

Date: 03/09/2025

REQUEST FOR PROPOSAL (RFP)

Development of Training Manual and Delivery of Trainings on Climate-Resilient WASH

Proposal submission deadline: 13 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 **08 September 2025 at WaterAid office/ online**. If you are interested to join, please communicate. The focal person for this assignment is Ms. Zakia Naznin (zakianaznin@wateraid.org) to answer queries.



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SECTION - 1 : INFORMATION TO ORGANISATIONS

1. Introduction

- 1.1 All interested and eligible consultant/consulting/research firms with required qualifications and experience can submit their study proposal.
- 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 company / agency/ individual for providing selected goods and services cited in section 2 (article 4) as deliverables of this RFP, either for the entire content of the proposal or a part thereof.

2. Clarification and amendment of RFP documents

- 2.1 At any time before the receipt of proposals, WaterAid Bangladesh may for any reason, whether at its own initiative or in response to a clarification requested by an invited 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 90 days after submission.
- 3.2 The technical part of the proposal should contain 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 quotation price for this assignment is **BDT 1,560,000** 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 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 Training Manual and Conduct Training on CR-WASH***
- 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 **13 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 70% and 30% respectively to the technical and financial proposal respectively. However, the financial evaluation will be made only for the technically qualified bidders.
- Technical Proposal: **70**
 - Proposal with detailed methodology: 20

- Composition of the team: 15
- Relevant work experience: 15
- Work plan and overall quality of proposal: 20

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

- Financial proposal with a detailed breakdown: **30**

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 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 a pre-bid meeting on **08 September 2025** online to brief the objectives of the assignment and answer related queries, if you are interested to join please communicate the focal person.

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 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. Notification of Award

8.1 The selected consultant/consulting firm 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 consultant/ agency/ research firm(s) is expected to deliver required outputs within the stipulated timeframe

maintaining the quality. If for any reason, the consultant/ consulting/ research firm(s) fails to deliver required deliverables within stipulated time, the consultant/ consulting/ research firm(s) needs to inform WaterAid intime with valid and acceptable explanation in written. Failing to this may evoke penalty clause at the rate of 0.5% for each day of delay.

10. Confidentiality

- 10.1 Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the organisations who submitted the proposals or to other persons not officially concerned with the process, until the winner has been notified with award of the contract.

10. Focal person

- 11.1 Ms. Zakia Naznin
Programme Lead- Climate Resilience
WaterAid Bangladesh
Can be reached directly at: zakianaznin@wateraid.org

Terms of Reference

Development of Training Manual and Delivery of Trainings on Climate-Resilient WASH

1. Introduction/background of the Programme

Bangladesh ranks among the most climate-vulnerable countries globally, with nearly half of its population regularly exposed to frequent and intensifying climate hazards such as floods, cyclones, salinity intrusion, and droughts. These climate impacts are increasingly disrupting access to safe water, sanitation, and hygiene (WASH), particularly in already marginalised and underserved communities.

Current WASH coverage, as per the Joint Monitoring Programme (JMP) 2025 estimates, current WASH coverage with only 59% of the population has access to safely managed water, 37% to safely managed sanitation, and 72% to basic hygiene services. Climate-induced damage to WASH infrastructure, groundwater depletion, pollution, and limited adaptive capacity are compounding vulnerabilities—disproportionately affecting women, girls, and persons with disabilities.

Furthermore, despite the growing urgency, national climate policies and programmes continue to assign low priority to climate-resilient WASH systems.

Given the context, the WaterAid Bangladesh Climate-Resilient WASH Programme is designed to address critical service gaps by enhancing access to climate-resilient, inclusive, and gender-responsive WASH services. The programme therefore tends to the following outcomes-

- a) WASH systems and services are adapted to be climate resilient, gender responsive and inclusive in communities, institutions and public places.
- b) Climate resilient WASH agenda are incorporated into relevant national policies, plans and priorities.
- c) Resources, capacity and leadership to operate and sustain climate resilient and inclusive WASH are in place at local, sub-national and national levels.

2. Objective of this assignment

The objective is to develop a comprehensive and easy-to-understand training manual on climate-resilient WASH systems, tailored to both rural and urban contexts of climate change in Bangladesh and deliver training to the relevant practitioner and stakeholders.

Through the assignment, WaterAid Bangladesh (WAB) intends to strengthen the understanding of the climate resilience of WASH systems and the capacity to implement climate-resilient WASH interventions effectively of the WAB partners and relevant stakeholders (e.g. local government institutions, local administration, and relevant government agencies).

3. Scope of Work

The scope of work of this assignment includes:

Task 1: Desk review and Needs assessment

- a) Conduct a desk review of existing climate-resilient WASH regulations, frameworks, manuals, modules and training materials.
- b) Identify gaps and opportunities relevant to the target stakeholders as well as to the rural and urban contexts of climate change in Bangladesh.

- c) Engage with both primary and secondary stakeholders at all levels to understand training needs and priorities.

Task 2: Develop training manual and materials

- a) Develop an easy-to-understand and use guideline/manual on climate-resilient WASH systems, incorporating practical tools, frameworks, and examples to support vulnerability assessment, planning, implementation, and monitoring of resilient interventions.
- b) Prepare the manual in both simple (e.g., as spoken) Bangla (primarily) and English (translated from Bangla), tailoring it to the rural and urban contexts of climate change in Bangladesh. The manual is also expected to serve as a standalone reference.
- c) Tailor the content to address the following topics, while remaining open to additional areas, as the final selection will be guided by primary stakeholders' needs and priorities:
 1. Introduction to Climate Resilience
 2. Risks Assessment
 3. Climate-Resilient Technologies
 4. Community Engagement
 5. Inclusive and Gender-Sensitive Approaches
 6. Climate-Resilient WASH Governance
 7. Climate Change-related regulations (i.e., policies, plans, strategies)
 8. Case Studies and Best Practices
 9. Monitoring & Evaluation
 10. Interactive Exercises and Group Activities

Task 3: Validation, piloting and finalisation

- a) Organise stakeholders' (i.e., affected/vulnerable communities, government and non-government organisations, networks/forums/platforms relevant to WASH and climate change) consultations to prepare, review and validate the draft manual.
- b) Incorporate feedback to the manuals and materials and finalise.

Task 4: Facilitate training to the selected participants on climate-resilient WASH

- a) Develop training agenda, materials, and facilitation guides.
- b) Conduct one TOT for WAB team.
- c) Conduct two training sessions (one with WAB partners and one with relevant stakeholders) for selected participants.
- d) Arrange the training to be conducted for relevant stakeholders. The session involving WAB partners will be organized by WAB.
- e) Deliver training that facilitates knowledge sharing, discussions, and interactive exercises to build practical skills with knowledge and deep realisation.
- f) Conduct necessary assessments on the effectiveness of the training provided and provide recommendations for scaling up future capacity-building initiatives on climate-resilient WASH.

4. Deliverables

The key deliverables under this assignment will include:

- a) An inception report outlining the approach, methodology, and work plan.
- b) Needs assessment report and stakeholder consultations summary.
- c) A draft version of the training manual with materials on climate-resilient WASH.
- d) A validation workshop report summarising feedback and recommendations from stakeholders.
- e) Final version of the training manual and materials revised and validated by relevant stakeholders.
- f) Training to be conducted for relevant stakeholders arranged successfully.

- g) Two training sessions (one with WAB partners and one with relevant stakeholders) and one TOT conducted successfully.
- h) Two training completion reports documenting the successful implementation of the training sessions, including participants' feedback and outcomes.
- i) An assignment completion report.

5. Methodology

The methodology of the assignment should include –

- a) Desk review for conducting a detailed contextual analysis.
- b) Consultations with WAB and relevant stakeholders for identifying needs and priorities and for the validation of the modules/manual.
- c) Participatory and interactive facilitation of training sessions encourage active engagement and knowledge sharing among participants.
- d) Include necessary assessment including pre/post training.

6. Duration & Timeline

The tentative timeframe of the assignment will be start from 05 October 2025 after signing the agreement. The assignment to be accomplished within 28 February 2026 unless there are valid reasons for extension and approved by the authority.

7. Mode of payment

Payment will be made in three instalments through BFTN to the agency/consultant in consideration of the key deliverables and timeline. In case of any changes in the deliverables, payment will be made at actual based on the type and quantity of content delivered. All invoice to be submit to WaterAid Bangladesh and certified by the respective personnel.

Instalments	Percentage
1 st installment after submitting the inception report	20%
2 nd installment after submitting the 1 st draft of the manual and materials, and the report of the validation workshop	40%
3 rd installment after approval of all submitted deliverables	40%

8. Expected Competencies

The consultant/agency is expected to have:

- a) 10+ years of experience in developing standard training materials.
- b) Proven experience and skills in delivering interactive and quality training and learning sessions.
- c) Strong understanding, and proven experience in the team of WASH, Climate Resilience, Gender, and Inclusivity.
- d) Expertise in creating high-quality, visually appealing training materials, ensuring durability and effective branding.

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
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. 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">- Name of the organization and job title- Duration- Key responsibilities
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 tears 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)

3H. Ethical Practice

(please specify, Safeguarding, Health & Safety)

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 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
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 15%	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

For internal use only, must be detached before floating

- **Budget/Cost Centers, Fund Code & Activity Code:**
 - 2041-6CRB6-BD9999-A044-WPS001153
-
- **Estimated Budget:** 1,600,000

Requested by: Zakia Naznin Programme Lead Reviewed by: Salah Uddin Finance Expert	Recommended by: Partha Hefaz Shaikh Director-Programme and Policy Advocacy Approved by: Hasin Jahan Country Director
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