

REQUEST FOR PROPOSAL (RFP)

ON

Resilient Water Accelerator: National and Targeted Analysis on Water Security in Bangladesh

Key Dates:

RFP Circulation	10 August 2023
Clarifications	23 August 2023 via email to adnanqader@wateraid.org
Submission deadlines	24 August 2023 email only to WaterAid-Tender-TA@wateraid.org
Expected time for final delivery	Phase A October 2023 Phase B December 2023



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SECTION - 1 (INFORMATION TO ORGANISATIONS)

1. Introduction

- 1.1 The organisations are invited to submit a profile of the organisation and a financial proposal.
- 1.2 Costs for preparing the proposal and of negotiating the contract are non-reimbursable.
- 1.3 Organisations should observe the highest standard of ethics during the selection process and implementation of contracts. The attempt of any organisation to influence the internal WaterAid Bangladesh independent evaluation and selection process will automatically lead to the removal of this organisation's 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 also can select organisation(s) for providing goods and services cited in section-2 (point 6). Deliverables of this RFP are 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 organisation, 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

Profile of the organisation (technical proposal)

- 3.1 Organisations 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.
- 3.2 While preparing the Proposal, organisations must give particular attention to the following:
 - Description of the organisation and an outline of recent experience on assignments of a similar nature using the format as placed in the annexure.
 - 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.
 - Reports or communication with WaterAid to be issued by the organisation(s) as part of this assignment must be in English.

Financial Proposal

- 3.3 In preparing the Financial Proposal, organisations 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 organisation's end.

4. Submission, receipt and

opening of proposals

- 4.1 The original proposal (Profile of the Organisation and Financial) should be submitted electronically to the email address WaterAid-Tender-TA@wateraid.org with 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 **24 August 2023** will be treated as disqualified.
- 4.4 Attach the proposal along with all required documents with the email and put all attachments in **one zip folder** in the name of your organisation.
- 4.5 The proposal altogether should not exceed 10 pages, and both the Profile of the Organisation (Technical Proposal) and the 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 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 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 0.70 (or 70 percent) and 0.30 (or 30 percent) respectively to the Profile of the Organisation and the Financial score of each evaluated proposal and then computing the relevant combined total score for each organisation.

Technical: 70

- Organization profile: 10
- Experience working on financial assessment: 15
- Experience working water related projects: 15
- Team expertise and staff competence: 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 30 points will be allocated for this cost part. The lowest Financial Proposal will be given highest score.

Technical - 70 and Financial Proposal - 30

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 organisation for final selection.
- 6.2 Negotiations will include a discussion on the proposed methodology, performer, staffing, costing, any suggestions made by the organisation(s) to improve the Terms of Reference. WaterAid Bangladesh and the organisation(s) will then work out final terms of reference, performers, 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 then invite those 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 organisation is expected to commence the assignment immediately after signing the agreement and deliver the final work within the stipulated Timeline as mentioned in ToR.

8. Confidentiality

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 winning organisation has been notified that it has been awarded the contract.

Terms of Reference

Resilient Water Accelerator: National and Targeted Analysis on Water Security in Bangladesh

1. Background and Rationale

People and nature experience climate change through water whether that be drought, floods, sea level rise, or unpredictable storms. It is estimated that more than two billion people in the least developed countries do not have access to clean water and sanitation. This water crisis affects every aspect of their lives from mortality, to health, quality of life, livelihoods and environment. However, when it comes to global climate financing to address these challenges, there is a significant gap due to a lack of an enabling environment to develop suitable and credible projects as well as a limited number of bankable and sustainable investment opportunities in the water sector.

Resilient Water Accelerator (RWA) is a new multi-stakeholder platform that is engaging with relevant stakeholders to support the development of water infrastructure and services in low to middle income countries, building a pipeline of investible projects that will improve water security, and unlocking public and private financing to fund these projects. RWA's initiative partners include The African Development Bank, Arup, the Dutch Government, Global Water Partnership, Sustainable Markets Initiative, the UK Government, WaterAid and the World Resources Institute. RWA is hosted by WaterAid (<https://www.wateraid.org/uk/>), with support from Global Development Incubator (<https://globaldevincubator.org/>). RWA has already begun operations in Bangladesh and Nigeria, as well as ongoing engagement with Mozambique, Malawi, and Ethiopia.

RWA's value proposition is to improve water security by identifying and sharing bankable and impactful projects thereby creating a deal pipeline for investors (across IFIs, and public-private financiers) for potential investment. RWA works in concert with other system players and is focused on helping to accelerate investment to where it is needed most to support resilience and water security in the face of climate change. In that regard, RWA is planning to conduct a pre-feasibility analysis to understand the key water-related risks/challenges in Bangladesh, recognize priority interventions based on certain criteria, and identify projects that could be funded through public-private capital.

2. Aims and Objectives

The objective of this ToR and an important value-add of RWA is to assess the inter-linked water/climate risks and opportunities in a particular geography/basin in Bangladesh, to determine the interventions needed to address these risks with a particular focus on high impact projects. The RWA will then identify the right sources and structure of public-private funding to support these projects.

- **Part A** focusing on national level analysis on key water security risks and needs, and the related financing gaps in the water sector and priority areas of intervention. **It will summarise related government policies and priorities, identify key stakeholders, water users, investors and existing funds, projects and plans.** *The summary will bring together existing information and, using this and an agreed set of criteria, will recommend the locations where the RWA should focus its efforts.*
- **Part B** will then deliver a more detailed assessment of the chosen locations – to ascertain and validate the magnitude of water-related physical and economic risks. **The report will indicate what actions and investments could improve water security and resilience.** This will help the RWA team to establish a high-impact investible pipeline of projects that can demonstrate government and investor interest, benefits to the local communities in terms of climate resilience and improved water security and should set out the barriers to

action. The targeted analysis should identify who the key users of water are in each area (public and private) and ascertain patterns of water use, what price they pay and likely future demands. **This will help build the business case for investment, by showing where there are commercial interests, potential returns and supply/demand challenges.** It is anticipated that **Part B will examine 3-4 locations**, one of which will be the municipality of **Paikgacha**.

3. Scope of Work

Phase A (National Level Analysis)

A national overview of the scale and urgency of the water resource challenges in relation to growth and development, including projected demand versus sustainable supply of water resources in Bangladesh for an appropriate time scale to be agreed (likely 2030 and 2050). This will be complemented by an assessment of which geographical areas would be most suitable for the RWA to work in to deliver high impact programmes attracting a range of public and private finance.

The high-level analysis should include the following elements as a guide:

- **Socio-Economic Situation:** *The socio-economic situation of Bangladesh with current and emerging trends (i.e., growth, demographics, climate change).*
- **Economic context to water:** *Water pricing, subsidies, cost of pollution (consultant will add anything as needed).*
- **Summary of water-users:** *Add a high-level summary of different sectoral users of water in different regions and likely future levels of use vs resource availability.*
- **Summary government priorities:** *Identify priorities water security, whether through the NDC or NAP or relevant plans/strategies such as the Delta Plan 2100*
- **Financial Landscape:** *Current funding requirements to address water challenges, recent investments, and spending forecasts. Estimate size/criteria/types of current funding sources and structures in the water sector. This could include relevant sources of climate finance (both in-country and foreign) that has the potential to be mobilized.*
- **Financial Gaps:** *Assess the financing gaps – both aggregate and across key sectors including (but not limited to) agriculture, garments, domestic use, across water supply and water treatment.*
- **Identification of Key Risks:** *Identify key risks/barriers (related to technology, governance, institutional, and market factors) to the financing of water programs. Assess critical water-related risks and stresses as well as identify relevant stakeholders and existing water programs*
- **Consultants Recommendations:** *Specific recommendations including enabling environment requirements to mobilize public-private capital (including domestic capital) considering relevant examples from other sectors in Bangladesh. Assessment should identify 3 areas to be further assessed in Phase B*

Guideline Summary Added in Annex for Consultant*

Phase B (Targeted Geographic Analysis)

Based on the outcomes from Phase A and the selection of **3 geographies** (including Paikgacha) by the RWA team, the Phase B analysis will cover a more detailed assessment of the opportunities and barriers to water security to underpin the establishment of an investible pipeline of projects that will improve water security in the area. **Consultant must pick Paikgacha Upazilla as one of their study areas.** Elements will include:

- **Areas wise assessment:** Assessing high level water risks/challenges including the demand-supply gap, access, predictability/reliability, quality, and its impact on key sectors/people/environment according to field assessment. More detailed hydrological studies may follow.
- **Technological Assessment of Chosen Areas:** Identify technologies and related technological, regulatory, and financial barriers to the implementation regarding water solutions.
- **Assessment of Water Usage in Chosen Areas:** Assess the water users (domestic and corporate), percentage of paying customers among the users, and associated tariffs and estimate the ability/willingness to pay.
- **Stakeholder Mapping of Chosen Areas:** A mapping of stakeholders (across government agencies, industries, and financiers) who are interested/relevant to the above geography/sector and could be potential partners for RWA.
- **Identify Water Programs:** Scan existing water programs by stakeholders identified above and identify opportunities for collaboration on specific interventions. Assess reasons if there is a lack of interest to support/fund specific areas.
- **Identify and Recommend Climate Resilient Technologies:** Identify a range of climate resilient technological **solutions** at the appropriate scale and taking into consideration climate change impact in 2030 and in 2050 (focusing on anticipatory adaptations).
- **Evaluate Technologies:** Evaluate the technological options to improve water security based on their technological maturity, impact, associated risks, funding requirements, and potential for adoption by key stakeholders (residents, local industries, etc.)
- **Identify Financial Entry-Points:** Identify the potential financial options including public, grant-based, commercial, and blended models available in the geographies or to the sectors. This would include leveraging the existing government and nongovernment funds/schemes.
- **Recommend Enabling Environments:** Identify the critical enabling environment requirements (policy/regulatory/others) that could be taken to adopt the solutions at scale, and which interventions would need government support (finance, regulatory etc), and which could be developed independently.

Recommendations: Considering there are multiple initiatives ongoing in these areas, recommend potential entry points for RWA in consultations with its relevant stakeholders. Based on the analysis, the consultants will **identify a long-list of project ideas** (prioritization of 5) for each geographic area based on criteria such as government support, impact, opportunities to unlock climate finance, and timelines (short, mid, and long term).

4. Deliverables

The service provider (consulting firm/consultants) is expected to deliver the following:

- a. A succinct, high quality report for each of **Phase A** and **Phase B** covering all the elements outlined above, including **an executive summary with core findings and recommendations**. Consultants must include **elements or more from the guide** mentioned in scope of work. (**2 Reports**)
 - a.
- b. One combined detailed **PowerPoint presentation** outlining the key messages and information packages in a compelling format targeted to **key stakeholders such as governments, financiers across the ecosystem, etc** from the findings of Phase A and B
- c. One **Mid-Progress Presentation** for Phase A
- d. and **One consolidated Findings Report on field visits** during Phase B

- e. All collected **datasets** in a well-structured **database to be shared with WaterAid end of project**.
- f. The consultant is expected to support WaterAid and RWA colleagues share findings for external engagements i.e. workshops, COP28 etc

5. Duration & Timeline

The tentative timeframe of the assignment will be start from **September 1st, 2023**, after signing the agreement. The assignment to be accomplished within **December 31st, 2023** unless there are valid reasons for extension and approved by the authority.

6. Submission of Proposal

The eligible agency/consultants are requested to submit PDF version of their Technical and Financial proposal separately to WaterAid Bangladesh considering the following

Proposal to be Submit to	<u>WaterAid-Tender-TA@WaterAid.org</u>
Proposal Submission Deadline	24 August 2023
Relevant Document	Profile, TL, TIN, BIN, Tax return submission acknowledgement, Bank information

7. Mode of payment

Payment will be made in **6 instalments (phase A-3 and phase B-3)** through BFTN/Account Payee Cheque to the agency/consultant up on submission of invoice. In case of any changes in the deliverables, payment will be made at actual based on the type and quantity of content delivered. All invoice to be submit to WaterAid Bangladesh and certified by the respective personnel.

(Phase A) 6-8 weeks

SL/N	Key Areas of Accountability	Deliverables	Payment Schedule
1	Inception report containing an analysis of providing deliverables mentioned at scope of work section, assessment tools and methodology, final report structure and detail timeline of accomplishment	1 Inception Report and discussion with RWA team by end 1 st week	30%
2	Presentation on Progress	1 PowerPoint presentation with progress to presented end of 4 th week	30%
3	Final report and clearance	1 Final Report end of 6-8 weeks	40%

(Phase B) 8-10 weeks

SL/N	Key Areas of Accountability	Deliverables and Days	Payment Schedule
1	Inception report containing an analysis of providing deliverables mentioned at scope of work section, assessment tools and methodology, final report structure and detail timeline of accomplishment	1 Inception Report with feedback to be shared 1 st week	40%
2	Field Visit for 3 areas and Update	1 Field assessment report covering 3 sites with a short presentation update (end of 4 th /5 th Week)	20%

3	Final report and clearance	1 Final Report and A detailed PowerPoint presentation of findings from phase A and B end of 8 th /10 th week	40%
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8. Competencies

The consultant firm (or a consortium of consultants) should include specialists with national (and international) experience as well as a strong local presence. The firm can partner with other relevant entities for this assignment to bring the necessary expertise around water demand-supply analysis, finance, policy, and action planning. International expertise in working on similar water infrastructure projects will be a plus. International consultants may team up with local Bangladesh consultants if it enhances the team's qualifications and expertise, but qualified local staff will be preferred.

Position	Qualification
Team Leader/ Water Expert	<ul style="list-style-type: none"> Strong (e.g. 8-10 years) professional experience relevant to climate resilient water (security) infrastructure focused on potable water, and water uses in other sectors (i.e., agriculture, industries etc). The expert should have proven experience in dealing with governmental / semi-governmental bodies, financiers, project developers, and think tanks in Bangladesh on a regular basis. The expert is expected to have knowledge of country's climate action plans (such as NAP, DELTA Plan) as well as other relevant initiatives supported by entities such as WB, FCDO, ADB and national agencies such as IDCOL etc.
Water Technical Expert	<ul style="list-style-type: none"> Relevant (e.g. 5-7 years) experience that would enable the expert to recommend domestic and international climate resilient best practices applicable to the water sector. In-depth knowledge of climate resilient water resources management including that of groundwater management, hydrology, and sector value chain around potable water access and sanitation, industry wastewater re-use, agriculture water efficiency etc.
Regulatory/institutional Expert	<ul style="list-style-type: none"> Relevant (e.g. 5-10 years) experience in Bangladesh's regulatory and institutional aspects of climate action and water resources management.
Financial Expert	<ul style="list-style-type: none"> Degree in Financial Management/business structuring or equivalent. At least 5-7 years of experience in sustainable finance, including climate and water-related investments. Understanding of key categories related to project/corporate finance, SME, and Municipal finance is required. Infrastructure advisory role is desirable. Experience working with Project Developers, FI's/NBFCs, on financial structuring is required. Domestic or international experience with water-related financial models is a plus.
Support Staff	<ul style="list-style-type: none"> There could be a social assessment and development expert with experience in water management and its linkages with health/other outcomes.

9. Confidentiality:

The consultant/agency to be developed along with associated assets/findings is a product of WaterAid and is in a development stage whereas confidentiality should be exercised by all party involved in the design process.

10. Safeguarding:

The selected consultant/agency must adhere to the WaterAid's global code of conduct and safeguarding requirements as Safeguarding standard and policies at WaterAid which is found here www.wateraid.org/uk/safeguarding.

11. Contact person

Mr Adnan I.A. Qader from WaterAid Bangladesh will be available to answer any queries or clarifications you might have in regard to this ToR at adnangader@wateraid.org; questions will be entertained only till close of business **23 August 2023**

12. Standard Term 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 this 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.
- The organisation shall not without 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.
- The agency/consultant may not assign, sub-license, sub-contract, delegate or otherwise transfer or dispose of any of his rights or obligations under this 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 that case 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 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.
- The consultant/agency should be submit a justified financial proposal, which mentions an item-wise cost summary with a detailed breakdown of the taxes, VAT, duties, levies, logistics, travel, accommodation, staff, equipment and other charges to be included under the applicable law.
- In addition, the financial proposal should be attached with a copy of Trade License, BIN Certificate, TIN Certificate, Acknowledgement Slip of the last Tax Return Submission, and Bank Account details.
- WaterAid shall deduct VAT and Tax at source as per government rules, please mention whether the price is inclusive VAT and Tax or not.
- The consultant/agency should mention the validity of their financial proposal.

Annex

Phase A:

This overview could leverage existing information from government agencies (i.e., various ministries and their departments (WDB/DoE/DPHE), and various programs within Bangladesh, including those supported by various donors (i.e., FCDO UK, Dutch etc), development banks (IFC/VB/ADB), think tanks and institutions, and non-profits (i.e., NGOs/INGOs). The analysis will also leverage the key findings from the workshop reports conducted by RWA/WA in Bangladesh.

The analysis should then propose a set of priority geographical locations where the RWA could work to have the greatest impact in terms of both improving water security, and mobilising a mix of finance into a portfolio of projects that will deliver at scale and speed. In consultations with RWA team, the consultant will **develop a prioritization framework** to identify these geographies and potential interventions within those locations that fit with RWA's strategy. The climate resilient water security related interventions should include practical strategic actions/options that will improve water security and could cover technology, governance, and institutional capacity as well as economic and financial aspects.

Based on the consultations from RWA workshops and fact-finding missions, key areas that were mentioned were coastal areas of Bangladesh, Barind Tract, and Chattogram and so this analysis should help us to understand the potential in these geographic areas (including specific unions/upazillas/districts) and any barriers to RWA working in these areas. Other geographical areas should be considered by way of comparison. Note that a decision has already been taken to work in Paikgacha, and this municipality should be included in the list to show how it compares to other locations. The analysis should consider high water-using sectors particularly the agriculture/fisheries, textiles/garments/industries and consultants would be expected to consider them in the high-level analysis.

The national level analysis will be packaged in a manner that RWA is able to present it to influential water and non-water specialists from the government and financial industry, which will establish a strong business case from them to be engaged in the development of climate resilient water security programme. The analysis is expected to provide insights into RWA's objective of gathering learnings from previous water sector investments and the identification of high-level climate financing-related opportunities.

The analysis will be presented in a 30-page max main report with other details (associated data/references) that could be included in the annex. This should be of a quality suitable for publication. The recommendations on locations should be set out separately. It is expected that the consultant would also develop a power point presentation of the study which RWA can use.

Based on the key results from the national level analysis and subsequent prioritisation exercise, RWA will subsequently initiate the second phase of the work which will include deep dives into specific geographies.

SECTION - 3 (TECHNICAL PROPOSAL SUBMISSION FORM)

- 3A. Forwarding letter format
- 3B. Organisation profile
- 3C. Experience working with development sector with list of organization
- 3D. Working experience on the relevant areas
- 3E. Team expertise and staff competence
- 3F. Work plan for the assignment
- 3G. One-page concept note on over all understanding of the assignment

3A. FORWARDING LETTER FORMAT

(Please use letterhead pad)

[Location, Date]

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

Dear Sir:

We the undersigned are offering to provide the following assignment in accordance with your Request for Proposal (RFP) dated [Date] on “Resilient Water Accelerator: National and Targeted Analysis on Water Security in 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 [Date] we undertake to negotiate on the basis of the proposed staff. 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,

Authorised Signature:

Name:

Title:

Name of Organisation:

Address:

3B. ORGANISATION PROFILE

Please attach portfolio and other relevant documents

3C. PAST EXPERIENCE WORKING WITH THE DEVELOPMENT SECTOR

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 organisation, 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 name with contact details	Contract value in Taka

3D. TEAM EXPERTISE AND STAFF COMPETENCE

Please attach resume and other relevant documents

3E. WORK PLAN FOR THE ASSIGNMENT

3F. ONE-PAGE CONCEPT

SECTION 4. (FINANCIAL PROPOSAL SUBMISSION FORM)

- 4A. Forwarding Letter format
- 4B. Summary of budget/costs, including narratives

The format for 4A is provided in the following page. The format for 4B is expected to be prepared by the organisation, however with guidance provided below.

4A. FINANCIAL PROPOSAL FORWARDING LETTER FORMAT

(Please use letterhead pad)

[Location, Date]

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

Dear Sir:

We the undersigned are offering to provide the following assignments/services and/or goods in accordance with your Request for Proposal (RFP) dated [Date]. Our attached Financial Proposal is for the sum of Taka [Amount in words and figures] for “Resilient Water Accelerator: National and Targeted Analysis on Water Security in Bangladesh”.

Our service fee for providing support to the project Translating policies into practice in Bangladesh study WaterAid Bangladesh is Taka [Amount in words and figures] and is inclusive of VAT and taxes; 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., [Date].

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

Yours sincerely,

Authorised Signature:

Name:

Title:

Name of Organisation:

Address:

FOR 4B:

- 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/agency 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.