

REQUEST FOR PROPOSAL (RFP)
On

‘IMPACT STORY COLLECTION FOR GENDER-FRIENDLY SANITATION ACCESS AND AWARENESS THROUGH WASH IN SCHOOLS IN NORTHERN BANGLADESH PROJECT’

Important Dates:

- Pre bid clarification meeting at WaterAid Bangladesh office; **3.00PM, 12 April 2018**; interested participants must send confirmation email to B.M.Al-Emran@wateraid.org; to participate
- Closure of the invitation and proposal submission date: **April 21, 2018 11.59PM.**



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SECTION - 1 (INFORMATION TO ORGANISATIONS)

- | | |
|--|--|
| 1. Introduction | <p>1.1 The organisations are invited to submit a Technical Proposal and a Financial Proposal. Under one proposal the organisation(s) have to split all the goods and services for technical description and cost separately as per the indication of section-3 (Technical Proposal Submission Format) and section-4 (Financial Proposal Submission Format) in this RFP. Both these proposals will be the basis for selection.</p> <p>1.2 Costs for preparing the proposal and of negotiating the contract are non-reimbursable.</p> <p>1.3 Organisations should observe the highest standard of ethics during the selection process and implementation of contracts. The attempt of any organisation to influence the internal WaterAid Bangladesh independent evaluation and selection process will automatically lead to the removal of this organisation'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.</p> <p>1.4 WaterAid Bangladesh reserves the right to amend and modify this RFP document and also can select organisation(s) for providing goods and services cited in section-2 (point 8). Deliverables of this RFP are either for the entire content of the proposal or a part thereof.</p> |
| 2. Clarification and amendment of RFP documents | <p>2.1 At any time before the receipt of proposals, WaterAid Bangladesh may for any reason, whether at its own initiative or in response to a clarification requested by an invited organisation, amend the RFP. Any amendment shall be issued in writing and shall be posted and will be binding. WaterAid Bangladesh may at its discretion extend the deadline for the submission of proposals.</p> |
| 3. Preparation of proposal | <p>3.1 Organisations are requested to submit their proposal written in English (font-Arial, size-12). Proposals must remain valid for a minimum of 91 days after the submission date.</p> |
| <i>Technical proposal</i> | <p>3.2 In preparing the Proposal, organisations are expected to examine the documents constituting this RFP. Material deficiencies in providing the information may result in rejection of a proposal.</p> <p>3.3 While preparing the Proposal, organisations must give particular attention to the following:</p> <ul style="list-style-type: none">▪ It is desirable that the key professional staff who would be involved in the assignment have practical experience and an extended knowledge on the subject matter.▪ Reports or communication with WaterAid to be issued by the organisation(s) as part of this assignment must be in English. <p>3.4 The proposal shall provide the following information using the format given in this RFP:</p> <ul style="list-style-type: none">▪ Description of the organisation and an outline of recent experience on assignments of a similar nature using the format as placed in the annexure.▪ Brief profile of the organisation and proposed key staff. |

		<ul style="list-style-type: none"> ▪ Attaching a detailed plan of implementation and idea for the assignment.
<i>Financial Proposal</i>	3.5	In preparing the Financial Proposal, organisations are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4).
	3.6	The Financial Proposal should clearly identify item wise summary of cost for the assignment with detail breakdown, the taxes, VAT, duties, fees, levies and other charges to be included under the applicable law. WaterAid Bangladesh will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. An E-TIN should be attached with the financial proposal from applying organisation's end.
4. Submission, receipt and opening of proposals	4.1	The original proposal (Technical and Financial) should be submitted electronically to the email address WaterAid-Tender-TA@wateraid.org with 'Impact story collection for gender-friendly sanitation...in northern Bangladesh project'.
	4.2	Proposals submitted to any other e-mail account except the above will be treated as disqualified.
	4.3	Submissions after the deadline 11.59 pm of 21 April 2018 will be treated as disqualified.
	4.4	Attach financial and technical proposal along with all required documents with the email, and put all attachments in one zip folder (not RAR file) in the name of your organisation.
	4.5	Neither the technical nor the financial proposal should exceed 10 pages altogether, and both needs to be submitted in PDF format.
	4.6	The Proposal will be reviewed by the evaluation committee and will be evaluated in line with the guidelines of WaterAid Bangladesh.
5. Proposal evaluation		
<i>Evaluation of technical proposals</i>	5.1	The evaluation committee will evaluate the proposals on the basis of their responsiveness to Terms of Reference, applying the evaluation criteria and point system specified herein. Each responsive proposal will be given a technical score. Proposal(s) will be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated below.
<i>Technical proposal evaluation criteria</i>	5.2	Evaluation Criteria, Evaluation and Ranking for Selection: The final selection will be done following Quality and Cost Based (QCBS) method. This will be done by applying a weight of 0.70 (or 70 percent) and 0.30 (or 30 percent) respectively to the technical and financial score of each evaluated technical and financial

proposal and then computing the relevant combined total score for each organisation.

Technical Proposal Evaluation: 70

- *Specific experience of the organisation related to the assignment – developing 360-degree impact story collection, key staff and technical capacity: **20 marks** (please provide correct, valid and workable only suggest key personnel who will be directly involved with the assignment for 10 months).*
- *Adequacy of the proposed work plan and implementation strategy in responding to the Terms of Reference: **50***
 - Creative idea and conceptualisation: 15
 - Social media package development expertise: 10
 - Photography content collection strategy: 10
 - Impact case story collection strategy: 5
 - Filming and content collection strategy: 5
 - Comments on the ToR: 5

Evaluation of Financial Proposals

- 5.3.1 The evaluation committee will determine whether the Financial Proposals are complete (i.e. whether they have costed all items of the corresponding Technical Proposals). The Evaluation Committee may invalidate any proposal if it is determined that significant budgetary mistakes or omissions undermine the integrity of the proposal.
- 5.3.2 The evaluation will be based upon a Quality and Cost Based Selection (QCBS) process. A total of 30 points will be allocated for this cost part. The lowest Financial Proposal will be given highest score.

Technical Proposal - 70 and Financial Proposal - 30 Total points from both - 100

6. Negotiations

- 6.1 Once the proposals are evaluated, WaterAid may enter into negotiation with one or more than one organisation for final selection.
- 6.2 Negotiations will include a discussion on the proposed methodology, performer, staffing, costing, any suggestions made by the organisation(s) to improve the Terms of Reference. WaterAid Bangladesh and the organisation(s) will then work out final terms of reference, performers, staffing, and bar diagrams indicating activities, logistics and reporting. The agreed work plan, cost and final terms of reference will then be incorporated in the contract document.
- 6.3 If negotiations fail, WaterAid Bangladesh will then invite those organisation(s) whose proposals received the next highest score. If none of the invited proposals led to an agreement, fresh Requests for Proposals (RFP) will be called upon.
- 6.4 WaterAid Bangladesh reserves the right to cancel the RFP at any point of time without serving any notice. Furthermore, WaterAid

has its absolute discretion to suspend and disqualify any proposal or all proposals received without tendering any reason whatsoever.

7. Award of Contract

The organisation is expected to commence the assignment within two months of signing the contract.

8. Confidentiality

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

SECTION – 2 (TERMS OF REFERENCE)

IMPACT STORY COLLECTION FOR GENDER-FRIENDLY SANITATION ACCESS AND AWARENESS THROUGH WASH IN SCHOOLS IN NORTHERN BANGLADESH PROJECT

1. Introduction

In Bangladesh, students, especially girls in school face discomfort and sometimes have to skip school days due to the lack of appropriate sanitation facilities, water points having clean drinking water and handwashing facilities with proper hygienic elements. Water, Sanitation and Hygiene (WASH) in schools hold the potential of far-reaching transformational change that can directly benefit the children who attend as students, reaching many others through their students, acting as a catalyst in homes and communities, and implanting awareness and skills in each student that will reduce exposure to health risks throughout their life.

WaterAid identified seven districts of the country where WASH is neglected in schools and proposes to intervene in twenty-five schools there to demonstrate improved WASH facilities. The intervention will benefit about 10,000 students with proper access to WASH and will support about 5,000 adolescent girls during their menstruation, along with improving their knowledge and practice of Menstrual Hygiene Management (MHM). To ensure resources are available to operate and maintain WASH facilities in schools, and that duty bearers are aware of their responsibility, the project will also work to increase their capacity for addressing WASH in schools.

The 12 months (April 2018 to March 2019) project objectives are:

- Objective 1: Facilitate girls' education through promoting access to clean drinking water, improved sanitation and hygiene facilities in schools
 - Gender-friendly WASH facilities demonstrated in 25 schools
 - 100 - 125 water quality tests conducted to ensure safety and quality
 - 4,000 - 5,000 adolescent girls will have access to MHM facilities at school
- Objective 2: Build local capacity to address and manage WASH deprivation and inequality in WASH service delivery in schools
 - 100 teachers trained and oriented on WASH and MHM
 - Two workshop held at the sub-district level with duty bearers
- Objective 3: Influence hygiene behaviour change among students with special focus on menstrual hygiene management
 - 10,000 students reached with hygiene promotion messages and activities
 - 62 student cabinets mobilised for knowledge sharing for hygiene behaviour change
 - 5,000 adolescent girls reached with messages and information on MHM

2. Objective of this assignment

For this project, WaterAid is looking for an agency who will help record, capture and create its work and experiences, developing content for use in reports, communication materials, social media and internal/external sharing. The agency will need to be engaged from the beginning to the end of the project.

Through engaging the agency, WaterAid believes quality content will be developed based on the scope of work and deliverables as stated below.

3. Target audience

Primarily, the target audience is international community and donors. Secondly, government officials and key stakeholders in WASH and Education sector along with general people through social media.

4. Scope of Work

WaterAid for this project will hire an agency for a 11 months' agreement to capture the impacts of the project which it will be making in the lives of the students esp. girls. The agency will be responsible for creating exciting and stimulating communication materials, social media contents, photography, film and finally produce a project ending booklet which will document the work we will be undertaking during the project tenure.

The project will be implemented in the following upazilas: Taragonj (20 schools), Palashbari (2 school), Ulapara (1 school), Tahirpur (1 school) and Thakurgaon (1 school) - all relevant content gather will be done from these areas with special focus on girls.

5. Major Activities

Major activities to be undertaken in this assignment have been listed under the deliverables. However, it will be a plus if the applying organisation comes up with innovative ideas following the ToR. Please note this is a time bound assignment with specific deliverables due on the date mentioned.

6. Duration

The contract will require inputs over the period from **May 2018 to March 2019**. All assigned tasks must be accomplished within this time frame.

7. Timeline

The timeframe of the assignment is **11 months from May 2018 to March 2019**, after signing the contract. The final content needs to be handed over to WaterAid based on the planned dates in the deliverables section.

Breakdown of more key dates to accomplishment of this task is as follows:

Activities	Timeline
ToR circulation	8 April 2018
Pre bid clarification meeting at WaterAid Bangladesh office 3.00PM – confirmation for participation to be made through email to B.M.Al-Emran@wateraid.org no later than April 11	12 April 2018/ 3.00pm sharp
Invite queries and clarifications from interested agencies through email only. No queries after 16 April 2018 will be entertained.	16 April 2018/5.00pm
Closure of the invitation and proposal submission date. Any proposals after this deadline will be disqualified.	21 April 2018/ 11.59pm
Finalize the successful agency and notify through mail (tentative)	26 April 2018
Agreement sign and briefing (tentative)	30 April 2018

It is however to be noted that exact dates of tasks will be specified following a submission of the detailed work plan by the vendor. Only agencies confident of being able to meet the requirements of the assignment within the mentioned date are expected to apply.

8. Deliverables

Details of deliverables include the following, dates of which are tentative and any changes will be notified to the agency well ahead of time. It is also to be noted additionally that in the below, the 2 case stories mentioned will be two girls who will be followed all throughout the assignment tenure, showcasing their life change with the construction of the sanitation facilities.

Deadlines (tentative)	Deliverables	Remarks
May 2018	1) Photography: Pre-intervention photos 2) Case Story: Pre-intervention (2) a) For social media – photo & video (30-60 seconds)	4 days' field visit (indicative)
July 2018	3) Case Story: During intervention (2) a) For social media – photo & video (30-60 seconds)	4 days' field visit (indicative)
Sept 2018	4) Case Story: During intervention (2) a) For social media – photo & video (30-60 seconds)	4 days' field visit (indicative)
Nov 2018	No Deliverables expected for now	
Jan 2019	5) Case Story: During intervention (2) a) For social media – photo & video (30-60 seconds)	4 days field visit (indicative)
Feb 2019	6) Photography: Post-intervention photos 7) End of project impact film: 3-5 mins 8) End of project impact booklet 16 pages with cases of impact after 12 months of implementation. wwasz	Given the context of project, the agency will propose indicative idea for the story line on the film. For the 16 pages' brochure, the agency will propose design and layout idea. Qty to be printed will be 200 pcs. Digital version to be prepared as well. 10 days field visit (indicative)

All materials will need to be placed before WaterAid Bangladesh in draft form for approval before it goes out for production and implementation. WaterAid will respond to the draft within the timeline agreed upon mutually by both parties. The materials will be packaged in branded, designed, formatted as per guidance from WaterAid – including social media packages so that they are readily can be disseminated.

Technical Requirements:

- The film will be in 1920x1080 resolution. Camera Mark III and above
- All other technical requirements will be determined as per the story's demand and idea

- All relevant inputs to be of professional standards in regards to photography, filming, printing, designing. WaterAid will not accept any poor quality work.
- Social media packages will include communicable packages in youtube, twitter, facebook.

9. Contact person

B.M. Al-Emran from WaterAid will be available to answer any queries or clarifications you might have in regard to this RFP. Please reach him at B.M.Al-Emran@wateraid.org, and will be available to entertain your questions only till close of business **16 April 2018**.

10. STANDARD WATERAID BANGLADESH CONTRACT TERMS & CONDITIONS

WaterAid Bangladesh practices the following terms and conditions stated below applicable to signing any contract with external agencies/consultants:

- All documents/products/materials produced under the Agreement remains the intellectual property of WaterAid. The organisation might be allowed to use these products only for non-commercial purposed, subject to written approval from WaterAid Bangladesh.
- All project records and copies of records, data sets, electronic data and photocopies, etc., which the organisation 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 organisation 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 organisation assumes all responsibility for complying with local legal codes as they apply to an Agreement and work performed there under. In addition, the organisation shall be liable to pay all applicable taxes and fees as required by the laws of Bangladesh. WaterAid Bangladesh will deduct Income Tax and VAT at source as per Govt. rules.
- The organisation 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 organisation 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 organisation 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 organisation to stop performing the work or any part thereof, in which event the organisation shall have no claim against WaterAid by reason of such termination other than payment of expenses actually incurred by the organisation 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 organisation, termination expenses shall be borne by him. In this later case, WaterAid's independent determination of negligence on the part of the organisation shall be considered to be final and non-negotiable.

- The organisation 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 organisation or individual as per the contract.

11. Mode of Payment

WaterAid will have an agreement with the organisation as per which the agency will send invoice based on the work submitted as per plan and approval from WaterAid. The payment will be processed only after quality of work is assured by Advocacy and Communications Manager or WaterAid representative designated for the assignment. The payment will be after meeting each milestone.

Installments	Percentage	Time
First Installment - with agreement signing and sharing of 11 months' work plan	10%	May 2018
Second installment - after completion of first 2 months' work plan.	10%	July 2018
Third installment - after completion of 2 months' work plan.	20%	Oct 2018
Fourth installment - after completion of first 2 months work plan.	20%	Jan 2018
Final installment - after completion of all agreed items as per work plan and agreement.	40%	Mar 2018

For further information on WaterAid and the kind of work we do, please visit:

www.wateraid.org/bangladesh

SECTION - 3 (TECHNICAL PROPOSAL SUBMISSION FORM)

- 3A. Forwarding letter format
- 3B. Organisation's references
- 3C. Comments and suggestions of organisations on the Terms of Reference
- 3D.
 - (i) Brief profile of the organisation including proposed key staff
 - (ii) Detailed work plan with timeline
 - (iii) Creative idea and conceptualisation for the assignment

3A. FORWARDING LETTER FORMAT

(Please use letterhead pad)

[*Location, Date*]

Dr Md Khairul Islam
Country Director
WaterAid Bangladesh
House 97/B, Road 25, Block A
Banani, Dhaka 1213

Dear Sir:

We the undersigned are offering to provide the following assignment in accordance with your Request for Proposal (RFP) dated [*Date*] on 'Impact story collection for gender-friendly sanitation access and awareness through WASH in schools in northern Bangladesh project'.

We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal.

If negotiations are held during the period of validity of the proposal, i.e., before [*Date*] we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Organisation:

Address:

3B. ORGANISATION'S REFERENCES

Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, please provide maximum 10 examples for which your organisation, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Name of the assignment	Digital link (if available)	Client name with contact details	Contract value in Taka

3C. COMMENTS AND SUGGESTIONS OF THE ORGANISATIONS ON THE TOR

- 1.
- 2.
- 3.
- 4.
- 5.

3D. THIS IS EXPECTED TO BE PREPARED BY THE ORGANISATION

SECTION 4. (FINANCIAL PROPOSAL SUBMISSION FORM)

- 4A. Forwarding Letter format
- 4B. Summary of budget/costs
- 4C. Breakdown of price per deliverables with unit cost
- 4D. Budget Narratives

The format for 4A is provided in the following page. The formats for 4B, 4C and 4D are expected to be prepared by the organisation.

4A. FINANCIAL PROPOSAL FORWARDING LETTER FORMAT

(Please use letterhead pad)

[Location, Date]

Dr Md Khairul Islam
Country Director
WaterAid Bangladesh
House 97/B, Road 25, Block A
Banani, Dhaka 1213

Dear Sir:

We the undersigned are offering to provide the following assignments/services and/or goods in accordance with your Request for Proposal (RFP) dated [Date]. Our attached Financial Proposal is for the sum of Taka [Amount in words and figures] for 'Impact story collection for gender-friendly sanitation access and awareness through WASH in schools in northern Bangladesh project'.

This amount is inclusive of VAT and taxes, which we have estimated at [Amount(s) in words and figures]. We understand that VAT and taxes will be determined as per applicable law and will be deducted at source while making payments.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract Negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Organisation:

Address: