

Request for Proposal

To implement

**Climate Resilient Water Supply, Sanitation and Hygiene (CR-WASH)
in Assasuni Upazilla**

March 2019



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Web: www.wateraid.org/bangladesh

IMPORTANT INFORMATION TO ORGANISATIONS

1. WaterAid reserves the right to reject all or any proposal without giving any verbal and or written rationale.
2. The cover letter must be signed by the Executive Director or Head of the organization submitting a proposal. The Executive Director or Head of the organization will sign each page of the cost proposal as well.
3. The RfP is subject to amendment under due reasons. Amendment, if any, will be notified in writing to all invited organizations in due course.
4. This is not a general practice - yet WaterAid may consider extension of the deadline for submission of proposal.
5. Any cost incurred by a submitting organization for preparing and negotiating the proposal is not reimbursable by WaterAid.
6. In preparing the proposal, interested organizations must follow the requirements, conditions and basic project description outlined in the RfP documents.
7. To reach agreement on all the points, discussions may take place in WaterAid office, and if necessary the participating organization may be asked to provide additional information and/or revise their proposal.
8. In the process of evaluation if negotiation fails with the provisionally winning NGO, WaterAid may invite the next potential NGO or go for fresh RfP.
9. Information relating to evaluation of proposals and recommendations concerning awards are confidential and will not be disclosed to anyone not concerned with the process.
10. The winning organization will be notified about its success and invited to complete other formalities including signing of the contract.

1. Introduction

WaterAid is an international NGO established in 1981, dedicated exclusively to the provision of safe water, improved sanitation and hygiene education to the world's poorest people. Since 1986, WaterAid has been working in Bangladesh through Partner NGOs to provide safe water and sanitation services for the poor communities as well to improve hygiene behaviors. WaterAid demonstrates participatory methods and promotes innovative and inclusive approaches to serve disadvantaged population living without sustainable WASH access. Currently WaterAid is operating in 38 countries including Bangladesh to provide water and sanitation facilities with adequate hygiene promotion interventions targeting the poor and marginalized population.

2. WaterAid Programme in Bangladesh

Globally, more than 750 million people live without safe water and 2.5 billion live without sanitation. To address the challenge, countries across the world committed to contribute to achieve Sustainable Development Goals to tackle inequality by 2030. In order to contribute to this global aim and achieve country specific objectives, WaterAid Bangladesh (WAB) has focused its country programme into four thematic Programmes: 1) Rural WASH; 2) Urban WASH; 3) Climate Resilience; and 4) Influencing and Enabling. WaterAid Bangladesh follows a Country Strategic plan 2016-2022 developed in line with its global

strategy, and currently operates in 05 City Corporations, 4 Municipalities, 18 districts covering 16 Sub-districts across the country. While geographic priority includes densely populated low-income urban settlements; hard-to-reach areas, climate vulnerable coastal shore; the beneficiary priority emphasizes on socially excluded, hardcore poor, disable and indigenous minority across all geography.

WaterAid believes access to safe drinking water, safe sanitation and hygiene (WASH) is the basic human rights and are fundamental to transform lives and human dignity. Sustainable access to WASH services helps people minimize their domestic hardship, avoid disease burden, focus more on livelihood opportunities and lead a healthy life that altogether ensure sustainable environmental health. WaterAid believes that poverty, marginalization, safe environment and human dignity are inextricably linked with access to safe drinking water and improved sanitation, and the intensity of desired hygiene practice at personal, household and community level.

3. Purpose of the Request for Proposal (RfP)

The purpose of this RfP is to invite experienced and potential NGO partners in Bangladesh to submit proposal to implement WaterAid Bangladesh supported project “**Climate Resilient Water Supply, Sanitation and Hygiene in Assasuni**” upazila of Satkhira District subject to receipt of fund from the donor. The RfP is to guide interested NGOs to propose their ways of engagement, implementation approach and financial plan to deliver the specific outputs and outcomes of the project. Proposal submitted by interested NGOs will go through an evaluation process to ascertain the suitability of the NGO partner to implement the proposed project as outlined in this RfP.

4. Background

The coastal areas of Bangladesh are highly susceptible to the impacts of climate change including cyclones and tidal flooding. The impacts of climate change have significant impact on availability of potable water from both surface and groundwater sources. Due to high level of salinity and arsenic in the water sources in coastal areas, level of safe drinking water has already become scarce. Particularly the South -Western part of the country is severely affected by saline and the sources of freshwater are often far away from inhabitation and the quality of water do not comply with acceptable standards. Sanitation facilities are poor and fragile and become non-functional without adequate supply of water. Practice of hand hygiene and menstrual hygiene as well as facilities to maintain them in the household and educational institutions is also poor which need intervention.

5. Overview of the Project “Climate Resilient Water Supply, Sanitation and Hygiene in Assasuni”.

The overall objective of the project is to improve availability of affordable drinking water supply in Assasuni upazilla by promoting climate resilient water supply facilities and mobilising local resources and capacities to own, operate and manage them. This will be achieved by testing and applying climate resilient technologies and increasing local capacity of communities and local governments to maintain those.

The project will also focus to improve WASH situation at schools, in the community and at primary healthcare centers. Necessary advocacy activity will be carried out to

operationalize different government directives related to WASH in schools and health. Model WASH complex including MHM facilities will be installed for demonstration and advocacy. Effective hygiene promotion initiatives will be carried out at community, school and HCFs for behavior change.

6. Goal, outcomes and outputs of the project

The project will improve water and sanitation services and hygiene practice in Assasuni upazilla of Satkhira district suffering from acute WASH conditions related to climate change related vulnerabilities and impacts, with a strong focus on women empowerment through WASH entrepreneurship. The project will also strengthen WASH facilities in health care centers and schools. The goal will be to contribute to the national goal for Water, Sanitation and Hygiene and WASH-related SDGs. The project will achieve following outcomes:

- a. Improve WASH services at the community ideally through woman led water entrepreneurship.
- b. Strengthened WASH services at schools and Health Care Facilities.
- c. Strengthened management capacity and accountability mechanisms of the communities and school management committees for sustainable WASH service provision

Key Outputs

- a. Increased access to safe water and improved sanitation at household
- b. Inclusive Climate Resilient WASH facility at schools and healthcare centres
- c. Increased handwashing practice at critical times
- d. Pro poor budget allocation, utilization and fund generation for O&M
- e. Resilient service delivery models that address challenge areas are demonstrated

7. Project period, phasing and location

Period: The project will start in May 2019 and end on 31 March 2024

Phasing: The project will be implemented in three phases

INCEPTION PHASE: Inception phase of the project will be during May – June 2019 to recruit key staff, setup office, receiving NGO Bureau approval and other necessary activities and revise the project plan of WAB and develop a project plan cum action plan for the selected NGO.

OUTPUT and OUTCOME PHASE: Output and Outcome phase will start in July 2019 or as soon as possible just after completion of inception phase and will end in Sep 2023. This will be the main implementation phase of the project. The project will have to achieve **ALL outputs and outcome objectives during this phase.**

EXIT PHASE: After completion of output phase, exit phase of the project will continue from Oct 2023 and end in 31 March 2024. During this phase, main activities related to sustainability will be carried out. This phase is very crucial to prove that reported

interventions under the output phase remain fully functional and operation and maintenance system are in place in respect of institutional, financial, environmental and social aspect.

Locations:

The project will be implemented in 4 Union of **Assasuni Upazila** under **Satkhira** district.

9. Project Cost proposal

Following is the available budget in BDT to implement the whole project.

Sub-district	Proposed Budget (May 2019 to Mar 2024)
Assasuni	BDT 41,000,000 (Taka 41 million only)

IMPORTANT NOTE

The budget amount above is maximum ceiling. We invite competitive proposals. As such proposals with lower budget without compromising quality output covering goal and objectives of the project will be given preference.

NGO management fee has to be included in the budget as a separate line at the bottom.

Financial proposal has to be submitted using the format provided in the annex 1.

Implementation Strategy:

The project will take a multipronged approach that will address immediate WASH crises in the project locations through increasing adoption of context-specific technologies at the household, schools and in community clinics; while building the foundations of changes to local governance. Hygiene and sanitation behavior change will also be a key strategy in the programme in order to promote, motivate, reinforce and sustain behavior change across community, schools and health care facilities.

The project will be implemented by partner organization with technical support from WaterAid. Following are some of the major areas of implementation strategy but NGO may propose additional strategic options to achieve the goals, objectives, outputs and outcomes of the project:

- *Working with Women Groups and Building their Capacity*

The NGO may consider and propose to work with existing women groups, build their capacity to own, run and manage WASH businesses. NGO has to provide detail about their proposed approach in the technical proposal.

- *Capacity Building of Community*

Spontaneous involvement of the community in development process are essential to ensure improved WASH services for the overall wellbeing of the community. The project will sensitize community members on the importance of safe water and sanitation services and the proper hygiene practices. NGO has to provide detail about their proposed approach in the technical proposal.

- Capacity Building of School Management Committees and students

School Management Committees (SMCs) are responsible in non-government secondary schools for mobilizing resources, approving budgets, controlling expenditures, and appointing and disciplining staff. Capacity building support can be provided to the SMC's about the importance of O&M of WASH facilities in schools, generating resources to improve facilities within their own structures. Students and teachers will also be trained on hygiene issues including MHM. The health care providers as well as community groups and community support groups at the community clinics can also be trained on hygiene promotion for behavioral change as well as management of community clinics effectively.

- Inclusion of Disaster and Climate Risks

All infrastructure will be disaster resilient and will include components of sustainability. Saline resistant materials will be used for construction and the design will consider previous risk informed data including the salinity and highest flood level.

11. Monitoring

A mobile phone based monitoring system will be employed to monitor progress of the project. It is anticipated that there will be a need of few smart mobile phones per programme Unions. This has to be reflected in the proposed budget.

12. Risk and challenges of the project and mitigation plan:

In the proposal there will be a section stating the projected risks and challenges to implement the project and how the NGO plans to mitigate them. During implementation period the NGO will periodically follow up the risks status and update them in a risk register.

13. Preparation of proposal

Attached template should be used to prepare the proposal. The proposal should not be more than 25 pages. The proposal must be written in English. Interested NGO should also provide an organisational overview. Following guidelines will be applicable in the preparation of the financial proposal:

- An NGO can only submit proposal who are eligible to received foreign donation.
- No direct project staff with 100% time shall be planned at the head quarter level.
- If a separate project office is proposed, then all project staff with 100% time must be located at the project office.
- All support cost for the NGO head quarter (utilities, space, stationeries, travel, administrative etc) has to be considered under management support cost.

- If motorbike is necessary and proposed, the cost should include registration, two helmets, and raincoats per bike including fuel and maintenance cost.
- Project will not bear separately any regular travel cost of key staff for field operation, except travel for meeting, workshop, cross visit, etc.
- Project staff and their salary should be planned realistically without compromising with quality and skill required.
- Project staff salary and other benefits should be considered as per organizational HR policy.
- Cost of mobile phones to implement mobile-phone based monitoring system has to be reflected in the proposed budget. It is desirable that the phones will be handed over to the staff members after the closure of the project with no cost.
- Payment from WaterAid during project life will be made on monthly/quarterly advance basis as appropriate as per WAB policy.

With the cost proposal the interested NGO will submit the following information /documents:

- a. Copy of the registration with NGO Affairs Bureau
- b. Last three years annual budget highlighting major investment sector/s
- c. Proportion of donor and own funding sources
- d. List of major donors in last three years
- e. A copy of the organizational organogram
- f. A copy of grade wise organizational salary structure
- g. A copy of the last organizational audit
- h. Academic background of the Head of Finance
- i. Whether the NGO use any accounting software
- j. Whether the NGO have HR manual, finance manual, Health and safety policy, Child rights policy, Gender Policy etc and when last updated
- k. Apart from NGOAB registration, which others registrations /approvals does the NGO have to work for development sector in Bangladesh

14. NGO Partner Selection Criteria

The following **ESSENTIAL** criteria shall be used to select an NGO partner to implement the project.

Selection criteria	Points
Prior experience to work with community groups and implement women empowerment initiatives focusing on market-based business models	15
Prior experience to work in schools and health care facilities.	15
Prior experience in working with the local government in implementing WASH projects in that specific upazilla.	15
Proposed implementation approach	20
Capacity to handle the grant and financial management	20
Financial proposal	15
Total	100

15. Submission of proposal

The proposal, both narrative and financial, must be submitted electronically to ProjectProposal@wateraid.org on or before **16:30 hours, 15 April 2019**. No late submission will be accepted.

Please note:

NO HARDCOPY SUBMISSION WILL BE ACCEPTED.

INCOMPLETE SUBMISSION WILL BE REJECTED.

Submission should be made in three separate files, as per the following

1. Narrative proposal – pdf version only
2. Annexes – all annexes into one file and converted into one pdf file
3. Financial proposal – excel file only (no pdf file will be accepted)

You will receive an acknowledgement within 1 hour of your submission. If you do not receive an acknowledgement within 1 hour, please send a note to the contact person (marjanachowdhury@wateraid.org) Tel.: +880-2-5881-5757, 9848541; Ext-510

Contact person

For any clarification please contact in writing to:

Marjana Chowdhury
Program Manager, Climate Resilience Program
WaterAid Bangladesh
E-mail: marjanachowdhury@wateraid.org

For further information you may visit WaterAid Bangladesh Website www.wateraid.org/bangladesh

16. Standard WaterAid Bangladesh Contract Terms & Conditions

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

- All documents/products/materials produced under the Agreement remain the intellectual property of WaterAid. The agencies/organizations 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 agencies/organizations remain for the successful execution of the assignment, shall remain the exclusive properties of WaterAid Bangladesh.
- During the period of the Agreement or afterwards, the agencies/organizations 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 agencies/organizations 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 agencies/organizations require 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 agencies/organizations 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 agencies/organizations to stop performing the work or any part thereof, in which event the agencies/organizations shall have no claim against WaterAid by reason of such termination other than payment of expenses actually incurred by the agencies/organizations 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 agencies/organizations, termination expenses shall be borne by him. In this later case, WaterAid's independent determination of negligence on the part of the agencies/organizations shall be final and non-negotiable.
- The agencies/organizations shall not hold WaterAid liable for any accident or misadventure befalling them whilst on duty or pursuing activities to fulfil the Agreement.
- WaterAid Bangladesh (WAB) reserves right to accept and reject any proposal without assigning any verbal and or written rationale whatsoever.

20. Mode of fund disbursement

The fund disbursement will be made on monthly/quarterly basis upon receiving the fund request.

21. Cover 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:

In response to your RfP for the project titled “**Promoting Climate Resilient Water Supply and Sanitation in South West Bangladesh**”, 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, before 30 April 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 WaterAid reserves the right to reject all or any proposal without giving any verbal and or written rationale.

Yours sincerely,

Authorized Signature:

Name:

Title: