

**Expression of Interest for Prequalification/Short-listing of NGOs for  
Public Awareness Campaign (Package-B)**

Project Management Unit (PMU)  
Dhaka Water Supply Sector Development Program  
Dhaka Water Supply and Sewerage Authority  
WASA Bhaban, 98, Kazi Nazrul Islam Avenue (8<sup>th</sup> Floor)  
Kawran Bazar, Dhaka, Tel: 8129559,8189205  
E-mail: pddwssdp@gmail.com

Memo No **29** /DWSSDP/2010

Date: **15.07.10**

<b>Project Number</b>	Program Loan: 2382-BAN(SF) from ADB
<b>Project Name</b>	Dhaka Water Supply Sector Development Project, Dhaka WASA
<b>Project Country</b>	Bangladesh

**1. NGO's work will involve:**

- i) Plan the work to be undertaken in conjunction with Financial & Capacity Building Consultancy (FCBC) and Project Management Unit (PMU) of DWSSDP
- ii) Liaise with and advise PMU & FCBC on the preferred method of awareness campaign.
- iii) Visit all 2, 75,000 water connections of DWASA within Dhaka city
- iv) Assist the public in understanding the demand for water and the common misuses of water

**2. Eligibility:**

Interested NGOs should:

- i) Have adequate knowledge on Public Awareness campaigning program at community and household level
- ii) Have a minimum of 5 years experience in water supply and sanitation project activities preferably in urban area.
- iii) Valid Registration of the NGO, up to date VAT and TIN certificate and corporate profile/ brochure
- iv) Have actual audited turn-over for the last 3 (three) years
- v) List with description of similar assignment carried out in Bangladesh in the last 5 years
- vi) Availability of appropriate professionals with requisite qualifications and experience among staff
- vii) 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.
- 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?

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**5. Technical Competence:**

Narrative Descriptions With reference to the attached sheets, 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 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 NGOs or association of NGOs to indicate their interest in providing the services mentioned above. Interested 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. NGOs either individual or association 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 **23rd August, 2010** in sealed envelope delivered to the Project Director, and be clearly marked "**Expressions of Interest for selection of NGOS or Association of NGOs for "Demand Control and Awareness Campaigning Program of DWASA."** (Package-B)

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 Terms of Reference (TOR) from websites: [www.dwasa.org.bd](http://www.dwasa.org.bd) and [www.dwssdp-dwasa.com](http://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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