

**Date: 24/12/2025**

## **REQUEST FOR PROPOSAL (RFP)**

**Consultant for CSO Capacity Assessment**

**Implementing Agency:** WaterAid Bangladesh

**Proposal submission deadline: 05 January 2026** Interested consultant/ consulting/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)

There is a pre-bid meeting scheduled on **30 December 2025 at 11:00AM through online**. If you are interested to join, please send a request email at [WaterAid-Tender-TA@wateraid.org](mailto:WaterAid-Tender-TA@wateraid.org) on or before 02 PM by 29<sup>th</sup> December 2025.



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## **TABLE OF CONTENTS**

Section 1.	Information to Organisations	4
Section 2.	Terms of Reference	8
Section 3.	Technical Proposal Submission Format	12
Section 4.	Financial Proposal Submission Format	14

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## SECTION - 1 : INFORMATION TO ORGANISATIONS

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### 1. Introduction

- 1.1 All interested and eligible consultant/consulting/research firms with required qualifications and experience can submit their capacity assessment proposal.
- 1.2 Costs of preparing the proposal and attending the pre-bid/ negotiation meeting, if provisioned, are not reimbursable.
- 1.3 Consultant/consulting/research firms 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 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 Consultant/consulting/research firms 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 CSO capacity assessment 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 CSO capacity assessment team.

- Technical proposal must not exceed ten pages (excluding CVs and organisational profile) and be submitted in PDF format.
- 3.3 The maximum budgeted value for this assignment is **BDT 1,400,000** 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](mailto:WaterAid-Tender-TA@wateraid.org) with subject line as follows: **“Consultant for CSO Capacity Assessment and Strengthening Framework Development”**
- 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 **05 January 2026** 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 10 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**
    - Proposal with detailed methodology: 30

- 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: 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 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 **30 December 2025** at 11 am through online to brief the objectives of the assignment and answer to the related queries, if you are interested to join please send a request email at [WaterAid-Tender-TA@wateraid.org](mailto:WaterAid-Tender-TA@wateraid.org) on or before 02 PM by 29<sup>th</sup> December 2025

## 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/consulting/research firm (s) is expected to deliver required outputs within the stipulated timeframe maintaining the quality. If for any reason, the consultant/ consulting/ research firm(s) fails to deliver required deliverables within stipulated time, the consultant/ consulting/ research firm(s) needs to inform WaterAid intime with valid and acceptable explanation in written. Failing to this may evoke penalty clause at the rate of 0.5% for each day of delay.
- 10. Confidentiality**      10.1      Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the organisations who submitted the proposals or to other persons not officially concerned with the process, until the winner has been notified with award of the contract.
- 10. Focal person**      11.1      Ms. Zakia Naznin  
Programme Lead- Climate Resilience  
WaterAid Bangladesh  
Can be reached directly at: [zakianaznin@wateraid.org](mailto:zakianaznin@wateraid.org)

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## Terms of Reference

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### Consultant for CSO Capacity Assessment

**Implementing Agency:** WaterAid Bangladesh

**Duration:** 11 January 2026- 20 March 2026

**Location:** Dhaka with field visits to project districts-Chilmari in Kurigram, Niamotpur in Nagaon, Singra in Natore, Kaligong in Satkhira, and Dashmina in Patuakhali.

### 1. Background

WaterAid Bangladesh (WAB) is implementing a multi-year initiative to strengthen civil society organizations (CSOs) to effectively engage in WASH, climate adaptation. The project aims to build CSO capacity in, locally led adaptation (LLA), participatory ward vulnerability assessments (PWVA), climate-resilient WASH (CR-WASH), gender equality and social inclusion (GESI), evidence generation, accountability mechanisms, community leadership development, and local, and national policy advocacy focusing on climate finance.

In relation to this a detailed Capacity Assessment is required for selected CSOs to identify gaps and opportunities in:

- Organisational development and governance
- Financial management and grant management
- Knowledge management, storytelling, evidence generation
- Locally Led Adaptation (LLA) technical capacity
- Climate-resilient WASH technical and operational capacity Climate Finance
- PWVA facilitation skills
- Gender, Women's Health, and GESI integration
- Policy advocacy and accountability mechanisms
- Community mobilisation and leadership nurturing

This assessment will guide the design of ToT, training modules, resource support, and multi-year CSO strengthening plans.

To conduct this assessment, WaterAid Bangladesh seeks to engage qualified consultant's/consulting firm.

### 2. Objective of the Assignment

#### Overall Objective

To conduct a comprehensive participatory capacity assessment of selected CSOs and develop a CSO Capacity Strengthening Framework aligned with the project's WASH, climate adaptation, and finance outcomes.

#### Specific Objectives

1. Assess organizational, technical, financial, and governance capacities of selected CSOs.
2. Identify gaps in LLA, CR-WASH, CR WASH, PWVA, GESI, advocacy, accountability, and community mobilization.
3. Develop a detailed capacity-building plan and roadmap for WaterAid and CSOs.
4. Provide recommendations for future ToT modules, refresher training, and resource support packages.
5. Produce a consolidated CSO Capacity Assessment Report and Strengthening Framework.

### 3. Scope of Work

The consultant will undertake:

### 3.1 Document Review

- Review WaterAid programme documents, CSO profiles, OD policies, past assessments, MEAL reports, WASH/LLA guidelines, national climate and WASH policies, and project design.

### 3.2 Assessment Tool Development

- Design a participatory CSO organizational capacity assessment tool covering:
  - Governance & organisational management
  - HR systems & safeguarding
  - Finance & compliance
  - Knowledge management & evidence documentation
  - Advocacy & policy engagement
  - Climate-resilient WASH and CR finance at local and national level
  - PWVA & LLA competencies
  - Gender, Women's Health & GESI mainstreaming
  - Monitoring, evaluation & reporting
  - Community mobilization and CBO facilitation

### 3.3 Field Assessment

- Conduct field-level participatory assessments with the developed assessment tool with Executive board, CSO leadership, project staff, CBOs, ward committees, and LGI representatives. Use key informant interviews (KIIs), focus group discussions (FGDs), onsite observation, and scoring matrices.

### 3.4 Capacity Gap Mapping

- Analyze existing CSO capacities against project capacity expectations.
- Identify short-term and long-term capacity gaps.

### 3.5 Develop CSO Capacity Strengthening Framework

- A structured framework with recommendations for:
  - ToT on OD, LLA, PWVA, GESI, CR-WASH and Finance
  - Organizational Leadership development
  - Advocacy and accountability strengthening
  - Knowledge management, storytelling and reporting
  - Resource and system strengthening
  - Multi-year training roadmap

### 3.6 Validation Workshop

- Present findings to WaterAid and CSO representatives.
- Incorporate feedback into final documents.

## 4. Key Deliverables

Deliverable	Description	Tentative Deadline
Inception Report	Methodology, tools, work plan, framework	14 January 2026
CSO Capacity Assessment Tools	Organizational Capacity Assessment tool incl. OD, LLA, PWVA, GESI, WASH, Finance, advocacy, KM modules	21 January 2026
Field Assessment Completion	Interviews, FGDs, scoring assessments	28 February 2026
Draft Assessment Report	Capacity gaps, strengths, recommendations	10 March 2026
Capacity Strengthening Framework & Roadmap	Detailed Capacity Strengthening Framework & Guideline	
Final Report (English)	Approved final assessment report + toolkit	20 March 2026

## 5. Duration & Timeline



The tentative timeframe of the assignment will be start from 11 January 2026 after signing the agreement. The assignment to be accomplished within 20 March 2026 unless there are valid reasons for extension and approved by the authority.

## 6. Mode of payment

Payment will be made in three instalments through BFTN to the 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 <sup>st</sup> installment after submitting the inception report	20%
2 <sup>nd</sup> installment after submitting the Capacity Strengthening Framework & Roadmap (Detailed training plan + resource recommendations)	40%
3 <sup>rd</sup> installment after approval of all submitted Final Assessment Report (English) and deliverables (Toolkit)	40%

## 7. Required Qualifications

### Consultant/Team

- At least **10 years of experience** in organizational capacity assessments and organisational development tool of CSOs/NGOs.
- Experience in **WASH, climate adaptation, and Finance, LLA, PWVA, GESI**, and community systems strengthening is desirable.
- Master's or higher degree in Social Science, Development Studies, Climate Change, Public Health, WASH, or related fields.
- Expertise in developing assessment tools and training frameworks.
- Strong report writing and analytical skills.
- Experience working with grassroots organisations, LGIs, and INGOs

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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  
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"><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 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)

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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

