**Terms of Reference**

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| Improved access to clean water through community based water enterprise development in Sylhet |

**1. Organization Background**

iDE is an international NGO based out of Colorado, USA, with over 40 years of experience designing and delivering market-based anti-poverty programs in 11 countries worldwide. We are a world leader in making markets work for the poor and Bangladesh's longest-established market development specialist NGO. We believe that markets can be a powerful force for improving smallholder prosperity by creating income and livelihood opportunities for poor rural households.  iDE Bangladesh has multiple projects in agricultural markets, water, sanitation and hygiene (WASH), and climate-smart technologies.

**2. Project Background**

“Uddokta—Empowering Entrepreneurs" is a notable initiative funded by Chevron and implemented by iDE, under the umbrella of Chevron’s Bangladesh Partnership Initiative (BPI). "Uddokta Phase-II" has set an ambitious goal to improve the financial stability of VDO cooperatives and enhance their capital reserves. Building on the foundation laid by the initial phase, Uddokta Phase II focuses on enabling these VDO cooperatives to either initiate or expand business ventures. The primary objective is ensuring these ventures are not just profitable but also secure the long-term sustainability of the VDO cooperatives. While the original Uddokta project aimed at elevating the income and livelihoods of rural communities, this subsequent phase emphasizes the long-lasting viability of VDO cooperatives, guiding them towards a self-reliant and prosperous future. In addition, this time the project will also address improvement in nutrition to the children under the age of 5. It endeavors to mitigate the pervasive issue of malnutrition observed among children, adolescents, and mothers in Bangladesh. By establishing a supportive food system environment and intensifying food security, the project aims to uplift the nutrition status of children under 5 years of age, with a particular emphasis on vulnerable groups such as pregnant and lactating women and adolescent girls. A market system approach underpins these objectives, ensuring enduring interventions. Geographically, the project spans the Sylhet, Habiganj, and Sunamganj districts, concentrating around Chevron’s gas fields.

**3. Objective of the Assignment**

iDE is looking to hire a professionally skilled (on drinking water and/or WASH-Water, sanitation, and hygiene) individual consultant/firm for providing timely and quality service to successfully analyze, design, plan, and establish a water entrepreneurship model through piped water network for approximately **50 (fifty) households** in a specific context of Sylhet. The primary aim of the consulting assignment is to gain a comprehensive understanding of the current status of drinking water services in selected areas of Sylhet and design a suitable business model accordingly, including water infrastructure development. This model serves to increase the **accessibility and availability of safe drinking water** for the community at an **affordable** price, which has the potential to be **acceptable** in the long run. It also aims to create an example of developing a women-led water enterprise by equipping the entrepreneur with skills and technology to sustain the enterprise independently. In summary, it establishes a benchmark model towards achieving sustainable, safe drinking water services for the community. Additionally, the model will play a crucial role in contributing to future project/intervention designs. Successful completion of this assignment necessitates a close working relationship with relevant stakeholders operating in the targeted domain focused in the above-mentioned geographic areas.

**3a. Geographic Area**

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| **District** | **Upazila** |
| Sylhet | Sylhet Sadar |

**3b. Scope of Work**

* Collect quantitative and qualitative data about drinking and domestic water quality parameters and existing services through literature reviews, project documents, field surveys, and interviews, with a particular focus on identifying opportunities for women-led water enterprises in the community.
* Evaluate the existing challenges associated with drinking and domestic water services by performing a thorough analysis of drinking water service levels, water quality, and accessibility within the project area, while identifying barriers and opportunities for women to engage as water entrepreneurs.
* Recommend and design a service model both for drinking water and domestic water usage based on the data analysis mentioned above, ensuring the model is tailored to support women entrepreneurs in managing and delivering safe water to their communities.
* Construct an appropriate piped water network based on the recommended design, incorporating features that enable women entrepreneurs to efficiently operate and maintain the system as a profitable enterprise.
* Develop a comprehensive plan that includes training and capacity-building activities aimed at equipping women entrepreneurs with the necessary skills to manage the water services independently, including technical, financial, and operational aspects.
* Run a community engagement session to create awareness on water management and demand generation for the water enterprise.
* Prepare a detailed and well-organized report summarizing all the insights, recommendations, and designs, highlighting the role of women entrepreneurship in sustaining the water enterprise and ensuring long-term community impact.

**4. Major responsibilities of the individual consultant/firm**

In consultation with the respective unit at iDE, the individual consultant/firm personnel will be mainly responsible for the following tasks or services:

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| **Phase** | **Responsibilities** |
| Phase-I (Hear Phase) | * Kick-off Meeting (orientation) with the Uddokta project team * Prepare a work plan for the consulting assignment * Technical observation at the field and collect required data * Detailed analysis of the collected data |
| Phase-II (Create Phase) | * Detailed design of the piped water system for drinking and domestic water for 50 HHs * Propose a well-articulated business model for the water enterprise * Prepare and share a draft progress report with the Uddokta project team * Address feedback to the progress report |
| Phase-III (Deliver phase) | * Construct the piped water system for drinking and domestic water for nearly 50 HHs * Prepare an operating and maintenance manual for the water entrepreneur * Train the entrepreneur on the operation and maintenance of the enterprise * Deliver the final report * Develop a two pager tactic report presenting key learnings |

**5. Major responsibilities of iDE**

iDE will provide the Individual Consultant/Firm with the necessary support to undertake and implement the assignment and execute the objectives of this assignment. Such responsibilities include the following:

* Provide initial briefing and existing work overview;
* Provide relevant documents and technical support;
* Provide support before and during the event;
* Closely follow up & monitoring the activities as per agreement of the Individual Consultant/Firm; and
* Disburse payment as per the agreed schedule in the contract.

**6. Key Deliverables**

The following deliverables are expected from the consultant/firm:

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| **S.N.** | **Phase** | **Deliverables** | **Tentative Timeline** |
| 1 | Phase I | Contract signed **(1 item)** | 5th October 2024 |
| 2 | Detailed Work Plan; Field Observations with Data Analysis **(2 items)** | 15th October 2024 |
| 3 | Phase II | Technical Design of the Drinking and Domestic Water Systems  **(1 item)** | 10th November 2024 |
| 4 | Submit Progress Report including Business Model **(1 item)** |
| 5 | Phase III | Establish the piped water system for drinking and domestic water and  Prepare Water Enterprise Operational Guideline **(1 item)** | 20th December 2024 |
| 6 | Submit Tactic Report **(1 item)** |
| 7 | Submit Final Report **(1 item)** |

**7. Tentative Work Schedule**

The individual consultant/firm is expected to start work on or around **5th October 2024.** This assignment should be completed by **20th December 2024,** which includes completion of all tasks in the assignment along with the submission of the deliverables as detailed in Section 6. Based on unavoidable circumstances, the period for conducting the assignment might change depending on the situation. The Individual Consultant/Firm is expected to be able to accommodate these changes without additional cost. The detailed work schedule/plan will be finalized during the kick-off meeting.

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| **S.N.** | **Activities** | **Oct’24** | | **Nov’24** | | **Dec’24** |
| 1 | Contract Signing |  | |  | |  |
| 2 | Detailed Work PlanDevelopment |  | |  | |  |
| 3 | Field Visit and Detailed Data Analysis |  | |  | |  |
| 4 | Design of drinking and domestic water systems |  |  |  |  |  |
| 5 | Construction of drinking and domestic water systems |  | |  |  |  |
| 6 | Train the entrepreneur on the operation and maintenance |  | |  | |  |
| 7 | Develop Final Report |  | |  | |  |

**8. Proprietary Rights**

Any document, information, or data entrusted to or produced by iDE in connection with this assignment shall be strictly confidential and cannot be used by the contract employee for any other purpose without the written consent of iDE. This provision shall remain valid even after the completion of this assignment. iDE-Bangladesh reserves the right to terminate this agreement at any time with the consultation of the contracted individual/firm. iDE will reserve the copyright of all produced materials and should be permitted to use them without a time limit.

**9. Schedule of Payment as per Deliverables**

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| S.N. | Deliverables | Installment Value |
| 1. | Deliverables of Phase I: Signed Contract, Work Plan, and Summary Report (including field observations and data analysis) | 30% of the Total Contract Value |
| 2. | Deliverables of Phase II: Technical Design and Progress Report with the Business Model | 30% of the Total Contract Value |
| 3. | Deliverables of Phase III: Establishment of the Water System, Operational Guideline, Tactic Report, and Final Report | 40% of the Total Contract Value |

**10. Eligibility Criteria**

General experience and expertise required for this assignment are mentioned below:

* Proven experience in designing, developing, and implementing water purification and distribution systems in climate-vulnerable, hard-to-reach, and low-income communities.
* Demonstrated success in developing locally led management and business models for the operation, maintenance, and monitoring of water purification and distribution systems, particularly in under-resourced areas.
* A clear understanding of inclusive WASH practices, with a focus on community ownership and sustainability, ensuring long-term viability of water service models.
* Knowledge of gender-sensitive approaches to development, with the ability to integrate women’s leadership into broader community development initiatives.
* A track record of working with women from low-income households, providing them with the necessary skills and resources to maintain water infrastructure.
* Proven ability to collect, analyze, and interpret quantitative and qualitative data related to water quality and accessibility, particularly in challenging environmental contexts.
* Experience conducting field surveys, interviews, and community assessments to inform the design of tailored water service solutions.
* Strong proficiency in report writing and documentation, capable of delivering high-quality, well-structured reports in both English and Bangla, summarizing technical insights, recommendations, and business models.
* Experience working collaboratively with local stakeholders, including government bodies, NGOs, and community leaders, to ensure the successful implementation and sustainability of water services.

**11. Pre-Bid Communication:**

Interested entities/bidders are requested to reach out to [mahad@ideglobal.org](mailto:mahad@ideglobal.org) for any further information/clarification on the consulting assignment.

**12. Bid Submission**

All proposals should include:

* Cover letter (maximum one page);
* Technical Proposal (maximum 3 pages) which should include:
  + Understanding of the assignment and a detailed work-plan
  + Relevant experience of the event management service consultant/firm
  + Links to samples of previous work in a Google Drive folder
* Financial Proposal (maximum one page): breakdown of cost estimates. This should include, but not be limited to accommodation and travel costs (from one district to another), food expenses, and other items needed for the consultancy/service.
* If applicable, please also include:
  + Company profile
  + VAT Registration Certificate
  + TIN Certificate
  + Tax Return Submission Acknowledgement Slip from last financial year
  + Trade License Certificate
  + Joint Stock Company Registration Certificate

Firms/Consultants are requested to propose payment modality in their proposal.

***Note:*** *Government VAT and Tax regulation will be applied, and these costs must be included in the financial proposal.*

The following terms and conditions will apply:

* The payment will be made through account payee cheque/ wire transfer (account name, number, type, bank name, and branch name is required for wire transfer);
* As per Government of Bangladesh VAT and tax regulation; International consultants are taxed at 15% VAT (on contract amount) and 20% tax (on contract amount +VAT); National consultants are taxed at 15% VAT and 10% tax;
* Government VAT and tax regulation will be applied and iDE Bangladesh will deduct all relevant VAT and Tax at source as per GoB rule;
* VAT Registration Certificate, TIN and Trade License (if applicable) must be submitted before the agreement is signed;
* In case of failure to deliver the final product in due time, iDE Bangladesh will deduct .05% of the total agreement amount for each day of delay in submitting the report beyond the closing date of the agreement;

The selected consultant/firm will abide by other terms and conditions of iDE Bangladesh.

Interested and qualified consultants/firms are asked to submit their Technical and Financial proposals to [bangladesh.procurement@ideglobal.org](mailto:bangladesh.procurement@ideglobal.org). Please write **“Uddokta Water Enterprise Development”** in the subject line. The proposals should be submitted by **5 PM Bangladesh Standard Time (BST) on 25th September 2024**. We are only able to consider electronic submissions. Only shortlisted consultants/firms will be contacted and invited for a technical discussion.

**Deadline:** **25th September 2024** COB (5 PM BST)