**Terms of Reference**

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| Private Sector-Led Partnership Model for Safe Drinking Water Service Delivery, Piped Water Supply System Development, and Scale-Up under TLTN Project |

**1. Organization Background**

iDE is an international NGO with over 37 years of experience in designing and delivering market-based anti-poverty programs in 12 countries. We are a world leader in making markets work for the poor as well as the longest-established market development specialist NGO in Bangladesh. iDE believes that markets can be a powerful force for improving smallholder prosperity by creating income and livelihood opportunities for poor rural households. iDE Bangladesh currently has multiple projects in agricultural markets, water, sanitation and hygiene (WASH), nutrition, and access to finance with a focus on women’s economic empowerment and climate-smart technologies.

**2. Project Background**

The **“Transforming Lives Through Nutrition” (TLTN)** project aims to improve maternal and child health by delivering proven nutrition interventions and strengthening health and food systems at scale by putting women and children at the center. To improve the nutrition situation of the vulnerable group, the TLTN project has interventions in agricultural production, water, sanitation, and hygiene management, and strengthening the supply chain and small market enterprises in Sylhet, Sunamganj, Moulvibazar, Habiganj, Patuakhali, Bhola, and Cox’s Bazar district. This project included 210 women nutrition sales agents, 30 women sanitation sales agents, and 60 women menstrual hygiene management entrepreneurs.. All of these women will be supported to increase the availability of nutrition, hygiene, and agricultural products in the community. Additionally, more than 2500 farmers, 40 women vermicompost entrepreneurs, and 150 latrine producers will be involved in the intervention.

### 3. About the Assignment

As part of the Transforming Lives Through Nutrition (TLTN) Project, iDE Bangladesh aims to ensure access to safe and affordable drinking water through a commercially viable model that generates revenue and reinvests earnings to maintain and expand service coverage to more communities.

A joint venture/contract agreement will be formed with the respective Firm/Water Enterprise/Social Business/Private companies to jointly implement the construction, installation, and operationalization of one (01) piped water network system that delivers safe water services for approx. 250-300HH/equivalent to, generates sustainable revenue, and reinvests earnings to maintain and scale up the system for expanded community coverage at Barisal region.

Upon successful completion of the assignment, both parties will explore potential business opportunities for future collaboration through joint venture or contractual agreements.

**4. Major responsibilities of iDE**

iDE will provide the Firm/Water Enterprise/Social Business/Private Companies with the necessary support to undertake and implement the assignment and execute the objectives of this assignment. Such responsibilities include the following:

* Provide initial briefing and shared border vision.
* Provide relevant documents and technical support;
* Provide support before and during the assignment;
* A knowledge management system and impact harvesting report capturing lessons learned, best practices, and outcomes to inform future program strategies and scaling efforts.
* Closely follow up & monitor the activities as per agreement of the Firm/Water Enterprise/Social Business/ Private companies.
* Disburse payment as per the agreed schedule in the contract.

**5. Tentative Work Schedule, Deliverables,Major Tasks and Schedule of Payment:**

The selected Firm/Water Enterprise/Social Business/Private Companies is expected to be boarded by **June 01, 2025**, with the deliverable 1 to be completed by **June 30, 2025**. Upon successful completion of phase -01, it may extend till december 31, 2025 for remaining phase 1 and phase 2. This includes the completion of all tasks outlined in the scope of work and the submission of all required documentation and reports. The detailed work plan will be finalized upon mutual agreement during the kick-off meeting between iDE and the selected firm.

The work plan may be adjusted based on external conditions and project needs, with flexibility expected from the selected firm to accommodate such changes. Additional information related to bid submission and financial proposal is outlined in **Section 8.**

**Key Deliverable, Major Task and Schedule of Payment:**

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| --- | --- | --- | --- |
| **Phase** | **Major Tasks** | **Key Deliverable** | **Tentative Deadline and Value of Installment** |
| Phase -01 | 1.Conduct Community Needs Assessment, Technical Feasibility, and Preliminary Planning  2. Detailed Engineering Design and development of detailed cost estimation.  3. Community consultation, Water management Committee formation, Entrepreneurs engagement and Tariff structure formation and announcement.  4. Conduct demand creation, developed client database as well as client Enrollment.  5. Regulatory Approvals, Agreement with land owner and Procurement Planning. | Deliverable 1:  1.1 .Assessment Report considering Water JPM ladder  1. 2 Community database  1.3 Technical Design  1.4 Agreed water tariff matrix. | **Timeline:**  June 25, 2025  **Value of Installment:** 30 % of iDE budget portion |
| **Upon successful completion of deliverable 1, the phase -02 and phase -03 will be executed through an extension in year 2 ( July 2025 to June 2026).** | | | |
| Phase -02 | 6. Construct, Installation of pipe water network grid one house one tap model with maintaining high proximity. | 2.1 Work completion report outlines technical information, Geographic information, community reflection and photos. | **Timeline:**  September 30, 2025  **Value of Installment:** 40 % of iDE budget portion |
| Phase -03 | 7. Operational Systems Setup, staff training and water quality test.  8. Installation of Pipeline network to cover approx. 250-300 HH/Equivalent.  8. Community awareness campaigns and demand creation, Water connection, User Orientation, and Service Launch.  9. Continuous Monitoring, Financial Oversight, Maintenance, Tariff collection, Review and share report as monthly basis.  10. Designed a comprehensive scale-up planning model to guide the strategic expansion of the community-based piped water supply business. | 3.1 Revenue streams spreadsheet report outlines tariff track and forecast as monthly basis.  3.2 A comprehensive scale-up plan for the community-based piped water supply business  3.3 Water quality test report.  3.4 Final report | **Timeline:**  December 30, 2025  **Value of Installment:** 30 % of iDE budget portion. |

**Financial Conditions & Compliance**

* The payment will be made via account payee cheque or wire transfer (details such as account name, number, bank name, and branch will be required).
* All payments are subject to applicable VAT and Tax deductions per Government of Bangladesh regulations.
* The firm must submit VAT Registration Certificate, TIN Certificate, and Trade License (if applicable) prior to signing the agreement.
* In case of failure to deliver the final product in due time, iDE Bangladesh will deduct .05% of the total agreement amount for each day of delay in submitting the report beyond the closing date of the agreement;
* The selected firm shall comply with all other iDE Bangladesh terms and conditions.

**6. Proprietary Rights**

Any document, information or data entrusted to or produced by iDE in connection with this assignment shall be strictly confidential and cannot be used by the contract employee for any other purpose without the written consent of iDE. This provision shall remain valid even after the completion of this assignment. iDE-Bangladesh reserves the right to terminate this agreement at any time with the consultation of the contracted individual/firm. iDE will reserve the copyright of all produced materials and should be permitted to use them without a time limit.

**7. Eligibility Criteria**

General experience and expertise required for this assignment are mentioned below:

* Experience in piped water supply projects. Proven ability to manage commercially viable water enterprises or social businesses.
* Legal registration and valid operational licenses in Bangladesh.
* Detailed financial plan covering costs, revenue, and reinvestment strategy.
* Experience working with communities, NGOs, and government institutions.
* Adequate technical and operational staffing capacity.
* Clear and practical methodology for planning, implementation, and operations.
* Strong understanding of piped water systems and regulatory requirements.
* Defined strategies for water quality testing, tariff collection, and system maintenance.
* Innovative and scalable service delivery approach.
* Transparent, affordable, and sustainable tariff structure.
* Capacity to mobilize and engage communities and Water Management Committees.
* Experience in community awareness and behavior change communication.
* Plans for client enrollment, service delivery, and grievance handling.
* Ability to secure regulatory approvals and land agreements.
* Risk mitigation strategies for both construction and operations phases.

**8. Bid Submission**

All proposals should include:

* Cover letter (maximum one page);
* Technical Proposal (maximum 3 pages) which should include:
  + Understanding of the assignment and a detailed work-plan
* Relevant professional qualifications and experience to carry out assignments ensuring the highest quality of work.
* Financial Proposal:
* The financial proposal must present a comprehensive and itemized budget for the entire assignment.
* A co-financing model will be applied to ensure shared ownership and sustainability:
  + iDE will contribute 49% of the total project cost
  + The Firm/private Company will contribute 51% of the total project cost
* The financial proposal must clearly reflect and justify the co-financing ratio.
* The budget should align with the proposed technical approach and work plan.
* Emphasis should be placed on transparency, cost-effectiveness, and financial accountability.
* Proposals demonstrating efficient resource use and a strong sustainability focus will be prioritized.
* If applicable, please also include:
  + Company profile
  + VAT Registration Certificate
  + TIN Certificate
  + Joint Stock Company Registration Certificate (if any)
  + Trade License Certificate

Interested and qualified firms/water enterprise/social business/ private companies are asked to submit their Technical and Financial Proposals to [bangladesh.procurement@ideglobal.or](mailto:bangladesh.procurement@ideglobal.org)g. Please write **“Proposal for Private Sector-Led Partnership Model for Safe Drinking Water Service Delivery of TLTN Project”** in the subject line. The proposals should be submitted by **5 PM Bangladesh Standard Time (BST) on 17th May 2025**. We are only able to consider electronic submissions. Only shortlisted consultants/firms will be contacted and invited for a technical discussion.

**Deadline:** 15 May 2025 COB (5PM BST)

**Budget Template**

A complete, detailed budget inclusive of taxes is included below:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Activity / Cost Head** |  | | | | | |
| **Unit Name** | **Unit Cost**  **(BDT)** | **Units** | **Total Cost**  **(BDT)** | **Company**  **Cost (BDT)** | **iDE**  **Cost (BDT)** |
| **1. Assessment,Feasibility, Technical Design Development** | | | | | | | |
| 1.1 | Consultancy fees |  |  |  |  |  |  |
| 1.2 | Travel cost |  |  |  |  |  |  |
| 1.3 | Accommodation |  |  |  |  |  |  |
| **2. Construction, Installation of pipe water network grid** | | | | | | | |
| 2.1 | Borehole Installation |  |  |  |  |  |  |
| 2.2 | Construction RCC basement and superstructure/overhead tank structure |  |  |  |  |  |  |
| 2.3 | Submersible Pump & Water Tank Installation |  |  |  |  |  |  |
| **3. Operationalization of pipe water network, Pipeline installation and Market Activation** | | | | | | | |
| 3.1 | Market Activation campaign |  |  |  |  |  |  |
| 3.3 | Pipeline network extension work to cover approx 250-300 HH/Equivalent |  |  |  |  |  |  |
| 3.4 | Orientation and training to staff, maintenance staff and launch the system |  |  |  |  |  |  |
| **D. Other Costs** | | | | | | | |
| 4.1 |  |  |  |  |  |  |  |
| **Total Cost (BDT) including Tax (10%)** | | | | |  |  |  |
| **VAT @15% (BDT)** | | | | |  |  |  |
| **Total Cost (BDT) including VAT (15%)** | | | | |  |  |  |
| Total Contribution (%) | | | | |  |  |  |