**Request for Proposals**

**for**

**Gender Equity and Disability Inclusion Assessment**

**for a Cambodian Water Company**

# Introduction to the Assignment

The Client is supporting Khmer Water Supply Holding Co. Ltd (“**KWSH**”), a Cambodia-based private water operator (PWO) established in 2013, operates a portfolio of water treatment plants and networks (“**KWSH Portfolio**”) in Cambodia. KWSH acquires majority or whole stakes in existing licensed PWOs to manage water stations and networks that have the potential to increase the number of connections to households in the various service areas. The KWSH Portfolio currently comprises of 5 license areas across 4 provinces in Cambodia – Siem Reap, Kratie, Prey Veng and Takeo. KWSH has plans to expand the piped water network of existing water stations to cover up to 15,000 additional households in underserved, rural and semi-rural areas.

Based on preliminary project-related studies conducted, KWSH and the Client understand that limited access to safe and adequate water supply has severe economic and health impacts on the local population and in particular on vulnerable groups, such as women and people with disability. In addition, there may exist several socio-economic barriers that prevent vulnerable groups from fully participating in the water sector’s workforce. While KWSH is committed to facilitate access to water supply to vulnerable groups and to enhance women and people with disabilities’ participation in the construction and operation of the water supply network, KWSH currently does not possess any in-house expertise to assess and implement activities that will enhance gender equity and disability inclusion in areas where KWSH operates as well as within KWSH itself**.** A Consultant (individual or a company)is being sought to undertake the activities listed in **Section 3** of this RfP (the “**Assignment**”).

# About the Client

The Client is InfraCo Cambodia Water Pte Ltd (“**ICWP**”), a wholly owned subsidiary of InfraCo Asia Development Pte Ltd (“**InfraCo Asia**”). InfraCo Asia is a commercially managed infrastructure development and investment company of the Private Infrastructure Development Group (“**PIDG**”). InfraCo Asia plays a critical role in helping to originate innovative infrastructure opportunities and to structure projects so that they achieve a greater level of impact, making them more attractive to private sector investment and reducing transaction costs. InfraCo Asia funds and undertakes infrastructure development activities with a focus on socially responsible and commercially viable infrastructure projects that contribute to economic growth, social development and poverty reduction. InfraCo Asia is currently funded by four members of PIDG: The UK Department for International Development; the Ministry of Foreign Affairs of the Netherlands; the Swiss State Secretariat for Economic Affairs; and the Australian Department of Foreign Affairs and Trade. For more information on InfraCo Asia, please refer to [www.infracoasia.com](http://www.infracoasia.com).

ICWP has extended a loan facility to KWSH to finance the expansion of certain networks in the KWSH Portfolio and is seeking to engage a Consultant to work KWSH on the Assignment.

**InfraCo Asia promotes a balanced and diverse labour force and continually strives to be inclusive in the workplace. We encourage qualified underrepresented groups such as local women or people with disabilities to submit a proposal for this Assignment. All applications will be assessed equally regardless of *gender, gender identity, religion, race, ethnicity, sexual orientation, or disability.***

# Scope of Services

The Client is seeking a Consultant to undertake the following activities:

**Scope 1: Enhancing the representation of females and people with disabilities in Company’s project and organization:**

1. **Review KWSH’s resource and recruitment plan** and provide recommendations on the most appropriate approach to increase employment of females and people with disabilities during project construction and operation phases. The recommended approach should include a local analysis of the barriers preventing women and people with disabilities to access employment and an appropriate solution to overcome them.
2. **Review KWSH’s HR policy and related documents** to assess whether safeguards and equal work conditions for females and people with disabilities are in line with local labor laws and international labor standards. Based on the review, provide recommendations on how HR policy and related relevant documents can be revised to address any gaps/shortfalls identified.

**Scope 2: Upskilling of staff in KWSH and educating the people in community**

1. **Undertake a gap analysis of the technical skillset,** among females and people with disabilities in both KWSH and the community, which are required for identified roles in water management. Based on the gap analysis, recommend relevant trainings. The Consultant should also identify potential barriers that may disincentivize females or people with disabilities from participating in the proposed activities and trainings and recommend solutions that will encourage increased participation.
2. **Conduct a desktop review and in-person consultations at the local community** **level** to assess the level of understanding in terms of the importance of water sanitation and hygiene (WASH). Plan and execute an awareness programme accordingly to improve community’s knowledge on the importance of water sanitation and hygiene (WASH).

**Scope 3: Extending additional support to vulnerable groups in the community**

1. Review KWSH’s existing 3-year grant programme which currently benefits vulnerable households (e.g., low-income families, single parent families, people with disabilities etc.) by extending concessionary terms on the connection fees**.** Based on the review, suggest how the programme can be further supported and scaled up by IAD and KWSH (i.e., provide a grant programme design, including the corresponding budget, support qualifying criteria, monitoring and terms of financial support).

We envisage this Assignment to commence in February 2023 for an engagement period of up to 6 months. The Consultant is expected to work closely with KWSH’s HSES Manager on the community engagement front.

# Deliverables

The Consultant is expected to provide a written report in the form of a memo (word and PDF format). The report shall be in English.

All deliverables are to be submitted directly to the Client.

# General Instructions in relation to the preparation of Tenders

## Costs of preparation

Proposers shall bear all their costs associated with the preparation and submission of their proposals.

## Right to Cancel, Clarify or Vary the Procurement Process

The Client is not committed to any course of action as a result of:

* issuing this RFP;
* communicating with a proposer or its representatives in respect of the RFP; or
* any other communication between the Client and any other party.

By taking part in this RFP process, proposers accept that the Client is not bound to accept any proposal the Client reserve the right not to proceed with the RFP or conclude a contract for some or all of the Services. The Client reserves the right to waive, amend, add to or withdraw all or any part of the RFP at any time during the procurement exercise.

For the avoidance of doubt, this RFP process is not intended to create and will not create a formal, legally binding bidding process. This RFP will not give rise to any contractual or any other legal obligations or duties and no parties to the RFP will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP. Further, this RFP process is intended to identify prospective Consultant for the purposes of entering negotiations to reach an agreement to procure and provide the Services. No legal relationship or obligation regarding the procurement of any Services will be created between the parties by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such Services. In this RFP, “parties” shall refer to the Client and the Proposers or the Consultant.

## Proposer Contact Person

Proposers must provide a single point of contact for all correspondence relating to this RFP. The Client shall not be responsible for contacting proposers through any route other than their nominated person. Proposers accept that it is their responsibility to notify any changes relating to their contact person promptly.

## Client Contact Person

**InfraCo Asia Development Pte Ltd**

ATTN: Cristina Traini, DI Manager

[cristina.traini@infracoasia.com](mailto:cristina.traini@infracoasia.com); [PRO-0056-KHM-WSS@infracoasia.com](mailto:PRO-0056-KHM-WSS@infracoasia.com)

and

**KWSH**

ATTN: William Puyo, General Manager

[william.puyo@kwsh.com.kh](mailto:william.puyo@kwsh.com.kh)

All contact by any interested parties with the Client relating to this RFP must be addressed to the Client Contact Person(s) named above.

## Clarifications about the Procurement Process

Should any interested person require any clarification, please contact the Client Contact Person. Requests for clarification must be in writing and will be accepted up to **18.00 SGT (GMT +8)** on **19 January 2023.** Save to the extent that a request is expressly stated in writing by a proposer to be made on a ‘commercially in confidence’ basis requests for clarifications and their respective responses will be distributed to all persons who have requested a copy of the RFP, without information about the source of the request. If there is any doubt as to whether a request concerns confidential information, then the Client Contact Person will advise the person concerned who may either give written permission for distribution of the response (which shall be in advance of the preparation of the response) or withdraw the request.

## Conflicts of Interest

Proposers must disclose in their proposals (or at any later stage if becoming aware after submission of tenders) any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest as a result of taking part in this competition or in the performing the Services under a contract. Conflict(s) include potential, actual and perceived conflicts. This also applies to any sub-consultants proposed by proposers. Any proposer who fails to comply with this requirement may be excluded from this procurement process.

Where proposers identify any potential conflicts in their tenders (or later stage), they should state how they intend to avoid or mitigate such conflicts. The Client reserves the sole and absolute discretion to exclude any tender which, in its opinion, gives rise to, or could potentially give rise to, a material conflict of interest.

If, following submission of a proposal, a proposer becomes aware of any circumstances that could give rise to an undisclosed conflict the proposer must advise the Client Contact Person as soon as possible and propose measures that may be taken to eliminate or mitigate such conflict.  Failure to comply with this obligation could lead to the disqualification of the proposer in question from the procurement process.

## Change of Control

The Client Contact Person must be informed immediately in writing of any change in the structure, control, composition or membership of a proposer which takes place at any time prior to execution of the contract. A change deemed material by the Client may lead to the proposer’s exclusion from the procurement process.

## Warnings and disclaimers

All information provided to interested persons in relation to this procurement process is provided in good faith and is believed to be correct at the time of issue. However, the Client and its advisors exclude all liability for any inaccuracy or inadequacy and no express or implied warranty is given in relation to accuracy or adequacy of the information provided. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in, or any omission from information in this RFP including its annexures and in respect of any other written or oral communication to any interested person. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Client or its advisers.

In submitting their proposals, proposers must rely on their own enquiries and on the terms and conditions set out in the contract attached as **Annexure 1** hereto, subject to the limitations and restrictions specified in it.

Neither the issue of this RFP, nor any of the information provided in relation to it, should be regarded as a commitment or representation on the Client (or any other person) to enter into any contractual arrangement.

## Procurement Timetable

Subject to any changes notified to potential suppliers by the Client in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Anticipated Date** | **Note** |
| Competition Opens | **13 January 2023** |  |
| Clarification Questions Period | **19 January 2023** | Clarification Questions Period closes **18:00 SGT** (GMT+8) |
| Clarification Questions Response | **25 January 2023** |  |
| Candidate Proposals Due | **8 February 2023 extended to 24 February 2023** | Candidate responses due by **18:00 SGT** (GMT+8) |
| Contract Award and Start of Contract Negotiation Date | **16 February 2023 revised to 8 of March 2023** |  |

## Instructions for Completion of Tenders

Completed proposals must be sent via e-mail to the Client Contact Person and an acknowledgement receipt will be sent in return to confirm receipt. A proposal sent by any other method may be viewed as non-compliant and rejected.

Completed proposals should include:

* Cover page
* Understanding of the scope (2 pages maximum)
* Timeline and Deliverables
* Confirmation and acceptance of all the sections and each of the Annexures in this RFP
* Proposed payment schedule in the format attached in **Annexure 2**
* A rate card and cost breakdown in the format attached in **Annexure 3**
* In case of a company applying, the project team structure with clear identification of roles and responsibilities of all team members needs to be provided
* Consultant Curriculum Vitae (CVs) which should not be more than 3 pages in the format attached in **Annexure 4**
* Consultant credentials (5 pages maximum in the format attached in **Annexure 5**)

# Budget and Terms of Payment

Proposers are requested to provide an all-in quote and billing arrangement as part of the proposal (including all taxes, transfer, remittance fees). The quote and billing arrangement are to be presented in the format found in **Annexure 2** of this document. The Consultant is expected to propose milestone and deliverables-based fee structure.

Local travel in Cambodia may be required to provide the service for this Assignment. The proposers are expected to provide an estimation of travel cost that may be incurred. No international travel is required.

# Scoring Matrix

|  |  |
| --- | --- |
| Element | Weighting |
| **Conform to Specifications**  Demonstration of an understanding of the requirements; specifically, the:   * Ability to meet the RFP requirements * Ability to meet Contract for Services as set out **Annexure 1** | **30%** |
| **CV Quality**  Qualified and experienced service provider with CVs demonstrating the provision of this type of service with strong sector and local context knowledge. | **40%** |
| **References/ Case Study**  When possible, the Client will contact references and review relevant case studies to assess the quality of work. | **10%** |
| **Pricing**  Clear, concise and transparent pricing schedules as requested in this RFP. In particular best overall price. | **20%** |

|  |  |
| --- | --- |
| Points | Interpretation |
| 5 | **Excellent** –Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement. |
| **4** | **Good** – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidder’s failure to provide all information at the level of detail requested. |
| **3** | **Adequate** – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested. |
| **2** | **Minimal** – The response demonstrates that the bidder meets the requirement in a majority of areas. There is ambiguity as to whether the bidder can meet all of the requirements due to the failure by the bidder to show that it meets one or more areas of the requirement. |
| **1** | **Poor** – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement. |
| **0** | **Unacceptable** – The response is non-compliant with the requirements of the RFP and/or no response has been provided. |

**ANNEXURE 1 - CONTRACT FOR SERVICES**

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**ANNEXURE 2 – Proposed Fees**

| Ref. | Services | Amount | | |
| --- | --- | --- | --- | --- |
| Fee  (USD) | VAT  (USD) | Total Fee (VAT incl.)  (USD) |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  | **$ 0.00** |

**ANNEXURE 3 – SCHEDULE OF RATES**

**Schedule of Rates**

1. **Remuneration of Resources**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Position | Rate Type (Home/Site) | Currency | Rates per Hour | Rates per Day | Comments |
| i.e. Jane Dole | Project Manager | Home | USD | $XXXX | $XX,XXXX |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note:

* The above table indicates the minimum requirement to be included in the proposal.
* Bidder may include additional information to aid the Client in the tender evaluation process.

**ANNEXURE 4 – STANDARD FORM OF CVS**

# Curriculum Vitae (CV) for Proposed International or National Experts

1. **Proposed Position** [*only one candidate shall be nominated for each position*]:

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1. **Name of Firm** [*Insert name of firm proposing the expert*]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Name of Expert** [*Insert full name*]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date of Birth Citizenship

## Complete personal contact details [*Include complete address and telephone number/ email address*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Education** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Membership in Professional Associations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Countries of Work Experience:** [*List countries where expert has worked in the last ten years*]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Languages** [*For each language indicate proficiency*]:

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Level of Proficiency (Mother tongue, Excellent, Good, Fair, Poor)** | | |
| **Speaking** | **Reading** | **Writing** |
|  |  |  |  |
|  |  |  |  |

1. **Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: To [*Year*]: Employer:

Positions held:

|  |  |
| --- | --- |
| Detailed Tasks Assigned [*List all tasks to be performed under this assignment*] | Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned[Among assignments involving the expert, indicate the following information for those that best illustrate the expert's capability to handle the tasks listed in line 12.]Name of assignment or project: Year:Location: Client:Main project features:Positions held:Activities performed: |

## Certification:

I, the undersigned, certify to the best of my knowledge and belief− Yes No

* 1. this CV correctly describes my qualifications and my experience.
  2. I am employed by the Executing or the Implementing Agency.
  3. I was part of the team who wrote the terms of reference for this consulting services assignment.
  4. I am sanctioned (ineligible for any IFI engagement, i.e. WB, ADB).

[*If CV is signed by the individual*]

I certify that I have been informed by the firm that it is including my CV in the proposal for the [name of project]. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.

[*If CV is signed by the firm's authorized representative and the written agreement attached*]

I, as the authorized representative of the firm submitting this proposal for the [name of the project] certify that I have obtained the consent of the named expert to submit his/her CV, and that I have obtained a written representation from the expert that s/he will be available to carry out the assignment in accordance with the implementation arrangements and schedule set out in the proposal.

I understand that any willful misstatement may lead to disqualification or dismissal, and any other disciplinary action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of expert or authorized representative of the firm]*

**ANNEXURE 5 – STANDARD FORM FOR CREDENTIALS**

|  |  |
| --- | --- |
| Assignment name: | Country:  Location within country: |
| Name of Client: | Duration of assignment (months): |
| Start date (month/year):  Completion date (month/year): |  |
| Name of associated firm, Joint venture partner or Sub-Consultant, if any: | Name of senior regular full-time employees of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| Narrative description of Project: | |
| Description of actual services provided in the assignment, including the role of each party/ sub contractor: | |