

Government of the People's Republic of Bangladesh  
Department of Public Health Engineering  
Office of the Executive Engineer, Bogura Division, Bogura

Memo No:46.03.81.10.061.19-749

Date: 02-12-2019

**Request for Expressions of Interest (EoI)**  
(Consulting Services – Local NGO)

Country	:	Bangladesh
Name of the Project	:	Arsenic Risk Reduction Project (ARRP)
Assignment Title	:	Services for Arsenic screening, training, orientation and supervision activities
Reference No.	:	46.03.0000.537.14.112.18-1244(18) dated-04-09-2019 46.03.0000.537.14.112.18-1304(54) dated-19-09-2019
Last date of submission of EoI(Expressions of Interest): Date-19-12-2019, Time-5.00 PM		
Place of submission of EoI(Expressions of Interest): Office of the executive Engineer, Department of Public Health Engineering, Seujgari, Bogura Division, Bogura		

Arsenic Risk Reduction Project (ARRP) is being implemented by the Department of Public Health Engineering (DPHE), under the Ministry of Local Government, Rural Development and Co-operatives, Government of Bangladesh. The main objective of the project is to provide safe water to the arsenic affected population in upzila having union(s) more than 60% arsenic contaminated as identified by the Situation Analysis of Arsenic Mitigation 2009 by DPHE and JICA. To identify the present situation of arsenic contamination of the country by blanket screening of the point water sources is the second important objective of the project. The project intends to hire a competent, qualified and experienced local NGO to assist DPHE in the implementation of the screening activities in the arsenic contaminated unions of the country.

The detailed Terms of Reference (ToR) for the assignment can be found at the following website: ([www.dphe.gov.bd](http://www.dphe.gov.bd)) or from the office of the undersigned.

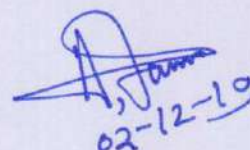
The scope of work of the firm includes the following:

- To provide hands on training on "Arsenic Test" to Field Arsenic Testers (1 mechanic, 6 testers & 1 UP representative per union) in respective areas.
- Orientation meeting at districts and upzila levels.
- Prepare relevant Training Manuals/Documents/Guidelines as and when required.
- Ensure the quality, monitoring and reporting of the arsenic screening activity.
- Supervision and reporting of the arsenic screening activities.
- Duration of the consultancy services is six (06) months
- The payment would be output basis (after completion of the tasks)

DPHE, Bogura now invites eligible Local NGO to indicate their interest in providing the services. Interested Local NGO (registered in the districts/ working experiences in the districts of last five years) should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short-listing criteria are:

- The Local NGO should have at least ten (10) years of experience in WASH services including five (5) years in Arsenic Screening having required personnel with experience for similar type of projects in Arsenic Screening activities at District level.
- Must have a proven track record of arsenic screening or similar water quality (arsenic and chloride) test and training experiences of minimum BDT 65 lakh in last five years.
- Must have sound turn over (minimum one crore per year for a period of 3 consecutive years) to be proven by Audit Report and Bank Statement.
- Extensive knowledge and experience on 'training on social mobilization, Arsenic Screening and behavioral pattern of mass community.
- Extensive knowledge and experience in working with local government Institution (LGIs)
- Corporate Capacity of the Local NGO (Annual Turnover, Financial Information for last 5 years, but no audited financial statements in this regard).

Key Experts will not be evaluated at the shortlisting stage.

  
02-12-19



Consultants may associate with other NGO to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.


Selection of Local NGO will be made by Quality and Cost Based Selection (QCBS) method set out in the Procurement Regulations.

The Expressions of Interest should include as minimum the following:

- Legal names and address of local NGO including country of registration (i.e. legal documents, Up to date Trade License, VAT and Tax Certificate);
- Brochure of the local NGO;
- Description of relevant experience with all necessary information;
- List of professional strength with name, qualification and experience;
- Annual turnover supported by audited financial statements;
- Forwarding letter with detail address (i.e. mail address, telephone, fax, email) and contact person for communication.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail) by 19-12-2019, Time-5.00 PM

For any clarification and background information, intending entities may contact DPHE at the address given below during office hours (i.e. 09.00 to 17.00 hours).

  
(Md. Anoweruzzaman)

Executive Engineer  
Department of Public Health Engineering  
Bogura Division, Bogura  
Phone: 051-66408, Email: ee.bogra@dphe.gov.bd

Copy to :

## Tentative Terms of Reference (ToR) for Training Organization (Local NGO)

### 1. Project Background:

By the end of the last century, Bangladesh achieved 97% water supply coverage using tube well technology based on the ground water source, which was the highest in South East Asian region. But in early nineties identification of arsenic particularly in shallow ground water overshadowed the commendable success especially in rural water supply.

Arsenic in tube well water was first identified in 1993 in Chapai Nawabganj. After that prevalence of arsenic in drinking water has been identified in 61 out of 64 districts of the country (except hill tracts). This is one of the major causes which drops the coverage of safe water supply from 97% to 74%.

Various program have been undertaken to mitigate the arsenic contamination in Bangladesh. Despite various efforts, it is anticipated that a considerable number of people are still exposed to high arsenic in drinking water. Presently the water supply coverage is 87% after adjusted for Arsenic contamination. (JMP Report 2015).

This proposed project is based on Situation Analysis of Arsenic Mitigation 2009, Multiple Indicator Cluster Survey (MISC) 2012-13 and past experience of another DPHE project. The main target of this project is to provide safe water to the arsenic affected population in upazilas having union(s) more than 60% arsenic contaminated areas as identified by the assessment and to identify the present situation if arsenic contamination of 70 percentage areas of Bangladesh.

Finally, 1290 union under 31 districts from the study area of Situation Analysis selected as proposed project intervention areas. The proposed project considered to serve 75 people per water point. Around 192945 no's of different water supply technologies (Safe Water Device--SWD) will be allocated dependent on the requirement of the area.

Arsenic prone area in the country will be covered under the screening program of the proposed project. On the basis of the existing data and records available, it was suggested by DPHE experts to consider around 70% areas of the country (UNION/Pouroshovas) for screening. The screening program will be planned in six months throughout the project period to have the clear picture of arsenic concentration throughout the country.

### 2. Objective of the project:

- \* To assess the present situation of arsenic contamination in water supply.
- \* To provide arsenic safe water to project area.
- \* To ensure use of safe water by increasing knowledge and capacity of LGIs in water user groups.





### 3. Objective of the Assignment:

#### 3.1 Overall Objective:

Overall objective of the assignment is to train and enhance the capacity of the field workers and stakeholders on "Arsenic Screening activity by the field test kit and make the stakeholders familiar with the project activity to mark the Tube well by painting with the color, finally proper monitoring the activity and prepare the report to send the concerned authority."

#### 3.2 Specific Objectives:

The specific objective of the assignment comprises with the following:

- To provide hands on training on "Arsenic Test" to Arsenic Testers (1 mechanic, 6 testers & 1 UP representative from each Union) in 60 unions.
- Prepare relevant Training Manuals/Documents/Guidelines as and when required.
- Ensure the quality, monitoring and reporting of the arsenic screening activity.

### 4. Scope of Assignment:

In order to meet the above objectives of the assignment, the scope of work will include the followings but not limited to:

- Receive training from Project office regarding arsenic screening and social mobilization at union level.
- Prepare pragmatic and achievable training plan and submit to Project Director Office.
- Preparation of required training plan and submit to Project Director Office.
- Develop Training Manuals/Documents/Guidelines for the required training and oriented program and printing of required training Manuals/Modules for Field Testers following the guidance receive from Project office. The Manuals/Modules will be basically based on Arsenic testing using kit, awareness raising in the community to consume arsenic and bacteriological safe water and enrich the community knowledge about arsenic, its toxicity, its effects on human body and preventive measures also.
- Assist in recruitment of field testers for arsenic testing involving the Union Parishad and DPHE Executive Engineer.
- Provide training on Arsenic testing for Mechanics, DPHE and Field Testers/Workers (06/union) & Union Parishad representative [ Each batch will be formed with 32 participants (8 persons from each of the 4 unions)]
- Provide honorarium and Training Materials (Carrying Bag, Pen, Pencil, Notepad etc.) to Field Tester (06/union) for receiving 1 days screening training.
- Conduct Proper monitoring of the Arsenic screening activity performed by the trainees and submit the monitoring plan.

### 5. Geographical Location:

60 nos. of unions under Bogra districts.



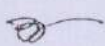
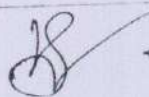
**6. Duration of the service:**

Duration of the service may be 2 months from the date of contract signing or completion of the arsenic screening monitoring activity with training, whichever later.

**7. Minimum Requirement and Qualification is required of Key personnel:**

The following requirement and qualification is required of key personnel.

Sl. No	Position	Number of Person	Person Month (approx)	Qualification	Experience
1	Senior Training Consultant (Engineering)/Team leader(TL)	1	2	Masters or equivalent in any disciplinary including ( Civil Engineering / Water Resource Engineering / or any branch of Science/ Engineering	20 years' total experience including 15 years' working experience policy formulation/support, institutional development, capacity/ management development. Working experience as a trainer for arsenic screening will be preferred. Maximum age limit 60 years.
2	Junior Training Consultant (For Field Training- Science Background)	3	6	Masters in Environmental Science/ Relevant Subject or any branch of Science/ Engineering	05 years' experience in capacity/ management development. Working experience as a trainer for arsenic screening will be preferred. Maximum age limit 40 years.
3	Junior Training Consultant (For Field Training- Social aspect Background)	3	6	Masters in Social Science/ Relevant Subject or any branch of Social Management/ Science.	05 years' experience in capacity/ management development. Working experience as a trainer for arsenic screening will be preferred. Maximum age limit 40 years.





**Note-1:** For Junior Training Consultant (For Field Training- Social aspect background) female staff will be preferred.

**Note-2:** Depend upon availability 01 DPHE personnel may be appointed as resource person (if available)

**8. Deliverables (Time period - 2 months)**

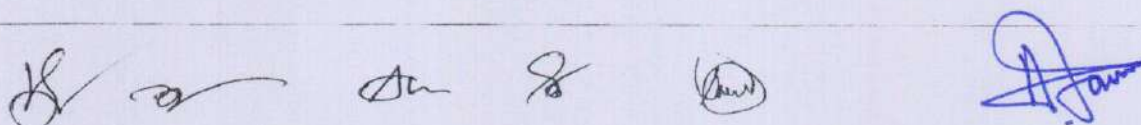
Deliverables	Time Schedule
Inception report and Work Plan (An inception report including detailed work plan. The inception report should include the methodology and process of carrying out the above mention tasks.)	Within 5 days of signing the contract
Develop the training Manual/ Guideline for the tester and awareness program. Preparation and printing of Training Manuel/ Module.	Within 10 days from the date of the signing the contract.
Training report- 1	After completion of training of 20 unions.
Training report- 2	After completion of training of 20 unions.
Training report- 3	After completion of training of 20 unions.
Develop the screening program.	Within 10 days from signing the contract.
Prepare a monitoring plan	Within 5 days of signing the contract.
Report on monitoring of the arsenic screening activity.	Every month from the second month until end of the assignment.
Draft monitoring completion report.	At the end of 45 days from signing the contract.
Final monitoring completion report.	At the end of 60 days from signing the contract.

**9. Reporting Authorities:**

Project Director will be the reporting authorities through local Executive Engineer. All reports documents/guidelines must be submitted in eight (8) hard copies (book bindings) and one softcopy in CD (Word, Excel, PDF, and Power Point as appropriate).

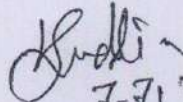
**10. Language:**

All reports including annexure and supporting documents shall be submitted in English.

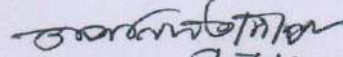


# 11. Schedule of Payment:

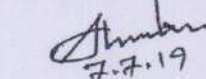
Deliverables	Payment
Acceptance of Inception Report.	10% of contract value.
Acceptance of training Manual/Guideline.	20% of contract value.
Acceptance of Training Report 1	10% of contract value.
Acceptance of Training Report 2	10% of contract value.
Acceptance of Training Report 3	10% of contract value.
Acceptance of follow up report on arsenic screening activity at the end of 25 days.	10% of contract value.
Acceptance of follow up report on arsenic screening activity at the end of 45 days.	10% of contract value.
Draft completion report.	10% of contract value.
Final completion report.	10% of contract value.


  
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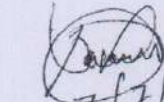
(Mohammad Khaled Salahuddin)  
Executive Engineer  
Training Division  
Department of Public Health Engineering, Dhaka.

  
7.7.19

(Tasnim Tamanna)  
Executive Engineer  
Dept. of Public Health Engineering  
Design Division, Dhaka.

  
7-7-19  
এ.এইচ.এম. আমির  
নির্বাহক প্রকৌশলী  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর  
আরসেনিক স্ক্রিনিং বিভাগ  
ঢাকা।

  
(মীর আব্দুস সাহিদ)  
তত্ত্বাবধায়ক প্রকৌশলী  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর  
পল্লিকল্পনা সার্কেল, ঢাকা।

  
7/7/19  
(বিধান চন্দ্র দে)  
প্রকল্প পরিচালক  
পানি সরবরাহে আরসেনিক মুক্ত নিষ্কাশন প্রকল্প  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, ঢাকা।



মোঃ সাইফুর রহমান  
অতিরিক্ত প্রধান প্রকৌশলী (পানি)  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর  
আরসেনিক স্ক্রিনিং বিভাগ  
ঢাকা-১০০০১৭

Approved

  
MD. SAIFUR RAHMAN  
Chief Engineer  
Department of Public Health Engineering  
Govt. of Bangladesh, Dhaka.

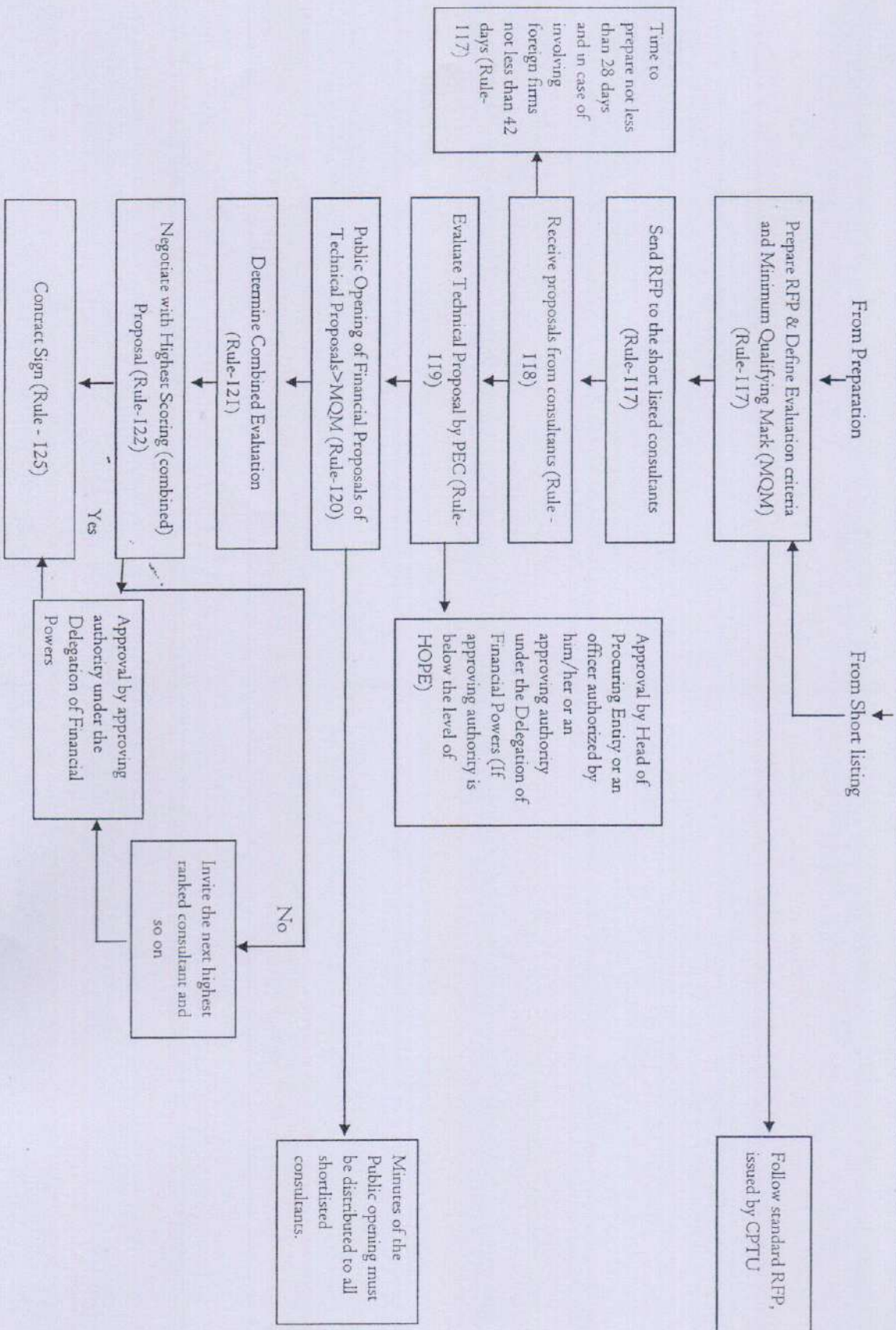




# Procurement process of Services by QCBS Method (Proposal, Evaluation, Approval and Contract Award)

Central Procurement Technical Unit  
 नेपाल-२० (विधि २०६(२) अग) Procurement of Services by QCBS Method

Key Time Table	Main Activity	Approval	Optional Activity	Notes
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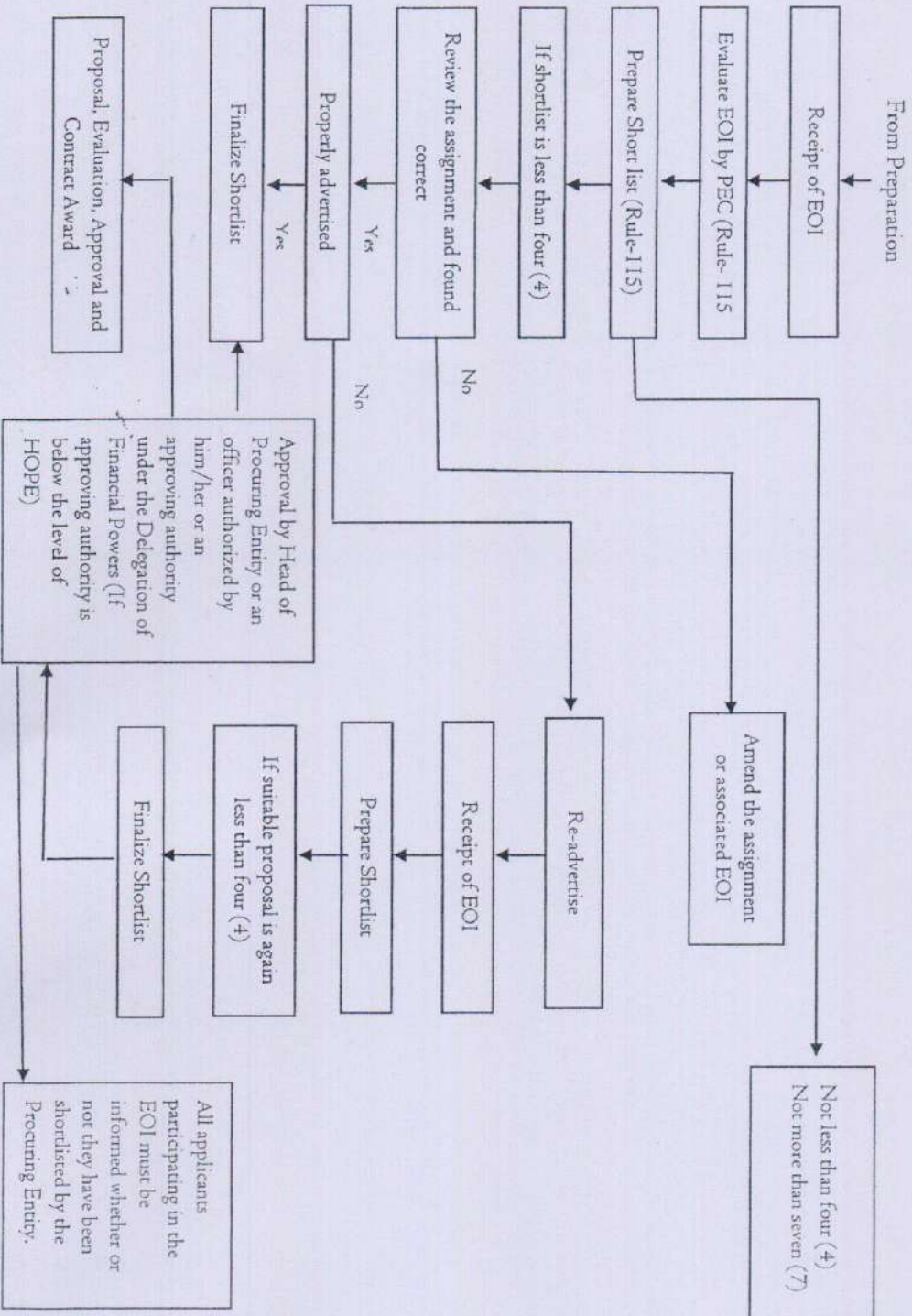




## Procurement process of Services by QCBS Method (Short-Listing)

Central Procurement Technical Unit  
 १९९१-९३ [वर्ष २००६(२) अ] Procurement of Services by QCBS Method

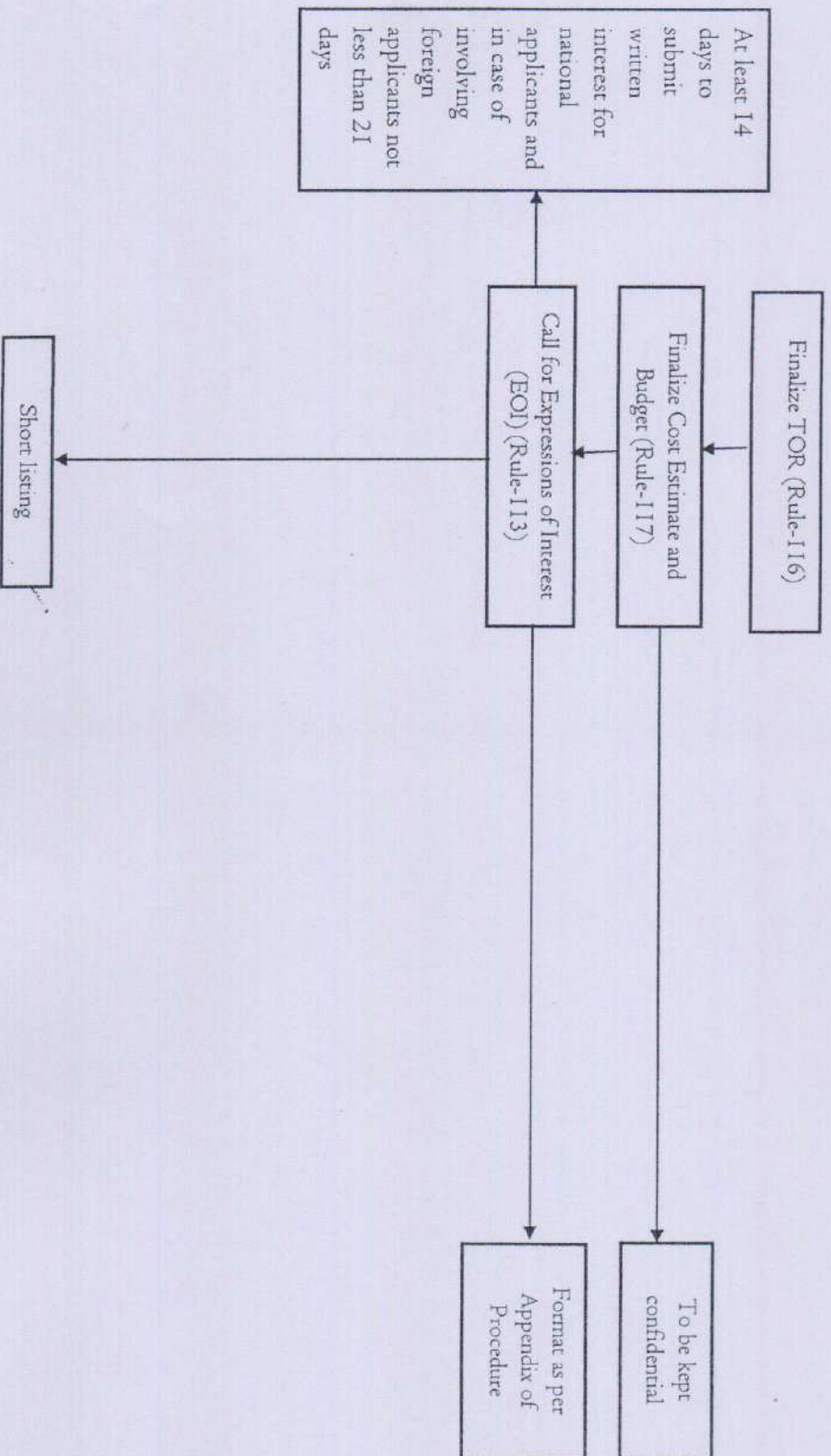
Key Time Table	Main Activity	Approval	Optional Activity	Notes
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## Procurement process of Services by QCBS Method (Preparation)

Central Procurement Technical Unit				
अनुसूची-२३ (नियम १०६(२)) सेवा प्रदान करने के लिए QCBS विधि				
Key Time Table	Main Activity	Approval	Optional Activity	Notes





Office of the Project Director  
Arsenic Risk Reduction Project  
Department of Public Health Engineering

Implementation Modality Arsenic Screening

This project is based on Situation Analysis of Arsenic Mitigation 2009, Multiple Indicator Cluster Survey (MICS) 2012-13 and past experience of other DPHE projects. The main target of this project is to provide safe water to the arsenic affected population in areas having contamination more than 60% identified by the assessment and to identify the present situation of arsenic contamination.

1290 unions of 117 upzila under 31 districts from the study area of Situation Analysis selected as proposed project intervention areas. The project is considered to serve 75 people per water point. Around 192945nos different water supply technologies (Safe Water Device-SWD) allocated depend on the need of the area.

To identify the present extent of arsenic contamination in the ground water of Bangladesh all potential areas of contamination will be covered under the screening program of the proposed project. On the basis of the existing data and records available, it was suggested by DPHE experts to consider around 70% areas of the country (Unions/Paurashovas) for screening. The screening program will be planned in six months throughout the project period to have a clear picture of the Arsenic contamination.

As the project is a bit different in nature or not following the usual nature of other DPHE projects a more cautions are needed to implement in the field. For effective implementation a *tentative implementation modalities are given below:*

Arsenic Screening Activities:

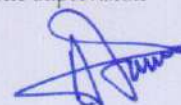
This is one of the key activities to implement the project successfully. The understanding of the arsenic contamination as well as its distribution is necessary to determine the required measures. An extensive Arsenic Screening will be conducted which will yield as a baseline data on arsenic contamination.

The screening is proposed to conduct within two months from the starting of the activities. Total area of screening is around 3200 union (70% areas of the country).

54 district (out of 64 district) of Bangladesh will be categorized by 18 greater district (out of 22 greater district) for screening activities. Eighteen nos (18) of training organization (local NGOs) will seek to provide training for arsenic screening activities. About all the organization will get two months for provide training. Before starting their activities all the trainer of 18 organization will get training about arsenic testing from DPHE. Training division, DPHE will organize training program for 18 organization and Executive Engineer, concerned DPHE 54 district office. The reason of the training program of 18 organization and Executive Engineer is to provide same training to the field tester and preparation of same training module by 18 organization.

Before initiate the screening program it is expected that an orientation program for the field administration and LGI representatives should be organized at district level and Upzila level to have their commitment and necessary support to ensure their involvement in the implementation. Training organization will be engaged to conduct the orientation.

It has been proposed to involve the Union Parishad to recruit 06 (six) person per union to select as field worker having minimum qualification of S.S.C. (preferably with Science Background) or equivalent. The testers will be formed into teams consist of two member each and 3 team will be responsible for one union. The concern TW mechanics will directly guide and supervise the screening of the union and also be trained accordingly. One member from the union parishad preferably women member will also be trained and involved in the supervision





The field tester shall must physically test the water sample at the site of the water point and fill the data sheet and complete the SMS/Mobile based data reporting before moving to the next one.

Upon every successful valid data of a water point entry to the system the testing team will get BDT 100.00 only as remuneration. It is expected that a team can test at least 10 to 12 Tubewell per day. All the test conducted for supervising or cross checking will also get the same amount.

Supervisory Activities:

DPHE Tubewell Mechanic will also cross check around 10% of the Water Points tested by field worker. The AE/SAE will also cross check 2% of the test conducted by TW Mechanics. 1% of the tested sample will be also cross-checked by the concern laboratory of DPHE. Upzila Assistant Engineer/Sub-Assistant Engineer will responsible for overall activities under their Upzila and maintain a database for Arsenic testing with the collaboration of concern Executive engineer office and PD office. EE, AE, SAE will conduct periodical monitoring with testing to review the results.





## Training Organization's (Local NGO) Evaluation Criteria

### I. Criteria for the selection of TO's:

- Legal names and address of firms including registration and other related documents.
- Proven Experience in Arsenic screening/similar work and training social mobilization activity.
- Technical experience and expertise in using Arsenic Test Kit in arsenic affected area.
- Experience in awareness rising in arsenic contaminated areas of the specific districts.
- Expertise and capacity building of stakeholders like communities, schools, LGIs and others.
- Co-ordination between different stakeholders.

### 2. Minimum Requirement and Qualification for Key personnels:

The following requirements and qualifications are required of key personnels.

Sl. No	Position	Person	Person Month	Qualification	Experience
1	Senior Training Officer (Engineering)/ Team leader(TL)	1	2	Masters or equivalent in ( Civil Engineering / Water Resource Engineering / or any branch of Science/ Engineering	20 years' total experience including 15 years' working experience policy formulation/support, institutional development, capacity/ management development. Working experience as a trainer for arsenic screening will be preferred.
2	Junior Training Officer (For Field Training- Science Background)	3	6	Masters in Environmental Science/ Science/ Engineering background	05 years' experience in capacity/ management development. Working experience as a trainer for arsenic screening will be preferred.
3	Junior Training Officer (For Field Training- Social aspect Background)	3	6	Masters in Social Science/ Relevant Subject or Social Management/ Science.	05 years' experience in capacity/ management development. Working experience as a trainer for arsenic screening will be preferred.

Note-1: For Junior Training Officer (For Field Training- Social aspect background) female staff will be preferred.

Note-2: 01 DPHE personnel may be appointed as resource person (upon availability)

### 3. Selection of qualified Training Organization:

- A. **Expression of Interest (EoI):** After submission of EoI, The Qualified Organization will be short listed based on pre-selected criteria by DPHE through open competition as advertised in National Daily's. The Organization which has proven track record of assignments of specific district/s on Arsenic screening, training the testers and supervision of the same tasks will be given priority.
- B. After short-listing of EoIs qualified organization will be requested to submit the following in 'two envelop' system:
  - (i) **Technical Proposal:** The Technical Proposal shall include understanding of assignment, activities, implementation methodology, and time plan and team structure for project implementation.
  - (ii) **Financial Proposal:** The financial proposal should include list of all cost associated with the assignment, if appropriate, these cost should be broken down by activity. Union wise separate budget and work plan will be appreciated.



4. Proposal Evaluation Criteria:

- i. The evaluation will be a two-stage process.
- ii. All technical proposals shall be evaluated based on the marking criteria in the relevant paragraphs and they will be ranked according to the merit.
- iii. Evaluation of the technical proposal shall be done prior to the financial offer and ranked according to merit.
- iv. The weightage of technical score (TS) and financial score (FS) are 80% and 20% respectively. The technical score (TS) will be 80% of the marks obtained in the proposal.
  - (i) No financial offer shall be included in technical proposal. Otherwise, it will be treated as our rightly disqualified/rejected of bid and shall not be considered for evaluation.
  - (ii) The bidder who will score 70% (seventy percent) marks and above in their technical proposal, will be qualified for evaluation of their financial offer and those who will not be qualified, their financial offer shall not be opened.
- v. All bidders who are technically qualified will be invited to attend the opening of the financial offers. After arithmetic correction, if there be any, it will be ranked according to merit. The Technical Offer carries 80% and Financial Offer carries 20% of the 100 marks. The calculation for the Financial Score (FS) and Technical Score (TS) shall be made as follows:

$$\text{Technical Score} = \frac{\text{Rate Quoted by the relevant Firm} \times 80}{\text{Highest Quoted Rate by Qualified Firm}}$$

$$\text{Financial Score} = \frac{\text{Highest Quoted Rate by Qualified Firm} \times 20}{\text{Rate Quoted by the relevant Firm}}$$

$$\text{Combined Score} = \text{TS} + \text{FS}$$

5. Making Criteria of Technical properties:

Make distribution of technical proposal shall be as follows.

A. understanding of the Assignment	15 Points
B. Background and Experience of the firm	20 Points
C. Approach, Methodology, work plan etc.	25 Points
D. Key Technical Personnel	40 Points
Total	100 Points

Marking Break down (for EoI)

A. understanding of the Assignment (15 Points)

- (i) Previous experience on arsenic screening trainings and social mobilization at districts levels (10 Points)

- $\geq 8$  Years – 100%
- $\geq (5-7)$  Years – 80%
- $< 5$  Years – 0%

- (ii) Sound Knowledge and experience in social mapping, data managements, compilation and reporting through Baseline Survey for beneficiary's identification (3 Points)

- $\geq 12$  Years – 100%
- $\geq (8-11)$  Years – 75%
- $\geq (5-7)$  Years – 50%
- $< (5-7)$  Years – 0%



(iii) Extensive knowledge and experience in working with Local Government Institution (LGI) and capacity enhancement of local stakeholders (2 Points)

- $\geq 12$  Years – 100%
- $\geq (8-11)$  Years – 75%
- $\geq (5-7)$  Years – 50%
- $< 5$  Years – 0%

**B. Background of the firm (20 Points)**

(i) Age of the leading firm (5 Marks)

- Age  $\geq 20$  years (5 Marks)
- 15 years  $\leq$  age  $< 20$  years (3 Marks)
- 10 years  $\leq$  age  $< 15$  years (1 Marks)
- 5 years  $\leq$  age  $< 10$  years

(ii) Experience of firms/ association (12 Points)

(a) Water Quality screening /Field Testing (Minimum service of BDT 65 lakh) – (4 Points)

- Projects completed  $\geq 3$  (4 Marks)
- Projects completed = 2 (2 Marks)
- Projects completed = 3 (1 Points)

(b) Training for the field testers and orientation meeting (Minimum service of BDT 65 lakh) – (4 Points)

- Projects completed  $\geq 3$  (4 Marks)
- Projects completed = 2 (2 Marks)
- Projects completed = 3 (1 Points)

(c) Community Awareness Building on health and social effects of Arsenic contaminated water (Minimum service of is BDT 65 lakh) – (4 Points)

- Projects completed  $\geq 3$  (4 Marks)
- Projects completed = 2 (2 Marks)
- Projects completed = 3 (1 Points)

(iii) Audited turnover of Firm/ association of firms – (3 Points)

Marks to be distributed to the lead firm for annual average turnover (BDT) during the last 3 years

- Turnover  $\geq 3$  crore (3 Points)
- 1 crore  $\leq$  Turnover  $< 3$  crore (2 Points)
- 1 crore  $<$  Turnover (1 Points)

**C. Methodology, Approach and Work Plan (25 marks)**

i. Understanding of Objectives- (5 marks)

The proposal shall be evaluated in terms of its demonstrating that the firm has clearly understood the objectives of the project and that indications shall be there that it has conducted site visit(s) of familiarize itself with the field conditions

- Understanding of conditions role in the project- 2.5 marks
- Understanding of the tasks required to complete the project - 2.5 marks.

ii. Methodology and approach – (10 marks)

The proposal shall be evaluated against the yardstick of the degree to which the methodology adopted conforms to the requirements indicated in the ToR. It should clearly indicate the adequacy of the responsiveness to the ToR. The evaluation shall as well examine the proposal demonstrating a thorough understanding of the work environment and any effect this may have on the execution of the project. Maximum points shall be awarded for consistency and rationality.

iii. Work plan- (10 marks)

The evaluation shall examine- Does the work program conform and methodology and approach? Consistency between among the work programs, personnel schedule, organization chart and the sensible phasing of work shall also be considered in the evaluation process.

- Organization chart: Inter relationship and responsibilities among the organizational Personnel – 5 marks
- Work plan Bar Chart: Logical sequence and full coverage of activities specified in the ToR, specifying deadlines and milestones – 5 marks

D. Key Technical Personnel [40 marks]

(i) Team Leader [20 marks]

Academic Qualification: factor percentage- 25% [5 marks]

- Masters – 100%
- Non Masters – 0%

Experience- 60% [12 marks]

Total experience (6 marks)

- ≥20 years – 100%
- 15– 19 years – 75%
- <15 years – 0%

Experience to prepare training materials, modules, curriculum and course design [6 marks]

- 20yrs – 100%
- 15 – 19 years – 75%
- 10 – 14 years – 50%

Full-time/permanent staff- 15% [3 marks]

- >12 months – 100%
- < 12 months – 0%

(ii) Junior Training Officer (Field Training–Science) Expert – [10 marks]

General Qualification: Factor percentage – 30% [3 marks]

- Masters - 100%
- Non Masters - 0%

Project Related Experience – 60% [6 marks]

- >5yrs – 100%
- < 5yrs – 0%

Full-time/permanent Staff – 10% [1 marks]

- >12 months – 100%
- < 12 months – 0%

(iii) Junior Training Officer (Field Training–Social aspect; Female candidate ) Expert – [10 marks]

General Qualification: Factor percentage – 30% [3 marks]

- Masters - 100%
- Non Masters - 0%

Project Related Experience – 60% [6 marks]

- >5yrs – 100%
- < 5yrs – 0%

Full-time/permanent Staff – 10% [1 marks]

- >12 months – 100%
- < 12 months – 0%

6. Qualifications and Experience:

- Must have a proven track record of arsenic screening or similar water quality (arsenic and chloride) test and training experiences of minimum BDT 65 lakh in last five years.
- Must have sound turn over (minimum 01 crore (one ) per year for a period of 3 consecutive years) to be proven by Audit Report and Bank Statement.
- Extensive knowledge and experience on 'training on social mobilization, Arsenic Screening and behavioral pattern of mass community.
- Extensive knowledge and experience in working with local government Institution (LGIs)
- Experience in capacity enhancement of local stakeholders



Note: Preference will be given on social mobilization and LGIs intervention on the scheduled working areas under the package:

- I. List only previous similar assignment successfully completed in the last five (5) years.
- II. List only those assignments for which the Officer was legally contracted by the client as a company or was one of the joint venture partners. Assignments completed by the Officer's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Officer, or that of the Officer's partners or sub-Officers but can be claimed by the experts themselves in their CV's. The Officer should be prepared to substantiate the claimed experience by presenting copies or relevant documents and references if so requested by the client.

Duration	Assignment name & brief description of main deliverables/ outputs	Name of client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment
{e.g. Jan 2009- Apr. 2010}	{e.g. "Improvement quality of .....". Designed master plan for rationalization of .....; }	{e.g. Ministry of ....., country}	{e.g., US\$ 1 mill/US\$ 0.5 mill}	{e.g., Lead partner in a JVA&B&C}
{e.g., Jan-May}	{e.g., "support to sub-national government ..... " drafter secondary level regulations on ..... }	{ e.g., municipality of ....., country}	{e.g., US\$ 0.2 mill/US\$ 0.2 mill}	{ e.g., sole Officer}

### CURRICULAM VITAE (CV)

Position Title and No.	{e.g., k-I TEAM LEADER }
Name Of Expert	{Insert full name }
Date of Birth	{ day/month/year }
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational instructions, date attend, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organizations who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and title/position. Contact info for references	Country	activities relevant to the Assignment
{e.g., May 2005-present}	{e.g., Ministry of ....., advisor Officer to.....  For reference : Tel ...../ e-mail .....; Mr. ...., deputy minister }		



Membership in Professional Associations and Publications:

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Language Skills (indicate only languages in which you can work : 

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(Project will provide test kits, Tube well's data will be collected/generated through both in smartphone & hard copy, painting the tube wells (Arsenic testing kits, colour & brush will be provided by the project prepare all relevant training manual & guidelines of arsenic test)

Adequacy for the Assignment:

Detailed Tasks Assigned on Officer's team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH-5 in which the Expert will be involved}	

Experts contact information: (e-mail ....., phone .....,)

Certification: I, the undersigned, certify that to the best to my knowledge and my belief, this CV correctly describes myself, my qualifications, my experience and I am available to undertake the assignment in case of an award. I understand that that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the bank.

{ day/month/year }

Name of Expert

Signature

Date

{ day/month/year }

Name of authorized

Signature

Date

Representative of the Officer

(the same who signs the Proposal)

