

# **Request for Proposal (Bidding Document) for**

**Assessment of implementation of the Ministry of Education circular titled ‘improving the toilet and sanitation conditions in secondary and higher secondary schools, madrasas and technical & vocational institutions’**



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**SECTION - 1 (Information to 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 project 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 **August 31, 2018** 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 proposals are evaluated WaterAid may enter into negotiation with one or more than one consultant/consulting firm for final selection.
- 5.2 If negotiation fails, 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 (Information to Consultant/consulting firm)**

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### **Background and Justification**

On 23 June 2015, the Ministry of Education published a circular specifically focused on Improving the sanitation conditions in secondary and higher secondary schools, madrasas, and technical and vocational institutions in Bangladesh. Highlighting the findings of National Hygiene Baseline Survey 2014, these circular states that the number of toilet for each 187 students is 1, of which almost 45% remain closed for various reasons. Among the accessible ones, two thirds are not clean and lack water flow, handwashing facilities and adequate light.

Outside the peripheries of a family, educational institutions are the focal point for development of human potential. As many students converge together in an institution, contagious diseases can spread fast. In addition, the poor management of toilets in educational institutions adversely impact on female students' health and attendance. During menstruation, many female students miss school. They miss out opportunities of stipends, as they cannot measure up to the 80 percent attendance of their classes. This is why maintaining hygienic environment in educational institutions is essential. Under such considerations, safe, hygienic sanitation is of utmost importance in these institutions.

WaterAid Bangladesh has been a long-term advocate for menstrual hygiene management for women and girls, and as part of this has done a number of advocacy and policy influencing events in collaboration with relevant stakeholders after approval of the circular to raise awareness amongst mass people, education institutions and management committees. Alongside, WaterAid Bangladesh's WASH in School project has carried out a number of activities to strengthen implementation of this circular.

Given that over two years has passed since the circular was issued, it is an appropriate time to look beyond the realm of WaterAid's activities on this issue, and to get a clearer picture of the extent to which the circular has been implemented in different schools and education institutes, with focus on both the 'software' side (roles, responsibilities of authorities) and the facilities/'hardware' side. WaterAid Bangladesh now wishes to conduct a national assessment on tracking the progress in implementing the circular in different education institutes, in order to understand the extent of its dissemination and yield recommendations on how to propagate its use in improving sanitation in education institutions.

### **Scope of Work**

This study will focus on the progress of the given advises, mentioned in the circular for secondary and higher secondary schools, madrasas and vocational and technical institutions and to which extent these are being followed properly by the institution

authorities. Scope and areas of the study will be determined from the circular requirements mentioned below:

- Maintenance of the toilets should be under the vigilance of school management committee (SMC). The committee will reserve a separate fund for this. The managing committee will hire manpower needed to maintain cleanliness of these toilets. All such costs can be met up from the reserved fund.
- Teachers will play a leading role in keeping the toilets clean. A toilet and sanitation committee may be formed comprising scouts, girl's guides. The headmaster can divide the students in groups to keep the toilets clean all year round by turn.
- Gender friendly sanitation must be ensured. All educational institutions must have separate toilets for the female students. These toilets must have plastic containers with leads on them.
- Toilet design and construction should be friendly for differently-abled students. The Education Engineering Department will take necessary actions regarding this.
- A female teacher must be given specific responsibilities to discuss about menstruation with the female students.
- The management committee must take up initiatives to ensure sanitary napkins for female students (if necessary on payment) available in educational institutions.
- The inspection report of education officers at the district and upazila level as well as school inspectors, officials and high officials from local government must include safe drinking water, sanitation system, and separate toilet for girls and handwashing facilities of the inspected educational institutes.
- The district commission have to engage local NGOs to create mass awareness on school sanitation. NGOs, private organizations will run campaign on safe drinking water, handwashing and cleanliness of toilets etc.
- The toilets in the educational institutions must have proper ventilation system and light. Modern technologies, motion sensors or green technologies may be used. The toilets must have sufficient water and soaps.
- Websites of all educational institutions should have information on hygiene.
- The district commission will encourage local health complexes (government/private) to inspect these.

### **Study Objectives:**

- To assess current practices of secondary and higher secondary institutions in regard to compliance with government circular published in June 23<sup>rd</sup>, 2015.
- To what extent intervention and non-intervention secondary and higher secondary schools adopted the circular requirements and if the implementations differs between these schools.

- To what extent the implementation of the circular varies between secondary and higher secondary schools in rural and urban context.
- To assess the current scenario of stakeholders (specifically, teachers, students, parents) knowledge and understanding on the circular and ways it has made school environment more comfortable for students

**Note:**

- The study will focus on assessing the practice of the circular made by the Ministry of Education by the respective secondary and higher secondary education institutes from the lens of responsibilities of the institutes, teachers, Government officials, relevant committee and availability of standard services/facilities to comply with the responsibilities.
- It is expected that the study will be conducted across a selection of schools in both rural and urban areas. Appropriate sampling technique may be used to select schools that have implemented and have not, with a qualitative analysis of the enabling and restricting factors for implementation. The final sample number and location will be determined by the Consultant after discussion with WaterAid.

**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.

**Expected competency of the consulting firm:**

Expected competency of the individual/firm includes:

- Expertise in conducting comprehensive study through reviewing policies, protocol, standard and strategies.
- Expertise in conducting studies in WASH.
- Capacity to conduct mixed-method studies.

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.
- Preparation of draft report, present the key findings to different stakeholders and finalise the report based on feedback.



## **Timeframe and Deliverables**

The total assignment should be completed within 60 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 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
- Presentation of the key findings and recommendations to the wider audiences as suggested by WAB.
- All field notes and the data set with layout, analysis syntax and code list of the tools developed for this study should be submitted.

The report may have the sections mentioned in the following structure, but not limited to:

- 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

## **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 retains 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.

### **Mode of Payment**

The payment will be made in following three instalments:

<b>Instalment</b>	<b>Percentage</b>	<b>Time</b>
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.

### **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.

### **Contact person**

For any further queries, please communicate to Tahsin Islam, Programme Officer (M&E), WaterAid Bangladesh to the following e-mail address: [TahsinIslam@wateraid.org](mailto:TahsinIslam@wateraid.org)