

# REQUEST FOR PROPOSAL (RFP)

On

## Development of Private Sector Engagement Strategy for WaterAid Bangladesh

**Key Dates:**

RFP Circulation	13 January 2022
Clarification	20 January 2022 via email directed to <a href="mailto:AzmanAhmed@wateraid.org">AzmanAhmed@wateraid.org</a>
Submission deadlines	31 January 2022 email only to <a href="mailto:WaterAid-Tender-TA@wateraid.org">WaterAid-Tender-TA@wateraid.org</a>



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**SECTION - 1 Information for Consultants**

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|--|-----|--|
| <b>1. Introduction</b>                                 | 1.1 | The consultant is invited to submit a Technical Proposal and a Financial Proposal. The technical and financial aspects should be described separately as per the indication of Section–3 (Technical Proposal Submission Format) and Section-4 (Financial Proposal Submission Format) in this RFP. Both the proposals will be the basis for selection.  |
|  | 1.2 | Costs for preparing the proposal and of negotiating the contract are not reimbursable.   |
|  | 1.3 | Consultant(s) should observe the highest standard of ethics during the selection process and implementation of contracts. The attempt of any consultant to influence the internal WaterAid Bangladesh independent evaluation and selection process will automatically lead to the removal of the proposal from consideration. In addition, any misrepresentation of facts or institutional capacity will also lead to the removal of the misrepresented proposal from consideration. |
|  | 1.4 | WaterAid Bangladesh reserves the right to amend and modify this RFP document and can select consultants for this assignment cited in Section- 2 (Point 8. Final Deliverables) of this RFP either for the entire content of the proposal or a part thereof.   |
| <b>2. Clarification and Amendment of RFP Documents</b> | 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, amend the RFP. Any amendment will be issued in writing and will be binding. WaterAid Bangladesh may at its discretion extend the deadline for the submission of proposals.  |
| <b>3. Preparation of Proposal</b>                      | 3.1 | Consultant(s) 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.  |
| <b>Technical Proposal</b>                              | 3.2 | In preparing the Proposal, consultants are expected to examine the documents constituting this RFP. Material deficiencies in providing the information may result in rejection of a proposal.  |
|  | 3.3 | While preparing the Proposal, consultant must give particular attention to the following:<br>(i) It is desirable that the key professional staff who would be involved in the assignment have an extended knowledge of the topic of the assignment or similar areas<br>(ii) Reports or communication with WaterAid to be issued by the Consultant(s) as part of this assignment must be in English.  |
|  | 3.4 | The proposal shall provide the following information using the format given in this RFP:   |

- (i) A brief description of the consultants' experience and an outline of recent experience on assignments of a **similar nature** using the format as placed in the Section 3.
  - (ii) A description of the methodology and detailed work plan for performing the assignment.
  - (iii) Brief profile of the proposed key staff (if any)
- Financial Proposal**
- 3.5 In preparing the Financial Proposal, consultant(s) are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4).
  - 3.6 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.
- 4. Submission, Receipt and Opening of Proposals**
- 4.1 The original proposal (Technical and Financial) should be submitted electronically to the email address [WaterAid-Tender-TA@wateraid.org](mailto:WaterAid-Tender-TA@wateraid.org) with “**Development of Fund Raising Strategy for WaterAid Bangladesh**” 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 January 2022 (23:59 BST)** will be treated as disqualified.
  - 4.4 The financial and technical proposals along with all required documents should be emailed as an attachment in **one zip folder** in the name of the consultant.
  - 4.5 Neither the technical nor the financial proposal should **exceed 10 pages** altogether, and both needs to be submitted in PDF format.
  - 4.6 The Proposal will be reviewed by the evaluation committee and will be evaluated in keeping with the guidelines of WaterAid Bangladesh.
- 5. Proposal Evaluation**
- General Evaluation of Technical Proposals**
- 5.1 The evaluation committee will evaluate the proposals on the basis of their responsiveness to Terms of Reference, applying the evaluation criteria and point system specified herein. Each responsive proposal will be given a technical 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.
  - 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 0.70

(or 70 percent) and 0.30 (or 30 percent) respectively to the technical and financial score of each evaluated technical and financial proposal and then computing the relevant combined total score for each consultant.

### **Technical Proposal Evaluation 70**

#### **1. Specific experience of the Consultant related to the assignment – 30**

- Experience in similar assignments and **Sample Work** of similar nature -10
- Competency of the key staff for the Assignment – 20

#### **2. Proposed methodology in responding to the Terms of Reference - 25**

#### **3. Adequacy of the proposed work plan and understanding and reflection of ToR - 15**

- Understanding and reflection of ToR in proposal– 5
- Work Plan – 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 30 points will be allocated for the cost part. The lowest Financial Proposal will be given highest score.

**Technical Proposal Evaluation - 70  
& Financial Proposal Evaluation - 30**

**Total Points: - 100**

### **6. Negotiations**

- 6.1 Once the proposals are evaluated, WaterAid may enter into negotiation with one or more than one vendor for final selection.
- 6.2 Negotiations will include a discussion on the proposed methodology, performer, staffing, costing, any suggestions made by the consultant(s) to improve the Terms of Reference. WaterAid Bangladesh and the consultant(s) will then work out final terms of reference, staffing, and bar diagrams 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 invite consultant(s) whose proposal received the next highest score to negotiate a contract.

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

**If none of the invited proposals lead to an agreement, a new Request for Proposals (RFP) will be called.**

**7. Award of Contract**

7.1 The consultant is expected to commence the assignment within 14 working days of signing the contract.

**8. Confidentiality**

8 Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the consultant(s) who submitted the proposals or to other persons not officially concerned with the process, until the selected consultant has been notified that it has been awarded the contract.

## **Development of Private Sector Engagement Strategy for WaterAid Bangladesh**

### **1. Background**

With over 160 million people, Bangladesh is one of the world's most densely populated countries. Despite widely acknowledged progress in many areas of social and economic development, the country still faces several barriers to universal Water, Sanitation and Hygiene (WASH) coverage. Water and sanitation access remain a challenge in hard to reach (HtR) areas such as hilly regions, riverine islands (chars), swamp (beels and haors) and tea gardens; and for excluded or marginalised groups such as urban slum and pavement dwellers. Climate change and natural disasters continue to challenge existing WASH technologies. The country is highly susceptible to seasonal flooding that contaminates water sources and leave millions of people with appalling sanitary conditions. Arsenic contamination across the country puts over 20 million people at risk.

The emergence of the private sector has been very prominent in the last decade and it is expected that they will contribute significantly to achieving the country's SDG targets. Some private sector actors are already aware about their roles in SDG achievement but in most cases, majority private sector actors are not aware how to contribute in SDGs. There is also no mechanism established in Bangladesh to take into account this contribution of private sector for SDG.

In WASH sector, a wide range of private actors are significantly contributing, however a proper mechanism to engage these private actors, especially in WASH, is not prominent. Even though WASH Accounts may shed some light to information of how much private sector is contributing to WASH expenditure, it is not comprehensive. There is a dire need to understand how private sectors can be engaged with development sector, invest in SDG achievement and how their contribution can be acknowledged.

WaterAid, which is registered as a charity in the United Kingdom in 1981, has been operating across 28 countries since 1981. In Bangladesh, WaterAid has been operating since 1986 and till date, our efforts to mitigate the challenges faced due to water and sanitation crisis has been supported by mobilizing financial resources from Institutional donors, philanthropic foundations and private sector foundations.

WaterAid in its upcoming Country strategy is planning to collaborate with private sector actors and leverage their investment in SDG6 achievement. WaterAid so far has limited experience working with private actors, mainly with a few retail brands, MNCs and financial institutes as part of their CSR portfolio. It also has some experience in promoting green technology, like rainwater harvesting at few RMG factories, together with working for improving quality of life of their workforce. However, there lies ample opportunities to expand collaborate with private sector actors in different fronts. Given the country's graduation to middle-income status, it is high time to explore such opportunity and showcase the pathway how private sector contribution could be utilized and acknowledged through SDG 6 achievement.

## **2. Rationale for the assignment**

Private sector plays a critical role in the provision of water, sanitation, waste management and hygiene services in different ways. Business action in WASH include collaborating to meet the WASH needs of people at work, as well as in their homes and communities, linking the public sector and larger companies in efforts to strengthen the domestic and small-scale businesses; and facilitating forms of engagement at global level that can support country governments to engage their own businesses in support of the SDGs, especially SDG 6.

The majority of water, sanitation and hygiene services in the Bangladesh rely on the role of the public sector for goods and services. Even though there are many interesting and inspiring examples of businesses from the WASH sector engaged in improving WASH in the workplace, communities and supply chains, there is still a lot of untapped potential. To achieve SDG Goal 6 on water, sanitation and hygiene at scale, requires the commitment of the private sector – a fact that is recognized at the core of the concept of collaborations under SDG 17. For businesses in the WASH sector, the development case is not only clear, but is accompanied by a business case: contributing to the SDGs makes business sense, sometimes by saving long term business operation cost. Water and sanitation present strategic, operational or market opportunities for business, and WASH-related opportunities generate returns on investment that is demonstrated with increased supply chain resilience and improved community relations

WaterAid's upcoming Country Strategy aims to respond to the SDG Goal 6 with an emphasis on the need to empower and engage the private sector in the WASH in order to deliver sustainable services for all, with a focus on the marginalized and unserved populations including those in both urban and rural areas including climate hotspots.

During the internal assessments WaterAid's WASH programme, it was recognized that business engagement with core private sector actors involved in WASH or dependent on water supply, sanitation, waste management and wastewater management, need to be further strengthened. It called for a greater differentiation between different engagement modalities, including partnerships and development approaches, that WASH has in the country and a clear mapping of the different constituencies working in the sector and beyond it – as a way to capture the diverse range of businesses and business stakeholders that play a role in this area.

## **3. Objective of the assignment**

Work with the private sector must be grounded in high-quality analysis of its impacts and of the opportunities present in the context of programme outcomes for communities. This means that private sector engagement is not an intervention; it is a strategy that is integrated into programming efforts – if and when relevant. The benefits for business and their potential interest in working programmatically with WaterAid will ultimately depend on the values shared, the engagement modality, goals to be achieved, business capacity and interest in embracing and/or influencing change for the society.

Business activity takes place in an ecosystem of institutions, multi-stakeholder platforms, standards, policies, public opinion, legal arrangements, trade deals, investors and other financiers, regulators, shareholders, workers, associations and other stakeholders, not all sharing the same interests, but all linked in relationships of differing power and influence. In order to



engage with the private sector for WASH and related matters at the country level, business stakeholders need to be mapped and their relationships better understood.

The main objective of the assignment is to formulate an efficient and workable private sector engagement strategy for WaterAid Bangladesh which will help improve integration of private sector in the WASH programming to achieve SDG 6 outcomes of everyone, everywhere by 2030.

#### **4. Scope of Work**

Specific tasks of the consultant/firm will include:

- A. Do a comprehensive mapping of the policies, strategies, circulars of the GoB and/or regulatory authorities/bodies (i.e Bangladesh Bank) related to CSR/private sector role in supporting/funding development activities.
- B. Assessing the private sector's role and contribution to WASH including waste management and wastewater management in Bangladesh using the programming approaches from the WaterAid's WASH Strategy:
  - Business as a provider of WASH goods and services.
  - Business as an employer, for both WASH and non-WASH private sector players.
  - Business as a user of WASH, waste & wastewater management related facilities.
  - Business with impacts on communities and the environment, with implications for the access safe drinking water, sanitation, hygiene, waste management and wastewater management.
  - Business as a source of technology, innovation and financing, including to strengthen markets and supply chains that can secure accessible and affordable WASH including waste and wastewater management related goods and services.
  - Business with a voice and influence to advocate for communities' rights, including the right to safe drinking water and to adequate sanitation.
- C. Provide a prescription of private sector engagement strategy, for working in and for WASH & waste/ wastewater, or are interested working in the same in Bangladesh including:
  - Companies directly included in water, sanitation or hygiene and adjacent industries (including finance, consulting firms, ICT, market intelligence, etc.)
  - Industry association, chambers of commerce, multi-stakeholder platforms, trade groups and other business aggregator settings
- D. Develop a guidance for WaterAid Bangladesh's Country programme in engaging with Private sector for different WASH outcomes:
  - Assess WaterAid Bangladesh's readiness to engage with business in and for WASH and identify options for country offices to work with businesses and business stakeholders
  - Assess WaterAid Bangladesh's adaptive capacity to engage in a development approach that creates value for and with private sector actors (e.g. Market System Development)
  - Develop a mutual win -win situation for collaboration focusing on the private sector's incentive.
  - Develop a 'playbook' of options for Private sectors to engage with Country programme.

## 5. Deliverables

- A detailed inception report and work plan for undertaking the assignment outlining the methodology, with proposed interview protocols, list of interviewees, list of documents to be reviewed, the report draft format and advise on options of the consultations within this scope of work.
- A comprehensive private sector engagement strategy which will include a detailed assessment of the country's readiness in diverse role in engaging private sector in WASH and identify options for WAB to work with businesses; a timebound action plan and an overview of the future opportunities and challenges including resource and capacity requirement to engage with private sectors optimally. A mutual win-win situation for collaboration focusing on the private sector's incentive should also be included.
- An annex with a comprehensive mapping of the policies, strategies, circulars of the GoB and/or regulatory authorities/bodies (i.e Bangladesh Bank) related to CSR/private sector role.
- An annex that details out potential list of private sector and typology of interest working in WASH for WaterAid with their main interest areas for funding and partnership selection practice.
- An action plan (in annex) that outlines clear timelines for the actions proposed – both medium and long term. The action plan should suggest how to enhance organizational capacity and a plan for building the capacity of key staff in mobilizing and leveraging resources as well as developing and maintaining strategic partnerships with resource partners.
- One direction focused 'playbook' of options will be developed: guidance of Country programme in engaging with Private sector

## 6. Skills and experience requirements of the consultant / firm

Education: At least a Master's degree in Business administration, Social Sciences, Economics, Development Studies, International relation or other relevant fields.

### Experience:

- At least fifteen years' experience in the development sector, preferably in private sector engagement, resource mobilization and partnership building.
- Experienced in dealing with INGO operations in Bangladesh and donor assistance in both regular development and emergency settings. Knowledge about fundraising, programme management, strategic planning and policy and strategy development is an advantage.
- Knowledge about WASH focused NGOs and similar work experience (engagement with private sector) would be highly valued.

- Understanding of current developments, research, best practices and global policy direction in the sector, especially in financing and engaging the private sector, preferably in the WASH sector
- Language Requirements: Fluency in spoken and written English is essential.

### **Competencies:**

- Excellent analytical and organizational skills.
- Critical thinking and strategic direction setting
- Ability to deduce information, analysis and use them in strategy formulation
- Ability to organise group discussion (including virtual), collect information and formulate strategies
- Excellent writing and presentation skills.

### **7. Institutional arrangements**

- The consultant will coordinate with Head of Business Development and Fundraising, WaterAid Bangladesh to get organisational perspective, clarity on the task and do periodic review of the progress.
- The assignment has to be completed within a maximum **eight-week** time from the date of signing the contract.
- The consultant is expected to provide a competitive price quote which should be itemized as per specific activity lines. All costs (professional fees, travel costs, data collection, communications etc) that could possibly be incurred by the consultant, must be factored into the final price submitted in the proposal.
- Payment to the consultant will be made according to the following schedule:
  - 30% after selection of consultant and signing the contract agreement;
  - 30% after submission and acceptance of the inception report;
  - 40% after submission and acceptance of the final version of the strategy including annexures.
- Interested applicants (individual consultant or firm) with required experience and quality are requested to submit their technical and financial proposal as per submission guidelines specified in the call for proposal.
- The technical proposal must specify the experience of the consultant and detail out the work process and methodology. The financial proposal must present a competitive price detailed out with line items for the full assignment. The quoted price should include VAT and income tax as applicable as per government rules.
- The evaluation criteria will assign 70% weightage on the technical proposal and 30% on the financial proposal.

## 8. Timeline

Activities	Dates
Circulation of RFP	13 Jan 2022
Proposal Clarification via email	20 Jan 2022
Submission of Proposal	31 Jan 2022
Proposal Evaluation, Finalize successful Consultant & agreement sign	15 Feb 2022
Submission of inception report	24 Feb 2022
Submission of draft report	30 Mar 2022
Submission of final report, incorporating feedback from WaterAid Bangladesh	14 Apr 2022

## 9. Standard WaterAid Bangladesh Contract Terms & 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 vendor 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 vendor 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 vendor 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 vendor assumes all responsibility for complying with local legal codes as they apply to an Agreement and work performed there under. In addition, the vendor 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 vendor 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 vendor 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 vendor 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 vendor to stop performing the work or any part thereof, in which event the vendor shall have no claim against WaterAid by reason of such termination other than payment of expenses actually incurred by the vendor 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 vendor, termination expenses shall be borne by the vendor. In this later case, WaterAid's independent determination of negligence on the part of the vendor shall be considered to be final and non-negotiable.
- The vendor 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 will deduct Tax and VAT at source according to the Govt. policy
- 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.
- If the vendor fails to submit the deliverables within the stipulated time, for every additional day a penalty of 0.5% will be charged on contracted amount.

## 10. Mode of Payment

The payment will be made in four instalments:

Instalments	Percentage
First instalment on signing contract and receiving a work plan	30%
After submission and acceptance of the inception report	30%
After submission and acceptance of the final version of the strategy including annexures.	40%

**Note: Income Tax (IT) from the total amount and VAT will be deducted at source as per government rules.**

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**SECTION - 3 (Technical Proposal Submission Form)**

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- 3A. Forwarding Letter
- 3B. Consulting Firm's references.
- 3C. Comments and suggestions of organization(s) on the Terms of Reference
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition (if any) and task assignments.
- 3F. Brief profile of the proposed

### 3A. Forwarding Letter Format

(Please use letterhead pad)

[*Location, Date*]

Country Director  
WaterAid Bangladesh  
House 97/B, Road 25, Block A  
Banani, Dhaka 1213

Dear Sir/Madam:

We the undersigned are offering to provide the following assignment in accordance with your Request for Proposal (RFP) dated [*Insert Date*] on **Development of Private Sector Engagement Strategy for WaterAid Bangladesh.**

We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal.

If negotiations are held during the period of validity of the proposal, i.e., before [*Insert Date*] we undertake to negotiate on the basis of the proposed quotation. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Consultant/Organisation:

Address:

**3B. Vendor’s Brief Description and References**

Please provide a brief description of the consultant.

**Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications**

Using the format below, please provide maximum 10 examples for which your vendor/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Name of the assignment	Digital link (if available)	Client	Contract value in Taka

**3C. Adequacy of the proposed work plan, understanding and reflection of ToR**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

**3D. Description of THE METHODOLOGY and Work Plan for Performing the Assignment**

Describe methodologies:

**SAMPLE Activity (Work) Schedule**

	<i>[1<sup>st</sup>, 2<sup>nd</sup>, etc. are weeks from the start of assignment.]</i>							
Activity	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>



**3E. Team composition (if any) and task assignments.**

**3F. Brief profile of the Key staff**

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**SECTION 4. (Financial Proposal Submission Form)**

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- 4A. Forwarding Letter format
- 4B. Summary of budget/costs.
- 4C. Breakdown of price per deliverables with unit cost
- 4D. Budget Narratives

The format for 4A is given below. The format for 4B 4C and 4D are expected to be prepared by the consultant.

#### 4A. Financial Proposal Forwarding Letter format

**(Please use letterhead pad)**  
**[Location, Date]**

Country Director  
WaterAid Bangladesh  
House 97/B, Road 25, Block A  
Banani, Dhaka 1213

Dear Sir/ Madam:

We the undersigned are offering to provide the following assignments/services in accordance with your Request for Proposal (RFP) dated *[Insert Date]*. Our attached Financial Proposal is for the sum of Taka *[Amount in words and figures]* for the **Development of Private Sector Engagement Strategy for WaterAid Bangladesh**

This amount is inclusive of VAT and taxes, which we have estimated at *[Amount(s) in words and figures]*. We understand that VAT and taxes will be determined as per applicable law and will be deducted at source while making payments.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract Negotiations, up to expiration of the validity period of the Proposal, i.e., *[Insert Date]*.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:  
Name:  
Title:  
Name of Vendor/Org:  
Address: