

## REQUEST FOR PROPOSAL (RFP)

On

Developing a roadmap for the uptake of the indicators for measuring girls menstrual health and hygiene by the Government of Bangladesh

### Key Dates:

|                             |   |
|-----------------------------|---|
| <b>RFP Circulation</b>      | <b>04 October 2022</b>  |
| <b>Clarification</b>        | <b>12 October 2022 via email directed to</b>  |
| <b>Submission deadlines</b> | <b>15 October 2022 email only to <a href="mailto:WaterAidTender-TA@wateraid.org">WaterAidTender-TA@wateraid.org</a></b> |



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**SECTION - 1 Information for Consultants**

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- 1. Introduction**
- 1.1 The consultant(s)/Consulting Firm is invited to submit a Technical Proposal and a Financial Proposal. The technical and financial aspects should be described separately as per the indication of Section-3 (Technical Proposal Submission Format) and Section-4 (Financial Proposal Submission Format) in this RFP. Both the proposals will be the basis for selection.
- 1.2 Costs for preparing the proposal and of negotiating the contract are not reimbursable.
- 1.3 Consultant(s)/Consulting Firm should observe the highest standard of ethics during the selection process and implementation of contracts.  
The attempt of any consultant (s)/Consulting Firm to influence the internal WaterAid Bangladesh independent evaluation and selection process will automatically lead to the removal of the proposal from consideration. In addition, any misrepresentation of facts or institutional capacity will also lead to the removal of the misrepresented proposal from consideration.
- 1.4 WaterAid Bangladesh reserves the right to amend and modify this RFP document and can select consultants for this assignment cited in Section- 2 (Point 8. Final 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 consultant, amend the RFP. Any amendment will be issued in writing and will be binding. WaterAid Bangladesh may at its discretion extend the deadline for the submission of proposals.
- 3. Preparation of Proposal**
- 3.1 Consultant(s) are requested to submit their proposal written in English (font - Arial, Size -12 Paper size A4). Proposals must remain valid for a minimum of 90 days after the submission date.
- Technical Proposal**
- 3.2 In preparing the Proposal, consultant(s)/Consulting Firm are expected to examine the documents constituting this RFP. Material deficiencies in providing the information may result in rejection of a proposal.
- 3.3 While preparing the Proposal, consultant must give particular attention to the following:
- (i) It is desirable that the key professional staff who would be involved in the assignment have an extended knowledge of the topic of the assignment or similar areas
  - (ii) Reports or communication with WaterAid to be issued by the Consultant(s) as part of this assignment must be in English.

- 3.4 The proposal shall provide the following information using the format given in this RFP:
- (i) A brief description of the consultants' and consulting firm's experience and an outline of recent experience on assignments of a **similar nature** using the format as placed in the Section 3.
  - (ii) A description of the methodology and detailed work plan for performing the assignment.
  - (iii) Brief profile of the proposed key staff (if any)
- Financial Proposal**
- 3.5 In preparing the Financial Proposal, consultant(s)/consulting firm's are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4).
- 3.6 The Financial Proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown, the taxes, VAT, duties, fees, levies and other charges to be included under the applicable law. WaterAid Bangladesh will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury.
- 4. Submission, Receipt and Opening 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 "Developing a roadmap for the uptake of the indicators for measuring girls menstrual health and hygiene by the Government of Bangladesh" as the subject.**
- 4.2 Proposals submitted to any other e-mail account except the above will be treated as disqualified.
- 4.3 Submissions after the deadline **15 October 2022 (23:59 BST)** will be treated as disqualified.
- 4.4 The financial and technical proposals along with all required documents should be emailed as an attachment in **one zip folder** in the name of the consultant.
- 4.5 Neither the technical nor the financial proposal should **exceed 10 pages** altogether, and both needs to be submitted in PDF format.
- 4.6 The Proposal will be reviewed by the evaluation committee and will be evaluated in keeping with the guidelines of WaterAid Bangladesh.
- 5. Proposal Evaluation**
- General Evaluation of Technical Proposals**
- 5.1 The evaluation committee will evaluate the proposals on the basis of their responsiveness to Terms of Reference, applying the evaluation criteria and point system specified herein. Each responsive proposal will be given a technical score. Proposal(s) will be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated below.

- 5.2 **Evaluation Criteria; Evaluation and Ranking for Selection:**  
 The final selection will be done following Quality and Cost Based (QCBS) method. This will be done by applying a weight of 0.70 (or 70 percent) and 0.30 (or 30 percent) respectively to the technical and financial score of each evaluated technical and financial proposal and then computing the relevant combined total score for each consultant.

**Technical Proposal Evaluation 70**

1. **Specific experience of the Consultant (s)/Consulting Firm related to the assignment – 30**
  - Experience in similar assignments and **Sample Work** of similar nature -10
  - Competency of the key staff for the Assignment – 20
2. **Proposed methodology in responding to the Terms of Reference - 25**
3. **Adequacy of the proposed work plan and understanding and reflection of ToR - 15**
  - Understanding and reflection of ToR in proposal– 5
  - Work Plan – 10

**Evaluation of Financial Proposals**

- 5.3.1 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals). The Evaluation Committee may invalidate any proposal if it is determined that significant budgetary mistakes or omissions undermine the integrity of the proposal.
- 5.3.2 The evaluation will be based upon a Quality and Cost Based Selection (QCBS) process. A total of 30 points will be allocated for the cost part. The lowest Financial Proposal will be given highest score.

**Technical Proposal Evaluation - 70  
 & Financial Proposal Evaluation - 30**

**Total Points: \_\_\_\_\_ - 100**

**6. Negotiations**

- 6.1 Once the proposals are evaluated, WaterAid may enter into negotiation with one or more than one vendor for final selection.
- 6.2 Negotiations will include a discussion on the proposed methodology, performer, staffing, costing, any suggestions made

by the consultant(s) to improve the Terms of Reference. WaterAid Bangladesh and the consultant(s) will then work out final terms of reference, staffing, and bar diagrams indicating activities, logistics and reporting. The agreed work plan, cost and final terms of reference will then be incorporated in the contract document.

- 6.3 If negotiations fail, WaterAid Bangladesh will invite consultant(s) whose proposal received the next highest score to negotiate a contract.
- 6.4 WaterAid Bangladesh reserves the right to cancel the RFP at any point of time without serving any notice. Furthermore, WaterAid has its absolute discretion to suspend and disqualify any proposal or all proposals received without tendering any reason whatsoever

**If none of the invited proposals lead to an agreement, a new Request for Proposals (RFP) will be called.**

**7. Award of Contract**

- 7.1 The consultant(s)/Consulting Firm is expected to commence the assignment within 14 working days of signing the contract.

**8. Confidentiality**

- 8 Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the consultant(s) who submitted the proposals or to other persons not officially concerned with the process, until the selected consultant has been notified that it has been awarded the contract.

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## SECTION – 2 Terms of Reference

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### Developing a roadmap for the uptake of the indicators for measuring girl's menstrual health and hygiene by the Government of Bangladesh.

#### 1. Background

As menstruation related policy and programming begins to roll out in different countries, there was an urgent need to: 1) consolidate a set of initial recommended indicators for monitoring by national governments (and at global level) such that quality and comparable data is collected; and 2) identify specific areas that need further measure development or indicator validation.

In the first year of the project, the MHH Monitoring Core Group (Burnet Institute, Columbia University, Emory University, Liverpool Schools of Tropical Medicine, London School of Hygiene and Tropical Medicine, Save the Children and WaterAid) have completed the following in consultation with our expert MHH measures group, Global Advisory Group, and four exemplar countries (Bangladesh, Kenya, Philippines, South Africa):

- a global desk review of existing indicators and measures related to MHH,
- systematically identified a short list of indicators and measures for national level MHH monitoring and produced accompanying guidance

Bangladesh was selected as an exemplar country for this project. Bangladesh has been a global champion of MHH through the combined efforts of the Government of Bangladesh along with its development partners including WaterAid. Bangladesh has pioneered efforts to monitor MHH at the national level through the National Hygiene Survey and the integration of MHH indicators into DHS and MICS surveys, as well as monitoring systems of the health, education and WASH sectors. The launch of the National MHM Strategy in 2022 is another key achievement. This cross-sectoral strategy demonstrates the commitment of Government of Bangladesh and stakeholders from civil society and the private sector to comprehensively addressing menstrual health and hygiene. The National MHM Strategy is also an opportunity to strengthen MHH monitoring across sectors.

In the first phase of the project, WaterAid Bangladesh facilitated the consultation with government and development partner stakeholders; and will continue to play this facilitation and coordination role for the dissemination and uptake phase.

#### 2. Purpose of the assignment

Conduct landscaping to identify current status of monitoring in relation to the shortlisted indicators and data collection opportunities.

The overall purpose of this assignment is to support the dissemination and uptake of recommended indicators for monitoring across relevant Ministries and Departments of Government of Bangladesh.

### **3. Objective of the assignment**

The objective of this assignment is to develop a roadmap of how some of key indicators may be incorporated into the overall monitoring mechanism of the various ministries and departments of Government of Bangladesh and its development partners from the Priority List of Indicators for Girls' Menstrual Health and Hygiene. The recommended roadmap needs to be owned by stakeholders and produced in consultation with government representatives and development partners so that it is relevant and feasible. The recommended roadmap must be relevant, realistic and evidence based.

### **4. Scope of Work**

This review and roadmap will engage with and incorporate key sectors actors and ministries relevant to monitoring menstrual health and hygiene in Bangladesh including (but not necessarily limited to):

- Ministry of Local Government, Rural Development and Cooperatives (WASH)
- Ministry of Health (Dept's of Family Planning, Adolescent School Health etc)
- Ministry of Education (Dept. of Secondary and Higher Education etc.)
- Bangladesh Bureau of Statistics
- Ministry of Disaster Management and Relief
- MHM Platform, UN agencies (UNFPA, UNICEF etc.)

### **5. Deliverables**

A relevant and realistic, recommended roadmap for integrating prioritised indicators for girls' menstrual health and hygiene into Government of Bangladesh monitoring systems. The roadmap should include:

- Current status of monitoring against the indicators
- List of priority indicators with rationale for their uptake (e.g. linkage to policy, programme, strategy priorities of GoB)
- Assessment of barriers and enablers for uptake of the indicators
- Recommended actions for uptake including additional technical resources required

### **6. Methodology**

The consultant will utilise a range of methodologies including desk review, key informant interviews and participatory workshops with stakeholders. The key steps to be incorporated include:

1. Review the current status of monitoring against the list of indicators and map linkages between the list of indicators and existing Government of Bangladesh policies, programmes and strategies.



2. Through a consultative process, identify 2-3 additional priority indicators for Government of Bangladesh and stakeholders: and opportunities for integration of the priority indicators into monitoring systems of GoB.
3. Assess barriers and enablers for uptake of selected priority indicators including additional technical resources required such as training and additional guidance/training tools.

## **7. Skills and experience requirements of the consultant / firm**

Education: MBBS degree with an experience of public health or any other relevant education.

### **Experience required:**

- Significant expertise and up to date knowledge about government led monitoring processes and systems in Bangladesh, ideally related to gender, adolescent health, school health and WASH (water, sanitation, and hygiene).
- Consultant's with significant experience of working for/with Government of Bangladesh, especially in the health sector MIS related activities are preferred.
- Detailed understanding of policies, programmes, strategies, and familiarity with stakeholders related to menstrual health and hygiene in Bangladesh (especially adolescent and sexual and reproductive health, gender equality, education, WASH)
- Proven ability to engage with government stakeholders and development partners
- Experience of menstrual health and hygiene research, programming and/or policy, or related sectors (WASH, education, health, and gender)
- Excellent analytical and writing skills
- Demonstrable facilitation skills – working with stakeholders from government and development agencies.

### **Competencies:**

- Excellent analytical and organizational skills.
- Critical thinking and strategic direction setting
- Ability to deduce information, analysis and use them in strategy formulation
- Ability to organise group discussion (including virtual), collect information and formulate strategies
- Excellent writing and presentation skills.

## **7. Institutional arrangements**

- **Reporting and supervision:** The consultant will report to Md Mahfuj-ur Rahman, Project Manager at WaterAid Bangladesh. They will be supported and guided by Therese Mahon, WaterAid Regional Programme Manager South Asia and Belen Torondel, London School of Hygiene and Tropical Medicine.

- The assignment has to be completed within a maximum **eight-week** time from the date of signing the contract.
- The consultant is expected to provide a competitive price quote which should be itemized as per specific activity lines. All costs (professional fees, travel costs, data collection, communications etc) that could possibly be incurred by the consultant, must be factored into the final price submitted in the proposal.
- Payment to the consultant will be made according to the following schedule:
  - 30% after selection of consultant and signing the contract agreement;
  - 30% after submission and acceptance of the inception report;
  - 40% after submission and acceptance of the final version of the strategy including annexures.
- Interested applicants (consultant(s) or consulting firm) with required experience and quality are requested to submit their technical and financial proposal as per submission guidelines specified in the call for proposal.
- The technical proposal must specify the experience of the consultant(s)/consulting firm and detail out the work process and methodology. The financial proposal must present a competitive price detailed out with line items for the full assignment. The quoted price should include VAT and income tax as applicable as per government rules.
- The evaluation criteria will assign 70% weightage on the technical proposal and 30% on the financial proposal.

## 8. Timeline and milestones

The consultancy will be for a period of x days from September – November 2022. Expected milestones are:

| Activities   | Dates            |
|--|------------------|
| Circulation of RFP   | 04 October 2022  |
| Proposal Clarification via email                                     | 12 October 2022  |
| Submission of Proposal   | 15 October 2022  |
| Proposal Evaluation, Finalize successful Consultant & agreement sign | 22 October 2022  |
| Inception report including current status of monitoring and mapping  | 01 November 2022 |
| Draft roadmap  | 22 November 2022 |
| Workshop with government stakeholders to agree roadmap               | 02 December 2022 |

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|--|------------------|
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| Submission of final Final roadmap (approved by WaterAid) | 22 December 2022 |