

**Request for Proposal  
(Bidding Document)  
For**

**Endline Study  
of  
WASH for Community Development in Banglabazar Project**



**WaterAid Bangladesh**

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**SECTION - 1 (Information to Consultant/consulting firm)**

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- 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 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;
  - 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:

#### **End line Study of WASH for Community Development in Banglabazar Project**

- 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 **June 22, 2019** will not be accepted.
- 3.4 Two different files should be generated for technical and financial proposals. However, both two files should be submitted into one zip folder with a cover letter addressing the Head of Human Resource, 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 respectively.
- 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 within a week of communication of selection decision and 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.



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## SECTION – 2 (Terms of Reference)

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Endline Study of WASH for Community Development in WASH for community development in Banglabazar

### 1. Context and project brief:

Banglabazar is an important growth center of Ward 22 under Gazipur City Corporation, a growing industrial area on the outskirts of Dhaka city where the number of slums and low-income settlements is increasing because of a growing number of garments factories. It has a population of more than 100000. The area has a few market places, educational institutions, transport and communication facilities, urban settlements and agricultural fields. With the implementation support of Dusthya Shasthyo Kendra (DSK), WaterAid has been implementing a comprehensive WASH project titled “WASH for Community Development in Banglabazar” since September 2016. The border objective of the project is to reach the communities with access to clean water, safe sanitation, and hygiene services. The project also aims to influence local authorities and develop their institutional capacity to deliver the WASH services in the communities. The project is going to be closed in March 2020. A total of 13,000 community peoples were planned to be reached through different project intervention related to water, sanitation and hygiene.

**Table 1: Key information about the project**

Specific objectives	<ul style="list-style-type: none"><li>• Increase access to safe drinking water, improved sanitation and hygiene practice for the residents in Banglabazar</li><li>• Increase decision makers' awareness of the importance of WASH</li><li>• Increase integration of WASH in other sectors</li></ul>
Duration	September 01, 2019 to March 2020
Coverage	Banglabazar and its adjacent community, Gazipur City Corporation.
Target population	13,000 residents (approximately 2,500 households)

### 2. Key interventions of the project

Since September 2016, community peoples were reached with water, sanitation and hygiene services at community level. In addition, improved water, sanitation and hygiene services were provided in 20 schools and 5 health care facilities (community clinic) in the catchment areas. The key interventions according to the key project objectives are listed below:

Objective 1: Increase access to safe drinking water, improved sanitation and hygiene practice for residents in Banglabazar

- Promoting safe drinking water through construction/renovation of water facilities.
- Promoting inclusive sanitation facilities at community level.
- Influencing hygiene behavior change through awareness raising at household.

Objective-2: Increase decision makers' awareness of the importance of WASH



- Capacity development of the decision makers (City corporation officials, elected LGI representatives, local education officials, SMC members, local health officials on WASH issue including waste management and FSM)
- Formation and strengthening the 18 Community Development Committees (Each CDC consist 11 members who are locally influential)

**Objective 3: Increase integration of WASH in other sectors (Health and Education)**

- Promoting safe drinking water and sanitation through construction/renovation of WASH facilities at education institutions
- Promotion of safe hygiene practices (Handwashing, water safety plan, menstrual hygiene management) among the students
- Collaborating with local education officials and school management committees to improve WASH situation at schools.
- Promoting inclusive WASH through construction and renovation of WASH facilities at the health care centers (Community clinics).
- Collaboration and reactivation of the Community Groups (CG) to ensure an enabling WASH environment in the health care facilities

**3. Project Evaluation:**

To understand the WASH deprivation of the community a baseline survey was conducted in May 2017 (report attached in the link). Currently, the project is running its final year, therefore WaterAid has planned to conduct an end line study with an aim to measure the change in the context of WASH deprivation among the targeted population, because of project implementation.

**4. Study Objectives:**

The objective of the end line study is mainly to understand the outcome level changes against project specific result indicators including changes in WASH accessibility, integration of WASH in health and education system and service delivery capacity of the local WASH actors.

**5. Methodology:**

The consultant / consulting firm is expected to develop appropriate method to meet the aims of the study. Appropriate triangulation in data collection method is expected in the proposed method as per need. The method and relevant instruments should be adjusted and finalized in consultation with WaterAid before implementation.

It should be noted that the project approach was modified several times to address the local situation and needs and there had been considerable amount of shift from the initial project plan. In addition, the garments workers job status can be temporary or permanent, temporary workers generally required to change the factories and shift living arrangements close to the location of factories. Due to these changes garment factory workers remain mobile. Therefore, it would be difficult to re-visit baseline respondents during endline. The consultant/consultancy firm is expected to devise an appropriate end line methodology to measure outcome level changes with attribution due to project implementation.

Table 2: Indicators to be measured through the endline study:

SI	Indicator	Method used in the baseline	Remarks
1	Proportion of households have access to safe drinking water facilities.	Quantitative	Analysis should include SDG service level.
2	Proportion of households have access to inclusive sanitation facilities.	Quantitative	Do
3	Proportion of households know and practice water safety plan (WSP).	Quantitative	
4	Proportion of households have hand-washing facilities with soap and water near the toilet.	Quantitative	
5	Knowledge and awareness of the households regarding hand washing at critical times.	Quantitative Qualitative	
6	Knowledge and practice of the female about menstrual hygiene management.	Quantitative Qualitative	
7	Situation of WASH facilities in the schools at intervention area.	Quantitative and qualitative	
8	Situation of WASH in the health care facilities at intervention area.	Quantitative and qualitative	
9	Proportion of household that practices child feces management	Quantitative	
9	Functionality of the Community Development Committees (CDC) to ensure standard WASH service	Qualitative	
10	Water quality test of selected facility		

## 6. Expected competency of the consulting firm

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

- Expertise in conducting studies in WASH in a similar context
- 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 105 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 signing of the contract. The final reports should be submitted after 7 days of receiving feedback. During 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.
- Well written draft report organized according to study objectives and containing detailed findings with qualitative and quantitative analysis
- Presentation of the draft findings to WAB and its partners
- A well-organized informative well written final report addressing all objectives as specified in the TOR (hard copy in MS Word and soft copy in a DVD).
- Presentation of the key findings and recommendations to 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 send written questions until **June 20, 2019 up to 1:00 p.m.** Hence, bidders who are interested to submit a proposal are requested to share questions in the following in email address.

Muhammad Muktadirul Islam Khan  
WaterAid Bangladesh  
Ph: 01730331790  
[MuktadirulIslam@wateraid.org](mailto:MuktadirulIslam@wateraid.org)

