

Global Analysis and Assessment of Sanitation and Drinking-Water (GLAAS)
Engagement of an Expert Institution for Preparation of the GLAAS Report for
Sri Lanka

Terms of Reference for the Institution

The service is ordered by: Unit:	NCD
Department:	WCO SRL/NCD

1 Background

The UN-Water Global Analysis and Assessment of Sanitation and Drinking-Water (GLAAS) is an UN-Water initiative that began in 2008 and is implemented by the World Health Organization (WHO). GLAAS compiles data on drinking-water, sanitation and hygiene (WASH) from the countries. In this seventh cycle, the GLAAS 2024 country survey will cover four key areas of WASH systems: governance, monitoring, human resources, and finance. Additionally, the GLAAS country survey features new questions on climate resilient WASH. The data sets generated will inform policy making and strengthen monitoring of national sanitation and drinking-water programs and activities. Specifically, GLAAS monitors the nature of government policies and institutions and their impact, investments in terms of financial and human resources, the volume and targeting of foreign assistance and the relative influence of all these factors on performance.

In addition to providing sanitation and drinking-water policymakers and practitioners with a more comprehensive evidence base, the GLAAS process also informs political decision-making, particularly through its association with external support agencies in participating High Level Political Forum.

GLAAS is also integrally involved in collaborative monitoring efforts under Sustainable Development Goal (SDG) 6 and related targets and indicators. GLAAS is working closely with Organisation for Economic Co-operation and Development (OECD) and UN partners to provide data and harmonize methods for monitoring of means of implementation targets 6a – development assistance, and 6b – local participation. Considering the importance of GLAAS in view of the improving water, sanitation and hygiene and contribution in reporting of SDG indicators it has been decided to conduct GLAAS in Sri Lanka in 2024.

In a national context, GLAAS aims to complement sector review processes and to assist in assessing the state of WASH systems including financial and human resources inputs being directed to WASH while identifying barriers and enablers. GLAAS is not meant to be an additional burden on countries, but rather a tool to support existing national processes.

GLAAS, as a global report, also facilitates benchmarking among countries. Data collected through GLAAS are intended to inform senior staff in country governments that are in a

position to advise their ministers and most senior decision-makers as well as non-governmental, donor and partner organizations. It is a useful resource for stakeholders involved in WASH projects and programmes.

GLAAS assesses data from several different sources, including global data on sanitation and drinking-water coverage, donor aid flows, economic and development indicators, health indicator data, and data from regional sector and multi-sector assessments. GLAAS gathers data from countries and external support agencies to fill key knowledge gaps.

In addition to providing WASH policy makers and practitioners with a more comprehensive evidence base, the GLAAS process engages national stakeholders in a joint dialogue, and therefore informs political decision-making, particularly through its association with regional and global initiatives such as the Sanitation and Water for All (SWA) Partnership. SWA provides a global platform for discussion among countries and donors participating in the SWA High Level Dialogue that culminates in the SWA High Level Meetings, the next of which are scheduled for 2024.

GLAAS 2024/2025 Country Survey inquires for information on the status of drinking water supply and sanitation services as well as hand hygiene activities. The Questions of the survey focus on governance, monitoring, human resources, and finance.

2. Objective of the service

The key objective of the service is to collect the data for country survey on status of drinking water, sanitation, and WASH and gather information, and present in the survey form (PDF/eGLAAS).

3. Planned timelines (dates subject to confirmation)

14-11-2024 to 23-12-2024 complete the data collection and submit the survey form (including inception meeting and data validation workshop)

If any queries from HQ support to clarify 01-12 2024 to 23-12-2024) Work with WHO HQ.

4. Work to be performed

The main task of the **expert institution is to collect the details and data relevant to GLAAS survey 2024** areas using the format provided (Annex 4). More information on GLAAS could be found at

<https://www.who.int/teams/environment-climate-change-and-health/water-sanitation-and-health/monitoring-and-evidence/wash-systems-monitoring/un-water-global-analysis-and-assessment-of-sanitation-and-drinking-water/2024-2025-cycle>

https://cdn.who.int/media/docs/default-source/wash-documents/glaas/glaas-2024-2025/glaas_2024_country_survey.pdf?sfvrsn=6ebd923f_6&download=true

The process from inception meeting to final submission of country survey is expected to be completed in one month

Sl.No	Major and Specific Activities	Timeline and No of Days
I	Finalizing Activity plan	14 - 17 Nov 2024
	Finalizing Activity plan and present to the Ministry of Water Supply and WHO and receive concurrence to conduct the data collection.	14 - 17 Nov 2024
II	Coordinate data collection:	16 - 26 Nov 2024
	a. Organize an inception workshop and discuss with the stakeholders about GLAAS data collection, familiarize the questionnaire and initiate the process. (Maximum 45 participants) i. Maximum 40 – 45 participants (allowance will be LKR 1,200 – Ministry of Health rate) ii. Meeting venue expenses (conference package including refreshment - lunch, coffee/tea with three snacks, morning and after-noon) iii. WHO will pay on actuals and list of potential hotels attached	17- 22 Nov 2024
	b. The expert institution needs to consult relevant Ministries, Departments and other agencies for identification of sources and collection of data and information as per the principal forms used for the GLAAS.	17 – 22 Nov 2024
	c. The selected institution needs to carry out desk reviews, conduct in depth interviews/focus group discussions with the relevant stakeholders to get the necessary information.	17 – 22 Nov 2024
	d. Complete the survey form	20 - 26 Nov 2024
III	Manage post-data collection tasks:	24 – 30 Nov 2024
	a. The expert institution needs to hold validation workshop with all relevant stakeholders and get data and information validated during the workshop. i. Maximum 25 – 30 participants (allowance will be LKR. 1,200 – Ministry of Health rate) ii. Meeting venue expenses (conference package including refreshment - lunch, coffee/tea with three snacks, morning and after-noon) iii. WHO will pay on actuals and list of potential hotels attached	25- 29 Nov 2024
	b. Facilitate the completion and submission of the data release consent form, data collection process form, and country feedback form endorsed by the heads of the relevant	26 -29 Nov 2024

	Ministries before sharing with WHO. (maximum 20 participants)	
	c. Obtain the government verification and signing off on the data; and	27 -30 Nov 2024
	d. Work with the GLAAS team at WHO headquarters through WCO on any data quality issues and requests for additional validation, if necessary, with no cost attached	30 November to 23 December 2024

5. Deliverables

- a. Finalized the activity plan 17 November 2024
- b. Completed GLAAS survey form 26 November 2024 form
- c. Submit the verified (validated) data on 30 November 2024 with country feedback and consent form

6. Qualifications

Applications are invited from institutions with a broad knowledge of water, hygiene and sanitation approaches and related government policies, regulations procedures and documentation in Sri Lanka. The institution fulfils the below mentioned qualification and experience staff/expert to handle the GLAAS 2024/2025.

- a. Experience of the institution - mandatory
- Registered institution involving in survey or research or consultancy work and having experience for 03 – 05 years (submit company registration and company profile)
- b. Personnel requirements – mandatory
- Has an expert with Bachelor's degree in Engineering, Water and Sanitation, Environmental Science or Environmental Engineering (please provide CV).
- 08 - 10 years' experience in the drinking-water supply sector, planning, development, and/or service delivery (attach support documents)
- One data collector with the experience to support the expert
- c. Desirable
- Experience in conducting surveys and preparing survey reports (attached activities)

7. Technical Supervision

The selected expert institution is expected to work under the supervision of technical team identified by the Ministry of Water Supply and WHO Sri Lanka.

8. Evaluation

The evaluation panel will evaluate the technical merits of all the proposals which have passed the preliminary examination of proposals based on the following weighting:

Technical Weighting:	70 % of total evaluation
Financial Weighting:	30 % of total evaluation

The technical evaluation of the proposals will include:

1. Availability of all requirements as detailed in the Terms of Reference {(Addressing of WHO's requirements and expectations in line with TORs detailed in Annex 1 (work to be performed))}	20
2. Registered institution involving in survey or research or consultancy work and having experience for 03 – 05 years (Submit company registration and company profile)	10
3. An expert with bachelor's degree in Engineering, Water & sanitation, Environmental Science or Environmental Engineering (Please attach CV)	15
4. 08-10 years working experience in the in the drinking-water supply sector, planning, development, and/or service delivery (attach support documents)	10
5. One data collector with the experience to support the expert	10
6. Experience in conducting surveys and preparing survey reports (attached activities)	05
TOTAL	70

The number of points which can be obtained for each evaluation criterion is specified above and indicates the relative significance or weight of the item in the overall evaluation process.

A minimum of [50/70] points is required to pass the technical evaluation.

9. Payment method:

25% of the total estimated budget will be provided as first installment after submitting the interim report. The second installment (75%) will be given only after submitting the final report with duly filled all forms including declaration form and SOE.

Sourcing of Suppliers - Hotels in Colombo

Activity: Conference venue to host World Diabetes Day 2024 event in Colombo, Sri Lanka from 21 - 22 November 2024

Solicitation Method: Request for Proposal

SR #	Supplier Name	Address	Supplier focal point	Mobile/Landline	Email ID	Website	Basis for sourcing of suppliers
1	Cinnamon Grand Hotel	Colombo 3	Ms Dilmini	94 77 359 6358	dilmini@cinnamonhotels.com	https://www.cinnamonhotels.com/cinnamongrandcolombo	Recognized hotels, previously used
2	Shangri-La Hotel	Colombo 2	Ms Sarah	94 76 437 4702	sarah.hedwige@shangri-la.com	Luxury Hotel in Colombo Shangri-La Colombo	Recognized hotels, previously used
3	Taj Samudra Hotel	Colombo 3	Ms Dilusha	94 71 627 9254	dilusha.p@tajhotels.com	Taj Samudra, Colombo - 5 Star Hotel in Colombo Taj Hotels	Recognized hotels, previously used
4	Galle Face Hotel	Colombo 3	Ms Anita	94 77 060 2680	anita.bonifass@gallefacehotel.com	https://www.gallefacehotel.com/	Recognized hotels, previously used
5	Cinnamon Lakeside Hotel	Colombo 2	Ms Dilmini	94 77 359 6358	dilmini@cinnamonhotels.com	Hotels in Colombo Cinnamon Lakeside Colombo Official Site (cinnamonhotels.com)	Recognized hotels, previously used
6	Courtyard by Marriott Colombo	Colombo 2	Mr Thishanth	94 74 202 0086	v.thishanth@courtyard.com	https://courtyard.marriott.com/	Recognized hotels, previously used
7	The Kingsbury Hotel	Colombo 1	Ms Suwinee	94 77 108 7722	Suwinee.d@hayleysleisure.com	Colombo Hotels The Kingsbury Hotel Colombo Official Site	Recognized hotels, previously used
8	Hilton Colombo	Colombo 2	Mr Dhanuka	94 77 331 1381	Dhanuka.Ranasinghe@hilton.com	Colombo Hotels - Hilton Colombo Hotel - Hotels in Colombo	Recognized hotels, previously used
9	Sheraton Hotel Colombo	Colombo 3	Ms Sanduni	94 70 308 8996	sanduni.tharaka@sheraton.com	Sheraton Hotels Colombo - With Rooftop Bar, Outdoor Pool & Spa (marriott.com)	Recognized hotels, previously used
10	Cinnamon Life	Colombo 2	Mr Enoch	94 77 511 3614	enoch@cinnamonhotels.com	https://www.cinnamonhotels.com/cinnamon-life-city-of-dreams-sri-lanka?gad_source=1&gclid=Cj0KCQiwgrO4BhC2ARIsAKQ7zUksod4tphaL1YUVkiodPT04isWm0utw_uPRuTfratn5PhL5KNHFAaAaAnhHEALw_wcB	