



HYSAWA

Consultancy Services for “Rapid Needs Assessment of Union Parishads for Capacity Development, Water and Sanitation Support”

Request for EOI (Expression of Interest)

Ref: HYSAWA-SDC/500A/2018/27

Date: 5 Feb 2018

The HYSAWA (Hygiene Sanitation and Water Supply) has been established and registered as an autonomous financial institution under the Companies Act, 1994. HYSAWA, upon receiving formal proposals and/or applications from eligible Local Government Institutions (LGIs) particularly from Union Parishads and subject to certain conditions, provides grants to these LGIs to implement locally developed and community-based hygiene, sanitation and safe water supply service programmes.

HYSAWA has received grant from Swiss Agency for Development Cooperation (SDC) towards the project cost of “Empowering and Decentralizing Local Government Institutions (LGI) to manage Hygiene, Sanitation and Water Supply Service Delivery in hard-to-reach areas of Bangladesh (2nd phase)” and intends to apply a part of the proceeds of the grant for the payments for the Consulting Services of the Project. This project will benefit rural people by improving local governance and ensuring better access to effective, accountable, inclusive and sustainable local public WASH services.

HYSAWA now invites Expression of Interest (EOI) from eligible Consulting firm(s) to indicate their interests in providing Consultancy Services for “Rapid Needs Assessment of Union Parishads for Capacity Development, Water and Sanitation Support”. The consultancy service involves

- Development of appropriate assessment tools based on project objectives;
- Collection of primary and secondary data on LGI (Local Government Institution) capacity, water and sanitation situation of the target unions under southwest coastal region;
- Situation analysis for each Union and identification of intervention needs;
- Preparation of individual Union assessment report and a combined report;
- Prioritization of the Union Parishads for interventions.

Interested consulting firm(s) should provide information indicating that they have the required qualifications and relevant experience to perform the services. The short-listing criteria are: a) General experience of the Firm(s); b) Experience in similar projects of compatible size, complexity and technical specialty in the required area; c) Financial Soundness of the firm; and d) Staffing and logistics of the firm.

Consultants are requested to submit the following supporting documents against the above mentioned criteria:

(i) Registration paper of the firm, VAT/TIN registration; (ii) JV agreement/letter of intent (if applicable); (iii) Firm’s brochure; (iv) Audited financial reports for last three years; (v) Service experience record (including nature, total cost, total input in terms of Man month, employer, location of service etc.). Information provided by the organization will be verified with the appropriate authorities, where applicable. Organization will be short-listed in accordance with HYSAWA procurement policy.

Two (2) sets of EoIs must be delivered in sealed envelope to the address below by **22 February 2018 within 17:00 hours**. The covering envelope (sealed) should be marked as “**Request for Expression of Interest for short listing of Consulting firms for --- (name of the package)**”. All evidences in support of the statements made in the Application Form should also be attached for verification.

The interested organizations may obtain further information about HYSAWA from www.hysawa.org. EoIs received after the deadline will not be considered. **The Procuring Authority reserves the right to accept or reject any or all EoIs received without assigning any reason whatsoever.** Execution of this task is completely subject to availability of fund from the donor. Only short listed organizations will be requested to submit their technical and financial proposals.

Managing Director, HYSAWA
House 23 (Level-3), Road 113/A, Gulshan-2, Dhaka-1212