

**Request for Proposal
(Bidding Document)
For
Midline study of WASH for Urban Poor
(WASH4UP) project**



WaterAid Bangladesh

Bangladesh Country Office
House 97/B, Road 25, Block A
Banani, Dhaka 1213
Tel: +88 02 58815757, Fax: +88 02 9882577

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SECTION - 1 (Information to Consultant/consulting firm)

- 1. Introduction**
- 1.1 All interested and eligible consultants/consulting firms with required qualifications and experience can submit their proposal.
- 1.2 Costs of preparing the proposal and attending the pre-bid/ negotiation meeting, if provisioned, are not reimbursable.
- 1.3 Consultant(s) are expected to follow highest ethical standard in their participation in the bidding process; and refrain from influencing the internal section process of WaterAid Bangladesh.
- 1.4 Any attempt of undue influence on the evaluation and selection process will lead to cancellation of the proposal from the subsequent process.
- 1.5 Any misrepresentation of facts including the facts on professional /institutional capacity will also lead to cancellation of the proposal.
- 1.5 WaterAid Bangladesh reserves the right to amend and modify the bidding documents and decide to hire consultant for partial work.
- 2. Preparation of Technical and Financial Proposal**
- 2.1 Consultants are requested to submit their proposal written in English (font - Arial, Size -12).
- 2.2 The technical part of the proposal should contain the following:
- Detailed methodology of the study including work plan in line with the assignment objective(s).
 - Detailed timeframe including dates for submission of the outputs/deliverables as specified in the Term of Reference (ToR).
 - Relevant experience and credibility to undertake the given assignment and experience in relation to the methodology proposed.
 - Detailed CV of the team leader and key members of the study team.
 - Copy of VAT registration certificate (for consulting firm).
 - Copy of valid TIN certificate and bank account detail.
 - Technical proposal must not exceed ten pages (excluding CVs) and be submitted in PDF format.
- 2.3 The Consultant is expected to provide justified budget to be consistent with technical proposal.
- 2.4 The financial proposal should clearly identify, item wise cost for the assignment with necessary details. The budget should not include income tax as a separate head. However, VAT can be mentioned in the budget as per government regulation.
- 2.5 WaterAid Bangladesh will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury.

- 3. Submission of Proposals**
- 3.1 The technical and financial proposal should be submitted electronically to the following email address: WaterAid-Tender-TA@wateraid.org with subject line as follows: **Midline study of WASH for Urban Poor (WASH4UP) project**
- 3.2 Proposals submitted to any other e-mail account except the above will not be accepted.
- 3.3 Submission of proposal after the deadline **June 15, 2021** will not be accepted.
- 3.4 Two different files should be generated for technical and financial proposals. However, both two files should be submitted into one zip folder with a cover letter addressing the Head of Human Resource, WaterAid Bangladesh.
- 4. Proposal Evaluation**
- 4.1 The evaluation committee will evaluate the proposals in relation to the RFP and the ToR and applying the set evaluation criteria and point system.
- 4.2 The final selection will be done following a Quality and Cost Based (QCBS) method. This will be done by applying a weight of 80% and 20% respectively to the technical and financial proposal respectively.
- 4.3 WaterAid reserves the right to accept and reject any proposal without assigning any reason or whatsoever and may decide to go for re-advertisement without going further down the process.
- 5. Negotiation**
- 5.1 Once the proposals are evaluated, WaterAid may enter into negotiation, if required, with one or more consultant/ consulting firm for final selection.
- 5.2 If negotiations fail, WaterAid Bangladesh may invite the consultant with next highest score to negotiate a contract or go for re-advertisement with fresh Requests for Proposals (RFP).
- 6. Awarding of Contract**
- The selected consultant/consulting firm is expected to sign an agreement with WAB within a week of communication of selection decision and before commencing the work.
- 7. Confidentiality**
- Information relating to evaluation of proposals and selection of consultant will not be disclosed to other participating bidders until the winning consultant/firm has been officially notified of their selection.

SECTION – 2 (Terms of Reference)

1. Background

In Bangladesh, thousands of people are being added to the country's slums every year with little or no resource due to rapid urbanisation. Poor infrastructure, overcrowding exposure to disasters and climatic risks, and lack of access to basic services characterize these urban settlements, impacting environmental health. This is reflected in poor performance of slum areas against a range of environmental risks and health indicators, including exposure to waterborne diseases and associated effects on income, livelihood potentials and wellbeing.

One of the key infrastructural gaps in slum areas is the very limited access to safe water and sanitation facilities. Inadequate engagement of city authority and service provisions is perpetuating the gap with number of populations increasing every day. This not only directly impacts vulnerability to waterborne diseases and associated morbidity, but is also linked to nutrition, education, and gender dimensions. Alongside, the state of water, sanitation, and hygiene (WASH) is closely connected to the vulnerability of a populace to environmental risks and disasters such as waterlogging.

These interconnected challenges require joined up solutions that address the distinctive gaps of urban poverty at the individual, communal, institutional, and policy level; from the individual practicing better hygiene, taking responsibility for and contributing to improved WASH; to the community understanding their WASH entitlements, and claiming these from local government; to institutional responses from duty bearers, including local government and schools; and an enabling policy environment that supports these changes and regularizes them for embedded, systemic change.

WaterAid is a leading international development organization, working in Bangladesh since 1996 to improve access to safe drinking water, improved sanitation and hygiene (WASH) for poor and marginalized communities. WaterAid Bangladesh (WAB) employs participatory approaches for promotion of demand-driven service provision that creates access to WASH based on its global principle of equity, inclusion and rights.

With financial support from SIDA, WaterAid Bangladesh launched a project from 2018. The goal of the project is improved environmental health and resilience of WASH-deprived urban poor living in slums and low-income settlements. To achieve this goal, the expected outcomes of the project are:

- i. WASH deprivation reduced among target communities through increased WASH awareness and access to climate/disaster resilient, community-based WASH services.
- ii. Local governance in pro-poor WASH service delivery and coordination with other services in target cities and towns improved.
- iii. WASH policies and strategies improved in favour of urban poor through evidence and advocacy Changes across these three dimensions will act individually for domain-specific improvements, and collectively contribute to more resilient urban slum communities.

The project is implementing in four major cities in Bangladesh (Dhaka North, Dhaka South, Chattogram, and Khulna) and three municipalities (Paikgacha, Shakhipur, and Saidpur). The project strongly aligns with SIDA's result areas by contributing to better environment, greater resilience, and improvements in WASH services, achieved through strengthening urban WASH

governance, means and collective advocacy – ultimately leading to curb income erosion and better opportunities for the urban poor.

2. Objectives

The overall objective of the midline study is to measure main accomplishments and shortfalls against expected outcomes committed to WASH for Urban Poor (WASH4UP) project. The specific objectives of the study are as follows.

- a) Reflect on how the project was relevant, effective and efficient to address the need of the target beneficiaries in accordance with the expected outcomes.
- b) How the project was able to influence WASH access of the urban poor through local government service providers and WASH related policies.
- c) Capture the best practices and learning points to scale up in other project locations.
- d) Recommend if the project is on track or needs modification in plan or partnership for achieving the project results and goal.

4. Methodology

The proposed midline study will be qualitative in nature. The consultant/consulting firm is expected to develop appropriate qualitative methods to meet the aims of the study. The assignment will require extensive desk review and analysis of data/ information collected throughout the process of investigation. The process will be enhanced by key informant interviews (KIIs), In-depth Interviews, Case studies, Focus Group Discussion (FGDs) of relevant stakeholders and project beneficiaries for better understanding the impacts, challenges (shortfalls), and future opportunities of the project. The consultant is welcome to suggest additional research methodology as per the merit of the assignment.

3. Scope of works

The scope of work can be considered as below but not limited to:

- Development of appropriate methodology, data collection instruments/checklist in consultation with WAB.
- Review the project reports, briefs, other relevant documents as well as the relevant articles/news/reports from the secondary sources.
- Administer data collection in the study areas that includes supervision, cross validation, quality control, and data transcription.
- Engage qualified enumerators, train them on qualitative data collection and quality control.
- Preparation of draft report, presentation of the key findings to critical audience and finalize the report based on feedback.

5. Expected competency of the consultant

Interested consultant/consultant firm are expected to have the following competencies and experience:

- Experience in conducting studies in the area of WASH, climate change, governance, health and education.
- Skilled in developing qualitative methods to conduct the study.
- Analytical skill in assessing WASH intervention will add value.
- Competency in writing good quality reports in English.

6. Timeframe and deliverables

The assignment has to be completed within 1.5 months after signing of the contract. The deliverables are inception report, draft and final reports, and presentation. Extension of timeline is non-negotiable.

7. Contents of the proposal

Interested agency or individual consultant(s) shall submit their proposal contain the following:

- a) Technical proposal including comment on the ToR, detailed methodology to address the objective, detailed work plan, brief CV of the consultant(s) and organizational experience (applicable for firm)
- b) Financial proposal with major break down of costs including VAT and TAX as applicable.

8. Evaluation criteria

The proposals will be evaluated based on the following criteria:

- i. Relevant experience:20%
- ii. Composition of the team: 20%
- iii. Technical Proposal with methodology: 25%
- iv. Work plan and overall quality of the proposal: 10%
- v. Financial Proposal with cost breakdown: 25%

9. Contact person

The contact person for this assignment is Mahadi Hasan (mahadihasan@wateraid.org) to answer queries by 10 June, 2021.

Proposal Submission Date: 15 June 2021

Interested consultant/consulting/research firms are requested to submit a technical and a financial proposal through email at WaterAid-Tender-TA@wateraid.org with Subject line: **Midline study of WASH for Urban Poor (WASH4UP) project.**