

19 February 2024

REQUEST FOR PROPOSAL (RFP)

Study Title: Costing and Financing assessment for achieving universal WASH access at Paikgacha Upazila, Khulna, Bangladesh

Proposal submission deadline: 08 March 2024

Interested national/ International team of consultants/consulting/research firms are requested to submit a technical and a financial proposal through email at WaterAid-Tender-TA@wateraid.org

The focal person for this assignment is Mr. Md Mahadi Hasan (MahadiHasan@wateraid.org) to answer queries. There will be a pre-bid meeting scheduled on **29 February 2024**.



WaterAid

WaterAid Bangladesh

House 97/B, Road 25, Block A

Banani, Dhaka 1213

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

TABLE OF CONTENTS

SECTION 1: INFORMATION TO ORGANISATIONS/INDIVIDUALS	3
SECTION 2: TERMS OF REFERENCE	6

SECTION 1: INFORMATION TO ORGANISATIONS/INDIVIDUALS

- 1. Introduction**
- 1.1 The eligible team of consultants/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 Team of consultants/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 team of consultants/ consulting/ research firm(s) for providing selected goods and services cited in section-2 (article-4) as 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 Team of consultants/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.
- Technical proposal**
- 3.2 The technical proposal from team of consultants/consulting/ research firm(s) must give particular attention to the following:
 - Appreciation 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
- Financial proposal**
- 3.3 The financial proposal from team of consultants/ consulting/ research firm(s) are expected to take into account the requirements for accomplishing the deliverables specified in the section-2 (article-5) and conditions outlined in the RFP documents. *Maximum budget for this assignment is 30000 USD.*

4. Submission of proposals

- 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 VAT registration certificate including BIN, TIN certificate, 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.
- 4.1 The technical and financial proposals should be submitted electronically to the following email address WaterAid-Tender-TA@wateraid.org with '**Costing and Financing assessment for achieving universal WASH access at Paikgacha Upazila, Khulna, 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 08 March 2024** 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
 - Appreciation and comments on ToR: 10
 - Understanding of the assignment and detailed methodology: 30
 - Composition of the team: 10
 - Relevant work experience: 15
 - 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. Pre-bid meeting**
- 6.1 There will be an online pre-bid meeting on 29 February 2024 at 3pm to 4pm (Bangladesh time) to brief the objectives of the assignment and answer related queries, interested consultants/firms are requested to join in the pre-bid through this zoom link
<https://us02web.zoom.us/j/87026883482?pwd=YXdRT1QrNldZRzJMYXB4RkpJYmxlQT09>
 Meeting ID: 870 2688 3482
 Passcode: 4DGQ3C
 Please email Mahadi Hasan at mahadihasan@wateraid.org for any issue regarding the pre-bid.
- 7. Presentation and negotiation**
- 7.1 Once the proposals are evaluated, WaterAid will request team of consultants/ consulting/ research firm(s) with valid and complete proposals for a presentation within two weeks of the submission deadline.
- 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(s) 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.
- 8. Awarding of contract**
- 8.1 The team of consultants/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.
- 9. Penalty clause**
- 9.1 The team of consultants/ 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.
- 10. 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.
- 11. Focal person**
- 11.1 Mr. Md. Mahadi Hasan
 Manager- Monitoring, Evaluation, Research and Learning (MERL)
 WaterAid Bangladesh
- Can be reached directly at: MahadiHasan@wateraid.org

SECTION 2: TERMS OF REFERENCE

1. Background

An impact baseline assessment has been conducted to understand the status of access to WASH services in Paikgacha Upazila. The baseline assessment unveiled the current situation towards achieving universal, sustainable and safe WASH access and services in Paikgacha Upazila.

The baseline assessment covered the below three domains across the Paikgacha upazila:

- WASH service levels in households
- WASH service levels in Health care facilities (HCFs)
- WASH service levels in Educational institutions.

The study methodology included assessment of WASH Service Levels using the Joint Monitoring Programme's (<https://washdata.org/>) core questions which were used to track global progress of SDG 6, with additional questions from recommended extended surveys and sector good practice (see [linked](#) Excel file for indicators and questions).

Household data in service levels underwent an analysis based on wealth categories, as well as households containing members with disabilities to identify trends of access on households across different wealth strata and demographic characteristics. For schools and HCF a disaggregation by type of school/HCF was included. The baseline included the following indicators at household, health care facility and educational institutes:

Household:

- Household Wealth quintiles (using [Equity tool](#))
- Household categorisation for presence of member with disability (using modified [Washington Group questions](#)) and other locally adopted indicators
- SDG 6.1 Proportion of population using safely managed, basic or limited drinking water services
- SDG 6.2 Proportion of population using safely managed, basic or limited sanitation services
- SDG 6.2.1 Proportion of population using basic or limited handwashing facility with soap and water
- MHM access [For female respondents]

Health care facilities

- Health care facility categorisation
- Water - Proportion of health care facilities where water access is basic, limited or no service
- Sanitation - Proportion of health care facilities where sanitation service level is basic, limited or no service Additional questions - Sanitation: quality, management, access
- Hygiene - Proportion of health care facilities with hygiene service level is basic

- Health Care Waste Management - Proportion of health care facilities where waste management service level is basic, limited or no service.
- Environmental cleaning - Proportion of health care facilities where environmental cleaning service level is basic, limited or no service.

Schools

- Water - Proportion of educational institutes with basic, limited or no water supply service
- Sanitation - Proportion of educational institutes with basic, limited-service level for sanitation
- Hygiene- Proportion of educational institutes with basic, limited or no service level for hygiene

Based on the impact baseline data WaterAid Bangladesh intends to conduct an assessment on costing and financing for ensuring safely managed and basic level WASH services across Paikgacha Upazila at households, educational institutions and HCFs. This assessment aims to unpack the required costing and financing for the households, educational institutions and HCFs from no or limited facility to basic and safely managed facility and from basic to safely managed facility as per JMP WASH service ladder based on their wealth quantile.

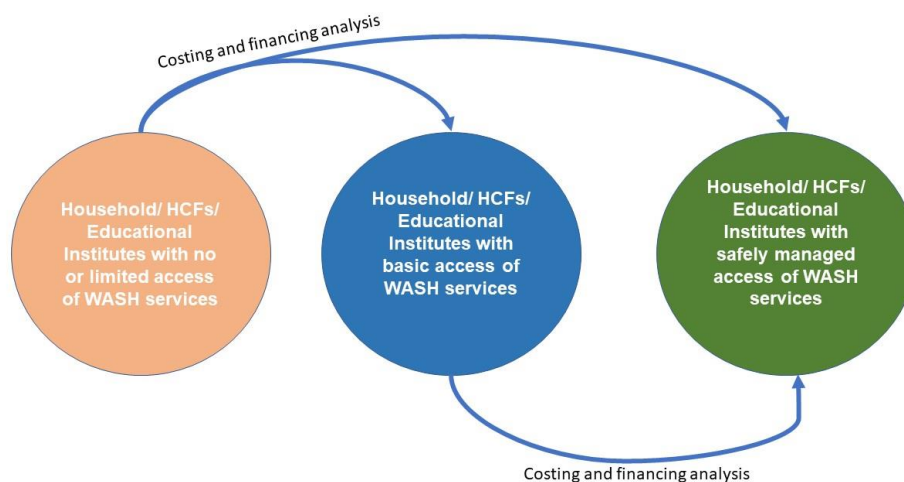


Figure: Costing and financing analysis plan

2. Objectives

The **overall objective** of this assessment is to come up with the costing requirement and financing strategy for ensuring safely managed and basic level WASH services across Paikgacha Upazila at household, educational institutions and HCFs.

Specific Objectives:

- To conduct an in-depth analysis of the overall costing and financing requirements (both hardware and software related cost) to achieve universal WASH access based on the baseline assessment dataset.

- Assess the cost of total transformation from no or limited facility to basic and safely managed facility and from basic to safely managed facility as per JMP WASH service ladder based on wealth quantile of households and educational institutions and HCFs in Paikgacha.
- Understand the current affordability and resourcing capabilities for basic and safely managed Water, Sanitation and Hygiene facilities at households based on wealth quantile, and educational institutions and HCFs in Paikgacha.
- Assess unit cost for different implementer (government stakeholders including DPHE, LGED and non-government stakeholders including NGOs and private sector) for establishing basic and safely managed water, Sanitation (twin-pit) and Hygiene facilities at households, educational institutions and HCFs level.
- Propose appropriate financing mechanism for achieving no or limited facility to basic and from basic to safely managed facility as per JMP WASH service ladder based on wealth quantile at households, and educational institutions and HCFs.

3. Scope of work

- Conduct detailed and in-depth literature review on costing and financing issues related to WASH (At HH, Schools and HCF) covering Bangladesh, other South Asian countries and beyond.
- Prepare a detailed research proposal including appropriate methodology and data analysis plan.
- Analyze secondary data from different sources including WaterAid Bangladesh (dataset of the baseline study mentioned above), BBS, DPHE, etc.
- Conduct KIIs with government actors, non-government organizations, private sector actors on feasible financing mechanism.
- Analyze the cost of establishing sewage treatment plant (STP) at the upazila level including operation and maintenance cost per year
- Analyze recurring cost for the STP and scope of revenue generation and identify the avenue of managing the expenditure by the municipality.
- Conduct detailed analysis of HH expenditure on WASH by wealth quantile and financing cost for SDGs.
- Prepare comprehensive and well-structured reports that outline the assessment findings, recommendations, and future action plans

4. Methodology

It is anticipated that the proposed study should involve

- an extensive literature review encompassing policies, research and relevant documents on costing and financing mechanism.
- Extensive secondary data (baseline assessment dataset will be provided by WaterAid, consultant may propose other relevant secondary data sources such as HIES, National WASH account, BDHS, MICS etc as appropriate) analysis will be required for assessing the costing and financing mechanism.
- Additionally, qualitative data (KII) will be gathered from relevant stakeholders, including government authorities, private sector, and sector specialists.

Interested consultants are requested to submit proposals outlining appropriate data collection methodologies, tools and detail analysis plan. Consultants are encouraged to propose additional methods if that may enrich or help achieve the overall objective.

5. Timeframe and deliverables

The timeframe of the assignment is 75 days after signing the agreement. The contracted organization/team will submit an inception report containing final methodology including data collection tools, detail analysis plan and timeline with key milestones within 15 days of signing the contract. The inception report will be reviewed and approved by WaterAid. The draft report needs to be produced no later than 50 days after signing the contract. The final report should be submitted within one week of receiving feedback on the draft report. There will be formal dissemination meeting on the findings to the wider audiences.

The contracted organization/team is expected to deliver the following outputs:

- Inception report containing final methodology including data collection tools, detail analysis plan and timeline with key milestones.
- A well-written draft report organized according to study objectives and containing detailed findings.
- Final report addressing all the comments and feedbacks received from WaterAid. Final report should not exceed 40 pages (excluding Annexes) and contain high-quality executive summary (concise and well-articulated), interesting findings, recommendations, and synthesis of key issues.
- Hardcopy (01) and Softcopy of the final report, including all datasets (both quantitative and qualitative) and syntax (raw and cleaned dataset).
- Disseminate study findings with the senior management of WaterAid and other relevant stakeholders.

6. Mode of payment

The payment will be made in following four instalments:

Instalments	Percentage	Schedule for payment
First	30%	After acceptance of inception report
Second	40%	After acceptance of the draft report (standard and acceptable version of the draft)
Third	30%	After receiving the final deliverables: Approved final report, handover of all data set and syntax, hard and soft copy of final report and any other deliverable as mentioned under scope of work and deliverables section

7. Expected competency

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

- At least 8-10 years of experience in conducting similar studies
- The lead researcher should have academic track record in economics, health economics or finance background with proven relevant work experiences.

- Experience in conducting cost and financial analysis related to WASH service levels in Bangladesh or in a similar context.
- Proven experience in conducting financial analysis and modelling.
- Track record of conducting qualitative research and data analysis
- Networking ability to access and collect relevant stakeholders' data/information
- Competency in writing good quality report in English

Technical proposal submission form

- A. Forwarding letter format
- B. Statement of Suitability
- C. Technical Proposal
- D. Short CV of key members including list of publications
- E. Proof of work -At least three

**The format for A is given below. The format for B, C, D and E is expected to be prepared by the organization.

A. Forwarding Letter Format
(Please use letterhead pad)

[Location, Date]

To
WaterAid
House 97/B, Road 25, Block A
Banani, Dhaka 1213

Dear Madam/Sir:

We, the undersigned are offering to provide the following assignments in accordance with your Request for Proposal (RFP) dated [Date] on "**Costing and Financing assessment for achieving universal WASH access at Paikgacha Upazila**"

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

Authorized Signature:

Name:

Title:

Name of Firm/Org:

Address:

Financial proposal submission form

- E. Forwarding Letter format
- F. Summary of budget/costs.
- G. Breakdown of price per deliverables with unit cost
- H. Budget Narratives

**The format for E is given below. The format for F, G and H are expected to be prepared by the organization.

5A. Forwarding Letter format
(Please use letterhead pad)

[Location, Date]

To
WaterAid
House 97/B, Road 25, Block A
Banani, Dhaka 1213

Dear Sir:

We the undersigned are offering to provide the following assignments 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]*.

This amount is inclusive of the local VAT and taxes, which we have estimated at *[Amount(s) in words and figures]*. We understand that the local VAT and taxes payable 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,

Authorized Signature:

Name:

Title:

Name of Firm/Org:

Address:

Annex 1

Evaluation Criteria	Percentage (%)
Technical Proposal-Total (a)	80
1. Appreciation and comments on ToR	10
2. Understanding of the assignment and detailed methodology	30
3. Composition of the team	10
4. Relevant work experience	15
5. Work plan and overall quality of the proposal	15
Financial Proposal-Total (b)	20
1. Comparison with Internal Estimate	10
2. Comparison to other bidders Proposals	10
Grand total (a+b)	100