

Terms of Reference (TOR) for Establishing women's corner including safe wash zone

1. Background

Swisscontact, through its Shompritee- H2O-Water Kiosks Project, has been working closely with Jashore Municipality to improve urban water, sanitation and hygiene (WASH) services, strengthen inclusive service delivery models, and explore solutions that benefit underserved populations, particularly women and vulnerable groups. Building on its collaboration with municipal authorities and local stakeholders, the project seeks to enhance access to safe and equitable WASH facilities in public and community spaces.

As part of these efforts, Swisscontact will establish a Women's Corner, including a Safe WASH Facility, at Sarathi Pouro Primary School, a Jashore Municipality-owned school located in Ward No. 9. The facility will provide a safe, dignified and comfortable space for female guardians, women teachers and girl students, while enhancing access to appropriate sanitation, handwashing, privacy and personal care facilities.

The intervention builds on Swisscontact's previous experience in supporting Women's Corners in municipal settings while adapting the concept to a primary school environment. Through this initiative, the project aims to create a women-friendly space that promotes health, hygiene, dignity and well-being, while contributing to a more inclusive and supportive learning environment.

The facility will be constructed and equipped by a competitively selected vendor and, upon completion and technical acceptance, handed over to Sarathi Pouro Primary School under the institutional oversight of Jashore Municipality.

There will be **no direct financial transaction between Swisscontact/Shompritee and Jashore Municipality or Sarathi Pouro Primary School**. Swisscontact will engage a qualified **architectural consultancy firm** to manage the design, construction supervision and overall execution of the assignment.

In coordination with **Jashore Municipality**, the consultancy firm will engage a suitable **local construction vendor**. The Municipality will participate in the local vendor onboarding, technical review, construction monitoring and quality assurance process to ensure institutional ownership and oversight. Upon satisfactory completion and joint quality verification, the completed **Women's Corner will be formally handed over to Jashore Municipality for management by Sarathi Pouro Primary School**

This arrangement will ensure transparent implementation, quality assurance and the sustainable use of the facility, while fostering local ownership through the active engagement of the school and municipality throughout the implementation and handover process.

2. Rationale for the Intervention

Women who come to pick up their children from school often need to wait within or around the school premises. Providing a dedicated, shaded, and well-managed space can enhance their comfort, dignity, and safety. In addition, female teachers, girl students, and female visitors benefit from access to clean sanitation facilities, handwashing stations, adequate privacy. Integrating these facilities with a treated

drinking water point strengthens the overall public service offering and enables the school to promote good WASH and safe drinking water practices among students, families, and the wider community.

The intervention is therefore designed to address the following practical needs:

- A safe, dignified, and comfortable waiting area for female guardians and other women visiting or using the school premises.
- Improved access to clean, private, and gender-responsive sanitation and handwashing facilities.
- A discreet and private care space for breastfeeding, caring for infants, or attending to other short-term personal needs.
- A child-friendly environment that encourages positive hygiene and safe water practices.
- Clear institutional arrangements for operation, cleanliness, maintenance, monitoring, and long-term asset management following project handover.

3. Purpose and Objectives

3.1 Overall objective

To establish an inclusive, gender-responsive and sustainable Women's Corner including Safe WASH Zone at Sarathi Pouro Primary School, so that students, teachers and guardians—particularly women and girls—have access to a safer, more dignified school environment.

3.2 Specific objectives

- Promote safe drinking water, handwashing, hygiene and responsible WASH behaviours among students and families.
- Demonstrate a practical model that can inform future municipal or school-based safe-water and gender-responsive WASH investments.
- Create a dedicated and comfortable waiting/rest area for female guardians who use the school premises.
- Provide a privacy and care space suitable for breastfeeding, infant care and other short-term personal needs.
- Improve women, girl and disability -friendly sanitation, handwashing facilities within the school.

4. Scope of the Intervention

The selected vendor will be responsible for the following tasks:

4.1 Site assessment and technical planning

- Conduct a joint site assessment with Swisscontact, Sarathi Pouro Primary School and the designated technical representatives of Jashore Municipality.
- Conduct details existing structures health monitoring and inventory including supporting features (i.e., electricity, water supply others) for proper repairing and reconstruction design.
- Prepare an existing drawing and layout in scale

4.2 Technical design & Construction drawing finalisation

- Prepare/finalize the proposed layout, engineering & construction drawings.
- Prepare construction drawing for the project
- Submit detailed drawings, material specifications, quantities, brands/quality standards where relevant, and construction methodology for technical review.

- Revise the drawings and design based on comments from Swisscontact and the technical evaluation of Jashore Municipality.
- No construction shall begin until the final technical package is approved.

4.3 Construction and installation

- Carry out all approved civil, plumbing, sanitary, drainage, electrical, finishing, furniture/fixture and signage works required for the Women's Corner and Safe WASH Facility.
- Ensure workmanship, materials and installation comply with the approved drawings, specifications and good construction practice.
- Maintain a safe and properly segregated construction area at all times to ensure that students, teachers and other school users are not exposed to construction-related hazards. **The selected firm and all personnel engaged under the assignment must comply with the Swisscontact Code of Conduct and all applicable safety and safeguarding requirements throughout the implementation period.**

4.4 Quality assurance and rectification

- Cooperate with periodic quality inspections by Swisscontact and Jashore Municipality during construction.
- Immediately rectify defective, substandard or non-compliant work identified during inspection.
- Maintain basic progress documentation, including photographs and records of key stages of construction.
- Provide a construction supervision engineer for proper quality assurance
- Provide proper PPE during construction phase for assuring health and safety requirement during construction

4.5 Completion and handover

- Complete final cleaning, testing and commissioning of all facilities and fixtures. Participate in joint final inspection and quality verification by Swisscontact, Jashore Municipality and Sarathi Pouro Primary School.
- Rectify all items identified in the final snag list before acceptance.
- Submit completion documentation and hand over the completed Women's Corner to Sarathi Pouro Primary School through the agreed formal handover process.
- Provide a three (3)-month defects liability period following completion and handover, during which the selected firm shall, at no additional cost, rectify any defects arising from workmanship or installation, including cracks, plumbing faults, electrical defects or other construction-related deficiencies.

5. Functional Layout and Design Requirements

The layout should make the three components—Women's Corner, Safe WASH Zone and Water ATM—function as one integrated service area. The preferred arrangement is a semi-open, supervised waiting area connected to a more private WASH/care section, with the Water ATM placed where students, teachers and guardians can access it without entering the private area.

Zone	Preferred characteristics	Key design caution
Public / supervised zone	Approximately 600–700 sq. ft. overall space with comfortable seating arrangements for around 25 persons . Provide adequate chairs/benches and clear circulation space.	Ensure good visibility, comfortable movement, adequate natural light and ventilation through properly positioned windows, and a safe, uncluttered layout.
Semi-private women's zone	One medium-sized, private breastfeeding corner with comfortable seating and adequate space for mothers to breastfeed and care for infants with dignity and privacy.	Provide comfort without creating hidden or isolated corners.
Women- and Disability-Friendly Washroom	One accessible washroom of approximately 70–80 sq. ft. , including sufficient turning and movement space, appropriate grab bars, accessible sanitary fittings and one nearby handwashing basin.	Ensure non-slip flooring, adequate door width, proper drainage, ventilation, internal locking system and easy access for persons with disabilities.
Service / maintenance zone	Tank, plumbing/electrical components, cleaning storage if required	Restrict child access and allow safe maintenance access.

6. Technical Role of Jashore Municipality

As the management authority of Sarathi Pouro Primary School, Jashore Municipality will be formally engaged in the technical review, construction-quality assurance and handover process. The Municipality's involvement will be technical and institutional; it will not involve receipt or disbursement of project funds.

The designated Municipal Engineer/technical representatives will, in coordination with Swisscontact:

- review and validate the engineering and construction drawings before construction begins;
- provide technical observations on structural, civil, sanitary, plumbing, drainage and other construction aspects, as applicable;
- participate in periodic site inspections and quality-assurance checks during construction;
- verify that construction is consistent with the approved drawings and agreed quality standards;
- participate in the final quality inspection, testing and snag-list preparation;
- confirm satisfactory completion from the technical perspective before handover; and
- participate in the formal handover of the completed facility to Sarathi Pouro Primary School and support its institutional acceptance under Jashore Municipality.

7. Payment Schedule and Deliverables

Payments to the selected vendor will be made against satisfactory completion and acceptance of the agreed deliverables. Technical deliverables related to the drawings, construction quality and completion will be reviewed in coordination with the designated technical representatives of Jashore Municipality.

Sl. No.	Payment Milestone	Terms of Payment	Required Documents/Deliverables	Deadline	Payment
7.1	Inception report & Technical Design Package	contract signing	- Inception report that includes the detailed implementation plan - Joint site assessment and measurement - Detailed implementation work plan and construction schedule - Final layout and engineering/construction drawings - Local vendor onboarding - Incorporation of technical comments from Swisscontact and Jashore Municipality	Week 2	20%
7.2	Construction Progress Package	After completing 70% of the Task.	- Completion of major civil construction works as per the approved construction drawings - Installation of agreed fixtures, furniture and WASH facilities (Completion of roof casting of the women's corner will be considered as 70% completion of work. The municipality will also send a forwarding letter verifying work progress and 70% completion of physical work) - Construction progress report with photographs - Satisfactory interim quality inspection by Swisscontact and designated technical representatives of Jashore Municipality	Week 12	40%
7.3	Final Completion and Handover Package	After the 100% completion of the tasks and the inauguration ceremony	- Completion of all construction and finishing work including plumbing, electrical and others. - Joint final technical inspection and quality verification - Rectification of all items identified in the snag list - Final completion report with photographs - Final asset/fixture list and relevant warranties - Formal handover (Recognition Letter) of the completed Women's Corner and Safe	Week 18	35%

			WASH Facility to Sarathi Pouro Primary School and Jashore Municipality.		
7.4	Completion of Defects Liability Period	Upon successful completion of the three (3)-month Defects Liability Period and satisfactory rectification of all identified defects.	• Successful completion of the three (3)-month defects liability period following handover. • Rectification, at no additional cost, of any defects arising from workmanship or installation, • Final confirmation from Swisscontact, in consultation with Jashore Municipality and Sarathi Pouro Primary School, that all reported defects have been satisfactorily addressed	After 3 months from completion of the assignment	5%

8. Assignment Period and Reporting

The assignment will be implemented in accordance with the timeline. The dates will be confirmed through the procurement process and subsequently incorporated into the contract/work order issued to the selected vendor.

During implementation, the vendor shall provide **regular progress updates** to Swisscontact and coordinate closely with the designated technical representatives of **Jashore Municipality** and **Sarathi Pouro Primary School**. Jashore Municipality will participate in relevant technical reviews and quality-control stages, including review of the construction drawings, periodic construction-quality inspections, final technical inspection, preparation/verification of the snag list, and technical acceptance and handover of the completed facility.

Any anticipated delay, technical constraint, deviation from the approved drawings, proposed variation, or issue that may affect the agreed quality, cost or completion date shall be **communicated to Swisscontact in writing without delay**. No material variation from the approved scope, specifications, drawings or quantities shall be undertaken without prior written approval from Swisscontact.

Note: The final drawings may be refined during the technical review process before construction. Any change affecting price, quantity or scope after contract award must receive prior written approval from Swisscontact.

9. Vendor Qualification and Experience

- Legally registered construction, engineering, interior/fit-out or related service provider with valid statutory documents applicable to the assignment.
- Minimum three (5) years of relevant experience in architectural design, construction supervision, institutional/WASH works or renovation.
- Demonstrated experience in small-scale civil construction, institutional facilities, WASH/toilet construction, renovation or comparable works.

- Access to qualified technical personnel capable of preparing drawings, and supervising construction.
- Capacity to work within an operational school environment with appropriate safety controls.
- Ability to provide evidence of similar completed assignments and client references.

10. Proposed Team Composition

The bidder should provide a qualified team with the necessary skills and experience to finalize the design, carry out construction, ensure quality standards, and successfully hand over the Women's Corner and Safe WASH Facility.

Indicative expertise may include:

- Project Manager / Team Lead with experience in managing small-scale construction, renovation or institutional infrastructure assignments;
- Civil Engineer / Construction Engineer responsible for technical design, construction drawings, site supervision and quality control;
- Architect / Design Specialist with experience in functional, user-friendly and gender-responsive institutional spaces;
- WASH Specialist with experience in toilet, handwashing, drainage and sanitation-related installations;
- Site Supervisor responsible for day-to-day construction supervision and coordination; and

The proposed team should have sufficient experience to work within an operational school environment and ensure compliance with the approved engineering and construction drawings, quality standards and safety requirements.

11. Proposal Submission Requirements

Interested vendors should submit a concise proposal containing:

- Company profile and relevant legal/registration documents (Trade License, TIN, BIN & Updated PSR)
- Brief technical approach and understanding of the assignment.
- Relevant experience and examples of similar assignments.
- Proposed technical personnel and their roles.
- Indicative work plan and completion timeline.
- Detailed financial proposal applicable taxes/VAT and total price.
- Any assumptions, exclusions or technical clarifications.

12. Evaluation and Selection

The total evaluation score will be divided as follows:

Evaluation component	Marks
Written Technical proposal (60)	
a. Relevant experience and track record	20
b. Understanding of the Assignment	10

c. Team composition	10
d. Proposed methodology and work plan	20
Presentation – In person	10
Financial proposal (30)	
Consultancy Fee Proposal	10
Construction Budget Proposal	20
Total	100

Bidders obtaining at least **70% in the technical evaluation** will be invited to deliver a short presentation. Following the presentation:

1. The **Consultancy Fee Proposal** will be opened and evaluated for the shortlisted bidders.
2. Bidders achieving at least **70% based on the combined technical, presentation and consultancy fee evaluation** will proceed to the next stage.
3. The **Construction Budget Proposal** will then be opened and evaluated for those qualified bidders.
4. The **final selection** will be made based on the overall combined evaluation score.

N.B: Financial Evaluation and Selection Method

The financial evaluation will carry a total of **30 points** and will be conducted in two sequential stages. Each bidder shall submit the following two financial proposals separately:

- **Consultancy Fee Proposal – 10 points:** This will cover the professional/consultancy fees for architectural design, technical supervision, construction management, quality assurance and related consultancy services.
- **Construction Budget Proposal – 20 points:** This will cover the proposed construction cost based on the required works, materials, labour and other relevant construction expenses.

The **Consultancy Fee Proposal will be evaluated first**. Only bidders whose consultancy fee proposal is found responsive and qualifies under the evaluation criteria will proceed to the evaluation of the **Construction Budget Proposal**.

The overall selection will follow a **Quality and Cost (Q&C)-based evaluation**, combining the technical and financial scores. The bidder achieving the highest overall score out of **100 points** will be considered for contract award, subject to successful clarification and agreement on the final scope, and budget.

13. Payment, Quality Acceptance and Handover

Payments will be made by Swisscontact to the selected vendor against the contractual payment schedule and satisfactory completion of agreed deliverables. No payment will be channeled through Jashore Municipality.

Final payment/acceptance will be subject to completion of the agreed scope, joint technical inspection, rectification of the snag list, submission of required completion documents and formal handover of the Women's Corner to Sarathi Pouro Primary School.

14. Submission Details

Interested bidders should submit both technical and financial proposals in two separate envelopes (and via email for the technical part) no later than date, **08 November 2026, before 05:00 PM**.

- a. Technical Proposal: Email to bd.procurement@swisscontact.org subject line: **“Establishment of a Women’s Corner and Safe WASH Facility.”**
- b. Financial Proposal: The financial proposal shall be submitted as a sealed hard copy. **No soft copy of the financial proposal will be accepted through email or any other digital means.**

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Swisscontact reserves the right to accept or reject any proposal without assigning any reason.