

**Request for Proposal  
(Bidding Document)  
For  
Baseline study for the project - Climate  
Resilient WASH project in the most  
vulnerable locations of Bangladesh**



**WaterAid Bangladesh**

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**SECTION - 1 (Consultant/consulting firm)**

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- 1. Introduction**
- 1.1 Consultant/consulting firms are invited to submit a technical and a financial proposal.
- 1.2 Costs for preparing the proposal and of negotiating the contract are not reimbursable.
- 1.3 Consultant/consulting firm should observe the highest standard of ethics during the selection process and implementation of contract. The attempt of any consultant/consulting firm to influence the internal WaterAid Bangladesh independent evaluation and selection process will automatically lead to the removal of consultant/consulting firm's proposal from consideration. In addition, any misrepresentation of facts or institutional capacity will also lead to the removal of the misrepresented proposal from consideration.
- 1.4 WaterAid Bangladesh reserves the right to amend and modify this bidding document and also can select consultant/consulting firm for providing service cited in this bidding document either for the entire content of the proposal or a part thereof.
- 2. Preparation of Technical and Financial Proposal**
- 2.1 Consultant/consulting firms are requested to submit their proposal written in English (font - Arial, Size -12).
- 2.2 The technical part of the proposal should contain the following:
- Detailed methodology of the study including work plan.
  - Detailed timeframe (including dates for submission of first draft, dissemination of findings and final report);
  - Detailed account of experience of conducting survey and employing qualitative methods;
  - Detailed CV of the team leader and key members of the study team;
  - Copy of VAT registration certificate (for consulting firm);
  - Copy of valid TIN certificate and bank account detail.

- Technical proposal must not exceed ten pages (excluding CVs) and be submitted in PDF format.
- 2.3 The consultant/consulting firm is expected to provide justified budget which is consistent with technical proposal.
- 2.4 The financial proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other costs as it will be deducted from the source. However VAT can be mentioned in the budget as per government regulation. WaterAid Bangladesh will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury.
- 3. Submission of Proposals**
- 3.1 The technical and financial proposal should be submitted electronically to the following email address :  
[WaterAid-Tender-TA@wateraid.org](mailto:WaterAid-Tender-TA@wateraid.org) with **Baseline study for the project - Climate Resilient WASH project in the most vulnerable locations of Bangladesh** as the subject line.
- 3.2 Proposals submitted to any other e-mail account except the above will be treated as disqualified.
- 3.3 Submission after the deadline **6<sup>th</sup> November 2017** will be treated as disqualified.
- 3.4 Two different files should be generated for technical and financial proposals. However, both two files should be submitted into one zip folder with a cover letter addressing the Head of Human Resource, WaterAid Bangladesh.
- 4. Proposal Evaluation**
- 4.1 The evaluation committee will evaluate the proposals on the basis of their responsiveness to Request for Proposal (RFP), applying the evaluation criteria and point system specified herein.
- 4.2 The final selection will be done following Quality and Cost Based (QCBS) method. This will be done by applying a weight of 0.80 (or 80 percent) and 0.20 (or 20 percent) respectively to the technical and financial score of each evaluated proposal.
- 5. Negotiations**
- 5.1 Once the proposal are evaluated WaterAid may enter into negotiation with one or more than one consultant/ consulting firm for final selection.

- 5.2 If negotiations fail, WaterAid Bangladesh will invite consultant/consulting firm whose proposal received and was the next highest score to negotiate a contract. If none of the invited proposals led to an agreement fresh Requests for Proposals (bidding document) will be called.

**6. Award of Contract**

The consultant/consulting firm expected to commence the assignment within one week of signing contract.

**7. Confidentiality**

Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the consultant/consulting firm who submitted the proposals or to other persons not officially concerned with the process, until the winning consultant/consulting firm has been notified that it has been awarded the contract.

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## **SECTION – 2 (Terms of Reference)**

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### **Baseline study for the project - Climate Resilient WASH project in the most vulnerable locations of Bangladesh**

#### **1. Introduction**

Since 1986, WaterAid Bangladesh (WAB), an international non-government organisation with its head office in UK, has been working to improve safe water and sanitation access including hygiene behaviour of the poor and marginalised population in Bangladesh. The organisation has gained reputation in the sector for its innovation and lead role in fighting against WASH poverty with special focus on climate vulnerable areas. For last several years WAB along with its partner NGOs has successfully developed and implemented model approaches for providing sustainable and disaster resilient community managed WASH services in salinity-prone coastal belt, haor and flood-prone chars keeping an eye over climate change implications. In relation to that WAB recently has developed a three years long project titled “Climate Resilient WASH project in the most vulnerable locations of Bangladesh” in four locations. The project is funded by Hongkong and Shanghai Banking Corporation name as HSBC Bank through its corporate social responsibility (CSR) fund.

#### **2. Project Background**

The main aim of this project is to improve water and sanitation services and hygiene behaviour in five Upazilas (sub-districts) in Bangladesh suffering from acute WASH conditions related to climate change related vulnerabilities and impacts, with a strong focus on capacity and system strengthening across local authorities, schools, healthcare facilities and community management. The project will build the foundations of changes to local governance and citizens-duty bearer interactions through activating mandated water and sanitation committees at the Union Parishad and Upazila (sub-district) levels; capacitating duty bearers and service providers on appropriate delivery standards and mechanisms. The project will also facilitate SMCs and local educational departments to create an enabling environment for the students in the educational institutions, as well as Community Group (CG) and Community Support Group (CSG) to enhance health care services building capacity of CG/CSG and health workforce. The stakeholders of the project are health service providers, healthcare facility management/governance structure, secondary school students, their parents and school management committees, health department representatives at the Union Parishad and Upazila level. The objectives of this project are as follows.

WaterAid Bangladesh will implement the project in partnership with four local NGOs in the selected working areas which are as follows:

<b>District</b>	<b>Upazila (Sub-district)</b>	<b>PNGO</b>
Sunamganj	Tahirpur	Efforts for Rural Advancement (ERA)

Meherpur	Gangni	SKS Foundation
Khulna	Paikgacha	Nabolok
Khulna	Dacope	Rupantar
Satkhira	Shyamnagar	Rupantar

In order to establish benchmark WaterAid Bangladesh plans to conduct a baseline study for the above mentioned project with an aim to understand and analyse present local WASH dynamics in the intervention areas and provide necessary benchmark information to WaterAid and its Partners in setting intervention priorities towards implementation of the project. For this, a consultant/ consultant firm will be contracted out on behalf of WaterAid Bangladesh to carry out the baseline study as per this Terms of Reference (TOR).

### **Project Objectives:**

- Increased capacity of local institutions to deliver and manage WASH services for all, and address challenges of hard to reach climate resilience, water security and urbanisation.
- Improved mechanisms for citizens to understand their entitlements/responsibilities and hold WASH service providers and duty bearers to account.
- Policy, institutional and fiscal arrangements strengthened at national and/or sub-national levels to deliver and sustain WASH services for all by 2030.
- Improved cross-sector integration improves access to WASH and hygiene promotion in schools and healthcare facilities.

### **3. Study objectives**

The broad objective of the study is to assess the above mentioned objectives of project and form a comparable benchmarks to assess changes towards the end of the project. The detail result framework of this project is given in annex-I.

### **4. Methodology**

The consultant/ consulting firm is expected to develop appropriate methodology to meet the objectives of the study. Appropriate triangulation in data collection methods is anticipated in the proposed methodology as per need. The methodology and relevant instruments should be adjusted in consultation of WaterAid and finalised before implementation.

### **5. Expected competency**

Expected competency of the individual/firm includes:

- Expertise in conducting comprehensive study covering different corners of the country.

- Skilled in developing quantitative and qualitative methodology to conduct study.
- Experience in conducting study in the area of WASH, climate change, governance, health and education. Analytical skill in assessing WASH intervention will add value.
- Capacity to provide necessary training to human resource for administering data collection, quality control of data, data entry and management.

## **6. Scope of work**

The assignment will preferably include, but not limited to:

- Develop appropriate methodology, data collection instruments in consultation with WAB and finalise the instruments by pretesting.
- Engage qualified enumerators, train them on quantitative and qualitative data collection and quality control
- Administer data collection in the study areas that includes supervision, cross validation, quality control and data transcription
- Data management and analysis in terms of coding, computer entry, cleaning, transcription and analysis as pre study themes in the objectives.
- Preparation of draft report, present the key findings to different stakeholders and finalise the report based on feedback.

## **7. Timeframe and deliverables**

The total assignment should be completed within 75 days after signing of the contract. The individual/firm will submit a proposed work plan with key milestones within a week of signing of the contract. The work plan will be reviewed and approved by WAB. It is anticipated that the first draft of the report will be produced after 45 days of signing of the contract. The final reports should be submitted after 7 days of receiving feedback. During implementation of the assignment follow up meetings will be organised as necessary between the contracted agency/consultant and WaterAid Bangladesh.

The deliverables of the assignment will be:

- Inception report containing final methodology and detailed work plan.
- Study instruments pretested, finalised and printed (both Bangla and English version)
- Draft report containing detailed findings, well blended qualitative and quantitative analysis on findings.
- A well organised informative final report addressing all objectives as specified in the TOR (hard copy in MS Word and soft copy in a DVD).
- Presentation of the draft findings to WAB and its partners
- Presentation of the key findings and recommendations to the wider audiences as suggested by WAB.



- All field notes and the data set (in SPSS) with layout and code list should be submitted.

The report should have the following structure:

- Title page
- Acknowledgments
- Executive summary
- List of acronyms
- Table of contents and lists of figures and tables
- Introduction
- Background
- Methodology
- Results (it should be organised as per study objectives)
- Discussion and conclusions with recommendations.
- References
- Annexes

## **8. General Terms and Conditions**

WaterAid Bangladesh practices the following terms and conditions:

- All documents/products/materials produced under the agreement remains the intellectual property of WaterAid. The consultant/consulting firm might be allowed to use these products only for non-commercial purposes, subject to written approval from WaterAid Bangladesh.
- All project records and copies of records, data sets, electronic data and photocopies, etc., which the consultant/consulting firm remains for the successful execution of the assignment, shall remain the exclusive properties of WaterAid Bangladesh.
- During the period of the agreement or afterwards, the consultant/consulting firm shall not issue any written material or express public or personal opinions concerning the services under the agreement to parties outside except with the prior written approval of WaterAid Bangladesh.
- The consultant/consulting firm assumes all responsibility for complying with local legal codes as they apply to an agreement and work performed there under. In addition, the consultant/consulting firm shall be liable to pay all applicable taxes and fees as required by the laws of Bangladesh.
- The consultant/consulting firm shall not without first obtaining the consent in writing of WaterAid, permit any of its duties or obligations made under the agreement to be

performed or carried out by any other person, or reassign his/her interest in the agreement.

- In the event that the consultant/consulting firm requires additional time to complete the agreement, over and above that previously agreed to, without WaterAid changing the scope of the agreement, WaterAid's prior written concurrence to the same is necessary in order to charge WaterAid for agreement expenses incurred during an agreement extension.
- However, WaterAid may, by written order, make general changes within the scope of the agreement affecting the services to be performed or the time of performance. If any such changes cause an increase or decrease in the cost of, or time required for performance of, any part of the work under the agreement, WaterAid shall make an equitable adjustment in the agreement price, the delivery schedule, or both, and shall modify the agreement in writing accordingly.
- The consultant/consulting firm may communicate with parties external to WaterAid through and with prior intimation to WaterAid, while performing services under the agreement.
- Notwithstanding anything contained in the agreement or in these conditions WaterAid may at any time by notice in writing terminate the agreement in whole or in part by requiring the consultant/consulting firm to stop performing the work or any part thereof, in which event the consultant/consulting firm shall have no claim against WaterAid by reason of such termination other than payment of expenses actually incurred by the consultant/consulting firm plus a fair and reasonable fee to be in proportion to the work performed under the agreement, less any sum previously paid on account thereof. However, if the agreement is cancelled by WaterAid due to negligence on the part of the consultant/consulting firm, termination expenses shall be borne by him. In this later case, WaterAid's independent determination of negligence on the part of the consultant / consulting firm shall be considered to be final and non-negotiable.
- The consultant / consulting firm shall not hold WaterAid liable for any accident or misadventure befalling them whilst on duty or pursuing activities to fulfil the agreement.
- WaterAid Bangladesh reserves right to accept and reject any proposal without assigning any verbal and or written rationale whatsoever.
- WaterAid Bangladesh reserves the right to monitor the quality and progress of the work during assignment.
- Further items/tasks might be incorporated by WaterAid Bangladesh and in such case budget will be revised accordingly.
- Payments will be made by account payee cheque or bank transfer in the name of the consultant / consulting firm or individual as per the contract.

## 9. Mode of Payment

The payment will be made in following three instalments:

Instalment	Percentage	Time
First instalment	30%	After submission and acceptance of the inception report
Second instalment	40%	After submission of draft report
Final instalment	30%	After submission and acceptance of the final report

Note: Income Tax (IT) of the total amount and VAT will be deducted at source as per government rules.

## 10. Penalty clause

The consultant/consulting firm is expected to provide services within time frame as well as submit the final report maintaining the quality as mentioned in section 5. If for any reason, the consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform WaterAid in time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 0.5% for each day of delay. If the quality is not maintained as mentioned in section 5 WaterAid will deduct 15% of the total contracted amount.

## 11. Contact person

For any further quires please communicate to Md. Towhidul Islam, Programme Officer (M&E), WaterAid Bangladesh to the following e-mail address:

[TowhidulIslam@Wateraid.org](mailto:TowhidulIslam@Wateraid.org)

# Annex-I

S.L	Programme Outcomes	Contributing Indicators
1.	Increased capacity of local institutions to deliver and manage WASH services for all, and address challenges of climate resilience, water security and urbanization.	• Evidence of improved capacity to monitor the performance of WASH services and use data from monitoring to inform planning.
		• Evidence of improved capacity to plan the effective delivery of WASH services.
		• Evidence of improved capacity to deliver WASH services.
		• Evidence of improved capacity of institutions to provide management, financial and technical support to service users.
		• Service delivery models that address challenge areas (urban, climate resilience, water security, hygiene) are demonstrated.
2.	Improved mechanisms for citizens to understand their entitlements/responsibilities and hold WASH service providers and duty bearers to account	• Evidence of change in government awareness of its roles as duty bearer vis-a-vis the realisation of the right to water and sanitation
		• Evidence of change in community involvement\participation in planning, monitoring and evaluation processes at different levels
		• Evidence that information obtained from communities is feeding into district level planning, monitoring and evaluation processes
		• Evidence that people from marginalised and socially excluded groups are represented and actively participating in the processes
		• Change in the knowledge and awareness of communities of existing procedures to claim their right to WASH
		• Change in the knowledge and understanding of the media to effectively engage in WASH promotion
3.	Policy, institutional and fiscal arrangements strengthened at national and/or sub-national levels to deliver and sustain WASH services for all by 2030	• Evidence of clear roles and responsibilities for delivery, management and financing of WASH services
		• Evidence of clear norms and standards for delivery, management and financing of WASH services
		• Evidence of financing models that cover the full lifecycle cost of services
		• Evidence of enhanced sector performance monitoring and review processes

		<ul style="list-style-type: none"> <li>• Evidence of effective coordination mechanisms for WASH actors working at national/district level</li> </ul>
4.	Improved cross-sector integration improves access to WASH and hygiene promotion in schools and healthcare facilities	<ul style="list-style-type: none"> <li>• Percentage of schools with gender-segregated WASH facilities</li> <li>• Percentage of schools with WASH facilities that are accessible for children with disability</li> <li>• Ministry/ Dept of Education plan and monitor the provision of WASH facilities in schools</li> <li>• Percentage of health facilities with basic WASH facilities</li> <li>• Ministry / Dept of Health plan and monitor the provision of WASH facilities in health centres (modified to include local level)</li> <li>• Evidence of change in the collaboration and coordination between Ministry or Dept of Health and the Ministry or Dept responsible for WASH 3A5b (modified to include local level)</li> <li>• Number of communities with active hygiene promoters / volunteers / social mobilizers / front line health workers.</li> <li>• Number of institutions with a mechanism for hygiene capacity building and monitoring.</li> </ul>