DRAFT TERMS OF REFERENCE
DEVELOPING CITY SANITATION PLAN FOR EIGHT CITIES/TOWNS
IN ORISSA

1 Introduction

Good amenities are a basic if not a fundamental right of all citizens. This is not a rhetorical issue but impacts both productivity and Orissa's brand, as the state aspires to be a leader amongst states. The vision of providing basic facilities for all is driven by Orissa's remarkable progress in several areas and an attitudinal transformation to what is possible buoyed by recent successes.

Orissa, although relatively less urbanized than the rest of India (an urban population of 14.97%, Census 2001), is experiencing high decadal growth rates (30.28%, 1991-2001), especially in the urban areas (28%); between one-third and one-fifth of whom are poor and live in slums. There are 103 urban local bodies (ULBs) in Orissa, including Municipal Corporations (3), Municipalities (37) and Notified Area Councils (63), according to city size.

In spite of the remarkable economic development achieved recently, over 1/5th of Orissa's urban population still lives in slums. In some industrialized areas like Rourkela, slum populations are over 1/3rd of the total urban population. Needless to say, the quality of life in slums is abysmal, and over 90% of slum dwellers are without access to housing and adequate basic services like water supply and sanitation. Unsafe and inadequate water supply and lack of sanitation facilities is responsible for high disease burden among poor families, especially children. Reports say that during 2006-07 alone, the Bhubneshwar's Capital Hospital received 0.15 m cases of suspected jaundice, of which 23 percent proved jaundice-positive. Just one slum reported 600 cases of jaundice and 12 deaths. It is estimated that people in the city spend about half a million rupees every day on treatment of water borne diseases alone, of which 65 percent is from slums. Same is the situation with other cities.

The State of Orissa has taken several steps to improve the quality of life of its urban population. It has taken several steps towards this endevour and is continuing to do so. Provision of universal access to safe drinking water and sewerage facilities is a prime need to enhance quality of life in a community, especially of the urban poor. In this endevour, Government of Orissa intends to develop CSPs for eight cities of Orissa in phase I. The cities are selected on the basis of: (i) geographical representation; (ii) emerging demand and interest of ULB to take up initiatives; and (iii) poor sanitation conditions that require urgent attention, such as pilgrim and industrial towns.

Cities/Towns Identified for Preparing City Sanitation Plans in Phase I		
Sl.No.	City	Population (2001)
1	Bhubaneswar	648,032
2	Cuttack	587,182
3	Berhampur	307,792
4	Sambalpur	226,469
5	Rourkela	206,693
6	Puri	157,837
7	Balasore	106,082
8	Baripada	95,004

The CSP will follow a citywide, total sanitation and inclusive development approach. This means that the City Sanitation Plan, as envisaged in NUSP, will be prepared by taking into consideration ground realities,

local conditions, and an up-to-date assessment of the situation. It will be prepared through consultations with all relevant stakeholders in each of the sectors covered.

The Government of Orissa has, therefore, now initiated the *State urban Sanitation Strategy* in line with the Government of India's National Urban Sanitation Policy – 2008. The goal of the programme is to achieve totally sanitized, healthy and liveable cities and towns, and to enhance the living standards of the communities with special emphasis on the urban poor.

1.1 Objective

The main objective of the Sanitation policy is to develop citywide sanitation plans and implement them by integrating all aspects of sanitation in an effective way. The programme implementation strategy is based on the following principles:

- Develop sanitation facilities in the urban areas with special emphasis on the slums, through active participation of the communities, especially women.
- Eradicate the practice of open defecation in the city by providing household toilets, community toilets and public toilets.
- Safe disposal of human excreta, solid and liquid waste, including institutionalizing and provisioning the implementation of policy guidelines of Government of India on Management of Municipal Solid Waste and Management of Biomedical Waste.
- Improve the 'quality of life' of the sanitation workers.
- Engage civil societies and communities (women in particular) in awareness generation, hygiene education, creation of sanitation infrastructure and its maintenance.
- Strengthen institutional set up and build the capacity of the municipal staff for effective programme implementation and meeting the challenges of technology and management.
- Encourage Public Private Partnerships (PPPs) to ensure generation of funds and sustainable programme implementation.
- Ensure inter-departmental coordination and integration of various relevant projects/schemes/programmes for their optimum use and outcome.

2. Programme Implementation Plan

For inclusive and effective implementation of the programme, Orissa Government intends to prepare a City Sanitation Plans for eight cities. The City Sanitation Plans will be prepared after assessing the situation analysis and with wide consultation with stakeholders. The Plan will be based on the following considerations:

- To adopt a demand-based strategy and community participation in planning, implementation and management of sanitation infrastructure.
- To adopt locally suitable methods, technology and materials, and provide necessary facilitation support to the Municipal Corporation/ Municipality.
- To encourage community and private participation and define their role in creation and maintenance of the sanitation infrastructure, and thereby ensure a sense of ownership.
- To ensure coordination between various departments working in the field of water supply and sanitation, such as health, education, public health and engineering department, industry, environment, transport, pollution control board, etc.
- To ensure an optimum use of funds allocated by the 12^{th} and 13^{th} Finance Commissions for solid waste management.
- To coordinate various externally aided projects for their optimum results.

- To promote novel ideas in mobilization of funds, including reforms in tax regime, public private partnerships, exploring the private market, user charges, beneficiary contribution, etc.

3. Detailed Scope of Work

Task 1 - Formation of City-level Implementation Committee/Cell

The consultant will support ULB in the formation of City-level Committee/Cell to oversee implementation of CSP activities. It is envisaged that the Committee/Cell, at a minimum, would initially include the Mayor/Chairman, Commissioner/Executive Officer, the Chief Engineer, and other senior officers from ULB, such as the health office, etc. ULB might wish to add a few select representatives from among appropriate local individuals, NGOs, industry, etc.

Task 2 - Conduct 1st Consultation

The CSP consultant will conduct the first CSP consultation, to introduce the concept of the CSP exercise and the objectives in terms of defecation-free Cities. The above-referenced City-level Implementation Committee/Cell, with Consultant support, would organize the consultation and invite other key stakeholders, as deemed appropriate, to participate. The first consultation could also serve as a means to identify other interested and appropriate stakeholders.

Task 3 - Preparation of Situation Analysis

The Situation Analysis should be prepared by taking into consideration the ground realities, local conditions, and assessment of the present sanitation situation. The team of consultants will be expected to undertake the following tasks:

1. Review available data (from ULB as well as other sources) and identify key gaps in information, and collect additional data to fill these gaps.
2. Guide and work alongside ULB personnel in the process of collection and analysis of the data required for Situation Analysis. Sub-tasks will include:
    - Obtain base maps, and available secondary data on the city's demographics, service levels of water and sanitation
    - Collect and plot on city map information on sanitation (household toilets, public/community toilets; collection, conveyance, treatment and disposal of human excreta through sewer networks or surface drains and household liquid wastes, with special emphasis on slums).
    - Collect information on solid waste (collection, transportation and disposal including treatment of waste) and collect additional information.
    - Collect and plot on city map information on drains (existence/type of drains – whether built-up pucca drains or katcha drains/condition/whether flowing or blocked./practice of dumping solid waste indiscriminately in the drains/ their size, type and direction of flow/whether functional or otherwise/whether the drains are likely to pollute nearby water sources and create other nuisance/their maintenance – who does it).
    - Collect information on water supply, wastewater generation, collection and disposal, including proposed sewage collection and treatment schemes, which are being implemented or planned.

- Collect and categorize the institutions from the point of generating liquid and solid waste, including institutions (like industries, hospitals) that produce and dispose hazardous wastes, including impact of this waste on public water bodies and the environment in the surrounding area.
- Collect data on municipal finances, (including financial grants available from various state and national schemes such as ILCS, etc.), especially demand and collection of water and sewerage/sanitation charges, including connection fees and user charges; and capital costs and operation and maintenance costs for water and sewerage/sanitation services, and solid waste.
- Collect information on organizational roles and responsibilities, and monitoring and evaluation arrangements for the delivery of sanitation services.
- Collect additional data to fill the gaps in the available information.

3. The Situational Analysis shall address all issues like: coverage of sewer network and zone wise STP capacity utilization, status of public toilets, disposal of night soil where sewer connection does not exist, disposal of domestic wastewater/ storm water/ solid waste, disposal of wastes of special category (like industrial waste and public institutions) and other issues pertaining to sanitation. The results of the analysis should be presented on the city map. The report should also project the future demand for sanitation services. Available schematic maps may be used for presentation and analysis. Situation Analysis Report shall be presented to stakeholders for validation of findings, and to solicit suggestions towards improvements in sanitation.

Task 4 - Conduct 2nd Consultation

During this consultation, the Consultant will share the findings of the Situation Analysis with the City-level Implementation Committee/Cell and other stakeholders for validation of findings and for soliciting their suggestions. The Consultant will prepare a list of recommendations and decisions arrived at in the consultation meeting.

Task 5 - Preparation of Draft City Sanitation Plan

Prepare a draft City Sanitation Plan that is comprehensive and citywide with respect to access to sanitation for all, and the safe collection, transportation, treatment and disposal of both solid and liquid wastes. The plan should detail out various technological options and their feasibility from the standpoint of Corporation and other financial resources. The analysis of options should include costs of capital investments, operation and maintenance, monitoring, and evaluation. The City Sanitation Plan shall follow the principles outlined in the National Urban Sanitation Policy. The City Sanitation Plan should essentially contain the following:

- Introduction, providing information about the municipal corporation.
- Assessment of sanitation issues, such as: open defection, unsafe disposal, etc.
- Preparation of the techno-economically most feasible sanitation plan, with sufficient technical details and estimates of capital cost and operation & maintenance cost with a justification for each technology stating its compliance with technical requirements mentioned in guidelines and recommendations, like those mentioned in the CPHEEO manual.
- Financial analysis and planning, which should include discussion on financial requirements, fund utilization, details of expenditure, financial model in use, public awareness and tax structure in

respect of the sanitation analysis of the most appropriate options for a feasible and sustainable sanitation programme.

- Realistic implementation plan for a sustainable sanitation programme, which should provide recommendations on the institutional set up, financial arrangements, convergence of the various central and state level schemes of sanitation, and participation of the community and NGOs during implementation.
- A 10-year horizon implementation plan and an immediate action plan (1-3 years) for implementing the City Sanitation Plan in a time-bound manner. The implementation plan shall also provide the steps to implement the aspects of awareness generation.

Task 6- Conduct 3rd Consultation

The draft City Sanitation Plan and Implementation Plan shall be presented to the City-level Implementation Committee/Cell. The discussions should cover the feasibility and appropriateness of the proposals from the point of view of their implementability in a time-bound manner. The recommendations of the Committee and other stakeholders should be documented for their incorporation into the final version of the City Sanitation Plan.

Task 7 - Final City Sanitation Plan

The final version of the City Sanitation Plan should be prepared after incorporating all comments and suggestions of the 3rd Consultation Meeting of the City-level Sanitation Committee/Cell.

4. Suggested Team of Consultants

The team of consultants will include the following staffing:

- A Team Leader, preferably a civil engineer/urban planner or equivalent expertise with experience in citywide urban development and/or infrastructure planning. The Team Leader will lead the city sanitation planning process and will be responsible for all deliverables, ensuring good quality standards. The candidate should have a post-graduate degree in urban planning or equivalent degree, with at least 10 years of demonstrated experience in citywide planning and working closely with urban local bodies and urban communities.
- Environmental/Sanitary Engineer(s) with experience in planning and design of on-plot/household, as well as public/community sanitation facilities and conveyance, treatment/re-use and disposal of human excreta and household liquid waste; and experience in the design and implementation of citywide programs for the collection, transportation, and treatment and disposal of municipal solid waste. The Environmental/Sanitary Specialist(s) will be a post-graduate engineer with at least 10 years experience in the planning and design of a broad range of sanitation systems. Experience in city-level planning and working with urban community groups will be an advantage.
- A Social Development and Communications Specialist with experience in working with urban communities in the field of water and sanitation. The candidate should be post-graduate in the social sciences with at least 5 years of experience in community mobilization, participatory planning, communication and advocacy. Experience in working with urban poor communities will be preferred.
- Municipal Finance and Institutional Specialist: specialist in municipal finance, institutional analysis, and governance issues, particularly related to local government agencies.

- Field Researchers to assist in data collection and analysis, stakeholder consultations, and field studies. The field research team shall consist of both sanitary/civil engineers and social scientists. The engineers should be graduate civil/environmental engineers, with at least 3 years of experience of working in water supply, sanitation and/or pollution control in urban local bodies. The social scientists should be post-graduate in social sciences/economics/ management with at least 3 years of experience of working with urban infrastructure projects.

5. Deliverables

The Consultant will prepare the following deliverables:

- *Situation Analysis Report* with comments and suggestions of stakeholders.
- *City Sanitation Plan (draft and final),* including analysis of technological options and financial analysis to achieve the outcomes.

6. Payment Schedule

Payment of these deliverables, based on fixed price for each respective component, will be made upon submission of an invoice following approval of the deliverables. The payment schedule is as below

	Upon submission and acceptance of:	Percentage Payment
1	Inception Report (methodology & outlines of Situation Analysis and City Sanitation Plan reports)	10%
3	Situation Analysis Report	20%
4	Draft City Sanitation Plan	30%
5	Final City Sanitation Plan	40%

7. TimeLine

NO		**PERIOD IN MONTHS**				
		1	2	3	4	5
1	Formation of City-level Implementation Committee/Cell					
2	Conduct 1st Consultation					
3	Baseline data collection and preparation of Situation Analysis					
4	Conduct 2nd Consultation					
5	Preparation of Draft City Sanitation Plan					
6	Conduct 3rd Consultation					
7	Final Sanitation Plan					