**REQUEST FOR PROPOSAL (RFP)**

**On**

**Business Model Development Faecal Sludge Management in Saidpur Municipality**

****

**SKS Foundation**

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# SECTION - 1 (Information to Organisations)

|  |  |
| --- | --- |
| **1. Introduction** | 1.1 The organisations are invited to submit a Technical Proposal and a Financial Proposal. Under one proposal the organization(s) have to split all the goods and services for technical description and cost separately as per the indication of Section–3 (Technical Proposal Submission Format) in this RFP. Both the proposals the Cost and Technical will be the basis for selection.  1.2 Costs for preparing the proposal and of negotiating the contract are not reimbursable.  1.3 Organization(s) should observe the highest standard of ethics during the selection process and implementation of contracts.  The attempt of any organization to influence the internal SKS Foundation independent evaluation and selection process will automatically lead to the removal of this organization’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 SKS Foundation reserves the right to amend and modify this RFP document and also can select organization(s) for providing goods and services cited in Section -2 (Point 8. Final Deliverables) of this RFP either for the entire content of the proposal or a part thereof. |
| **2. Clarification and Amendment of RFP Documents** | 2.1 At any time before the receipt of proposals, SKS Foundation may for any reason, whether at its own initiative or in response to a clarification requested by an invited organization, amend the RFP. Any amendment shall be issued in writing and shall post and will be binding. SKS Foundation may at its discretion extend the deadline for the submission of proposals. |
| **3. Preparation of Proposal** | 3.1 Organizations are requested to submit their proposal written in English (font - Arial, Size -12). Proposals must remain valid for a minimum of 90 days after the submission date. |
| **Technical Proposal** | 3.2 In preparing the Proposal, organizations are expected to examine the documents constituting this RFP. Material deficiencies in providing the information may result in rejection of a proposal.  3.3 While preparing the Proposal, organizations must give particular attention to the following:  (i) It is desirable that the key professional staff who would be involved in the assignment have an extended knowledge in research and developing detail design for such type of intervention.  (ii) Reports or communication with SKS Foundation to be issued by the organization(s) as part of this assignment must be in English.  3.4 The proposal shall provide the following information using the format given in this RFP:   1. A brief description of the organization and an outline of recent experience on assignments of a similar nature using the format as placed in the annexure.   (ii) A description of the methodology and detailed work plan for performing the assignment.  (iii) Brief profile of the proposed key personnel |
| **Financial Proposal** | 3.5 In preparing the Financial Proposal, organizations are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 5).   * 1. The Financial Proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown, the taxes, VAT, duties, fees, levies and other charges to be included under the applicable law. SKS Foundation will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. |
| **4. Submission, Receipt and Opening of Proposals** | 4.1 The original proposal (Technical and Financial) should be submitted electronically to the email address [sksushwa@gmail.com](mailto:sksushwa@gmail.com) with copy to [co.se.fo@sks-bd.org](mailto:co.se.fo@sks-bd.org) **“Proposal for Business Model Development Faecal Sludge Management in Saidpur Municipality”** as the subject.  4.2 Proposals submitted to any other e-mail account except the above will be treated as disqualified.  4.3 Submissions after the deadline 08 September **2019 (23:59 BST)** will be treated as disqualified.  4.4 Attach financial and technical proposal along with all required documents with the email, and put all attachments in **one zip folder** in the name of the organization.  4.5 Neither the technical nor the financial proposal should exceed 10 pages altogether, and both needs to be submitted in PDF format.  4.6 The Proposal will be reviewed by the evaluation committee and will be evaluated in keeping with the guidelines of SKS Foundation. |
| **5. Proposal**  **Evaluation** |  |
| **General** |  |
| **Evaluation of**  **Technical**  **Proposals**  **Technical Proposal Evaluation Criteria** | 5.1 The evaluation committee will evaluate the proposals on the basis of their responsiveness to Terms of Reference, applying the evaluation criteria and point system specified herein. Each responsive proposal will be given a technical score. Proposal(s) will be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated below.  5.2**Evaluation Criteria; Evaluation and Ranking for Selection:**  The final selection will be done following Quality and Cost Based (QCBS) method. This will be done by applying a weight of 0.60 (or 60 percent) and 0.40 (or 40 percent) respectively to the technical and financial score of each evaluated technical and financial proposal and then computing the relevant combined total score for each organization.   |  |  | | --- | --- | | Basic Selection Criteria | Weight | | 1. Technical Proposal | 60 | | Expertise of the firm/organization | 10 | | Understanding of the ToR | 10 | | Proposed Methodology and experience in leading similar evaluation work | 20 | | Management structure and qualifications of key personnel | 10 | | Team composition | 10 |   The Consultant must submit the following documents along with separate Technical & Financial Proposals: |
| **Evaluation of Financial Proposals:** | 5.3.1 The evaluation committee will determine whether the Financial Proposals are complete (i.e. whether they have costed all items of the corresponding Technical Proposals). The Evaluation Committee may invalidate any proposal if it is determined that significant budgetary mistakes or omissions undermine the integrity of the proposal.  5.3.2 The evaluation will be based upon a Quality and Cost Based Selection (QCBS) process. A total of 40 points will be allocated for the cost part. The lowest Financial Proposal will be given   highest score.  **Technical Proposal Evaluation 60**  **& Financial Proposal Evaluation 40** **Total Points:** **100** |
| **6. Negotiations** | 6.1 Once the proposal are evaluated SKS Foundation may enter into negotiation with one or more than one vendor/vendor for final selection.  6.2 Negotiations will include a discussion on the proposed methodology, performer, staffing, costing, any suggestions made by the organization(s) to improve the Terms of Reference. SKS Foundation and the organization(s) will then work out final terms of reference, performers, staffing, and bar diagrams indicating activities, logistics and reporting. The agreed work plan, cost and final terms of reference will then be incorporated in the contract document.  6.3 If negotiations fail, SKS Foundation will invite organization(s) 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 (RFP) will be called. |
| **7. Award of Contract** | * 1. The organization is expected to commence the assignment within one week of signing contract. |
| **8. Confidentiality** | 1. Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the organizations who submitted the proposals or to other persons not officially concerned with the process, until the winning organization has been notified that it has been awarded the contract. |

**Terms of Reference (ToR) for**

**Business Model Development Faecal Sludge Management in Saidpur Municipality**

1. **Background**

Saidpur is a commercial hub for the surrounding districts accommodating large number of people in Nilphamary district, Bangladesh. The Saidpur municipality formed on 30 April 1958 and has a total population of 127,104 and a population density of 4442 people per Km2 (BBS, 2011) covering an area of 34m2. It is an ‘A’ category municipality indicating that it has had an annual income of BDT 6 million over the past 3 years.

Nevertheless, massive amount of faecal sludge generated by the people every year, unfortunately, faecal sludge management is not in good nick in Saidpur municipality. 98% of faecal sludge is discharged into atmosphere due to lack of treatment facilities and following standard design of septic tanks. Besides, many toilets are illegally connected to open drain and water bodies. To ensure viable FSM, municipality has taken initiative to construct a sustainable faecal sludge treatment plant with support from WaterAid and SKS Foundation. Construction work of this treatment plant has been started on 10 April 2018 and projected to be finished by December 2020. The plant area covers 1.7 Acres and designed for 4800 m3 faecal sludge treatment capacity.

To ensure endurance of the faecal sludge treatment plant, there is a prerequisite for developing a business model of FSM in Saidpur municipality.

**2.0 Objective**The objective of this study is to develop a business plan and business development strategy for Faecal Sludge Management in Saidpur Municipality. WaterAid, SKS Foundation and Saidpur Municipality implement an FSM service which provide mechanical pit emptying and transportation service to the households with a fee. Sludge is transported to a treatment plant located within the town, treated and converted to organic manure with an intention to sell in the open market for the use in agriculture. The study will analyses different components of the whole service to develop the business plan and business strategy.

In particular, it will also provide critical inputs regarding the scope of a comprehensive faecal sludge management model for Saidpur Municipality and marketing of the end products generated from faecal sludge. The overall objective of this assignment is to provide recommendation and develop a business model for sustainable FS management considering the following issues:

* + the levels of affordability
  + willingness to pay by the municipality
  + market promotion strategy of end-product from FS
  + Social aspects of the FSM plants and the overall system added to the city sanitation system.

as well

* + Focus on time requirement for the plant to be sustainable in terms of operation i.e projection of year wise proportion of sustainability.

**2.1 Specific objectives**

The specific objectives of this assignment are:

* to review and assess the existing emptying system, financial flows as well as willingness and ability to pay for collection of FS, including:
  + existing emptying services and practices
  + cost of existing emptying services (both mechanical and manual)
  + existing transportation system and cost for the services
  + existing co-compost plant or FSTP operation from similar plants in Bangladesh
  + existing and planned treatment facilities under development
* to review problems and constrains of the existing emptying, transportation and treatment services and provide recommendations on quality, affordability and access to services for the safe emptying
* to evaluate and determine affordable tariff structure for emptying, transportation and plant operation at different community levels
* to observe regulations on end-product (probably compost) production; availability of finance for the operations; sales and marketing; consumer awareness
* to review existing co-compost plant or FSTP operation from similar plants in Bangladesh and identify appropriate business modality.
* to find out minimum investment/budget requirement for implementation of proposed business model based on cost analysis
* Provide an estimate of per farm family is of co-compost and its market value i.e approx. proportion of revenue a farm family can provide for using co-compost.

**2.2 Scope of work**

* review of existing baseline study report on faecal sludge management for Saidpur municipality
* review of existing design of faecal sludge treatment system for the Saidpur municipality
* review the existing business modality of FSTP in Bangladesh
* study and determine existing FS emptying practices and services
* review and determine the actual cost of services for safe emptying and transportation
* assess service charge options including fees and taxes to be collected from customers and emptying/transportation providers (in case of private operators)
* assess different options for separate tariff systems for vacutug services and for different consumer types
* develop pricing and tariff options and evaluate the impact of each option on the consumer as well as the viability of the FSM services;
* review and identify of reuse interest of end-product from fecal sludge recommend innovative incentive mechanism to ensure the affordability of services and develop sustainable business model.
* Organize and conduct Validation Workshops with different stakeholders
* Finalize the business model incorporating feedback from validation workshop and finalize the report

**2.3 Deliverables**  
The Consultant/Consultant firm is expected to deliver a comprehensive and high-quality analytical report to the above mentioned scope of work:

* Inception report along with detailed work plan of the assignment
* The scope of the review and process followed (methodology, information and data sources; supporting and reference documentation, etc.)
* Detailed cost benefit analysis of proposed FS treatment system
* An evidence-based assessment report of existing and possible tariff structure and level of quality, affordability and access to services for the safe emptying;
* Proceeding of Consultation workshop to validate the findings
* The final report incorporating the comments in the main text and data & other supporting information in the annexes.
* An infograph on proposed business model

**The final report should include**:

* Digital & hardcopy of guidelines, proceeding of the meetings and consultation workshops; and contact list of people interacted;
* Other relevant documents as appropriate in Annexure

**3.0 Timeframe**  
The total duration of the assignment will be for 08 weeks after signing of the contract. The commencement of the services is expected to be started by the Saidpur 12 September 2019.

**4.0 Guideline for Proposal Submission**

The proposal (duly signed) should be comprised with the following sections and given page limit. Proposal should be submitted to the Project Coordinator**, SKS Foundation, WASH4UrbanPoor Project, Dinajpur Road, Saidpur, Nilphamari or sent softcopy at** [**sksushwa@gmail.com**](mailto:sksushwa@gmail.com) **& cc to** [**co.se.fo@sks-bd.org**](mailto:co.se.fo@sks-bd.org)duly signed by mentioning ***“Business Model Development of Infrastructure for Faecal Sludge Management in Saidpur” in*** the subject line **by 08 September 2019 within 23:59 BST**

|  |  |
| --- | --- |
| **Topic** | **Maximum Page** |
| **Technical Proposal** | |
| Cover Page | 1 Page |
| Content of the Report | 2 page |
| Table of Content | 1 Page |
| Understanding of the Assignment *(Without copying from the ToR content)* | 3 Page |
| Proposed Methodology and experience in leading similar evaluation work | 3 Page |
| Work Schedule | 1 Page |
| Any other relevant information (if required) | 3 Page |
| **Financial Proposal** | |
| Budget detailing out   * Consultant days fees, travel and accommodation allowance * Any other expenditure (please mention nature of expenditure) * The Consultant should submit his/her CV along with a copy of valid TIN certificate. * Total amount in BDT including 15% VAT and 10% TAX | |

**5.0 Evaluation Process**

In response to the invitation, the consultant / consulting firm will have to submit a technical proposal as per the **‘Terms of Reference’** and a financial proposal. The selection committee will evaluate both the technical and financial proposals of the consultants / firms based on the following evaluation criteria:

|  |  |
| --- | --- |
| **Basic Selection Criteria** | **Weight** |
| 1. **Technical Proposal** | **60** |
| Expertise of the firm/organization | 10 |
| Understanding of the ToR | 10 |
| Proposed Methodology and experience in leading similar evaluation work | 20 |
| Management structure and qualifications of key personnel | 10 |
| Team composition | 10 |
| 1. **Financial Proposal** | **40** |
| **Total** | **100** |

The Consultant must submit the following documents along with separate Technical & Financial Proposals:

* 2-page profile highlighting consultant’s related assignment completed with client names, contract persons and mobile numbers;
* Updated TIN certificate and any other relevant document(s), (if necessary);

**6.0 Payment Modality**

Payment schedule of the assignment will be as per the below table through account payee cheque:

|  |  |  |
| --- | --- | --- |
| Installments | Percentage | Time |
| First installment | 40% | After award signing |
| Final installment | 60% | After submission of **Business Model Development Faecal Sludge Management in Saidpur Municipality** documents and submission of the final report including all documents developed within the assignment period and approved by **Director-Development Programs, SKS Foundation** |

Government VAT and tax regulation will apply and, if applicable, VAT will be deducted at source.

# Section-3 (Technical Proposal Submission Form)

3 A. Forwarding Letter

3 B. Content of the Report

3.C Table of Content

3 D. Understanding of the Assignment *(Without copying from the ToR content)*

3 E. Proposed Methodology and experience in leading similar evaluation work

3 F. Work Schedule

3 G. Any Other relevant information

## 3 A. Forwarding Letter Format (Cover Letter)

(Please use letterhead pad)

[*Location, Date*]

Khandoker Zahid Shorwar

Assistant Director

Development Programs

SKS Foundation

College Road, Uttar Horin Singha

Gaibandha-5700, Bangladesh, Post Box-30

Dear Sir:

We the undersigned are offering to provide the following assignment in accordance with your Request for Proposal (RFP) dated [*Date*] on ‘**Business Model Development Faecal Sludge Management in Saidpur Municipality**’ we are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelope.

If negotiations are held during the period of validity of the proposal, i.e., before [*Date*] 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 you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Vendor/Org:

Address:

3. **B. Content of the Report**

**3. C Table of Content**

## 3.D. Understanding of the Assignment *(Without copying from the ToR content)*

On the Terms of Reference:

1.

2.

3.

**3 E. Proposed Methodology and experience in leading similar evaluation work**

**Describe methodologies:**

**3. F SAMPLE Activity (Work) Schedule**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | |
|  | ***[1st, 2nd, etc. are weeks from the start of assignment.]*** | | | | | | | | |
| Activity | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |  |
|  |  |  |  |  |  |  |  |  |  |

**3 G. Any other relevant information**

# Section -4 (Financial Proposal Submission Form)

4 A. Forwarding Letter format

4 B. Summary of budget/costs

4 C. Breakdown of price per deliverables with unit cost

4 D. Budget Narratives

4 E. Proposal for securing sponsor for airing and explanation on cost saving

The format for 4A is given below.

4 A. Financial Proposal Forwarding Letter format

**(Please use letterhead pad)**

**[*Location, Date*]**

Khandoker Zahid Shorwar

Assistant Director

Development Programs

SKS Foundation

College Road, Uttar Horin Singha

Gaibandha-5700, Bangladesh, Post Box-30

Dear Sir:

We the undersigned are offering to provide the following assignments/services and/or goods in accordance with your Request for Proposal (RFP) dated [*Date*]. Our attached Financial Proposal is for the sum of Taka [*Amount in words and figures*] for the ‘‘Business Model Development Faecal Sludge Management in Saidpur Municipality’

This amount is inclusive of VAT and taxes, which we have estimated at [*Amount(s) in words and figures*]. We understand that VAT and taxes will be determined as per applicable law and will be deducted at source while making payments.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract Negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Vendor/Org:

Address: