

**Request for Proposal
(Bidding Document)
For**

**Impact Assessment
of
WASH in School Project**



WaterAid Bangladesh

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SECTION - 1 (Information to Consultant/consulting firm)

- 1. Introduction**
- 1.1 All interested and eligible consultants/consulting firms with the required qualifications and experience can submit their proposals.
- 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 the highest ethical standard in their participation in the bidding process, and refrain from influencing the internal selection 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 rejection 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:
Impact Assessment of WASH in Schools 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 **November 19, 2019** 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 the evaluation of proposals and selection of consultants 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)

Impact Assessment of WASH in School Project

1. Context and project brief:

Availability of WASH facilities in school impacts health and learning outcomes of students. Hence WASH in school has been included in sustainable development goals. Data shows that, in 2016, 30% of students globally did not have access to basic drinking water services at their school, while 34% of schools didn't have any basic sanitation service (UNICEF 2018). The Bangladesh National Hygiene Baseline Survey 2014 shows that 57% of secondary schools in the country lack separate sanitation facilities for girls. Those that have separate toilet available faces challenges of functionally due to lack of operation and maintenance of the facilities. The effects of these systemic failures are considerable – the NHBS found that nearly one-third of female students mentioned that menstrual problems interfere their educational performance, and a quarter reported missing school during their period. Adolescent girls at secondary schools are deprived of appropriate facilities to maintain their menstrual hygiene management that include available materials, running water in the toilets, and space for changing used materials if needed.

With this background, WaterAid Bangladesh designed a WASH in Schools (WinS) programme to demonstrate a comprehensive and inclusive model that integrates water, sanitation, and hygiene in the education system. This initiative endeavored to develop a comprehensive mechanism to promote a WASH inclusive learning environment for the students of secondary schools with a special focus on girls. A pilot project has been initiated in 2 Upazilas—Taragonj under Rangpur and Palashbari under the Gaibandha district for delivering quality program outcomes at sub-district level in coordination with the education system. A short-term influencing project was also carried out in 58 Upazilas under 8 districts in Rangpur Division, to demonstrate an inclusive model of WASH in schools.

In addition, WASH in school model developed by WaterAid has been replicated through other projects of WaterAid in different sub-districts. We supported around 300 schools in Taraganj, Palashbari, Dacope, Khulna, Shyamnagar, Satkihra, Khulna CC, Dhaka CC, and Banglabazar, Saidpur, Nilphamari, and Saver through the WASH in School initiative, of which 123 schools were supported in the Rangpur region.

The key objectives of the models are described below --

Table 1: Key information about the project

Specific objectives	<ul style="list-style-type: none">• Inclusive WASH facilities ensured at Schools/Madrasas• Increase decision-makers' awareness of the importance of WASH• Awareness of handwashing & MHM enhanced among students• An inclusive and sustainable WASH model developed
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	and scaled up
Duration	April 01, 2017 to March 2020
Coverage	Rangpur and Gaibanda (Taraganj and Palashbari), Khulna (Khulna, Paikgacha), Dhaka (Banglabazar, Savar, Dhaka)

2. Key interventions of the project

Since April 2017, WASH in the school model has been promoted in different intervention sub-districts of WaterAid. The key interventions under different objectives are listed below---

Objective 1: Inclusive WASH facilities demonstrated at Schools

- Promoting safe drinking water through the construction/renovation of water facilities.
- Promoting inclusive sanitation facilities at schools
- Promoting handwashing facilities at schools.

Objective-2: Awareness on handwashing & MHM enhanced among students

- Influencing hygiene behavior change through awareness-raising sessions at schools.
- Teachers' training provided, supplementary materials developed, tested and made available to the schools for their regular use

Objective 3: An inclusive and sustainable WASH model developed and scaled

- Integrated and inclusive WASH in School model developed and promoted at sub-regional and national levels through advocacy.

3. Purpose of the study

WASH in schools has been able to demonstrate model school WASH facilities and a pathway for handwashing and menstrual hygiene behavior change. We promoted these services to influence local authorities to scale our model. As a result, several initiatives from local government authorities have been observed. Currently, we are interested to commission an impact assessment of the WASH in School initiative to assess the below objectives--

4. Study Objectives

The overall objective of the study is to assess the impact of the WinS model that has been developed through the project.

Specific objectives: Specific objectives of the impact assessment:

- a. To assess whether improvement of water, sanitation and hygiene facilities at schools has resulted in increased school attendance and drop-outs of students disaggregated by gender.
- b. To measure whether the improvement of water and sanitation facilities at schools has increased water intake and latrine use by the students while they are at school.
- c. To assess whether improvement of handwashing facilities and handwashing behavior change interventions have improved handwashing practices among students at critical times.
- d. To measure whether improvement of water, sanitation and hygiene facilities and menstrual hygiene behavior change interventions at school has influenced menstrual hygiene knowledge, attitude, and practices among the female students.
- e. To measure whether improvement of water, sanitation and hygiene facilities and menstrual hygiene behavior change interventions at schools has influenced to reduce absenteeism, discomfort and shyness of female students and their classroom participation, physical mobility, social interactions during their period.
- f. To measure whether the level of engagement of students, teachers, and members of the school management committee has increased to keep the facilities clean and functional.
- g. To assess and measure the effectiveness of the O&M systems introduced by the interventions to ensure the sustainability of the facilities.
- h. To what extent the demonstrated WASH in School model had been considered for scaling by local-level stakeholders.
- i. To assess and measure whether water, sanitation, and hygiene interventions bring any other exceptional benefits to students, schools and the community.

5. Methodology

The consultant / consulting firm is expected to develop an appropriate method to meet the objectives of the study. Appropriate triangulation in the data collection method is expected in the proposed method as per need. The method and relevant instruments should be adjusted and finalized in consultation with WaterAid before implementation.

The impact assessment should be able to measure the changes that occurred due to project implementation within three major geographical areas i.e. Rangpur, Dhaka, and Khulna. We expect to establish attribution to intervention. Please note, baseline data of project locations/schools are not available to consider as a comparison group. Also, since we have covered almost whole sub-districts in which we work, finding control schools in those sub-districts may not be possible. We presented some major research questions in Table 2.

Table 2: Broad Indicators to be measured:

Sl	Indicator	Proposed method	Remarks
1	To what extent there is a improvement of knowledge on handwashing practices	Quantitative	
2	What are the changes in the practices of handwashing with soap in critical times	Quantitative	

3	To what extent there is a change in school drop-out	Quantitative	
4	To what extent the occurrence of WASH-related morbidity has decreased	Quantitative	
5	To what extent the student's absenteeism due to waterborne disease decreased /changed?	Quantitative	
6	What are the changes in the knowledge of menstruation and menstrual hygiene practices?	Quantitative	
7	What are the changes in menstrual hygiene practices?		
8	To what extent the social traditions and restrictions surrounding menstruation (e.g. restriction on food, mobility) that affect women's day to day practices, mobility, food in-take during menstruation has changed?	Quantitative & qualitative	
9	To what extent the misconceptions regarding menstruation has changed?	Quantitative & qualitative	
10	To what extent students' discomfort and shyness' to participate in classroom discussions has changed	Qualitative	
11	To what extent behavior change interventions on MHM have positively impacted students' class participation, social interaction, and mobility?	Quantitative & qualitative	
12	To what extent the student's absenteeism during menstruation decreased /changed due to the interventions?	Quantitative	
13	To what extent menstrual hygiene management has increased at intervention school compared to control school?	Quantitative & qualitative	
14	If improved water, sanitation, and hygiene facilities at intervention schools have increased compared to control schools?	Quantitative	
15	If the functionality of WASH facilities improved at intervention schools compared to control schools?	Quantitative	
16	If the involvement of SMC members to manage school WASH higher at intervention school compared to control schools?	Quantitative & Qualitative	
17	If the cleanliness of WASH facilities higher at intervention schools compared to control schools	Quantitative	
18	If the school WASH model was effectively scaled in each location?	Qualitative	
19	To what extent the O&M funding approach is replicated in the project schools and schools that are intervened by government and non-intervention schools	Qualitative	

20	To what extent the components (i.e design of WASH block, hygiene modality, management modality) of the WASH model is replicated by government implementers.	Qualitative	
20	Water quality test of selected facility	Qualitative	Water quality test

6. Expected competency of the consulting firm

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

- Expertise in conducting studies in WASH in a similar context
- Capacity to conduct mix-method studies
- Expertise in conducting outcome related studies
- Competency in writing good quality reports in English

The assignment will preferably include, but not limited to:

- Development of appropriate methodology, data collection instruments in consultation with WAB and finalize the instruments by pretesting
- Preparation of draft report, presentation of key findings to a critical audience and finalize the report based on feedback

7. Timeframe and deliverables

The total assignment should be completed within 70 days after the signing of the contract. The individual/firm will submit a proposed work plan with key milestones within a week of signing of the contract. The work plan will be reviewed and approved by WAB. It is anticipated that the first draft of the report will be produced after 75 days of signing of the contract. The final reports should be submitted after 7 days of receiving feedback. During implementation of the assignment follow up meetings will be organized as necessary between the contracted agency/consultant and WaterAid Bangladesh.

Consultant/consultant firms are expected to deliver the following outputs:

- Inception report containing final methodology and detailed work plan.
- A well-written draft report organized according to study objectives and containing detailed findings with qualitative and quantitative analysis
- Presentation of the draft findings to WAB and its partners
- A well-organized informative well written a final report addressing all objectives as specified in the TOR (hard copy in MS Word and soft copy in a DVD).
- Presentation of the key findings and recommendations to an external audience, if required and suggested by WAB.
- All field notes and the data set (in SPSS) with layout, syntax and code list should be submitted.

8. Contact person

Bidders will have the opportunity to send written questions until November **12, 2019 up to 1:00 p.m.** Hence, bidders who are interested to submit a proposal are requested to share questions in the following in email address.

Mirza Manbira Sultana
WaterAid Bangladesh
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ManbiraSultana@wateraid.org