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# Request for Proposals (RFP)

For

Consultant Service for  
Preparation of WASH Plan for Tilottama Municipality

Office Name: Tilottama Municipality

Office Address: Manigram, Rupandehi

Financing Agency: GoN

Issued on: 2082/11/08

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## Section 1. Letter of Invitation

Tilottama Municipality,  
Office of Municipal Executive  
Manigram, Rupandehi

Date: 2082/11/08

Name of Project: Preparation of WASH Plan for Tilottama Municipality

Name of Contract: .....

1. The Tilottama Municipality Office of Municipal Executive invites quotation for proposals to provide the following consulting services: **Preparation of WASH Plan for Tilottama Municipality**. More details on the services are provided in the attached Terms of Reference (ToR).
2. The consultant shall be selected and engaged on the basis of required experience and qualifications specified in the TOR and the consultants Financial Proposal.
3. You are invited to submit a proposal for the services under the TOR to Tilottama Municipality Office of Municipal Executive, Rupandehi
4. Your Proposal should be submitted in two copies and the deadline for submission is: before 5pm on **2082/11/14**
5. Clarification on the RFP may be obtained from: Tilottama Municipality Office of Municipal Executive, Rupandehi.
6. Your Proposal must remain valid 30 days after the submission date, i.e., until: **2082/12/14**
7. The assignment is expected to commence on **2082/12/15** at Tilottama Municipality Office of Municipal Executive, Rupandehi.
8. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Format of Curriculum Vitae (CV) for Proposed Professional Staff
  - Section 3 - Financial Proposal - Standard Forms
  - Section 4 - Terms of Reference
  - Section 5 - Standard Form of Contract.
9. Please inform us, upon receipt:
  - (a) that you received the letter of invitation; and
  - (b) whether you will submit a proposal

Yours sincerely,

**Chief Administrative Officer**

## Section 2. Format of Curriculum Vitae

### Key Qualifications:

[Give an outline of your /staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by you / staff member on relevant previous assignments and give dates and locations. Use about half a printed page.]

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### Education:

[Summarize college/university and other specialized education of your / staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a printed page.]

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### Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names and address of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

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### Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

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### Certification:

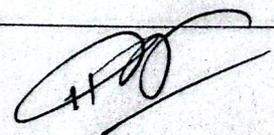
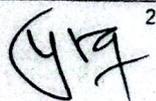
I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_  
[Signature of staff member and authorized representative of the consultant]      Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

Seal / Stamp of the Consultant/Firm:



### Section 3. Financial Proposal Submission Form

[Letterhead of Consultant in case of a Firm ]

To  
Tilottama Municipality  
Office of Municipal Executive,  
Manigram, Rupandehi

We, the undersigned, offer to provide the consulting services for **Preparation of WASH Plan for Tilottama Municipality** in accordance with your Request for Proposal dated [Date] and our Proposal. Our attached Financial Proposal is for the sum of Rs ..... [Amount in words and figures]. This amount is inclusive of all the applicable local taxes (excluding Value Added Tax).

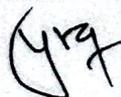
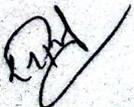
Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

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

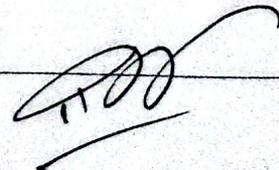
We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Consultant:  
Address:



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Section 4. Terms of Reference

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# Preparation of WASH Plan for Tilottama Municipality

## 1. Introduction

Tilottama Municipality aims to develop a comprehensive **Water, Sanitation and Hygiene (WASH) Plan** in line with the Nepal Government's goals of achieving universal access to safe water supply, sanitation, hygiene services, and sustainable water resource management. As per the **National WASH Policy, MWASH Information Management System (MWASH Portal)** has been made mandatory for planning, baseline mapping, sector monitoring, and investment projections.

Tilottama Municipality currently has an estimated **35,000 households** and numerous public institutions such as schools, health facilities, offices, markets, religious institutions, parks, and community buildings. To prepare an evidence-based WASH Plan, the municipality requires:

- **20% sample household survey (approx. 7,000 HH)**
- **Full survey of all public institutions**
- **Complete update of municipal indicators in the MWASH Portal**
- **Gap analysis, WASH situation assessment, prioritization mapping, and investment planning**

This ToR is prepared to hire a qualified consulting firm/individual consultant to carry out the above activities and prepare the municipality's official **WASH Plan**.

## 2. Objective

### Main Objective

To prepare a comprehensive, data-driven WASH Plan for Tilottama Municipality through household survey, public institution survey, and complete updating of MWASH Portal data.

### Specific Objectives

The specific objectives are to:

- Conduct a **20% sample household survey** (~7,000 households) covering water supply, sanitation, hygiene, waste management, fecal sludge management, and service functionality.
- Conduct a **comprehensive WASH survey of all public institutions** (schools, health posts, offices, markets, religious sites, community buildings, etc.).
- Update all components in the **MWASH Portal**, including:
  - Household-level indicators
  - Ward-level WASH indicators
  - Institutional WASH indicators
  - Water scheme functionality assessment
  - FSM & solid waste management indicators
- Prepare baseline reports, thematic mapping, and WASH situation analysis.
- Identify gaps, WASH vulnerabilities, and service inequality.

- Develop a **WASH Plan** including sector priorities, costing, investment plan, and implementation roadmap.
- Prepare final WASH Plan document

### 3. Scope of Work

The consultant team will perform the following tasks:

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#### A. Desk Review

- Review national WASH policies, guidelines, SDG 6 indicators, and MWASH system requirements.
- Review municipality's existing WASH-related documents, maps, and reports.
- Review existing water supply schemes, sanitation facilities, community-level WASH programs, and solid waste/fecal sludge management systems.

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#### B. Household Survey (20% Sample)

- Design sampling strategy representing all wards proportionally.
- Prepare and finalize questionnaires (DWSSM/MWASH Format).
- Deploy field survey teams for approx.
- Collect information on:
  - Drinking water sources
  - Water quality perception & reliability
  - Sanitation & hygiene facilities
  - Solid and liquid waste management
  - FSM practices (septic tank, pit latrine, desludging)
  - Hand hygiene practices
  - WASH affordability & gender/inclusion dimensions

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#### C. Public Institution Survey

Survey of all public institutions including:

- Schools
- Health facilities
- Government offices
- Market centers
- Public toilets
- Temples / religious sites
- Community buildings
- Parks / open spaces

Indicators to be collected:

- WASH infrastructure availability
- Functionality of toilets

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- Handwashing facilities
- Disability-friendly features
- Water source & supply regularity
- Waste management services

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#### **D. MWASH Portal Update**

The consultant shall update all relevant fields in the MWASH Portal:

1. Household-level WASH indicators
2. Water supply system details
3. Public institution WASH mapping
4. Ward-level WASH status
5. Functionality assessment of water schemes
6. FSM and SWM indicators
7. Municipality WASH Summary Dashboard

All data must be fully verified, validated, and uploaded.

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#### **E. WASH Situation Analysis**

- Baseline WASH status report
- Water scheme functionality assessment
- Sanitation and hygiene gaps
- Waste management assessment
- Ward-wise deprivation mapping
- Vulnerability analysis (gender, disability, marginalized groups)
- Future demand projection (population-based)

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#### **F. WASH Plan Preparation**

- Setting WASH targets (Short-term, Mid-term, Long-term)
- Prioritized interventions (ward-level)
- Drinking water system strengthening plans
- Sanitation improvement actions
- Hygiene promotion strategy
- FSM & SWM improvement roadmap
- Institutional strengthening plan
- Budget estimation & investment plan
- Implementation roadmap (5–10 years)
- Monitoring & Evaluation Framework

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#### **G. Reporting Requirements**

The consultant shall produce:

1. **Inception Report**

2. Household Survey Report
3. Institutional Survey Report
4. MWASH Update Report
5. WASH Situation Analysis Report
6. Draft WASH Plan
7. Final WASH Plan

#### 4. Methodology

- MWASH-based structured questionnaire
- Kobo/Tablet/mobile-assisted field data collection
- Household sampling as per 20% requirement
- GIS-based mapping
- Consultation with municipal officials and ward representatives
- Validation workshop for Draft WASH Plan

#### 5. Deliverables

- Work schedule
- Baseline Survey Report
- Draft Report
- Update on Portal
- Final Report

#### 6. Study Team & Manpower

Includes key staff such as Team Leader, and supporting staff.

##### Manpower (I – Key Staff)

1	Senior Water Supply Engineer / Team Leader
2	Sociologist
3	Surveyer
4	Helper / Typist

#### 7. Mode of Payment

- 100% after acceptance of Final Report.

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गोपनीयता (Confidentiality)

लेखापरीक्षणको सन्दर्भमा प्राप्त तथा तयार हुने सम्पूर्ण प्रतिवेदन, डाटा र कागजात स्थानीय तहको स्वामित्वमा रहनेछ । परामर्शदाताले प्राप्त गरेका सबै सूचना, तथ्यांक तथा अन्य जानकारी नगरपालिकाको पूर्वस्वीकृति बिना तेस्रो पक्षलाई उपलब्ध गराउन पाइने छैन ।

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## Section 5: Form of Contract

### LUMP-SUM

This CONTRACT (hereinafter called the "Contract") is made the [number] day of the month of [month], [year], between, on the one hand, ..... Municipality, ..... (hereinafter called the "Client") and, on the other hand, [name of Consultant] (hereinafter called the "Consultant").

#### WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract,

NOW THEREFORE the parties hereto hereby agree as follows:

#### 1. Services

- a. The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
- b. The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel," to perform the Services.
- c. The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, "Consultant's Reporting Obligations."

#### 2. Term

The Consultant shall perform the Services during the period commencing **2082/ 1** and continuing through **2082/ 1**, or any other period as may be subsequently agreed by the parties in writing.

#### 3. Payment

##### A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed **NRs. (with VAT)**. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

##### B. Schedule of Payments

The schedule of payments is specified below:<sup>1</sup>

**NRs. (with VAT)** upon the Client's receipt of the final report, acceptable to the Client.

##### C. Payment Conditions

Payment shall be made in Nepali Rupees, no later than 15 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

**4. Project Administration**

**A. Coordinator**

The Client designates **Mr. Yubaraj Panthee** as Client's Coordinator, the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment

**B. Reports**

The reports listed in Annex C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

**5. Performance Standards**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

**6. Confidentiality**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

**7. Ownership of Material**

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software<sup>2</sup>

**8. Consultant Not to be Engaged in Certain Activities**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

**9. Responsibility**

The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Procurement Act and Regulations

**10. Insurance**

The Consultant will be responsible for taking out any appropriate insurance coverage.

**11. Assignment**

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

<sup>2</sup> Restrictions about the future use of these documents and software, if any, shall be specified at the end of Article 7.

**12. Law Governing Contract and Language**

The Contract shall be governed by the laws of Nepal and the language of the Contract shall be English.

**12. Dispute Resolution**

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication

FOR THE CLIENT

FOR THE CONSULTANT

Signed by \_\_\_\_\_

Signed by \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

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## List of Annexes

- Annex A: Terms of Reference and Scope of Services
- Annex B: Consultant's Personnel
- Annex C: Consultant's Reporting Obligations

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## Annex A - Terms of Reference

[Terms of Reference normally contain the following sections:

- a. Background,
- b. Objectives,
- c. Scope of the Services,
- d. Staff inputs
- e. Training (when appropriate),
- f. Reports and Time Schedule, and
- g.) Data, Local Services, and Facilities to be provided by the Client.]

## Annex B – Consultant's Personnel

Titles [and names, if already available], detailed job descriptions and minimum qualifications of Key Personnel to be assigned to work and staff-months for each.

## Annex C – Consultant's Reporting Obligation

List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here "Not applicable."

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