



MILLENNIUM
CHALLENGE ACCOUNT - JORDAN
Partners in Development

Water Smart Homes- Social, Outreach & Engineering Services

Contract No. (Central- 2/2013)- MCC

Pre-Proposal Meeting

February 27, 2013

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Water Smart Homes- Social, Outreach and Engineering Services



Contract No. (Central- 2/2013)-MCC

Procurement type: Consultancy Services.

RFP: QCBS-MCA-JORORDAN-COMPACT.

Duration of contract: 38 months.

Release of RFP: February 11, 2013.

Bid submission: April 8, 2013.

RFP Document



Electronic copies of RFP documents are available on:

- The Employer's website: www.mca-jordan.gov.jo
- The General Tenders Directorate website: www.gtd.gov.jo
- Or through contacting the GTD by email to biddings@gtd.gov.jo

Invitation for proposals was published on:

- dgMarket
- UNDBOnline
- MCA-Jordan website
- Government Tenders Directorate
- Local newspapers Al-Rai, Al-Dustour and the Jordan Times

Timeframe for procurement



Milestone	Proposed date (local time)
Tendering of WSHs-SOES RFP	February 11, 2013
Pre-bid meeting	February 27, 2013
Clarifications by bidders due	28 days prior to proposal submission date
Answers to bidders due	10 days prior to proposal submission date
Proposals due	April 8, 2013 (12:00pm)
Technical proposal opening	April 8, 2013 (1:00pm)



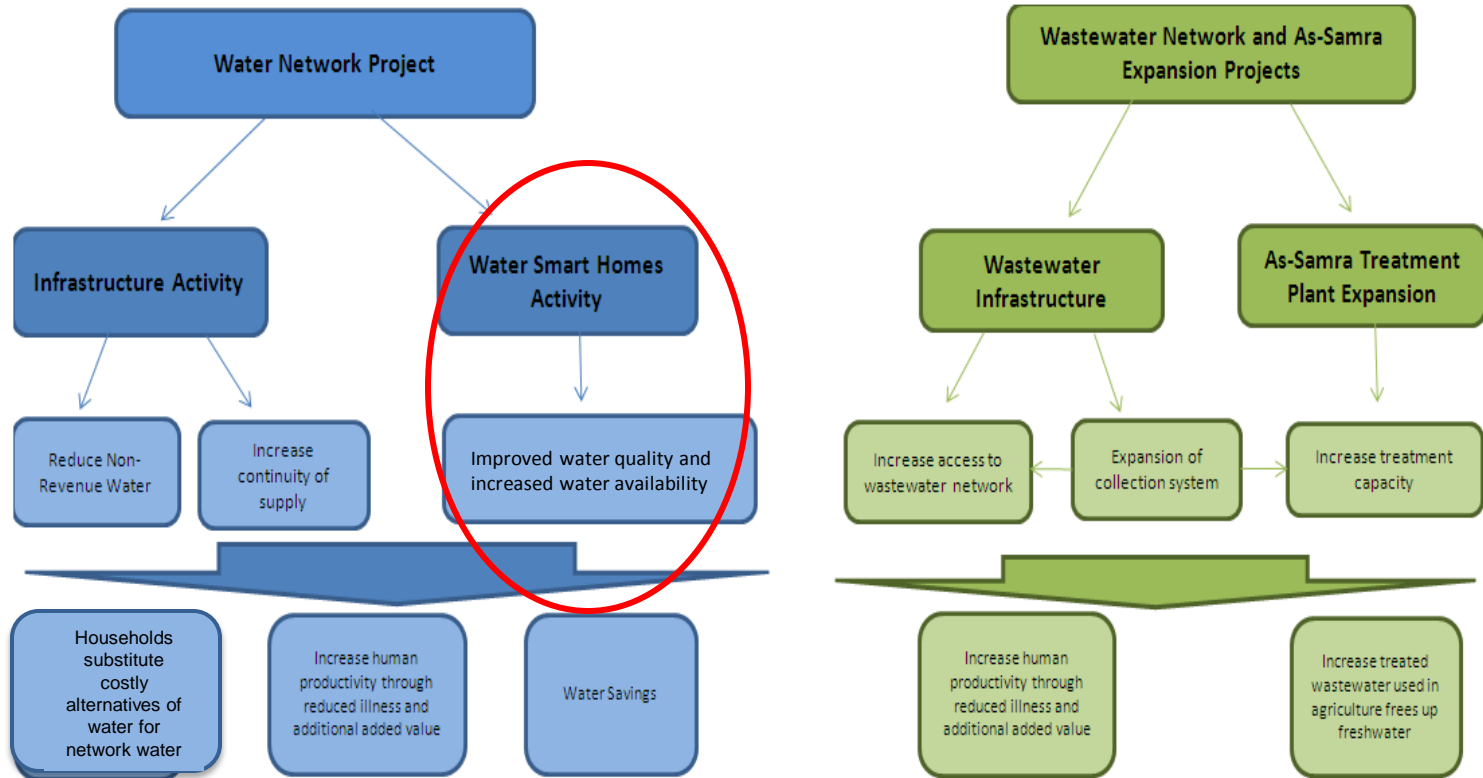
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Compact Logic & Scope of Work

MCA-Jordan Compact Logic



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Poverty Reduction and Economic Growth:
Maximize economic growth through sustainable management of water for domestic, commercial and agriculture users.

Water Smart Homes Activity (WSHs-A) Objective



Overall objective:

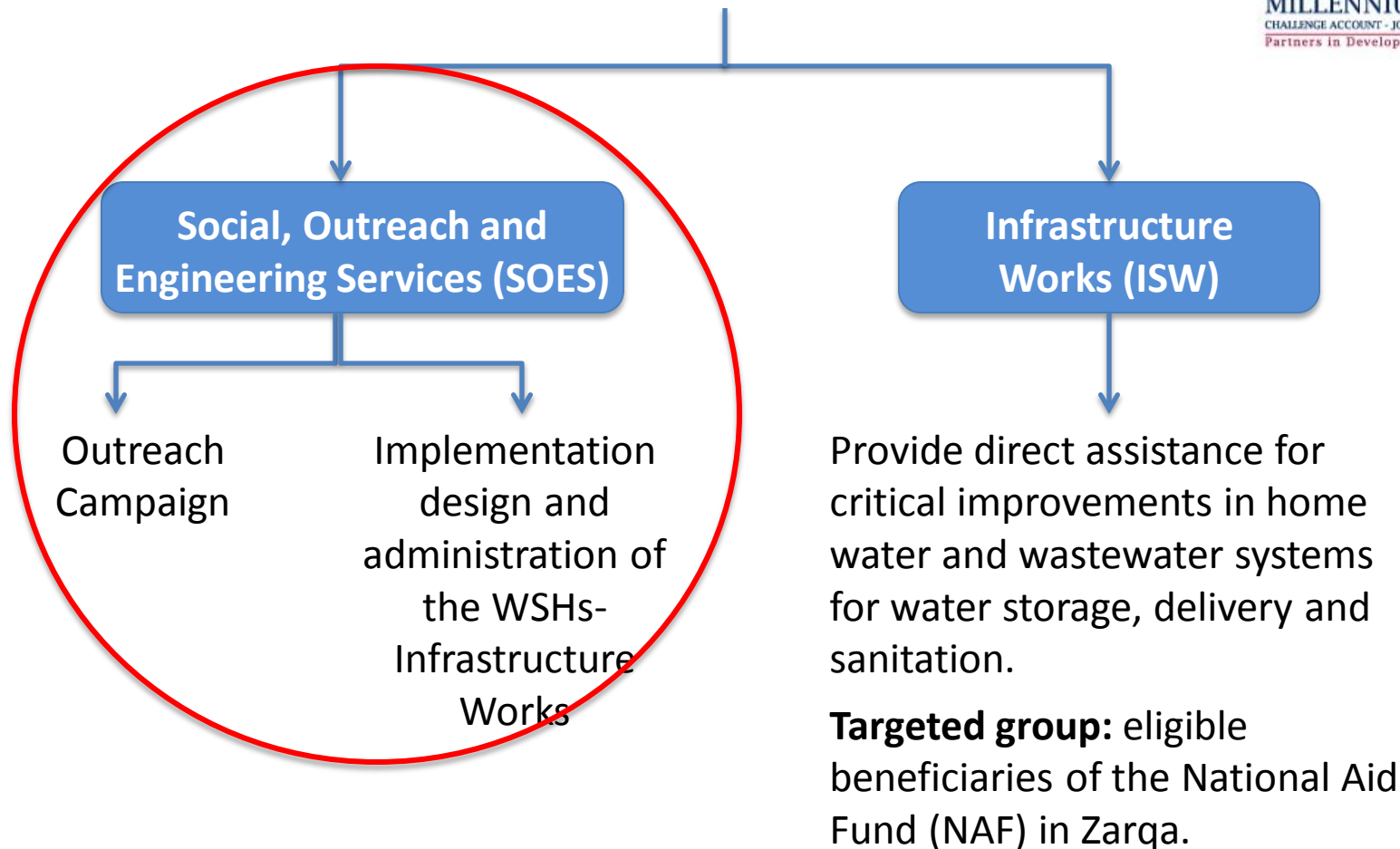
To improve the condition of home water systems and decrease costs that households, particularly poor households, in Zarqa Governorate incur to satisfy their subsistence water needs.

WSHs-A desired outcomes :

1. Improve water potability from the public system through maintaining water quality within households.
2. Increase household water availability through enhancing water-use efficiency.



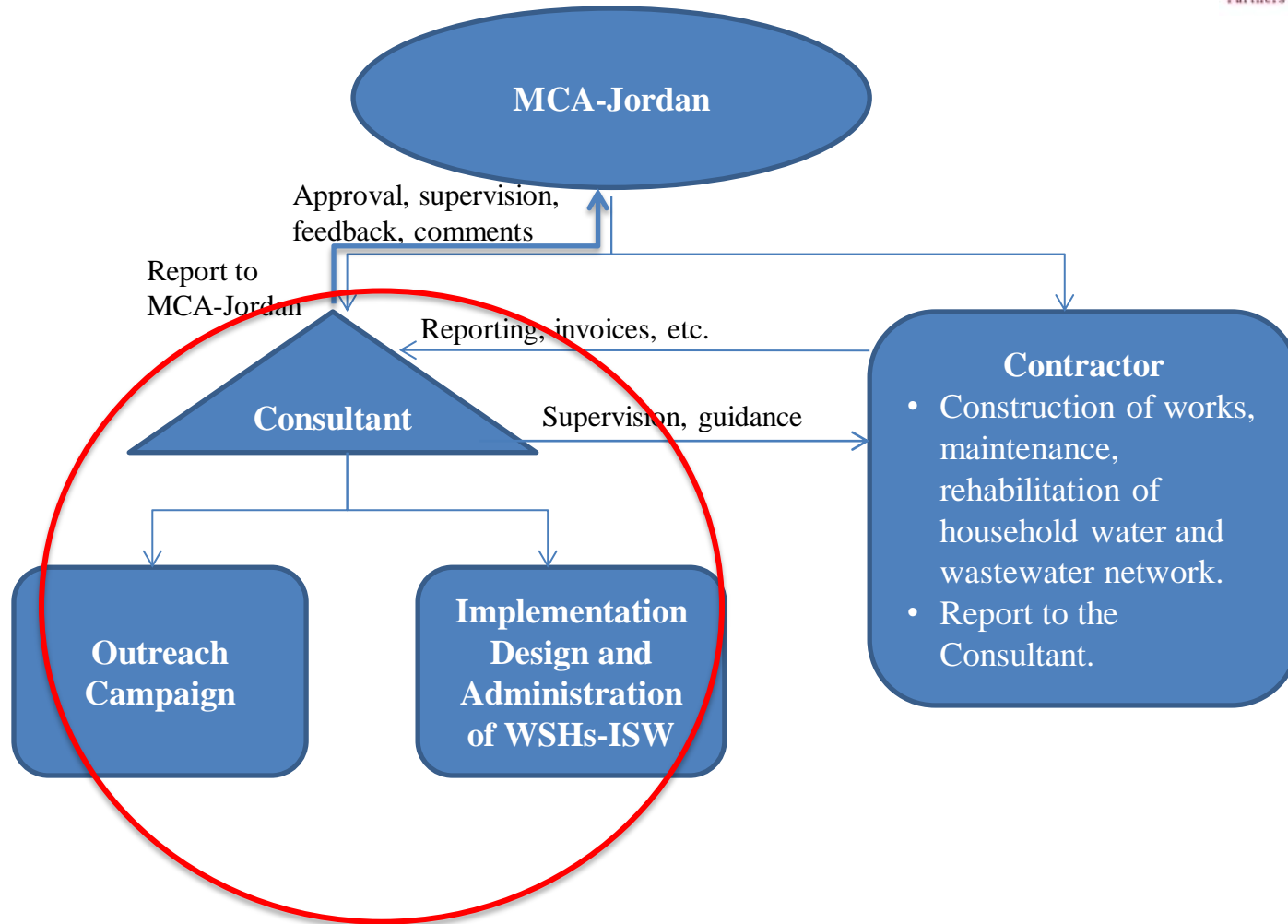
Water Smart Homes Activity



Management Structure



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Components of Water Smart Homes- Social, Outreach and Engineering Services



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Design Phase	Main tasks
Implementation Phase	Task 1: Project initiation
	Task 2: Design of outreach campaign
	Task 3: WSHs-Infrastructure Works implementation Design
	Task 4: Implementation of the outreach campaign
	Task 5: Administration of the WSHs-Infrastructure Works
	Task 6: Project close-out



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Design Phase

Project Initiation



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1. Set-up a field office
2. Kick-off meeting
3. Inception report

Design of the Outreach Campaign



Objective of the Outreach Campaign:

- To promote adoption of residential water best management practices to maintain water quality and quantity within households and encourage behavioral change.
- To tackle public's incorrect perceptions of the water and wastewater services in the Governorate, increase their understanding and garner their trust in the quality of water and wastewater systems.

Targeted group:

All segments of society in Zarqa Governorate, including urban and rural families. It will also reach women and poor or vulnerable persons.

Design of the Outreach Campaign (Cont'd)



This task will include the following:

1. Needs assessment.
2. Social and Gender-Responsive Communication Strategy.
3. Annual communication plans.

WSHs-Infrastructure Works (ISW) Implementation Design



Objective:

1. To identify and select potential NAF beneficiaries to receive direct assistance for maintenance and rehabilitation of their water and wastewater networks.
2. To develop a mechanism for the implementation of the WSHs-ISW.

Targeted group:

Beneficiaries of the National Aid Fund in Zarqa Governorate (around 11,800 households out of which around 3,500 households will receive the assistance).

WSHs-ISW Implementation Design



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1. Assessment survey of NAF households in Zarqa (done by DOS and the Consultant).
2. Define a methodology for identifying a list of eligible NAF beneficiaries to participate in the WSHs-ISW.
3. Identify the interested eligible households to receive direct assistance.
4. Assist in preparing the work requirements.
5. Assist in the selection of the Construction Contractor.
6. Produce a procedures manual.



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Implementation Phase

Implementation of the outreach campaign



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1. Awareness and educational messages and material.
2. Awareness workshops, seminars, town-hall meetings, and semi-annual events.
3. Training of CBOs, school and university students, parents, women, and WSHs-ISW participants on water-related issues.
4. Training on water-related home-based industry and income generating projects, in addition to linking interested individuals with existing resources.
5. Leveraging resources from the private sector.
6. Continuous assessment of the WSHs-SOES participants' satisfaction.

Administration of the WSHs-ISW



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1. Recruit eligible NAF beneficiaries to participate in the WSHs-ISW.
2. Provide Construction Contractor with the necessary information to complete the infrastructure works.
3. Provide quality assurance of the materials and fixtures.
4. Conduct supervision and oversight on the infrastructure works.
5. Implement a complaint resolution mechanism as per the Procedures Manual.

Project Close-out



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1. Close-out plan for the Water Smart Homes-Activity
2. Close-out event
3. Close-out report

Reporting requirements



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1. Annual work plans
2. Close-out plans
3. Monitoring and Evaluation plan for WSHs-A
4. Monthly progress reports
5. Quarterly progress reports
6. Annual performance reports
7. Close-out/final report



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Key Personnel

1. Team leader
2. Communication and outreach specialist
3. Social and gender specialist
4. Project engineer

Other key personnel

To be proposed by the bidder

Non-key Personnel, such as:

1. Statistician
2. Data analyst
3. Field inspector
4. Surveyors, technicians
5. Support staff (secretary, drivers, etc.)

Payment Schedule



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Deliverable	Percentage of payment
Design Phase	
Task 1: Project initiation	10% of Design Phase Price
Task 2: Design of the outreach campaign	45% of Design Phase Price
Task 3: WSHs-ISW implementation design	45% of Design Phase Price
Implementation Phase	
Deliverable	Amount of payment
Task 4: Implementation of the outreach campaign	Max of \$1,000,000 (payment: 10% of this Task Price per quarter for 10 quarters).
Task 5: Administration of the WSHs-ISW	12.5% of this Task Price per quarter for 8 quarters).
Task 6: Project close-out	Per the bidder proposed Price for Task (6).

Sections of the RFP



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- Section 1: Instructions to Consultants
- Section 2: Proposal data sheet
- Section 3: Qualification and evaluation criteria
- Section 4A: Technical proposal forms
- Section 4B: Financial proposal forms
- Section 5: Contract forms
 - I. Contract Agreement
 - II. General Conditions of Contract
 - III. Special Conditions of Contract
 - IV. Appendices
- Section 6: Terms of reference

Section 1: Instructions to Consultants



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1. Each single entity and any other association should fill and sign the Government-Owned Enterprise Certification Form.
2. Government-owned enterprises are not eligible to compete for MCC-funded contracts.
3. Address for submission of proposals is: Government Tenders Directorate- as per ITC 4.4.

Section 1: Instructions to Consultants



Submittal instructions (as per ITC 4 page 14 and 15 in RFP):

- The “Original” and each “Copy” of the Technical Proposal shall be placed in a sealed envelope/parcel clearly marked “**Technical Proposal**”. Similarly, the “ORIGINAL” and each “COPY” of the Financial Proposal shall be placed in a separate sealed envelope/parcel clearly marked “**Financial Proposal**”.
- One CD of the technical proposal.
- Separate CD of the financial proposal.
- All documents in **English** Language.
- Financial proposals should be in **US dollars**.
- Financial proposals should be clearly marked with a warning “**Do Not Open with the Technical Proposal**”.

Section 3: Qualification and Evaluation Criteria



1. Consultants must satisfy the eligibility criteria, legal, financial and litigation criteria requirements.
2. The method of selection is the QCBS method (Quality and Cost-Based Selection).
3. Technical proposals will be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and the point system for evaluating the technical proposals.
4. The minimum total technical score required to pass is 80%.
5. The minimum technical score to pass each criterion shall exceed 50%.
6. The weights given to the Technical and Financial Proposals are: $T = 80$ and $F = 20$

Section 3: Qualification and Evaluation Criteria



The Consultant is required to:

1. Include in its proposal detailed approaches and methodologies for executing the design phase tasks in a cost effective manner.
2. Demonstrate a clear understanding on how to integrate the two components (social & outreach and engineering) and how to assess and address the special needs of women, the poor and other vulnerable groups.
3. Demonstrate its experience and expertise in the implementation of outreach campaigns and community development projects.

Section 3: Evaluation Criteria



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Criteria, sub-criteria	Points
1. Organizational capability, experience of the Consultant, and past performance	20
2. Approach, methodology and work plan including: <ul style="list-style-type: none">• Proposed management, communication and administrative arrangements including organizational structure and staffing pattern.• Proposed approach and methodology for the design phase.• Exemplary approach and methodology for the implementation phase demonstrating an understanding of the objectives of the RFP in achieving behavioral change.• Work plan	30
3. Key professional personnel	50

Section 4: Technical Proposal forms



Tech 2: Financial Capacity of the Consultant

The bidder is required to provide information on its financial status. This requirement can be met by submission of one of the following:

1. **Audited** financial statements for the last (3) years, supported by audit letters,
2. **Certified** financial statements for the last (3) years, supported by tax returns, or
3. A copy of the Consultant's Dun & Bradstreet "Business Information Report" (BIR).

Clarifications by Bidders



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Consultants may request a clarification on the RFP documents **not later than 28 days** before the proposal submission date. All requests must be sent in writing or by email or fax to the address of the Employer Procurement Agent:

Government Tenders Directorate

Attention:

The Chairman of Central Tenders Committee

Director General

Ministry of Public Works and Housing

King Abdullah II Circle (8th Circle)/ King Abdullah II Street

P.O Box: 1220 Amman 11118 Jordan

Telephone number: (06) 5858/311, 312, 313, or 314.

Fax number: (06) 5857/ 583 or 639.

Email: biddings@gtd.gov.jo

Website: www.gtd.gov.jo



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Thank you!!!