

27 October 2026

REQUEST FOR PROPOSAL (RFP)

Development of a Digital Participatory Ward Vulnerability Assessment (PWVA) Platform

Proposal submission deadline: 7 November 2026, till 23:59

Interested companies/ agencies are requested to submit a technical and a financial proposal through email at WaterAid-Tender-TA@wateraid.org.

The focal person for this assignment is Md Zarif Oeishik (ZarifOeishik@wateraid.org).

There will be an online pre-bid meeting on **02 November 2026 at 10am** through Microsoft Teams. Please access the [Link](#) for joining the meeting.



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SECTION 1. INFORMATION TO BIDDERS

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| 1. Introduction | <p>1.1. All interested and eligible Consultant/Firm/Agency/Consortium(s) with required qualifications and experience may submit their proposals.</p> <p>1.2. Costs of preparing the proposal and attending the pre-bid/ negotiation meeting, if provisioned, are not reimbursable.</p> <p>1.3. The interested Consultant/Firm/Agency/Consortium(s) are expected to follow highest ethical standards in their participation in the bidding process; and must refrain from influencing the internal selection process of WaterAid Bangladesh.</p> <p>1.4. Any attempt of undue influence on the evaluation and selection process will lead to cancellation of the proposal from the subsequent process.</p> <p>1.5. Any misrepresentation of facts, including the facts on professional /institutional capacity, will also lead to cancellation of the proposal.</p> <p>1.6. WaterAid Bangladesh reserves the right to amend and modify this RFP document. Also, to select the consulting firm(s) for providing selected goods and services cited in section 2 (article 9) as deliverables of this RFP, either for the entire content of the proposal or a part thereof.</p> |
| 2. Clarification and amendment of RFP documents | <p>2.1. At any time before the receipt of proposals, WaterAid Bangladesh may for any reason, whether at its own initiative or in response to a clarification requested by an invited team Consultant/ Firm/ Agency/ Consortium(s), amend the RFP. Any amendment shall be issued in writing and shall be posted and will be binding on all bidders. WaterAid Bangladesh may at its discretion extend the deadline for the submission of proposals.</p> |
| 3. Preparation of technical proposal and financial proposal | <p>3.1. Interested Consultant/Firm/Agency/Consortium(s) are requested to submit their proposals (font: Arial, Size: 11). Both the technical and financial proposals must remain valid for a minimum of 90 days after the date of submission.</p> <p>3.2. The technical proposal should contain the following (section 3):</p> <ul style="list-style-type: none">• Appreciation to the Terms of Reference (TOR)• Detailed workplan and methodology to address the objectives of the assignment• CVs of the team leader and key resource person(s) of the consulting firm(s)• Relevant experience and credibility to undertake the given assignment <p>3.3. The financial proposal from the Team of Consultant/Firm/Agency/Consortium(s) are expected to take into account the requirements for accomplishing the deliverables specified in the section-2 (article-9) and conditions outlined in the RFP documents. Maximum budget for this assignment is BDT 3,000,000 (Thirty Lacs).</p> <p>3.4. Provide a justified financial proposal consistent with the technical proposal which clearly mentions item wise summary of cost for the assignment with detail breakdown following the provided template (section 4). The budget must include applicable AIT; however, VAT should be mentioned separately at the bottom on total budgeted amount.</p> |

- 3.5. WaterAid Bangladesh will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury.

4. Submission of Proposals

- 4.1. The original proposal (technical and financial) should be submitted electronically to the email address WaterAid-Tender-TA@wateraid.org with the subject line: “**Development of a Digital Participatory Ward Vulnerability Assessment (PWVA) Platform**”.
- 4.2. Proposals submitted to any other e-mail account except the above will not be accepted.
- 4.3. Proposals submitted after the deadline of **07 November 2026, till 23:59** will be treated as disqualified.
- 4.4. Two different files (PDF) should be generated for technical proposal and financial proposal. However, both files should be submitted into one zip folder with a cover letter. Please name the zip folder after your consulting firm.
- 4.5. The technical proposal should not exceed 40 pages.
The financial proposal should not exceed 5 pages.
CVs should not exceed 10 pages per Consultant/Expert.
Organisational/individual profile should not exceed 10 pages

5. Proposal Evaluation

- 5.1. The evaluation committee will evaluate the proposals based on their responsiveness to TOR and applying the evaluation criteria and point system specified herein. Each responsive proposal will be given score. Proposal(s) will be rejected at this stage if they do not respond to important aspects of the TOR.
- 5.2. The final selection will be done following Quality and Cost Based Selection (QCBS). This will be done by applying a weight of 0.80 (or 80 percent) and 0.20 (or 20 percent) respectively to the technical and financial scores of each evaluated proposal and then computing the relevant combined total score for each consultant(s)/ consulting firm(s). However, the financial evaluation will be made only for the qualified bidders.
- Technical proposal: **80**
 - Understanding of the assignment and overall quality: 10
 - Proposal with detailed methodology and workplan: 40
 - Proposed team to accomplish the assignment: 15
 - Relevant experience and accomplishments: 15
 - Financial proposal with a detailed breakdown: **20**
- 5.3. WaterAid reserves the right to accept and reject any proposal without assigning any reason whatsoever and may decide to go for re-advertisement without going further down the process.
- 5.4. Once the proposals are evaluated, WaterAid may go for negotiation, if required, with one or more consulting firm(s) for final selection.
- 5.5. If negotiations fail, WaterAid Bangladesh may invite the consulting firm(s) with next highest score to negotiate a contract or go for re-advertisement with fresh Requests for Proposals (RFP).

- 6. Presentation and negotiation**
- 6.1. Once the proposals are evaluated, only the shortlisted consulting firm(s) will be contacted for next process, presentation or further clarifications. However, if a shortlisted bidder does not communicate within 5 days, their proposal will be treated as unsuccessful.
 - 6.2. WaterAid Bangladesh may enter negotiation with one or more bidders before final selection. If negotiations fail, WaterAid Bangladesh will then invite those consulting firm(s) whose proposals have received the next highest score. If none of the invited proposals led to an agreement, a new RFP will be called upon.
 - 6.3. The presentation and negotiations may include a discussion on the proposed methodology, workplan, staffing, costing, or any suggestions made by the bid participating consulting firm(s) to improve the terms of reference.
 - 6.4. WaterAid Bangladesh and the contracted consulting firm(s) may revise the TOR which should be incorporated into the final contract document.
- 7. Notification of Award**
- 7.1. The selected Consultant/Firm/Agency/Consortium(s) will receive the notification of award within one week of successful negotiation.
- 8. Penalty clause**
- 8.1. The Consultant/Firm/Agency/Consortium(s) are expected to deliver required outputs within the stipulated timeframe maintaining the quality. If for any reason, the consulting firm(s) fails to deliver the required deliverables within the stipulated time, the consulting firm(s) need to inform WaterAid in time with a valid and acceptable explanation in written. Failing to this may evoke penalty clause at the rate of 0.5% for each day of delay.
- 9. Confidentiality**
- 9.1. Information relating to evaluation of proposals and recommendations concerning awards will not be disclosed to the organisations who submitted the proposals or to other persons not officially concerned with the process, until the winner has been notified of the award of the contract.
- 10. Pre- bid meeting**
- 10.1. There will be an online (MS Teams) **pre-bid meeting at 10:00 AM, on 02 November 2026** to brief the objectives of the assignment. Interested entities are requested to join the meeting from this link: [Link](#). In case of any technical difficulties, kindly inform farhanamahzabin@wateraid.org to receive assistance prior to the start of the session.
- 11. Focal person**
- Mr Md Zarif Oeishik
Project Delivery Expert
 WaterAid Bangladesh
 Email: ZarifOeishik@wateraid.org

SECTION 2. TERMS OF REFERENCE

1. Introduction

GO4IMPact is a programme supported by the Embassy of Switzerland in Bangladesh. The programme aims to strengthen local governance and improve the equitable, climate-resilient delivery of basic public services, particularly in water and solid waste management (SWM). It adopts a systemic, adaptive, and facilitative approach to enhance the capacities of relevant actors, stimulate dialogue among stakeholders, and encourage participatory decision-making processes.

The Participatory Ward Vulnerability Assessment (PWVA) is a participatory climate risk assessment process that enables local government institutions, particularly Union Parishads and municipalities, to assess climate vulnerability at household level in each ward and to prepare a Ward Development Action Plan. It combines a structured household survey, scored against a fixed set of impact and adaptive capacity indicators, with nine facilitated group discussion steps involving the Ward Disaster Management Committee and community members: disaster identification, a now-and-then comparison, a seasonal calendar, problem identification, prioritisation and analysis, social mapping, institutional mapping, and the action plan itself. The results are compiled into a ward report and, for each union, a consolidated union report.

At present PWVA relies on printed materials, general-purpose survey tools and manual compilation of reports. This makes the quality of results dependent on the implementing team, limits use of the method by organisations beyond WaterAid Bangladesh, and leaves ward results scattered and hard to compare.

To address this, WaterAid Bangladesh intends to develop the **Digital PWVA Platform**: a free, openly accessible web platform, hosted on WaterAid Bangladesh's server, through which approved organisations can create PWVA projects, collect household survey data offline, record the outcomes of the group discussions, and generate standardised Bangla-language ward and union reports in accordance with the PWVA Guideline. The platform is intended to be reusable by other organisations and institutions.

Bidders may refer to the account-based, review-before-publication model of the Shit Flow Diagram (SFD) and Waste Flow Diagram (WFD) web portals as examples of the registration and publication approach envisaged.

The PWVA method, that is the questionnaire, indicators, scoring rules, discussion steps and report structure, is fixed by WaterAid Bangladesh and described in the PWVA Guideline. The consultant's task is to implement the method faithfully as a digital system, not to redesign it. The PWVA Guideline and the sample ward report template are provided to bidders as reference documents.

2. Objectives

The overall objective of this assignment is to develop a secure, offline-capable and scalable digital platform that implements the PWVA method consistently, so that organisations can conduct PWVA with less effort and produce reliable, standardised ward and union reports.

Specific objectives:

- Digitise the PWVA household survey and automate the vulnerability scoring exactly as defined in the PWVA Guideline, including for fieldwork in areas with limited or no connectivity.
- Digitise the nine group discussion steps with guided data entry, evidence upload and consistency checks, so that discussion outcomes are captured in a structured and comparable form.

- Generate standardised ward and union reports in Bangla, with English versions, following the sample ward report template, with controlled draft, final and published states.
- Provide an account-based workspace for approved organisations, an administration console for WaterAid Bangladesh, and a public website presenting PWVA resources, published reports and privacy-protected summary results.
- Protect households' data through consent capture, role-based access and privacy-preserving public outputs.
- Deliver an open, well-documented system that WaterAid Bangladesh can host, maintain and hand over without dependence on the consultant.

3. Scope of work

The selected agency/firm(s) will be responsible for, but not limited to, the following tasks, and is encouraged to propose additional features that improve the usability, quality or sustainability of the platform:

A. Platform structure, accounts and projects

- Develop three connected layers: a public website, a registered-organisation workspace and an administration console for WaterAid Bangladesh.
- Implement organisation registration with approval by WaterAid Bangladesh, and role-based access for at least the following roles: visitor, enumerator, facilitation team member, project lead, organisation administrator, account approver, report curator, platform administrator, and a read-only external viewer scoped by geography. Account approval and report curation/publication shall be separate roles.
- Allow organisation administrators to add and manage their own approved users.
- Implement projects by union, with wards, ward household counts, and a choice of census or sampling mode. In sampling mode the platform shall calculate the sample size automatically from the ward household count using the calculation provided by WaterAid Bangladesh, and give the survey team a skip interval and random starting point.
- Provide practice projects for training, whose data never enter real analyses, reports or public outputs.

B. Household survey

- Digitise the household questionnaire in Bangla, as defined by WaterAid Bangladesh, including skip logic, in an interface that follows PWVA interview practice: the response options are selected by the team member recording the answers and are not read out to the respondent.
- Enable offline data capture on commonly used low-end Android smartphones and tablets, with draft saving, secure local storage, automatic synchronisation when connectivity returns, and conflict handling. Each household record shall be created with its own unique identifier; after synchronisation, edits shall be limited to authorised supervisor roles and recorded in an audit trail.
- Capture consent as separate, timestamped confirmations: participation in the survey, photographs, audio recording, anonymised reuse of data, and sharing of identified results with local authorities for planning. The survey shall not proceed without consent to participate.
- Capture GPS location, optional photographs, interview start and end times, and survey team composition, as required by the PWVA Guideline.

- Build the household register progressively: import of existing ward lists, addition of unlisted households, a status for each household (surveyed, refused, absent, vacant, not found), and coverage tracking against the ward household count.
- Implement integrity checks covering interview duration, repeated identical answers, duplicate households, GPS points outside the union boundary (rejected) and GPS outliers within a ward (flagged), with a supervisor review queue.

C. Vulnerability scoring

- Implement the PWVA vulnerability scoring as defined in the PWVA Guideline (0 to 100 scaling, indicator averaging, banding, impact and adaptive capacity, vulnerability levels), with all parameters held as versioned configuration and not hard-coded.
- Store unrounded and rounded values, and apply the rounding and missing-answer rules.
- Reproduce WaterAid Bangladesh's reference results exactly, as an acceptance test.
- Household vulnerability results shall not be displayed on field devices or in public outputs, and shall be visible only to authorised roles in the review area.
- The socio-economic classification described in the PWVA Guideline is outside the scope of this assignment. No socio-economic classification or score shall be calculated, derived, displayed or exported by the platform.

D. Group discussion module

- Digitise the nine discussion steps, with guided entry after each session using table layouts, mandatory and optional prompts and step completion rules, as specified by WaterAid Bangladesh at inception.
- Generate printable Bangla note sheets for each step, pre-filled with the ward header and prompts.
- Upload scans of brown paper sheets and check them for legibility and for the whole sheet being in frame.
- Record session details (date, facilitation team, person entering the data, attendance by participant category) and check participation against the PWVA Guideline.
- Assign and carry disaster numbers and climate-impact letters automatically across steps, and implement cross-step consistency checks.
- Store free-text entries exactly as entered. No automated summarisation or rewriting of field teams' text is permitted.

E. Mapping

- Select the ward by label, validate locations against the union boundary layer provided by WaterAid Bangladesh, and integrate openly licensed building footprint data to show surveyed pins and coverage. The platform shall not depend on ward boundary polygons, which are not available.
- Provide offline map tiles for survey areas.
- Produce ward maps for reports by filtering surveyed pins by ward and exporting the map view.

F. Data quality, validation and finalisation

- Provide a supervisor flag queue with the outcomes valid (with reason), revisit, or exclude (with reason), all logged.
- Apply statistical anomaly detection to flag unusual patterns for supervisor or curator review, for example survey teams whose interview durations or answer distributions differ

markedly from other teams in the same union, and implausible combinations of answers. These flags are advisory only: the platform shall not alter, exclude or correct any data automatically, and each flag shall show the reason it was raised.

- Apply a configurable coverage threshold before a ward report can be generated; below it, the platform shall show a preliminary data summary only. The initial value will be specified by WaterAid Bangladesh.
- Allow a curator to return an individual discussion step to the team with comments.
- Record union-level validation workshop evidence (attendance, date, photographs) and signed pages, keep a corrections log, and finalise and lock ward data and the report.
- Include a data quality summary in every report: documented coverage, incomplete households, flags raised and cleared, and the method version.

G. Reports and analysis

- Generate ward reports in Bangla (PDF) following the sample ward report template, and consolidated union reports compiled from final ward reports and listing any missing wards.
- Generate English versions through automatic translation using a glossary managed by WaterAid Bangladesh, clearly marked as machine-translated. The translation function shall run on WaterAid Bangladesh's server, using open-source models or equivalent components that carry no per-use charges, and shall not send reports, household data or other personal data to any external service. Any proposal to use a paid external translation service shall be priced separately and may be adopted only with the prior written approval of WaterAid Bangladesh.
- Provide draft (watermarked), final and published report states, a method version stamp, and a QR code that opens a public page confirming a report's status.
- Ensure correct Bangla rendering, including embedded Bangla fonts, conjuncts, Bangla numerals and Bengali month names.
- Produce a public version of each report that omits the household-level annex.
- Provide a guided query builder in the organisation workspace and the administration console. The user selects an indicator, a place and a filter from a fixed catalogue managed by the administrator, and receives a table and chart, with the definition of the indicator and the filter shown beside the result. All figures shall be calculated directly from the stored data by ordinary database queries and not generated by any AI model, shall respect each user's access scope, and shall be suppressed where the household count falls below the configurable minimum.

H. Public website and publication

- Provide a public website with PWVA information, the guideline and resources, a library of published reports searchable by district, upazila and union, ward and union summaries of vulnerability level distribution, and a report verification page.
- Provide a privacy-protected grid-cell map of vulnerability, with the cell size and minimum household count per cell configurable by WaterAid Bangladesh. No household-level or identifiable data shall be public.
- Require curator approval before any report appears publicly.

I. Administration console

- Provide an organisation approval queue, user and role management, method version control, glossary and translation management, management of the indicator and filter catalogue used by the query builder, switches to turn each AI-based function on or off, public content management, and system monitoring including synchronisation logs.

- Provide a curation queue with automatic anomaly flags (for example identical or near-identical text across wards, and late data entry), anonymised data exports, an audit trail, consent records, and data retention and deletion functions.

J. Security, hosting and technology

- Implement role-based access, encryption in transit and at rest, and audit logging. Names, phone numbers and precise household locations shall be held in a separate restricted layer.
- Deploy the platform in containers on WaterAid Bangladesh's server in accordance with WaterAid IT's technical specifications, provided at inception, with tested backup and restore and system monitoring. No vendor-hosted production environment is required.
- Use open-source or permissively licensed components only. The platform shall not carry recurring licence fees or depend on proprietary platforms.
- Any machine-learning or AI-based function, including machine translation and statistical anomaly detection, shall: (a) run on WaterAid Bangladesh's server or otherwise not transmit household or other personal data to an external service; (b) carry no recurring per-use or licence charges; (c) be identified as such wherever it generates or flags content; and (d) have an administrator switch to turn it off without affecting the rest of the platform.

K. Documentation, training, pilot and handover

- Develop Bangla user manuals (with English versions) for each role, quick reference cards, short video guides, and technical and operations documentation. WaterAid Bangladesh will prepare its own policy SOPs, and the consultant shall supply the system information needed for them.
- Provide a Training of Trainers for core staff of WaterAid Bangladesh and partner organisations, and platform-use training for pilot-area users. Training covers use of the platform only, since PWVA method training is provided separately by WaterAid Bangladesh.
- Conduct a field pilot in all unions of the five pilot upazilas, compare platform results with reference results, and refine the system based on user feedback.
- Provide warranty and post-deployment support for a minimum of 12 months after go-live, and transfer full system ownership, including source code, documentation, system architecture and deployment configuration, to WaterAid Bangladesh.

4. Sustainability and Exit Strategy

The platform must be designed to be operated and maintained independently of the consultant beyond the support period. It shall be modular, fully documented and built on open-source or permissively licensed components, so that WaterAid Bangladesh, or any party it designates, can host, maintain and extend it, and may transfer it to other institutions at its discretion, without the consultant's involvement. The platform shall remain free of charge to its users, and no transaction fees, licence fees or other charges shall be built into its design.

During the warranty and support period (minimum 12 months after go-live), the consultant shall fix defects at no additional cost and transfer operational knowledge to designated WaterAid Bangladesh personnel. The consultant shall provide technical and operations documentation covering deployment, configuration, backup and restore, monitoring, updating method versions, and troubleshooting, sufficient for WaterAid Bangladesh or another vendor to maintain the system.

The system must enable administrative control by WaterAid Bangladesh, including but not limited to:

- User and role management and approval of organisations
- Method version control
- Glossary and translation management
- Public content management
- Management of the indicator and filter catalogue used by the query builder, and switching of AI-based functions on and off
- Configuration of thresholds, such as report coverage and minimum household count per map cell

5. Methodology

1) Approach & design principles

- Method-faithful digitisation: PWVA shall be implemented exactly as specified, and any proposed change to the method requires prior written approval from WaterAid Bangladesh.
- Offline-first and low-bandwidth-aware design, since fieldwork takes place in areas with limited connectivity.
- Simple design that enumerators with basic schooling (around Class 8) can use after short training.
- Privacy-by-design and security-by-design.
- Configuration over hard coding for the method, thresholds, labels and translations.

2) Inception & requirements validation

- Rapid inception phase to confirm requirements, user roles, data model, acceptance criteria and implementation plan against the PWVA Guideline, the questionnaire, the scoring reference results, the sample ward report, the per-step discussion specifications and WaterAid IT's technical specifications, all provided by WaterAid Bangladesh.
- Consultation with WaterAid Bangladesh staff, and a small number of field users and implementing partners, to validate workflows.
- Where applicable, assessment of any existing open-source components proposed by the bidder for reuse, with their licences declared.

3) System architecture & development approach

- Modular architecture, with the PWVA method held in a separate, versioned configuration module, and personal data held in a separate restricted layer.
- Web-based and mobile-responsive solution with an offline-capable client (progressive web application or native Android application, as justified by the bidder).
- Standardised, Bangla-first interface components across the public, organisation and administration layers.
- Open data formats for export and interoperability, for example CSV and GeoJSON.

4) Data security & protection

- Role-based access control defining data entry, review, approval, curation and administrative privileges.
- Encrypted data transmission and storage, and controlled access to identifying information.

- Audit trail of data changes, corrections, approvals, publication and administrative activity.
- Secure credential management and administrative controls to prevent unauthorised access.

5) Accessibility & user-centric design

- Bangla-first interface with English option.
- Simple, guided journeys for field users, project leads and administrators.
- Interface optimised for touchscreen use, minimising steps and typing.
- Compatibility with low-end Android smartphones and tablets, varied screen sizes and commonly used browsers.

6) Development process & prototyping

- Iterative development in two releases, with regular validation checkpoints.
- Progressive prototyping from wireframes to functional modules.
- Source code kept in a repository controlled by WaterAid Bangladesh from the start of the assignment.
- Continuous feedback from WaterAid Bangladesh and pilot users.

7) Quality assurance & testing

- Validation of the scoring engine against WaterAid Bangladesh's reference dataset, including boundary values; an exact match is required.
- Offline and synchronisation testing, including interrupted connectivity, device loss and draft recovery.
- Review of Bangla report rendering by native readers.
- Review of machine-translated sample reports by bilingual readers, including consistent use of glossary terms; testing of statistical anomaly flags on test data; and verification of query builder figures against hand-calculated results.
- Cross-device and browser testing, focusing on commonly used low-cost Android devices.
- Performance testing at volumes derived from the pilot (all unions of five upazilas), with headroom for growth.
- Support for an independent security test arranged by WaterAid Bangladesh, with all findings resolved before go-live.
- User Acceptance Testing during the field pilot, followed by bug fixing and refinement before final acceptance.

8) Training & knowledge transfer

- Training of Trainers for core staff of WaterAid Bangladesh and partner organisations, with the number of participants and sessions agreed at inception.
- Role-based, hands-on training on platform use, supported by practice projects.
- Bangla user guides, quick reference cards and short video guides, with English versions.
- Knowledge transfer sessions for WaterAid Bangladesh IT and programme staff on administration and maintenance.

9) Sustainability & transition approach

- Open-source, fully documented build with no vendor dependency.
- Gradual transfer of administration and maintenance knowledge to designated WaterAid Bangladesh personnel.

- Exit strategy ensuring system continuity without the consultant.

10) Deployment & handover

- Pilot deployment on WaterAid Bangladesh's server, followed by stabilisation and refinements.
- Final deployment upon pilot acceptance.
- Handover package including full source code, database structure, API documentation, deployment scripts and container images, configuration details, test suites, system architecture and administrative access, ensuring complete ownership transfer to WaterAid Bangladesh.

11) Hosting, security certification & support

- Hosting on WaterAid Bangladesh's server in accordance with WaterAid IT's specifications; the consultant shall not host the production system.
- Configuration of a secure environment with routine backups, tested restore and system monitoring.
- Deployment and maintenance of valid SSL/TLS certification to ensure secure access.
- Technical support covering troubleshooting, bug fixing and stabilisation during the warranty and support period.

12) Monitoring, evaluation & reporting

- Monitoring of system performance and usage during the pilot.
- Identification of implementation challenges and corrective actions.
- Submission of an assignment completion report summarising implementation activities, outcomes, issues addressed and recommendations for scaling.

6. Deliverables

The assignment should be completed no later than 90 working days after signing the agreement.

The following template should be submitted with the technical proposal:

Table 1: Template for deliverables and timeline setting

#	Deliverable	Description	Timeline
1	Inception Report	• Conduct inception meetings with WaterAid Bangladesh and relevant stakeholders, and review the PWVA Guideline, questionnaire, scoring reference, sample ward report and per-step discussion specifications provided by WaterAid. • Prepare an inception report including a detailed work plan, risk matrix, requirements specification, data model, and the proposed system architecture and technology stack, with all component licences declared. • Submit UX/UI concept notes, wireframes and user journeys for the public website, the organisation workspace and the administration console for review and approval.	

#	Deliverable	Description	Timeline
2	Release 1: Data Collection and Scoring	• Develop accounts, roles and organisation approval; projects, wards and census or sampling set-up; and practice projects. • Develop the offline-first household survey, including consent capture, GPS capture, household register, supplementary questions, integrity checks and synchronisation. • Develop the vulnerability scoring engine as versioned configuration and demonstrate exact reproduction of WaterAid's reference results. • Develop mapping (surveyed pins, coverage, offline map tiles) and the supervisor review queue with rule-based and statistical anomaly flags.	
3	Release 2: Discussion, Reporting and Public Website	• Develop the nine-step discussion module, printable Bangla note sheets, scan upload and checks, attendance records and cross-step consistency checks. • Develop validation workshop records, the corrections log, finalisation and locking, and the data quality summary. • Develop the Bangla ward and union report generator with draft, final and published states, QR verification, English versions through glossary-based translation, and the guided query builder. • Develop the public website, the curation workflow and the administration console.	
4	Testing, Security Review and Field Pilot	• Conduct functional, performance, offline synchronisation and Bangla report rendering tests, including cross-device testing on low-cost Android devices. • Support an independent security test arranged by WaterAid Bangladesh and resolve all findings before go-live. • Run a field pilot in all unions of the five pilot upazilas with real survey and facilitation teams (User Acceptance Testing) and compare platform results with WaterAid's reference results. • Incorporate revisions based on pilot and stakeholder feedback.	

#	Deliverable	Description	Timeline
5	Deployment and Training	• Deploy the platform on WaterAid Bangladesh's server in accordance with WaterAid IT's specifications, with tested backup and restore and system monitoring. • Conduct a Training of Trainers and platform-use training sessions for pilot-area users. • Provide Bangla user manuals (with English versions) for each role, quick reference cards and short video guides. • Provide initial technical support and monitor system stability after deployment.	
6	Final Report and Handover	• Deliver the fully tested system, including source code, deployment scripts and container images, configuration files, test suites, database structure, API documentation, user manuals, and technical and operations documentation. • Submit a final completion report summarising activities undertaken, challenges faced, pilot findings and recommendations for scaling. • Provide all training materials, handover documentation and completion confirmation.	

7. Mode of payment

Payment will be made in four instalments upon submission of an invoice. All invoices are to be submitted to WaterAid and certified by the respective personnel.

Instalments	Percentage	Schedule for payment
First	30%	Deliverable 1
Second	40%	Deliverables 2 and 3
Third	30%	Deliverable 4, 5 and 6

8. Intellectual property rights (IPR) & data protection

All materials, deliverables, source code, system designs, software, documentation, reports, databases, configurations, training materials, and any other outputs produced, developed, adapted, or deployed under this assignment shall be considered work made for hire and shall be the exclusive property of **WaterAid Bangladesh**.

The consultant hereby irrevocably assigns and transfers to WaterAid Bangladesh all intellectual property rights, title, and interest in and to all such materials, including but not limited to software applications, source code, system architecture, APIs, databases, documentation, reports, training materials, and any derivative works thereof. This assignment shall be exclusive, perpetual, royalty-free, and valid worldwide.

The consultant shall hand over **complete and functional source code** for all system components developed or deployed under this assignment, including front-end, back-end, databases, APIs, configuration files, build scripts, container images, deployment instructions, test

suites and technical documentation, in a format acceptable to WaterAid Bangladesh. The source code shall be maintained in a repository controlled by WaterAid Bangladesh from the start of the assignment. Partial handover, compiled binaries only, or restricted access shall not be acceptable.

The consultant shall not reuse, replicate, resell, sublicense, adapt, or deploy the source code, system design, or any substantially similar system or components developed under this assignment for any other client, project, or purpose, whether commercial or non-commercial, without the prior written consent of WaterAid Bangladesh. This restriction shall remain in force beyond the completion or termination of the contract.

WaterAid Bangladesh may, at its sole discretion, release all or part of the platform under an open-source or other licence of its choice, and may transfer it to other institutions. The consultant shall place no restriction on this. All third-party and open-source components shall be declared together with their licences, and those licences shall be compatible with WaterAid Bangladesh's right to release and transfer the platform. No component shall require recurring fees.

Where the consultant proposes to use any pre-existing software, system, or components, the consultant must clearly declare such components and confirm that it holds full legal rights and authority to use, modify, and transfer them. Any such components shall be transferred to WaterAid Bangladesh with equivalent rights, free from third-party claims, licence restrictions, or usage limitations. The consultant/agency shall not retain any dependency or exclusive control over any component required for system operation, maintenance, or scaling.

Any modification or changes to the agreed deliverables shall require prior written approval from WaterAid Bangladesh. The consultant shall be responsible for ensuring that all project materials, both physical and digital, are securely stored, transmitted, and handled throughout the assignment.

The consultant shall ensure full compliance with **WaterAid Bangladesh's data protection requirements**, applicable **GDPR principles**, and relevant **Bangladesh data protection and cyber security laws**. The platform will process personal data of households, including names, contact details, precise locations, photographs and audio recordings, together with consent records. The consultant shall implement appropriate technical and organisational measures for data encryption, access control, separation of identifying data, confidentiality, secure storage, and prevention of unauthorised access, and shall support data retention and deletion requirements.

Real household data shall not be used in development or testing environments without the prior written approval of WaterAid Bangladesh; test data shall be synthetic.

Upon completion or termination of the assignment, the consultant shall return or securely destroy any copies of project data or materials retained in its possession, except where retention is explicitly authorised in writing by WaterAid Bangladesh.

9. Competencies

The interested agency/firm is expected to have the following competencies and experience:

- Demonstrated expertise in designing and developing open-source, web-based and mobile-friendly digital systems, including offline-first data capture and synchronisation on low-end Android devices.
- Experience with geospatial data and web mapping, including point data, offline maps and aggregation of point data into grid cells.
- Experience generating complex PDF reports in Bangla Unicode, including correct rendering of conjuncts and Bangla numerals.

- Strong understanding of user experience (UX) and user interface (UI) design principles, particularly for Bangla-first interfaces used by non-technical field staff.
- Proven experience in backend system development, including database design, API integration, role-based access control, audit logging, and secure handling of sensitive personal data.
- Strong understanding of data governance, consent management and data protection principles, including applicable Bangladesh laws and GDPR principles.
- Knowledge of information security and privacy best practices, including secure coding principles and vulnerability mitigation.
- Experience with open-source data collection platforms (for example ODK or Kobo Toolbox) or participatory development data systems will be considered an advantage.
- Familiarity with climate vulnerability assessment, WASH or local governance in Bangladesh will be considered an advantage.
- Experience with statistical anomaly detection, and with deploying open-source language models on self-hosted servers, will be considered an advantage.
- Demonstrated capacity in project management and iterative or agile development, including documentation, version control, structured delivery and handover.
- Demonstrated ability to work with development partners, NGOs, or government agencies and deliver donor-funded or public-sector digital initiatives.
- Ability to provide effective training, documentation, and knowledge transfer to non-technical users.
- Commitment to maintaining confidentiality and complying with contractual obligations related to intellectual property, data protection, and non-disclosure.

Demonstration: shortlisted bidders may be asked to demonstrate, during the presentation, a working example of offline data capture with synchronisation, and of Bangla PDF report generation.

10. Confidentiality

All digital platforms, systems, source code, data, documentation, analyses, and other materials developed, adapted, or produced under this assignment shall be treated as confidential and shall be governed by the Intellectual Property Rights provisions of this RfP. The consultant/agency shall not disclose, reproduce, or share any part of the work, in whole or in part, with any third party without the prior written consent of WaterAid Bangladesh.

The selected consultant/agency shall comply with WaterAid's Global Code of Conduct and Safeguarding Policies, including safeguarding standards applicable to staff, partners, and contractors, as outlined at: www.wateraid.org/uk/safeguarding.

SECTION 3. TECHNICAL PROPOSAL SUBMISSION FORMAT

- 3A. Forwarding letter format
- 3B. Understanding of the assignment
- 3C. Implementation strategy
- 3D. Team composition
- 3E. Relevant experience
- 3F. Company profile (if applicable)
- 3G. Ethical practice

3A. FORWARDING LETTER FORMAT

(Please use letterhead pad)

[*Location, Date*]

To
The Country Director
WaterAid Bangladesh
House 97/B, Road 25, Block A
Banani, Dhaka 1213

Subject:

Dear Sir,

We, the undersigned, are offering to provide the following assignment following your Request for Proposal (RFP) dated _____ (date and subject)

We are hereby submitting our proposal, which includes a technical proposal and a financial proposal.

If negotiations are held during the period of validity of the proposal, we undertake to negotiate based on the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorised signature:

Name:

Title:

Name of organisation:

Address:

Technical Proposal

3B. Understanding of the assignment

(please provide concept note on overall understanding of the assignment)

3C. Implementation strategy

- Methodology

(please describe about the methodology/approach to be adopted or applied to collect, analysis, evaluate the data)

- Deliverables

(please specify the major deliverable to be achieve from the study)

- Work plan

(please provide detail work plan with work chart)

3D. Team composition

(please provide short bio of the proposed key team member(s) in below format)

- CV of proposed key team members

Name	
Role in this assignment aligning with the workplan	
Highest academic qualification	
Professional summary	<i>(a brief overview summarising your expertise for the proposed position)</i>
Professional experience	<i>(please mention your last five relevant experiences for the proposed role in the assignment; in either narratives or tabular format)</i> <i>Professional experiences should include the following:</i> <i>- Name of the organisation and job title</i> <i>- Duration</i> <i>- Key responsibilities</i>

Also, attach the CVs of the proposed personnel.

3E. Relevant experience

(relevant services carried out in the last three years that best illustrate qualifications)

Using the format below, please provide maximum 10 examples for which your consulting firm, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Name of the assignment	Digital link (if available)	Completion date	Client name with contact details

3F. Company profile (if applicable)

(Please attach portfolio and other relevant documents)

3G. Ethical practice

(Please specify your policies on safeguarding, health & safety, safety, and security)

SECTION 4. FINANCIAL PROPOSAL SUBMISSION FORM

4A. Summary of budget/costs, including narratives

4B. Legal documents

4A. Summary of budget/costs, including narratives

(The financial budget summary should be prepared in line with below guidance)

- Budget for the assignment should be broken down into individual items covering all logistical, travel, accommodation, staff, equipment and other costs.
- The financial proposal should clearly identify, item-wise cost for the assignment with necessary details. **The budget must include applicable AIT; however, VAT can be mentioned separately at the bottom on total budgeted amount.** WaterAid Bangladesh shall deduct VAT and Tax at source as per government rules.
- Apart from the activities mentioned in this RFP, the consultant(s)/consulting firm(s) are expected to list any other/additional services WaterAid shall be receiving under this agreement.

- **Calculation format (please maintain below format for your financial budgeting)**

Name of item/deliverables	Unit of means	Unit cost	Total cost (BDT)
Component - 01		xxxxxx	xxxxxxxxxx
a.			
b.			
c. (please add more rows as required)			
Component - 02		xxxxxx	xxxxxxxxxx
a.			
b.			
c. (please add more rows as required)			
Component - 03		xxxxxx	xxxxxxxxxx
a.			
b.			
c. (please add more rows as required)			
Component - 04		xxxxxx	xxxxxxxxxx
a.			
b.			
c. (please add more rows as required)			
Component - 05		xxxxxx	xxxxxxxxxx
a.			
b.			
c. (please add more rows as required)			
Sub-total (including AIT)		xxxxxx	xxxxxxxxxx
Applicable VAT XX%		xxxxxx	xxxxxxxxxx
Gross total		xxxxxx	xxxxxxxxxx

4B. Legal Document

Please attach all updated legal documents mentioned below:

- Copy of Trade license
- Copy of TIN certificate
- Copy of BIN certificate
- Copy of PSR (last tax return submission acknowledgement slip)
- Bank detail or copy of Cheque Leaf.