

REQUEST FOR PROPOSAL (RFP)

Endline study of “Composite Actions for Climate Migrants in Urban Slums (CACMUS)” project

Proposal submission deadline: 06 December 2023

Interested team of consultants/consulting/research firms are requested to submit a technical and a financial proposal through email at WaterAid-Tender-TA@wateraid.org

The focal person for this assignment is Mr Md Mahadi Hasan (MahadiHasan@wateraid.org) to answer queries.



WaterAid

WaterAid Bangladesh

House 97/B, Road 25, Block A

Banani, Dhaka 1213

Tel: +88 02 58815757, Fax: +88 02 9882577

TABLE OF CONTENTS

SECTION 1: INFORMATION TO ORGANISATIONS/INDIVIDUALS 3
Terms of Reference 6

SECTION 1: INFORMATION TO ORGANISATIONS/INDIVIDUALS

1. Introduction

- 1.1 The eligible team of consultants/consulting/research firms with required qualifications and experience are invited to submit a proposal.
- 1.2 Costs for preparing the proposal and attending the pre-bid and/or negotiation meeting are non-reimbursable.
- 1.3 Team of consultants/consulting/research firm is expected to follow highest ethical standard in their participation in the bidding process and refrain from influencing the internal selection process of WaterAid Bangladesh.
- 1.4 Any attempt of undue influence on the evaluation and selection process will lead to cancellation of the proposal from the subsequent process.
- 1.5 Any misrepresentation of facts including the facts on professional /institutional capacity will also lead to cancellation of the proposal.
- 1.6 WaterAid Bangladesh reserves the right to amend and modify this RFP document. Also, to select team of consultants/ consulting/ research firm(s) for providing selected goods and services cited in section-2 (article-4) as deliverables of this RFP, either for the entire content of the proposal or a part thereof.

2. Clarification and amendment of RFP documents

- 2.1 At any time before the receipt of proposals, WaterAid Bangladesh may for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant/consulting/research firm(s), amend the RFP. Any amendment shall be issued in writing and shall be posted and will be binding. WaterAid Bangladesh may at its discretion extend the deadline for the submission of proposals.

3. Preparation of proposal

- 3.1 Team of consultants/consulting/research firm(s) are requested to submit their proposal written in English (font-Arial, size-11). Proposals must remain valid for a minimum of 90 days after the submission date.

Technical proposal

- 3.2 The technical proposal from team of consultants/consulting/ research firm(s) must give particular attention to the following:
 - Appreciation of the Terms of Reference (TOR)
 - Detailed methodology and workplan to address the objectives of the assignment
 - CV of proposed key person(s); it is desirable that the key professional staff who would be involved in the assignment have practical experience and an extended knowledge on the subject matter having relevant qualification and experiences
 - Organisational/individual profile with an outline of recent experience on assignments similar to the nature of this RFP

Financial proposal

- 3.3 The financial proposal from team of consultants/consulting/ research firm(s) are expected to take into account the requirements for accomplishing the deliverables specified in the

section-2 (article-5) and conditions outlined in the RFP documents.

4. Submission of proposals

- 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, the taxes, VAT, duties, fees, levies, and other charges to be included under the applicable law. Copy of VAT registration certificate including BIN, TIN certificate, and bank account details should be attached with the financial proposal.
- 3.5 WaterAid Bangladesh will deduct VAT and Income Tax at source according to the GoB rules and deposit the said amount to government treasury.
- 4.1 The technical and financial proposals should be submitted electronically to the following email address WaterAid-Tender-TA@wateraid.org with 'Composite Actions for Climate Migrants in Urban Slums (CACMUS) project' 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 06 December 2023** will be treated as disqualified.
- 4.4 Two different files (PDF) should be generated for technical and financial proposals, and both the files should be submitted into one zip folder. Please name the zip folder in the name of your organisation/individual.
- 4.5 The proposal altogether (technical and financial part) should not exceed 25 pages, including CVs and organisational/individual profile.

5. Proposal evaluation

- 5.1 The evaluation committee will evaluate the proposals on the basis of 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 it does 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 score of each evaluated proposal and then computing the relevant combined total score for each consultant/consulting/research firm(s).
 - Technical proposal: 80
 - Technical Proposal with detailed methodology: 30
 - Composition of the team: 20
 - Relevant work experience: 15
 - Work plan and overall quality of the proposal: 15
 - Financial proposal with a detailed breakdown: 20
- 5.3 The evaluation committee will determine whether the proposals are complete or not. The committee may invalidate any proposal

if it is determined that significant budgetary mistakes or omissions undermine the integrity of the proposal.

5.4 Maximum budget for this assignment is BDT 840000 including VAT and TAX.

6. Presentation and negotiation

6.1 Once the proposals are evaluated, WaterAid will request team of consultants/consulting/research firm(s) with valid and complete proposals for a presentation within two weeks of the submission deadline.

6.2 WaterAid may enter into negotiation with one or more bidders before final selection. If negotiations fail, WaterAid Bangladesh will then invite those organisations/individuals whose proposals received the next highest score. If none of the invited proposals led to an agreement, a new RFP will be called upon.

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 organisation(s) to improve the terms of reference.

6.4 WaterAid Bangladesh and the contracted organisation/individual may revise the TOR which should be incorporated final contract document.

7. Awarding of contract

7.1 The team of consultants/consulting/research firm(s) is expected to sign the final contract document within a week of communication of selection and commence the assignment within 2 weeks.

8. Penalty clause

9.1 The team of consultants/consulting/research firm(s) is expected to deliver required outputs within the stipulated timeframe maintaining the quality. If for any reason, the consultant/consulting/research firm(s) fails to deliver required deliverables within stipulated time, the consultant/consulting/research firm(s) needs to inform WaterAid intime with valid and acceptable explanation in written. Failing to this may evoke penalty clause at the rate of 0.5% for each day of delay.

9. Confidentiality

10.1 Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the organisations who submitted the proposals or to other persons not officially concerned with the process, until the winner has been notified with award of the contract.

10. Focal person

11.1 Mr Md. Mahadi Hasan
Manager- Monitoring, Evaluation, Research and Learning (MERL)
WaterAid Bangladesh

Can be reached directly at: MahadiHasan@wateraid.org

Endline study of “Composite Actions for Climate Migrants in Urban Slums (CACMUS)” projects

1. Introduction

The Global Climate Risk Index places Bangladesh 7th in a list of countries most affected by climate change over the last decade. Moreover, in 2019, Bangladesh saw the highest number of disaster displacement ever recorded in the country’s history. The city of Rajshahi faces the dual stress of climate change and economy as the livelihood stress caused by erratic rainfall, river erosion, drought and flood, perpetuate climate induced migration from rural areas to urban slums, which is worsening existing water, sanitation and hygiene (WASH) challenges. These asset-poor climate migrants end up living in the congested slums and makeshift houses in the fringe of the city with extremely low or no basic services including WASH. Additionally, their skills hardly match with urban formal-sector labour market demand, which leads them to a low-waged, temporary and often exploitative informal sector with limited employment graduation opportunities. As such, the acute crisis of related WASH services puts the community under risk of multifaceted challenges from spread of water borne diseases to unforeseen economic and health epidemics.

Therefore, WaterAid Bangladesh implemented the project by integrating climate resilience, microfinance, and WASH to develop a replicable inclusive model of WASH services, facilitate better economic opportunities through capacity building of climate migrants, link them with pro-poor microfinance (MF) services and income generating activities (IGA), and ensure wider access to pro-poor WASH services provided by the city authorities. The project period is January 2021 to January 2024. The project particulars are as follows:

Outcome-1: WASH deprivation reduced among climate vulnerable people in low-income communities through sustainable access to resilient facilities and services

Outcome-2: Sustainable livelihood skill and opportunities increased for climate-migrants through access to microfinance services and marketable skill development.

Outcome-3: Inclusive and pro-poor service delivery by the Rajshahi City Corporation (RCC) and Rajshahi WASA (RWASA) strengthened.

The project is executed in areas (10 selected slums) where the concentration of climate migrants and social vulnerabilities are highest, with consideration of minority groups and marginalized communities.

Beneficiary portfolio

Under the project the direct beneficiaries are 10,000 (single count); 19,770 (double count). The beneficiaries we targeted are vulnerable people from poor and marginalised communities who migrated in slums of RCC from adjacent and remote villages. There are some ethnic minority groups and other marginalised segment of the society coming from more climate vulnerable areas. Under each classification, the most important constituent beneficiaries are as follows:

Women: The project led to easier and safer access to WASH facilities by women who bear most of the physical burden, freeing up their time for productive and leisure activities, enhancing their dignity, and reducing the care burden from fewer illnesses within family.

Children: Child faeces management was a common sanitation-related activity across all locations, protecting children and their surrounding communities from an oft-neglected health danger.

Adolescent girls: Adolescent girls were oriented on proper menstrual hygiene management (MHM) and have access to resources within sanitation facilities in order to aid self-learning and practice.

School learners: The project worked in one school as a model to improve WASH facilities with provisions for MHM, helping girls stay in schools during menstruation.

People with disabilities: In line with WaterAid principle, the project prioritised the needs of people with disability and made the sanitation block of the school disable friendly.

2. Objective of this assignment

The key objective of this study is to present the current situation and the key learnings of the project for the targeted slums after the project interventions and assess the effectiveness of the modalities of the project (the detailed list of 10 slums will be provided). The study must include-

- The result of output and outcome-level indicators of the logframe comparing with baseline values (as shown in annex) and
- A detailed description of the process followed, and approaches undertaken against each outcome and output to achieve the results. This part of the study will also analyze and showcase how climate change adaptation was addressed through different issues and methods under the project (based on the baseline report, project annual progress reports, and stakeholder consultation).

3. Scope of work in this assignment

- Different parameters following the result framework have to be studied thoroughly to observe the extent of impact of the project.
- Development of appropriate methodology, data collection instruments/checklist in consultation with WAB.
- Review the project proposal, yearly reports, project briefs, base line study report, midline study report, policies, and other relevant documents as well as the relevant articles/news/reports from the secondary sources.
- Administer data collection in the study areas that includes supervision, cross validation, quality control, and data transcription.
- Recruit and train skilled enumerators to ensure high quality data is collected and case stories with contextual photos on key thematic areas captured as well as well-articulated in the final report.
- Preparation of draft report, presentation of the key findings to critical audience and finalize the report based on feedbacks.

4. Target audience

Project beneficiaries and other relevant stakeholders

5. Methodology

Where appropriate, the consultant/consulting firm will maintain the following:

- Propose best suited methodology for the endline study including the quantitative and qualitative sample size, sample calculation and distribution
- Provide sufficient and proper referencing for information regarding secondary data
- Use sex, age, disability disaggregated data (SADDD) collection method for all data
- Establish a comparison group (where appropriate), using randomized assignment, or a quasi-experimental method
- Calculate sample sizes using the power calculation, and allowing for attrition etc.
- In the case of household surveys, separately interview household head (usually male) and senior female household member
- Collect data from the (before/after and with/without) samples face-to-face with respondents, using direct data entry on android platform for quantitative data and audio-recording with notes on paper for qualitative data
- Use standard methods for focus group discussions (FGD), in-depth interviews and key informant interviews (KII) for qualitative data
- Analyse quantitative data initially using standard descriptive statistics
- Analyse qualitative data on the basis of key themes identified during check-list design and confirmed after interviews

The consultant/consulting/research firm is welcome to suggest additional research methods as per their assessment of the assignment.

6. Expected competency

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

- At least 8-10 years of experience in conducting similar studies/surveys in the areas of WASH, climate change, governance, health, and education in urban setting
- Skilled in developing quantitative and qualitative methods to conduct the study
- Analytical skills in assessing WASH interventions will add value
- Competency in writing good quality reports in English

7. Timeline

The timeframe of the assignment is 45 days after signing of the contract. This assignment has to be completed no later than 27 January 2024. Breakdown of key dates for completion of this task is as follows:

Activities	Timeline
RFP circulation	30 November 2023
RFP closing at 11.59pm	06 December 2023
Signing of agreement	14 December 2023
Inception report submission	21 December 2023
Field assignment/Data collection	28 December 2023
Draft report preparation and submission	15 January 2024
Feedback and final edits	21 January 2024
Final submission	27 January 2024

** Note: exact dates of tasks will be specified following a submission of the detailed work plan by the consultant. Only consultant/consultant firms confident of being able to meet the requirements of the assignment within the mentioned date are encouraged to apply.

8. Deliverables

The Consultant is expected to deliver the following outputs:

- a) Inception report containing literature review, final methodology, team composition, all required data collection tools, detailed work plan, analysis plan and dummy table.
- b) A well-written project completion report organized according to the project objectives and containing updated log frame (factsheet), process, and approaches that the project followed under each output and outcome to achieve the results.
- c) A detailed endline study final report in maximum 50 pages (excluding Annexes) containing interesting/unexpected positives/findings, recommendations and conclude with sections of limitations and synthesis of key issues.
- d) Hardcopies (03) and Softcopy of the documents, and Pendrive (01) including all data collected (raw and clean database of both qualitative and quantitative data)

9. Contents of the proposal

Interested agency shall submit their proposal containing the following:

- Technical proposal including comment on the ToR, detailed methodology to address the objective, detailed work plan, brief CV of the consultant(s) and organizational experience (only applicable for firm)
- Financial proposal with major break down of costs including VAT and TAX as applicable.

9. Mode of Payment

The payments will be made in instalments, as per the following break-down:

First instalment	30% after receiving the inception report and approved data collection tools.
Second instalment	30% after receiving the draft report and presentation of key findings.
Third instalment	40% after receiving the final report along with all data set, syntax and other deliverables.

For further information on WaterAid and the kind of work we do, please visit: www.wateraid.org

Objective	Indicator Name	Values	Verification sources			
Overall objective (impact): The resilience of vulnerable communities in urban areas towards the consequences of climate change is increased (predefined)						
Project objective (outcome): Outcome-1: WASH deprivation reduced among climate vulnerable people in low income communities through sustainable access to resilient facilities and services.	Number of people using improved and sustainably operated WASH facilities and services		Water	Sanitation	Hygiene	<ul style="list-style-type: none"> • Progress report • Endline survey
		Baseline	86 (Safely managed)	127 (Basic)	13 (Basic)	
		% (N=400)	22%	32%	3%	
		Target value				
		Yr. 1	975	410	3,000	
		Yr. 2	1,375	800	4,000	
		Yr. 3	830	380	3,000	
		Total	3,180	1590	10,000	
		Achievement	-	-	-	
		% of Achievement	-	-	-	
Outcome-2: Sustainable livelihood skill and opportunities increased for climate- migrants through access to microfinance services & marketable skill development	Average monthly income of the poor loanee households in last three months	Baseline value: Tk.8208 Target values: Yr. 1: 10% higher than baseline Yr. 2: 20% higher than baseline Yr. 3: 30% higher than baseline			<ul style="list-style-type: none"> • Baseline and Endline survey 	
Outcome-3: Inclusive and pro-poor service delivery by the Rajshahi City Corporation and Rajshahi WASA strengthened	# of slum communities served by at least one visible service from RCC/RWASA.	Baseline value: 0 Target values: Year 1: 0 Year 2: 4 Year 3: 6			<ul style="list-style-type: none"> • Progress report • Endline survey 	
Output-1.1: Climate resilient and improved WASH facilities constructed and/or renovated in low income communities	# of water and sanitation facilities constructed/renovated	Baseline value: 0 Target values: Year 1: Water-18 Sanitation-10 Year 2: Water-19 Sanitation-11 Year 3: Water-15 Sanitation-08			<ul style="list-style-type: none"> • Progress report • Endline survey 	

<p>Output-1.2: Effective O&M system established to sustain climate resilient and improved WASH facilities/ services</p>	<p># of caretakers trained on O&M guidelines # of user committees oriented on their role and responsibilities</p>	<p>Baseline value: 0 Target values: Year 1: 36 Year 1: 28 UCs Year 2: 38 Year 2: 30 UCs Year 3: 30 Year 3: 23 UCs</p>	<ul style="list-style-type: none"> • Progress report • Endline survey
<p>Output-1.3: Awareness and hygiene practice promoted among city poor and climate migrants in low income communities.</p>	<p># of hygiene rewards provided to best practicing households</p>	<p>Baseline value: 0 Target values: Year 1: 60 Year 2: 60 Year 3: 60</p>	<ul style="list-style-type: none"> • Progress report • Endline survey
<p>Output-2.1: A dedicated microfinance fund created for the climate migrants to support self-employment and income.</p>	<p># of poor households in low-income settlements received microfinance support for IGA</p>	<p>Baseline value: 0 Target values: Year 1: 300 Year 2: 400 Year 3: 300</p>	<p>Microfinance monitoring report (disbursement register)</p>
<p>Output-2.2: Skill development training developed and delivered to promote self-employment and income by climate migrants.</p>	<p># of climate migrants (loanees) received IGA related training/ orientation</p>	<p>Baseline value: 0 Target values: Year 1: 300 Year 2: 400 Year 3: 300</p>	<ul style="list-style-type: none"> • Microfinance monitoring report • Training report
<p>Output-3.1: Pro-poor unit within RCC and RWASA initiated to serve urban poor.</p>	<p># of meetings/ consultations organised with stakeholders for pro-poor service delivery # of mobile toilets introduced to serve city commuters</p>	<p>Baseline value: 0 Target values: Year 1: 4 Year 1: 0 Year 2: 4 Year 2: 2 Year 3: 4 Year 3: 0</p>	<ul style="list-style-type: none"> • Progress report • Endline survey