



# NovaPact Consultants

Aligning Vision with Execution

[www.novapact.lk](http://www.novapact.lk)

## CONSULTING SERVICES

*Speed! Precision! Measurable impact!*

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## I. Introduction

With the aim of strengthening local government bodies, planning authorities and non-governmental organizations towards locally led, inclusive, and sustainable growth, we have developed three premium products along with other service offerings.

### OUR VALUE PROPOSITION

"We partner with local governments, planning authorities, and non-governmental organizations, international non-governmental organizations to unlock growth, improve efficiency, and tackle complex challenges. Through expert advisory, data-driven insights, and tailored solutions, we deliver results with **speed, precision, and measurable impact.**"

#### 1.1 Our Premium Products

##### a) Pro-Growth Local Economic Governance -LEC



"**Pro-Growth Local Economic Governance**" refers to policies, practices, and institutional arrangements at the local government level that are specifically designed to **stimulate and sustain economic growth** within a locality or region.

Our consultancy work begins with an assessment process that reviews local governments' current revenue-generating powers, mechanisms for preventing income leakages, local economic development initiatives, and locational advantages in terms of economic potential and equitable opportunities for various groups—including the rural poor, women, youth, and persons with disabilities.

As part of this process, we would develop 15 specific action points aimed at strengthening pro-growth local economic governance of local authorities.

##### b) Pro-Growth Service Delivery and Enforcement



"**Pro-Growth Local Service Delivery and Enforcement**" is set of local policies, institutions, infrastructure, and social conditions that collectively support private

sector development, job creation, and sustainable economic growth at the local or regional level. Basic services like infrastructure, health, education, and safety are not just social goods, they are economic enablers.

Our consultancy work begins with an internal assessment of service delivery capacity, focusing on key areas such as staff, work processes and procedures, and physical environment attributes, with special emphasis on business-related services and regulations. Externally, the assessment involves consulting businesses and the general public to gather perceptions of current services and suggestions for priority concerns and areas for local development.

As part of this process, we would develop 15 specific action points aimed at strengthening pro-growth local service delivery and enforcement of local authorities.

### c) Pro-growth spatial planning and circularity



Pro-growth spatial planning and circularity is a forward-looking approach that seeks to harmonize economic growth with long-term environmental sustainability. At its core, this approach integrates circular economy principles, such as resource efficiency, waste reduction, reuse, and recycling, into the spatial planning processes that shape cities, towns, and regions. Rather than viewing economic development and environmental stewardship as competing objectives, this approach treats them as mutually reinforcing goals, promoting a balanced and resilient path toward sustainable urban and regional development.

Through strategic land use planning, infrastructure development, and zoning, pro-growth spatial planning aims to stimulate local job creation, attract investment, improve public services, and ensure efficient use of land and resources. Simultaneously, it minimizes environmental impact by promoting closed-loop systems where materials and resources circulate within the local economy, reducing reliance on virgin resources and limiting waste and pollution. Further, At the local government level, where land use decisions, service delivery, and local economic development are closely interconnected, pro-growth spatial planning that incorporates circularity enables more sustainable governance of resources and infrastructure. It empowers local governments to lead on climate action, improve

residents' quality of life, and drive sustainable economic transformation aligned with both community needs and global sustainability goals.

Our consultancy work begins with an assessment of existing spatial and environmental conditions, zoning regulations, land-use pattern, road networks, stormwater drainage systems, waste flow dynamics, operation & management of material recovery practices, solid & liquid waste dumping site operation & management, and promote circular business models. This is done through a review of existing tools and instruments, as well as field inspections. Based on these assessments and baseline findings, our team will develop an improvement plan, guided by 15 key action points, to support pro-growth spatial planning and promote a circular urban economic model within local authorities.

## **1.2 Our other service offerings**

### **A. Technical Consultancy Services (Sector Specific)**

We offer a wide range of specialized technical consultancy services tailored for local government bodies, planning authorities, and NGOs/INGOs operating within the development sector. Our expertise spans diverse areas, enabling us to support effective project planning, implementation, monitoring, and evaluation to meet sector-specific needs.

A detailed overview of our consultancy services is available for your reference. Should you have any questions or require further information, please do not hesitate to contact us. We are committed to providing timely and comprehensive responses to assist you.

### **A1. Spatial Planning and Environmental Management**

#### **1. Technical Expertise in the Development of Integrated Urban Development and Spatial Plans**

Providing technical expertise to promote holistic, systems-based approaches to urban and regional planning that align infrastructure, land use, environmental sustainability, and social equity to support sustainable urban growth.

#### **2. Technical Expertise in the Development of Urban Policy, Governance, and Institutional Strengthening Frameworks.**

Providing guidance on advancing policy frameworks, decentralization, and institutional capacity building to ensure transparent, accountable, and responsive urban governance.

### **3. Technical Expertise in the Development of Inclusive and Participatory Urban Planning**

Promoting equitable access to urban services and opportunities through people-centered planning, social inclusion, and stakeholder engagement—especially targeting marginalized and vulnerable communities.

### **4. Technical Expertise in the Development of 3R/Solid Waste Management (SWM) Enforcement Strategy**

Formulating enforcement strategies to enhance compliance with the 3R principles—reduce, reuse, recycle—within the solid waste management system. This includes developing legal frameworks, defining institutional roles, establishing monitoring mechanisms, applying penalties, and encouraging participation from both the public and private sectors.

### **5. Technical Expertise in the Development of Funding Options and Cost Strategies for 3R/Solid Waste Management (SWM)**

Developing a comprehensive financial framework to optimize revenue generation and cost recovery in 3R-based solid waste management (SWM) systems. The framework aims to cover the full costs of waste collection, transportation, processing, recycling, and safe disposal. This involves analyzing fiscal gaps, user fee structures, and cost of service (COSA) data, while exploring funding options and sustainable financing mechanisms. The approach emphasizes financial viability and supports the promotion of public-private partnerships (PPPs) and community-based initiatives.

### **6. Technical Expertise in Formulating Solid Waste Management (SWM) Plans with a focus on Spatial and Physical Planning.**

Preparing a strategic, lifecycle-based Integrated Solid Waste Management (ISWM) plan that encompasses waste collection, transportation, processing, recycling, safe disposal, and public awareness—while giving special attention to spatial planning elements such as zoning regulations, land use patterns, and existing infrastructure. This ensures optimal siting of facilities (e.g., transfer stations, MRFs, landfills) and efficient waste collection routing aligned with urban development patterns. The plan integrates principles of the circular economy, environmental sustainability, public health, and stakeholder engagement.

### **7. Development of SWM Profile**

Compiling a comprehensive profile of current waste management systems, including data on waste generation rates, composition, collection practices, disposal methods, service coverage, and stakeholder mapping. This serves as a baseline for strategic planning and policy formulation.

## **8. Development of Pre-feasibility Studies for Development Projects**

Conducting preliminary assessments of proposed SWM infrastructure or service improvement projects to evaluate technical solutions, estimated costs, financial feasibility, environmental impacts, and implementation readiness before advancing to detailed design or investment stages.

## **9. Conduct and Report on Waste Characterization and Analysis Survey (WACS)**

By using specific acceptable tools, carrying out field investigation surveys to determine the generation patterns, composition, density & volume, and sources of municipal solid waste. The findings support evidence-based planning, investment decisions, and the selection of appropriate waste management and treatment technologies (e.g., waste collection and sorting technologies, organic waste treatment technologies, recycling and resource recovery technologies, thermal treatment technologies, landfilling technologies, household hazardous and biomedical waste treatment technologies, and residual waste disposal technologies)

## **10. Conduct Street and Marine Litter Surveys**

Undertaking systematic surveys to assess the presence of litter in urban streets and coastal/marine environments. This includes identifying the types, quantities, and sources of litter to inform targeted interventions aimed at improving cleanliness, protecting ecosystems, and guiding public awareness and policy initiatives.

## **11. Conduct Brand Audits (in Waste Management Context)**

Undertaking systematic assessment of waste to identify and quantify branded products, particularly packaging materials, within the waste stream. This involves collecting waste samples from households, public areas, or dumpsites, followed by sorting and identifying items based on visible brand labels or logos. Data such as brand names, product types, and material composition (e.g., plastic, paper, metal) are recorded and analyzed to determine which companies contribute most to the waste. This information supports Extended Producer Responsibility (EPR) initiatives, influences policy decisions, and raises public awareness about corporate accountability in waste generation and environmental impact.

## **12. Technical Know-how / Technology Transfer / Troubleshooting on Waste Collection, Processing, Treatment, and Disposal**

In collaboration with our established technical partners—who have proven expertise in efficient waste collection, processing at material recovery facilities, and disposal site management—we provide technical expertise in using the latest technologies.

## **A2. Service Delivery Improvement**

### **1. Technical Expertise in Formulating By-laws, Provincial Guidelines, and Regulations**

Drafting and revising by-laws, guidelines, and regulations to strengthen service provision and enhance the overall administrative functions of local authorities.

### **2. Technical Expertise in Reviewing Work Procedures of local councils and developing Improvement Plans**

Assessing existing workflows and procedures of local bodies and planning authorities to identify inefficiencies, and providing practical recommendations for their improvement and optimization.

### **3. Development of Training Modules and Session Plans on Productivity Improvement**

Designing and delivering customized training modules and session plans aimed at improving productivity among stakeholders in the local government sector, public sector, civil society organizations (CSOs), and the private sector.

### **4. Technical Expertise in Developing SWOT and VMOSA Analyses and Action Plans**

Providing technical support in conducting SWOT analyses (Strengths, Weaknesses, Opportunities, and Threats) and VMOSA analyses (Vision, Mission, Objectives, Strategies, and Action Plans).

### **5. Technical Advice and Coaching for Performance Evaluation Competitions**

Offering expert guidance and mentoring to assist local government bodies and public institutions in participating in provincial and national performance evaluation competitions.

### **6. Technical Advice and Coaching on Project Proposal Development**

Supporting local government authorities in drafting and submitting development project proposals to secure funding from national or external sources.

### **7. Technical Advice on Engaging Meaningful Private Sector Cooperation and PPPs for Development Projects (with Special Attention to Legal, Financial, and Management Aspects).**

## **A3. Community Participation and Engagement**

### **1. Participatory Citizen Charter Development**

A process aiming to streamline service delivery process while empowering citizens by defining/ educating service standards, incorporating democratic voices, and emphasizing citizens' rights and responsibilities in local governance. Unlike a service charter that prescribed bureaucratically without citizen

participation, this approach highlights the democratic nature of local governance and active citizen participation.

**2. 3R/SWM Social Behaviour and Communication Strategy Development**

Developing a comprehensive strategy to influence and improve public attitudes and behaviours toward waste reduction, reuse, and recycling. This involves designing targeted awareness campaigns, educational programs, and communication tools to promote active public participation in sustainable solid waste management (SWM) practices.

**3. Development of Public Consultation Strategy and Gap Analysis in Local, Regional, and National Planning**

Designing a strategic framework to effectively engage stakeholders and the public in planning processes at local, regional, and national levels. This includes conducting a gap analysis to identify deficiencies in existing consultation mechanisms and recommending improvements to enhance inclusiveness, transparency, and participatory decision-making.

## **B. Technical Consultancy Services (Project Support)**

We are pleased to offer our expert support in conducting baseline studies, key informant interviews, focus group discussions, barrier surveys, root cause analysis, evaluation studies, impact assessments, root cause analysis, most significant change story development, and the development of M&E frameworks.

In addition, we provide IT-related technical services, (including emerging themes) to local government bodies, local NGOs, and civil society organizations. Our goal is to support their digital transformation by streamlining operational workflows, enhancing efficiency, and enabling data-driven decision-making through customized ICT solutions.

## **B1. Project Design and Implementation**

**1. Development of MEL Frameworks for Organizations and Projects**

Expertise inputs in designing Monitoring, Evaluation, and Learning (MEL) frameworks, including Logical Frameworks and Theories of Change.

**2. Technical Expertise in Performance Monitoring & Results-Based Management**

Providing expertise support in monitoring performance using indicators or Key Performance Indicators (KPIs) aligned with results-based management principles.

**3. Technical Expertise in Data-Driven Decision-Making and Strategic Planning**

Supporting teams in decision-making and strategic planning through effective data management, analysis, and visualization using MEL tools, Standard Operating Procedures (SOPs), indicators, and learning questions.

**4. Technical Inputs to Monitor Cross-Cutting Themes**

Integrating and monitoring cross-cutting themes such as gender inclusion, youth engagement, environmental sustainability, and social inclusion within MEL systems.

**5. Technical Expertise in Designing and Implementing Research, Assessments, and Evaluations**

Technical inputs in designing and implementation of research studies, need assessments, baseline/midline/end line surveys, and evaluations at both organizational and project levels.

**6. Technical Expertise in Conducting Performance Data Quality Checks**

Providing expertise support while ensuring the accuracy, reliability, and timeliness of performance data through structured data quality assessments and verification processes.

**7. Capacity Building and Mentoring for Data-Driven Decision-Making**

Providing tailored capacity-building programs and mentoring to enhance organizational ability to make informed, evidence-based decisions.

**8. Design and Facilitation of Learning Reviews and Pause-and-Reflect Sessions**

Offering support in planning and conducting structured reflection sessions to share lessons learned, adapt strategies, and promote organizational learning.

## **B2. ICT Related**

**1. Design and Implementation of Data-Driven Digital Solutions**

Technical expertise to **design and implementation of digital solutions**, specializing in incorporating data driven systems for government, non-governmental, and private sector organizations.

➤ **E- Governance Platforms**

Digital systems for service delivery, permit applications, grievance redress, and citizen feedback.

➤ **Digital Records and Case Management Systems:**

Tools to digitize, store, and manage administrative records and case files for better tracking and accountability.

➤ **Data Dashboards and Visualization Tools:**

Interactive platforms for real-time monitoring of performance indicators, public service delivery, and community feedback.

- **Mobile Applications for Service Access:**  
Citizen-facing apps to provide access to local services, information, and emergency support.
- **Cybersecurity and Data Privacy Frameworks:**  
Ensuring public trust through secure systems and ethical data management practices.
- **Blockchain for Traceability in Recycling and EPR Systems**  
Ensuring transparent, tamper-proof tracking of waste materials from generation to recycling or disposal, enabling accountability among producers, recyclers, and regulators in line with EPR frameworks.
- **Internet of Things (IoT) in Waste Tracking and Bin Monitoring**  
Utilizing smart sensors and real-time data transmission to monitor bin fill levels, optimize waste collection routes, and improve operational efficiency.

## 2. Technical Expertise in IT Infrastructure Management

Technical expertise to configure, monitor, and **maintain servers and applications, manage updates and patches, and troubleshooting complex issues** to support seamless business operations.

## 3. IT Training & Capacity Building

**Training and capacity-building initiatives for clients**, empowering users and teams with the knowledge and skills required to effectively operate, maintain, and maximize IT systems.

## B3. Corporate Social Responsibility / Social Enterprise Related

### 1. CSR Initiatives for Sustainability and Environmental Conservation

We specialize in designing and implementing impactful CSR projects aimed at sustainable development, climate change mitigation, and biodiversity conservation.

### 2. Capacity Building session on **Circular Economy, Resource Recovery system** for local government bodies.

### 3. Capacity Building session on **Climate Resilience integration** in waste management system.

#### **4. Awareness Session on the Impacts of Microplastics on the Environment and Human Health**

Delivering a concise yet impactful awareness session on the environmental and health risks associated with microplastic pollution.

### **B4. Architectural and Construction Design & Consultancy Service**

#### **1. Technical Expertise in Architectural and Construction Design**

Providing design services using IT-based software such as AutoCAD, Google SketchUp, and Act-3D Lumion for architectural visualization and technical planning.

#### **2. Provide Consultancy Expertise Service for Preliminary Sketch Design**

Supporting the preparation of preliminary sketches to interpret the client's design requirements and spatial needs.

#### **3. Technical Expertise in Preliminary Cost Estimation**

Developing preliminary estimates of probable construction costs based on current area, volume, or other unit-based costing methods.

#### **4. Technical Expertise in the Preparation of Project Documents**

Compiling comprehensive project documentation, including plans, sections, and elevations to a scale acceptable for local authority approval, incorporating inputs from other consultants where applicable.

#### **5. Technical Expertise in Preparing Bill of Quantities**

Assisting the Quantity Surveyor in preparing Bills of Quantities (BOQ) required for tendering purposes.

#### **6. Technical Expertise for Tender Evaluation**

Providing consultancy services to evaluate tender submissions and prepare a comprehensive evaluation report with recommendations.

#### **7. Technical Expertise in Contract Documentation**

Supporting the preparation and compilation of contract documents for execution by the client and the selected contractor.

#### **8. Technical Expertise in Work Program Monitoring**

Reviewing the contractor's work program periodically and advising both the client and contractor to ensure responsibilities are met and the project is completed within the agreed contract period.

#### **9. Technical Expertise in Developing a Maintenance Manual**

Assisting in the preparation of a maintenance manual for building services and equipment, in collaboration with the contractors involved.

#### **10. Execute Service Contracts for Urban Sculptures, Iconic Landmark Installations, City Landscaping and Beautifications, and Development Projects.**

## C. Training and Capacity Building

We provide a wide range of training and capacity-building services for local government bodies, planning authorities, and NGOs/INGOs in the development sector. A detailed overview of our training and capacity building services is enclosed. Please feel free to contact us with any queries—we would be pleased to respond as soon as possible.

### C1. Spatial Planning and Environmental Management

#### 1. Capacity Building Workshop on Strengthening Urban Economy and Livelihood Resilience

Workshops to enhance the capacity of urban communities and local economies to withstand and recover from shocks such as economic downturns, environmental hazards, and social disruptions. These workshops promote diversified income sources, sustainable livelihoods, and inclusive economic growth to support long-term stability and community well-being.

#### 2. Awareness Sessions on Sustainable Development and Environmental Governance

Interactive awareness sessions focused on the principles of sustainable development, environmental stewardship, and governance best practices. Topics included global frameworks (e.g., the Sustainable Development Goals), national policy contexts, and local implementation pathways. These sessions aimed to build institutional awareness and strengthen the capacity of local authorities, civil society actors, and youth groups to advocate for and implement environmentally responsible policies.

#### 3. Capacity Building Training on Urban Planning and Spatial Development – Focusing on land use planning, zoning, and sustainable urban design.

#### 4. Capacity Building Training on Efficient Solid Waste Management (SWM) Practices – Covering 3R principles, waste collection, treatment technologies, and cost-recovery strategies.

#### 5. Capacity Building Training on Circular Economy and Resource Efficiency – Promoting circular practices in urban systems and local economies.

#### 6. Capacity Building Training on Climate Resilience and Adaptation – Training on integrating climate risk management into planning processes.

#### 7. Capacity Building in Digital Tools for Planning and Waste Management – Training on GIS, IoT, blockchain, and smart city applications.

## C2. Service Delivery Improvement / Local Government Affairs

1. Training on **Roles and Responsibilities** of elected members and public offices of local government bodies.
2. Training on **Council Meeting** procedures of local government bodies.
3. Training on local government **Budgeting and Financial Management**.
4. Training on local government **Internal Audit and External Audit Procedures**.
5. **Training on the By-law Formulation Process for Local Government Authorities**  
Conducting training sessions focused on the procedures, legal frameworks, and participatory approaches involved in drafting and implementing by-laws at the local government level.
6. **Capacity Building Sessions on Achieving Community Development through Meaningful Collaboration with Local Authorities**  
Capacity-building sessions aimed at fostering effective partnerships between communities and local authorities to drive inclusive and sustainable community development.
7. **Awareness Creation on Citizens' Rights and Responsibilities within the Local Governance Structure**  
Organizing awareness programs to educate citizens on their rights and responsibilities in local governance, promoting active civic engagement and accountability.

## C3. Community Participation and Engagement

1. Capacity Building session on **3E's application (Education, Engineering and Enforcement) for social change**.
2. **Participatory Development Planning**: PRA, strategic/spatial planning, land use mapping.

## C4. CSO Development

1. Capacity Building session and **mentoring for data-driven decision-making**.
2. Training on the **development and use of KPIs and indicators**
3. Training on **Organizational Development and Change Management**
4. Training on **Conflict Management and Peacebuilding**
5. Training on **Gender Equality and Empowerment**
6. Training on **Leadership and Motivation**

7. Training on **Proposal Writing and Project Cycle Management**
8. Training on the **Right to Information (RTI)**
9. Training on **Good Governance and Accountability**

#### **C5. SME Development/ Women Entrepreneurship Development**

1. Training on the **Marketing Mix** for products and service offerings
2. Training on the **Importance of Record-Keeping** and introduction to basic cash book management
3. Training on **Economic Sector development programs**  
(*Participatory Appraisal of Competitive Advantage - PACA and Value Chain Development*)
4. Training on **Entrepreneurship for circular business models.**

#### **D. Research consultancy services**

NovaPact offers specialized research consultancy services to support evidence-based local governance, strategic spatial planning and environmental management, driving sustainable economic transformation. In addition, we conduct desk reviews of development strategies and national, regional, and local development plans, as well as public policies; including acts, national policies, regulations, guidelines and by-laws.

We are pleased to offer our research expertise to help uncover insights and identify issues and opportunities for NGOs and donor agencies. Our focus areas for exploratory research include the following, but are not limited to:

- I. Examining ways in which women councilors can be effective in local government statutory/standing committees.
- II. Examining national, regional, and local development plans for alignment with sustainability and economic transformation goals.
- III. Exploring opportunities in 3R practices, resource efficiency, and sustainable waste management systems.
- IV. Examining the social and economic impacts of development interventions and policy changes.
- V. Examining challenges faced by women councilors in building their political identity in local governance.
- VI. Access of women from self-employed households to local government services and resources.
- VII. Investigating land use patterns, urban growth trends, and spatial inequalities in a selected locality.

- VIII. Exploring issues related to resource use, pollution, ecosystem services, and climate resilience in a selected locality.
- IX. Examining the effectiveness, gaps, and implications of acts, policies, regulations, guidelines, and bylaws.
- X. Accessibility of capacity building opportunities and funding sources for women in the informal sector.

## 2.Summary of our service offers

Product Description				Total
1) Pro-Growth Local Economic Governance (LEG - Premium)				01
2) Pro-Growth Service Delivery and Enforcement (SDE - Premium)				01
3) Pro-Growth Spatial Planning and Circularity (SPC - Premium)				01
Thematic Areas	Service Offers			
	Technical Consultancy - Sector Specific	Technical Consultancy - Project Support	Training and Capacity Building	
4) Spatial Planning and Environmental Management	12		07	19
5) Service Delivery/ Local Governance Affairs	07		07	14
6) Community Participation and Engagement	03		02	05
7) Project Design and Implementation		08		08
8) ICT Related		03		03
9) CSR Related		04		04
10) Architectural and Construction Design & Consultancy Service		10		10
11) Civil Society Organization (CSO) Development			09	09
12) SME Development/ Women Entrepreneurship Development			04	04
13) Research Consultancy Services				01
Grand Total of Service Products				80