

03 September 2025

REQUEST FOR PROPOSAL (RFP)

Assess the flow of waste and develop Excreta Flow Diagram (SFD) and Waste Flow Diagram (WFD) for Twenty-Five Municipalities of Bangladesh

Proposal submission deadline: 16 September 2025

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

There is a pre-bid meeting scheduled on **10 September 2025** at **over online**. If you are interested to join, please communicate.



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CWIS-FSM Support Cell

**Department of Public Health
Engineering (DPHE)**
DPHE Bhaban, 14, Shaheed Captain
Monsur Ali Sarani, Kakrail, Dhaka 1000

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SECTION 1. INFORMATION TO BIDDERS

1. Introduction

- 1.1 All interested and eligible consultant(s)/consulting/research firm(s) with required qualifications and experience can submit their proposal and will address as '**Bidder**'
- 1.2 Costs of preparing the proposal and attending the pre-bid/ negotiation meeting, if provisioned, are not reimbursable
- 1.3 Consultant(s) are expected to follow highest ethical standard in their participation in the bidding process; and refrain from influencing the internal section 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 bidder for providing selected goods and services cited in section 2 (article 2.5) 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 organisation, amend the RFP. Any amendment shall be issued in writing and shall be posted and will be binding. WaterAid Bangladesh may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Technical and Financial Proposal

- 3.1 Consultants are requested to submit their proposal written in English (**font - Arial, Size -11**). Proposal must remain valid for a minimum of 180 days after submission.
- 3.2 The technical part of the proposal should contain the following:
 - Appreciation of the Term of Reference (TOR)
 - Detailed methodology along with the work plan in line with the deliverables of the assignment
 - 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.
- 3.3 The maximum quotation price for this assignment is **BDT 3,500,000 (three million five hundred thousand taka)**

only inclusive all applicable VAT and AIT. Any proposal exceeding this limit will result in disqualification.

3.4 The financial proposal should contain item wise costs 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 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 proposal should be submitted electronically to the following email address: WaterAid-Tender-TA@wateraid.org with subject line as follows: '**Development of 25 SFDs and WFDs**'

4.2 Proposals submitted to any other e-mail account except the above will not be accepted.

4.3 Submission of proposal after the deadline **16 September 2025** will not be accepted.

4.4 Two different files should be generated for technical and financial proposals. However, both files should be submitted into one zip folder with a cover letter.

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 in relation to the RFP and the TOR and applying the set 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 a Quality and Cost Based (QCBS) method. This will be done by applying a weight of 80% and 20% respectively to the technical and financial proposal respectively. However, the financial evaluation will be made only for the technically qualified bidders.

- **Technical Proposal: 80**

- Understanding of the assignment: 15
- Proposed approach and workplan: 15
- Human resource to accomplish the assignment: 30
- Professional experience and accomplishments: 20

- **Financial proposal with a detailed breakdown: 20**

5.3 WaterAid reserves the right to accept and reject any proposal without assigning any reason or whatsoever and may decide to go for re-advertisement without going further down the process.

- 5.4 Once the proposals are evaluated, WaterAid may enter into negotiation, if required, with one or more bidders 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 a pre-bid meeting on **10 September 2025** over online to brief the objectives of the assignment and answer related queries, if you are interested to join, please communicate with Farah Naznin (farahnaznin@wateraid.org).
- 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 no communication is made with any bidder within 60 days, the proposal will be considered as unsuccessful.
- 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 bidders 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 bidder to improve the TOR.
- 7.4 WaterAid Bangladesh and the contracted organisation/ group of individuals may revise the RFP which should be incorporated final contract document.
- 8. Notification of Award** 8.1 The selected bidder is expected to sign an agreement with WaterAid within a week of communication of selection decision and before commencing the work.
- 9. Penalty clause** 9.1 The bidder is expected to deliver required outputs within the stipulated timeframe maintaining the quality. If for any reason, the bidder fails to deliver required deliverables within stipulated time, the bidder 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 **Md Shakhawat Hossain**
System Strengthening Expert
WaterAid Bangladesh
Can be reached at: ShakhawatHossain@wateraid.org

SECTION 2. TERMS OF REFERENCE (TOR)

2.1 Background

Bangladesh is one of the pioneering countries promoting sanitation since the Millennium Development Goals (MDG) era. The country is developing strategies and action-taking for attaining targets of the Sustainable Development Goals (SDG). The Joint Monitoring Programme (JMP) progress report of 2025 jointly published by WHO and UNICEF reflects that Bangladesh is an open defecation free country. However, the safely managed sanitation coverage at household level is only 37%.

Urban areas are getting overpopulated due to natural population growth and high rate of migration towards cities and towns. In addition to that, lack of adequate infrastructures, insufficient human resources, and lack of proper technical and financial support are key constraint in ensuring safely managed sanitation services for all. Consequently, municipal authorities (*Paurashava*) of those areas are unable to provide adequate sanitation services for their citizens and posing threat in the attainment of SDG 6 targets within 2030. To ensure safe, equitable, and sustainable sanitation for everyone, paying special attention to the needs of the poor, the marginalised, and women and girls, WaterAid promotes WASH Systems strengthening, which is a systems strengthening approach for addressing systemic barriers to WASH access in Bangladesh's local government to achieve outcomes of Sustainable Development Goal (SDG) 6.

To accelerate actions toward systems strengthening approach, WaterAid is currently implementing project titled 'WASH Systems for Health (WS4H)' funded with UK International Development from the UK government. WaterAid-SNV consortium will focus on establishing sustainable, climate-resilient water supply and sanitation systems, with private sector engagement and promote behaviour change and promote community demand generation to selected municipalities in Bangladesh. The assessment of the city's service delivery system is a prerequisite for the systems strengthening approach. WaterAid intends to assess the sanitation service chain of twenty-five cities/municipalities (Annex 1) by collaborating with the respective authorities and generating **Excreta flow diagrams (SFD)**¹, and **Waste Flow Diagrams (WFD)**² a new approach for monitoring faecal sludge and waste management flow.

SFDs will help to bring CWIS solutions at the municipality level. SFD is an easy-to- understand advocacy and decision-support tool comprising a report (SFD Report) which contains a graphic (SFD Graphic). SFD summarises service outcomes in terms of the flow of excreta in urban areas. It includes a qualitative assessment of the context in which service delivery takes place and a complete record of data sources.

Considering this, WaterAid intends to commission a study to analyse the current state of faecal sludge management (FSM) and develop twenty-five SFDs. Furthermore, solid waste management (SWM) practices in twenty-five selected cities/municipalities will be assessed to identify critical aspects of SWM and develop WFDs. In addition, the study will analyse municipalities' capacity as well as the problems they confront in delivering citywide sanitation services.

2.2 Objective of this assignment

The overall goal of this study is to generate a compelling visual summary of the sanitation value chain by developing twenty-five SFDs and assess current practice of SWM to develop WFDs for selected cities. It requires analyses of the current situation and practices related to SWM and FSM considering the value chain which includes waste/sludge generation, toilet standard, containment, emptying, transportation, treatment, and disposal/re-use.

¹ <https://sfd.susana.org/knowledge/the-sfd-manual>

² <https://wfd.rwm.global/>

The data to be collected under this study will provide the government, development and implementing partners and city authorities with a baseline assessment of the sanitation value chain for their programs and enable the identification of areas where future programs should target attention. Furthermore, the outcome of the assessment of the twenty-five cities will contribute to enriching the national dashboard developed by DPHE ([SanBoard](#)).

Specific objectives of the study are as follow:

- i. Understand current capacity and resources of selected 25 municipalities (**see annex 1**) to ensure sanitation and solid waste management services
- ii. Assess existing sanitation value chain of selected cities which includes, containments, faecal sludge generation, emptying, transportation, treatment, and re-use
- iii. Assess current practice of solid waste management in terms of waste generation, collection, transportation, treatment, and re-use.

2.3 Methodology

The bidder is expected to develop recommended method (Modified Cochran Sampling Method) with varying confidence levels based on population sizes, along with stratified sampling to ensure better representation of distinct subgroups and improve sample accuracy the service delivery system of SWM and FSM and develop SFDs and WFDs for selected areas. It is expected that, data will be collected using an online platform (e.g., Kobo toolbox). A mixed approach combining qualitative and quantitative methods is expected to be used for data collection and analysis. Primary and secondary sources of data must be gathered. Both quantitative and quantitative survey tools need to be used to collect primary data from relevant key stakeholders. Structure questionnaires are expected to be used in quantitative data collection from city dwellers, including slum households, non-slum households, municipal authorities as well as sanitation workers engaged in emptying and transporting SW and faecal sludge.

In addition, semi-structured questionnaires are expected to be used in conducting Key informant interviews (KII) with sanitation service providers, community leaders and people in charge of different aspects of sanitation in the city. Focus group discussions (FGDs) with community representatives and sanitation service providers in the area are also expected in this study. However, the team of consultant/consulting/research firm(s) may modify the proposed methodology or can suggest an appropriate approach and methodology for the study. The method and relevant instruments should be adjusted and finalised in consultation with WaterAid before implementation.

2.4 Scope of Work

The bidder will be responsible for the following activities:

- a. Collect primary data from all relevant stakeholders (i.e., officials of municipal authorities, inhabitants, sanitation workers, members of civil society, and other relevant stakeholders) as required for SFD and WFD development
- b. Secondary document review which includes but not limited to relevant policy papers, strategies, and documents related to FSM and SWM
- c. Organise workshop/meeting(s) to inform and engage municipal authority in SFD and WFD development process, and validate collected data and findings with the respective municipal authority
- d. Ensure safe storage and handling of survey data following the General Data Protection Regulation (GDPR).

2.5 Deliverables

The bidder is expected to deliver the following outputs:

- a. Inception report containing agreed methodology and detailed workplan

- b. Well-written SFD lite reports (following the template of [Susana](#)) with SFDs and WFDs (Following the template of [GIZ-WFD](#))
- c. Combined report on the flow of waste for each cities/municipalities including the SFDs and WFDs
- d. Presentation outlining the key findings and recommendations of the assessment for WaterAid’s organised external event(s)
- e. All dataset, and transcriptions etc. collected and generated under this study.

2.6 Duration & Timeline

The tentative timeframe of the assignment will start just after signing the agreement. The assignment to be accomplished within 100 calendar days unless there are valid reasons for extension and approved by the authority. The bidder will submit a detailed work plan with key milestones; the work plan will be reviewed and approved by WaterAid; the bidder is responsible to get the approval within 2 weeks of the contract signing.

The draft report for one city which includes one SFD with a lite report and one WFD needs to be produced within 4th week from contract signing. WaterAid will share feedback on the first draft report within one week after receiving from the bidder to finalise the structure of the report. The bidder will follow the same format for the remaining reports and share with WaterAid according to the agreed timeline.

2.7 Mode of payment

Payment will be made in three instalments upon submission of invoice. All invoices are to be submitted to WaterAid and certified by the respective personnel.

Instalments	Percentage
1 st installment after submission of deliverable ‘a’	40
2 nd installment after submission of deliverable ‘b’	40
3 rd installment after submission of deliverables ‘c, d and e’	20

2.8 Competencies

Interested team of bidder is expected to have the following competencies and experience:

- a) Experience in conducting research, baselines or consultancy work
- b) Previous experience in publishing peer-reviewed SFD and WFD reports specific to Bangladesh and familiarity with the format of both reports
- c) Expertise in visualising WFD data through Sankey diagrams, using tools such as Python, Tableau, or Microsoft Power BI, with sharable code and soft files for transparency and further analysis
- d) Knowledge and proven experience in quantitative and qualitative data collection for solid waste management and/or sanitation related projects
- e) Networking ability to access and collect relevant stakeholders' data/information
- f) Competent team for data collection and analysis
 - i. Proficiency in computing, including Microsoft Office, and the ability to organise, save, and share files
 - ii. Ability to translate information collected into English
 - iii. Ability to document quality field data
 - iv. Competency in writing good-quality reports in English.

Annex 1

List of municipalities for the development of SFDs and WFDs

SI	Name of the Municipality
1	Sherpur
2	Tangail
3	Bakerganj
4	Bhandaria
5	Bhedarganj
6	Burhanuddin
7	Charfassion
8	Gosaihat
9	Gouranadi
10	Lalmohan
11	Mehendiganj
12	Morrelganj
13	Nalchhity
14	Patharghata
15	Swarupkathi
16	Wazirpur
17	Zajira
18	Sundarganj
19	Hakimpur
20	Nageshwari
21	Saidpur
22	Sakhipur
23	Faridpur
24	Kushtia
25	Lalmonirhat

Note: Municipality may change depending on the requirement(s) and will notify accordingly.

SECTION 3. TECHNICAL PROPOSAL SUBMISSION FORMAT

- 3A. Forwarding letter format
- 3B. Understanding of the Assignment
- 3C. Implementation Strategy
- 3D. Team Composition
- 3E. Relevant Experience
- 3F. Company Profile (if applicable)
- 3G. Ethical Practice

3A. FORWARDING LETTER FORMAT

(Please use letterhead pad)

[Location, Date]

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

Dear Sir:

We the undersigned are offering to provide the following assignment in accordance with your Request for Proposal (RFP) dated [Date] on "[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. Understanding of the Assignment

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

3C. 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)

3D. Team Composition

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

- CV of Proposed Key Team Members

Name	
Role in this Assignment aligning with the workplan	
Highest academic qualification	
Professional Summary	<i>(a brief overview summarizing your 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> <i>- Name of the organization and job title</i> <i>- Duration</i> <i>- Key responsibilities</i>
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>

Also, attached CVs of the proposed personnel.

3E. 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 firm(s), 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

3F. Company Profile (if applicable)

(Please attach portfolio and other relevant documents maximum)

3G. Ethical Practice

(Please specify, safeguarding, health & safety, safety and security)

SECTION 4. FINANCIAL PROPOSAL SUBMISSION FORM

4A. Summary of budget/costs, including narratives

4B. Legal documents

4A. Summary of budget/costs, including narratives

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

- 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(s)/consulting firm(s) 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 of Means	Unit Cost	Total Cost (BDT)
Component -01		xxxxx	xxxxxxxxx
a.			
b.			
c. (please add more rows as required)			
Component -02		xxxxx	xxxxxxxxx
a.			
b.			
c. (please add more rows as required)			
Component -03		xxxxx	xxxxxxxxx
a.			
b.			
c. (please add more rows as required)			
Component -04		xxxxx	xxxxxxxxx
a.			
b.			
c. (please add more rows as required)			
Component -05		xxxxx	xxxxxxxxx
a.			
b.			
c. (please add more rows as required)			
Sub-Total (including AIT)		xxxxx	xxxxxxxxx
Applicable VAT XX%		xxxxx	xxxxxxxxx
Gross Total		xxxxx	xxxxxxxxx

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.