

Request for Proposal
For
Impact Assessment
of
**Climate Resilient WASH projects in
different vulnerable sub-districts of
Bangladesh**



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A handwritten signature in black ink, appearing to be 'John'.

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SECTION - 1 (Information to Consultant/consulting firm)

- 1. Introduction**
- 1.1 All interested and eligible consultants/consulting firms with required qualifications and experience can submit their 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.
- 1.5 WaterAid Bangladesh reserves the right to amend and modify the bidding documents and decide to hire consultant for partial work.
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- 2. Preparation of Technical and Financial Proposal**
- 2.1 Consultants are requested to submit their proposal written in English (font - Arial, Size -12).
- 2.2 The technical part of the proposal should contain the following:
- Detailed proposed methodology of the study including work plan to address the 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;
 - Copy of VAT registration certificate (for consulting firm);
 - Copy of valid TIN certificate and bank account detail;
 - Technical proposal must not exceed ten pages (excluding CVs) and be submitted in PDF format.
- 2.3 The Consultant is expected to provide justified budget to be consistent with technical proposal.
- 2.4 The financial proposal should clearly identify, item wise cost for the assignment with necessary details. The budget should not include income tax as a separate head. However, VAT can be mentioned in the budget as per government regulation.
- 2.5 WaterAid Bangladesh will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury.

3. Submission of Proposals

3.1 The technical and financial proposal should be submitted electronically to the following email address:

WaterAid-Tender-TA@wateraid.org with subject line as follows:
Impact assessment of Climate Resilient WASH projects in different vulnerable sub-districts of Bangladesh

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

3.3 Submission of proposal after the deadline **September 11, 2019** will not be accepted.

3.4 Two different files should be generated for technical and financial proposals. However, both the files should be submitted into one zip folder with a cover letter addressing the Head of Human Resources, WaterAid Bangladesh.

4. Proposal Evaluation

4.1 The evaluation committee will evaluate the proposals in relation to the RFP and the ToR and applying the set evaluation criteria and point system.

4.2 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.

4.3 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. Negotiation

5.1 Once the proposals are evaluated, WaterAid may enter into negotiation, if required, with one or more consultant/ consulting firm for final selection.

5.2 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. Awarding of Contract

The selected consultant/consulting firm is expected to sign an agreement with WAB before commencing the work.

7. Confidentiality

Information relating to evaluation of proposals and selection of consultant will not be disclosed to other participating bidders until the winning consultant/firm has been officially notified of their selection.

SECTION – 2 (Terms of Reference)

Impact Assessment of Climate Resilient WASH projects in different vulnerable sub-districts of Bangladesh

1. Context and project brief:

The adverse consequence of climate change is a threat to the most impoverished communities in climate-vulnerable areas. Repeated natural calamities and saline intrusion at the coastal region alongside regular flood in haor and char areas left most vulnerable communities with acute WASH crisis. People are facing scarcity of safe drinking water due to saline intrusion in ground and surface water at the coastal areas. Besides, in the haor region, frequent flash flood and erosion of embankment affect the sustainability of water and sanitation facilities. Addressing these multi-dimensional issues, WaterAid Bangladesh implemented one project named “Climate Resilient WASH project in different vulnerable sub-districts of Bangladesh” in five different Upazilas. The key objective of the project was to provide WASH services focusing on broader coverage of most deprived and most vulnerable communities in hard-to-reach areas alongside contributing to national level WASH legislation and policies.

Table 1: Key information about the project

| | | |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Specific objectives | <ul style="list-style-type: none"> • WASH services improved in the hard to reach communities • Understanding of the people about their WASH rights improved to hold service providers accountable • Planning, management, and coordination among different service providers improved to deliver sustainable WASH services for all by 2030 • Sector integration strengthened to improve WASH services in schools and healthcare facilities | |
| • Duration | • October 01, 2017 to December 31, 2019 | |
| • Coverage | • District | • Upazila/ Municipality |
| | • Khulna | • Dacope • Paikgacha (Municipality) |
| | • Meherpur | • Gangni |
| | • Sathkhira | • Shyamnagar |
| | • Sunamganj | • Tahirpur |

2. Key interventions of the project

During the project tenure, communities, schools, and healthcare facilities were reached through safe drinking water, clean sanitation, and hygiene services. The project operated in five Upazilla with similar objectives, however with varied implementation approach tailored to the context of climate vulnerability. In Gangni Upazila of Meherpur district, Local Government Institutes (LGI) led the project and provided WASH support to communities and health facilities, while at Tahirpur, we worked with local and district level authorities to ensure the sustainability of the WASH services in the community and in primary health care facilities.

In Paikgacha Upazila of Khulna district, a right-based approach was followed, to address the drinking water issues at the community level and several water facilities had been installed. With

the municipality in the lead, the community is managing the facilities. While at the Upazila health complex, the community support committee is overseeing the WASH services. In schools, also, to build WASH blocks, the project ensured WASH fund (O&M fund) through engaging district education officer.

At the household level, several service models have been introduced to ensure safe drinking water and sanitation services. For example, in climate-affected Dacope and Shyamnagar women water entrepreneurship model 'WEWE' has been tested and scaled to a limited level. In addition, several community based models have been tested in Dacope and shyamnagar to ensure safe drinking water for marginalized communities. Furthermore, local government institutions and other relevant duty bearers also capacitated to provide WASH services.

3. Project Evaluation

To understand WASH deprivation of the community, a baseline survey was conducted in March 2018. Currently, the project is running its final year. Therefore WaterAid has planned to commission an assessment to evaluate, capture and document the changes happened in the local level through a mix-method study. The study will endeavor to assess the efficiency of service delivery models installed at the community level. At the institutional level the service models will be evaluated by establishing a comparison of the service conditions, engagement of local government and communities in operation and maintenance processes and budget allocation; between intervened and non-intervened institutions through utilizing a qualitative tool.

4. Study Objectives:

The overall objective of the assessment is to understand effectiveness of the interventions and corresponding outcome level changes through assessment of individual approaches, models and technologies applied.

Specific objectives are as follows:

- Assess impacts of the improved WASH services provided through the project on households and communities
- Assess efficiency and appropriateness of different service delivery approaches/ models/ technologies used in the project with special focus on sustainability and scalability.
- Identify and analyse evidences of community empowerment, systemic change and good governance in relation to WASH solutions provided in schools, communities, healthcare facilities and other institutions.
- Gather impact stories and document them to complement data analysis and conclusions in the above mentioned objectives.

Based on the above specific objectives, the list of interventions/approach/models, key evaluation questions and assessment modality with possible data sources are described below:

Objective 1: WASH services improved in the hard to reach communities

| Interventions - Approach/model/technology | Key evaluation themes/questions | Evaluation methodology and data source |
|-------------------------------------------|---------------------------------|----------------------------------------|
| Household water | | |

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Ensuring access to safe drinking water through installation/renovation of water facilities at community (Water entrepreneurship, RWH, PSF, Piped water, motivation) Local capacity building on Operation & Maintenance (O&M) of the water facility | <ul style="list-style-type: none"> How is the beneficiary reach and coverage? How feasible is the technology to do O&M locally? Is the cost of water reasonable and affordable? Any impact on time spent and/or distance travelled for water collection? What are the gender and environment specific benefits? | <ul style="list-style-type: none"> WAB mPMIS data FGD and KII in the project site Case study with indepth HH interview to assess impact on household level Possible comparison with secondary data on related success/parameters |
| Household sanitation | | |
| <ul style="list-style-type: none"> Improvement of sanitation facilities at household level through motivation, linkage with LG and follow up. | <ul style="list-style-type: none"> How is the beneficiary reach and coverage? How is the quality of the facilities including their inclusiveness Is the approach scalable? What is the range of investment per household for improved facilities | <ul style="list-style-type: none"> WAB mPMIS data Limited household visits in the project area Indepth interview and data collection from household |
| Hygiene | | |
| <ul style="list-style-type: none"> Installation of lowcost basic handwashing facilities at household level through motivation and follow up. Influencing behavior change in institutional setting (schools, health care facilities) and in communities using WAB model (awareness raising with 3 touch points; use of campaign, demo, day observation etc; our hygiene issues include handwashing, MHM and water safety plan). | <ul style="list-style-type: none"> What is the beneficiary reach and coverage? How effective is the behavior change approach? What is the level of success in knowledge transformation? What is the level of success in behavior change? | <ul style="list-style-type: none"> WAB mPMIS data Limited survey on school children to observe change Limited survey at hh level to observe change National hygiene baseline survey for comparison |

Objective-2: Understanding of the people about their WASH rights improved to hold service providers accountable

| Interventions - Approach/model/technology | Key evaluation themes/questions | Evaluation methodology and data source |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Capacity development of the poor and marginalized community to claim their WASH rights Capacity development of the service providers and local stakeholders (Municipalities, LG leaders, govt officials of Education and Health | <ul style="list-style-type: none"> What is the beneficiary reach and coverage? How effective is the capacity development interventions? Specify with evidence of systemic change. Is there any gender specific impact of capacity development? | <ul style="list-style-type: none"> WAB mPMIS data Analyse local government annual plan and budget for last three years FGD to capture reflection of the community |

| | | |
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| department, school authorities, community group) on WASH issues <ul style="list-style-type: none"> Promoting community participation specially of women and adolescent girls in WASH planning and service delivery. | <ul style="list-style-type: none"> What actions are visible among right holders and duty bearers as a result of community participation. | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--|

Objective-3: Planning, management, and coordination among different service providers improved to deliver sustainable WASH services for all by 2030

| Interventions - Approach/model/technology | Key evaluation themes/questions | Evaluation methodology and data source |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Influencing the duty bearers to rationalize budget allocation for WASH. Monitoring local government WASH budget Supporting LGs to follow participatory planning and define roles and responsibilities for delivery, management and financing of WASH services Influencing LGs and Community Groups to allocate budget for other maintenance work of health care facilities | <ul style="list-style-type: none"> What are the changes observed in WASH budget allocation and utilization at Union level? What are the gender specific impacts of budget advocacy & participatory planning evidenced? What are the changes observed in planning process with regard to WASH service delivery? What are the key factors that influence LGs and CGs to address other required maintenance work besides WASH? | <ul style="list-style-type: none"> Analyse local government annual plan and budget for last three years FGD with LGI leaders and office bearers Possible comparison with use of secondary data on relevant parameter. |

Objective-4: Sector integration strengthened to improve WASH services in schools and healthcare facilities

| Interventions - Approach/model/technology | Key evaluation themes/questions | Evaluation methodology and data source |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Promoting inclusive WASH access through construction/ renovation of WASH facilities at community clinics and health complex following two separate approaches – LGI led and Community led Capacity development of Community Health Care Providers (CHCP) on WASH. Reactivation of the Community Groups (CG) and community support committee to ensure enabling WASH environment in HCF Participation of Community Group (CG) in implementation | <ul style="list-style-type: none"> What is the beneficiary reach and coverage? How suitable are the two approaches in the given context with regard to participation, ownership, O&M, governance and service quality? What is the use of WASH knowledge of the CHCPs? How active are the CGs and community support committees to support effective operation of the community clinics? | <ul style="list-style-type: none"> Use and analyse WAB mPMIS data Limited survey of the community clinics KII with selected CHCPs FGD with Community Groups (CGs) and Community Support Committee |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| process and local resource mobilization. | | |
| <ul style="list-style-type: none"> • Encouraging inclusive WASH facilities in schools with special focus on girls • Improving hygiene practices (handwashing, WSP, MHM) among students in schools • Collaborating with local education department and SMCs for improved WASH situation at schools. | <ul style="list-style-type: none"> • How many schools and students covered with inclusive WASH? • What are the levels of improvement on hygiene (knowledge and practice) among students? • How the O&M prospects and collaboration response look like? | <ul style="list-style-type: none"> • Use and analyse WAB mPMIS data • Limited survey of the schools to observe hygiene level • KII with selected school teachers/SMC member • FGD with school students |

5. Methodology:

The consultant / consulting firm is expected to develop an appropriate method to meet the aims of the study. We expect that the consultant will be able to show adequate triangulation in the proposed method as per need. We shared guidances under each of the project objectives in section 4 . The study methodology and relevant instruments should be adjusted and finalized in consultation with WaterAid before implementation.

6. Expected competency of the consulting firm

Interested consultant/consultant firm is expected to have the following competencies and experience:

- Expertise in conducting studies in WASH at climate-vulnerable areas
- Capacity to conduct mix-method studies
- Expertise in conducting outcome related studies
- Competency in writing good quality reports in English

The assignment will preferably include, but not limited to:

- Development of appropriate methodology, data collection instruments in consultation with WAB and finalize the instruments by pretesting
- Preparation of draft report, presentation of key findings to critical audience and finalize the report based on feedback

7. Timeframe and deliverables

The total assignment should be completed within 90 days after signing of the contract. The individual/firm will submit a proposed work plan with key milestones within a week of signing of the contract. The work plan will be reviewed and approved by WAB. It is anticipated that the first draft of the report will be produced after 75 days of the signing of the contract. The final reports should be submitted after seven days of receiving feedback. During the implementation of the assignment, follow up meetings will be organized as necessary between the contracted agency/consultant and WaterAid Bangladesh.

Consultant/consultant firms are expected to deliver the following outputs:

- Inception report containing final methodology and detailed work plan.
- A well-written draft report organized according to study objectives and containing detailed

- findings with qualitative and quantitative analysis
- Include documentation of service-delivery models as an annex of the main report.
 - Presentation of the draft findings to WAB and its partners .
 - A well-organized informative well written a final report addressing all objectives specified in the TOR (hard copy in MS Word and soft copy in a DVD).
 - Presentation of the key findings and recommendations to an external audience, if required and suggested by WAB.
 - All field notes and the data set (in SPSS) with layout, syntax, and code list should be submitted.

8. Contact person

Bidders will have the opportunity to participate a pre-bid meeting on August 29, 2019 at 10:30 am-11:30 am. Hence, bidders who are interested in submitting a proposal are requested to confirm their participations in the meeting by August 28, 2019 at 4pm by emailing below address.

Tahsin Islam
WaterAid Bangladesh
tahsinislam@wateraid.org

Tahsin