

Issued on: 10-08-2026

To

Ms./Mr.

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation Consultancy Services for the End-Term Evaluation of the Project "Equitable and Sustainable WASH Services in Bangladesh Delta Plan Hotspots: 2022-2026".**

Dear Madam/Sir,

For this reason, we are looking for a suitable consultant/ consultancy firm to serve the purpose. Here we are enclosing the ToR for the consultancy service. We are looking forward to receive (i) CV/ Profile of the Individual mentioning the required experiences as per the attached ToR (ii) a technical proposal describing the methodology (iii) a budget for the assignment

RFP No: BPD/2026/RFP-2003

Closing Date & Time: 24-08-2026 02:30 PM (Dhaka Local Time)

Please submit the Proposal **on 24-08-2026 02:30 PM (Dhaka Local Time)** in **tender.brac.net**. Any offer via email or hard copy is treated as non-responsiveness.

BRAC recognizes the empowerment of women and girls as fundamental to the organization's vision and mission. Women and gender-diverse individuals are encouraged to participate in the procurement. Without compromising organizational compliance in procurement, the selection of the supplier/vendor would be finalized.

Participants under same proprietorship or family: Only one organization can participate in the bidding process under the same proprietorship or family. If found more than one organization under the above condition, both the organizations will be termed as non-responsive.

Payment Condition:

Mode of payment will follow the below conditions :

Sl.	Deliverable	Payment schedule
1	Submission of final inception report	30% of the total contract amount
2	Submission first draft report	40% of the total contract amount
3	Submission of final report, presentation	30% of the total contract amount

BRAC will not be liable for any bank charges arising from incorrect bank details being provided to BRAC

Payment would be made to the consultant/ consultancy firm after acceptance/recommendation by the programme through an automatic Bank transfer directly into any scheduled Bank in Bangladesh in favour of consultant. For payment, consultant has to submit an invoice duly describing the agreed accomplishment. It is noted that the Firm must fill up their accounts information as per instruction i) **Account name ii) A/C number iii) Bank name iv) Branch name v) E-mail address vi) Routing Number.**

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The offered price shall be inclusive of all applicable VAT and taxes in accordance with the prevailing Government rules and regulations.

Payments will be subject to deduction of VAT & Tax at source as per Govt. Rule. (If applicable). Payment will be disbursed within 45 days after vetting by Programme.

consultancy firm must submit 13 digits new BIN, Trade license (Applicable for firm) & TIN (applicable for both firm & Individual) with proposal and Mushok 6.3 (Applicable for firm) with invoice.

Please note: Invoice date and Mushak 6.3 date must be the same. (Invoice submission time).

The **liquidated damage** should be 0.5% per week or part thereof delay until actual delivery, up to a maximum deduction of 5% the contract price.

As per the Income Tax Act-2023, the rate of tax shall be fifty percent (50%) higher if the payee (Vendors) fails to submit the latest PSR at the time of making the payment

Please note: Invoice date and Mushak 6.3 date must be the same. (Invoice submission time). No stamp needed: if paid electronically (bank transfer, Mobile wallets) BDT 10 stamp: For Bills >500 taka paid by cash, check or pay order, No stamp needed: for bills 500 taka paid by cash, check or pay order Please provide team composition details with consultant's name and role for this project. CV's are required for the consultants who will work for consultancy Firm

For approval of your account during the supplier registration process, and for any other clarification, please contact with Md. Rifad Bin Basar Khan, BRAC Procurement Department (BPD), Phone: +8801720237323, Email: rifad.khan@brac.net

STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

Section 4: Financial Submission Form (BPD 5-15)

To:

BRAC Procurement Department

BRAC Head Office

BRAC Centre, 6th Floor

75, Mohakhali, Dhaka 1212

Date:

Ladies/Gentlemen:

We agree to be bound by the **Letter of Invitation** and we hereby submit our attached Financial Proposal for the sum of:

<insert currency and amount in both, words and figures>

The amount is including of local taxes & vat.

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We confirm that our Proposal shall remain valid, from the closing date, for the period stated in the RFP.

Our Financial Proposal is binding upon us and shall be subject to any modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents/Recipient	Amount and Currency	Purpose of Commission or Gratuity

We understand you are not bound to accept any or all Proposals you receive..

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Firm's Seal or Stamp:

Terms of Reference (ToR)

Terms of Reference for a Request for Proposal

End Term Evaluation of the Project "Equitable and Sustainable WASH Services in Bangladesh Delta Plan Hotspots: 2022-2026"

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1. General instructions

- A. The BRAC WASH Programme requests a brief proposal from research and evaluation for consultant/ consultancy firm to conduct an End-Term Evaluation (ETE) for a Project aimed at improving access to water and sanitation in Bangladesh.
- B. The ETE will require the firm/consultant to facilitate and coordinate with BRAC WASH Programme staff and partner institutions for data collection in the Project areas in Bangladesh. The firm/consultant is to submit the deliverables outlined in section 8.
- C. Invoicing will occur upon completion and approval of the deliverables outlined as above in Section 8.
- D. BRAC WASH Programme, or any of its partners, is not liable for any expenditure incurred by responding firms prior to issuance of an executed contract with BRAC.
- E. Tentative proposed schedule:
 - From the date of Contract sign - Contract begins
 - December, 2026 - Contract ends

2. Introduction

Bangladesh has made remarkable progress in eliminating the practice of open defecation. As a result, Bangladesh was successful in achieving the Millennium Development Goals (MDGs). However, achieving safely managed water and sanitation services as formulated in the SDGs remains a challenge. The Joint Monitoring Programme's 2020 Progress Report shows that Bangladesh has safely managed drinking water coverage of 59% and safely managed sanitation coverage of 39%.

The situation is worse in the climatic hotspot areas, like coastal, haor, Barind and floodplain areas, due to its geographic location and vulnerability of the people. Extreme climatic events reduce the lifespan of the WASH facilities. For example, according to the MICS 2019 survey, national coverage of safely managed water service is 47.9% whereas it is 35.1% in the coastal zone. For basic sanitation services, national coverage is 64.4% whereas in haor areas the percentage is 53.8. Bangladesh, which sits within the world's largest river delta, has no shortage of water, however, a significant part of it is not suitable for drinking. Some of the country's ground water contains high levels of poisonous arsenic, owing to both man-made and natural causes. The effects of climate change increasingly sully the rest with salt, even in wells dug deep. As cyclones and tidal surges from the Bay of Bengal intensify, sea water fills the delta. Salt-ridden soil makes growing rice impossible, forcing Bangladeshis to abandon low-lying regions-home to a quarter of the country's 170m people-in favour of more fertile areas or cities. Similarly, northern haor areas, south eastern haor and flood plain areas have their own climate vulnerable characteristics, which result in low water and sanitation coverage in those areas.

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As a response, the BRAC WASH Programme has initiated a Project together with IRC International Water and Sanitation Centre with support from the Embassy of the Kingdom of the Netherlands to strengthen **equitable and sustainable WASH services in four Delta Plan Hotspots** (Coastal, Haor, Barind and Floodplain) of Bangladesh in 2022. The duration of the Project is **4 years (2022-2026)**, and an estimated 1 million people will receive water and/or sanitation services from the project. The duration of the Project is from 1st November 2022 to 31st October 2026.

3. Project Objectives

The objectives of the project are:

1. Develop and implement a contextualised microcredit model for safely managed water and sanitation (basic minimum) services to adapt to extreme climate events in Climate hotspots;
2. Strengthen water and sanitation supply chains and developing an entrepreneur-based operation & maintenance model for drinking water and sanitation services in Climate hotspots engaging entrepreneurs (and technologies); working in similar context to introduce and market appropriate drinking water treatment technologies; and
3. Support local government institutions to roll out the WASH pro-poor strategy and to strengthen the local subsidy mechanisms for those without access to safe water and sanitation (selected Union Parishads).
4. To create an integrated solution through local private, public, and NGO collaborations for delivering sustainable, safe and climate resilient water services in the saline prone, climate vulnerable coastal areas of Bangladesh. Under this objective, the specific objectives are
 - I. Deploy context-appropriate and climate-resilient water technologies to ensure safe, reliable, and sustainable access to water in salinity- and arsenic-affected coastal areas.
 - II. Design inclusive and sustainable financing mechanisms that enable households and small-scale water entrepreneurs to invest in safe water solutions, including PayGo models and blended financing.
 - III. Establish convenient 'One-Stop' Operation & Maintenance (O&M) platforms at local levels to provide technical support, spare parts, and trained youth and women technicians, ensuring long-term functionality and local ownership of water systems.
 - IV. Address regulatory bottlenecks to promote water entrepreneurship, legal compliance, and widespread adoption of sustainable water services, strengthening institutional capacity and enabling scalable service delivery.

4. End-Term Evaluation (ETE) Objectives

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The purpose of the End-term Evaluation is to assess the overall performance, achievements, effectiveness, sustainability, efficiency, inclusiveness, and potential scalability of the project interventions implemented during the project period (2022-2026).

The evaluation will generate evidence on the extent to which the project achieved its intended outputs, outcomes, and contribution to long-term impact. It will also identify lessons learned, best practices, challenges, and recommendations for future programming, policy influence, and scaling of successful approaches.

More specifically, the Endline Evaluation will assess:

1. The extent to which the project achieved its planned outputs, outcomes, and overall objectives as defined in the project log frame and results framework.
2. The effectiveness and efficiency of the interventions implemented under the project, including financing mechanisms, entrepreneurship models, technology promotion, and local government engagement.
3. The sustainability of project-supported WASH services, systems, institutional arrangements, and operation and maintenance mechanisms.
4. The extent to which the project contributed to equitable access to climate-resilient WASH services for poor, marginalized, and climate-vulnerable populations.
5. The changes in knowledge, practices, capacities, behaviours, and institutional systems among key stakeholders including households, entrepreneurs, local government institutions, and community groups.
6. The extent to which gender, inclusion, and climate resilience considerations were integrated and addressed throughout project implementation.
7. Identify key learnings, innovations, good practices, implementation challenges, and unintended outcomes, and provide practical recommendations at strategic, operational, and policy levels to inform future programming, institutional learning, and scaling of successful approaches.

5. Methodology

Keeping in mind the nature of the project, the proposed methodology for the ETE will be a mix of qualitative and quantitative methods and analysis to assess progress against the Project's outputs and outcomes. It is expected from the reviewer/evaluator to follow a collegial approach while data collection since different stakeholders are engaged in the process. The quantitative sample should be statistically justified, while qualitative sampling should be purposive to capture the perspectives of diverse stakeholders, including women, poor and marginalized households, entrepreneurs, local government representatives, and other relevant actors. The proposal should clearly explain the sampling assumptions, sample size calculation (where applicable), geographic coverage, and rationale for respondent selection. To be mentioned that the project is implementing in four climate hotspots of Bangladesh (Coastal, Barind, Haor and floodplain), and it is expected that sample should reasonably cover all the four climate hotspots, as appropriate.

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The methodology should clearly explain:

- Proposed sample size, sampling assumptions, and geographic coverage with justification.
- Data collection tools and techniques;
- Data quality assurance mechanisms;
- Ethical considerations;
- Gender and inclusion considerations;
- Limitations and mitigation measures.

6.Scope of the ETE

The evaluation shall assess project performance against the approved Results Framework/Log frame, baseline information, and other relevant monitoring data provided by BRAC. Consultants are expected to assess progress against the project's key output, outcome, and sustainability indicators and analyse the extent to which intended results have been achieved. The consultant should also identify any unintended outcomes and factors influencing project performance.

- a. Geographical scope: four climate hotspots, 14 Districts, 45 Upazilas. The list of the intervention areas is provided in the Annex-2.
- b. Temporal scope: The scope in terms of time will be from 1st November 2022 to 20 October 2026.
- c. Programmatic scope: The methodology must be aligned to the ETE objectives and the outputs and outcomes of the Project as captured in the result framework and project objectives. Activities should include, but not necessarily limited to, the following:
 - a. Review all relevant project documents provided
 - b. Discuss and develop a detailed work plan (e.g., field visit, data collection, interviews, FGDs, etc.) during the inception phase
 - c. Develop and share an outline/table of content (ToC) of the final report
 - d. Data collection (qualitative and quantitative) and analysis
 - e. Develop a draft ETE report and present to the programme team (BRAC, IRC) and EKN
 - f. Incorporate necessary feedback before final submission

The evaluation should abide by the principles of inclusion, transparency, ethical, impartiality, and respect to stakeholders.

7.Stakeholders to be considered in the selected geographic locations and central level

- Households

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- Water and sanitation entrepreneurs
- Schools/Madrasas
- Union Parishad representatives
- BRAC Microfinance Programme
- BRAC other programmes i.e. IDP, DRMP etc.
- BRAC WASH Programme
- BRAC and IRC project team members
- Tetra Private limited

8.Deliverables

The following deliverables are expected from the consultant -

- a. Inception report that includes the analytical framework, methodology, evaluation tools and techniques and a detailed work plan
- b. PPT of the inception report for finalizing the evaluation tools and techniques.
- c. Final End-term evaluation (ETE) report:

The final evaluation report should not exceed 50 pages (excluding annexes). It should be on A4 size paper and in a legible font (e.g. Arial 11, or a similar print size) with line spacing 1.5. Along with soft copies in MS word, the consultant(s)/consultancy firm will submit three sets of the final report in original to be submitted to BRAC. The report should contain the following sections:

- Executive Summary (4-5 pages)
 - Introduction
 - Methodology
 - Key Findings against the objective of the evaluation with data analysis
 - Analysis of outcomes and sustainability;
 - Evidence based Lessons learned at strategic, operational, and policy levels
 - Capturing the best practices;
 - Evidence-based recommendations at strategic, operational, and policy levels for future programming, institutional strengthening, and scaling of successful approaches. Annexes to the report (case studies, questionnaire, data sets, etc. will be shared separately)
 - PPT of the final report's key findings for use during the stakeholder meeting
- a. Validation and dissemination Workshop: Organize and facilitate 4 validation workshop at 4 climatic hotspots to present preliminary findings, validate key conclusions, and obtain stakeholder feedback; and facilitate the dissemination workshop at Dhaka level with BRAC, IRC, EKN, and other relevant stakeholders present the findings of the evaluation.

The raw data (all transcripts, quantitative data, and data collection tools/documents) must be handed over to BRAC together with the final report (soft copies through

authorized email & hard drive; and hard copies).

9. Indicative Timeline

The consultative services are expected to be received as per the below mentioned timeline. The methodology and final work plan will be reviewed and approved by BRAC. Follow up meetings will be held time-to-time between the contracted consultant/consulting firm and BRAC. Propose time line as follows:

Final submission deadline: 21 December 2026 (non-negotiable).

Activity
Contract signing and commencement of the assignment
Kick-off meeting
Document review, methodology development, and work plan preparation
Submission of Draft Inception Report
Presentation of the Draft Inception Report to obtain BRAC's feedback
Submission of Final Inception Report
Data collection, data analysis, validation, and report drafting
Preparation of the draft evaluation report (regional) and four validation workshops
Draft report submission to BRAC
Presentation of the Draft Evaluation Report to BRAC, IRC, and EKN
Incorporation of feedback into the final draft
Dissemination workshop with BRAC, IRC, EKN, and key stakeholders
Submission of the Final End-Term Evaluation Report incorporating workshop feedback
Hanover of all documents (raw and processed survey data, audio records etc.)

Note: The proposed timeline is indicative and may be refined in consultation with BRAC and the selected consultant. However, all deliverables must be completed within the contract period.

10. Annexes

1. Project Proposal
2. Logical framework (Log frame)/Result Framework
3. Project Intervention areas
4. Summary of Baseline information/report

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11. Experiences of the consultant/agency:

The consulting firm/lead consultant(s) should have

- Experience in conducting programme/project review and various evaluation methodologies, tools, and techniques
- Experience and knowledge in relevant policy, programme, and guidelines in the WASH sector in Bangladesh
- Demonstrate strong technical and practical knowledge on WASH
- Excellent analytical skills
- Excellent communication, presentation and report writing skills in English
- Have proven gender sensitivity and ethical perspectives of the review.
- Experience with NGOs, INGOs, or other development agencies is an advantage.
- Previous experience of working with BRAC would be an advantage

12. Submission requirements

The proposal will be divided into two parts, i.e., technical and financial; and should be submitted separately, as per the BRAC Procurement procedure/guideline. The technical part of the proposal should contain the following:

A. Technical Proposal

A narrative proposal (no more than five pages excluding annexes) should include the following sections:

- a. Evaluation methodology: Describe overall approach including, and not limited to, data collection approach, data quality assurance measures, field planning and staffing plans. Detailed methodology of the ETE that clearly articulates how review objectives are linked with relevant data source and method.
- b. Relevant experience: Provide details of review and/or evaluations of similar scope, complexity, and nature you have worked on previously.
- c. Key personnel and staffing: Describe the key personnel and a staffing plan for the review. Include CVs which reflect previous and relevant works (no more than two pages each and attached as annex) of key personnel who would be part of the proposed plan
- d. Timeline: Include a detailed timeline of key activities (including dates for submission of first draft, dissemination of findings and final report), as per section 9.

B. Financial proposal

The financial proposal should include a high-level budget and a budget narrative, inclusive of all VAT and Taxes as per the policy of the government of Bangladesh

which shall be deducted at source prior to the payment. Expenses not specified in the financial proposal or not mentioned in any section of the agreement are the sole responsibility of the consultant(s)/consultancy firm.

The consultancy firm/individual should submit the updated versions of below mentioned documents, as appropriate.

- a. Trade license/ Equivalent Document (Firm)
- b. VAT registration certificate (for consulting firm).
- c. PSR document/Equivalent Document for international vendor (Both Firm & Individual)
- d. TIN Certificate (Both Firm & Individual)
- e. BIN Certificate (Firm)
- f. Bank account details. (Both Firm & Individual)
- g. Memorandum of Article/Association (MOA for Limited Companies (Where applicable) (Firm)

Bidders/applicants must submit the latest valid versions of all required documents, including a valid PSR, at the time of bid/application submission. Submission of outdated, expired, or previously issued documents will be treated as **non-responsive**.

Failure to submit the latest valid required documents may result in the disqualification of the application. Furthermore, if a valid PSR is not submitted, the applicable **higher tax deduction rate**, as prescribed under the prevailing Government regulations, shall be applied.

The consultancy firm/consultant is suggested to keep the below issues in mind while preparing the financial proposal

I. Logistics

The consultant will be solely responsible to arrange and procure all logistics required for the review. However, BRAC may extend its support to the firm/consultant upon formal request from consultant with justification, and approval from BRAC for anything which is not covered by the contract.

II. Accommodation & Food Allowance:

No accommodation and per diem will be paid in addition to agreed consultancy fees.

III. Validation and dissemination workshop: All kinds of costs of the 4 local level validation workshops will be bear by the awarded individual/firm. A detailed cost breakdown of the validation workshop is expected along with the financial proposal. Regarding central dissemination workshop, BRAC will bear the venue and food

cost; and the awarded individual/firm will bear the rest of all costs, as appropriate.

13.Evaluation Criteria

The consultant/consulting firm will be selected based on the combined assessment of the technical and financial proposals/presentation.

Sl.	Criteria	Weight
1	Technical Proposal/oral presentation	70%
2	Financial Proposal	30%
	Total	100%

The technical proposal/presentation will be assessed based on, but not limited to, the following:

Sl. No.	Technical Assessment Criteria	Indicative Weight
1	Understanding of the assignment and proposed methodology	25
2	Relevant organisational and team experience including experience of working with BRAC	15
3	Qualifications and experience of key personnel,	20
4	Online Meeting and Presentation	20
5	Work plan, staffing and quality assurance approach	20

Pass mark: 50

The steps of the selection criterion are provided below

- I. **Preliminary screening:** If the submission is much, then about top 5 individual/firms, based on the above technical assessment criterion, will be invited for an oral presentation (in-person/online).
- II. **Final selection:** Based on the cumulative weightage evaluation selection will be done.

14.Mode of Payment

A payment schedule is given below against the deliverables

Sl.	Deliverable	Payment schedule
1	Submission of final inception report	30% of the total contract amount
2	Submission first draft report	40% of the total contract amount

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3	Submission of final report, presentation	30% of the total contract amount
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15.Prebid Meeting

BRAC will hold a pre-bid meeting for interested firms/consultants (13th August 2026/10AM - 11:00AM). Attendance is encouraged but not mandatory. Participants should send questions in advance; BRAC will issue any clarifications or amendments in writing to all bidders. Verbal answers at the meeting are non-binding unless confirmed in writing.

Meeting link: Prebid Meeting: End Term Evaluation

Tuesday, August 13, 2026 · 10:00 - 11:00am, Time zone: Asia/Dhaka, Google Meet joining info

Video call link: <https://meet.google.com/ggr-tozd-siq>

16.Submission of proposals

Interested consultant/organisation must submit both technical and financial proposal separately at the time of tender participation.

The consultant/organisation will be selected based on the combined merit of the technical and financial proposal. BRAC WASH Programme reserves the right to reject any or may cancel any submission at any time prior to agreement if it is in the best interests of BRAC.

17.BRAC's Policies and Guidelines:

BRAC has an organisational Code of Conduct, safeguard, and some other relevant policies. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of BRAC staff, consultants (individual/agency) to the programme and partner organisation, and the standards of behaviour expected of them. In this context, consultant (individual/agency) has a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with BRAC's core values and mission. Any consultants (individual/agency) offered a task with BRAC would expect to sign the BRAC Staff Code of Conduct and other relevant policies as an appendix to their contract of employment. By signing the Code of Conducts, consultants (individual/agency) acknowledge that they have understood the content of the BRAC Code of Conduct and other policies and agree to conduct themselves in accordance with the provisions of these policies

18. Strengthen ethics, copyright and Confidentiality:

BRAC will have the copyright for all the documents prepared by the consultant(s)/consultancy firm including questionnaires, survey formats, case studies if any, and the final report with due acknowledgment. No part of the document should be reproduced or published in any manner without the prior written approval of BRAC. The consultant shall establish appropriate data management procedures, including secure data storage, quality control, anonymisation (where applicable), and secure transfer of all datasets, transcripts, analytical files, and documentation to BRAC upon completion of the assignment.

The consultant shall adhere to internationally accepted ethical standards throughout the evaluation. Appropriate informed consent shall be obtained from all respondents prior to participation. The consultant shall ensure confidentiality, privacy, voluntary participation, and protection of personal information throughout the data collection, analysis, and reporting process.

19. Termination of Contract

Notwithstanding any statement contained in the agreement or these conditions, BRAC may at any time terminate this agreement in whole or in part by requiring the Consultant/ Consulting firm to stop performing the work or any part thereof. In this event the Consultant shall have no claim against BRAC by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.

20. Lines of Communication/Reporting line:

The consultant(s)/consultancy firm will maintain liaison with relevant WASH Programme personnel to receive technical guidance, feedback, and support to organise field visits, ensuring data quality, validation, cross-checking, and analysis.

The consultancy firm/consultant will communicate with the Senior Manager, MEAL and Knowledge Management of BRAC WASH Programme for enquires/clarifications, feedback, and to receive different supports, that includes collection of project documents, periodic reports and other relevant information. The respective District Managers will assist to organize field visits and may provide available field level data to the form/consultant, in consultation of Senior Manager, MEAL and Knowledge Management of the programme, as appropriate. The consultant(s)/consultancy firm will conduct field visits, qualitative data collections, and stakeholder consultation during the data collection period.

The consultancy firm/consultant will be reportable to the Programme Head of BRAC WASH Programme. The Senior Director of Poverty Alleviation, WASH and SIL will provide strategic guidance to the consultancy firm/consultant to accomplish the assignment with the utmost standard.

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Thanking You
For BRAC

Md. Reazul Amin
Manager, Procurement

On behalf of

Tashnuba Binte Anwar
Senior Manager, Procurement