

## REQUEST FOR EXPRESSION OF INTEREST (REOI)

### **'Implementation of Cox's Bazar WASH Programme following Community Approaches to Total Sanitation (CATS), Sanitation Marketing and Promotion of Water Safety Plans under GoB-UNICEF Project'**

UNICEF Bangladesh Country Office intends to identify suitable Civil Society Organizations (CSOs) and/or private sector organizations to establish institutional contract to 'Implement Cox's Bazar WASH Programme following Community Approaches to Total Sanitation (CATS), Sanitation Marketing and Promotion of Water Safety Plans under GoB-UNICEF Project'. UNICEF and its major implementing partner Department of Public Engineering (DPHE) will work with the Civil Society Organizations (CSOs) and/or private sector organizations in all aspects of programme planning, implementation, determining implementation strategies, capacity building, monitoring, reporting and documentation. The selected agency will invest their knowledge, time, or technical expertise and mobilize field level staff to ensure timely delivering key outputs including the development of local government capacity to ensure operation and maintenance of investments and will be paid for results achieved against targets.

#### **REQUIREMENTS FOR CONSIDERATION**

Interested reputed Civil Society Organizations (CSOs) and/or private sector organizations must have strong development & humanitarian background, relevant experiences, geographical & contextual knowledge and presence to implement the planned interventions. Accordingly they are requested to download the (i) selection criteria and (ii) summary of EOI packages along with geographical coverage and key results to be achieved available at following web link: [www.unicef.org.bd](http://www.unicef.org.bd) or please write to UNICEF at "[supplybangladesh@unicef.org](mailto:supplybangladesh@unicef.org)" to get a copy of the selection criteria and summary of Expression of Interest (EOI) packages and geographical coverage along with key results (Annex 1 and 2 as listed below) in order to submit their Expression of Interest (EOI) for evaluation:

Annex-1: Selection Criteria to select the CSO, and/or private sector organizations

Annex-2: Summary of EOI packages, geographical coverage and key results to be achieved by WASH Facilitating Agency

Annex-3: Proposal Evaluation Criteria for Selection of CSO, and or private sector organizations

The completed Annex 1 should be submitted along with document as specified in Annex 1. The agency must not have prior record of inappropriate conduct in ethical, social or environmental issues (corporate responsibility).

To receive any clarification please send the list of queries to "[supplybangladesh@unicef.org](mailto:supplybangladesh@unicef.org)" by 12 March 2019.

#### **DEADLINE AND THE PROCEDURE TO SUBMIT THE EOI**

Duly completed Annex 1 (prepared following the Annex 2 and the evaluation criteria provided in Annex 3) and other relevant documents should be sealed in an envelope marked with the title 'Eoi to establish institutional contract to 'Implement Cox's Bazar WASH Programme following Community Approaches to Total Sanitation (CATS), Sanitation Marketing and promotion of Water Safety Plans under GoB-UNICEF Project'. One Agency can participate for single package/lot, multiple packages/lots or all packages/lots based on their organizational strength, expertise, long geographical presence, capacity and experience. Agencies can show their expressions of interest independently or in a partnership with other organizations (CSOs/private organizations) for a single package/lot or multiple packages/lots following a consortium approach. The minimum criteria to submit REOI is that the agency should have minimum 10 years' experience in WASH sector and annual minimum turnover should be US\$ 1,000,000. Kindly put marking on the package addressing the Chief, Supply & Procurement Section, UNICEF Bangladesh. The EOI should be submitted to the Reception Desk of UNICEF Office at the 4<sup>th</sup> floor of BSL Office Complex, 1 Minto Road, Dhaka by 3:00 pm of Wednesday, 20 March 2019.

#### **PLEASE NOTE FOLLOWING POINTS**

1. This EOI does not constitute a solicitation, we do not require any detail technical proposal and financial bid or offer at this stage. Only short-listed agencies will be requested to submit detail technical proposal and budget for final selection. We merely seek your expression of interest in compliance with the requirements stated above which is the initial stage of any potential future contract.
2. The EOI must be signed by authorized signatory of the agency. Submitted EOIs shall be considered as the property of the advertiser and not returnable.
3. This advertisement and responses thereto, does not bind UNICEF to enter into any form of contractual agreement with CSOs/agencies submitting EOI.

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**'Annex - 01'**

Agency's Organizational Information		Insert relevant information
i. Name of the agency		
ii. Acronym		
iii. Address (HQ)		
iv. Address (Regional Offices if any)		
v. Registration number (copy of registration to be attached)		
vi. Website (if any)		
vii. Supported by copies of rental agreement given above showing specific duration for which the agreement is valid or if the office of the agency is in own land (copy of rental agreement or other proof of tenure to be attached)		
viii. Governing body/board of director's information in case of CSO and private entity		
ix. Copy of the audit statement and annual report of last two years.		
Criteria Consideration		Write briefly (not more than 200 words)
a. <b>Agency mandate, sector area and geographic coverage:</b> Outline the organisation's mandate, field of work (and geographic coverage		
b. <b>Expertise and experience in the WASH sector:</b> required knowledge, specific skills, specialists, and track record specially in water supply, water quality, WSP, sanitation promotion using CLTS/CATS/Sanitation marketing/other approaches, hygiene promotion, community mobilization, WASH in school and Health care facilities etc.		
c. Append list of WASH projects implemented in last 5 years with project value, donor, project period and project location, total beneficiary and budget.		
d. <b>Local experience, presence and community relations:</b> on-going programme in the area of operation; knowledge of the local context; engaging community specially women, disadvantage people; trust from local communities etc.		
e. Append list of fulltime regular staff members with their experience and responsibility in WASH		
f. <b>Innovative approach:</b> to achieve results and its expected effectiveness and/or efficiency and sustainability in delivering outputs.		
g. <b>Existing networks:</b> Outline of ongoing collaborations with Government Organization, Local Government Institutes, national institutions, private sector, knowledge-based origination and local communities in the sector area.		
h. <b>WASH related trainings with duration, availability of training facilities and target audiences that agency has organized in last two years</b>		
i. <b>Access/security considerations:</b> ability to operate political clash/violence situation and in given location or if applicable, security conditions.		
j. <b>Experience working with UNICEF and other UN Agencies:</b> global and/or local partnerships including knowledge of UNICEF policies, practices and programmes.		
k. <b>Annual budget</b>	Size of annual budget (previous year, USD)	
	Source of core funds or income	
	Main funding partners/ donors	

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Name / Signature \_\_\_\_\_



## Annex 2

### Summary of EOI packages, geographical coverage and key results to be achieved by WASH Implementing Agency (IA)

Proposed locations and expected results according to four different package/Lots are given below table. One Agency can participate for single package/lot or multiple package/lot or all lots based on their organization expertise, geographical coverage and experience. Two agencies (either two CSOs or one CSO and one private organization) can jointly bid for a single package/lot or multiple package/lot.

Packages/Lot	Intervention areas	Key results to be achieved
<b>Package/Lot - 1</b>	<b>Upazila: Ukhia (JRP) Unions: Palongkhali, Rajapalong, Haidiapalong, Jaitapalong and Rotnapalong</b>	<ul style="list-style-type: none"> <li>• 5 WASH inventories developed (Union based).</li> <li>• 5 KAP surveys conducted (Union based).</li> <li>• 5 WASH plans developed (Union based).</li> <li>• 60,285 children, girls, women and host community people participated in hygiene awareness sessions and able to demonstrate at least 3 critical hygiene practices.</li> <li>• 21,100 adolescent girls and reproductive age women participated in menstrual hygiene management (MHM) sessions, able to demonstrate and have their menstrual hygiene needs met.</li> <li>• 8 mass campaigns organized in collaboration with Government counterparts in line with national and global celebrations.</li> <li>• Number of training and orientation conducted for building capacity on basic hygiene promotion and MHM targeting community volunteers, health workers and hygiene promoters.</li> <li>• 60,285 children, girls, women and host community people have access to at least 20l/day safe water to agreed standards and meeting demand for domestic purposes</li> <li>• Number of context specific water options (DTW/STW/mini piped water networks/SWT/RWS) established, well maintained and functional.</li> <li>• Number of existing water options renovated/rehabilitated, well maintained and functional.</li> <li>• 80% Water Safe Community established.</li> <li>• 80% Households oriented on Water Safety Plans.</li> <li>• 14,468 households will build latrines along with hand-washing facilities, well maintained and functional.</li> <li>• 72,342 children, girls, women and host community people have access to improved latrines to agreed standards.</li> <li>• Number of existing toilets renovated/rehabilitated along with updating hand-washing facilities, well maintained and functional.</li> <li>• 121 communities declared Open Defecation Free (ODF)</li> <li>• 5 Unions declared Open Defecation Free (ODF).</li> <li>• 10 private sanitation entrepreneurs identified, developed and built capacity on sanitation marketing.</li> </ul>

		<ul style="list-style-type: none"> <li>• 40% Households linked with private sanitation entrepreneurs for better latrines.</li> <li>• Number of WatsSan committees following equal participation of women &amp; men activated, oriented on their roles and trained on WASH O&amp;M.</li> <li>• 5 health centers equipped with basic Water, Sanitation along with Hand-washing and MHM facilities in collaboration with health department.</li> <li>• Hygiene practices including MHM improved among doctors, nurse, health workers, birth attendants and patients by 25%.</li> <li>• 30 primary schools that have inclusive water, sanitation and group hand-washing facilities according to national standard.</li> <li>• 7,500 boys and girls at respective primary schools have access to inclusive WASH services.</li> <li>• 80% boys and girls at respective primary schools participated in hygiene awareness sessions and able to demonstrate at least 3 critical hygiene practices.</li> <li>• Department of primary education (DPE) supported for integrating three-star approach.</li> <li>• 15 secondary schools that have inclusive water, sanitation, group hand-washing and MHM facilities along with disposal mechanisms facilities according to national standard.</li> <li>• 3,750 adolescent boys and girls aged 10 to under 18 at Secondary Schools have access to inclusive WASH services.</li> <li>• 80% boys and girls at respective secondary schools participated in hygiene awareness sessions and able to demonstrate at least 3 critical hygiene practices.</li> <li>• 90% adolescent girls participated in menstrual hygiene management (MHM) sessions, able to demonstrate and have their menstrual hygiene needs met.</li> <li>• 5 WASH inventories developed (Union based).</li> <li>• 5 KAP surveys conducted (Union based).</li> <li>• 5 WASH plans developed (Union based).</li> <li>• 67,617 children, girls, women and host community people participated in hygiene awareness sessions and able to demonstrate at least 3 critical hygiene practices.</li> <li>• 23,666 adolescent girls and reproductive age women participated in menstrual hygiene management (MHM) sessions, able to demonstrate and have their menstrual hygiene needs met.</li> <li>• 8 mass campaigns organized in collaboration with Government counterparts in line with national and global celebrations.</li> <li>• Number of training and orientation conducted for building capacity on basic hygiene promotion and MHM targeting community volunteers, health workers and hygiene promoters.</li> </ul>
<p>Package/Lot - 2</p>	<p>Upazila: Teknaf (JRP) Unions: Baharchora, Nhilla, Teknaf, Whykhong and Sabrang.</p>	

	<ul style="list-style-type: none"> <li>• 67,617 children, girls, women and host community people have access to at least 20l/day safe water to agreed standards and meeting demand for domestic purposes</li> <li>• Number of context specific water options (DTW/STW/mini piped water networks/SWT/RWS) established, well maintained and functional.</li> <li>• Number of existing water options renovated/rehabilitated, well maintained and functional.</li> <li>• 80% Water Safe Community established.</li> <li>• 80% Households oriented on Water Safety Plans.</li> <li>• 16,228 households will build latrines along with hand-washing facilities, well maintained and functional.</li> <li>• 81,140 children, girls, women and host community people have access to improved latrines to agreed standards.</li> <li>• Number of existing toilets renovated/rehabilitated along with updating hand-washing facilities, well maintained and functional.</li> <li>• 135 communities declared Open Defecation Free (ODF)</li> <li>• 5 Unions declared Open Defecation Free (ODF).</li> <li>• 10 private sanitation entrepreneurs identified, developed and built capacity on sanitation marketing.</li> <li>• 40% Households linked with private sanitation entrepreneurs for better latrines.</li> <li>• Number of WatSan committees following equal participation of women &amp; men activated, oriented on their roles and trained on WASH O&amp;M.</li> <li>• 5 health centers equipped with basic Water, Sanitation along with Hand-washing and MHM facilities in collaboration with health department.</li> <li>• Hygiene practices including MHM improved among doctors, nurse, health workers, birth attendants and patients by 25%.</li> <li>• 20 primary schools that have inclusive water, sanitation and group hand-washing facilities according to national standard.</li> <li>• 5,000 boys and girls at respective primary schools have access to inclusive WASH services.</li> <li>• 80% boys and girls at respective primary schools participated in hygiene awareness sessions and able to demonstrate at least 3 critical hygiene practices.</li> <li>• Department of primary education (DPE) supported for integrating three-star approach.</li> <li>• 10 secondary schools that have inclusive water, sanitation, group hand-washing and MHM facilities along with disposal mechanisms facilities according to national standard.</li> <li>• 2,500 adolescent boys and girls aged 10 to under 18 at Secondary Schools have access to inclusive WASH services.</li> </ul>
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		<ul style="list-style-type: none"> <li>• 80% boys and girls at respective secondary schools participated in hygiene awareness sessions and able to demonstrate at least 3 critical hygiene practices.</li> <li>• 90% adolescent girls participated in menstrual hygiene management (MHM) sessions, able to demonstrate and have their menstrual hygiene needs met.</li> <li>• 5 WASH inventories developed (Union based).</li> <li>• 5 KAP surveys conducted (Union based).</li> <li>• 5 WASH plans developed (Union based).</li> </ul>
<p>Package/Lot - 3</p>	<p>Upazila: Chokoria and Pekua Unions: 05</p>	<ul style="list-style-type: none"> <li>• 60,462 children, girls, women and host community people participated in hygiene awareness sessions and able to demonstrate at least 3 critical hygiene practices.</li> <li>• 21,162 adolescent girls and reproductive age women participated in menstrual hygiene management (MHM) sessions, able to demonstrate and have their menstrual hygiene needs met.</li> <li>• 8 mass campaigns organized in collaboration with Government counterparts in line with national and global celebrations.</li> <li>• Number of training and orientation conducted for building capacity on basic hygiene promotion and MHM targeting community volunteers, health workers and hygiene promoters.</li> <li>• 60,462 children, girls, women and host community people have access to at least 20l/day safe water to agreed standards and meeting demand for domestic purposes</li> <li>• Number of context specific water options (DTW/STW/mini piped water networks/SWT/RWS) established, well maintained and functional.</li> <li>• Number of existing water options renovated/rehabilitated, well maintained and functional.</li> <li>• 80% Water Safe Community established.</li> <li>• 80% Households oriented on Water Safety Plans.</li> <li>• 14,511 households will build latrines along with hand-washing facilities, well maintained and functional.</li> <li>• 72,555 children, girls, women and host community people have access to improved latrines to agreed standards.</li> <li>• Number of existing toilets renovated/rehabilitated along with updating hand-washing facilities, well maintained and functional.</li> <li>• 121 communities declared Open Defecation Free (ODF)</li> <li>• 5 Unions declared Open Defecation Free (ODF).</li> <li>• 10 private sanitation entrepreneurs identified, developed and built capacity on sanitation marketing.</li> <li>• 40% Households linked with private sanitation entrepreneurs for better latrines.</li> <li>• Number of Watsan committees following equal participation of women &amp; men activated, oriented on their roles and trained on WASH O&amp;M.</li> </ul>



		<ul style="list-style-type: none"> <li>• 15 health centers equipped with basic Water, Sanitation along with Hand-washing and MHM facilities in collaboration with health department.</li> <li>• Hygiene practices including MHM improved among doctors, nurse, health workers, birth attendants and patients by 25%.</li> <li>• 50 primary schools that have inclusive water, sanitation and group hand-washing facilities according to national standard.</li> <li>• 12,500 boys and girls at respective primary schools have access to inclusive WASH services.</li> <li>• 80% boys and girls at respective primary schools participated in hygiene awareness sessions and able to demonstrate at least 3 critical hygiene practices.</li> <li>• Department of primary education (DPE) supported for integrating three-star approach.</li> <li>• 50 secondary schools that have inclusive water, sanitation, group hand-washing and MHM facilities along with disposal mechanisms facilities according to national standard.</li> <li>• 12,500 adolescent boys and girls aged 10 to under 18 at Secondary Schools have access to inclusive WASH services.</li> <li>• 80% boys and girls at respective secondary schools participated in hygiene awareness sessions and able to demonstrate at least 3 critical hygiene practices.</li> <li>• 90% adolescent girls participated in menstrual hygiene management (MHM) sessions, able to demonstrate and have their menstrual hygiene needs met.</li> </ul>
<p>Package/Lot - 4</p>	<p>Upazila: 08</p> <p>Improving WASH for 21 GoB Ashrayon (Shelter) Projects for Internally Displaced People (IDP - mostly by disasters/climate affected) at 08 Upazila in Cox's Bazar.</p>	<ul style="list-style-type: none"> <li>• 21 WASH inventories developed (shelter based).</li> <li>• 21 KAP surveys conducted (shelter based).</li> <li>• 21 WASH plans developed (shelter based).</li> <li>• 11,714 children, girls, women and host community people participated in hygiene awareness sessions and able to demonstrate at least 3 critical hygiene practices.</li> <li>• 4,100 adolescent girls and reproductive age women participated in menstrual hygiene management (MHM) sessions, able to demonstrate and have their menstrual hygiene needs met.</li> <li>• 8 mass campaigns organized in collaboration with Government counterparts in line with national and global slogans.</li> <li>• Number of training and orientation conducted for building capacity on basic hygiene promotion and MHM targeting community volunteers, health workers and hygiene promoters.</li> <li>• 9,044 children, girls, women and host community people have access to at least 20l/day safe water to agreed standards and meeting demand for domestic purposes</li> <li>• 130 context specific water options (DTW/STW/mini piped water networks/SWT/RWS) established, well maintained and functional.</li> </ul>

		<ul style="list-style-type: none"> <li>• Number of existing water options renovated/rehabilitated, well maintained and functional.</li> <li>• 80% Water Safe Community established.</li> <li>• 80% Households oriented on Water Safety Plans.</li> <li>• 500 households will build latrines along with hand-washing facilities, well maintained and functional.</li> <li>• 8,000 children, girls, women and host community people have access to improved latrines to agreed standards.</li> <li>• Number of existing toilets renovated/rehabilitated along with updating hand-washing facilities, well maintained and functional.</li> <li>• 21 communities declared Open Defecation Free (ODF).</li> <li>• 10 private sanitation entrepreneurs identified, developed and built capacity on sanitation marketing.</li> <li>• 25% Households linked with private sanitation entrepreneurs for better latrines.</li> <li>• Number of WatSan committees following equal participation of women &amp; men activated, oriented on their roles and trained on WASH O&amp;M.</li> <li>• 20 institutes (education and health centers) equipped with basic Water, Sanitation along with Hand-washing and MHM facilities in collaboration with relevant departments.</li> <li>• 2,750 boys and girls at respective primary schools have access to inclusive WASH services.</li> <li>• 80% boys and girls at respective primary schools participated in hygiene awareness sessions and able to demonstrate at least 3 critical hygiene practices.</li> <li>• 90% adolescent girls participated in menstrual hygiene management (MHM) sessions, able to demonstrate and have their menstrual hygiene needs met.</li> </ul>
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Annex- 3  
EOI Evaluation Format: Eligibility (Page 1)

EOI # \_\_\_\_\_

Agency Name \_\_\_\_\_

Sl	Mandatory Criteria	Meets Criteria	
		YES	NO
i	Copy of the Agency's registration document including the period of validity.		
ii	Office address/phone number/fax number and e-mail address of the agency's office at Head Quarter level.		
iii	Office address/phone number/fax number and e-mail address of the agency's office at Regional level.		
iv	Supported by copies of rental agreement or other proof of tenure address given above showing specific duration for which the agreement is valid		
v	Copy of land registration, if the office of the agency is in own land.		
vi	Governing body/board of director's information in case of CSO and private entity		
vii	Copy of the audit statement and annual report of last two years.		

If all criteria are met, the proposal is ELIGIBLE. Turn over the format and score the EOI according to the tables provided. If any one of the criteria is not met, the proposal is INELIGIBLE and will not be considered for short listing.

\_\_\_\_\_  
Signature of the Reviewers

\_\_\_\_\_  
Date

## EOI Evaluation Format: Scoring (Page 2)

EOI # \_\_\_\_\_

Name of the Agency \_\_\_\_\_

Sl.	Area of Experience	Possible	SCORE
<b>A: Sectoral Experience</b>			
1	Sanitation promotion (CLTS/PHAST/CATS/Sanmark)	5	
2	Hygiene and /or health promotion	3	
3	Arsenic mitigation activities	4	
4	Water safety Planning (WSP)	3	
5	WASH in school activities	2	
6	WASH in Health care facilities activities	2	
7	Planning activities with community level	2	
8	Gender and inclusion	2	
9	Addressing poverty	2	
10	Emergency preparedness and response	1	
<b>Sub-total A</b>		<b>26</b>	
<b>B: Training Experience</b>			
<b>Subject</b>			
11	Sanitation promotion: (CLTS/PHAST/CATS/Sanmark) related	3	
12	Hygiene promotion related	2	
13	Water supply, water quality related	3	
14	Water Safety Plan (WSP) related	3	
15	Community participation/PRA related	3	
16	WASH in school related	2	
17	WASH in health care facilities related	1	
18	Other	1	
<b>Duration</b>			
19	< 3 days: 1 mark 3 + days: 3 marks	3	
<b>Training facilities</b>			
20	Available with a capacity of <30 participants	1	
21	Available with a capacity of 30-50 participants	2	
22	Available with a capacity of >50 participants	3	
<b>Participant type</b>			
24	Union Parishad member	1	
25	Community	2	
26	Schools	2	
27	Health care staff	1	
28	Private Sector	2	
<b>Sub-total B</b>		<b>35</b>	
<b>C. Local experience, presence and community relations</b>			
29	Engaging women and children	3	
30	Engaging poor and marginalized group	2	
31	Engaging disable group	2	
32	Engaging local elites, community leaders, LGIs and WatSan committees etc.	2	
<b>Sub-total C</b>		<b>9</b>	
<b>D: Others</b>			
33	Quality of human resources: managements and project/Officers having expected experience on social mobilization, CLTS/CATS, WSP, arsenic mitigation, 3 start approach in WinS, WinHCF etc.	6	
34	Evidence of adopting Innovative approach in WASH intervention	4	
35	Evidence of engaging private sector	4	
36	Evidence of working ability to operate political clash/violence situation and in given location or if applicable, security conditions.	4	
37	Experience working with UNICEF	4	
<b>Annual budget</b>			
38	< 100,000 US\$: 2 marks 100,000+ and <300,000 US\$ : 4 marks 300,000+ and < 500,000 US\$ : 6 marks >500,000 US\$ : 8 marks	8	
<b>Sub-total D</b>		<b>30</b>	
<b>TOTAL (A+B+C+D)</b>		<b>100</b>	
<b>Technically qualifying score is 70 out 100.</b>			

Comments

Signature of the Reviewers \_\_\_\_\_

\_\_\_\_\_ Date