

# Invitation for Bids for Small Intellectual Services (D3PI)

## **Selection of Consultants for the Services of :**

Blood Lead Level (BLL) Measurement around SSR (Society School of Social Reform) School at the Kholabaria area of Labanchora union, Khulna [BD-4834]

**Ref. No.:** PE-FFEM-BD-2024-003

**Client :** Pure Earth

**Country :** Bangladesh

**Project :** Capacity building for the reduction of lead contamination in Bangladesh

**Issued :** 06 October, 2024

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# **PART 1: INVITATION FOR BIDS**

# Section 1: Letter of Instruction to Consultants

06 October, 2024

Dear Madam/Sir,

Pure Earth (hereinafter referred to as "the Client") has obtained financing (hereinafter referred to as "the funds") from the French Development Agency (hereinafter referred to as "AFD"), in order to finance the cost of the 'Capacity building for the reduction of lead contamination in Bangladesh' project and proposes to use a portion of the funds to make authorized payments under the Contract for which this Invitation for Bids is issued.

Pure Earth is now seeking proposals by restricted consultation for the provision of the following Consulting Services: **Blood Lead Level (BLL) Measurement around SSR (Society School of Social Reform) School at the Kholabaria area of Labanchora union, Khulna [BD-4834]**

For more information on Consulting Services, please see the attached Terms of Reference (ToR).

## 1) Eligibility, conflicts of interest and prohibited practices

AFD requires that the selection procedure and the performance of the Contract comply with AFD's rules and conditions regarding eligibility, prohibited practices, conflicts of interest and social and environmental responsibility, as specified in the Eligibility and environmental and social responsibility requirements in the annex to the Proposal Submission Form.

The Consultant must sign the Declaration of Integrity, Eligibility and Environmental and Social Responsibility as an appendix to the Proposal Submission Form and undertakes to comply with the content of the Proposal.

For the purposes of applying these rules, the Consultants (including their subcontractors) must authorize AFD to examine the accounts, accounting documents, statements and other documents relating to the submission of the Proposal and the performance of the Contract (in the case of award) and to submit them for verification to auditors appointed by AFD.

The Consultant is also required to provide objective and impartial professional advice, to serve the interests of his Client in all circumstances, to ensure that when he provides an opinion, to ensure that there is no conflict with other activities and with the interests of his company, and to act without consideration of a potential future mission.

The Consultant has the obligation to inform the Client of any present or potential conflict of interest situation that could make it impossible for the Client to serve the Client's best interests. Failure to inform the Client of the existence of such situations may result in the Consultant's Proposal being rejected or the contract terminated.

## 2) Validity of Proposals

The validation period of the Proposal will be 90 calendar days from the date of submission of the Proposals.

Exceptionally, before the expiry of the period of validity of the Proposals, the Client may ask the Consultants to extend the period of validity of their Proposal. The request and responses will be made in writing. A Consultant may refuse to extend the validity of his Proposal. A Consultant who consents to this extension will not be asked to amend his or her Proposal, nor will he or she be permitted to do so.

### **3) Unfair competitive advantage**

To ensure fairness and transparency in the selection process, Consultants who compete for a specific assignment must not have a competitive advantage as a result of providing consulting services related to the assignment in question. To this end, the Client shall provide information, reports and other relevant documents related to the assignment to all Consultants who are interested, in order to assist in the preparation of the Proposals.

### **4) State representatives and civil servants**

State representatives and civil servants may not be engaged as staff in the Invitation to Bids, unless such recruitment is in accordance with Applicable Law and (i) they are on leave without pay, have resigned or are retired; (ii) they are not employed by the organization for which they were employed immediately prior to their departure on leave without pay, resignation or retirement; and (iii) their employment does not give rise to a conflict of interest.

### **5) Groups and subcontracting**

The Consultant interested who believes that he or she can strengthen the expertise necessary for the Services by associating with one or more Consultant(s) in the form of a Group, may do so with one or more Consultants, subject to the approval of the Client. The Consultants must have a team leader as the representative of this Group.

The Consultant may not subcontract all of the services.

### **6) Remuneration**

The Contract will be a lump sum contract.

The estimated volume of work for these Services is 18-24 man-months, for a start scheduled in November 2024 at Khulna, Bangladesh

The Consultant must include in the proposal at least the duration of Key Personnel services.

Price revisions will not be permitted.

### **7) Proposal Preparation**

The Consultant shall bear all costs relating to the preparation and presentation of its Proposal, and the Client shall in no way be liable for such costs nor liable to pay them, regardless of the course or results of the Invitation for Bids procedure.

Proposals will be drafted in English, as well as any correspondence between the Consultant and the Client regarding the Proposal.

The Proposal will include the following documents:

- (a) A Technical Proposal containing:
  - the Technical Proposal submission form,
  - in the case of a Joint application, a copy of agreement signed by all its members,

- the signed Declaration of Integrity, Eligibility and Environmental and Social Responsibility,
- description of the methodology and work plan,
- the composition of the team and the CVs of key personnel.

The Technical Proposal will be prepared using the forms attached to this Invitation for Bids package. It must not include any financial information, no variants, and only one CV per Key Personnel must be submitted, failing which the Proposal will be declared non-compliant.

Any Proposal for which the submission form is not signed or is not accompanied by the power of attorney will not be considered.

(b) A Financial Proposal containing:

- the Financial Proposal submission letter,
- the breakdown of the Financial Proposal established using the forms attached to this Invitation for Bids package detailing staff compensation and other expenses.

The Consultant shall denominate his/her prices in one or more currencies which shall be: the US Dollar (\$USD) and the Bangladeshi Taka (BDT). For evaluation and comparison purposes, prices will be converted into a single currency, BDT, using the official exchange rate of Bangladesh Bank (<https://www.bb.org.bd/en/index.php/econdata/exchangerate>), seven (7) days prior to the deadline for receipt of Proposals.

Payments under the Contract will be made in the currencies used for the Financial Proposal.

The Consultant's Financial Proposal will clearly identify the duties and taxes described, which will be estimated and presented separately in the price tables. Applicable taxes, duties and levies in the Customer's country will be finalized during contract negotiations and added to the Contract's pre-tax amount.

A tax exemption has not been obtained for this Agreement.

The Consultant's Financial Proposal shall be deemed to include all other taxes, duties and duties.

## **8) Clarifications**

Any request for clarification regarding this Invitation for Bids may be sent in writing to Aftab Uz Zaman Khan at [aftab@pureearth.org](mailto:aftab@pureearth.org) before **5.00 pm BST on 15 October, 2024**. The Client shall forward a copy of its response to all Consultants, including a description of the subject matter of the request for clarification, but without identifying the source.

## **9) Confidentiality**

From the opening of the Proposals until the award of the Contract, the Consultant must not contact the Client for any reason relating to the Technical Proposal and/or the Financial Proposal. No information relating to the content, review, evaluation, comparison of the Proposals, or the recommendation for award of the Contract shall be disclosed to the Consultants who submitted a Proposal, or to any other person not involved in such proceedings until the award of the Contract has been notified to the Consultants.

If the Consultant nevertheless wishes to contact the Client for any reason relating to the selection procedure, between the time when the bids are opened and the time when the Contract is awarded, he must do so only in writing.

### 10) Submission of Proposals

- (a) Complete, and signed Proposals must be submitted including all the documents indicated in Article 7 above *electronically*.

The email address for the submission of Proposals is: [teambangladesh@pureearth.org](mailto:teambangladesh@pureearth.org)

Proposals submitted electronically must be **in the form of non-editable files (PDF), a maximum size of 25MB and password protected**.

A single file will include the Technical Proposal and will be titled "Technical Proposal – Consultant's Name" and a single file will include the Financial Proposal and will be titled "Financial Proposal – Consultant's Name". Each of the two files of the Proposal submitted electronically will need to be protected by a **different password**.

To facilitate the evaluation process, the Proposal files may be requested in an editable format (Microsoft Word or Excel) by the Client after the opening sessions of the Technical Proposals on the one hand and the Financial Proposal on the other hand. Files in non-modifiable format will nevertheless be considered as proof in the event of discrepancies with files submitted in another format.

Each Consultant will send his/her password for the Technical Proposal files within one hour of the Proposal submission deadline to the above Proposal submission email address. After receiving the results of the Technical Proposal, Consultants will be asked (via email) to provide their password for the Financial Proposal files.

Sending the password before these deadlines may lead the Client to reject the corresponding Proposal.

The Client will confirm within 24 hours the receipt and content (name of the files) of each Proposal file that he has received at the above email address. In the absence of such confirmation received from the Client within 24 hours of sending its Proposal file, the Consultant is invited to confirm with the Client that it has received its Proposal file.

- (b) The deadline for the submission of Proposals is **21 October, 2024**.

It remains the Consultant's responsibility to ensure that the Proposal package is received by the Client before the deadline for receipt of Proposals and according to the submission method indicated above.

### 11) Opening of Technical Proposals

Technical Proposals will be opened by the Client's representatives after the deadline for submission of Proposals. No minimum number of Proposals received is required to proceed with the opening of Technical Proposals.

### 12) Evaluation of Technical Proposals

A Consultant will be chosen according to the selection method based on quality and cost.

The Client shall evaluate each Technical Proposal received on the basis of its compliance with the Terms of Reference and the Invitation for Bids, using the following criteria and points system:

Evaluation Criteria	Weight
<b>1. Adequacy and quality of the proposed methodology</b>	<b>20</b>
The methodology is compliant with the instructions in the bidding document and ToR, is relevant and it brings an added value to the TOR	5

The methodology is clear and complete: all services, organization described, resources mobilized, list of activities, risks and assumptions	10
The methodology takes into consideration the social and cultural aspects of the service	5
<b>2. Qualification of the bidding team (evidence documents, reports, profile of experts etc.)</b>	<b>30</b>
General qualifications (general education, training, and experience)	5
Adequacy for the Services (relevant education, training, experience in the sector/similar services)	10
Relevant experience in the region (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.)	5
Number of years of experience of the Experts in Blood collection and laboratory blood analysis & reporting	10
<b>3. The efficiency and effectiveness of the proposed workplan in responding to the Terms of Reference (TORs)</b>	<b>25</b>
The work plan is detailed, realistic and in line with the TORs and proposed methodology	10
The timeline proposed is practical and adequate to perform the service	5
The number of experts and the expected number of working days for each expert are adequate to satisfactorily perform each activity	5
The allotment between experts on site and at headquarters, achieves the expected results	5
<b>4. Proposed solutions and techniques for Blood Lead Level (BLL) measurement at project location</b>	<b>25</b>
Number of BLL samples to be collected at project and control site	10
Adequacy of the sample collection and transfer protocols	5
Standard of the laboratory proposed for conducting blood sample analysis	5
Effectiveness of the community sensitization and awareness plan	5
<b>Total</b>	<b>100</b>

Proposals that do not address significant aspects of the Invitation to Bids or receive a score below the minimum technical qualification score will be rejected.

The minimum technical qualification score (Nt) required is: **75** on the scale of 1 to 100

### 13) Opening of Financial Proposals

At the end of the technical evaluation, the Client shall notify the Consultants whose Proposals have not obtained the minimum technical qualification rating that their Financial Proposal will be returned to them without having been opened at the end of the selection process and the award of the Contract. The Client, at the same time, will notify the Consultants who have obtained the minimum technical qualification rating of the opening of the Financial Proposals by the Client's representatives.



The opening of the Technical Proposals will take place within 1 week of the bid submission deadline.

#### **14) Combined Evaluation of Technical and Financial Proposals**

The total score of each bid will be obtained by adding the technical and financial scores, after the introduction of a weighting as follows:

The Financial Proposal with the lowest Assessed Price ( $P_m$ ) will be assigned the maximum Price Score (NP) of 100. The price score of the other Proposals will be calculated by the following formula:

**$N_p = 100 \times P_m/P$**  in which "Np" is the price score, "Pm" is the lowest price, and "P" is the price of the Proposal being evaluated.

The weights assigned to the Technical Proposal (T) and the Financial Proposal (F) respectively are:

T = 70%,

and

F = 30%.

Proposals are ranked according to their combined technical score (Nt) and price (Np) using weights (T = the weighting assigned to the Technical Proposal; F = the weighting assigned to the Financial Proposal; T + F = 1) as follows:

$N = N_t \times T\% + N_p \times F\%$ .

The Consultant with the highest combined technical and financial score will be invited to negotiate a Contract.

#### **15) Negotiation of Proposals and Award of the Contract**

Negotiations will take place with the Consultant or a representative of the Consultant (who must have written authority to negotiate and sign the Contract on behalf of the Consultant).

Negotiations will be held within one week of selecting the winning bidder, at Pure Earth Bangladesh Office. Negotiations will focus on:

- Availability of staff

The Consultant invited to negotiate must confirm the availability of the personnel indicated in his Proposal prior to the commencement of negotiations. If the Consultant does not confirm the availability of staff, the Client may reject the Consultant's Proposal and undertake to negotiate a Contract with the next Consultant in the ranking of Proposals.

Notwithstanding the foregoing, the replacement of staff during negotiations may be considered only in circumstances beyond the control of the Consultant and unforeseeable by the Consultant, including in the event of death or incapacity for medical reasons. In such a case, the Consultant must propose replacement staff within the time period indicated in the letter inviting them to negotiate the Contract, with qualifications and experience similar to or better than those of the original Personnel.

- Technical negotiations

Negotiations may include a discussion of the proposed methodology, the services to be paid by the Client, the specific conditions of the Contract, and the finalization of the "Description of Services", which is part of the Contract. These discussions shall not materially alter the terms of the Agreement, and shall not affect the ranking of the Proposals in any way.

- Financial negotiations

The financial negotiations will aim to clarify the Consultant's tax obligations in the Client's country and their consideration in the Agreement. Unit prices cannot be negotiated.

Negotiations must end with the approval of the draft Contract by the Client and the Consultant.

If negotiations fail, the Client informs the Consultant in writing of the unresolved aspects and reasons for dispute and provides the Consultant with a final opportunity to respond. If the disagreement persists, the Client shall terminate the negotiations and inform the Consultant of all the reasons for this decision. The Client will invite the next Consultant in the ranking of the Proposals to negotiate a Contract. Negotiations with the first Consultant cannot be resumed once negotiations with the next Consultant have begun.

The Client reserves the right to cancel the Invitation for Bids process and to reject all Proposals at any time prior to the award of the Contract, without incurring any liability to the Consultants.

Upon completion of the negotiations, the Client shall sign the Agreement and immediately notify the other Consultants of the result of the selection.

Please accept the assurance of our distinguished consideration.

On behalf of the Client,

Signature:

Name: Dr. Mahfuzar Rahman

Position: Country Director

## Section 2: Proposal Submission Forms

### Proposal Submission Letter

[Date]

To  
Country Director  
Pure Earth Bangladesh  
Lalmatia, Dhaka

Dear Madam/Sir,

We, the undersigned, are pleased to offer you our Services, as a Consultant, for “*Blood Lead Level (BLL) Measurement around SSR (Society School of Social Reform) School at the Kholabaria area of Labanchora union, Khulna [BD-4834]*” in accordance with your Letter of Instruction to Consultants dated 30 September, 2024. We hereby submit to you our Proposal, which consists of a Technical Proposal and a Financial Proposal in separate electronic files.

*[If the Consultant is a Consortium, insert the following: "We submit our Proposal as a Consortium as follows: (Insert list indicating the full name and address of each member, and identify the representative)". We enclose a copy of [insert: "the letter of intent to form a Consortium" or, if a consortium has already been formed, "the Consortium Agreement"] signed by each of the members of the consortium, including details of the likely structure and confirmation of the partnership and several liability of the members of that Consortium.]*

We declare that:

- a) All information and statements in the Proposal are accurate and we acknowledge that any misrepresentation contained in the Proposal will result in the rejection of our Proposal by the Client.
- b) Our Proposal shall remain valid and binding on us for the entire duration mentioned in Article 2 (Validity of Proposals) of the Letter of Instruction to Consultants.
- c) We are not in a conflict of interest, under Article 1 (Eligibility, Conflicts of Interest and Prohibited Practices) of the Letter of Instruction to Consultants.
- d) We undertake to negotiate the Contract on the basis of the proposed key personnel.
- e) Our Proposal is binding on us, subject to changes resulting from the negotiations of the Agreement.

If our Proposal is accepted and the Contract signed, we undertake to commence the Services under the assignment no later than the date that will be indicated in the Conditions of the Contract.

We acknowledge and agree that the Client reserves the right to cancel the procedure and reject all Proposals at any time prior to the award of the contract, without incurring any liability to us as a result.

Please accept the assurance of our distinguished consideration.

Signature of the authorized representative: [in full and initials]

Name and title of the signatory:

Name of the Consultant (name of the company or group):

In the Capacity of:

Address:

Contact information (phone and email):

*[For a Consortium, all members must sign or only the representative, in which case the power of attorney to sign on behalf of all members must be attached.]*

# Annex to the Technical Proposal Submission Form

## Statement of Integrity, Eligibility and Environmental and Social Responsibility

Reference name of the Bid/Proposal/Contract signed<sup>1</sup>

(the “**Contract**”)

To: (the “**Contracting Authority**”)

1. We recognize and accept that Agence Française de Développement (“**AFD**”) only finances the projects of the Contracting Authority subject to its own conditions, as set out in the Financing Agreement that directly or indirectly binds it to the Contracting Authority. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the Contract. Consequently, no legal exists between AFD and our company, our joint venture, and our subcontractors. The Contracting Authority may also mean the Client, Employer or Purchaser, as the case may be, for the procurement of works, goods, plants, equipment, consulting services , or non-consulting services.
2. We hereby certify that neither we, nor any person acting on our behalf,<sup>2</sup> nor any of the members of our joint venture, nor any of our subcontractors, are in any of the following situations:
  - 2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, or being in any analogous situation arising from any similar procedure;
  - 2.2 Having been, within the past five years, subject to a final administrative sanction, a final conviction issued by a competent authority, or any other non-court resolution<sup>3</sup> having notably an extinctive effect on public action, either (i) in the country where we are constituted, (ii) in the country of performance of the Contract, (iii) in the context of the procurement or performance of an AFD-financed Contract, (iv) pronounced by a European Union institution, or (v) pronounced by a competent authority in France, for:
    - a) Prohibited Practices, as defined in Article 6.1 below, or for any other offence committed in the context of the procurement or performance of a Contract (in the event of such sanction, conviction or non-court resolution, we may attach additional information to this Statement of Integrity, such as a compliance program, showing that we (or the person acting on our behalf, the member of our joint venture, or our subcontractor) consider that this sanction, judgement or non-court resolution is not relevant in the context of the Contract, where applicable);
    - b) Participation in a criminal organization, terrorist offences or offences related to terrorist activities, child labor, or other offences related to human trafficking;
    - c) Having created an entity in a different jurisdiction (i) with the the intention of avoiding tax or social obligations, or any other legal obligation applicable in the jurisdiction of its

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<sup>1</sup> In the case of a Contract already signed to be refinanced.

<sup>2</sup> Directors, (including any person who is a member of the administrative management or supervisory body, or with powers of representation, decision or control), employees, or agents (be them declared or not).

<sup>3</sup> Including the Judicial Public Interest Agreement (CJIP), a decision following an Appearance on Prior Recognition of Guilt (CPRC), a negotiated resolution agreement, or any other similar form of transaction terminating criminal proceedings.

- registered office, central administration or principal place of business, or (ii) for being an entity created with the intention of avoiding such obligations;
- 2.3 Having been subject within the past five years to a Contract termination fully settled against us for significant or persistent breach of our contractual obligations during the performance of the Contract, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
- 2.4 Having been declared ineligible by one of the multilateral development banks signatories to the Mutual Recognition Agreement of 9 April 2010<sup>4</sup> (in the event of such ineligibility, we may attach additional information to this Statement of Integrity showing that we consider that such ineligibility is not relevant in the context of the Contract, where applicable);
- 2.5 Not having fulfilled our fiscal obligations relating to the payments of our taxes or social contributions in accordance with the legal provisions of our country of incorporation or of the country of the Contracting Authority;
- 2.6 Having created falsified documents or committed misrepresentation when providing the information requested by the Contracting Authority in the context of the procurement and award process for this Contract.
3. We hereby certify that neither we, nor any party acting on our behalf<sup>5</sup>, nor any members of our joint venture, , , nor any of our subcontractors, nor any of our direct or indirect shareholders, nor any of our subsidiaries acting with our knowledge or consent:
- Are directly or indirectly subject to, controlled by a person or an entity subject to, or acting in the name or on behalf of a person or entity subject to **individual sanctions measures** adopted by the United Nations, the European Union and/or France;
  - Are directly or indirectly subject to, controlled by a person or an entity subject to, or acting in the name or on behalf of a person or entity subject to **sectoral sanctions measures** adopted by the United Nations, the European Union and/or France;
  - Are ineligible for the implementation of the Project owing to any other international sanctions measures pronounced by the United Nations, the European Union or France.
4. We hereby certify that neither we, nor any party acting on our behalf,<sup>2</sup> nor any of the members of our joint venture, nor any of our subcontractors, are [nor have been (*in the case of refinancing for a Contract already awarded*)] in any of the following situations of conflict of interest:
- 4.1 Being a shareholder controlling the Contracting Authority or a subsidiary controlled by the Contracting Authority, unless the resulting conflict of interest has been brought to the attention of AFD and resolved to its satisfaction.
- 4.2 Having business or family relations with a member of the Contracting Authority's services involved in the procurement process or the supervision of the resulting Contract, unless the resulting conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
- 4.3 Controlling or being controlled by another applicant, bidder or consultant, or being under common with another applicant, bidder or consultant, receiving subsidies from another applicant, bidder or consultant, or granting subsidies to another applicant, bidder or consultant, directly or indirectly, having the same legal representative as another applicant, bidder or consultant, maintaining direct or indirect contacts with another applicant, bidder or consultant allowing us to (i) have given and/or give access to information contained in our respective

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<sup>4</sup> World Bank, Inter-American Development Bank, African Development Bank, Asian Development Bank, and European Bank for Reconstruction and Development.

<sup>5</sup> Directors, (including any person who is a member of the administrative management or supervisory body, or with powers of representation, decision or control), employees or agents (be them declared or not).

- applications, bids or proposals likely to distort competition (ii) influence them, or (iii) influence the decisions of the Contracting Authority;
- 4.4 Being engaged for a consulting services mission which, by its nature, is or may be in conflict with the mission envisaged for the Contracting Authority;
- 4.5 Having prepared ourselves, being or having been associated with a natural or legal person who has prepared, specifications, terms of reference or other documents that have been used for the procurement process in question, and that contain provisions likely to favor an application, bid or proposal;
- 4.6 Having or having had access to, having prepared ourselves, being or having been associated with a natural or legal person who has or has had access to or prepared, specifications, plans, calculations, studies, or other documents that have not been communicated to all the applicants, bidders or consultants in the context of the present procurement procedure, and which thereby confer us an unfair competitive advantage;
- 4.7 In the case of a procurement procedure for works, plants, equipment or goods, having been selected ourselves or proposed to be selected (or any of our subsidiary companies having been or being proposed to be selected) to carry out supervision or inspection of the services in the context of this Contract.
5. If we are a state-owned entity or a public enterprise, to participate in a competitive procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
6. In the context of the procurement and performance of the Contract:
- 6.1 Neither we, nor any party acting on our behalf,<sup>2</sup> nor any members of our joint venture, nor any of our subcontractors, have committed or shall commit a Prohibited Practice as defined in the document entitled “AFD Group’s Policy to Prevent and Combat Prohibited Practices” available on AFD’s Website.<sup>6</sup>
- 6.2 Neither we, nor or any party acting on our behalf,<sup>2</sup> nor any members of our joint venture, nor any of our subcontractors, shall acquire or provide [have acquired or provided (*in the case of refinancing for a Contract already awarded*)] in sectors subject to an embargo by the United Nations, the European Union or France.
7. We hereby undertake to, and we undertake to ensure that any party acting on our behalf,<sup>2</sup> any members of our joint venture, and any of our subcontractors undertake to:
- 7.1 Comply with the environmental standards recognized by the international community, including the international conventions for the protection of the environment and, in particular, take all reasonable steps to avoid or limit negative effects on vegetation, biodiversity, soils, groundwater and surface water, and on persons and property resulting from pollution, noise, vibration, traffic and other effects resulting from our activities, in accordance with the laws and regulations applicable in the country of performance of the Contract.
- 7.2 Implement measures to mitigate environmental and social risks when they are indicated in the environmental and social management plan provided by the Contracting Authority, and ensure that the emissions, surface discharge and effluents produced by our activities respect the limits, specifications or requirements applicable to the Contract.
- 7.3 Respect the rights of workers related to wages, working hours, rest periods and vacations, overtime, minimum age, regular payments, compensation and benefits, in accordance with the standards recognized by the international community, including the fundamental conventions of the International Labour Organization (ILO), in accordance with the laws and regulations applicable in the country of performance of the Contract; indicate these elements in a document annexed to the employment contracts of our employees and made available to the Contracting Authority; and respect and facilitate the rights of workers to organize themselves and set up a complaints management mechanism for direct or indirect workers.

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<sup>6</sup> For informational purposes, this policy can be accessed via the following link: <https://www.afd.fr/en/combating-corruption>.

7.4 Implement practices for non-discrimination and equal opportunities, and ensure the prohibition of child labor and forced labor.

7.5 Keep a record for each member of the local staff recording the hours worked by each person, the type of work, the wages paid and the training undertaken, and ensure that these records are available at all times to be inspected by the Contracting Authority and the authorized representatives of the government, in accordance with the laws and regulations applicable to the protection of personal data in the country of performance of the Contract.

8. We, any party acting on our behalf,<sup>2</sup> the members of our joint venture, our subcontractors, our direct or indirect shareholders, and our subsidiaries, authorize AFD to conduct investigations and, in particular, inspect the documents and accounting records relating to the procurement and performance of the Contract, including, but not limited to, our internal processes and rules related to the respect of international sanctions pronounced by the United Nations, the European Union and/or France, and to have them verified auditors appointed by AFD.

9. We declare that we have paid, or that we shall pay, the commissions, benefits, fees, gratuities or charges relating to the procurement procedure or the performance of the Contract to the following third party/parties (for example, an intermediary/agent)(\*):

Name of beneficiary	Contact details	Purpose	Amount (indicate the currency)
_____	_____	_____	_____
_____	_____	_____	_____

(\*): If no amount has been paid or is to be paid, indicate "None".

10. We undertake to promptly inform the Contracting Authority, which shall inform AFD, of any change of circumstance regarding the sections above, including in case of any sanctions or embargo measures adopted by the United Nations, the European Union and/or France, after we have signed the present Statement.

Name: In the capacity of: \_\_\_\_\_

Duly empowered to sign in the name and on behalf of:<sup>7</sup>

Signature:

Dated:

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<sup>7</sup> In the case of a joint venture, insert the name of the joint venture. The person signing the bid, proposal or application on behalf of the bidder, consultant or applicant, shall attach a power of attorney from such bidder, consultant or applicant.



# Technical Proposal – Standard Forms

## Form 1 - Technical Proposal

### 1) Structure of the Team

[Provide here a brief description of your company/organization and how it is structured, and in the case of a Consortium, of each member to participate in the Services.

### 2) Proposed methodology and workplan to perform the Services

It is suggested that the Technical Proposal (5 to 20 pages maximum, including tables and graphs) be presented as follows:

a) Methodology. Specify how you understand the purposes of the Services as described in ToR, your approach and methodology for carrying out the planned activities and achieving the expected results, with the level of detail thereof. Describe the structure and composition of your team. Include here any comments and suggestions on the ToR, on the services and personnel to be provided by the Client. Do not repeat or copy ToR.

b) Work plan. Specify the nature and duration of the activities that the Services include, sequencing and articulations, milestones (including Client's interim approvals), the time spent by experts on the various activities by distinguishing between time at headquarters and in the field, if applicable, as well as the dates of submission of reports. The proposed work plan must be consistent with the methodology and demonstrate that the Terms of Reference have been understood and can be translated into a realistic work plan showing the tasks assigned to each expert. A list of the final documents, including the reports that make up the final deliverable, should be included.

c) Presentation of the team. Describe the structure and organization of the team, briefly present the key experts and their role, in line with the proposed methodology and the ToR requirements.

## Form 2: Workplan and Schedule of Deliverables

(Indicative format)

No.	Deliverables <sup>1</sup> (D __)	Weeks or Months <sup>2 3</sup>											TOTAL	
		1	2	3	4	5	6	7	8	9	...	n		
D 1	[e.g., Deliverable #1: Report A]													
	1. Data collection													
	2. Drafting the report													
	3. Preliminary Report													
	4. Finalization following comments													
	5. ...													
	6. Provision of the final report to the Client													
	Etc.													
D 2	[e.g., Deliverable #2: _____]													
	Etc.													
n														

<sup>1</sup> Provide the list of deliverables indicating the details of the activities leading to them, as well as other actions, such as approvals to be obtained from the Client. For missions with sequential phases, indicate the activities and actions required for each of the phases, the time on mission and the time at headquarters (if applicable), and the provision of reports.

<sup>2</sup> The duration of the activities will be indicated in the form of a bar chart.

<sup>3</sup> Insert a legend, if necessary to understand the diagram.

### Form 3: Team Composition, Individual Activities and Staff Input

(Indicative format)

No.	Name	Expert contribution time (per person/day) for each deliverable listed in the TECH–3 Form								Total contribution time (in days worked)		
		Position	Place	D 1	D 2	D 3	.....	D__	Etc.	HQ <sup>11</sup>	Field <sup>12</sup>	Total
Key personnel <sup>13</sup>												
PC-1	[e.g., Mr. Ab]	[Team Leader]	[Headquarters]	[40 days]	[22 days]	[17 days]						
			[Field]	[8 days]	[48 days]	[0]						
PC-2												
PC-3												
...												
Subtotal												
Other staff												
AP-1			[Headquarters]									
			[Field]									
AP-2												
...												
Subtotal												
Total												

<sup>11</sup> "Headquarters" refers to the work performed in the office.

<sup>12</sup> "Field" refers to work performed in the Client's project site location.

<sup>13</sup> For key personnel, the contribution must be indicated for each of the positions as identified in the Letter of Instructions to Consultants.

## Form 4: Curriculum Vitae (CV)

(Indicative format)

Post:	[e.g., Project Manager]
Name of the expert:	[Insert full name]
Date of birth:	[day/month/year]
Nationality/Country of Residence:	[Insert country]

**Education** : [Summarize the university and other specialized studies completed, indicating the name of the school or university, the years of study and the diplomas obtained.]

**Work experience relevant to the Services** : [List the jobs held since graduation, in reverse chronological order, starting with the current position; for each, indicate the dates, the name of the employer, the employee's professional title and the place of work; for jobs in the last ten years, further specify the type of work performed and provide, if applicable, the names of the clients for reference. Jobs held that are unrelated to the Services may be omitted.]

Period	Name of employer, professional title/position held. Contact information for references	Country	Summary of activities carried out in relation to the Services
[e.g., May 2015 – present]	[e.g. Ministry of _____, Advisor/Consultant for _____. For references: Tel. _____ / E-mail _____, Mr. Bbbbbbb, Director]		

**Membership of professional associations and publications produced:**

**Languages spoken** (indicate only the languages in which you can work):

**Skills/Qualifications for Services:**

Specific tasks of the expert among the tasks to be performed by the Consultant's team of experts	Reference to previous work or assignments illustrating the expert's ability to carry out the tasks assigned to him
	Project 1:

[List of deliverables/tasks in which the expert will be engaged]	
	Project 2:
	Project 3:

**Information on how to contact the expert:** [email: \_\_\_\_\_, phone: \_\_\_\_\_]

**Certification:**

I, the undersigned, certify that this CV accurately describes me, my qualifications and my professional experience; I undertake to be available to perform the Services, in the event that the contract is awarded. Any false statement or inaccurate information in this CV may justify the rejection of my application.

Name of the Expert

Signature

Date [day/month/year]

# Financial Proposal – Standard Forms

## Financial Proposal Submission Letter

[Date]

To  
Country Director  
Pure Earth Bangladesh  
Lalmatia, Dhaka

Dear Madam/Sir,

We, the undersigned, have the honor to propose to you to perform the Services of “Blood Lead Level (BLL) Measurement around SSR (Society School of Social Reform) School at the Kholabaria area of Labanchora union, Khulna [BD-4834]”, in accordance with your Letter of Instruction to Consultants dated 30 September, 2024 and our technical proposal.

We hereby submit to you our Financial Proposal, which amounts to *[indicate amount(s) in letters and figures]* USD, excluding taxes, duties and duties. The estimated amount of taxes and duties applicable in the Customer's country will be confirmed and added, if necessary, during the negotiations of the Agreement.

Our Financial Proposal is binding on us, subject to any modifications resulting from the negotiation of the Contract, until the expiry of the period of validity of the Proposal, i.e., until the date indicated in Article 2 of the Letter of Instructions to the Consultants.

We acknowledge that you are not obliged to accept any of the proposals received without incurring any liability to us as a result.

Please accept the assurance of our distinguished consideration.

Signature of the authorized representative: *[in full and initials]*

Name and title of the signatory:

In the capacity of:

Address:

Contact information (phone and email):

*[For a Consortium, all members must sign or only the representative, in which case the power of attorney authorizing the signatory to sign on behalf of all members must be attached.]*

### Price Summary Form

Item	Price
	Bangladeshi Taka (BDT)
Price of the Financial Proposal excluding taxes <sup>14</sup> :	
Remuneration	
Other expenses [Lumpsum]	
<b>Total price excluding taxes of the Financial Proposal:</b>	
Estimated taxes <sup>15</sup> in the Client's country – to be reviewed and finalized during the negotiation of the Contract (if awarded)	
Value Added Tax (VAT) or equivalent	
Withholding tax <sup>16</sup>	
Contract Registration Fees <sup>17</sup>	
Advance Income Tax (AIT) or equivalent	
Add any other relevant taxes and charges, if applicable	
<b>Estimated total taxes and duties in the Client's country:</b>	

***NB:** Payments will be made in the currency(ies) indicated above (Reference to Article 7 of the Letter of Instruction to Consultants).*

<sup>14</sup> The taxes, duties and duties to be excluded from the financial proposal and to be presented separately.

<sup>15</sup> List here the taxes, duties and duties to be presented separately.

<sup>16</sup> On the invoices of the Consultant based outside the Client's country.

<sup>17</sup> Add a line here, if there are other similar rights such as a public procurement fee, or equivalent.

### Compensation Detail Form

Name of the expert	Position	Currency	Unit rate excl. VAT	Quantity (Man/day)	Total amount excluding VAT
1. Key personnel					
2. Other Staff					
Total remuneration					

### Other Expenses Detail Form

Other expenses	Unit	Currency	Unit price excl. VAT	Quantity	Total amount excluding VAT
Per diem (overnight stay)	Night				
Local Transportation	Round trip				
Laboratory Fees	Specimen/Sample				
Add as appropriate.....	.....				
.....	.....				
.....	.....				
Total other expenses					

If the service is structured in large activities, it will be preferable to present these tables by major activity.



## **PART 2: TERMS OF REFERENCE**

# Terms of reference

## 1. About Pure Earth

Pure Earth ([www.pureearth.org](http://www.pureearth.org)) is the leading international not-for-profit dedicated to reducing pollution, saving lives, and protecting the planet. Pollution is the leading cause of death in the world; more than HIV, AIDS, and TB combined. Pure Earth identifies and cleans up severely polluted places in low and middle-income countries, focusing on sites where human health, especially that of women and children, is most at risk. Since 1999, Pure Earth has completed 110 pilot projects in 27 countries, impacting 4.2 million lives. In addition, Pure Earth spearheaded a landmark pollution report published in 2017 and 2022 in the world-renowned medical journal, The Lancet, which released new data on the health and economic impacts of pollution as well as the solutions.

Pure Earth's vision is to build a world where all, especially children, can live healthy lives and reach their full potential, free from exposure to toxic pollution. Pure Earth partners with governments, communities, and industry leaders in low- and middle-income countries to identify and implement solutions to stop toxic exposures, protect health, and restore environments. We prioritize actions that protect the developing brains and bodies of children and pregnant women living in toxic hot spots. We believe that together we can solve pollution, save lives, and protect the planet.

## 2. Pure Earth Bangladesh

Pure Earth Bangladesh, a US-based environmental NGO registered in Bangladesh (Reg. No: 3366), leads evidence-based solutions for lead pollution in low and middle-income countries. Since 2011, we've researched hundreds of consumer products to find sources of lead, assessed 300+ toxic sites, and conducted over 3,000 blood lead level tests for children and pregnant women. Our lead-contaminated site remediation programs achieved a 35% reduction in children's blood lead levels, lowering soil lead concentrations from 20,000 ppm to 55 ppm in many areas; saving the community and future generations from lead exposure. Partnering with government agencies, we launched a Health and Pollution Action Plan and established the Lead-Safe Bangladesh Coalition in 2020, uniting NGOs, INGOs, UN agencies, researchers, and health experts to take impactful actions. Together, we're reducing lead exposure, raising awareness, and safeguarding lives.

## 3. Lead Pollution Problem in Bangladesh

Bangladesh is the 4th most impacted country in the world; an estimated 36 million Bangladeshi children (approximately 60%) have concentrations of lead in their blood that the World Health Organization recognizes as causing brain damage and IQ loss (> 5 µg/dL). Indeed, Bangladesh is

one of the countries in the world with the highest blood lead levels. A recent study of the World Bank published in [\*The Lancet\*](#) revealed that there are 138,054 Cardiovascular deaths (CVD) among adults aged 25 years or older due to lead exposure in Bangladesh. According to the study, lead pollution has serious implications for children under five, causing a loss of about 20 million (20,596,306) IQ points. The consequences of lead pollution however are not just limited to health, they also extend to the economy. The IQ loss of children is causing a very high economic cost of US\$10,897 million, which is 3.6 percent of Bangladesh's annual GDP. And the loss of lives due to CVD costs US\$17,736 million, which is equal to 5.86% of the country's GDP.

Illegal used lead-acid battery (ULAB) recycling factories are one of the major sources of lead pollution. Pure Earth Toxic Site Identification Program has identified 300+ toxic sites, World Bank estimates 1100+ ULAB toxic sites in Bangladesh, and there are more ULAB toxic sites around the country. There are other sources of lead pollution that include: spices (turmeric and others), children's toys, paint, jewelry, aluminum cookware, cosmetics, traditional medicines, different food groups, etc.

Despite the severe impacts of lead on public health and economic development, few programs and policies exist to adequately control contemporary lead sources, reduce exposures, and identify and treat lead-poisoned children. There is also a lack of communication and coordination among stakeholders and no unified plan at the national level.

#### **4. About FFEM Project**

Fonds Français Pour L'environnement Mondial (FFEM) supported "Capacity building for the reduction of lead contamination in Bangladesh" project, led by Pure Earth, targets a major global problem, environmental lead pollution, whose public health impacts are particularly alarming in Bangladesh. The project addresses the problem by relying on the weak exponential signals detected by population blood lead screening campaigns, demonstrating a situation of overexposure (high blood lead, lead poisoning) in the vicinity of informal recycling sites for used lead-acid batteries (ULAB). It seeks to put into perspective the development of a prospective health risk reduction strategy, centered on the management of the environmental risk linked to the battery recycling sector. Indeed, the activity of recycling batteries, under deficient and uncontrolled technical and environmental conditions, constitutes a main source of exposure to lead. The direct health consequences on the exposed Bangladeshi population (in particular pregnant women and children who frequent polluted sites), and the induced threat to the country's sustainable development constitute the main leverage effect of the project to raise the awareness of political decision-makers and put environmental issues at the heart of the country's economic development programs.

The project takes place in a context of demographic pressure, climatic and migratory stress and the country's industrial development, which is accompanied by economic opportunities for the battery sector, in response to the challenges of mobility and energy transition. The project strategy proposed to deal with this situation, aims to strengthen the capacity of the public authorities to implement an environmental management policy for the sector on two levels: curative, with the

rehabilitation of polluted sites existing, and preventive, with the supervision of professional practices in the lead-acid battery recycling sector and the environmental and health education of operators and populations. The project is the Bangladeshi component of a larger program, the PECP (Protecting Every Child's Potential), initiated by Pure Earth, Clarios and UNICEF, which is being developed in four other countries: Georgia, Ghana, Indonesia, and Mexico, and whose ambition is to mobilize international action and cooperation to prevent children's exposure to lead. This can occur both in relation to the manufacturing and recycling of used lead-acid batteries and/or from other sources, such as the adulteration of spices (turmeric).

The specific objectives of the project are:

- Objective 1: To ensure that the GoB has the knowledge, tools and capacity necessary to oversee and control the evolution of practices towards environmentally sound management of the manufacture of BPA and the recycling of BPAU
- Objective 2: To provide the GoB with economic tools to implement the transition from the informal battery recycling sector to the formal economy
- Objective 3: To strengthen the capacity of the GoB to design and implement a remediation program for polluted sites, by carrying out remediation operations on pilot sites, as a technical demonstration and community education
- Objective 4: To increase awareness of the GoB, private sector, public, donor agencies and other stakeholders on the environmental and health effects of lead

## **5. Specific Objective of this assignment**

One of the major activities under the FFEM supported project is to undertake remediation activities at an identified toxic site located next to the SSR (Society School of Social Reform) School in the Kholabaria region of the Labanchora union in the Khulna Metropolitan City, Bangladesh. The aim of this particular assignment is to measure the impact of the soil remediation intervention on reducing Blood Lead Levels (BLL) among school-going children and effected community surrounding this location.

## 6. Scope of the Assignment

### 6.1 Remediation Site

Labanchora is an area in southern Khulna, a union in southwestern Bangladesh. The abandoned former ULAB recycling and smelting site is located next to the SSR (Society School of Social Reform) School in the Kholabaria region of the Labanchora union in the Khulna Metropolitan City, Bangladesh. It is located very close to the Labanchora Thana.

The location was an operational ULAB informal smelting factory. In 2010, the recycler began breaking ULAB here. Subsequently, in the end of 2015, they began smelting operations, which lasted until 2017. The smelter site was operational with smelting activities when it was evaluated under the TSIP in 2016. Then communities, local legislation, and local agencies forced them to halt their activity and vacate that location. A combination of target and composite samples were collected and analyzed with an X-ray fluorescence analyzer (XRF) as part of the Initial Site Screening (ISS) in July 2021, where the investigators followed the sampling method laid out in Pure Earth's Toxic Site Identification Protocol. Preliminary Site Assessment (PSA) in November 2022, enabled a more comprehensive examination of the site. According to PSA, the area is a low-lying land with nearby fields flooding on a regular basis except the source site remarked as sector one in figure 1. Investigators divided the area in five sectors and took XRF measurements and found sector 1, 2 and 3 as contaminated by lead (Pb) [Table 1 ].

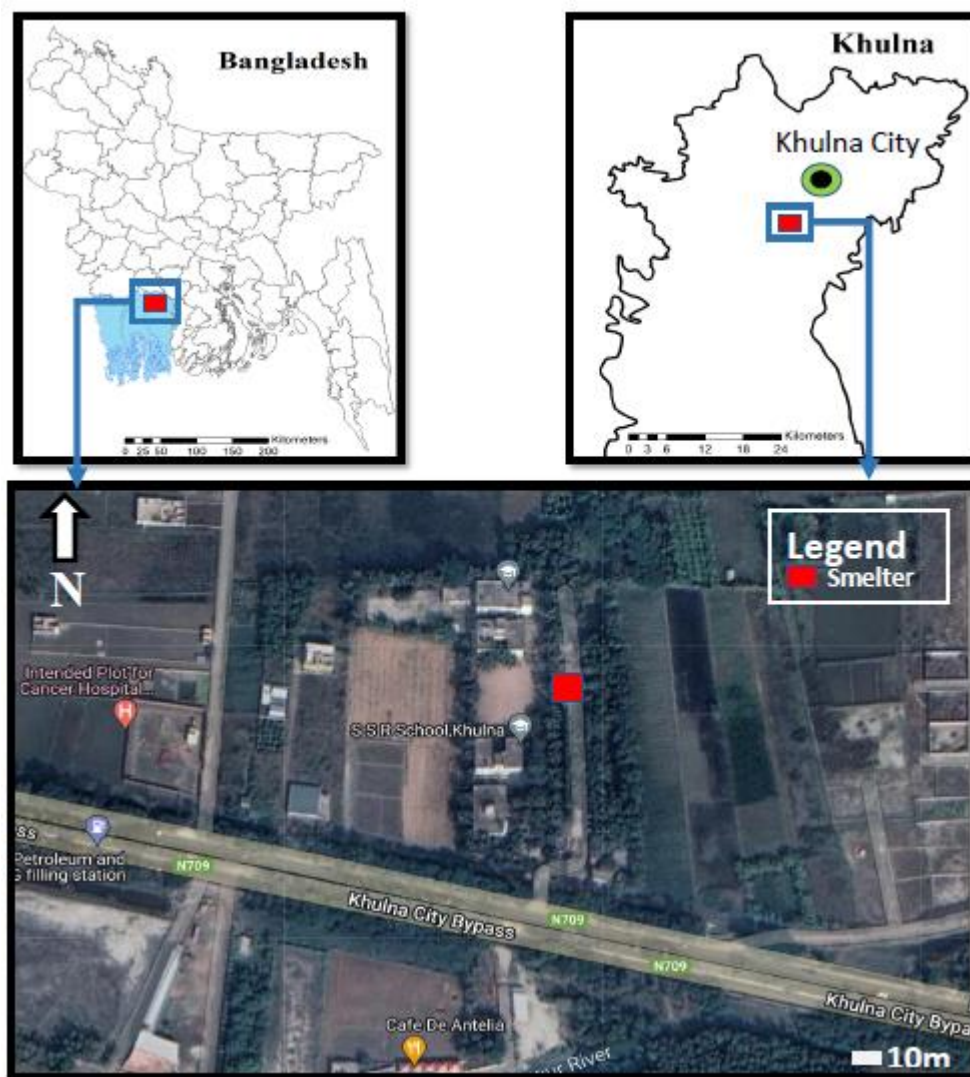


**Figure 1:** BD- 4834, Lead smelting works, Kuwait Mosque area, Labanchara, Khulna (PSA)

**Table 1:** Statistical Summary of analytical results presented by sector (PSA)

<b>Sampling sector</b>	<b>No of samples per sector</b>	<b>Estimated population per sector</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Median</b>	<b>Mean</b>
1 (Source)	54	7	1082	72200	28702	36641
2	97	500	944	38100	12504	19522
3	32	50	148	829	241	408
4	-	200	72200	-	-	-
5	-	20	38100	-	-	-

This ULAB recycling and smelting site was established by a well-known local businessman which was operated for a period of about two years. The geographic coordinates of the battery recycling and smelting site are 22.782001 N and 89.554142 E (Figure 2). Table 2 provides a thorough overview of the surroundings and its potential significance for human exposure pathways.



**Figure 2:** Labanchora smelting site (PSA)

**Table 2:** Description of the smelter surrounding areas and its possible significance regarding human exposure routes.

Area	Description	Significance
Source Area	Smelting point structure and ULAB storage area	Due to the ULAB breaking and storage of battery, scraps and smelting

		operation the structures located in the smelting area contain high lead contamination
West	SSR School, Madrasa and Mosque, agricultural field and residential area	High contamination within 50 m area. So school and Madrasa children, teachers and staffs are at high risk of lead exposure. The people who visit the Mosque for daily prayer are at moderate risk. The agriculture field and residents are at low risk.
North	Agricultural area	Within a 50 m area at high risk.
East	Pond and agriculture area	Within a 50 m area at high risk.
North-East	Agricultural area	Within a 50 m area at high risk.
North-West	Residential area and agricultural land	Low contamination
South- West	Agricultural area	Low contamination
South-East	Agricultural area	Low contamination
South	Residential area, shops, approach road to the industry and resort and agricultural land	High contamination within 50 m area. Less contamination beyond 50 m area



## 6.2 Design of the Assignment

This assignment should employ a quasi-experimental before-and-after blood lead level study design to evaluate the intervention's effect among the study population. It should be conducted at a single site in collaboration with local stakeholders, encompassing residential and non-residential students, teachers, supporting staff, local leaders, residents, and relevant government ministries. The soil remediation intervention will encompass education on lead hazards and exposure routes, removal of lead-contaminated waste, in-situ dilution of low-level contaminated soils, encapsulation or disposal of highly contaminated soils, and clean-up of contaminated residential interiors. The remediation actions aim to bring soil lead concentrations in line with the United States Environmental Protection Agency (US EPA) lead standard for residential soil 200 ppm. The intervention implementation will be funded, technically supported, and implemented by Pure Earth with the support of the implementation partner Environmental Science Discipline, Khulna University.

The assessment activities to evaluate the intervention's effectiveness will be conducted by the winning bidder of this procurement. These activities will include a survey, environmental sample analysis, and collection & measurement of BLL (pre and post of lead remediation) among the study population. Evaluation will occur at two time points: baseline and a 12-month follow-up post-intervention. The winning bidder, comprising social scientists/researchers, environmental/health scientists, and lab technicians will compare outcomes before and after intervention implementation to measure the impact of the cleanup work.

## 6.3 Setting and Study Population

The study will be conducted in the southwestern region of Bangladesh, with the intervention site situated in Labanchora, Khulna, positioned at coordinates 22°46'56.9"N latitude and 89°33'18.0"E longitude. Understanding the dynamics of lead exposure in this area is imperative for implementing effective intervention strategies aimed at mitigating health risks among school populations and residents. The informal ULAB recycling site was active from 2011 to 2018 before its abandonment. The school, adjacent to the recycling site, accommodates approximately 200 residential students, with an additional 60 non-residential students. Among them, 20-25 students have been at the school since the informal ULAB recycling site was active. The teaching staff comprises 12 teachers and 14 supporting staff members. The winning bidder will enroll the students and the surrounding population for this assignment. Critically ill individuals should be excluded from the study. Moreover, to minimize dropout rates during the 12-month follow-up period, participants who leave school within 12 months from baseline will be excluded.

## 6.4 Sample size

This assignment will focus on the contaminated site of Labanchora, Khulna, which is adjacent to the SSR school. The collection and analysis of BLL should include the ~200 residential and ~60 non-residential students, ~26 teachers and supporting staffs, guardians of the students, and the surrounding community. The bidder should propose the baseline, control and endline sample size expected to be considered for this assignment clearly in the proposal.

## 6.5 Data Collection

Blood lead levels will be assessed among the same individuals before and after the intervention using standard laboratory analysis. It is expected to measure the weight, height, waist circumference, and mid-upper arm circumference (MUAC) of the participating children. Capillary blood pressure should be measured in their own setting. An appropriately sized cuff and calibrated instrument should be used for different age groups, and the adult blood pressure instrument should be positioned at heart level in case of measuring BP.

## 6.6 Analytical Approach

The primary outcome involves assessing the reduction rate of BLLs among the study participants post-intervention. The technical proposal must outline which laboratory analysis method is being used for measuring the BLL and if applicable, in which laboratory the analysis would be conducted. With the measured data, Data analysis should be conducted using Stata or similar statistical tools. Descriptive analysis should involve, but not be limited to, calculating proportions for binary and categorical variables, as well as means and standard deviations for continuous variables, which should be summarized in descriptive tables. The intervention's effect size will be determined by measuring the mean difference of BLLs from baseline to a 12-month follow-up. Adjustment for known covariates associated with increased BLL among children, such as the availability of lead-soldered cans or utensils, and lead concentration in environmental samples, should be performed to estimate the intervention's effect. The winning Bidder is responsible to obtain the **Institutional Review Board (IRB)** approval from the authorized body to ensure ethical compliance for conducting this assignment.

## 6.7 Role of Pure Earth

- Pure Earth Bangladesh will provide support in environmental sample analysis with measurement devices like XRF and its human resource, in case the bidder doesn't have its own setup

- Render local level engagement and coordination support to the bidder
- Provide all the documents and other related literature available to Pure Earth as relevant to the task
- Provide assistance in coordination with relevant stakeholders in the health and environment sector, at both local and national level
- Review progress of the work and provide feedback as necessary for quality assurance of the deliverables
- Ensure payment of agreed amounts, based on the acceptance of deliverables
- Any other tasks/supports as required and agreed by Pure Earth and AfD

## 7. Timeframe and deliverables

The estimated timeframe of the assignment is 18-24 months from signing of the contract. The contracted organization/team will submit an inception report that incorporates detailed methodology including revised tools, analysis, and work plan with key milestones within two weeks of signing the contract. The inception report will be reviewed and approved by Pure Earth Bangladesh.

The technical proposal must contain a detailed workplan and timeline indicating the bidder’s plan on how to undertake this assignment. Here’s an indicative workplan format for the bidder’s idea:

Indicative Activities	Month												
	1	2	3	4	5	6	7	8	9	.	.	n	
<b>D1: Inception Report</b>													
Activity 1													
Activity 2													
Activity n													
<b>D2: Baseline Report</b>													
Activity 1													
Activity 2													
.....													
Activity n													
<b>D3: Final Report</b>													
Activity 1													
Activity 2													
.....													

Activity n																
<b>D4: Final Presentation</b>																
<b>D5: Handover of Primary Data</b>																

The contracted organization/team is expected to deliver the following outputs:

1. An Inception Report.
2. A Baseline Report (within two months of completion of the baseline assessment)
3. A Final Report containing a high-quality executive summary (concise and well-articulated), analysis, significant findings, recommendations, survey questionnaire and synthesis of key issues (within four months of completion of 12-month follow-up data collection and completion of laboratory analysis); publication in a high level peer-reviewed journal is desired.
4. A presentation containing the study findings and recommendations.
5. Primary data collected during the conduction of activities under this assignment, in MS Excel, SQL or a popular database format

## 8. Mode of payment

The payment will be made in following three installments:

Installments	Percentage	Schedule for payment
<b>First</b>	30%	After acceptance of the inception report
<b>Second</b>	30%	After acceptance of the Baseline Report
<b>Third</b>	40%	After receiving the final deliverables: Approved final report, presentation and handover of all data set and syntax, soft copy of final report, dissemination, and any other deliverable as mentioned under scope of work and deliverables section

## 9. Expected competency

Interested team of consultants or consulting/research organization(s) is expected to have the following competencies and experience:

- ✓ The team should include development practitioners, public health specialists and/or academicians.
- ✓ The team leader must have at least 10 years of professional experience in managing similar projects. Other team members must have experience of 5 years or more in implementation of similar activities.

- ✓ Advanced degree in Environmental science, Public Health, or a related health degree (MBBS or similar) is mandatory.
- ✓ The team of experts must have extensive first-hand experience of conducting blood sample collection and laboratory blood analysis using the latest technology and tools available.
- ✓ Experience of working in the Khulna region would be an added advantage.
- ✓ The team must contain experts with practical experience in sensitizing the local community and the government in undertaking large blood collection activities.
- ✓ Proven experience in conducting research and writing reports on environment and health, especially in conducting laboratory analysis of collected health/environmental samples
- ✓ Strong knowledge of ethical and safeguarding protocols while collecting sensitive data, especially related to children
- ✓ Excellent analytical and writing skills, with the ability to present complex information in a clear and concise manner with relevant examples and case studies.
- ✓ Good interpersonal and communication skills, with the ability to engage and collaborate with various stakeholders, such as environmental institutions, government agencies, NGOs, and community organizations.
- ✓ Excellent data analysis skills, with the ability to synthesize and present complex data clearly and concisely.

## 10. Technical And Financial Proposal Parameters

The selection criteria are divided into two parts:

- Technical Proposal (70% of the total possible score);
- Financial Proposal (30% of the total possible score).

The scoring criteria will be as follows:

Criteria	Weight
<b>Adequacy and quality of the proposed methodology</b>	<b>20</b>
The methodology is compliant with the instructions in the bidding document and ToR, is relevant and it brings an added value to the TOR	5
The methodology is clear and complete: all services, organization described, resources mobilized, list of activities, risks and assumptions	10
The methodology takes into consideration the social and cultural aspects of the service	5
<b>Qualification of the bidding team (evidence documents, reports, profile of experts etc.)</b>	<b>30</b>
General qualifications (general education, training, and experience)	5
Adequacy for the Services (relevant education, training, experience in the sector/similar services)	10

Criteria	Weight
Relevant experience in the region (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.)	5
Number of years of experience of the Experts in Blood collection and laboratory blood analysis & reporting	10
<b>The efficiency and effectiveness of the proposed workplan in responding to the Terms of Reference (TORs)</b>	<b>25</b>
The work plan is detailed, realistic and in line with the TORs and proposed methodology	10
The timeline proposed is practical and adequate to perform the service	5
The number of experts and the expected number of working days for each expert are adequate to satisfactorily perform each activity	5
The allotment between experts on site and at headquarters, achieves the expected results	5
<b>Proposed solutions and techniques for Blood Lead Level (BLL) measurement at project location</b>	<b>25</b>
Number of BLL samples to be collected at project and control site	10
Adequacy of the sample collection and transfer protocols	5
Standard of the laboratory proposed for conducting blood sample analysis	5
Effectiveness of the community sensitization and awareness plan	5
<b>Total</b>	<b>100</b>

The total score of each bid will be obtained by adding the technical and financial scores, after the introduction of a weighting as follows:

The Financial Proposal with the lowest Assessed Price (Pm) will be assigned the maximum Price Score (NP) of 100. The price score of the other Proposals will be calculated by the following formula:

**$Np = 100 \times Pm/P$**  in which "Np" is the price score, "Pm" is the lowest price, and "P" is the price of the Proposal being evaluated.

The weights assigned to the Technical Proposal (T) and the Financial Proposal (F) respectively are:

T = 70%, and F = 30%.

Proposals are ranked according to their combined technical score (Nt) and price (Np) using weights (T = the weighting assigned to the Technical Proposal; F = the weighting assigned to the Financial Proposal; T + F = 1) as follows:

**$N = Nt \times T\% + Np \times F\%$** .

The Consultant with the highest combined technical and financial score will be invited to negotiate a Contract.

## 11. Documents Required for Submission

Proposals will be drafted in English, as well as any correspondence between the Consultant and the Client regarding the Proposal.

The Proposal will include the following documents:

(c) **A Technical Proposal** containing:

- the **Technical Proposal submission form**,
- in the case of a Joint application, a copy of **agreement** signed by all its members,
- the signed **Declaration of Integrity, Eligibility and Environmental and Social Responsibility**
- description of the **methodology and work plan**,
- the **composition of the team and the CVs of key personnel**.

The Technical Proposal will be prepared using the forms attached to the Invitation for Bids package. It must not include any financial information, no variants, and only one CV per Key Personnel must be submitted, failing which the Proposal will be declared non-compliant. Any Proposal for which the submission form is not signed or is not accompanied by the power of attorney will not be considered.

(d) **A Financial Proposal** containing:

- the **Financial Proposal submission letter**,
- the **breakdown of the Financial Proposal** established using the forms attached to the Invitation for Bids package detailing staff compensation and other expenses.

The Consultant shall denominate his/her prices in one or more currencies which shall be: the US Dollar (\$USD) and the Bangladeshi Taka (BDT). For evaluation and comparison purposes, prices will be converted into a single currency, BDT, using the official exchange rate of Bangladesh Bank (<https://www.bb.org.bd/en/index.php/econdata/exchangerate>), seven (7) days prior to the deadline for receipt of Proposals.

The Consultant's Financial Proposal shall be deemed to include all other taxes, duties and duties.

## 12. Submission Guideline

a) Complete, and signed Proposals must be submitted including all the documents indicated in Article 11 above **electronically**.

The email address for the submission of Proposals is: [teambangladesh@pureearth.org](mailto:teambangladesh@pureearth.org)

Proposals submitted electronically must be **in the form of non-editable files (PDF), a maximum size of 25MB and password protected**.

A single file will include the Technical Proposal and will be titled "Technical Proposal – Consultant's Name" and a single file will include the Financial Proposal and will be titled "Financial Proposal – Consultant's Name". Each of the two files of the Proposal submitted electronically will need to be protected by a different password.

b) The deadline for the submission of Proposals is **21 October, 2024**.

Your adherence to these instructions is greatly appreciated. For detailed instructions, please refer to the Invitation for Bids Document.