

REQUEST FOR PROPOSAL (RFP)

Development of Five Year Solid Waste Management Plan (SWM) at Pourashava and Union Parishad

Proposal submission deadline: 04 May 2025

Interested 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 Kazi Rashed Hyder (rashedhyder@wateraid.org), to answer queries. There will be an online pre-bid meeting at Microsoft Teams on 28 April 2025.



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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-7) and conditions outlined in the RFP documents.

- 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, PSR, 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 '**Development of Five Year SWM Plan**' 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 04 May 2025** 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: 30
 - Composition of the team: 10
 - Relevant work experience: 15
 - Work plan and overall quality of the proposal: 15
 - Oral Presentation: 10
 - 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 (MS Teams) **pre-bid meeting at 11:00 AM, on 28 April 2025** to brief the objectives of the assignment. Interested entities are requested to notify via email to MarjadMir@wateraid.org by **27 April 2025**, to join the meeting. The link will be provided in response to the notifying email by 28 April 2025.
- 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 organisations/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 1 week.
- 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 Kazi Rashed Hyder
Solid Waste Management (SWM) Specialist
Can be reached directly at: rashedhyder@wateraid.org

SECTION 2: TERMS OF REFERENCE

Background

Bangladesh, a nation marked by remarkable economic growth and poverty reduction, faces formidable challenges in essential public services related to water and solid waste management and climate change adaptation. Bangladesh stands as the seventh most climate-vulnerable nation globally, experiencing the adverse effects of rising sea levels, salinization, groundwater depletion, biodiversity degradation, and recurrent floods. These climate impacts disproportionately affect rural communities, where local government institutions (LGIs) play a critical role in providing Climate-Resilient public services.

In response to these imperatives, a technical assistance program titled 'The GO4IMPact Programme' has been taking preparatory measures to launch by WaterAid and Swisscontact supported by Switzerland and the Government of Bangladesh. The goal of the 'GO4IMPact' programme is to 'Improve Climate Resilient Public Service Delivery through Local Government Institutions in Water and Solid Waste Management'. The program emerges as a proactive initiative aimed at strengthening and improving equitable Climate-Resilient basic public service provision in the water management at the local level.

To strengthen local-level water governance and resilience, the GO4IMPact programme is committed to support the development of five year SWM Plan for 39 Union Parishads and 2 Pourashavas in Naogaon and Satkhira districts. These districts face significant challenges related to waste collection, segregation, transportation, disposal and reuse including waste dumping and landfill. Waste usually do not considered as resources i.e recycled and reuse for more effectively and equitably manage. Reduce waste as source also a considerable issue.

Before project start up in the respective working areas, A baseline survey was conducted to know the current situation. Subsequently, a study was conducted to assess and explore the conditions, practices, and opportunities for solid waste management in 41 selected Union Parishads and Pourashavas. Based on the recommendations from this study, a detailed solid waste management plan at the union and Pourashava level is necessary to effectively implement the suggested measures.

In line with this, the program aims to develop guidelines/modules for the implementation of solid waste management (SWM) plan, focusing on proper execution, replicability, and standardisation across different regions. These guidelines/modules will offer structured methodologies, tools, and templates to assist Union Parishads and Paurashavas in formulating and implementing their SWM plans, in alignment with national policies and local needs..

Objectives of the assignment

The objective of the study is the development of five year SWM plan for 39 Union Parishads and 2 Paurashavas in Naogaon and Satkhira districts and to formulate a guideline/module for SWM plans development under the GO4IMPact programme.

Specific objectives are:

- To review study report on SWM and the current solid waste management situation in the selected project implementation areas, including solid waste patterns, collection, segregation, transportation and disposal/treatment/end uses and existing infrastructures.
- To identify key challenges, opportunities, and interventions in line with governance, management, and service delivery to ensure sustainable and Climate-Resilient integrated solid waste management.

- To conduct a literature review to identify the best practices for solid waste management and develop a template for the SWM plans to be used by Union Parishads and Paurashavas for effective implementation.
- To develop five year plan for the targeted 39 Union Parishads and 2 Paurashavas to improve local solid waste management, enhance climate resilience, and ensure proper solid waste management in equitable manner.
- To develop SWM guideline/module for implementation of SWM plans at Union Parishad and Paurashava level that aligns with national policies, legal frameworks, and best practices in participatory local governance.

Scope of work

The selected agency will be responsible for the following:

- Assess current SWM-related policies, laws, acts, and practices at the local levels.
- Analyse waste streams to understand the types and quantities of waste in each union/municipality.
- Assess the financial sustainability of SWM plans, including identifying potential funding sources and creating budgetary frameworks.
- Identify gaps, opportunities, and areas for improvement based on the study report.
- Develop detailed guidelines/modules for the development and implementation of SWM plans at the union and municipality levels.
- Ensure that the prepared documents are context-specific in terms of social, environmental, cultural, and economic factors.
- Develop individual SWM plans for each union and municipality for a five-year period.
- Include specific objectives, strategies, actions, baseline data, timeline, and the responsible entity to implement the plan for solid waste management.
- Incorporate local-level monitoring and evaluation mechanisms to track progress and make necessary adjustments.
- Engage with relevant stakeholders, including local government officials, line agency officials, community representatives, sanitary inspectors, and conservancy sections.
- Facilitate consultations to gather input and ensure the guidelines and plans are comprehensive and inclusive.
- Facilitate workshops/meetings for developing SWM plans at union/ward level.
- Conduct capacity-building activities to train local government officials, community leaders, and stakeholders on SWM plan preparation.
- Integrate climate change adaptation and resilience measures into SWM plans.
- Disseminate findings at a national level workshop.

Geographical Area

For each topic addressed the study has to be representative for four Upazilas covering two Pourashavas, and thirty-nine Unions in the project areas of Naogaon and Satkhira districts.

Table 1 – Selected Upazilas and number of Unions, Selected Pourashavas

District	Upazila	Total Unions	Pourashavas	Total Pourashavas
Satkhira	Shyamnagar	12	Satkhira	1
	Assasuni	11		
Naogaon	Niamatpur	8	Dhamoirhat	1
	Dhamoirhat	8		
Total		39		2

The following Union Parishads are part of the project areas in the selected Upazilas:

Table 2 – Selected Union Parishads

#	Satkhira District		Naogaon District	
	Shyamnagar Upazila	Assasuni Upazila	Dhamoirhat Upazila	Niamatpur Upazila
1	Atulia	Anulia	Agradigun	Bahadurpur
2	Bhurulia	Assasuni	Alampur	Bhabicha
3	Burigoalini	Baradal	Aranagar	Chandannagar
4	Gabura	Budhata	Dhamoirhat	Hajinagar
5	Ishwaripur	Durgapur	Isabpur	Niamatpur
6	Kaikhali	Kadakati	Jahanpur	Paroil
7	Kashimari	Khajra	Khelna	Rasulpur
8	Munshiganj	Kulla	Umar	Sremantapur
9	Nurnagar	Pratapnagar		
10	Padmapukur	Sobhnali		
11	Ramjannagar	Sreeula		
12	Shyamnagar			

Deliverables

The selected consultant will be responsible for delivering the following components to ensure the successful completion of the scoping study:

- Inception report outlining the study methodology, work plan, timeline, and initial observations. It should refine the objectives, scope of work, and stakeholder engagement plan.
- Development and articulation of a five year SWM plan for 39 unions and 2 municipalities in Naogaon and Satkhira districts, covering solid waste management strategies and actions.
- Prepare Guidelines/Modules related to solid waste collection, segregation, transportation, disposal, and treatment, including practical tools and templates for implementation at the Union Parishad and Paurashava levels.
- A final report summarising the work completed, including the development of the SWM plans, template, guidelines/modules, stakeholder engagement, and final recommendations. It should also provide a summary of challenges faced and lessons learned, along with a proposed roadmap for future actions..
- A formal presentation of the study findings to key stakeholders, including visualisations of data, maps, and recommendations to facilitate discussion and decision-making.
- A formal presentation summarising the key findings, SWM plans, guidelines/modules, and overall study outcomes to key stakeholders, including local government officials, project partners, and community representatives.
- All collected raw data, including waste stream analysis data, survey results, stakeholder input, etc. in a structured format.

Timeframe and deliverables

The assignment should be completed no later than **15 July 2025** after signing the agreement. The assignment is preferred to be accomplished within this specified date unless there are

valid reasons for extension and approval by the authority. The following template should be submitted with the technical proposal.

Table 3: Template for timeline setting

#	Deliverables	Description	Timeline
1	Inception Report	Detailed report outlining the study methodology, work plan, timeline, and initial observations	
2	Draft SWM report and guidelines/modules	Preliminary version of the SWM report and the developed guidelines/modules for the implementation.	
3	Final SWM report and guidelines/modules	Final version of the SWM report and the developed guidelines/modules for the implementation.	
4	Final Report	Completed report, including findings, final SWM plans, guidelines/modules, and a comprehensive analysis of the project outcomes	
5	Raw files	All collected raw data	

Mode of payment

The payment will be made in following four instalments:

Instalments	Percentage	Schedule for payment
First	40%	After receiving Deliverables 1 of table 3 : Acceptance of inception report
Second	30%	After receiving Deliverables 2 and 3 of table 3 : Well-structured draft SWM Plans along with guidelines/modules according to the scope of works
Third	30%	After receiving the Deliverables 4 and 5 of table 3 : Approved final report, handover of all data set, hard and soft copy of final report and any other deliverable as mentioned under scope of work and deliverables section.

Expected competency

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

- A minimum of seven years of demonstrated experience in developing and implementing solid waste management plans, with a proven track record of successful project execution.
- The Team Leader must hold a PhD in a relevant field, with extensive expertise in solid waste management or a related discipline.
- Proven experience and expertise in waste-related policies, public service provisions of Bangladesh, and Local Governance Acts, with a strong proficiency in local governance institutions.
- An extensive and proven experience in conducting feasibility studies for projects funded by international development organizations focusing on waste, water, climate, and SWM programs.

- Previous work experience and /or knowledge about local government on SWM planning and environmental issues.
- Technical expertise in waste management, circular economy, environmental science, or related fields.
- Excellent communication skills and demonstrated ability to engage with diverse stakeholders, facilitate consultations, and present findings effectively.
- Familiarity with the socio-economic and environmental context of Bangladesh
- Previous experience in conducting similar studies or consultancy assignments is preferred.
- Strong communication skills and ability to engage with different types and levels of government and non-governmental stakeholders.
- Expertise in conducting quantitative and qualitative studies, as well as mixed-method studies.
- Experience and capacity to work independently at Union Parishads, Paurashava, and Upazilas levels for governance-related data collection (both qualitative and quantitative).
- Sound skills in processing evidence-based data collection and auditing, with a high skill level in data summarization and presentation techniques.
- The consultant/consulting firm having proven working experience related to integrated water resources management in this area with possessing adequate data will be given advantages.
- Strong analytical, research, and high-quality report-writing skills in English.