Call for consultancy – Project scoping mission for the 2\textsuperscript{nd} project phase of a development project funded by the Federal German Ministry of Economic Development and Cooperation (BMZ) operating in Laos and Cambodia

BORDA, a German NGO with offices in over 20 countries, has been active in Southeast Asia since the early ‘90s. Our mission is to improve living conditions for disadvantaged communities and protect the environment by expanding sanitation services, including decentralized sanitation, wastewater, faecal sludge, solid waste management, and holistic city planning. We collaborate with local governments and enterprises to enhance communal planning and sanitary services.

Background
BORDA is currently operating a project in Laos and Cambodia with the title “Improving the Quality of Life and Strengthening the Resilience of Small Towns through Sustainable Sanitation”. The project goal is to provide improved water and sanitation services to the disadvantaged population of urban and peri-urban small and medium-sized towns in Cambodia and Laos as part of the formulation of localized and context-specific development plans for the sustainable construction and operation of utility services and public service infrastructure. The project is implemented in 6 towns across Laos and Cambodia.

The project is funded by the BMZ (The German Federal Ministry of Economic Cooperation and Development) for the years 2023-2025.

To formulate and define the follow-up phase of the current project for the years 2026-2028, a scoping mission is planned that aims to create a strategic proposal by identifying key intervention areas, engaging stakeholders, and ensuring alignment with BMZ priorities. This mission will build on past successes, address new challenges, and seize opportunities for sustainable development in the region.

Objectives
The Project Scoping Mission for the BMZ SSF Follow-Up Phase (2026-2028) is a critical step in ensuring the continued success and relevance of BMZ’s interventions in Southeast Asia; particularly in Cambodia and Laos. By conducting a thorough needs assessment, engaging with stakeholders, and developing a detailed project proposal, this mission will lay the groundwork for impactful and sustainable development initiatives. The follow-up phase aims to address the evolving challenges of the region, build on past successes, scaling up successful interventions, addressing remaining gaps, introducing innovative solutions and contribute to the long-term well-being of communities in Cambodia and Laos.
Scope of Work

1. Preliminary Desk Study (Research and Planning) (approx. 4 days):
   a. Conduct a literature review on existing and previous BMZ projects and their outcomes.
   b. Develop a detailed work plan for the scoping mission, coordinated with both project offices.
   c. Identify and engage key stakeholders, including ministries, local governments/authorities, donors, (I)NGOs, and community groups.

2. Field Assessments to Cambodia and Laos Offices (approx. 16 days incl. travel days):
   a. Visit both project offices in Phnom Penh and Vientiane and have kick-off meetings with local teams.
   b. Conundd selective surveys, interviews, and focus group discussions with project beneficiaries to gain understanding of the target communities across SEA regional projects to assess current socio-economic and environmental conditions.
   c. Conduct meetings with local representatives and national level stakeholders to gather inputs and foster collaboration.
   d. Conduct meetings with water sector representatives, donors and BMZ representatives.
   a. Collect and analyze stakeholder perspectives and integrate their feedback into the project planning process.
   e. Debrief with BORDA project team and conduct a SWOT analysis (collect quantitative and qualitative data on strengths, weaknesses, needs, challenges, and opportunities).

3. Report Development (approx. 10 days):
   Needs and Gap Analysis:
   a. Analyze collected data to identify critical needs and gaps in current social structure and services.
   b. Prioritize areas for intervention based on urgency, feasibility, and potential impact.

   Strategic Intervention Planning:
   a. Develop strategic plans for proposed interventions, detailing objectives, activities, and expected outcomes.
   b. Ensure alignment with BMZ priorities and sustainable development goals.
   c. Create a risk assessment and mitigation plan for proposed activities.

   Concept Note Preparation:
   a. Write a concise concept note summarizing the project's rationale, key interventions, expected impact, and preliminary budget.
   b. Ensure the concept note effectively communicates the project's value and aligns with BMZ criteria.

   Development of Logical Framework (Logframe):
   a. Develop a Logframe to outline project goals, outputs, activities, indicators, and assumptions.

   Development of Project Proposal:
   a. Draft a comprehensive project proposal, including an executive summary, background, objectives, and methodology.
   b. Prepare a detailed budget outlining financial requirements and allocation.

The consultant is expected to provide a time plan for the above activities; with 3 main stage-outputs: Inception Report, Draft of 3 Documents (Concept Note, Logframe and Proposal) and Final Submission.
Detailed activities to be arranged accordingly later during the desk study stage.
Deliverables
The expected deliverables below are made according to the BMZ format:

- Concept Note
- Logical Framework (Logframe)
- Project Proposal

All deliverables are expected in English language.

Timeline
The consultancy is expected to start on October 1, 2024 and to be completed within max. 90 working-days of the start date.

Qualifications
Interested consultants are expected to be:

1. An experienced bachelor’s or master’s degree or higher in fields such as Environmental Science, Environmental Engineering, Public Health, Sustainable Development, Urban Planning, or a related discipline.
2. At least 5-10 years of experience in project design, management, and implementation within the realms of environmental protection, sustainable sanitation, and climate resilience.
3. Proven track record of developing successful project proposals, particularly for international development organizations and funding agencies like BMZ.
5. Experience working in Southeast Asia or similar regions, with knowledge of local environmental and socio-economic contexts.
6. Strong skills in writing and developing comprehensive project proposals, including concept notes and logical frameworks.
7. Proficiency in English is essential for proposal writing and communication with international stakeholders.

Additional Preferred Qualities:

8. Ability to articulate project ideas clearly and persuasively, aligning with donor priorities and strategic goals.
9. Strong interpersonal and communication skills to engage effectively with stakeholders, including local governments, NGOs, community groups, and international donors.
10. Knowledge of local languages in Southeast Asia (e.g., Khmer, Lao) is an advantage; but not mandatory.

Reporting
The consultant shall provide regular progress reports to the project team. The reporting format and frequency will be agreed upon at the start of the consultancy. Additionally, the consultant shall submit the deliverables outlined above as per the agreed timeline.

The inception report is expected to be delivered by the consultant after the desk study stage is completed.

Proposal Submission Guidelines - please email the following documents to noka@borda.org

- Provide short proposal, proposed budget and CV of consultant(s)
- Please feel free to send your inquiries to this assignment for further clarifications
- The email subject shall be titled the following: **Scoping Mission BMZ BORDA SEA**
- The deadline for submission: **July 19, 2024**