Request for Proposal (RFP)
RFP No-ISCA/RFP/2007/001

PROVISION OF TRAINING PROGRAMME FOR IRAQI SEWERAGE AUTHORITIES
Planning & Design of Wastewater Treatment Plants

SEALED proposals MUST be dropped directly into Bid Box at:

UNICEF – Iraq Support Centre in Amman (ISCA Office)
Um-Uthaina, Zaid Bin Al-Hussein Street, Building #7
P.O. Box 1551, Amman 11821, Jordan
UNICEF – ISCA Office (Attention: Supply and Logistics Section)

Tel: 00 962 6 551 5921
Tel: 00 962 6 551 4253
Fax: 00 962 6 551 3745

(Courier Companies could deliver the offers to the above address)

Sealed offers should be delivered to the above address in envelope clearly marked “ISCA/RFP/2007/001” (Attention: Supply and Logistics Section) latest by 16:00 Hours on 12 June, 2007.

IMPORTANT - Proposals received in any other manner will be INVALIDATED.

Due to the nature of this RFP, there will be no public opening. However we shall notify the result of bidding through E-mail upon request.
PROPOSAL FORM

PROPOSAL FORM must be duly completed, signed and returned to UNICEF. Proposal must be made in accordance with the instructions contained in this RFP.

TERMS AND CONDITIONS OF CONTRACT
Any Contract resulting from this RFP shall contain UNICEF General Terms and Conditions and any other specific Terms and Conditions detailed in the proposal.

INFORMATION
Any query in regard to this RFP should be forwarded by fax or e-mail to the following person.

Aubaid Raman (araman@unicef.org)
Chief of Supply & Logistics
Tel: +962-65515921 ext. 115
Fax No.: 00 962 6 551 3745

PROPOSAL
The Undersigned, having read the Terms and Conditions of ISCA/RFP/2007/001 set out in the attached RFP, hereby offers to execute the services specified in the Terms and Conditions set out in the document.

Signature: ________________________________
Date: ________________________________
Name & Title: ________________________________
Company’s Name:: ________________________________
Postal Address: ________________________________
Tel/Cell Nos: ________________________________
Fax No: ________________________________
E-mail: ________________________________
Validity of Offer (minimum 90 days): ________________________________
REQUEST FOR PROPOSAL (RFP)
ISCA/RFP/2007/001

INTRODUCTION

1. The United Nations Children’s Fund (UNICEF) for Iraq, through its Iraq Support Centre in Amman (ISCA), is inviting qualified institutions/ consultants/Agencies/ to submit proposal for conducting a training program for the Iraqi Sewerage Authorities on the “Planning and Design of Wastewater Treatment Plants”. The training will preferably takes place in Amman or any other country in the region depending on the cost effectiveness as per the Terms of Reference (TOR) – on Page (11 - 14) of this document. Hereinafter Institute/ Agency/ Company/ Supplier will be referred to as Supplier in all sections of the RFP except the TOR.

2. The following documents are additionally attached:
   
   Annex A (A1 and A2): Supplier /Contractor Profile Form (to be completed and returned with offer)

3. If for any reason, the Supplier cannot submit an offer, it should inform UNICEF as soon as possible.

REQUIRED DOCUMENTATION FOR THE PROPOSAL

4. The Supplier must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in each section of this Request for Proposal. The Supplier is encouraged to carefully read paragraphs (24-41) under “Instructions to Suppliers”.

5. This proposal shall include a Technical Proposal and a Financial Proposal as described below. The Supplier may wish to include brochures and other documentation.

SUBMISSION OF PROPOSALS

6. The Supplier must submit one sealed envelope containing two separate sealed envelopes – A and B.

   Envelope-A should contain and marked “Technical Proposal”. The technical proposal should contain all information requested in paragraph-9

   Envelope-B should contain and marked “Financial Proposal”. The Financial proposal should include all information requested in paragraphs – 15 & 16.

7. The RPF reference RFP No. ISCA/RFP/ 2007/001 must be clearly stated on the outer envelope.

8. The envelopes shall not contain Supplier Name /Logo or any other form of identification.
PART 1: TECHNICAL PROPOSAL (in Envelope – A)

9. The Technical Proposal MUST include the following but is not limited to:

(a) A confirmation letter that the supplier is a Registered Training Centre. (Registration Documents with concerned authorities to be provided)

(b) Completed Supplier’s Profile forms. {For those Suppliers who have already submitted their forms in the last 3 months, there is no need for re-submission, though it is in their interest to send an updated Profile form}

(c) ORGANIZATION: General information about the Supplier’s background, year of establishment, Organizational structure, Number & type of staff (whether part time or full time with CVs), assets (equipment, training facilities, etc.); Names of companies your organization is affiliated with.

(d) Work Experience (especially in similar works*) covering:

   ▪ The title of the project
   ▪ Brief description of work
   ▪ Client’s name
   ▪ Project location
   ▪ The contract value
   ▪ The duration including starting and completion dates.
   ▪ References from client (optional)

* Similar works refer to trainings in the water and sanitation sector; preparation of feasibility studies/ master plans, preparation of detailed engineering documents, and relevant works.

(e) Details of contracts executed:-name of project, brief description, client’s name, location, value, duration and reference.

Training Methodology commonly used or intended to be used for this training, including :- agenda, names of proposed trainers; organisation of classroom sessions/ field visits; the quality/type of documents/ literature/ materials in soft as well as hard copy that will be provided, etc.). Please provide sample of previous training materials if available.

(f) CVs of key staff proposed as Trainers for the training program including:

   ▪ Name
   ▪ Position
   ▪ Key qualification / education
   ▪ English and Arabic Language Skills
   ▪ Work Experience (including specific experience in training activities)

(g) The organization annual reports for the past two years including audited financial statement.
10. The Technical Proposal **should not** contain any price information. The envelope containing the technical proposal should be marked with - ‘Technical Proposal for ISCA/RFP/2007/001’.

**Evaluation of the Technical Proposal**

11. The technical proposal shall be evaluated on the basis of its compliance to the above items from (a) to (h). A minimum technical score of 70 % of the total score of 100 points is required to pass the technical evaluation as indicated below:

<table>
<thead>
<tr>
<th></th>
<th>Organization – (background, year of establishment, organisation structure, infrastructure, registration with the Government as a training centre*, completed Supplier / Company’s Profile forms @)</th>
<th>15%</th>
</tr>
</thead>
</table>
| *Registration Documents with concerned authorities to be provided.  
@ For those Suppliers who have already submitted their forms in the last 3 months, there is no need for re-submission, though it is in their interest to send an updated Profile form |
| (ii) | Work experience - examples of similar work done, experience in other countries, UN agencies and/or other international organizations worked with, biggest work done, recommendation letters from client demonstrating successful completion, tie-up with reputed Institutes/ Agencies, etc. | 30% |
| (iii) | Key personnel proposed for the training program (qualification, overall experience, experience relevant to the training program) | 15% |
| (iv) | Methodology on conducting the training program – (appropriateness of the training methodology; quality of training materials/ documents/ literature that will be provided; and quality of previous training materials) | 20% |
| (v) | Summary of the Supplier’s financial status (annual turnover in the last three years; value of trainings in the last three years, value of assets etc.) | 15% |
| (vi) | Proposal documentation | 5% |
| **Total (Full Score)** | | 100% |
12. This Financial Proposal must be submitted by the Supplier in a separate envelope-B than that used for the Technical Proposal. **Failure to follow this instruction will result in your proposal being invalid.**

13. The Financial proposal will be opened only for the technically qualified proposal after the technical evaluation is completed. For those Suppliers who do not qualify, the envelope containing the financial proposal will be returned un-opened.

14. **Costing** - UNICEF shall be responsible for lodging, boarding and organizing the necessary travel arrangements of the participants (trainees) to Amman (excluding those needed for field visits).

15. Please provide the cost break down of all the items included in the below table and submit this page in a separate envelope-B. **All price offers shall be made in US Dollars only. Offer in any other currency will render the bid invalid.**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item Break down</th>
<th>Price (US $)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Venue for classroom training (to be specified)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(The cost should include stationery for all participants, data show, flip charts &amp; other items needed for the lectures)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two coffee breaks with cookies daily</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>All arrangements for the Field visits including transportation and coffee breaks.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(State the locations and no. of days of field visit)</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Preparation of course materials, hand outs, pre and post evaluation tests including provision of all the documents/ reports as stated in “Documentation” under the “Terms of Reference”.</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>Trainer fees (break down into staff days, per day rate etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Travel costs of Trainer Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lodging/ Boarding expenses of Trainer Staff</td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td>Miscellaneous cost (to be specified)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Price</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The training will be for 15 days duration including 12 working days.

16. The same training programme may be conducted to benefit additional staff subsequently. The Supplier is requested to provide their quotes for additional batches valid for 6 months in a separate sheet.

17. After award of work, UNICEF reserves the right to cancel the further conduct of training at any point of time, if the performance is found to be unsatisfactory.
RFP - EVALUATION

18. Each response will first be evaluated by UNICEF for compliance with the mandatory requirements of this RFP. Mandatory requirements are indicated throughout this RFP by the words "mandatory", "shall", "must", or "will" in regard to obligations on the part of the Supplier. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration.

19. Failure to comply with any of the terms and conditions contained in this RFP, including the provision of all required information, may result in a proposal being disqualified from further consideration.

20. At the next stage, the responses which comply with the stated mandatory criteria will be evaluated as per paragraph-11 “Evaluation of the Technical Proposal”.

21. **For the proposal to be considered technically compliant, the Supplier must achieve a minimum score of 70%**. Proposals not meeting these minimum scores will be considered technically non-compliant and will be given no further consideration. In addition, clarity and completeness of presentation will be considered during the evaluation.

22. **Only after the technical evaluation is completed, envelope-B containing the financial proposal of the technically qualified Supplier will be opened**. The price/cost of each of the technically compliant proposals shall be considered using the same methodology. The Suppliers should ensure that all pricing information is provided in accordance with the Financial Proposal section contained herein.

23. The final ranking of proposals will be made on the basis of 50% weight to the technical evaluation and 50% weight to the financial proposal. The most-favored proposal shall be selected on the basis of the best overall value to UNICEF in terms of both technical score/merit and price.

INSTRUCTIONS TO SUPPLIERS

24. SEALED PROPOSALS must be securely closed in the Proposal Envelope of suitable size, clearly MARKED on the outside with the PROPOSAL NUMBER, and despatched to arrive at the address indicated on page 1, NO LATER THAN the CLOSING TIME AND DATE. Proposals received in any other manner will be INVALIDATED.

25. The Proposal Envelope must contain two separate sealed envelopes, one containing the containing the Technical Proposal and the other containing the Financial Proposal. Each of the two envelopes must be clearly marked with the Proposal Number and Type, i.e. either Technical Proposal or Financial Proposal. Proposals received in any other manner will be INVALIDATED as indicated in section “Submissions of Proposals”.

Time for Receiving Proposals

26. Sealed Proposals received prior to the stated closing time and date will be kept unopened. The Proposals will be opened when the specified time has arrived and no Proposal received thereafter will be considered.
27. UNICEF will accept no responsibility for the premature opening of a Proposal which is not properly addressed or identified.

28. Due to the nature of this RFP, there will be no public opening for this RFP.

**Request for Information**

29. Any request for information regarding the specifications should be forwarded to the Chief of Supply Officer & Logistics indicated on Page-2.

30. All inquiries should be forwarded in writing by fax or e-mail. Verbal inquiries will not be considered.

31. Inquiries received less than 5 working days prior to the Proposal closing date cannot be guaranteed any response.

32. All inquiries and answers will be provided to all invitees in writing, regardless of the source of the inquiry.

**Changes from original scope of works:**

33. Wherever items offered which are not exactly in compliance with specifications indicated by UNICEF, or wherever alternatives are offered, it is the Supplier’s responsibility to clearly state in the Proposal full specifications offered and how these differ from the specifications requested by UNICEF.

**Corrections**

34. Erasures or other corrections in the Proposal must be explained and the signature of the Supplier shown alongside.

**Modification and Withdrawal**

35. All changes to a Proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier Proposal, or state the changes from the original Proposal.

36. Proposals may be withdrawn on written, faxed or e-mailed, request received from Suppliers prior to the opening time and date. Negligence on the part of the Supplier confers no right for the withdrawal of the Proposal after it has been opened.

**Validity of Proposals**

37. Proposals should be valid for a period of not less than 90 days after proposal opening, unless otherwise specified in the Specific Terms and Conditions. Suppliers are requested to indicate the validity period of their proposal, as UNICEF may place additional orders against the lowest acceptable proposal if requests for identical equipment are received from our field offices during the proposal validity period. UNICEF may also request the validity period to be extended.

**Rights of UNICEF**

38. UNICEF reserves the right to INVALIDATE any Proposal for reasons mentioned above, and, unless otherwise specified by UNICEF or by the Supplier, to accept any item in the Proposal.
39. UNICEF reserves the right to INVALIDATE any Proposal received from a Supplier who, in the opinion of UNICEF, is not in a position to perform the contract.

40. UNICEF also reserves the right to negotiate with the Supplier(s) who has submitted the best proposal.

41. UNICEF shall not be held responsible for any cost incurred by the Supplier in preparing the response to this RFP.

RFP TERMS AND CONDITIONS

42. This RFP, along with any inquiries and responses there to, and the proposals shall be considered the property of UNICEF and the proposals will not be returned to their originators.

43. In submitting this proposal the Supplier agrees that he will accept the decision of UNICEF as to whether his proposal meets the requirements stated in this RFP.

44. UNICEF reserves the right to:
   45.1 Contact any or all references supplied by the Supplier;
   45.2 Request additional supporting or supplementary data (from the Supplier);
   45.3 Arrange interviews with the proposed Supplier;
   45.4 Reject any or all proposals submitted;
   45.5 Accept any proposals in whole or in part;
   45.6 Negotiate with the most favorable Suppliers;
   45.7 Award contracts to one or more Suppliers for portions of the requirement defined herein.

45. UNICEF will treat in confidence those parts of the RFP proposal that are marked "confidential".

46. Proposals must be signed by an authorized representative of the Supplier in question.

47. UNICEF shall not be held responsible for any costs incurred by the Suppliers in the preparation of their proposal in response to this RFP.

48. No Letter Of Credit or Advance Payment. The Financial Regulations and Rules of UNICEF preclude advance payments and payments by letter of credit, except in special circumstances. Such provisions in a proposal will be prejudicial to its evaluation by UNICEF.

49. At the request and expense of UNICEF, the Supplier shall permit UNICEF and its authorized representatives to have access to, examine and copy during ordinary business hours such books, records and accounts as may be necessary or advisable to enable UNICEF to verify that the Supplier has complied with the terms of any resulting contract.
PAYMENT

50. **UNICEF will make one final payment after satisfactory completion of the training program and submission of all the documents stated in “Documentation” under the “Terms of Reference”.** The payment to the Supplier by UNICEF will be made in cheque payable or a bank transfer in the name of the Supplier. If the Supplier selects the modality of the payment by cheque, the cheque must be collected from UNICEF ISCA office in Amman.

51. UNICEF shall not be responsible for the effect of any exchange rate fluctuation. The Supplier must assume full responsibility for any loss that may occur due to exchange rate fluctuations.

52. If the Supplier fails to complete the above mentioned services, UNICEF shall be entitled to claim in writing liquidated damage and deduct up to 10% of the contract value. The payment or deduction of such liquidated damages shall not relieve the successful Supplier from any of its other obligations or liabilities of the contract.

53. All the correspondences covered under this contract shall be communicated in English only.
Terms of Reference (TOR)

BACKGROUND

Years of conflict and deferred maintenance have degraded Iraq’s infrastructure leaving many Iraqis with little or no access to essential basic services. Even prior to the 2003 war, access to safe water and sanitary services had declined well below the 1991 levels. Post-war the situation has only worsened further. The Iraq Living Conditions Survey 2004 indicates that only 54% of households have access to safe and stable water. Nationwide 36% of households do not have access to improved sanitation facilities. Pools of sewage are a common sight in a number of neighbourhoods (71% of urban respondents report problems with their sewage connection), due to a mal-functioning sewerage system, while untreated wastewater continues to be discharged into rivers and waterways. Currently the available wastewater treatment capacity is less than 17% of the total wastewater generated. Even where the Sewage treatment plants (STP) do exist they are severely under-performing due to years of neglect with most of them acting more as settling basins. Wastewater treatment in the past relied on mechanically intensive processes such as Activated Sludge process, Extended Aeration, and Trickling filters with capacities ranging from as low as 1000 m$^3$/day to as high as 116,000 m$^3$/day. Of late low mechanized treatment schemes employing duckweed based technology have been used in few areas.

An alarming exodus of well qualified professionals from the country in addition to Iraq’s isolation from the rest of the world for over a decade has left the planning and designing skills within the Authorities severely depleted. Though some Water Authority staff have benefited from the training programs supported by UNICEF and other partners in the past, training in the sanitation sector has been rather limited. UNICEF and the Government [Ministry of Municipalities & Public Works (MMPW), Ministry of Municipalities (MM) and the Mayoralty of Baghdad (MoB)] are committed to strengthening the capacities of Government staff to more effectively and efficiently manage the sanitation infrastructure. In this context the proposed training program is expected to bring about a significant improvement in the planning and designing skills of practicing Engineers, particularly at the governorate level.

OBJECTIVES OF THE TRAINING

As mentioned above, the principal objective of the training program is to strengthen the planning/design skills of practicing Engineers at the Governorate level through an improved understanding of:

- Wastewater Characteristics/effluent disposal standards;
- Treatment processes, their types and suitability in different conditions;
- Sizing of wastewater treatment plants;
- Sludge handling and disposal;
- Reuse of wastewater;
- Operational issues;

TOPICS TO BE COVERED

The training program should include the following topics at the minimum. The Training Institute/Agency may include additional topics or arrange the topics in a different order so long as it is relevant to the training program and does not deviate from the main objective.

**Basic Concepts**

- On site and Off-site treatment methods;
- Primary treatment and its purpose;
• Secondary (biological) treatment and its purpose;
• Difference between Anaerobic and Aerobic Processes;
• Decentralized versus centralized treatment of wastewater;
• Typical layout of a wastewater treatment plant;
• Typical Hydraulic flow diagram of a wastewater treatment plant;
• Materials and nutrients balance;
• Determination of efficiency of a wastewater treatment plant;

**Characteristics and Standards**

• Wastewater characteristics and its contents – raw and treated (physical, chemical and biological);
• Common pathogens in wastewater;
• Environmental and Public health impacts of untreated wastewater;
• Effluent disposal standards (land, water and sea);
• Standards for wastewater reuse;

**Wastewater treatment and sludge disposal**

• Detailed description of wastewater treatment processes (Activated Sludge process, Trickling filters, Rotating Biological Contactors, Aerated lagoons, Stabilisation ponds, constructed wetlands etc.) along with their effectiveness in removing undesirable pollutants;
• Comparison between mechanized and non-mechanized wastewater treatment process;
• Sludge (characteristics, estimation of quantity generated for different processes, etc.);
• Comparison between various sludge treatment methods (land requirement, manpower, cost implications, etc.);
• Reuse of wastewater – potential, advantage, process additions, cost implications and regulatory requirements;
• Over view of wastewater treatment in the Middle East region with examples (field visits to wastewater treatment plants in Jordan to be arranged);

**Planning Considerations**

• Planning horizon;
• Design Population;
• Raw wastewater characteristics;
• Applicable effluent disposal standards;
• Estimation of wastewater flows (domestic, industrial, institutional etc.);
• Power availability;
• Land availability;
• Site selection for locating a wastewater treatment plant (including the need for an environmental impact assessment);
• Sludge disposal arrangements;
• Odour;
• Overflow/bypass arrangement;
• Standby/redundancy considerations;
• Possibility of upgrading existing wastewater treatment capacity;
• Availability of trained man power;
Techno-economic comparison of wastewater treatment processes to select the most appropriate alternative;

**Design Aspects**
- Design flow (minimum, average and peak);
- Design of Primary treatment units (screens, grit chambers, skimming tanks, primary settling tanks etc.);
- Design of Biological treatment units (with particular focus on Activated Sludge Process, Extended Aeration, Trickling Filters, Stabilization Ponds, Constructed wet lands);
- Hydraulics involved in the wastewater treatment plant;
- Hydraulic design of waste water treatment;
- Instrumentation for flow measurement and process monitoring;
- Design of sludge handling system (sizing of sludge drying beds/ mechanical equipment);

**Cost Estimation**
- Capital works (Civil, Mechanical & Electrical works);
- Recurrent costs (power charges, sludge disposal cost, staff costs, chemicals, spare parts, maintenance charges etc.);
- Estimate yearly budget for operating a wastewater treatment plant;

**Operational Considerations**
- Performance evaluation of various units;
- Trouble shooting with particular focus on Activated Sludge Process, Extended Aeration and Trickling Filters;
- Standard procedures for operating Sewage Treatment Plant;
- Tools and Plant needed for routine maintenance;
- Laboratory requirements;
- Staffing requirements;
- Ventilation/ odour control at wastewater treatment plants;

**METHODOLOGY OF TRAINING**
The training program should encourage participatory learning through case studies, video films and interactive discussions and supplemented by field visits. The training program should give enough opportunity to the participants to practice on design exercises. Each participant will be evaluated against a set of questions (to be developed by the Training Institute/ Agency and approved by UNICEF) at the beginning of the course and after the completion of the course to determine the knowledge gained by the participants.

**DOCUMENTATION**
Each participant should be provided with handouts, copies of useful literature and other technical information including CDs. Five sets of the above documents including CDs shall be provided to UNICEF for its records. At the end of the training programme a final report should be submitted by the Training Institute/ Agency comprising the Agenda, CVs of the trainers, salient features of the training programme, suggestions and recommendations for further consideration, assessment of the participants’ evaluation (pre and post training), photos taken during the classroom and field visit sessions and evaluation of the training programme by the participants.
LANGUAGE OF INSTRUCTION
The courses shall be conducted in Arabic/ English language. Training materials and other literature/ technical information provided should be in English. Where available their Arabic versions should also be included.

PARTICIPANTS
Engineers preferably Civil Engineering graduates with experience in the planning/ implementation of wastewater facilities. About 18 participants from different parts of Iraq will participate in the training program.

DURATION
Maximum duration shall be limited to 15 days (12 working days). Not more than 20% of the duration shall be dedicated to field visits.

LOCATION
The training program will be conducted in Amman, Jordan with needed field trips (such as visit to Waste water treatment plants e.g. Al Samra Wastewater Treatment Plant) inside/ outside Amman.