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In reply please
Refer to: Request for Proposal (RFP/GEF/2013/01)

Amman, 29 July 2013

Dear Prospective Bidder,

Bid Ref: RFP/GEF/2013/01

You are invited to submit a proposal for the above subjective RFP for the World Health Organization, WHO/CEHA, in accordance with the attached documents.

Subject: RFP/GEF/2013/01 for the provision of National Consultants Services to **perform a stakeholder analysis and a pilot study for the safe use of treated wastewater in agriculture based on the WHO 2006 Guidelines for the Safe Use of Wastewater in Agriculture** under the jointly implemented by the Global Environment Facility, WHO/CEHA and the United Nations Development Programme "Piloting Health Adaptation to Climate Change".

Executive Summary

This RFP is issued to select an institution (or prime recipient institution with designated subcontractors) to **perform a stakeholder analysis and a pilot study for the safe use of treated wastewater in agriculture based on the WHO 2006 Guidelines for the Safe Use of Wastewater in Agriculture**. This is achieved through establishing effective barriers that allow the safe use of wastewater subjected to different level of treatment and ensuring safe direct wastewater effluent reuse in agriculture takes into aspect local settings and prevalent environmental conditions, as per enclosed Terms of References (TORs).

The successful institution will be expected to demonstrate skills and extensive experience in all aspects of wastewater reuse in agriculture. Additionally, successful institutions must demonstrate their knowledge and experience in 'wastewater safety plans' approach to ensure high quality of produce.

Instructions to Bidder and Timeline

This RFP consists of the following:

- 1- Introduction
- 2- Term of References
- 3- Instructions to Bidders
- 4- Opening and Evaluation of Proposals
- 5- Award Criteria, Award of Contract
- 6- General and Contractual Conditions
- 7- Personnel

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TIMELINE:

- 1) No later than 15:00 hours, Jordan Local Time, on 22 August 2013, the bidder must submit by registered mail or special courier or hand to WHO/CEHA:
 - a) The enclosed RFP/GEF/2013/01 Proposal Submission.doc form (Annex 1 of the RFP) signed as confirmation of the bidder's intention to submit a proposal and designate its representative to whom communications may be directed, including any addenda; and
 - b) The enclosed RFP/GEF/2013/01 Confidentiality.doc form (Annex 2 of the RFP) signed.
 - c) Proposals must be received at WHO/CEHA at the address specified in section 3.8 Sealing and Marking of Proposals of the RFP/GEF/2013/01.

- Mail for submissions of proposals:

World Health Organization
Regional Center for Environmental Health Action
WHO- CEHA
P.O. Box 926967
Amman 11190, Jordan

- 2) A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO/CEHA via email at the following address.

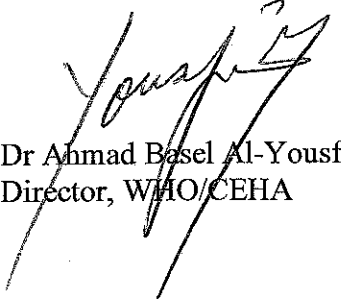
- Email for submissions of all queries: ceha@ceha.emro.who.int (use subject: Bid RFP/GEF/2013/01).

The WHO/CEHA Team will respond in writing (via email only) to any request for clarification of the RFP that it receives prior to the closing date of the proposal. A consolidated document of WHO/CEHA response to all questions (including an explanation of the query but without identifying the source of enquiry) will be posted to its website. Questions are to be submitted in the format "Paragraph Number- Questions"

- 3) Each Bidder must submit **3 copies** of a separate Technical Proposal addressing all of the technical issues contained within this RFP along with **3 copies** of a separate Cost Proposal addressing all of cost and pricing factors contained within this RFP. Both Technical and Cost will be the determining factors in our selection therefore, each proposed work-plan and cost-requirements should contain the Bidder's best terms. WHO/CEHA reserves the right (but is not under obligation) to enter into discussions with one or more Bidders in order to obtain clarifications or additional detail on the specifications of the equipment, budget, or other aspects related to this RFP. Bidders are requested to hold their proposal valid for 60 days from the deadline for submission. WHO/CEHA will make its best effort to select a firm/institution within this period.
- 4) Offers should be submitted in English in a format that is adherent to the outline. Each Bidder must submit the Technical Proposal and the Cost Proposal in separate binders (and as separate electronic documents). Prices or rates (in USD/JOD) submitted as part of the Cost Proposal shall not appear in any other part of the proposal to ensure that the Technical and Cost Proposals can be evaluated independently. Proposals received in any other manner will be invalidated.
- 5) This letter and sections shall not be construed as a contract or a commitment of any kind. This request for proposals in no way obligates WHO/CEHA to fund or award a contract, nor does it commit WHO/CEHA to pay any cost incurred in the preparation of the proposal.
- 6) WHO/CEHA may, at its discretion, extend the deadline for the RFP or revise the terms of reference by issuing a modification to this RFP.

- 7) WHO/CEHA may award one or more contracts on the basis of initial proposals received, without discussions or negotiations.
- 8) Evaluation of proposals and selection of a vendor will be performed in accordance with the Requests for Proposal (RFP).

Yours Sincerely,



Dr Ahmad Basel Al-Yousfi
Director, WHO/CEHA