

**13 September 2025**

## REQUEST FOR PROPOSAL (RFP)

### Endline study of Scaling-up access to WASH- building a resilient and sustainable apparel sector

#### **Proposal submission deadline: 21 September 2025**

Interested consultant/ consulting/research firms are requested to submit a technical and a financial proposal through email at [mrashid@vercbd.org](mailto:mrashid@vercbd.org) or [info@vercbd.org](mailto:info@vercbd.org).

There is a pre-bid meeting scheduled on **15 September 2025 at the following link:** <https://teams.microsoft.com/meet/4951256560459?p=diWMrA0HHOgjwLZfSN>. If you are interested to join, please communicate.

The contact persons for this assignment is Mr. Syful Karim from WaterAid Bangladesh and Mr. Md Mokkaram Hossain Siddiqui from VERC and will be available to answer any queries or clarifications you might have regarding these tasks at [SyfulKarim@wateraid.org](mailto:SyfulKarim@wateraid.org) and [pm.lindexverc@gmail.com](mailto:pm.lindexverc@gmail.com)



#### **Village Education Resource Center**

VERC Head Office  
B-30, Ekhlas Uddin Khan Road, Anandapur,  
Savar, Dhaka-1340



#### **WaterAid Bangladesh**

Country Office  
House 97/B, Road 25  
Block A, Banani, Dhaka 1213

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## SECTION - 1 (INFORMATION TO ORGANISATIONS)

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- 1. Introduction**
- 1.1 All interested and eligible consultant/consulting/research firms with required qualifications and experience can submit their study 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 selection process of VERC.
  - 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 VERC reserves the right to amend and modify this RFP document. Also, to select the company / agency/ individual 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, VERC may for any reason, whether at its own initiative or in response to a clarification requested by an invited organisation, amend the RFP. Any amendment shall be issued in writing and shall be posted and will be binding. VERC may at its discretion extend the deadline for the submission of proposals.
- 3. Preparation of Technical and Financial Proposal**
- 3.1 Consultants are requested to submit their proposal written in English (font - Arial, Size -11). Proposal must remain valid for a minimum of 90 days after submission.
  - 3.2 The technical part of the proposal should contain the following:
    - Detailed methodology of the study including sampling strategy, data collection methods and analysis plan.
    - A clear plan to address ethical considerations, safeguarding, gender sensitivity, and inclusion of people with disabilities during data collection. Workplan in line with the assignment objective(s).
    - Deliverables with 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.
    - Proposed team members with specified roles for the assignment along with detailed CV of the team leader and key members of the study team.
    - Potential risk and risk management strategies.
    - Technical proposal must not exceed **ten pages** (excluding CVs and organisational profile) and be submitted in PDF format.

- 3.3 The maximum quotation price for this assignment is **BDT 1,499,000** only inclusive all applicable VAT and AIT. Any proposal exceeding this limit will result in disqualification. The Consultant is expected to provide justified budget to be consistent with technical proposal.
- 3.4 The financial proposal should clearly identify, item wise cost for the assignment with necessary details. The budget must be including applicable AIT; however, VAT can be mentioned separately at the bottom on total budgeted amount. The consultant must submit BIN, TIN, tax return copy, and other legal documents along with the proposal.
- 3.5 VERC 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 technical and financial proposal should be submitted electronically to the following email address: [mrashid@vercbd.org](mailto:mrashid@vercbd.org) of [info@vercbd.org](mailto:info@vercbd.org). with subject line as follows: '**Endline study of "Scaling-up access to WASH" project**'.
- 4.2 Proposals submitted to any other e-mail account except the above will be treated as disqualified.
- 4.3 Submissions after the deadline **21 September 2025** will be treated as disqualified.
- 4.4 Two different files should be generated for technical and financial proposals. However, both files should be submitted into one zip folder with a cover letter.

#### 5. Proposal Evaluation

- 5.1 The evaluation committee will evaluate the proposals in relation to the RFP and the TOR and applying the set evaluation criteria and point system 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 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 0.80 (or 80 percent) and 0.20 (or 20 percent) respectively to the Profile of the individual/Organisation and the Financial score of each evaluated proposal and then computing the relevant combined total score for each individual/organisation.

##### Technical: 80

- Personal profile: 10
- Relevant experience and expertise-20
- Understanding of the assignment: 10
- Study methodology: 30
- Work plan for the assignment: 10

Following the evaluation of the technical proposals, bidders who achieve more than 80% of the total points will qualify for further assessment based on financial submissions. Among the technically qualified bidders, preference will be given to the lowest

- financial bid.
- Financial proposal with a detailed breakdown: **20**

- 5.3 VERC 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.
- 5.4 Once the proposals are evaluated, VERC may enter into negotiation, if required, with one or more consultant / consulting firm for final selection.
- 5.5 If negotiations fail, VERC may invite the consultant with next highest score to negotiate a contract or go for re-advertisement with fresh Requests for Proposals (RFP).

## 6. Pre-bid meeting

There will be a pre-bid meeting on 15 September 2025 online at the following link: <https://teams.microsoft.com/meet/4951256560459?p=diWMrA0HHOgjwLZfSN> to brief the objectives of the assignment and answer related queries, if you are interested to join, please communicate the focal person.

## 7. Notification of Award

- 7.1 The only shortlisted consultant/ agency/ research firm will be contacted for next process. However, if any bidder does not communicate within 60 days, the proposal will be treated as unsuccessful.
- 7.2 The selected consultant/consulting firm is expected to sign an agreement with VERC within a week of communication of selection decision and before commencing the work.

## 8. Penalty clause

The consultant/ agency/ 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 VERC in time with valid and acceptable explanation in written. Failing to do this may evoke a penalty clause at the rate of 0.5% for each day of delay.

## 9. Confidentiality

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. Contact person

Mr. Syful Karim from WaterAid Bangladesh and Mr. Md Mekkaram Hossain Siddiqui from VERC and will be available to answer any queries or clarifications you might have regarding these tasks at [SyfulKarim@wateraid.org](mailto:SyfulKarim@wateraid.org) and [pm.lindexverc@gmail.com](mailto:pm.lindexverc@gmail.com)

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## Terms of Reference

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### Endline study of Scaling-up access to WASH- building a resilient and sustainable apparel sector

#### 1. Background of the project

The industrial sector of Bangladesh has been expanding at a fast pace and in the last three decades the country has seen unprecedented expansion of urbanization in and around Dhaka city. As of 2021, Bangladesh is the second largest producer of Readymade Garments (RMG) after China. 60% of the export contracts are with European buyers and about 40% with American with the sector employing over 4 million workers of which the male to female ratio is 41:59<sup>1</sup>.

Moreover, rapid and unplanned urbanisation in Bangladesh has meant most factories are set up in peri-urban areas, where labour and land are available, but the rural administrative setup cannot provide public services to the huge workforces of these industries. Most workers live in low-income communities (LICs) characterised by inadequate water and sanitation. One study revealed that 31% of households in such areas do not have access to improved water sources, and most use unimproved toilets that are usually shared by many households, meaning personal hygiene and handwashing cannot be adequately practiced<sup>2</sup>.

With continued support from Lindex, WaterAid has been working to build on best practices from ongoing initiatives and replicate successes in new communities through VERC. Using a 'Complete WASH' model, the project aimed to create accessible and safe WASH service facilities across selected establishments, including factories, living quarters, and community hubs.

Under this project, WaterAid and VERC worked in multiple unions of Savar Upazila and wards of Savar Municipality. The interventions were implemented in three selected factories and 15 communities in the Savar region, reaching RMG workers at their workplaces as well as their living quarters.

#### Working Areas:

The project is being implemented in the following locations

- 03 RMG factories
- Selected communities of Savar upazila and Municipality

#### Target Population:

The project will reach

- 1,200 people with access to clean drinking water at RMG workers' dwelling communities.
- 1,200 people with access to improved sanitation facilities at RMG workers' dwelling communities.
- 8,700 people with access to handwashing facilities at factories and RMG workers' dwelling communities.
- 6,200 people with hygiene handwashing awareness messages at factories and RMG workers' dwelling communities.

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<sup>1</sup> Haque, A.K., Bari, E., March 2021, "Survey Report on the Garment Workers of Bangladesh 2020," Asian Centre for Development, accessed from: (PDF) A Survey Report on the Garment Workers of Bangladesh 2020 (researchgate.net)

<sup>2</sup> Mahiyuddin. G et al. (2017) Baseline Study on WASH for Community Development in Banglabazar, Gazipur. Human Development Research Center

- 2,900 female and adolescent with MHM awareness messages at factories and RMG workers' dwelling communities.
- 03 RMG Factories provided with design and technical support for installation of rainwater harvesting plant.
- 01 RMG Factory supported with efficient digital MIS system for rainwater harvesting-related data.
- 30 Professionals trained on rainwater harvesting system.

## **2. Objective of this assignment**

The overall objective of the endline study is to assess the current situation, results, effectiveness, sustainability and the key learnings of the project focusing on both RMG factories and surrounding communities in Savar.

The specific objectives are to--

- Measure achievements of project outputs and outcomes against baseline values, as per the project logframe indicator (as shown in Annex).
- Assess effectiveness of different approaches and modalities used to deliver WASH services in factories and communities, including rainwater harvesting (RWH) and MIS system.
- Examine gender, equity, and inclusion outcomes, particularly the impact on women workers, adolescent girls (menstrual hygiene), and people with disabilities (PwD).
- Analyse the contribution of improved WASH access to RMG worker's health, wellbeing, absenteeism, and productivity.
- Evaluate sustainability and governance mechanisms (O&M arrangements, ownership by factories and communities, institutional engagement, financing)
- Capture key lessons, best practices and challenges to inform future WASH interventions in the RMG sector and similar urban low income settings.
- Provide actionable recommendations for WaterAid, VERC, donors, factories and policymakers on strengthening resilient and inclusive WASH programming in industrial contexts.

## **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, baseline 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 feedback.
- Present assessment findings to the WaterAid and VERC team, donor and external audience if required.

#### **4. Target audience**

Project beneficiaries and other relevant stakeholders including WaterAid and VERC Senior Management and donors.

#### **5. Methodology**

The consultant is expected to suggest appropriate methodology to fulfil the assessment objectives. However, they should consider the following issues while finalise the assessment methodology:

- Propose best suited methodology for the endline study including the quantitative and qualitative sample size, and sample distribution.
- Provide sufficient and proper reference for information regarding secondary data.
- Disaggregate samples by sex, age, disability disaggregated data (SADDD) to capture equity and inclusion outcomes.
- Where feasible, use quasi-experimental design (before/after with or without comparison group). If a valid comparison group is not possible justify alternative approaches. Calculate sample sizes using the power calculation, and allowing for attrition etc.
- Clearly define the sampling strategy for quantitative and qualitative interviews, ensuring coverage of both communities and factories. Respondents will be female and adolescent for the quantitative survey who will be interviewed at community. Only qualitative interviews are encouraged at factory and schools mostly with the authorities.
- In the case of household surveys, separately interview household head (usually male) and senior female household member.
- Collect data from the 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.
- For qualitative research, purposively select respondents to capture diverse perspectives. Use standard methods for focus group discussions (FGD), in-depth interviews and key informant interviews (KII) for qualitative data.
- Develop and implement a Data Quality Assurance Plan (DQAP) covering enumerator training, pilot testing, field supervision, spot-checks, and daily data validation.
- Apply descriptive statistics, disaggregated analysis (SADDD), and, where relevant, comparative statistical tests to measure changes against baseline.
- Conduct thematic analysis to explore perceptions, gendered experiences, inclusion issues, governance, and sustainability.
- Capture at least 6 to 8 case studies to identify significant changes, innovations, or best practices in worker wellbeing, gender empowerment, or sustainable WASH management.
- Prepare recommendations for the future implementation of similar projects for the same settings/ target group.

#### **6. Timeline**

The timeframe of the assignment is **60** days after signing the agreement. This assignment has to be completed no later than 30 November 2025. Breakdown of key activities for completion of this task is as follows. The consultant is expected to prepare a Gantt chart in the proposal considering the timeline and activities.



Activities	Timeline (to be filled during proposal submission and used as Gantt chart)
Signing of agreement	
Inception report	
Finalise data collection tools	
Training of enumerators on data collection tools	
Field assignment/Data collection	
Draft report preparation and submission	
Presentation on findings	
Feedback and final edits	
Final submission	

## 7. Deliverables

The Consultant is expected to deliver the following:

- Inception report containing literature review, final methodology, team composition, all required data collection tools, detailed work plan, analysis plan and dummy table.
- A well-written draft 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.
- 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.
- Hardcopies (03) and Softcopy of the documents, and Pen drive (01) including all data collected (raw and clean database of both qualitative and quantitative data)

The report must be submitted with but not limited to the following sections below:

1. Cover Page	2. Table of content	3. List of abbreviation & acronyms	4. Execution summary
5. Introduction	6. Background	7. Approaches and methodology	8. Limitations of the baseline study
9. Findings and the discussion	10. Synthesis of key issues (analysis of major indicators of result matrix)	11. Conclusion and Recommendations	12. References

## 8. Contact person

Syful Karim from WaterAid Bangladesh and Md. Mokarram Hossain Siddiqui from VERC will be available to answer any query or clarification you might have regarding this RFP at [syfulkarim@wateraid.org](mailto:syfulkarim@wateraid.org); and [pm.lindexverc@gmail.com](mailto:pm.lindexverc@gmail.com)

## 9. 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, 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

## 10. Mode of payment

Payment will be made in three instalment through BEFTN/Account Payee Cheque to the awarded agency upon submission of the invoice and receipt of all the deliverables. In case of any changes in the deliverables, payment will be made at the actual rate based on the type and quantity of content delivered. All invoices are to be submitted to VERC and certified by the respective personnel.

Installments	Percentage	Time
First installment	35%	After submission and approval of the inception report that must include the literature review, detail methodologies, all data collection tools, team composition and roll-out plan of the assignment.
Second installment	35%	After submission of the standard and acceptable version of draft report to VERC and presentation of key findings.
Third installment	30%	After accommodating all feedbacks and submission of the final report with other deliverables (all data set, syntax) to VERC.

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## **SECTION – 3 PROPOSAL SUBMISSION TEMPLATE**

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- 3A. Forwarding letter format
- 3B. Suitability for the Assignment
- 3C. Understanding of the Assignment
- 3D. Implementation Strategy
- 3E. Team Composition
- 3F. Relevant Experience
- 3G. Company Profile
- 3I. Ethical Practice

### 3A. FORWARDING LETTER FORMAT

(Please use letterhead pad)

[*Location, Date*]

To  
The Executive Director  
Village Education Resource Centre (VERC)  
B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340

**Sub:**

Dear Sir:

We the undersigned are offering to provide the following assignment in accordance with your Request for Proposal (RFP) dated [*Date*] on '[*Subject*]'.

We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal.

If negotiations are held during the period of validity of the proposal, i.e., before [*Date*] we undertake to negotiate on the basis of 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. Suitability for the Assignment**

(please mention competencies of your organization that strongly support for this assignment in maximum one-page)

### **3C. Understanding of the Assignment**

(please provide one-page concept note on over all understanding of the assignment)

### **3D. 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)

### **3E. Team Composition**

(please provide short BIO of the proposed key team members in below format)

#### **- CV of Proposed Key Team Members**

Name	
Role of this Assignment	
Academic Background	
Professional Summary	<i>(a brief overview summarizing your expertise for the proposed position. Mention your years of experience, key sectors, and expertise for the proposed position)</i>
Professional Experience	<i>(please mention your last five relevant experiences for the proposed position; it can be either narratives or tabular format)</i> <i>Professional Experiences should include the following:</i> <ul style="list-style-type: none"><li>- Name of the organization and job title</li><li>- Duration</li><li>- Key responsibilities</li></ul>
Publications	<i>(please mention maximum five relevant publications and provide accessible links to the output. In the case of a confidential project report, share the link to the executive summary of the report)</i>

### **3F. Relevant Experience**

*(relevant services carried out in the last three tears That best illustrate qualifications)*

Using the format below, please provide maximum 10 examples for which your organisation, 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

**3G. Company Profile**

*(Please attach portfolio and other relevant documents maximum)*

**3H. Ethical Practice**

*(please specify, Safeguarding, Health & Safety)*

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**SECTION 4. (FINANCIAL PROPOSAL SUBMISSION FORM)**

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**4A. Summary of budget/costs, including narratives**

**4B. Legal Document**

**4A. Summary of budget/costs, including narratives**

(The financial budget summary should be prepared in line with below guidance)

- A separate forwarding letter for financial proposal may or may not be submitted.
- 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 be including applicable AIT; however, VAT can be mentioned separately at the bottom on total budgeted amount.** VERC shall be deduct VAT and Tax at source as per government rules.
- Apart from the activities mentioned in this RFP, the consultant is expected to list any other/additional services VERC and WaterAid shall be receiving under this agreement.

▪ **Calculation Format (please maintain below format for your financial budgeting)**

Name of item/deliverables	Unit Price	Total Price
<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 15%	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) and
- Bank Detail or Copy of Cheque Leaf



**Annex 1: Baseline Factsheet**

[https://drive.google.com/drive/folders/1pYUBy\\_w\\_euAMxNW4djzdzC1kPMHdzm1e?usp=sharing](https://drive.google.com/drive/folders/1pYUBy_w_euAMxNW4djzdzC1kPMHdzm1e?usp=sharing)