**Impact story collection for WASH in schools in northern Bangladesh project**

Pre-bid meeting minutes

Date: 12th April 2018 | Time: 3.00pm to 5.00pm | Location: WaterAid Bangladesh office

As per the pre-bid meeting held at the WaterAid Bangladesh office on Thursday 12th April 2018, the following are the points that were discussed and agreed upon:

* **The 200 pieces’ booklet printing has been dropped for now, other deliverables will remain the same.**
* WaterAid has divided the 11-month assignment into months, and assigned work accordingly per month. This is however tentative and will be confirmed to the agency once selected. Any further adaptations in the schedule will be informed accordingly well ahead of time.
* The kind of content to be delivered during each interval will be discussed between WaterAid and the agency in details with sufficient time in hand. Photos, videos, case stories and any type of content to meet that deliverable will then need to be collected by the agency. All deliverables from scratch to final production is under the direct responsibility of the agency. WaterAid, however will provide guidance as and when required.
* Any data or information collected by the agency for any content creation will need to be validated by WaterAid before use and dissemination.
* This assignment is not a social media campaign, rather it’s an impact story collection assignment which will be promoted through various medias – one of which is social media.
* Interviews with government organisations, school board members, teachers, parents, communities and other stakeholders will be required time to time for the assignment. The agency will be asked to carry out interviews accordingly.
* The project area includes schools with a mixture of sexes – some only girls’ schools, some only boys’ schools and some combined. WaterAid is looking to mainly work with sanitation facilities in girls’ schools, for now.
* While content development during each interval, WaterAid is looking for a minimum of 2 and a maximum of 5 types of contents to be submitted to WaterAid for selection and use as required.
* For videography, the Mark III camera is what WaterAid has proposed agencies to use. However, any other camera of similar or higher production quality is acceptable, with prior approval from WaterAid.
* WaterAid has mentioned about covering 2 cases for the entire 11 months. Amongst these 2 cases, WaterAid would like atleast one case to be followed throughout the course of the project – this case does not necessarily need to be a girl, it can be a teacher, a parent, the respective area’s government officials or even the school management committee. WaterAid is open to ideas on this from the agency, and the agency can suggest the number of cases they would like to cover.
* WaterAid’s feedback and approval will be required before each idea implementation and dissemination.
* The last deliverable for this 11-month assignment needs to completed and handed over to WaterAid no later than 15th February 2019.
* While financially scoring each proposal, the lowest bidder will get the highest score. However, unique idea and creative concept may win the bid by scoring higher in the technical aspect.
* Budget for the assignment cannot be disclosed in advance to the agencies. Everyone will need to submit individual budgets as per their creative plan and organisational capacity – this will then be further evaluated by WaterAid through a pre-set evaluation process.