

REQUEST FOR PROPOSAL (RFP)

on

Baseline study of “Composite Actions for Climate Migrants in Urban Slums (CACMUS)” project



WaterAid Bangladesh

Country Office

House 97/B, Road 25, Block A

Banani, Dhaka 1213

Tel: +88 02 58815757, Fax: +88 02 9882577

SECTION - 1 (INFORMATION TO ORGANISATIONS)

- 1. Introduction**
- 1.1 INTERESTED CONSULTANTS are invited to submit their technical and financial proposal.
- 1.2 Costs for preparing the proposal and of negotiating the contract are not reimbursable.
- 1.3 The competing parties should follow highest ethical standard and abstain from influencing the internal WaterAid Bangladesh independent evaluation and selection process. Any such attempt will automatically lead to the removal of the proposal from consideration. In addition, any misrepresentation of facts will also lead to the removal of the proposal from consideration.
- 1.4 WaterAid Bangladesh reserves the right to amend and modify this RFP document and can reject any or all proposals received in response to this RFP without assigning any reason.
- 2. Clarification and amendment of RFP documents**
- 2.1 At any time before the receipt of proposals, WaterAid Bangladesh may for any reason, whether at its own initiative or in response to a clarification requested by an interested party, amend the RFP. Any amendment shall be issued in writing and shall be posted and will be binding. WaterAid Bangladesh may at its discretion extend the deadline for the submission of proposals.
- 3. Preparation of proposal**
- 3.1 Interested parties/consultants are requested to submit their proposal written in English (font-Arial, size-12). Proposals must remain valid for a minimum of 91 days after the submission date.
- Profile of the consultant (technical proposal)*
- 3.2 While preparing the Proposal, consultant must give particular attention to highlight similar experience and work accomplishments.
- Financial Proposal*
- 3.3 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4).
- 3.4 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. WaterAid Bangladesh will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. An E-TIN/BIN should be attached with the financial proposal from applying individuals/organisation's end.

- 4. Submission, receipt and opening of proposals**
- 4.1 The original proposal (Profile of the individual/Organisation and Financial) should be submitted electronically to the email address WaterAid-Tender-TA@wateraid.org with ‘**Baseline study of “Composite Actions for Climate Migrants in Urban Slums (CACMUS)” project**’ 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 **25 May 2021** will be treated as disqualified.
- 4.4 Attach the **proposal** along with all required documents (pointed below) with the email and put all attachments in **one zip folder** in the name of individual/organisation.
- Forwarding letter
 - Profile of consultant
 - Relevant working experience
 - Expertise and competence
 - Methodology and work plan for the assignment
 - Please provide your last relevant study report.
- 4.5 The proposal altogether should not exceed 15 pages, and both technical and financial proposal needs to be submitted in PDF format, separately.
- 4.6 The Proposal will be reviewed by the evaluation committee and will be evaluated in line with the guidelines of WaterAid Bangladesh.

5. Proposal evaluation

Evaluation of technical proposals

- 5.1 The evaluation committee will evaluate the proposals based on their responsiveness to Terms of Reference, applying the evaluation criteria and point system specified herein. Each responsive proposal will be given 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.

Technical proposal evaluation criteria

- 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 0.80 (or 80 percent) and 0.20 (or 20 percent) respectively to the Profile of the individual/Organisation and the Financial score of each evaluated proposal and then computing the relevant combined total score for each individual/organisation.

Technical: 80

- Personal profile: 10
- Experience working with the private and development sector with work examples: 10
- Professional experience and accomplishments: 15
- Understanding the Assignment: 15
- Study Methodology: 20
- Work plan for the assignment: 10

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 20 points will be allocated for this cost part. The lowest Financial Proposal will be given highest score.

**Technical - 80 and Financial Proposal - 20
Total points from both - 100**

6. Negotiations

- 6.1 Once the proposals are evaluated, WaterAid may enter into negotiation with one or more than one individual/organisation for final selection.
- 6.2 Negotiations will include a discussion on the proposed methodology, performer, staffing, costing, any suggestions made by the consultant to improve the Terms of Reference. WaterAid Bangladesh and the consultant will then work out final terms of reference, performers, staffing, and workplan 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, WaterAid Bangladesh will then invite those individual(s)/organisation(s) whose proposals received the next highest score. If none of the invited proposals led to an agreement, fresh Requests for Proposals (RFP) will be called upon.
- 6.4 WaterAid Bangladesh reserves the right to cancel the RFP at any point of time without serving any notice. Furthermore, WaterAid has its absolute discretion to suspend and disqualify any proposal or all proposals received without tendering any reason whatsoever.

7. Award of Contract

The consultant is expected to commence the assignment immediately after signing the agreement and deliver the final work within the stipulated Timeline as mentioned in the ToR.

8. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the individuals/organisations who submitted the proposals or to other persons not officially concerned with the process, until the winning individuals/organisation has been notified that it has been awarded the contract.

Baseline study of “Composite Actions for Climate Migrants in Urban Slums (CACMUS)” projects

1. Introduction

The Global Climate Risk Index places Bangladesh 7th in a list of countries most affected by climate change over the last decade. Moreover, in 2019, Bangladesh saw the highest number of disaster displacement ever recorded in the country’s history. The city of Rajshahi faces the dual stress of climate change and economy as the livelihood stress caused by erratic rainfall, river erosion, drought and flood, perpetuate climate induced migration from rural areas to urban slums, which is worsening existing water, sanitation and hygiene (WASH) challenges. These asset-poor climate migrants end up living in the congested slums and makeshift houses in the fringe of the city with extremely low or no basic services including WASH. Additionally, their skills hardly match with urban formal-sector labor market demand, which leads them to a low-waged, temporary and often exploitative informal sector with limited employment graduation opportunities. As such, the acute crisis of related WASH services puts the community under risk of multifaceted challenges from spread of water borne diseases to unforeseen economic and health epidemics.

WaterAid Bangladesh plans to implement the project by integrating climate resilience, microfinance, and WASH to develop a replicable inclusive model of WASH services, facilitate better economic opportunities through capacity building of climate migrants, link them with pro-poor microfinance (MF) services and income generating activities (IGA), and ensure wider access to pro-poor WASH services provided by the city authorities. The project particulars are as follows:

Outcome-1: WASH deprivation reduced among climate vulnerable people in low income communities through sustainable access to resilient facilities and services

Outcome-2: Sustainable livelihood skill and opportunities increased for climate-migrants through access to microfinance services and marketable skill development.

Outcome-3: Inclusive and pro-poor service delivery by the Rajshahi City Corporation (RCC) and Rajshahi WASA (RWASA) strengthened.

The project will be executed in areas where the concentration of climate migrants and social vulnerabilities are highest, with consideration of minority groups and marginalized communities.

Beneficiary portfolio

Under the project the direct beneficiaries will be 12,500 (without double-counting) and 27,000 (with double-counting). The beneficiaries we are targeting are vulnerable people from poor and marginalised communities who migrated in slums of RCC from adjacent and remote villages. There are some ethnic minority groups and other marginalised segment of the society coming from more climate vulnerable areas. Under each classification, the most important constituent beneficiaries are as follows:

Women: The project will lead to easier and safer access to WASH facilities by women who bear most of the physical burden, freeing up their time for productive and leisure activities, enhancing their dignity, and reducing the care burden from fewer illnesses within family.

Children: Child faeces management will be a common sanitation-related activity across all locations, protecting children and their surrounding communities from an oft-neglected health danger.

Adolescent girls: Adolescent girls will be oriented on proper menstrual hygiene management (MHM) and have access to resources within sanitation facilities in order to aid self-learning and practice.

School learners: The project will work in one school as a model to improve WASH facilities with provisions for MHM, helping girls stay in schools during menstruation, and cutting down the national absence rate of 2.5 days a month due to menstruation.

People with disabilities: In line with WaterAid principle, the project will prioritize households with disable members having constraints in accessing WASH services. Where applicable, the facilities will be made disable friendly.

2. Objective of this assignment

The overall objective of the assignment is to establish required benchmarks of 12-15 slums (detailed list will be provided) and dwellers (households) through analyzing their economic, social and WASH vulnerability and exposure. The study is to present the current situation of the designated slums and resident households in order to help measure outcome level progress after implementation of the project.

The study will include the following parameters for data collection and analysis. Slum list will be provided.

1. Access to water, sanitation, and hygiene facilities in the slums.
2. Operation and maintenance of the existing WASH facilities in the slums
3. Level of hygiene awareness and hygiene practice across households.
4. Access to and use of microfinance services by slum households
5. Average income earning of the households as well as future earning potentials.
6. Interest and scope for income earning skill development of the households.
7. Availability of and access to pro-poor service delivery by RCC and RWASA.

Furthermore, the study will also highlight

1. Climate change hazards and risks in the slums
2. Existing gaps in climate change adaptation to minimize the risks
3. Slum dwellers' rights and obligations to services as per existing policies
4. Institutional capacity gaps with RCC and RWASA to serve low-income settlements with WASH services
5. Recommendations towards what would make WASH interventions "climate resilient" in the slums.

3. Scope of work in this assignment

- Co-design methodology and data collection tools in consultation with WAB.
- Analyze primary survey data (enumerators will be provided by WAB for smooth data collection)
- Prepare baseline report and collect feedback from WAB
- Present findings of the study and share the final report

4. Target audience

Project team, Slum dwellers, community representatives, WASH sector actors and Government officials.

5. Work process

Where appropriate, the consultant will maintain the following:

- Provide sufficient and proper referencing for information regarding secondary data
- Use sex, age, disability disaggregated data (SADDD) collection method for all data
- Calculate sample sizes using the power calculation, and allowing for attrition etc.
- In the case of household surveys, separately interview household head (usually male) and senior female household member
- Use standard methods for focus group discussions (FGD), in-depth interviews and key informant interviews (KII) for qualitative data
- Analyze quantitative data initially using standard descriptive statistics
- Analyze qualitative data on the basis of key themes identified during check-list design and confirmed after interviews
- Provide proper justification in the study

The consultant is welcome to suggest additional research methods as per their assessment of the assignment.

6. Timeline

The timeframe of the assignment is from **30 May 2020 to 15 July 2020**, after signing the agreement. Breakdown of key dates for completion of this task is as follows:

Activities	Timeline
RFP circulation	12 May 2021
RFP closing at 11.59pm	25 May 2021
Signing of agreement	30 May 2021
Inception report sharing including data collection tool	7 June 2021
Training on data collection tool	10 June 2021
Field assignment/Data collection	12-20 June 2021
Draft report preparation and submission	21-30 June 2021
Presentation on findings	1 July 2021
Feedback and final edits	5 July 2021
Final submission	15 July 2021

** Note: exact dates of tasks will be specified following a submission of the detailed work plan by the consultant. Only consultant confident of being able to meet the requirements of the assignment within the mentioned date are encouraged to apply.

7. Deliverables

The Consultant is expected to deliver the following outputs:

- Inception report containing final methodology and detailed work plan.
- Data collection tools and analysis plan.
- A well-written draft report organized according to study objectives and containing detailed findings
- A detailed final report not exceeding 50 pages (excluding Annexes) containing interesting/unexpected positives/findings, recommendations and conclude with sections of limitations and synthesis of key issues.
- Hardcopies (03) and Softcopy of the documents, and Pen drive (01) including all data collected (raw and clean database of both qualitative and quantitative data)

The report must be submitted with but not limited to the following sections below:

1. Cover Page	2. Table of content	3. List of abbreviation & acronyms	4. Execution summary
5. Introduction	6. Background	7. Approach & methodology	8. Limitations of the baseline
9. Findings and the discussion	10. Synthesis of key issues (analysis of major indicators of result matrix)	11. Conclusion	12. References

8. Contact person

Ankon Ivan from WaterAid Bangladesh will be available to answer any queries or clarifications you might have in regard to this RFP at AnkonIvan@wateraid.org; questions will be entertained only till close of business **25 May 2020**.

9. Mode of payment

WaterAid will issue a work order and the individual/organization will submit an invoice based on the work order and actual consumption. The payment will be made in two installments-

Installments	Percentage	Time
First installment	20%	After signing the contract, agreed work plan and visit dates
Second installment	40%	After completion and handover draft report to WaterAid
Third installment	40%	After completion of the study and handover of all identified deliverables to WaterAid

For further information on WaterAid and the kind of work we do, please visit: www.wateraid.org

SECTION - 3 (TECHNICAL PROPOSAL SUBMISSION FORM)

- 3A. Forwarding letter
- 3B. Profile of consultant
- 3C. Relevant working experience
- 3D. Expertise and competence
- 3E. Methodology and work plan for the assignment
- 3F. Please provide your last relevant study report.

FINANCIAL PROPOSAL

- Budget for the assignment should be broken down into individual items covering all logistical, travel, accommodation, staff, equipment, and other costs.
- VAT and Tax shall be deducted at source as per government rules, please mention whether the price is inclusive VAT and Tax or not.
- Apart from the activities mentioned in this RFP, the consultant is expected to list any other/additional services WaterAid shall be receiving under this agreement.
- Kindly also state additional costs for services that don't fall under the agreement.