

Expression of Interest for Prequalification/short-listing of Survey Agencies -NGOs for Citizen Report Card (CRC) survey

Project Management Unit (PMU)

Dhaka Water Supply Sector Development Program
Dhaka Water Supply and Sewerage Authority
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Project Number	Program Loan: 2382-BAN(SF) from ADB
Project Name	Dhaka Water Supply Sector Development Project, Dhaka WASA
Project Country	Bangladesh

1. The work will involve:

- i) Conducting a Citizen Report Card (CRC) survey
- ii) Preparation of Questionnaire for this assignment, Pilot test of the questionnaire, Finalise the questionnaire in collaboration with the DWASA and the FCBC, Translate the questionnaire into Bangla with assistance from DWASA and FCBC
- iii) Demonstrate skills in Citizen Report Card (CRC) survey methodology, overseeing the survey design, sampling, fieldwork, data management and the written report
- iv) Have Sound knowledge of sampling design among the researcher and field coordinator

2. Eligibility:

Interested survey agencies/NGOs should:

- i) Have minimum of 5 years operational experience in water supply and sanitation project activities preferably in urban area.
- ii) Have adequate knowledge in conducting Citizen Report Card (CRC) survey, baseline survey
- iii) Have the capacity to arrange dialogue with multi-sector stakeholders
- iv) Valid Registration of the NGO, up to date VAT and TIN certificate and corporate profile/ brochure
- v) Actual audited turn-over for the last 3 (three) years
- vi) List with description of similar assignment carried out in Bangladesh in the last 5 years
- vii) Availability of appropriate professionals with requisite qualifications and experience among staff
- v) Have the appropriate gender mix in its work force

The application will have to be directly responsive to the requirements mentioned above and should be detailed and verifiable.

3. Declaration:

We hereby declare that:

- i) We have read the advertisement, including the terms of reference (TOR), for this assignment
- ii) We have not been engaged to prepare such TOR as a firm, or association, and No full-time or part-time or contracted expert employed by our firm, association, or joint venture has been engaged to prepare such TOR.
- iii) We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any ensuing assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

4. Management Competence

- a. Provide the name, qualifications and relevant experience of the lead firm's director or manager who will assume overall responsibility for the firm's, association's or joint venture's team coordination, management and output.
- b. If you are proposing an association or a joint venture, outline the rationale for, and benefits to the assignment of, the arrangement.
- c. If you are proposing an association, or a joint venture, outline proposed management coordination of the arrangement, including the role of each firm.

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d. Does your firm/association/joint venture have standard policies, procedures or practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

e. How will you ensure the quality of your firm's/association's/joint venture's performance over the life of this assignment?

f. How will your firm/association/joint venture deal with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment? What internal controls are in place to address and resolve complaints?

5. Technical Competence:

Narrative Descriptions With reference to the attached sheets with TOR, and in the context of the assignment's TOR, summarize the relevant technical qualifications of your NGO or Associated NGO

6. Geographical Competence

Outline the experience of the survey agency or NGO or Associated NGO in detail

7. Project Sheets

Indicate up to 10 reference projects from the past 5 years that the NGO feels are relevant. You may refer to your Consultant Management System (CMS) registration projects sheets for additional information.

8. Dhaka WASA now invites eligible Survey agencies -NGOs or Association of NGOs-Survey Agencies to indicate their interest in providing the services mentioned above. Interested Survey agencies /NGOs are requested to provide their necessary information like brochures, description of similar assignments, registration, annual report and three years audit report and availability of appropriate professionals with requisite qualifications and experience among staff.

9. Survey agencies -NGOs or Association of NGOs-Survey Agencies will be selected under **Consultants' Qualification Selection (CQS)** in accordance with the ADB procurement guideline, on the use of consultants by the ADB and its Borrowers.

10. One (1) Original and four (4) copies of the Expression of Interest (EOI) along with relevant documents shall be submitted by 3:00 P.M. On 19th August, 2010 in sealed envelope delivered to the Project Director, and be clearly marked "**Expressions of Interest for Pre-qualification/Short-listing of Survey agencies -NGOs or Association of NGOs/Survey Agencies For Citizen Report Card (CRC) survey**"

11. Under no circumstances will the ADB, DWASA or DWSSDP be responsible for any cost incurred in submission of the EOI.

12. Partial offers will be rejected. EOI submitted by Fax/Email will be rejected. Likewise photocopy of faxed or emailed EOI will also be rejected.

13. Interested NGOs may obtain further information at the above address during normal office hours and TOR from websites: www.dwasa.org.bd and www.dwssdp-dwasa.com

14. The procuring entity reserves the right to accept or reject any or all EOIs without assigning any reason thereof.


15/7/2010

(Zahidul Arif)
Project Director, PMU, DWSSDP,
Dhaka WASA

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