

21 January 2026

**REQUEST FOR PROPOSAL (RFP)**

**Development of a digital budgeting system and capacity building for Union Parishads to strengthen transparency**

**Proposal submission deadline: 04 February 2026, till 23:59**

Interested companies/ agencies 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 Md Zarif Oeishik ([ZarifOeishik@wateraid.org](mailto:ZarifOeishik@wateraid.org)). There will be an online pre-bid meeting at Microsoft Teams on **27 January 2026**.



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## SECTION 1. INFORMATION TO BIDDERS

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- 1. Introduction**
  - 1.1. All interested and eligible Consultant/Firm/Agency/Consortium(s) with required qualifications and experience may submit their proposals.
  - 1.2. Costs of preparing the proposal and attending the pre-bid/ negotiation meeting, if provisioned, are not reimbursable.
  - 1.3. The interested Consultant/Firm/Agency/Consortium(s) are expected to follow highest ethical standards in their participation in the bidding process; and must 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 consulting firm(s) for providing selected goods and services cited in section 2 (article 9) 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 Consultant/ Firm/ Agency/ Consortium(s), amend the RFP. Any amendment shall be issued in writing and shall be posted and will be binding on all bidders. WaterAid Bangladesh may at its discretion extend the deadline for the submission of proposals.
- 3. Preparation of technical proposal and financial proposal**
  - 3.1. Interested Consultant/Firm/Agency/Consortium(s) are requested to submit their proposals (**font: Arial, Size: 11**). Both the technical and financial proposals must remain valid for a minimum of 90 days after the date of submission.
  - 3.2. **The technical proposal should contain the following (section 3):**
    - Appreciation to the Terms of Reference (TOR)
    - Detailed workplan and methodology to address the objectives of the assignment
    - CVs of the team leader and key resource person(s) of the consulting firm(s)
    - Relevant experience and credibility to undertake the given assignment
  - 3.3. The financial proposal from the Team of Consultant/Firm/Agency/Consortium(s) are expected to take into account the requirements for accomplishing the deliverables specified in the section-2 (article-9) and conditions outlined in the RFP documents.
  - 3.4. Provide a justified financial proposal consistent with the technical proposal which clearly mentions item wise summary of cost for the assignment with detail breakdown following the provided template (section 4). The budget must include applicable AIT; however, VAT should 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 original proposal (technical and financial) should be submitted electronically to the email address [WaterAid-Tender-TA@wateraid.org](mailto:WaterAid-Tender-TA@wateraid.org) with the subject line: “**Digital budgeting system and capacity building for Union Parishads**”.
- 4.2. Proposals submitted to any other e-mail account except the above will not be accepted.
- 4.3. Proposals submitted after the deadline of **04 February 2026 till 23:59** will be treated as disqualified.
- 4.4. Two different files (PDF) should be generated for technical proposal and financial proposal. However, both files should be submitted into one zip folder with a cover letter. Please name the zip folder after your consulting firm.
- 4.5. The technical proposal should not exceed 40 pages.  
The financial proposal should not exceed 5 pages.  
CVs should not exceed 10 pages per Consultant/Expert.  
Organisational/individual profile should not exceed 10 pages
- 5. Proposal Evaluation**
- 5.1. The evaluation committee will evaluate the proposals based on their responsiveness to TOR 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 they do not respond to important aspects of the TOR.
- 5.2. The final selection will be done following Quality and Cost Based Selection (QCBS). This will be done by applying a weight of 0.80 (or 80 percent) and 0.20 (or 20 percent) respectively to the technical and financial scores of each evaluated proposal and then computing the relevant combined total score for each consultant(s)/ consulting firm(s). However, the financial evaluation will be made only for the qualified bidders.
- Technical proposal: **80**
    - Understanding of the assignment and overall quality: 10
    - Proposal with detailed methodology and workplan: 40
    - Proposed team to accomplish the assignment: 15
    - Relevant experience and accomplishments: 15
  - Financial proposal with a detailed breakdown: **20**
- 5.3. WaterAid reserves the right to accept and reject any proposal without assigning any reason whatsoever and may decide to go for re-advertisement without going further down the process.
- 5.4. Once the proposals are evaluated, WaterAid may go for negotiation, if required, with one or more consulting firm(s) for final selection.
- 5.5. If negotiations fail, WaterAid Bangladesh may invite the consulting firm(s) with next highest score to negotiate a contract or go for re-advertisement with fresh Requests for Proposals (RFP).

- 6. Presentation and negotiation**
- 6.1. Once the proposals are evaluated, only the shortlisted consulting firm(s) will be contacted for next process, presentation or further clarifications. However, if a shortlisted bidder does not communicate within 5 days, their proposal will be treated as unsuccessful.
- 6.2. WaterAid Bangladesh may enter negotiation with one or more bidders before final selection. If negotiations fail, WaterAid Bangladesh will then invite those consulting firm(s) whose proposals have received the next highest score. If none of the invited proposals led to an agreement, a new RFP will be called upon.
- 6.3. The presentation and negotiations may include a discussion on the proposed methodology, workplan, staffing, costing, or any suggestions made by the bid participating consulting firm(s) to improve the terms of reference.
- 6.4. WaterAid Bangladesh and the contracted consulting firm(s) may revise the TOR which should be incorporated into the final contract document.
- 7. Notification of Award**
- 7.1. The selected Consultant/Firm/Agency/Consortium(s) will receive the notification of award within one week of successful negotiation.
- 8. Penalty clause**
- 8.1. The Consultant/Firm/Agency/Consortium(s) are expected to deliver required outputs within the stipulated timeframe maintaining the quality. If for any reason, the consulting firm(s) fails to deliver the required deliverables within the stipulated time, the consulting firm(s) need to inform WaterAid in time with a valid and acceptable explanation in written. Failing to this may evoke penalty clause at the rate of 0.5% for each day of delay.
- 9. Confidentiality**
- 9.1. 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 of the award of the contract.
- 10. Pre- bid meeting**
- 10.1. There will be an online (MS Teams) **pre-bid meeting at 12:00 PM, on 27 January 2026** to brief the objectives of the assignment. Interested entities are requested to join the meeting from [this link](#). In case of any technical difficulties, kindly inform [MarjadMir@wateraid.org](mailto:MarjadMir@wateraid.org) to receive assistance prior to the start of the session.
- 11. Focal person**
- Mr Md Zarif Oeishik  
Project Officer  
WaterAid Bangladesh  
Email: [ZarifOeishik@wateraid.org](mailto:ZarifOeishik@wateraid.org)

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## SECTION 2. TERMS OF REFERENCE

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### 1. Introduction

GO4IMPact is a programme supported by the Embassy of Switzerland in Bangladesh. The programme aims to strengthen local governance and improve the equitable, climate-resilient delivery of basic public services, particularly in water and solid waste management (SWM). It adopts a systemic, adaptive, and facilitative approach to enhance the capacities of relevant actors, stimulate dialogue among stakeholders, and encourage participatory and participatory decision-making processes.

Building on the success of GO4IMPact, this initiative seeks to digitise the Union Parishad (UP) budgeting process, aligning with the broader goals of improving local governance. Despite the strong legal framework established by the **Local Government (Union Parishad) Act, 2009**, which mandates UPs to manage essential services such as water supply, sanitation, and physical infrastructure, many UPs still rely on paper-based systems for budget preparation and service delivery. As a result, planning processes require further strengthening, with improved visibility into which development plans are being adopted in each area and how resources are allocated, alongside stronger sector prioritisation and enhanced transparency, enabling more effective service delivery and greater citizen engagement.

In line with **the Local Government (Union Parishad) Act, 2009** and **the Union Parishad (Budget Formulation and Approval, and Other Related Matters) Rules, 2016** which require UPs to prepare, approve, and publicly share the detailed budget, this initiative aims to digitise the four key forms, as specified in the relevant rules, involved in the budget preparation process. This includes the creation of a digital platform that will allow for real-time tracking of budgets, provide easy access to financial data for the public, and enhance accountability through transparency.

By integrating digital tools into the budgeting process, the project will improve the efficiency and accessibility of public services, aligning with national policies such as the National ICT Policy 2018. The initiative also aims to strengthen the capacity of Union Parishads to address climate-related challenges, particularly in regions like Satkhira and Naogaon.

This initiative will strengthen inclusive and transparent local governance, empowering citizens, especially women, marginalised groups, and rural communities, to participate in local decision-making processes. Additionally, this will promote accountability and responsibility by ensuring that budget data is easily accessible, trackable, and publicly available, fostering informed decision-making and encouraging active citizen participation in local government. By making budget information easily accessible and understandable, the platform will also enable better decision-making, support climate-resilient planning, and ensure that resources are allocated in a way that addresses both physical infrastructure and human development needs. Over time, this solution will serve as a scalable model for other Union Parishads across Bangladesh, promoting broader adoption of digital governance and enhancing the responsiveness of public services to the needs of the population.

### 2. Objectives

The overall objective of this assignment is to:

- Develop a comprehensive budgeting service system that will digitise the four forms required by **'The Union Parishad (Budget Formulation and Approval, and Other**

**Related Matters) Rules, 2016'** enabling efficient budget preparation, approval, and tracking.

- Build a system that automates the generation of related reports, provides a dashboard for real-time budget tracking, and integrates allocation vs. actual expenditure views to ensure transparency and accountability.
- Provide necessary training and support to Union Parishad officials for effective use of the system, ensuring long-term sustainability and proper governance in budget management.

### 3. Scope of work

The selected agency/firm(s) will be responsible for, but not limited to, the following tasks, and is encouraged to propose additional innovative features or services that can enhance the budgeting and planning process for Union Parishads:

- Develop a digital budgeting system aligned with the **Local Government (Union Parishad) Act, 2009 and the Union Parishad (Budget Formulation and Approval, and Other Related Matters) Rules, 2016** with prior consultation with relevant authorities.
- Digitise the mandated budget forms as mentioned in the **Budget Formulation and Approval, and Other Related Matters Rules, 2016** and enable officials to complete them electronically
- Enable form-based data entry with basic validation (mandatory fields, automatic calculations/summations where applicable).
- Auto-generate the official budget reports in prescribed formats and allow printing/exporting options as PDF and prescribed formats.
- Provide a secure Admin Portal with login and role-based access for Union Parishad officials to:
  - Fill, save, edit, and finalise budget forms
  - Manage a simple approval workflow
  - Generate and download required reports
- Ensure the system supports Bangla input (Bangla and English language interface preferred).
- Ensure the system is fully mobile-friendly and optimised for Android/ iOS smartphone use (responsive design).
- Develop a citizen-facing public dashboard (read-only) to display budget summaries and simple visualisations based on the approved data.
- Include an expenditure tracking mechanism to record and monitor expenditure against approved allocations for key budget heads.
- Ensure the system supports multi-year data storage and comparison to enable viewing of previous year vs current year budgets and expenditure summaries.
- Conduct a pilot phase to test functionality, accuracy of reports, and usability, and refine the system based on user feedback.
- Provide training for Union Parishad officials, especially:
  - UP Administrative Officer
  - Accounts Assistant Cum Computer Operator
  - UDC Entrepreneur
- Conduct training roll-out for **39 Union Parishads**.
- Provide user documentation (Bangla user guide) and basic technical documentation for administration and maintenance.
- Provide post-deployment support for a specified period, including troubleshooting and bug fixing.

- Submit a final completion report summarising development activities, key challenges, and recommendations for scaling.

Ensure the proposed solution includes all necessary functional components required for end-to-end digitisation, approval, reporting, and transparency of the Union Parishad budgeting process in accordance with the applicable legal and procedural framework.

## 4. Methodology

### 1) Approach & design principles

- Administrative-first design tailored to Union Parishad workflows, ensuring intuitive use for staff with limited technical capacity
- Digitisation aligned with Union Parishad (Budget Formulation and Approval, and Other Related Matters) Rules, 2016, ensuring accurate workflows and statutory compliance
- Mobile-first and low-bandwidth friendly design for smooth performance on Android/iOS device and low-end smartphone.
- Security-by-design with role-based access control, secure authentication, and audit logging for sensitive financial data protection

### 2) Inception & co-design

- Rapid inception to confirm objectives, user roles, workflows, acceptance criteria, and implementation plan
- Stakeholder consultations with Union Parishad officials and relevant authorities to validate operational needs
- Co-design workshop(s) to map budget preparation, approval, and reporting processes
- Finalisation of digitised form structures and system-generated report outputs

### 3) System architecture & development approach

- Modular system design to support future enhancements without major redevelopment
- Development focusing on form digitisation, approval workflow, report generation, admin dashboard, and citizen-facing dashboard
- Mobile-responsive web solution optimised for Android/iOS smartphone access via browsers (no native app required)
- Lightweight dashboard components to display budget summaries and basic visualisations

### 4) Data security & protection

- Role-based access control for authorised users (data entry and approval roles at minimum)
- Secure data handling practices including encryption in transit (HTTPS) and controlled access to sensitive data
- Audit trail logging to track updates, approvals, and report finalisation actions
- Secure credential management and administrative controls for system access

### 5) Accessibility & user-centric design

- Bangla-first input support with English option where needed
- Simple, guided data entry experience with clear field labels and structured form layouts
- Optimised UI for touchscreen use (large buttons, minimal steps, low typing burden)
- Compatibility with low-end devices and varying screen sizes

### 6) Development process & prototyping

- Iterative development using sprint-based delivery with frequent validation from stakeholders
- Progressive prototyping from wireframes to working modules (forms → workflow → reporting → dashboards)
- Regular review checkpoints to ensure statutory alignment and usability before finalisation

#### **7) Quality assurance & testing**

- Functional testing of digitised forms, calculations, approvals, and report outputs
- Cross-device testing focusing on commonly used low-cost Android smartphones
- User Acceptance Testing (UAT) during pilot phase with Union Parishad users
- Bug fixing and refinements based on pilot feedback prior to final rollout

#### **8) Training & capacity building**

- Structured training programme for UP Administrative Officer, Accounts Assistant Cum Computer Operator (AACCO), and UDC Entrepreneur
- Hands-on training focused on form completion, approval workflow, report generation, and dashboard use
- Provision of Bangla user guide and quick reference materials
- Training rollout support covering 39 Union Parishads

#### **9) Deployment & handover**

- Pilot deployment in selected Union Parishads followed by refinements and stabilisation
- Full deployment after pilot validation and acceptance
- Handover package including source code, deployment instructions, user documentation, and system admin guidance

#### **10) Hosting, Security certification & long-term support**

- The selected Consultant/Firm/Agency/Consortium shall provide and manage application hosting for a period of **5 (five) years**, including server/VPS/cloud costs, configuration, and uptime monitoring.
- The hosting package shall include domain/subdomain configuration, routine backups, and basic security hardening.
- The agency/firm shall ensure the system is protected with a valid SSL/TLS security certificate (HTTPS) for the full hosting period, including renewal.
- The agency/firm shall provide technical support and maintenance for **5 (five) years**, covering bug fixing, troubleshooting, minor updates, and operational support to keep the system functional and stable.

#### **11) Monitoring, Evaluation & Reporting**

- Basic monitoring of system usage and performance during pilot and early rollout
- Review of implementation challenges and adoption barriers with corrective actions
- Assignment completion report summarising delivery progress, outcomes, key issues addressed, and scaling recommendations.

## **5. Deliverables**

The assignment should be completed no later than **30 May 2026** after signing the agreement. The assignment is preferred to be accomplished within **120 working days** unless there are valid reasons for extension and approval by the authority.

**The following template should be submitted with the technical proposal:**

Table 1: Template for deliverables and timeline setting

Deliverable	Description	Timeline
Inception report	<ul style="list-style-type: none"> <li>Conduct inception meetings with Union Parishad and relevant stakeholders.</li> <li>Prepare an inception report including work plan, stakeholder analysis, risk matrix, and draft system architecture.</li> <li>Submit UX/UI concept notes, wireframes, and proposed user journey maps for review and approval.</li> </ul>	
System design & prototype development	<ul style="list-style-type: none"> <li>Finalise approved wireframes and UX/UI designs.</li> <li>Develop system architecture, database structure, and API specifications.</li> <li>Deliver clickable prototype of both mobile and web platforms for stakeholder feedback.</li> <li>Develop and configure the core modules for budget preparation, approval workflows, and report generation.</li> <li>Integrate authentication, SMS/OTP, payment gateway, and admin dashboard functionalities.</li> <li>Conduct internal testing and validation of the core system features.</li> </ul>	
Testing & refinement	<ul style="list-style-type: none"> <li>Conduct user acceptance testing (UAT) with Union Parishad officials and relevant stakeholders.</li> <li>Perform functional, security, and performance testing to ensure system stability.</li> <li>Incorporate revisions and refinements based on feedback from UAT sessions.</li> </ul>	
Deployment & training	<ul style="list-style-type: none"> <li>Deploy the mobile and web applications into the production environment.</li> <li>Conduct comprehensive training sessions for Union Parishad officials, providing user manuals and video tutorials in Bangla.</li> <li>Provide initial technical support and monitor system stability post-deployment.</li> </ul>	
Final Report	<ul style="list-style-type: none"> <li>Deliver fully tested versions of mobile and web platforms, technical documentation, and domain and hosting access and credentials.</li> <li>Submit a project completion report summarising the development process, key challenges, and recommendations for scaling.</li> <li>Provide all source codes, configuration files, deployment documentation.</li> <li>Include training materials such as manuals, guides, and tutorials, along with a handover report and completion certificate.</li> </ul>	

## 6. Mode of payment

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

<b>Instalments</b>	<b>Percentage</b>	<b>Schedule for payment</b>
First	30%	Upon submission and approval of the Inception Report, including work plan, stakeholder mapping, risk assessment, and draft system architecture.
Second	20%	Upon submission and acceptance of the system design and functional prototype, including approved UX/UI designs, database schema, and prototype incorporating stakeholder feedback.
Third	20%	Upon successful completion of pilot deployment and User Acceptance Testing (UAT), including required refinements based on pilot/UAT feedback and written confirmation of system readiness.
Fourth	30%	Upon final handover of the project, submission of all deliverables (source code, documentation, credentials, Bangla user manual, training materials, training completion report, and final report), and written confirmation of satisfactory completion from WaterAid Bangladesh.

## 7. Intellectual property rights (IPR) & data protection

All materials, source code, system designs, reports, and final deliverables produced under this assignment shall be submitted to WaterAid Bangladesh. The intellectual property (IP) rights to all such materials, including but not limited to software, documentation, system architecture, code, and reports, will remain the exclusive property of WaterAid Bangladesh. These materials must not be shared, distributed, or published with any third party without prior written consent from WaterAid Bangladesh.

Any modification or changes to the agreed deliverables will require formal approval from WaterAid Bangladesh. The consultant will be responsible for ensuring that all materials, both physical and digital, are securely stored, transmitted, and handled throughout the project.

The consultant will ensure full compliance with WaterAid's General Data Protection Regulation (GDPR) standards and local Bangladesh data protection laws for the secure handling and storage of all project-related data, particularly when dealing with sensitive financial or personal data. This includes implementing appropriate measures for data encryption, access control, and confidentiality.

## 8. Competencies

The interested agency/firm is expected to have the following competencies and experience:

- Minimum of 5 years of experience in developing mobile and web-based digital solutions, preferably in e-governance, local government systems, or public service delivery, with a focus on budgeting systems and financial management tools.
- Proven expertise in open-source technologies, particularly PHP frameworks (such as Laravel or CodeIgniter) and cross-platform mobile development tools (e.g., Flutter), with experience in developing secure, scalable applications.
- Strong understanding of user experience (UX) and user interface (UI) design principles, particularly for administrative applications serving Union Parishads and local government entities, catering to non-technical users and ensuring user-friendliness for staff with varying levels of technical expertise.

- Experience in database design, API integration, and secure backend development with role-based access control, data encryption, and audit logging.
- Experience in developing systems that handle sensitive financial data and ensure compliance with security standards.
- Familiarity with the Local Government (Union Parishad) Act, 2009 and **The Union Parishad (Budget Formulation and Approval, and Other Related Matters) Rules, 2016**, and a good understanding of UP governance structures in Bangladesh will be considered a significant advantage.
- Similar experience in developing mobile-based applications and digital platforms for Local Government Institutions will be considered a significant advantage.
- Demonstrated capability in project management and agile development, including sprint-based delivery, documentation, and version control practices.
- Proven experience in leading complex digital transformation projects.
- Proven experience in security and privacy compliance, including adherence to OWASP standards, data protection principles, and compliance with Bangladesh's data protection regulations (e.g., GDPR).
- Ability to provide capacity building and technical training for Union Parishad officials to ensure smooth adoption and long-term system sustainability, including user manuals, hands-on training, and knowledge transfer.
- Established record of collaboration with development organisations, NGOs, or government agencies, including successful delivery of donor-funded digital projects, ideally with a focus on public administration and service delivery systems.
- Commitment to maintaining confidentiality of project data and intellectual property, ensuring that all assets, materials, and outputs remain the property of WaterAid Bangladesh.

## 9. Confidentiality

The digital platform and all associated assets, data, and findings developed under this assignment shall be considered the intellectual property of WaterAid Bangladesh. As the product is currently under development, all parties involved in the design and implementation process must exercise strict confidentiality regarding its content, functionality, and related materials. No component of the work may be disclosed, reproduced, or shared with any third party without prior written consent from WaterAid Bangladesh.

## 10. Confidentiality

The selected consultant/agency must adhere to the WaterAid's global code of conduct and safeguarding requirements as Safeguarding standard and policies at WaterAid which is found here [www.wateraid.org/uk/safeguarding](http://www.wateraid.org/uk/safeguarding).

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### **SECTION 3. TECHNICAL PROPOSAL SUBMISSION FORMAT**

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- 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

Subject:

Dear Sir,

We, the undersigned, are offering to provide the following assignment following your Request for Proposal (RFP) dated \_\_\_\_\_ (date and subject)

We are hereby submitting our proposal, which includes a technical proposal and a financial proposal.

If negotiations are held during the period of validity of the proposal, we undertake to negotiate based on 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 overall 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 summarising your expertise for the proposed position)</i>
Professional experience	<i>(please mention your last five relevant experiences for the proposed role in the assignment; in either narratives or tabular format)</i> <i>Professional experiences should include the following:</i> <i>- Name of the organisation and job title</i> <i>- Duration</i> <i>- Key responsibilities</i>

Also, attach the 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 consulting firm, 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)

**3G. Ethical practice**

(Please specify your policies on safeguarding, health & safety, safety, and security)

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**SECTION 4. FINANCIAL PROPOSAL SUBMISSION FORM**

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**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 include 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(s)/consulting firm(s) are 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)
<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 XX%		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)
- Bank detail or copy of Cheque Leaf.