

## REQUEST FOR PROPOSAL (RFP)

### **Development of Manual/Guidelines for Local Government Institutions and Line Agencies on Solid Waste Management (SWM) through review of existing Policies and Strategies**

**Proposal submission deadline: 17 June 2025**

Interested Team of Consultants/Consulting Firm/Research Firms are requested to submit a technical and a financial proposal through email at [WaterAid-Tender-TA@wateraid.org](mailto:WaterAid-Tender-TA@wateraid.org)

The focal person for this assignment is Mr Kazi Rashed Hyder ([RashedHyder@wateraid.org](mailto:RashedHyder@wateraid.org)). There will be an online pre-bid meeting at Microsoft Teams on **01 June 2025**.



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## SECTION 1: INFORMATION TO ORGANISATIONS/INDIVIDUALS

### 1. Introduction

- 1.1 The eligible Team of Consultants/Consulting Firm(s)/Research Firm(s) 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 The Team of Consultants/Consulting Firm(s)/Research Firm(s) are 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 the Team of Consultants/ Consulting Firm(s)/Research Firm(s) for providing selected goods and services cited in section-2 (article-2 and 8) 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 Team of Consultants/Consulting Firm(s)/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 Technical & Financial Proposal

- 3.1 The Team of Consultants/Consulting Firm(s)/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.
- 3.2 The technical proposal from the Team of Consultants/ Consulting Firm(s)/Research Firm(s) must give particular attention to the following:
  - Detailed methodology of the study including work plan in line with the assignment objective(s);
  - Detailed timeframe including dates for submission of the outputs/deliverables as specified in the Term of Reference (TOR).
  - Relevant experience and credibility to undertake the given assignment and experience in relation to the methodology proposed.
  - Detailed CV of the team leader and key members of the study team.

- Technical proposal must not exceed ten pages (excluding CVs and organisational profile) and be submitted in PDF format.

3.3 The Maximum budget for this assignment is **BDT 1,500,000 (Fifteen Lacs)** only inclusive all applicable VAT and AIT. Any proposal exceeding this limit will result in disqualification. The Consultant is expected to provide justified budget to be consistent with technical proposal.

3.4 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.

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](mailto:WaterAid-Tender-TA@wateraid.org) with 'Development of Manual/Guidelines for Local Government Institutions and Line Agencies on Solid Waste Management (SWM) through review of existing Policies and Strategies' 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 17 June 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/group of individuals.

4.5 The technical proposal should not exceed 30 pages.

The financial proposal should not exceed 5 pages.

CVs should not exceed 3 pages per Consultant/Expert.

Organisational/individual profile should not exceed 10 pages.

#### 5. Proposal Evaluation

5.1 The evaluation committee will evaluate the proposals on the basis of their responsiveness to RFP 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 RFP.

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: 20
  - 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.
- 5.4 Once the proposals are evaluated, WaterAid may enter into negotiation, if required, with one or more consultant / consulting firm for final selection.
- 5.5 If negotiations fail, WaterAid Bangladesh may invite the consultant with next highest score to negotiate a contract or go for re-advertisement with fresh Requests for Proposals (RFP).
- 6. Pre-bid Meeting**
- 6.1 There will be an online (MS Teams) **pre-bid meeting at 03:00 PM, on 01 June 2025** to brief the objectives of the assignment. Interested entities are requested to notify via email to [FarhanaMahzabin@wateraid.org](mailto:FarhanaMahzabin@wateraid.org) by 29 May, 16.30 hrs, to join the meeting.
- 7. Presentation and Negotiation**
- 7.1 Once the proposals are evaluated, only the shortlisted consultant/agency/ research firm will be contract for next process for presentation or further clarifications. However, if any bidder does not communicate within 60 days, the proposal will be treated as un-successful.
- 7.2 WaterAid Bangladesh 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/group of individuals may revise the RFP which should be incorporated final contract document.
- 8. Awarding of Contract**
- 8.1 The Team of Consultants/Consulting Firm(s)/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 Firm (s)/Research Firm(s) is expected to deliver required outputs within the stipulated timeframe maintaining the quality. If for any reason, the team of consultant/consulting/research firm(s) fails to deliver required deliverables within stipulated time, The Team of Consultants/Consulting Firm/Research Firms(s) needs to inform WaterAid Bangladesh 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 - Technical Specialist - GO4IMPact can be reached directly at: [RashedHyder@wateraid.org](mailto:RashedHyder@wateraid.org).

To answer queries you may also contact Mr Sayed Mohammad Hasan Al Mahade ([HasanMahade@wateraid.org](mailto:HasanMahade@wateraid.org)).

## SECTION 2: 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, a technical assistance program titled 'The GO4IMPact' has jointly been undertaken by WaterAid and Swisscontact supported by Switzerland. **The goal of GO4IMPact is to 'Improved Climate Resilient Public Service Delivery through Local Government Institutions in Water and Solid Waste Management Sectors'.**

### 2. About GO4IMPact

The overall goal of the 'GO4IMPact' Programme is to strengthening and improving equitable climate-resilient basic public service provision in the water and solid waste management sectors. Aligned with the GoB's commitment to achieving the Sustainable Development Goals (SDGs) and addressing climate change, GO4IMPact programme will 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-folds. **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.

### 3. The Assignment

To achieve Outcome 1 of Go4IMPact programme, several activities have been planned. These include reviewing existing policy documents, identifying gaps and challenges in translating policy into practice through data collection and consultation workshops, developing manuals/guidelines/directives for Local Government Institutions and Line Agencies, validating these documents and dissemination for the next course of action.

The GO4IMPact programme has already begun reviewing and analysing existing policy documents and has conducted several data collection and consultation workshops involving representatives from Local Government Institutions and relevant Line Agencies at the field level. To further explore these issues, WaterAid intends to commission a consultancy for the **Development of a manuals/guidelines/directives for Local Government Institutions and Line Agencies on Solid Waste Management (SWM)** ). This will be based on the review of existing policies and strategies, as well as the outcomes from field-level data collection and consultation workshops.

### 4. Objectives of the Assignment

Aligning with overall goal of the GO4IMPact Programme, the overall objective of this assignment is to **‘Development of Manual/Guidelines for the Local Government Institutions and Line Agencies on Solid Waste Management (SWM) through review of existing Policies and Strategies’**.

The specific objectives of the assignment are as follows:

- a) finalizing the review and analysis of policy documents related to Solid Waste Management (SWM) including GESI;
- b) identifying gaps, challenges and way forward in translating policy into practice by reviewing the outcomes of data collection and consultation workshops;
- c) KIs with selected key stakeholders to explore existing gap, challenges, practices, and suggestions regarding the policy implementation and identify the capacity needs/demands of the Local Government Institutions (especially for Paurashava and the Union Parishad) and Line Agencies associated with SWM;
- d) Developing manual/guidelines for the Local Government Institutions (especially for Paurashava and the Union Parishad) and Line Agencies on SWM and finalisation of manual/guidelines through necessary validation processes (workshop, consultation, etc) involving relevant authority.

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

GO4IMPact programme is working at the Union, Paurashava, Upazila, District level and at central government level. The programme concentrates its support at the sub-national level in two districts (Naogaon, Satkhira), which are facilitating number of challenges in translating policy into practice. The programme covered following geographical areas:



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

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

The following Union Parishads are integrated in the selected Upazilas:

SI	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			

Table 2 – Selected Union Parishads

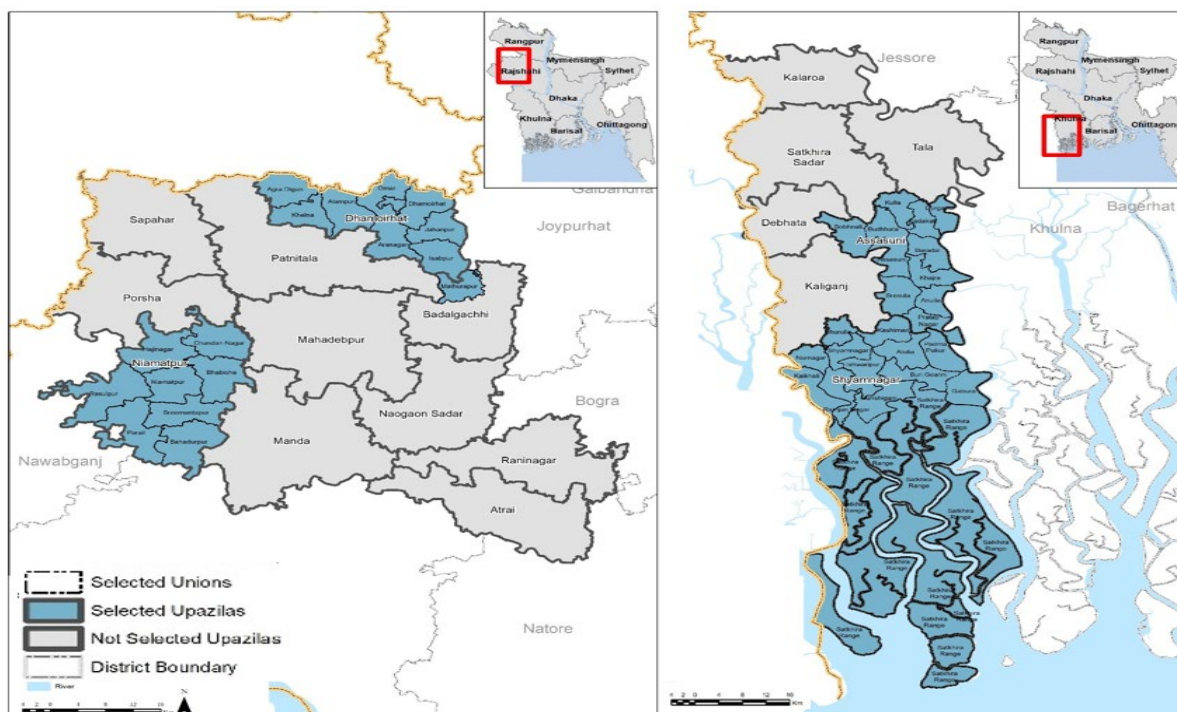


Figure 1 – Targeted intervention areas - Upazila and Union Parishads

## 6. Target Groups for Kills

Though the Team of Consultants/Consulting Firm(s)/Research Firm(s) will review the data and information collected through Data Collection and Consultation Workshop at Union and

Paurashava level, they may need to conduct KIIs for exploring more information related to challenges and recommendations of policy implementation linked to SWM. Before conducting KIIs, the KIIs format (semi-structure/structured questionnaire) need to be developed, shared and validated by sector experts of GO4IMPact PIU.

The primary target groups for KII have the following categories:

**Table 3 Category of target groups for KII.**

Category	Target groups for KIIs
Local Government Institutions	<ol style="list-style-type: none"> <li>1. Upazila Parishad Representative (e.g. Administrator/Upazila Engineer)</li> <li>2. Paurashava Representative (Administrator, CEO, PNO, Executive/Assistant Engineer, Conservancy Inspector)</li> <li>3. Union Parishad Representative (e.g. UP Chairman, Administrative officer, etc.)</li> </ol>
Central Government and Line Agency	<p>Central Government and deconcentrated Line Agencies Officials related to Solid Waste Management (SWM) such as:</p> <ol style="list-style-type: none"> <li>1. Local Government Division (LGD)</li> <li>2. Department of Public Health Engineering (DPHE)</li> <li>3. National Institute of Local Government (NILG)</li> <li>4. Department of Environment (DoE)</li> <li>5. Ministry of Environment, Forest, and Climate Change (MoEFCC)</li> <li>6. District Administration (DDLG or ADC – Additional Deputy Commissioner)</li> <li>7. Upazila Administration (UNO)</li> </ol>

## 7. Scope of work

Based on the objective of this assignment, the Team of Consultants/Consulting Firm/Research Firms should propose adequate approaches that ensure the comprehensiveness of the assessment. To achieve the 6 specific objectives of the Policy Review assignment, the Team of Consultant/Consulting/Research Firm(s) should support with adequate work stages.

The scope of work of this assignment includes:

### 7.1 Review of Existing Policies Related to Solid Waste Management (SWM)

- ✓ Short description of policies
- ✓ Identify the relevant articles, rule, clauses/sections concerned with Climate Resilient Solid Waste Management (SWM) Public Services applicable to Paurashava, Upazila, and Union Parishad
- ✓ Identify the strengths, weaknesses, opportunities, and risks (SWOR) of the analysed policies
- ✓ Synergies with the G4I programme
- ✓ Role of central government and line agencies
- ✓ Role of Local Government institutions (Upazilas, Paurashavas and Union Parishads)
- ✓ Identify the gaps through analysis at the implementation level

- ✓ Role of water users and waste generators/producers and materials importers
  - ✓ Recommendations for future improvement.
- (NB: need to finalise based on the initial reviewing and analyse done by GO4IMPact PIU)

## **7.2 Identify Gaps, Challenges and Way Forward in Translating Policy into Practice**

- ✓ Review of outcomes of data collection and consultation workshops organised at Paurashava and Union level.
- ✓ Identify the current practices including the key challenges and gaps of policy implementation by the LGIs, and LAs
- ✓ Identify the differences/gaps between current practices and provisions mentioned in the policies
- ✓ Key way forward for LGIs, and Line agencies in implementing policies related to Solid Waste Management (SWM).

## **7.3 Explore Current Situation of Policy Implementation and identify the capacity needs/demands of the Local Government Institutions and Line Agencies**

- ✓ KIs of selected central government and line agencies officials related to Solid Waste Management (SWM)
- ✓ KIs of selected elected and appointed officials of Local Government Institutions of District, Upazila, Paurashava and Union Parishad.
- ✓ Identify the capacity needs/demands of the Local Government Institutions and Line Agencies based on the KIs.

## **7.4 Developing Manual/Guidelines for the LGIs and Line Agencies on SWM**

- ✓ Compilation of outcomes identified through policy document review related to Solid Waste Management (SWM).
- ✓ Compilation of data and information collected through data collection and consultation workshops and KIs.
- ✓ Prepare draft manual/guidelines on Solid Waste Management (SWM) (particularly focusing on climate resilient public services) in the two distinct characteristics area Satkhira and Naogaon.

## **7.5 Validation of Manual/Guidelines related to Solid Waste Management (SWM) developed for the Local Government Institutions and Line Agencies**

- ✓ Share the draft manual/guidelines with the participants (LGD, NILG, DPHE, DoE, etc.) before the workshop for their review.
- ✓ Prepare PowerPoint presentation on outcomes, and findings for the national level workshop
- ✓ Share the outcomes and findings with the central government and line agencies' officials
- ✓ Collect comments, suggestions, and recommendations from the participants
- ✓ Compile and accommodate all these comments, suggestions, and recommendations.

## 7.6 Finalization of Policy Manuals/Guidelines/Directives

- ✓ Revise the draft policy manual/guidelines related to Solid Waste Management (SWM) as per the comments, and suggestions received from the Validation Workshop
- ✓ Submit the final draft to concerned authority (LGD) for review and final approval
- ✓ Finalize policy manual/guidelines.

## 8. Methodology

The Assignment will require extensive desk review and analysis of existing Policies related to Solid Waste Management (SWM). Policy review and analysis will be applied for qualitative data.

It is expected that the assignment will adopt both qualitative and quantitative methods to collect information from primary and secondary sources, including from programme intervention area with relevant key government officials related to Solid Waste Management (SWM), and elected and appointed officials of Local Government Institutions (Paurashava and Union Parishad) through data collection and consultation workshops. Structured/semi-structured questionnaires are expected to be used in quantitative and qualitative data collection through KIIs from the target respondents.

The following work package should be fully conducted with the workforce of the consultant.

- Review of the existing policies related to Solid Waste Management (SWM)
- Conduct training needs assessment
- Identify the knowledge gaps, and challenges of policy implementation
- Preparation of policy manual/guidelines.

Quality assurance measures will be implemented, and the results will be presented in a comprehensive report with actionable recommendations.

- The Team of Consultants/Consulting Firm(s)/Research Firm(s) will do a thorough review and analysis of existing acts, rules, regulations, by-laws, and guidelines, etc. related to Solid Waste Management (SWM).
- The Team of Consultants/Consulting Firm(s)/Research Firm(s) will elaborate on the specific secondary data sources that will be consulted for the study, such as study 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 Consultants/Consulting Firm(s)/Research Firm(s) will review the outcomes of data collection and consultation workshop. GO4IMPact PIU will share the workshop reports with the team of consultant /consulting/research firm for their review.
- The Team of Consultants/Consulting Firm(s)/Research Firm(s) will conduct KIIs and informal interview with key stakeholders including local government institutions elected and appointed officials, Line agencies' officials related to Solid Waste Management (SWM) to gather qualitative insights of the current situation of policy implementation. The Team of Consultants/Consulting Firm(s)/Research Firm(s) will be responsible for preparing the questionnaire for the KIIs and interviews.
- The Team of Consultants/Consulting Firm(s)/Research Firm(s) will provide more details on the specific data analysis techniques that will be included. For quantitative

data, the Team of Consultants/Consulting Firm(s)/Research Firm(s) will mention the types of statistical analyses (e.g., descriptive statistics, inferential statistics) that will be conducted. For qualitative data, they will outline the proposed approaches for coding and thematic analysis and is expected it will clearly be mentioned what type of analytical software will be used for qualitative data analysis.

- The Team of Consultants/Consulting Firm(s)/Research Firm(s) provide regular progress reports to keep the responsible persons of the GO4IMPact informed about the assessment status and adhere to the agreed timeline.
- Deliver a detailed and well-structured addressing the requirements mentioned in the timeframe and deliverables section in article 9.

## 9. Timeframe and deliverables

The timeframe of the assignment is 60 Calendar Days after signing the agreement. The contracted organisation/team will submit an inception report that includes final 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 organisation/team is expected to deliver the following outputs:

- **Deliverable 1 - Inception Report** containing
  - Executive Summary
  - Review the proposed methodology and data collection methodology
  - Outline of key stakeholders' interviews (KIIs) with questionnaires
  - Outline of training needs assessments for elected and appointed officials of LGs and officials of line agencies
  - Data collection tools' details, and Analysis plan
  - Detailed work plan
  - Preliminary outline of the draft report in line with the specific objectives
- **Deliverable 2 - First Draft Report including manual/guidelines/directives**
  - Outcomes of existing policies related to SWM through the review of policy documents.
  - Data collection from Paurashava and Union Parishad (GO4IMPact Programme target areas) through data collection and consultation workshops at Paurashava and Union levels.
  - Interview/meeting with Key Stakeholders related to SWM.
  - Conduct training need assessment (LGI elected and appointed officials, and Line agencies' officials).
  - Preparation of **draft manual/guidelines for LGs and Line Agencies** as per the objectives of the assignments.
  - A presentation to disseminate and validate the draft manuals/guidelines for LGs and Line agencies with central government, line agencies and LGs elected and appointed officials in the Validation Workshop at national level.

- **Deliverable 3 – Final Report including manual/guidelines**

- Final Report including manual/guidelines on Solid Waste Management (SWM) containing high quality executive summary (concise and well-articulated), well written Foreword from concerned authorities (SWM – Department of Environment) for manual/guidelines, findings of policy review, recommendations, and synthesis of key issues.
- Softcopy of the final report including all data and editable version of the report (raw and cleaned database of both qualitative and quantitative data).

(Note: All reports must be presented to WaterAid Bangladesh, and comments to be accommodated accordingly.)

## 10. 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>	20%	After receiving <b>Deliverables 1</b> : Standard and accepted version of inception report as per the specific objectives of the study.
<b>Third</b>	30%	After receiving <b>Deliverables 2</b> : First Draft report on Manuals/guidelines incorporating all the feedback collected on draft manuals/guidelines for LGIs and Line agencies from central government, line agencies and LGI elected and appointed officials through Validation Workshop at national level.
<b>Fourth</b>	30%	After receiving and approval of all the <b>Deliverables (including Deliverables 3)</b> , approved final manuals/guidelines, handover of all data set and syntax, soft copy of final report and any other deliverable as mentioned under scope of work and deliverables section.

## 11. Expected competency

Interested Team of Consultants/Consulting Firm(s)/Research Firm(s) is expected to have the following competencies and experience:

- Expertise in reviewing and analysing the national level Policies related to Solid Waste Management (SWM).
- Expert in Solid Waste Management - Proven experience and extremely proficient in waste management policies such as Solid Waste Management Rules 2021, National 3R Strategy, E-waste Management Rules 2021, etc.
- Expertise in quantitative and qualitative study, and mix-method studies.
- Experience in working independently at central and local level for collecting data (both qualitative and quantitative).
- Experience in conducting similar assessments especially policy review related to Solid Waste Management (SWM) will be an asset.



- Experience in conducting training needs assessment for the government officials and elected representatives.
- Expertise in conducting studies and assessment (situation analysis, and other thematic studies) in relevant sector or a similar context.
- Expertise in conducting KIIs with high officials of government (LGD, NILG, DPHE, DoE, District Administration, etc.)
- Sound skill on processing evidence-based data collection. High skill on data summaries and presentation techniques.
- Competent in orienting data collection teams.
- Competent in analysis and recommendations.
- Competency in writing good quality reports in English.

### SECTION 3: PROPOSAL SUBMISSION TEMPLATE

- 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>- Name of the organization and job title</li><li>- Duration</li><li>- Key responsibilities</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)*

## **SECTION 4: FINANCIAL PROPOSAL SUBMISSION FORM**

**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 be 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