

## REQUEST FOR PROPOSAL (RFP)

### **Empowering Elected Women Representatives of Local Government Institutions (LGIs): Comprehensive Capacity Building for Effective, Inclusive, and Gender-Responsive Local Governance**

**Proposal submission deadline: 29 May 2025**

Interested teams of consultants/consulting firms are requested to submit a technical and financial proposal through email at [WaterAid-Tender-TA@wateraid.org](mailto:WaterAid-Tender-TA@wateraid.org)

The focal person for this assignment is Tunazzina Hoque ([tunazzinahoque@wateraid.org](mailto:tunazzinahoque@wateraid.org)), to answer queries. There will be an online pre-bid meeting at Microsoft Teams on **22 May 2024**.

  
**swisscontact**  
Swisscontact Bangladesh  
House 28, Road 43  
Gulshan 2, Dhaka 1212  
Tel: +88 02 988 26 63

 **WaterAid**  
WaterAid Bangladesh  
House 97/B, Road 25, Block A  
Banani, Dhaka 1213  
Tel: +88 02 58815757

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## SECTION 1: INFORMATION TO ORGANISATIONS/INDIVIDUALS

- |   |  |
|---|--|
| 1. Introduction                                 | <p>1.1 The eligible Team of Consultant(s)/Consulting Firm(s) with required qualifications and experience are invited to submit a proposal.</p> <p>1.2 Costs for preparing the proposal and attending the pre-bid and/or negotiation meeting are non-reimbursable.</p> <p>1.3 The Team of Consultant(s)/Consulting Firm(s) 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.</p> <p>1.4 Any attempt of undue influence on the evaluation and selection process will lead to cancellation of the proposal from the subsequent process.</p> <p>1.5 Any misrepresentation of facts including the facts on professional /institutional capacity will also lead to cancellation of the proposal.</p> <p>1.6 WaterAid Bangladesh reserves the right to amend and modify this RFP document. Also, to select team of the Team of Consultant(s)/Consulting Firm(s) for providing selected goods and services cited in Section-II (Article-6, Scope of Work) as deliverables of this RFP, either for the entire content of the proposal or a part thereof.</p> |
| 2. Clarification and amendment of RFP documents | <p>2.1 At any time before the receipt of proposals, WaterAid Bangladesh may for any reason, whether at its initiative or in response to a clarification requested by an invited team of the Team of Consultant(s)/Consulting 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.</p>  |
| 3. Preparation of proposal                      | <p>3.1 A team of the Team of Consultant(s)/Consulting 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.</p>   |
| Technical proposal                              | <p>3.2 The technical proposal from a team of consultants/consulting firm(s) must give particular attention to the following:</p> <ul style="list-style-type: none"><li>• Appreciation of the Terms of Reference (ToR)</li><li>• Detailed methodology and work plan to address the objectives of the assignment:</li><li>• CV of proposed key person(s); it is desirable that the key professional staff who would be involved in the assignment have the practical experience and an extended knowledge of the subject matter having relevant qualifications and experiences.</li><li>• Organisational/individual profile with an outline of recent experience on assignments similar to the nature of this RFP</li></ul>  |
| Financial proposal                              | <p>3.3 The financial proposal from a team of consultants/consulting firm(s) is expected to consider the requirements for accomplishing the deliverables specified in Section II (Article-8, Timeframe and Deliverables) and conditions outlined in the RFP documents. The maximum budget for this assignment is <b>BDT 1,500,000 (Fifteen Lacs)</b>.</p>   |

#### 4. Submission of proposals

- 3.4 Provide a justified financial proposal consistent with the technical proposal which mentions an item-wise summary of cost for the assignment with a detailed breakdown of the taxes, VAT, duties, fees, levies, and other charges to be included under the applicable law. Copy of Trade license, VAT registration certificate including BIN, TIN certificate, Proof of Submission of Return (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 the government treasury.
- 4.1 The technical and financial proposals should be submitted electronically to the following email address [WaterAid-Tender-TA@wateraid.org](mailto:WaterAid-Tender-TA@wateraid.org) with “**Empowering Elected Women Representatives of Local Government Institutions (LGIs): Comprehensive Capacity Building for Effective, Inclusive, and Gender-Responsive Local Governance**” 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 29 May 2024** will be treated as disqualified.
- 4.4 Two different files (PDF) should be generated for technical and financial proposals, and both files should be submitted into one zip folder. Please name the zip folder in the name of your organization/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 based on their responsiveness to TOR and apply the evaluation criteria and point system specified herein. Each responsive proposal will be given a 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 firm(s).

##### **Technical proposal: 80**

Technical Proposal with detailed methodology: 30

Composition of the team: 20

Relevant work experience: 15

Work plan and overall quality of the proposal: 15

**Following** the evaluation of the technical proposals, bidders who achieve more than 80% of the total 80 points will qualify for further assessment based on their financial submissions. Among the technically qualified bidders, preference will be given to the lowest financial bid.

##### **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 3 PM, on 22 May 2025** to brief the objectives of the assignment. Interested entities are requested to notify via email to [hasanmahade@wateraid.org](mailto:hasanmahade@wateraid.org) by **18 May 2025**, the meeting link will be provided in response to the notifying email by **22 May 2024 10:00 AM**.
- 7. Presentation and negotiation** 7.1 Once the proposals are evaluated, WaterAid will request the team of consultants/consulting firm(s) with valid and complete proposals for a presentation within two weeks of the submission deadline.
- 7.2 WaterAid may enter negotiation with one or more bidders before final selection. If negotiations fail, WaterAid Bangladesh will then invite those organizations/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, work plan, staffing, costing, or any suggestions made by the bid participating organization(s) to improve the terms of reference.
- 7.4 WaterAid Bangladesh and the contracted organization/individual may revise the TOR which should be incorporated final contract document.
- 8. Awarding of contract** 8.1 The team of consultants/consulting 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 firm(s) is expected to deliver the required outputs within the stipulated timeframe maintaining the quality. If for any reason, the consultant/consulting firm(s) fails to deliver the required deliverables within the stipulated time, the consultant/consulting firm(s) needs to inform WaterAid in time with a valid and acceptable explanation in writing. Failing to do this may evoke a penalty clause at the rate of 0.5% for each day of delay.
- 10. Confidentiality** 10.1 Information relating to the evaluation of proposals and recommendations concerning awards will not be disclosed to the organizations who submitted the proposals or to other persons not officially concerned with the process until the winner has been notified of the award of the contract.
- 11. Focal person** 11.1 **Tunazzina Hoque**  
Gender Equality and Social Inclusion Expert – WaterAid Bangladesh  
Can be reached directly at: [tunazzinahoque@wateraid.org](mailto:tunazzinahoque@wateraid.org)

## SECTION II TERMS OF REFERENCE

### 1. 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, salinisation, 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.

Amidst these complex challenges, the Government of Bangladesh (GoB) remains committed to promoting decentralisation and local governance. Recognising the critical role of sub-national government institutions in translating policies into development practices and enhancing state-citizen relationships, the GoB seeks to bolster the capacities of local governments to address climate change challenges and provide essential public services effectively.

In response to these imperatives, the Embassy of Switzerland in Bangladesh has launched the **"GO4IMPact" programme - Improved Climate Resilient Public Service Delivery through Local Government Institutions in Water and Solid Waste Management Sectors**, which is jointly implemented by WaterAid and Swisscontact. The programme emerges as a proactive initiative aimed at strengthening and improving equitable climate-resilient basic public service provision in the water and solid waste management sectors at the local level. Aligned with the GoB's commitment to achieving the Sustainable Development Goals (SDGs) and addressing climate change, "GO4IMPact" adopts a systemic, adaptive, and facilitative approach to enhance the capacities of relevant actors, foster dialogue, and promote participatory and inclusive decision-making processes.

Moreover, the "GO4IMPact" programme embraces a multi-level approach by engaging not only with local government institutions but also with central government agencies. By fostering learning and policy adaptations at the national level, the programme seeks to align central government policies with local-level realities and priorities, further enhancing the effectiveness of climate-resilient public service provision.

The overarching goal of "GO4IMPact" is three-fold. **Firstly**, it seeks to empower LGIs and public service providers to be more accountable and responsive in delivering climate-resilient public services grounded in inclusive principles. **Secondly**, the programme aims to foster active citizen engagement, especially among marginalised groups like women, youth, and socially excluded communities, as well as private sector actors, to ensure equitable and inclusive climate-resilient public service provision. **And thirdly** the programme aims to engage central government institutions with local actors.

The consortium of WaterAid Bangladesh and Swisscontact Bangladesh will continue to work with the three interconnected following outcomes of GO4IMPact programme:

- **Outcome 1:** Local government institutions and local public service providers are more accountable, inclusive, and responsive in providing effective and climate resilient public services related to water and SWM based on democratic principles.
- **Outcome 2:** Citizens at the local level, in particular women, poor, youth and socially excluded groups, and the private sector actors engage more effectively with local government institutions and local public service providers for more accountable, equitable, and impartial climate resilient basic public service provision.
- **Outcome 3:** Central Government institutions engage more effectively in learning and policy adaptations based on engaging with the local actors for achieving equitable and impartial climate resilient basic public service provision related to water and solid waste management.

Under Output 1.1 of Outcome 1, there is an activity on **‘Empowering Elected Women Representatives of Local Government Institutions (LGIs): Comprehensive Capacity Building for Effective, Inclusive, and Gender-Responsive Local Governance**. WaterAid plans to commission an assignment to develop a manual for elected women representatives in Local Government Institutions (LGIs) and provide capacity-building training. This will enable them to effectively perform their duties according to relevant acts, rules, and guidelines, and empower them to create and implement a gender action plan based on local needs and priorities received from the local people through various public participation mechanisms.

To strengthen the capacity of women representatives of LGIs and ensure their active participation in the decision-making process, LGI acts and rules include distinct provisions regarding the roles, responsibilities, and mandates of women representatives of LGIs. The Local Government Division (LGD) under the Ministry of Local Government, Rural Development and Cooperatives (MoLGRD&C) also initiated the formation of the Women Development Forum (WDF) in 2013 to foster leadership and ensure the active participation of women representatives. The forum aims to enhance the capacity of women representatives, foster women's leadership at the community level, and ensure their effective participation in the decision-making processes of Upazila Parishad, Union Parishad, and Paurashava. A significant number of elected women representatives in LGIs lack awareness of the relevant acts, rules, and guidelines, which limits their ability to effectively perform their roles and responsibilities in accordance with existing policies.

The programme plans to organize workshops, capacity training sessions and provide necessary technical support to enhance the capacity of elected women representatives of LGIs. Also, the programme will introduce gender action plans for the targeted LGIs. This support will assist the targeted LGIs (39 Union Parishads and 2 Paurashavas) in improving their governance systems, which in turn will enable them to provide effective climate-resilient public services in water and solid waste management to local citizens. Additionally, this initiative will contribute to the overall governance systems of the target LGIs and may serve as a model for replication in other LGIs by the Local Government Division (LGD).

## 2. Objectives of the Assignment

- Identify key challenges and explore solutions for performing the duties and responsibilities of elected women representatives of LGIs as per existing policies.
- Develop and finalize manual and guideline to strengthen the capacity of elected women representatives of LGIs ensuring incorporation of the GO4IMPact programme's thematic focus on Solid Waste Management (SWM) and Integrated Water Resource Management (IWRM) and Climate Resilience.
- Enhance the capacity of elected women representatives of LGIs through targeted capacity building training.
- Development of template of gender action plans for LGIs ensuring incorporation of the GO4IMPact programme's thematic focus on climate resilient SWM and IWRM.

## 3. Target groups and geographical area

GO4IMPact will be working on the level of the Unions, the Paurashavas, local line agencies and at central government level. During the programme it will concentrate its support at the sub-national level in two districts (Naogaon, Satkhira), which stand for different challenges. The rationale is that focusing on a limited number of the Unions and the Paurashavas will allow to support local governments, deconcentrated line agency officials, and local civil society and private sector actors in policy implementation in a manner that allows to draw



out sufficient learnings for central Government departments to respond to challenges in policy implementation and adapt policies accordingly.

#### 4. Geographical Area - Paurashavas, Upazilas and Union Parishads

In terms of location, the selected districts were confirmed during Inception Phase. Within both Districts` Union Parishads were ranked according to their suitability and their vulnerability and 39 were selected.

**TABLE 1 – SELECTED UPAZILAS AND NUMBER OF UNIONS, SELECTED PAURASHAVAS**

District	Upazila	No. of Unions	Paurashavas	No. of Paurashavas
Satkhira	Shyamnagar	12	Satkhira	1
	Assasuni	11		
Naogaon	Niamatpur	8	Dhamoirhat	1
	Dhamoirhat	8		
Total		39		2

The following Union Parishads are integrated in the selected Upazilas:

**TABLE 2 – SELECTED UNION PARISHADS**

Sl	Satkhira District		Naogaon District	
	Shyamnagar Upazila (12 UP)	Assasuni Upazila (11UP)	Dhamoirhat Upazila (8UP)	Niamatpur Upazila (8UP)
1	Atulia	Anulia	Agradigun	Bahadurpur
2	Bhurulia	Assasuni	Alampur	Bhabicha
3	Burigoalini	Baradal	Aranagar	Chandannagar
4	Gabura	Budhhata	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			



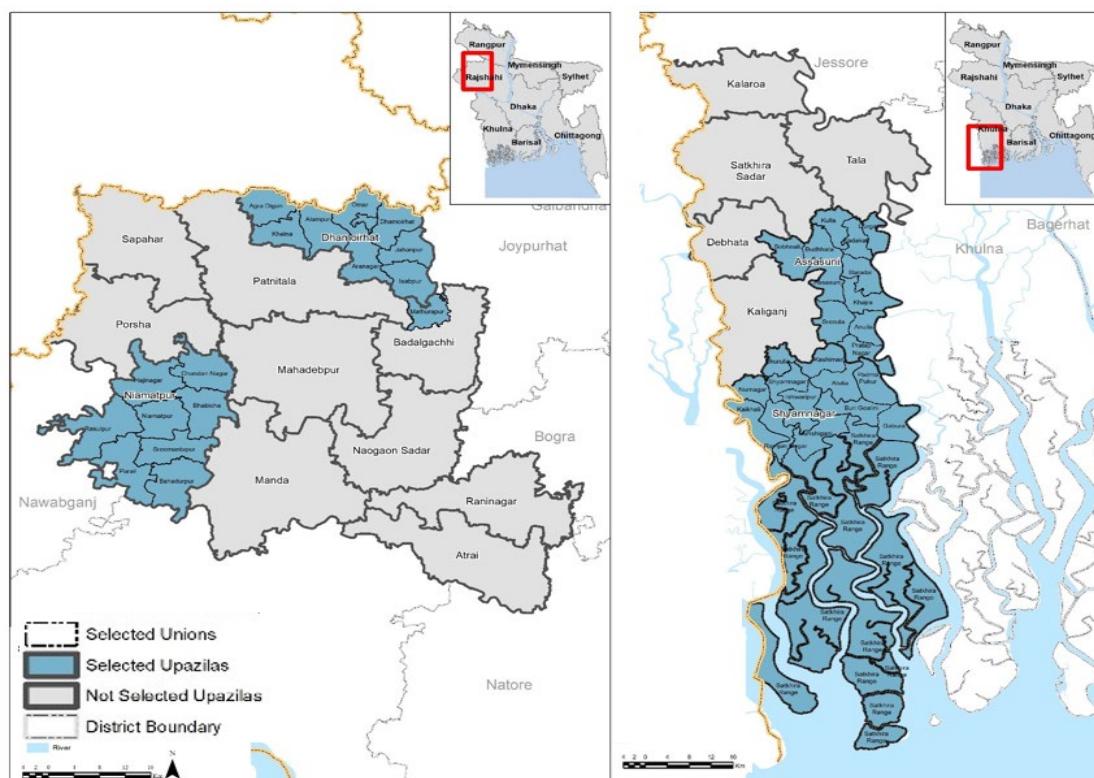


Figure 1 – Targeted intervention areas - Upazila and Union Parishads

## 5. Target Groups for KIIs

Though the Team of Consultant(s)/Consulting Firm(s) will review the data and information collected through Data Collection and Consultation Workshops and LGI Women Representatives Role Exploration Workshops, they may conduct KIIs for more information in order to identify the challenges and recommendations of policy implementation related to women representatives in LGIs. Before conducting KIIs, the KIIs format (semi-structure/structured questionnaire) will be shared and validated by sector experts of GO4IMPact PIU. The primary target groups for KII in the selected two districts have the following categories:

TABLE 3 CATEGORY OF TARGET GROUPS.

Category	Target groups for KIIs	Objectives of the KIIs
LGIs	Representatives from Union Parishad and Paurashavas (PNO, CEO, UP Chairmen, etc.)	Data and information are collected to assess current practices/challenges and recommendations of Policy implementation related to elected women representatives of LGIs.
Central Government and Line Agency	Central Government and deconcentrated officials of the line agencies related to Governance, SWM, IWRM, and Climate Change such as <ol style="list-style-type: none"> <li>1. Local Government Division (LGD)</li> <li>2. National Institute of Local Government (NILG)</li> <li>3. Department of Women Affairs (DWA)</li> <li>4. District Administration (DDLG)</li> </ol>	

## 6. Scope of Work

Based on the objectives of this assignment, the team of consultants/consulting firm must propose adequate approaches that ensure the comprehensiveness of the assignment. To achieve the four specific objectives of the assignment, the team of consultant/consulting firm should support with adequate work stages.

The scope of work of this assignment includes:

### 6.1 Review of existing documents related to Governance, Women in LGI and WDF and current situation of implementation and practice

- Review of Local Government Acts (Union Parishad and Paurashava) 2009, Union Parishad (Roles and Special functions of Female members of reserved seats) rules 2016, Women Development Forum Guidelines 2021, Women Development Policy 2011, Local Govt. Reform Commission Final Report 2025, Reports of Data Collection and Consultation workshop (DCC) and WDF role exploration workshop by Go4IMPact programme.
- Identify the strengths, weaknesses, opportunities, and threats (SWOT) of the analysed policies.
- Role of central government and line agencies (monitoring system).
- Role of Local Government institutions (Upazilas, Paurashavas and UP)
- Identify the gaps of women leadership through analysis at the implementation level.
- The differences/gaps between current practices and provisions mentioned in the policies.
- Key challenges faced by the authorities and elected women representatives (LGIs, and Line agencies) in implementing these policies and practicing leadership.
- Identify synergies with the GO4IMPact Programme.

### 6.2 Preparation of capacity building manual along with supporting materials

- Prepare draft manuals on 'Empowering Elected Women Representatives of Local Government Institutions (LGIs): Comprehensive Capacity Building for Effective, Inclusive, and Gender-Responsive Local Governance' ensuring incorporation of the GO4IMPact programme's thematic focus on Solid Waste Management (SWM) and Integrated Water Resource Management (IWRM) and Climate Resilience.
- Prepare PowerPoint presentation and printed copy of training materials as required on sessions, handouts and easy read materials for the participants.
- Introduce the template of Gender Action Plan ensuring incorporation of the GO4IMPact programme's thematic focus on Solid Waste Management (SWM) and Integrated Water Resource Management (IWRM) and Climate Resilience within the training and equip them on developing their plans at the LGI levels to be included in the training manual.
- Collect comments, suggestions, and recommendations from the participants.
- Compile and accommodate all these comments, suggestions, and recommendations and bring them in Training reports along with training pre-test and post-test.

### 6.3 Enhance the capacity of elected women representatives of LGIs through targeted capacity building training sessions.

- Facilitate 4 nos. capacity building training sessions involving women representatives of LGIs in four Upazila organised by GO4IMPact Partners.
- Prepare training report organised and delivered involving women representatives of LGIs.

## 7. Methodology

The Assignment will require extensive desk review and analysis of existing Policies related to LGIs' women. Policy review and analysis will be applied for qualitative data. Structured/ semi-structured questionnaires are expected to be used in qualitative data collection through KIIs from the target respondents.

The following activities will be conducted by the Team of Consultant(s)/Consulting Firm(s);

- Review of the existing policies related to elected women representatives of LGIs.
- Identify the knowledge gaps, and challenges of policy implementation and current practices.
- Development of Manuals for strengthening the capacity of elected women representatives of LGIs.
- Conduct four batches of capacity building training of the targeted participants.
- Development of template of gender action plan for LGIs.
- Quality assurance measures will be implemented, and the results will be presented in a comprehensive report with actionable recommendations.
- The team of consultant/consulting firm will elaborate on the specific secondary data sources that will be consulted for the Assignment, such as Assignment reports on mentioned topics, academic research papers. This will establish a comprehensive understanding of the existing knowledge and identify gaps that need to be addressed through primary data collection.
- The Team of Consultant(s)/Consulting Firm(s) will review the outcomes of data collection and consultation workshop and role exploration workshops of LGI women.
- The team of consultant/consulting firm will conduct KIIs with key stakeholders including local government institutions elected and appointed officials, Line agencies' officials to gather qualitative insights of the current situation of policy implementation and current practices particularly LGI women. The consultant team will be responsible for preparing the questionnaire for the KIIs.
- The team of consultant/consulting firm provide regular progress reports to keep the responsible persons of the GO4IMPact informed about the assignment status and adhere to the agreed timeline.
- Deliver a detailed and well-structured addressing the deliverables in article 8.

## 8. Timeframe and deliverables

The timeframe of the assignment is 60 Days (Calendar) after signing the agreement. The contracted firm/team of consultants will submit an inception report that includes methodology and work plan with key milestones within two weeks of signing the contract. The inception report will be reviewed and approved by WaterAid Bangladesh. The draft report needs to be produced no later than 45 days after signing the contract. The final report should be submitted

within two weeks of receiving feedback on the draft. There will be formal dissemination of the findings to a wider audience.

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

- **Deliverable 1 - Inception Report** containing
  - Executive Summary
  - Review the proposed methodology
  - Outline of key stakeholders' interviews (KIIs) with questionnaires
  - Detailed work plan aligning with the objectives and scope of work
  - Preliminary outline of the draft report in line with the specific objectives.
- **Deliverable 2- First Draft of training Manual and training related activities**
  - Preparation of draft training Manual for strengthening the capacity of LGI women.
  - Preparation of gender action plan template.
  - A set of PowerPoint presentation or presentations in hard copy mode as required on capacity building training sessions, handouts and easy read materials for the participants.
  - Conduct four batches of capacity building training.
- **Deliverable 3 – Final Training Manual and final report**
  - Final training manual for strengthening the capacity of LGI women.
  - Final report including the training report.

All reports must be presented to WaterAid Bangladesh, and comments to be accommodated accordingly.

## 9. Mode of payment

The payment will be made in following four instalments:

**TABLE 4 – MODE OF PAYMENT**

Instalments	Percentage	Schedule for payment
<b>First</b>	20%	After signing the contract. Acceptance of the proposal with methodology and tools further developed
<b>Second</b>	30%	After receiving <b>Deliverables 1</b> : Standard and accepted version of inception report as per the specific objectives of the Assignment.
<b>Third</b>	30%	After receiving <b>Deliverables 2</b> : Draft training Manual, gender action plan template, PPT or presentations in hard copy mode as required on capacity building training sessions, handouts and easy read materials for the participants, conduct four batches of capacity building training.
<b>Fourth</b>	20%	After receiving and approved all <b>Deliverables (including 3)</b> , approved final training manual, soft copy of final report and any other deliverable as mentioned under scope of work and deliverables section.

## 10. Expected competency

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

- Expert in Local Governance - Proven experience and extremely proficient in Local Government (Paurashava and Union Parishad) Act 2009 and rules, and guidelines under this act, Local Government (Union Parishad) Act 2009 and rules, and guidelines under this act. The GO4IMPact PIU will share the list of policies related to governance with the team of consultant consulting firm.
- Proven experience in gender mainstreaming in local governance systems.
- Expertise in Gender-Responsive Budgeting (GRB) and integrating gender equality and social inclusion (GESI) in LGI planning, service delivery, and monitoring.
- Familiarity with National gender policy framework and gender-related provisions in local governance laws and policies.
- Proven experiences to integrate GESI consideration into thematic areas including Solid Waste Management (SWM) and Integrated Water Resource Management (IWRM) and Climate Resilience.
- Demonstrated capacity to analyse barriers faced by women representatives and develop solutions to overcome institutional, social, and cultural constraints.
- Experience in designing and implementing training modules tailored to women representatives, preferred at Union Parishad and Paurashava levels.
- Ability to develop inclusive, participatory, and adult-learning-based training methodologies.
- Familiarity with capacity development approaches that incorporate mentorship, peer learning, and participatory facilitation.
- Ability to assess and strengthen institutional mechanisms that support women in leadership roles.
- Proven experience in reviewing and advising on institutional arrangements for inclusive policy development, planning, and decision-making at the local level.
- Expertise in soft skills development (leadership, communication, negotiation, advocacy) tailored for women in public institutes.
- Experience in addressing gender-based political and workplace violence and fostering a safe, inclusive governance environment.
- Knowledge of approaches to increase citizen engagement, particularly of women and marginalized groups, in local governance.
- Expertise in conducting KIIs with high officials of government (LGD, NILG, LGIs, District Administration, etc.)
- Skills in developing gender-sensitive indicators and frameworks to assess the impact of empowerment and governance interventions.
- Experience Working with Women's Networks and Civil Society Organizations and connections with women's leadership networks, CSOs, and development partners working on gender and governance.
- Strong understanding of local cultural dynamics, languages/dialects, and gender norms to ensure meaningful engagement and accurate assessment.

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## SECTION – 3 PROPOSAL SUBMISSION TEMPLATE

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- 3A. Forwarding letter format
- 3B. Suitability for the Assignment
- 3C. Understanding of the Assignment
- 3D. Implementation Strategy
- 3E. Team Composition
- 3F. Relevant Experience
- 3G. Company Profile
- 3I. Ethical Practice

### 3A. FORWARDING LETTER FORMAT

(Please use letterhead pad)

[*Location, Date*]

To

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 '[*Subject*]'.

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:



## **Technical Proposal**

### **3B. Suitability for the Assignment**

(please mention competencies of your organization that strongly support for this assignment in maximum one-page)

### **3C. Understanding of the Assignment**

(please provide one-page concept note on over all understanding of the assignment)

### **3D. Implementation Strategy**

#### **- Methodology**

(please describe about the methodology/approach to be adopted or applied to collect, analysis, evaluate the data)

#### **- Deliverables**

(please specify the major deliverable to be achieve from the study)

#### **- Work Plan**

(please provide detail work plan with work chart)

### **3E. Team Composition**

(please provide short BIO of the proposed key team members in below format)

#### **- CV of Proposed Key Team Members**

Name	
Role of this Assignment	
Academic Background	
Professional Summary	<i>(a brief overview summarizing your expertise for the proposed position. Mention your years of experience, key sectors, and expertise for the proposed position)</i>
Professional Experience	<i>(please mention your last five relevant experiences for the proposed position; it can be either narratives or tabular format)</i> <i>Professional Experiences should include the following:</i> <ul style="list-style-type: none"><li><i>- Name of the organization and job title</i></li><li><i>- Duration</i></li><li><i>- Key responsibilities</i></li></ul>
Publications	<i>(please mention maximum five relevant publications and provide accessible links to the output. In the case of a confidential project report, share the link to the executive summary of the report)</i>

### 3F. Relevant Experience

*(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)	Completion date	Client name with contact details

### 3G. Company Profile

*(Please attach portfolio and other relevant documents maximum 15 Page)*

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**SECTION 4. (FINANCIAL PROPOSAL SUBMISSION FORM)**

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**4A. Summary of budget/costs, including narratives**

**4B. Legal Document**

#### 4A. Summary of budget/costs, including narratives

(The financial budget summary should be prepared in line with below guidance)

- A separate forwarding letter for financial proposal may or may not be submitted.
- Budget for the assignment should be broken down into individual items covering all logistical, travel, accommodation, staff, equipment and other costs.
- The financial proposal should clearly identify, item wise cost for the assignment with necessary details. **The budget must be including applicable AIT; however, VAT can be mentioned separately at the bottom on total budgeted amount.** WaterAid Bangladesh shall deduct VAT and Tax at source as per government rules.
- Apart from the activities mentioned in this RFP, the consultant is expected to list any other/additional services WaterAid shall be receiving under this agreement.
- **Calculation Format (please maintain below format for your financial budgeting)**

Name of item/deliverables	Unit Price	Total Price
<b>Component -01</b>	XXXXX	XXXXXXXXX
a.		
b.		
c. (please add more rows as required)		
<b>Component -02</b>	XXXXX	XXXXXXXXX
a.		
b.		
c. (please add more rows as required)		
<b>Component -03</b>	XXXXX	XXXXXXXXX
a.		
b.		
c. (please add more rows as required)		
<b>Component -04</b>	XXXXX	XXXXXXXXX
a.		
b.		
c. (please add more rows as required)		
<b>Component -05</b>	XXXXX	XXXXXXXXX
a.		
b.		
c. (please add more rows as required)		
<b>Sub-Total (including AIT)</b>	<b>XXXXX</b>	<b>XXXXXXXXX</b>
Applicable VAT 15%	XXXXX	XXXXXXXXX
<b>Gross Total</b>	<b>XXXXX</b>	<b>XXXXXXXXX</b>

#### 4B. Legal Document

Please attach all updated legal documents mentioned below:

- Copy of Trade License
- Copy of TIN certificate
- Copy of BIN certificate
- Copy of PSR (last tax return submission acknowledgement slip) and
- Bank Detail or Copy of Cheque Leaf