**Annex- 1**

**Terms of Reference (ToR)**

**Installing Water Technology through local entrepreneurs to avail safe drinking water supply in low-income communities**

# Background

Swisscontact Bangladesh has started a project aiming to create access to safe drinking water for the low-income communities in the industrial clusters of Bangladesh. Based on its previous experience of working in the **Shujola – Promoting Water Entrepreneurs and Digital Financing Mechanism in Bangladesh,** which was a 20-months’ project (September 2019 – April 2021), the current project will on-board potential water technology providers who can carry out the activities across various regions in Bangladesh. To provide residents of low-income industrial clusters with access to safe drinking water, Swisscontact will facilitate individual local entrepreneurs to establish community-based safe drinking water ATM booths. The project will facilitate the process under the following scopes:

* Assisting all market actors to establish water enterprises with ATM booths and test the commercial viability of the business model.
* Expanding Water Technology Company’s geographical reach beyond the urban regions – this will be done by establishing water enterprises with safe drinking water ATM booth, operated, and maintained by local entrepreneurs in **Tongi** and **Narayanganj**.
* Identifying, selecting, and training local entrepreneurs to operate and maintain safe drinking water ATM booths in local communities. The local presence and ability of local entrepreneurs to co-invest (either in terms of own asset or loan) will be an essential selection criterion.
* Advocating the offer of loan products for local water enterprises to invest in safe drinking water ATM booths– this will be done in partnership with commercial banks so that relevant loan products could become available for the water enterprises in the long term.
* Creating pathways for scale based on the commercial viability of this business model, learnings, and experience of the different market actors.

# Water Entrepreneurship

Water entrepreneurship is a relatively new concept, the project is aiming to introduce a water retailing system for the industrial cluster communities through water entrepreneurship. The project will facilitate local entrepreneurs to set up water enterprises with water ATM booth in the low-income industrial communities by collaborating with the water technology providers. Thus, the project is intended to establish a model, where the local water entrepreneurs and the water technology providers will be in a partnership to ensure smoother operation and proper quality auditing. Both on-site water sale and delivery mechanism along with dealer networking will be offered by the water entrepreneurs. Through the different sales mechanisms, diversified customer groups will be covered. It is assumed that each water entrepreneur will cover around 300 - 1,000 households in their community.

Figure: Water Entrepreneurship Service Delivery Network

# Objectives of the Water Technology PROVIDER Onboarding

The project is looking forward to onboard technology providers for establishing water enterprises with water ATM booth around the low-income communities in **Tongi** and **Narayanganj**. Water technology providers will be responsible for providing all sorts of technical assistance to the water entrepreneurs and setting up the water ATM booth as well. The project is intended to build a long-term relationship between the water technology providers and the individual entrepreneurs. The specific objectives of the partner onboarding are as below:

1. Providing technical assistance to the water entrepreneurs and guide the entrepreneur for establishing a successful business case.
2. Setting up the water enterprises with water ATM booth as per the business plan of the individual entrepreneur.
3. Considering the provision of multi-sourced raw water (i.e., rainwater, river, pond, or any other surface water etc. along with ground water) treatment in the water enterprises.
4. Developing a customized technical operations’ manual for the water entrepreneurs.

# Geographic location

The project is about to provide safe drinking water for the low-income community members. Therefore, the geographic locations for this project are **Tongi** and **Narayanganj**.

# Duration of assignment, specific activities, and targets

The duration of the assignment is 02 months, starting from 15 October 2021 to 10 December 2021. For the benefit of effective planning, the prospective bidder can refer to the specific activities and targets below:

Table 1: Specific Activities and Targets

|  |  |
| --- | --- |
| SL. | Activity |
| 5.1 | Propose an overall work plan (schedule of activities in a Gantt Chart) |
| 5.2 | Sign contract with water enterprises |
| 5.3 | Complete set up of the water enterprises with water ATM booth |
| 5.4 | Perform regular quality audit, and provide repair and maintenance service to the water enterprises |
| 5.5 | Water quality report of the filtered water |
| 5.6 | Develop a technical operations’ manual and train the enterprise’ staffs |

## **The role of Swisscontact will be to:**

* Assist the water technology providers to identify and select potential water entrepreneurs.
* Assist to develop customized business plan for the water entrepreneurs.
* Facilitate the development of the contract between water technology providers and the entrepreneurs.
* Facilitate water entrepreneurs for investment raising through seed grant and bank loans.
* Marketing and awareness raising campaigns among the low-income industrial cluster communities through local NGOs.

# Deliverables, Deadlines and Schedule of Payment

The table below outlines some important deliverables and their respective deadlines. Invoices will be paid upon receiving the pre-set deliverables as mentioned in the table below[[1]](#footnote-1):

Table 2: Specific deliverables, deadline, and schedule of payment

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. | Deliverables | Deadlines (Tentative) | Payment Schedule |
|  | Signed MoU between Swisscontact & Water Technology Company | 25 October 2021 | 50% seed grant for per entrepreneur |
|  | Detail Work Plan for water enterprises with water ATM booth | 26 October 2021 |
|  | Contract between the water technology provider and the entrepreneur | 30 October 2021 |
|  | Complete set up of the water plant (acknowledgement of the entrepreneur and bills) | 05 December 2021 | 50% seed grant per entrepreneur |
|  | Water quality report of the filtered water | 08 December 2021 |

# Scoring criteria

The scoring criteria will be as follows:

Table 3: Selection Criteria for the Water Technology Provider

| **Criteria** | **Weight** |
| --- | --- |
| Prior experience in community-based drinking water ATM setup | 30 |
| Market penetration/coverage/reputation in the market | 20 |
| Price quotation based on a specific water quality report and location | 20 |
| **Total** | **70** |

The following criteria will be applicable for evaluation of the potential firm[[2]](#footnote-2):

* Quality based evaluation will be applied by an evaluation team comprising of members of the project and Swisscontact Bangladesh administration team.
* The bidder achieving the highest score in the EOI will be selected for partnership.

# Required Documentation

In addition to the technical and financial proposals, it is mandatory for bidders to submit necessary documents demonstrating their legal, taxation and financial statuses. The documents should be part of the technical proposal and include the following:

* A certificate of incorporation (for individual providers or proprietorship business - a trade license).
* Joint stock registration certificate (if applicable).
* Tax Identification Number (TIN).
* VAT registration number.
* Other valid papers (Provided by Government institutions).
* Proof of experience of working in community base organization.
* Water testing report of recently established plant.

# Working Conditions and Environment

This will be applicable in accordance with the Swisscontact Operations Manual.

# Submission Guideline

Interested water technology providers should submit an expression of interest according to the prescribed format with their company profile and other required documents as mentioned above on or before **23 October 2021** to the address mentioned below.

Senior Officer - Procurement,

Swisscontact, House 28, Road 43, Gulshan-2, Dhaka 1212, Bangladesh

E-mail to**: samaun.bhuiyan@swisscontact.org**

1. Modification of the table can be made on a mutual agreement with the selected organization as per necessity. [↑](#footnote-ref-1)
2. a) Swisscontact has no obligation to award the contract to any applicant if the proposals submitted do not match the quality and/or the budget requirements of Swisscontact

   b) Swisscontact has no obligation to provide any further information to bidders or any other third party about the evaluation process and its results [↑](#footnote-ref-2)