



Request for Proposal

For implementing

**LGI Led Enhancing Climate Resilient WASH Project
In South-West Bangladesh**

June 2017

WaterAid

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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 in Bangladesh 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 2016-2021 developed in line with its global strategy, and currently operates in 03 major cities, 4 small towns, 15 districts covering 13 upazilas 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. About the fund

HSBC Water Programme (HWP) II is an extension of HWP first phase which has been completed in March'17. HWP II has Goal 6 at its core, and is built on the pillars of sustainable services, equality, hygiene and integration with other sectors. The climate change, water security, education and health aspects of our program will be emphasized through stories of change. The project will be implementing in climate vulnerable areas during the period of June 2017 to December 2019.

Shyamnagar upazila of Satkhira district will be one of the five areas where the project will be implemented in Bangladesh, the project will cover following target group and direct/indirect user:

- Most climate vulnerable poor community households with- emphasis to under 5 children and their mothers
- Secondary school children, their families and school teachers
- Community groups linked with community clinic
- Local government Institutions

4. 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 “**LGI Led Enhancing Climate Resilient WASH in South-West Bangladesh**” in Shyamnagar 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.

5. 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 had a significant impact on available potable water, on both surface and groundwater. Due to the high level of salinity and arsenic in the water sources of coastal areas, the level of safe drinking water is scarce. As is widely documented, health hazards develop where sources of water are saline and/or are contaminated. Disease burden in consuming income and increasing indebtedness. The available water in the south western Bangladesh is highly saline and the sources of fresh water are often far away from their inhabitation and also the quality of these water sources do not comply with acceptable drinking standard. Moreover, The WASH facilities are poor, fragile and non-functioning without adequate availability of safe water, hand washing, separate toilet and menstrual hygiene management (MHM) facilities for girls especially in schools and health centers.

6. Overview of the Project “Enhancing Climate Resilient WASH in South-West Bangladesh”

The project will aim to promote resiliency for WASH services with addressing rights for vulnerable people in climate hot-spots area of south west coastal region through building capacity and empowering community, local government and duty bearer to develop context specific technology, approach and adaptive planning in an integrated manner with multi-sectoral coordination. The main focus of this project will be to improve the poor WASH condition of schools, the community and 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.

This project will install context specific and sustainable technologies to provide saline free safe water, later, this will be a model example to instigate local government to support the community with safe water. Model Sanitation complex installation and advocacy to engage the local government and other related authority to improve the sanitation scenario will also be a major part of this project.

6. Goal, outcomes and outputs of the project

The project will improve water and sanitation services and hygiene in Shyamnagar upazilla of Satkhira district suffering from acute WASH conditions related to climate change related vulnerabilities and impacts, with a strong focus on system strengthening across local authorities, healthcare facilities, schools and community management. 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:

- Improved WASH services exist at the community level, reaching the hardest to reach and addressing challenges such as climate change and water security.
- Increased access to WASH in institutions (schools and health care facilities) through improved integration between WASH, health and education sectors.

- People understand their rights to WASH and are able to hold governments and service providers to account.
- Strengthened management capacity and accountability mechanisms for sustainable WASH service provision at the sub-district level

Key Outputs

- Increased access to saline free safe water and improved sanitation at HH level
- Inclusive Climate Resilient WASH facility at Schools and healthcare centres
- Increased handwashing practice at critical times: during and after disaster
- Increase safe disposal of child faeces and clean household.
- Pro poor budget allocation, utilization and fund generation for O&M
- Resilient service delivery models that address challenge areas are demonstrated

Key Activities

1. Installation/renovation of inclusive toilet with handwashing facilities at the School and health care centers.
2. Installation/renovation of climate resilient water technologies at schools and health care centres.
3. Installation/renovation improved toilet at household level through motivation with hand washing facilities.
4. Promotion of improved hygiene behaviors through different means and ways
5. Training for Ward Committee (WDMC) and UDMC on CCA , DRR and WASH
6. Integrated Adaptive planning at the sub-district level
7. Mass Campaign/Day observation at Union and Sub-district levels on different issues on WASH.
8. Sensitize stakeholders and service providers for sustainability of WASH services.
9. Building capacity of project staff and volunteers to carry forward the project interventions in a sustainable manner.

8. Project period, phasing and location

Period: The project will start in July 2017 and end on 31 December 2019

Phasing: The project will be implemented in three phases

INCEPTION PHASE: Inception phase of the project will be during July – August 2017 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 September 2017 or as soon as possible just after completion of inception phase and will end in July 2019. This will be the main implementation phase of the project. The project 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 August 2019 and end in 31st December 2019. 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 all Union of **Shyamnagar Upazila** under **Satkhira** district.

9. Project Cost proposal

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

Sub-district	Proposed Budget in BDT (June 2017 to December 2019)
Shyamnagar	35,177,821

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.

10. Project approach and implementation strategy

Approach: The project will be led by the Union Parishads. It is envisaged that the following modalities will be employed to implement the project:

- The project will be led and implemented by the Union Parishads (UPs).
- Most part of the project fund will be transferred to the UPs and be managed by the UPs.
- UPs will provide match fund from their own resources
- Most of the field level staff will be recruited and employed by the UPs.
- Most of the field level implementation will be carried out by the UPs.
- Union Parishad Manual will be the key instrument to guide the implementation and fund management.
- Partner NGO will play a facilitation and quality control role of outputs, outcomes and efficient management of project fund
- Partner NGO will be responsible to ensure that all standards and WaterAid protocols are maintained.

Implementation Strategy:

The project will take a multipronged approach that addresses immediate WASH crises in each of the project locations through increasing adoption of context-specific technologies, including reverse osmosis, rainwater harvesting at the household, school level and in community clinics; while building 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 levels; capacitating duty bearers and service providers on appropriate delivery standards and mechanisms; and enhancing the scope for citizens and duty bearers to interact and work together on WASH resource management through joint assessments and actions plans, and mobilising local resources. These mutually reinforcing components will eventually provide the enabling environment needed to sustain gains made in the project lifetime. The project will be implemented by the Union Parishad where partner will provide financial and technical support as agreed by the both party. Following some major areas of implementation strategy:

- **Capacity Building of Union Parishad:**

Union Parishad is the basic grassroots administrative tier of Bangladesh and one of the oldest governments led institution but due to some valid reasons, UPs are not able to play their complete role following the UP manual. Activation/reactivation of the standing committees, clear understanding about the role and responsibility of UP bodies is important to provide services towards people. To make UP bodies more responsive in favor of poor community, capacity building initiative will be undertaken so that they can facilitate to ensure community people in the planning, implementation and monitoring process.

- **Community Capacity Building:**

Spontaneous involvement of the community in development process are essential to establish their rights, because, people participation is the pre-condition of the sustainable development. It is also important to demand-driven and sustainable WASH services for the larger cross-sections of the rural people. The project will sensitize community for claiming their rights, and will make responsible LGs for pro poor services. This would entail training and knowledge minimize gaps between demand and supply as well as service receiver and service providers.

- **Technical Assistance to UP:**

Capacity development and knowledge transfer will be the key element of this project to sustainably improve WASH facilities and secure hygiene improvements for the targeted communities. The partner will provide all sorts of technical support including technological innovation and software services to the community with the support of partner NGO to achieve the objective of the project with quality and quantity.

- **Provide Grants to UP:**

Union Parishad will develop annual plan and budget including WASH activities, the project will provide conditional cash to UPs providing WASH related service (Hardware and software) which will help them to address the WASH issues as they planned. In fact the UP WASH allocation will be used as matching fund with the transferred fund. The project

fund is strictly prohibited to use for any other development activities except WASH, meaning LGI will provide emphasis on WASH related issue and implement WASH program through transferred fund and matching fund. LGI will deposit project fund in separate bank account with joint operation modalities. The project grants will be deposited in a bank account operated by joint signature of UP chairman and other two female ward member following project provided financial guideline.

- Reward for best performance:

Based on the achievement, the union wise project performance will be measured with set criteria twice in a year and will made ranking 1st 2nd and 3rd among the unions under upazila. The best performed union will get reward (cash money) BDT 50,000, BDT 35,000 and BDT 15,000 respectively. Minimum 50% rewarded amount will be distributed among the project staff employed by the UPs and rest 50% for other development activities identified by UP.

- Good Governance:

Promotion of governance is key element of successful project operation. LGI led project considered where demand and supply sector will be interrelated and accountable. The project will take initiative to sensitize stakeholders and make them accountable. Roles and functions of UP and other implementing actors will be made clearly visible and information shared openly with community people to ensure transparency.

- Climate Resilience:

Now a day climate change is one of the major issue that need to consider to design any hardware interventions. With this views, project will ensure that all the intervention are being designed and implemented considering the climate vulnerability of the locality.

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 development initiatives through community mobilization.	15
Prior experience to work with union, upazila and district level health service providers and their capacity building.	15
Prior experience to work on right based approach, empowering community and accountability of service providers.	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, 26 June 2017**. 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, Mobile: +880-1777736749)

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

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 “**LGI Led Enhancing Climate Resilient WASH 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 **June 26, 2017** 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: