Request for Proposal

(Bidding Document)

For

**Assessment of total sanitation system in Saidpur Municipality**



**WaterAid Bangladesh**

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# **SECTION - 1 (Information for Consultant/consulting firm)**

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| **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. |
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| **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](mailto:WaterAid-Tender-TA@wateraid.org) with subject line as follows:  **Assessment of total sanitation system in Saidpur municipality**  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 **13 December 2020** 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 the weights specified in the ToR.  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. |
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| **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)**

**Assessment of total sanitation system in Saidpur Municipality**

1. **Background**

The 328 municipalities in Bangladesh are classified based on their revenue generation into 3 categories in descending order – A, B and C. Saidpur municipality, with an estimated population of 127,000, is a Category A municipality under Nilphamary district in Rangpur. As a relatively large municipality, with around 28,000 households, the town generates considerable amount of waste. Household solid waste is estimated to be 20,459 MT per year while the annual estimated volume of faecal sludge is 27,990 m3

Like much of the country, Saidpur municipality lacks a centralized sewer system, so on-site sanitation technologies such as pit latrines and septic tanks are used. These need to be emptied on a regular basis, but although the municipality offers mechanized emptying service, about 98% of households use manual emptying services provided by private sweepers. Regardless of the emptying method used, the waste is generally discharged directly into the environment due to lack of a fixed dumping place. Some households also use toilets that directly discharge into municipal drains. The municipality’s shit-flow diagram shows that 85% of the excreta is not contained and therefore unsafely managed. Safely managed sanitation is thus a major challenge in the municipality.

A co-compost plant to process the faecal waste has been constructed with technical and financial support from WaterAid. The plant has begun operations on a trial basis. However, stakeholders suggest that the plant, along with the broader waste management system, will likely face the same challenges experienced by other municipalities where faecal sludge treatment plants have been set up. A common challenge is the low demand for mechanized emptying services – households generally avail emptying service when the pit/septic tank is about to overflow, and manual emptying is considered a quick and convenient solution. A baseline study on faecal sludge and solid waste management in Saidpur also finds that 73% of households have no idea about the standard time gap between two instances of emptying.

The baseline study mentioned above was conducted in 2017 to understand the existing situation of faecal sludge and solid waste management in the municipality. The study surveyed 460 households as well as respondents from colonies and slums, recording their sanitation technologies and practices. Estimates of the sanitation technologies and practices for the town were based on this survey, which further informed the construction of the co-composting plant. However, there is now a vital need to build on the baseline survey to better understand the containment and disposal practices of solid as well as faecal waste by the households and institutions in the municipality, the level of sludge accumulated in the pit/septic tanks, and to what extent it relates to the mechanized collection, transport, and treatment capacity of the municipality. An assessment of the entire sanitation system would help the municipality to better align its existing infrastructure to pursue safely managed sanitation.

1. **Objectives**

The key objective of this assignment is to present a comprehensive assessment of waste (faecal and solid) disposal practices by the households and institutions, sanitation technologies (containment, emptying, transportation and disposal) which also involves waste and sanitation workers and municipality along with the entire sanitation value chain. Specific objectives are:

* Conduct a digital survey of all households and institutions (schools, hospitals, markets, etc) and record relevant aspects of sanitation, including containment type, capacity, sludge generation, disposal practices and frequency
* Incorporate data from the household/institutional survey on GIS map to identify disposal of waste to the open water body or drainage system
* Identify bottlenecks of households and institutions in availing municipal emptying service
* Analyse the municipal capacity of sludge collection, treatment, and processing against the household information
* Develop a model to optimize sludge collection and treatment in line with resource and capacity constraints. The municipality will input the households/institutions needing emptying service, and the model would provide the optimal route for vacutugs depending on the urgency of the services.
* Based on the above analysis, present recommendations for an effective and efficient sanitation value chain

1. **Methodology**

The assignment is expected to be based mainly on primary level data collection in the form of household and institutional survey. It will also be supplemented by interview with key informants from the municipality and stakeholders of the sanitation value chain, and field visits to better understand the current practices, bottlenecks and way forward within the municipal sanitation context. The consultant is welcome to suggest additional research methods as per their assessment of the assignment.

1. **Expected competency of the consulting firm**

Expected competency of the individual/firm includes:

* Expertise in conducting quantitative and qualitative study
* Experience of working in the area of water, sanitation and waste management
* Experience of working with Second generation Sanitation value chain
* Expertise and experience in developing algorithms to improve business processes
* Competency and experience in GIS mapping
* Analytical skill in assessing faecal sludge scenario of a town
* Capacity to provide necessary training to human resource for administering data collection, quality control and management of data

1. **Timeframe and deliverables**

The total assignment should be completed within 60 calendar days after signing of the contract. The individual/firm will submit a proposed work plan with key milestones within 5 days 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 30 days and final draft after 45 days of the signing of the contract. The final report should be submitted within 10 days of receiving feedback on the final draft after which there will be a formal dissemination of the finding to a wider audience.

The Consultant is expected to deliver the following outputs:

* Inception report containing final methodology and detailed work plan.
* A well-written draft report organised according to study objectives and containing detailed findings
* A detailed final report containing the current scenario of sanitation, waste (solid and faecal) disposal practices, technologies used and dumping/outfall to the nature (including water bodies) with the application of GIS mapping. The consultant will also develop an algorithm for designing a sanitation calendar for households/institutions (estimating the level of sludge to determine when emptying is needed), optimum sludge collection and disposal solutions. The report should also contain a recommendation for improving the current practices towards a safe disposal and management of waste in Saidpur municipality.
* Final dissemination of the key findings and recommendations to the external audience

1. **Evaluation Criteria**

The proposals will be evaluated based on the following criteria:

1. Relevant experience including the composition of the team: 20%
2. Technical Proposal with detailed methodology and work plan: 50%
3. Financial Proposal with a detailed budget: 30%
4. **Scope to seek information and clarity**

Bidders may send written queries until **05 December 2020** to Sumon Kumar Saha ([sumonsaha@wateraid.org](mailto:sumonsaha@wateraid.org)).