

**CONSULTANCY SERVICE
OPEN GOVERNMENT PARTNERSHIP (OGP)
MULTI-STAKEHOLDER FORUM
SEKONDI-TAKORADI METROPOLITAN ASSEMBLY
REQUEST FOR PROPOSALS (Reference No.: OGP-MDTF/STMA/MSF/2024)**

The Support Unit of the Open Government Partnership (OGP), in collaboration with the Sekondi-Takoradi Metropolitan Assembly (STMA), is in the process of implementing a water, sanitation and hygiene (WASH) project within the Sekondi-Takoradi metropolis through grant funding from the OGP Multi-Donor Trust Fund by the World Bank received by the OGP Support Unit. The project aims at improving the delivery of WASH services and scaling-up behavioural change campaigns in informal settlements within the Sekondi-Takoradi metropolis through a multi-stakeholder participatory approach.

The OGP Support Unit on behalf of the Sekondi-Takoradi Metropolitan Assembly intends to apply part of the funds for the consultancy's services below.

	LOT 1	LOT 2
Project Name	Co-create a 5-Year Strategic Plan for Improving Water and Sanitation in Low-Income Communities in Sekondi-Takoradi, and Conduct Capacity Building and Training for Identified Stakeholders on Integrated Planning of Sanitation Services	Development Of Household Registry for Sekondi-Takoradi Metropolitan Assembly, under the Open Government Partnership
Brief	<p>The primary objectives of this assignment are:</p> <ul style="list-style-type: none"> To co-create a 5-year strategic plan for improving water and sanitation in low-income communities in Sekondi-Takoradi, aligned with national policies and the OGP commitments that: <p><i>-enhances consensus building and stakeholder involvement in the successful implementation of the Sanitation Bye-law.</i> <i>-promotes behavioural change and hygiene education through community engagement and awareness programs.</i> <i>-Includes sustainable and innovative funding solutions for expanding access to improved household sanitation facilities, especially in underserved communities</i></p> <ul style="list-style-type: none"> To conduct capacity building and training programs for identified stakeholders, including local authorities, Environmental Health Officers, landlords, property owners, and community representatives, on integrated planning of sanitation services. 	<p>The Household Registry involves the registry of households and collection of basic information on their social economic status, water and sanitation conditions.</p> <p>The objective of this assignment is to undertake data collection by administering the Questionnaire to all households in the selected communities within the Sekondi-Takoradi Metropolitan Assembly. Along this line, the project is seeking a Small Data Collection Firm that has the expertise and capacity to:</p> <ol style="list-style-type: none"> Undertake data collection using computer-assisted personal interviewing (CAPI) tools Perform data quality control on the field during data collection Perform data cleaning The data intake questionnaire will include a set of socio-economic information, biometrics, GPS coordinates & photographic images of household heads and/or caretakers. GPS coordinates and photographic images and biometrics will enable better identification of households and to decrease the chances of duplication at this point during data collection. Develop an on-line registry of all households

- The detailed Terms of References (TOR) for the two assignments, including selection/qualification criteria and duration, can be obtained by email given below
- Interested consultants or consulting firms are invited to submit their proposals, including a detailed methodology, work plan, team composition, relevant experience, and a financial proposal.
- The Consultancy Firm will be selected using Quality-Cost Based Selection (QCBS) method.
- Applicants are to submit one (1) original and three (3) additional copies of their RFP documents. The envelope should also contain a soft copy of the technical proposal only. Technical proposal should be in a separate envelope and be marked “Technical proposal” and financial proposal should be marked “Financial Proposal”.
- Proposal must be submitted as follows:

**The OGP Support Project Coordinator
Water, Sanitation and Hygiene (WASH) Project
Sekondi-Takoradi Metropolitan Assembly
P.O. Box 74, Sekondi
Room 8**

Dedicated Email: **tcspp.stma@gmail.com** for the request of the full TOR, enquires or clarifications.

DEADLINE FOR SUBMISSION: The deadline for the submission of proposals is **[Wednesday 31ST JANUARY 2024] on or before 5:00pm GMT.**