

23 August 2021

REQUEST FOR PROPOSAL (RFP)

Quality Programme Standard Assessment for Climate Resilient WASH Technologies

Proposal submission deadline:

Interested consultant/consulting/research firms are requested to submit a technical and a financial proposal through email at WaterAid-Tender-TA@wateraid.org by **11.59 pm, 31 August 2021**.

The focal person for this assignment is Mr. Adnan I A Qader (adnanqader@wateraid.org) to answer queries.



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SECTION 1: INFORMATION TO ORGANISATIONS/INDIVIDUALS

- 1. Introduction**
- 1.1 The eligible consultant/consulting/research firms with required qualifications and experience are invited to submit a proposal.
 - 1.2 Costs for preparing the proposal and attending the pre-bid and/or negotiation meeting are non-reimbursable.
 - 1.3 Consultant/consulting/research firm is expected to follow 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 cancellation of the proposal.
 - 1.6 WaterAid Bangladesh reserves the right to amend and modify this RFP document. Also, to select consultant/consulting/ research firm(s) for providing selected services cited in deliverables of this RFP, either for the entire content of the proposal or a part thereof.
- 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 invited consultant/consulting/research firm(s), 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 Consultant/consulting/research firm(s) are requested to submit their proposal written in English (font-Arial, size-11). Proposals must remain valid for a minimum of 90 days after the submission date.
 - 3.2 The technical proposal from consultant/consulting/research firm(s) must give particular attention to the following:
 - Understanding of the Terms of Reference (TOR)
 - Detailed methodology and workplan to address the objectives of the assignment
 - CV of proposed key person(s); it is desirable that the key professional staff who would be involved in the assignment have practical experience and an extended knowledge on the subject matter having relevant qualification and experiences
 - Organisational/individual profile with an outline of recent experience on assignments similar to the nature of this RFP
 - 3.3 The financial proposal from consultant/consulting/research firm(s) are expected to consider the requirements for accomplishing the deliverables specified in the deliverables and conditions outlined in the ToR.
- Technical proposal**
- Financial proposal**

- 3.4 Provide a justified financial proposal consistent with the technical proposal which clearly mentions 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. Copy of Trade Licence/ certificate of incorporation, VAT registration certificate including BIN, E-TIN and bank account details should be attached with the financial proposal.
- 3.5 WaterAid Bangladesh will deduct VAT and Income Tax at source according to the GoB rules and deposit the said amount to government treasury.

4. Submission of proposals

- 4.1 The technical and financial proposals should be submitted electronically to the following email address WaterAid-Tender-TA@wateraid.org with ‘**QPSA for Climate Resilient WASH Technologies**’ 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 31 August 2021** will be treated as disqualified.
- 4.4 Two different files (PDF) should be generated for technical and financial proposals, and both the files should be submitted into one zip folder. Please name the zip folder in the name of your organisation/individual.
- 4.5 The proposal altogether (technical and financial part) should not exceed 25 pages, including CVs and organisational/individual profile.

5. Proposal evaluation

- 5.1 The evaluation committee will evaluate the proposals on the basis of their responsiveness to TOR and 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 TOR.
- 5.2 The final selection will be done following Quality and Cost Based Selection (QCBS). This will be done by applying a weight of 0.80 (or 80 percent) and 0.20 (or 20 percent) respectively to the technical and financial score of each evaluated proposal and then computing the relevant combined total score for each consultant/consulting/research firm(s).
- Technical proposal: 80
 - Technical Proposal with detailed methodology: 35
 - Composition of the team: 20
 - Relevant work experience: 10
 - Work plan and overall quality of the proposal: 15
 - Financial proposal with a detailed breakdown: 20
- 5.3 The evaluation committee will determine whether the proposals are complete or not. The committee may invalidate any proposal

if it is determined that significant budgetary mistakes or omissions undermine the integrity of the proposal.

6. Presentation and negotiation

- 7.1 Once the proposals are evaluated, WaterAid may request consultant/consulting/research firm(s) with valid and complete proposals for a presentation via MS teams/Zoom
- 7.2 WaterAid may enter into negotiation with one or more bidders before final selection. If negotiations fail, WaterAid Bangladesh will then invite those organisation/individuals whose proposals received the next highest score. If none of the invited proposals led to an agreement, a new RFP will be called upon.
- 7.3 The presentation and negotiations may include a discussion on the proposed methodology, workplan, staffing, costing, or any suggestions made by the bid participating organisation/individual to improve the terms of reference.
- 7.4 WaterAid Bangladesh and the contracted organisation/individual may revise the TOR which should be incorporated final contract document.

7. Awarding of contract

- 8.1 The consultant/consulting/research firm(s) is expected to sign the final contract document within a week of communication of selection and commence the assignment within 2 weeks.

8. Penalty clause

- 9.1 The consultant/consulting/research firm(s) is expected to deliver required outputs within the stipulated timeframe maintaining the quality. If for any reason, the consultant/consulting/research firm(s) fails to deliver required deliverables within stipulated time, the consultant/consulting/research firm(s) needs to inform WaterAid intime with valid and acceptable explanation in written. Failing to this may evoke penalty clause at the rate of 0.5% for each day of delay.

9. Confidentiality

- 10.1 Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the organisations who submitted the proposals or to other persons not officially concerned with the process, until the winner has been notified with award of the contract.

10. Focal person

- 11.1 Adnan Ibne Abdul Qader
Advocacy Officer

Can be reach directly at: adnanqader@wateraid.org

SECTION 2: TERMS OF REFERENCE

1. Background

WASH affordability has been understood in the past through two main approaches which has been conceptualised and applied in: (a) the Human Rights perspective and (b) the comparison of WASH expenditure with total income. (Ref: The Measurement and Monitoring of Water Supply, Sanitation and Hygiene (WASH) Affordability, Unicef, May 2021).

Today, climate vulnerable countries are unable to provide safe drinking water and sanitation services to their citizens – the challenge and cost of scaling up the infrastructure required, as well as operational and maintenance costs, are too great. Future climate change induced high intensity events pose huge threats to existing physical infrastructure that can be managed by building Safely Managed Sustainable Climate Resilient infrastructures.

During Cyclone Amphan alone, infrastructure alone in affected 8 districts were (Ref: JNA, 2020)

- 18,235 water collection points are damaged (3,210 of these are fully damaged),
- 40,894 latrines damaged (14,820 fully damaged) in the same area.
- 550 Health Care Facilities and 1,175 schools being used as shelters have incurred damage in their WASH facilities.

With the amount of cost and financial loss sustained by the people and Bangladesh government, it is crucial and important to coin out the cost of investment and loss of WASH technologies in the period of heightened climate change to provide safely managed and sustainable climate resilience services.

2. Aims and Objectives

The aim of the study will be stocktaking, and technical assessment of the WASH technologies implemented by WaterAid and selected other institutions (where applicable). The study will also try to effectively highlight the increased cost of achieving safely managed and sustainable climate resilient services as stated in the Joint Monitoring Programme¹.

Specific objectives are:

Component 1:

- Categories existing services level of Water, Sanitation and Hygiene in climate prone areas i.e., Coastal Belt (Satkhira, Khulna), Barind Region (Rangpur), Hill tracts (Chittagong), Sylhet (North-Eastern) and Dhaka (Urban Centers)
- Highlighting operation and maintenance cost of technologies needed for WASH in normal scenarios

Component 2:

- Highlighting increase in cost-of-service deliveries due in climate change
- Cross-examine technologies to better suggest interventions ensuring quality program standards.²

3. Methodology

The assignment is expected to be based mainly on primary and secondary data collection from the zones highlighted. The assignment will also require field and desk review with relevant analysis of collected data. The consultant/consulting/research firm(s) is welcome to suggest additional research methods as per their assessment of the assignment.

¹ <https://washdata.org/sites/default/files/2021-05/unicef-who-2021-affordability-of-wash-services-full.pdf>

² <https://washmatters.wateraid.org/publications/quality-programme-standards>

4. Suggested timeframe and deliverables

The assignment should be completed within two months after signing of the contract. This short-term study needs to be completed within 15 September 2021 – 15 November 2021. The contracted organisation/individual will submit a work plan with key milestones within one weeks of signing of the contract. The work plan will be reviewed and approved by WaterAid.

The work components are divided in to two components (field visits and analysis). The draft report needs to be produced by the consultant after finishing both components. The final report should be submitted within a week of receiving feedback on the draft. There will be a formal dissemination of the finding to a wider audience.

The contracted organisation/individual is expected to deliver the following outputs:

- Inception report containing agreed methodology and detailed workplan
- Data collection and analysis of the findings should be shared with WaterAid after field visits
- A well-written draft report organised according to study objectives and containing detailed findings
- A detailed final report containing the technologies, opportunities, challenges, and way forward with suggestions to climate resilient WASH technologies
- Final sharing of the key findings and recommendations

SL/N	Key Areas of Accountability	Days
1	Inception report (1) containing an analysis of providing deliverables of mapping and methodology, and timeline of intended accomplishments	September 2021
2	Field travel: data collection and compilation with reflection (2)	October 2021
3	Submission of draft (3) with results	October 2021
4	Final report and Presentation (4)	November 2021

5. Mode of payment

The payment will be made in following two instalments:

Instalments	Percentage	Schedule for payment
First	40%	After submission of inception report and approved by WaterAid.
Second	60%	After successful completion of the assignment and acceptance of the deliverables by WaterAid: Data analysis reflection, draft report, final report & presentation.

6. Expected competency

Interested consultant/consulting/research firm(s) is expected to have the following competencies and experience:

- Experience on WASH technologies, services and Joint Needs Programme of Water Supply and Sanitation

- Expertise in conducting quantitative and qualitative study, and capacity to conduct mix-method studies
- Expertise in conducting studies in WASH sector or in a similar context
- Competency and track record of conducting financial and economic analysis of investment projects
- Networking ability to access relevant stakeholder's data/information collection
- Competent team for data collection, and its analysis
- Competency in writing good quality reports in English

7. Standard WaterAid Bangladesh Contract Terms and Conditions

WaterAid Bangladesh practices the following terms and conditions stated below applicable to signing any contract with external agencies/consultants:

- All documents/products/materials produced under the Agreement remains the intellectual property of WaterAid. The organisation might be allowed to use these products only for non-commercial purposes, subject to written approval from WaterAid Bangladesh.
- All project records and copies of records, data sets, electronic data and photocopies, etc., which the organisation remains for the successful execution of the assignment, shall remain the exclusive properties of WaterAid Bangladesh.
- During the period of the Agreement or afterwards, the organisation shall not issue any written material or express public or personal opinions concerning the services under the Agreement to parties outside except with the prior written approval of WaterAid Bangladesh.
- The organisation assumes all responsibility for complying with local legal codes as they apply to an Agreement and work performed there under. In addition, the organisation shall be liable to pay all applicable taxes and fees as required by the laws of Bangladesh. WaterAid Bangladesh will deduct Income Tax and VAT at source as per Govt. rules.
- The organisation shall not without first obtaining the consent in writing of WaterAid, permit any of its duties or obligations made under the Agreement to be performed or carried out by any other person, or reassign his/her interest in the Agreement.
- In the event that the organisation requires additional time to complete the Agreement, over and above that previously agreed to, without WaterAid changing the scope of the Agreement, WaterAid's prior written concurrence to the same is necessary in order to charge WaterAid for Agreement expenses incurred during an Agreement extension.
- However, WaterAid may, by written order, make general changes within the scope of the Agreement affecting the services to be performed or the time of performance. If any such changes cause an increase or decrease in the cost of, or time required for performance of, any part of the work under the Agreement, WaterAid shall make an equitable adjustment in the Agreement price, the delivery schedule, or both, and shall modify the Agreement in writing accordingly.
- The organisation may communicate with parties external to WaterAid through and with prior intimation to WaterAid, while performing services under the Agreement.
- Notwithstanding anything contained in the Agreement or in these conditions WaterAid may at any time by notice in writing terminate the Agreement in whole or in part by requiring the organisation to stop performing the work or any part thereof, in which event the organisation shall have no claim against WaterAid by reason of such termination other than payment of expenses actually incurred by the organisation plus a fair and reasonable fee to be in proportion to the work performed under the Agreement, less any sum previously paid on account thereof. However, if the Agreement is cancelled by WaterAid due to negligence on the part of the organisation, termination expenses shall be borne by him. In this later case, WaterAid's independent determination of negligence on the part of the organisation shall be considered to be final and non-negotiable.
- The organisation shall not hold WaterAid liable for any accident or misadventure befalling them whilst on duty or pursuing activities to fulfil the Agreement.
- WaterAid Bangladesh reserves right to accept and reject any proposal without assigning any verbal and or written rationale whatsoever;
- WaterAid Bangladesh reserves the right to monitor the quality and progress of the work during assignment.
- Further items/tasks might be incorporated by WaterAid Bangladesh and in such case budget will be revised accordingly.
- Payments will be made by account payee cheque or bank transfer in the name of the organisation or individual as per the contract.
- 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.

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

www.wateraid.org/bangladesh