities of all FSM stakeholders (National, Provincial and local level) including strengthen linkages between different operational levels
 - d. Improvement in regulatory framework (need for additional or revised policies / regulations) and ways to accelerate adoption of national / local regulations supporting FSM (establishment of operators, tariffs setting, inclusion in RPJMD/N, etc)
 - e. Need for more integrated, citywide, sanitation planning with FSM as the overall basis
 - f. Optimizing linkages between FSM and off-side (sewerage) systems), in terms of financing, operation, financial management, etc.
 - g. Need for Human Resource Development (at different levels) supporting FSM

- h. Recommendations for FSM Data collection and sharing, including monitoring systems]
- ⇒ Produce *Progress Report 2 (Analysis and Recommendation of FSM in Indonesia)* and
- ⇒ Prepare powerpoint presentation covering bullets under Task 3 and present to large stakeholder workshop (to be organized by IUWASH PLUS and Bappenas)

(4) Prepare Draft of FSM Framework, based on the results of task 2 and 3, and feedback from stakeholders workshop; share with team of IUWASH PLUS and selected stakeholders

(5) Finalize FSM Framework, incorporating comments from selected stakeholders (task 4)

DELIVERABLES / PAYMENT SCHEDULE

Task	Deliverables	Timing	Payment
1. General FSM overview and methodology to conduct SoW	Inception Report	End week 2 of month 1	25%
2. Collecting FSM data and information + presentation	Progress Report 1	End month 2	25%
3. Analysis FSM condition and Recommendations + presentation	Progress Report 2	End month 4	25%
4. Draft FSM Framework + presentation	Draft FSM Framework	End month 5	
5. Final FSM framework	Final FSM framework	End month 6	25%

SPECIAL TERMS & CONDITIONS / SPECIFIC CRITERIA

Timing/Assignment Duration

The selected *Service Provider* will have to complete the deliverables within maximum 6 months. If some or all of the 5 tasks can be accomplished satisfactory in a shorter time, the payment schedule will be adjusted accordingly.

Reporting & working environment

The selected *Service Provider* will report to the USAID IUWASH PLUS National Sanitation Team. The *Service Provider* will be based in Jakarta, will working from home and when requested join meetings at IUWASH PLUS or Bappenas for progress meetings. *Service Provider* will provide regular update on progress to IUWASH PLUS Sanitation Team Coordinator. The USAID IUWASH PLUS team will provide technical and administrative support to the *Service Provider* by arranging all necessary meetings, etc. Travel arrangements within Jakarta will be arranged by the *Service Provider*. Workshops with stakeholders will be arranged and paid by IUWASH PLUS. Also travel outside Jakarta, if required, will be covered directly by IUWASH PLUS.

Budget and Payment Schedule

- The estimated budget for this activity is IDR 109,8 million
- Budget include all labor cost associated with all tasks and all required deliverables.
- Budget for meetings / workshops will be provided by USAID IUWASH PLUS
- The assignment will be remunerated upon delivery and acceptance by the task manager of the agreed deliverables, as per normal procedures of IUWASH PLUS, as shown in table above.

Required Qualifications and Experience

The candidate should have an S-I bachelors' degree in Environmental Engineering, or urban planner or related field with minimum 10 years experiences; have good relationship with Bappenas, Ministry

of PUPR and Ministry of Health. Must have experience in the WASH sector, preferably extensive exposure to FSM issues, development of policy/regulation and development of policy framework.

Selection of Service Provider and Evaluation Criteria

The service provider will be selected based on tender result. The candidate of service provider has to provide proposal which consist of Technical Proposal (background of the program, Task to be conducted, methodology, schedule), cost proposal and CV.

The proposal will be evaluated based on:

- Qualification 30 %
- Experience 40 %
- Methodology 30 %

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