



TECHNOLOGY INFORMATICS DESIGN ENDEAVOUR

Terms of Reference/Request for Proposal

Date .05.06.2024

Proposals are invited by Technology Informatics Design Endeavour (TIDE) for “Expert Assistance for Design Chapters in WASH Facility Toolkit”

Introduction

Technology Informatics Design Endeavour (TIDE) is a development organization based in Bengaluru that leverages technology for conserving the environment, creating livelihoods, and addressing societal issues. TIDE's work encompasses energy access and biomass-based cooking solutions, environment conservation through energy waste and water interventions, and Technology based innovative livelihoods, particularly with a focus on rural women. TIDE is currently implementing a project titled Integrated Water Management in partnership with BORDA, in different towns of Karnataka. For more information about TIDE, please visit www.tide-india.org

Title	“Expert Assistance for Design Chapters in WASH Facility Toolkit”
Location	Bengaluru, Karnataka
Nature of Assignment	The assignment involves writing chapters on design principles to be followed for designing units in a WASH facility. Architectural expertise is required to ensure the chapters are comprehensive and practical.
Contract period	The contract period will be for the duration of 60 days

Background of Project

WASH facilities are crucial for sanitation workers, who often face hazardous conditions and health risks due to inadequate WASH infrastructure. The issues they face include exposure to harmful pathogens, lack of access to clean water, and poor waste management. Additionally, it is crucial to provide sanitation workers with workplace dignity, ensuring their work environment is safe and respectful, just like any other job.

The toolkit aims to assist municipalities of small towns in improving their WASH facilities. It will include:

- Introduction
- Planning Considerations
- Design Principles

Technology Informatics Design Endeavour
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Bengaluru – 560080

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Ph – 080 2361 2031

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- Operation and Maintenance Procedures
- Case Studies and Best Practices
- Annexures

Terms of Reference:

The bidder shall be responsible for the activities and roles mentioned herein, and shall also support TIDE wherever reasonable and possible, to ensure that the objectives of the assignment are met. The details of the assignment are given below:

Scope of assignment:

1. Support in writing chapters related to design principles, focusing on the thought process behind each unit, such as toilets, changing rooms, open spaces, etc.
2. Envision sub-sections required for these chapters.
3. Provide architectural expertise to ensure practical and effective design guidelines.
4. Incorporate feedback and perform iterations as needed.

The suggested methodology would include:

- Involvement in the chapterization of the toolkit.
- Decide on sub-chapters required for the design sections.
- Develop the chapters with three iterations before finalization.

Eligibility criteria:

The expert/professional should meet the following minimum criteria:

- Expertise in architecture and interior design.
- Qualification: Bachelors in architecture or interior design.
- Proficiency in Photoshop, Office, and 3D rendering software.

Evaluation Criteria:

The technical criteria is as follows:

SL. No.	Criteria	Description	Details	Weightage
1	Expertise	Experience and past projects in similar assignments	Supporting documents, data on similar projects	30%
2	Qualification	Educational background and relevant degrees	Supporting documents	20%
3	Software Skills	Proficiency in relevant design software	Information on software skills	20%
4.	Fee	Cost of the project	Lumpsum cost	30%

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All the eligible architects will be marked on the above criteria. The one with the highest marks will be awarded the contract.

The bid price should be shown as Lump Sum inclusive of all taxes. The bids are to be made in the template as appended in Annexure 1.

Duration of the assignment:

The project shall be executed within 60 days of the contract's award, shall be delivered by the **4th week of July 2024**. The agency should adhere to the work plan as shown below. **(Subject to revision based on mutual consent or as per ground condition)**

Work Plan:

The project duration is from the **3rd week of June 2024 to 4th week of July 2024**.

The work shall be completed on or before 31st of July 2024 or as mutually extended timeline. Please find below the key deliverables and timelines.

Serial	Deliverables	Timeline (from day of WO)
1	Sub-sections of the chapter	1 week
2	Draft 1 of the chapters	3 weeks
3	Draft 2 of the chapters	5 weeks
4	Draft 3 of the chapters	7 weeks
5.	Final Draft	8 weeks

Activity	June 1 st – 2 nd week 2024	June 3 rd – 4 th week 2024	July 2 nd – 3 rd week 2024
Situation assessment and gap analysis study			
Master plan for waste management plant			
Architectural design with detailed drawings			

Schedule of Payment:

The project study period shall be 08 weeks, starting on 3rd June 2024. The payment schedule for the project is

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as follows:

The payment schedule will be as follows:

Serial	Deliverables	Percentage
1	Sub-Sections of the Chapter	20%
2	Second Draft of the Toolkit	40%
3	Final Draft of the Toolkit	40%

The payment will be made on the basis of deliverables as verified by the Project Director.

Submission of Proposal and deliverables:

The proposal must be submitted over email to the email id: ashwin.kumar@tide-india.org, & iwm.accountant@tide-india.org with the following documents attached,

- Supporting documents for eligibility and evaluation criteria
- Self-certification of not being blacklisted by central/state government agencies.
- Properly filled Annexure I to VI

Confidentiality and Intellectual and Other Property Rights

All reports, notes, statistics and other documents and data compiled and collected, or software developed by the Contractor under this Agreement shall be confidential and the property of TIDE. The Parties herein agree to keep the terms of this TOR all or any information which any or all of the parties herein shall become acquainted with shall not be disclosed, either directly or indirectly to third parties or be used in any way, or in any manner that would be detrimental to the business of the partners.

Sd/-
Director-TIDE