



DETAILED REQUEST FOR PROPOSALS DOCUMENT

Feasibility study, detailed design and construction supervision of three climate-resilient faecal sludge treatment plants in the Mpologoma catchment under the CARFEWW project

1.0 INTRODUCTION

The Ministry of Water and Environment (MWE), as the Implementing Entity, has received funding from the Adaptation Fund to implement the CARFEWW Project, with WaterAid Uganda serving as the Executing Entity.

The project is titled “Enhancing Community Adaptation to Climate Change through Climate Resilient Flood Early Warning, Catchment Management and WASH Technologies in Mpologoma Catchment (CARFEWW)”.

WaterAid Uganda invites qualified consulting firms or consortia to submit proposals for consultancy services to support the development of three climate-resilient Faecal Sludge Treatment Plants (FSTPs) in the Mpologoma Catchment.

Site note: *The final locations of the three FSTPs have not yet been confirmed. Bidders should prepare their technical and financial proposals on the basis that the assignment will cover three sites within the Mpologoma Catchment. Final site identification and confirmation will form part of the feasibility and site assessment phase, to be undertaken in consultation with WaterAid Uganda, MWE, District Local Governments and Town Councils.*

These Terms of Reference form part of the Request for Proposals package and should be read together with the WaterAid Uganda Request for Proposal (RFP) form. The RFP form provides the proposal submission instructions, procurement conditions and administrative requirements, while this ToR provides the technical scope, deliverables, required expertise and evaluation criteria for the assignment.

2.0 BACKGROUND

The Mpologoma Catchment is experiencing increasing pressure from population growth, urbanisation, and environmental degradation. Small towns in the catchment rely heavily on on-site sanitation systems yet lack adequate facilities for safe faecal sludge treatment. As a result, faecal waste is often disposed of unsafely, posing serious risks to public health, water resources, and ecosystems.

These challenges are further compounded by frequent flooding, landslides, and high groundwater levels, which damage sanitation infrastructure and disrupt services.

To address this gap, the CARFEWW Project will support the development of three (3) climate-resilient Faecal Sludge Treatment Plants (FSTPs), designed to function effectively under extreme climatic conditions and provide sustainable faecal sludge management services.

This consultancy will play a critical role in ensuring that these facilities are properly planned, designed, and implemented to meet technical, environmental, and operational standards.

3.0 OBJECTIVE OF THE ASSIGNMENT

To support the development of three climate-resilient FSTPs in the Mpologoma Catchment that safely treat faecal sludge, maintain functionality during climate-related shocks such as floods and landslides, and strengthen local operation and maintenance (O&M) capacity.

3.1 Specific Objectives:

1. Conduct integrated feasibility studies to confirm suitable sites, technologies, capacities, and overall viability.
2. Prepare detailed, climate-resilient engineering designs aligned with MWE standards.
3. Undertake life cycle costing to ensure long-term financial sustainability.
4. Recommend sustainable business and operational models for service delivery.
5. Provide technical support during procurement and bid evaluation.
6. Supervise construction and commissioning to ensure quality, compliance, and performance.

7. Establish O&M systems and build local capacity for resilient, sustainable operations.

4.0 SCOPE OF SERVICES

The Consultant will undertake a comprehensive and integrated scope of services covering the full project lifecycle. The work shall be implemented in close coordination with WaterAid Uganda, MWE and Local Governments. Activities are expected to include the following:

- Conduct integrated feasibility studies, including demand assessment, site assessments, site selection, climate risk assessment and technology options analysis
- Prepare detailed climate-resilient engineering designs, drawings, technical specifications, Bills of Materials and cost estimates
- Undertake lifecycle costing to ensure long-term financial sustainability
- Develop suitable business and operational models
- Provide procurement support, including preparation of technical specifications, tender documentation and support to bid clarifications/evaluation
- Supervise construction to ensure quality, compliance with approved designs, environmental and social safeguards, and implementation of climate-resilient features
- Oversee testing, commissioning and handover of facilities, including as-built drawings, O&M manuals and handover documentation
- Deliver capacity building, operational support and O&M strengthening for relevant stakeholders
- Provide post-construction and post-commissioning technical backstopping during the Defects Liability Period.

Each component of the scope shall result in deliverables outlined in Section 5.0.

5.0 DELIVERABLES

The Consultant shall deliver phase-based outputs to track progress and support payments, including inception, feasibility and site assessment reports, detailed design outputs, tender documentation, supervision and quality assurance reports, commissioning and handover documentation, and post-commissioning

support reports. All deliverables shall be submitted in agreed formats, including editable digital copies.

Phase	Deliverable	Payment percentage	Timing
Inception	Inception Report, including methodology, work plan, stakeholder engagement plan, risk matrix and confirmed deliverables schedule (3 printed copies and soft copy covering the three sites).	10%	3 weeks
Feasibility	Feasibility Study, Site Assessment and Draft Design Reports for the three FSTP sites, including demand assessment, site suitability, climate risk assessment, technology options and preliminary costing.	15%	Months 2-3
Design	Detailed Design Reports for the three FSTPs, including engineering drawings, technical specifications, Bills of Quantities, cost estimates, climate-resilience measures and safeguard inputs.	10%	Months 3-4
Procurement	Complete tender documentation for procurement of works contractors, including technical specifications, drawings, BoQs, engineer's estimates and technical inputs for	5%	Months 4-6

	bidder clarifications/evaluation.		
Supervision	Monthly Construction Supervision and Quality Assurance Reports, including progress, quality, safeguards, health and safety, risk and issue tracking (1 hard copy and soft copy).	45%	Months 7-14
Commissioning	Commissioning, Handover and Operational Readiness Package, including testing results, as-built drawings, O&M manuals, training records and handover documentation.	10%	Month 15
Post-Commissioning Support	Post-Commissioning Technical Backstopping Reports, including operational performance, defects follow-up, capacity support and final technical support report.	5%	Up to 6-12 months after commissioning

5.1 Payment terms

Payments shall be linked to the successful completion and approval of deliverables:

- Payments will be made upon acceptance by WAU
- Deliverables must meet agreed standards
- Payments will be processed within 30 days

6.0 Duration of the assignment

The assignment is expected to be carried out over an estimated period of 15 months, covering feasibility, design, procurement, construction and supervision phases.

An additional 6 to 12 months will be considered for post-commissioning technical support.

7.0 Detailed Tasks

This section outlines the detailed tasks to be undertaken by the Consultant across different phases of the assignment.

Inception report

Prepare an Inception Report outlining the approach, work plan, timelines, team roles, key deliverables, and initial understanding of project requirements and risks.

Feasibility Studies and Site Assessments:

Conduct feasibility studies and site assessments to assess technical, environmental, social and financial viability, including sludge demand, site suitability, technology options and climate risks such as flooding, landslides and high groundwater levels.

Detailed Engineering Design:

Prepare detailed, climate-resilient engineering designs, including drawings, technical specifications, Bills of Quantities and cost estimates, incorporating flood protection, drainage, groundwater control and modular/scalable expansion.

Life Cycle Costing and Business Models:

Undertake life-cycle cost analysis and propose financially sustainable business and operational models suited to local contexts

Procurement Support:

Prepare tender documents, including specifications, drawings, Bills of Quantities and cost estimates, and provide technical support during procurement, including pre-bid clarifications and bid evaluation.

Construction Supervision:

Supervise construction to ensure compliance with designs, quality standards, and environmental and safety requirements, including proper implementation of climate-resilient features.

Commissioning and Handover:

Support testing and commissioning, confirm operational readiness, and prepare as-built drawings, O&M manuals and handover documentation.

Capacity Building and Post-Commissioning Support:

Develop and deliver capacity building for operators, Local Governments and relevant stakeholders; establish O&M systems; provide post-commissioning technical backstopping; and prepare related capacity building and technical support reports.

8.0 Reporting and Coordination

- The Consultant reports to the CARFEWW Project Manager with technical oversight from MWE (WSDF-E).
- A Joint Technical Review Panel (WAU/MWE) will review and approve Feasibility, Designs, and key supervision milestones

9.0 Client's responsibility

WaterAid Uganda shall provide overall support to facilitate the effective implementation of this assignment. This includes making available relevant data and documentation, coordinating engagement with key stakeholders, and supporting access to required permits and approvals where applicable. WaterAid will also ensure timely review and feedback on submitted deliverables to support smooth progress of the assignment.

10.0 Project sites

The assignment will focus on three (3) Faecal Sludge Treatment Plants within the Mpologoma Catchment. The final locations have not yet been confirmed and will be determined during the feasibility phase. The Consultant will support screening, assessment and confirmation of suitable sites in consultation with WaterAid Uganda, MWE, District Local Governments and Town Councils. Site

selection shall consider faecal sludge generation potential, land availability, accessibility for desludging services, environmental and social risks, climate hazards, flood and landslide exposure, groundwater conditions and readiness of local governments to host the infrastructure.

11.0 Environmental and Social Safeguards

The Consultant shall integrate environmental and social considerations throughout the assignment to ensure sustainable and compliant project implementation. This includes adherence to national regulations (such as NEMA requirements) and applicable donor safeguard frameworks. The Consultant shall prepare appropriate safeguard instruments, including ESMPs and, where necessary, support ESIA processes. Active stakeholder engagement and consultation shall be undertaken at all stages to identify, mitigate, and manage potential environmental and social impacts

12.0 ETHICAL CONDUCT, SAFEGUARDS AND ZERO-TOLERANCE REQUIREMENTS

The Consultant shall conduct all activities under this assignment with the highest standards of professional ethics, integrity, and respect for the rights and dignity of all persons. Given the community-based nature of the CARFEWW Project and the involvement of vulnerable populations in flood- and landslide-affected areas, the following ethical and safeguarding obligations shall apply throughout the duration of the contract:

Zero-Tolerance for Fraud, Corruption and Misconduct

The Consultant and all associated personnel must follow a strict zero-tolerance policy against fraud, corruption, and unethical practices. Any violation during project activities will lead to immediate contract termination and possible legal action by WAU/MWE

Prevention of Sexual Exploitation, Abuse and Harassment (PSEA/H)

The Consultant must follow WaterAid's safeguarding and PSEA standards by prohibiting any form of sexual misconduct, ensuring all field staff are trained on PSEA before deployment, and reporting any safeguarding concerns to the Client within 24 hours.

Child Protection and Vulnerable Person Safeguards

The Consultant must ensure that no child (below 18 years) or vulnerable person is exposed to harm, intimidation, exploitation, or undue risk because of project activities. Field interactions, particularly during surveys, stakeholder consultations, and supervision activities, must follow strict child-safe procedures.

Conflict of Interest Disclosure

The Consultant shall declare any actual, potential, or perceived conflict of interest related to site selection, technology options, procurement support, or supervision of works. Failure to disclose relevant conflicts may result in disqualification or contract cancellation.

Data Protection, Privacy and Confidentiality

All data collected, including surveys, geotechnical test results, stakeholder information, community feedback, GIS layers, and photographs, shall be treated as confidential and used exclusively for purposes of this assignment. No data shall be shared with third parties without prior written approval from WAU/MWE.

Respectful and Ethical Community Engagement

The Consultant must conduct all fieldwork respectfully and transparently, ensuring inclusive engagement with communities, especially women, persons with disabilities, and marginalized groups, and strictly follow established community entry protocols by WAU, MWE, and District Local Governments.

Health, Safety and Security Conduct Requirements

The Consultant must ensure staff follow safety protocols, including proper use of PPE, safe site access, and emergency procedures, particularly in high-risk areas. Staff must avoid any reckless behaviour that could endanger themselves or others.

Non-Discrimination and Inclusion

The Consultant shall uphold principles of gender equality, disability inclusion, and non-discrimination in all activities, including hiring of field teams, stakeholder consultations, and training engagements.

Consequences of Non-Compliance

Non-compliance with any of the ethical or safeguarding standards outlined in this section shall result in corrective actions, suspension of field activities, or termination of the contract. Serious violations may be reported to relevant authorities for further action.

13.0 CONSULTANT REQUIREMENTS

Given the Mpologoma Catchment's flood and landslide risks, the Consultant must demonstrate strong multidisciplinary expertise in climate-resilient infrastructure design and supervision, in line with MWE standards. The assignment is open to qualified consulting firms or consortia.

13.1 Firm / Consortium Experience Requirements

The Consulting Firm/Consortium must demonstrate the following minimum qualifications:

- Completion of at least three (3) similar assignments in the last ten (10) years involving feasibility studies, detailed design, and/or construction supervision of faecal sludge treatment plants (FSTPs), wastewater treatment facilities, or related WASH infrastructure
- Proven experience in climate-resilient sanitation or water infrastructure projects, particularly in flood-prone, high groundwater, or environmentally sensitive areas
- Demonstrated experience working in contexts like the Mpologoma Catchment, including areas affected by floods, landslides, or rapid urbanisation
- Proven track record of working with government institutions and development partners, including Ministries, Water Authorities, Local Governments, or similar entities
- Demonstrated capacity to integrate climate risk assessment and resilience measures; Full FSM service chain (containment, emptying & transport, treatment, and reuse/disposal) and Environmental and social safeguards
- Strong internal quality assurance/quality control (QA/QC) and project management systems.

13.2 Required Professional Team and Minimum Qualifications

Given the scope of work, covering feasibility studies, climate risk assessment, environmental and social safeguards, detailed design, procurement support, construction supervision, commissioning, and capacity building, the Consultant shall propose a multidisciplinary team.

The team must adequately cover technical, environmental, financial, institutional, and social aspects of faecal sludge management (FSM), ensuring a comprehensive and integrated approach to project delivery.

1. Team Leader / Senior Sanitation Engineer

- Overall coordination and management of the assignment
- Lead feasibility studies and detailed design process
- Ensure integration of all technical inputs
- Liaise with MWE, WAU, and local governments

Minimum Qualifications:

- Master's degree in Sanitary Engineering, Environmental Engineering, Water Engineering, or related field
- At least 10–15 years of relevant experience
- Proven experience in design and supervision of wastewater or faecal sludge treatment facilities.

2. Faecal Sludge Management (FSM) / Wastewater Treatment Specialist

- Assess sludge generation and treatment requirements
- Recommend appropriate treatment technologies
- Develop process designs and operational requirements

Minimum Qualifications:

- Degree in Environmental Engineering, Sanitary Engineering, or equivalent
- At least 8 years of experience in FSM or wastewater treatment
- Experience in low-cost and nature-based systems is desirable

3. Climate Resilience and Hydrology Specialist

- Undertake flood, erosion, and climate risk assessments
- Evaluate site vulnerability to floods and landslides
- Recommend climate-proofing measures

Minimum Qualifications:

- Degree in Hydrology, Water Resources Engineering, Climate Science, or related field
- At least 8 years of relevant experience
- Experience in climate-resilient infrastructure design

This position is considered a key expert role due to the climate resilience focus of the project.

4. Geotechnical and Hydrogeological Engineer

- Conduct geotechnical investigations
- Assess groundwater conditions and soil stability
- Advise on foundation design and groundwater protection

Minimum Qualifications:

- Degree in Geotechnical Engineering, Geological Engineering, or equivalent
- At least 7 years of relevant experience

5. Environmental and Social Safeguards Specialist

- Conduct environmental and social screening
- Prepare ESMP recommendations
- Lead stakeholder engagement and safeguards compliance.

Minimum Qualifications:

- Degree in Environmental Science, Environmental Management, Sociology, or related field
- At least 8 years of experience in E&S safeguards
- Familiarity with NEMA requirements and donor safeguard frameworks

6. Financial and Business Model Specialist

- Conduct financial viability analysis
- Undertake Life Cycle Costing (LCC)
- Develop sustainable business and operational models
- Assess tariffs, revenue streams, and cost recovery

Minimum Qualifications:

- Degree in Economics, Finance, Business Administration, or related field
- At least 7 years of experience in infrastructure finance or utility business planning

This role is critical to ensure long-term financial sustainability of FSTP operations.

7. Institutional Development / Capacity Building Specialist

- Assess capacity of Town Councils and operators
- Develop O&M frameworks and staffing structures
- Design training and institutional strengthening programmes

Minimum Qualifications:

- Degree in Public Administration, Institutional Development, Management, or related field
- At least 7 years of relevant experience

8. Civil/Structural Engineer

- Undertake structural design of treatment units, buildings, retaining walls, and flood protection works
- Review contractor methodologies during construction
- Support construction supervision activities

Minimum Qualifications:

- Degree in Civil or Structural Engineering
- At least 8 years of relevant experience in infrastructure design and supervision.

14.0 INSTRUCTIONS TO CONSULTANT

The following instructions are provided to guide Consultants in the preparation and submission of responsive proposals and to ensure a transparent and fair procurement process.

14.1 General Requirements

- Consultants are advised to carefully review all sections of this RFP and ensure full compliance with the requirements.
- Failure to furnish all required information or submission of a non-responsive proposal may result in disqualification.
- All proposals must be submitted in the English language.

14.2 Proposal Structure and Submission

- Proposals shall consist of two separate parts:
 - Technical Proposal
 - Financial Proposal
- The Technical Proposal shall not contain any financial information. Inclusion of financial details in the technical submission will result in disqualification.
- The Financial Proposal shall be submitted separately and clearly labelled.
- Proposals must be properly signed by an authorised representative of the Consultant.

14.3 Preparation of Technical Proposal

The Technical Proposal should demonstrate a clear understanding of the assignment and include:

- Detailed methodology and work plan aligned with the Terms of Reference (ToR).
- Description of relevant experience in similar assignments.
- Composition of the proposed team, including roles, responsibilities, and signed CVs of key experts.

- Approach to climate resilience, environmental and social safeguards, and risk management.
- Quality assurance and quality control (QA/QC) mechanisms.
- Stakeholder engagement and communication strategy.

14.4 Preparation of Financial Proposal

- The Financial Proposal must provide a detailed breakdown of costs, including personnel, logistics, fieldwork, and all other relevant expenses.
- Costs shall be presented in a clear and consistent format, with a direct linkage to proposed activities.
- All applicable taxes, duties, and levies must be clearly indicated.
- The financial proposal shall remain valid for the period specified in the RFP.

14.5 Consortiums and Subcontracting

- Consultants may submit proposals as a consortium or joint venture to meet the multidisciplinary requirements of the assignment.
- The lead firm must be clearly identified, and the roles and responsibilities of each partner must be defined.
- Any subcontracting arrangements must be clearly stated in the proposal.

14.6 Conflict of Interest

- Consultants shall disclose any actual or potential conflict of interest that may affect their participation.
- A Consultant found to have a conflict of interest may be disqualified.

14.7 Clarifications and Amendments

- Any request for clarification shall be submitted in writing not later than 5 working days before the proposal submission deadline.
- Responses to requests for clarification, as well as any amendments to the RFP, shall be communicated in writing to all prospective Consultants through wauprocurement@wateraid.org

14.8 Validity of Proposals

- Proposals shall remain valid for a period of one hundred and twenty (120) days from the submission deadline
- The Client reserves the right to request an extension of the validity period where necessary.

14.9 Confidentiality

- Information relating to the evaluation of proposals and recommendations for award shall not be disclosed to consultants until the award of contract has been communicated.

14.10 Client's Rights

The Client reserves the right to:

- Accept or reject any proposal without assigning reasons
- Annul the procurement process at any stage
- Request additional information or clarification from consultants

15.0 EVALUATION CRITERIA

Proposals will be evaluated based on quality and cost. Only proposals meeting minimum technical requirements will proceed to financial evaluation. The following criteria will be used.

15.1 Technical evaluation (100)

A. Specific Experience of the Consultant (Firm/Consortium) – 20 Points

- Experience in similar assignments (FSM, wastewater treatment, WASH infrastructure): 10 points
- Experience in climate-resilient infrastructure (flood-prone, high groundwater, environmentally sensitive areas): 5 points
- Experience with government institutions and donor-funded projects: 5 points

B. Adequacy and Quality of Methodology and Work Plan – 25 Points

1. Technical Approach and Methodology – 15 Points
 1. Understanding of the ToR and local context: 5 points

2. Soundness, completeness, and practicality of the approach: 5 points
3. Integration of climate resilience and risk mitigation measures: 5 points
2. Work Plan – 5 Points
 1. Realism and feasibility of proposed timeline: 3 points
 2. Logical sequencing of activities and deliverables: 2 points
3. Organisation and Staffing – 5 Points
 1. Clarity of roles and responsibilities: 3 points
 2. Adequacy and balance of team composition: 2 points

C. Qualifications and Competence of Key Experts – 45 Points

Position	Points (45)
Team Leader / Senior Sanitation Engineer	10
FSM / Wastewater Treatment Specialist	8
Climate Resilience & Hydrology Specialist	5
Geotechnical / Hydrogeological Engineer	5
Environmental & Social Safeguards Specialist	5
Financial & Business Model Specialist	4
Institutional Development / Capacity Specialist	3
Civil / Structural Engineer	5

D. Transfer of Knowledge and Capacity Building – 5 Points

1. Quality and relevance of proposed training programme: 3 points
2. Sustainability of capacity development approach: 2 points

E. Participation of National Experts – 5 Points

Inclusion and meaningful participation of qualified national experts in key roles: 5 points.

A minimum technical score of **70** points out of **100** is required for a proposal to be considered technically responsive. Proposals scoring below this threshold shall not proceed to financial evaluation.

This ensures that only consultants with adequate technical capacity, relevant experience, and sound methodologies are considered for selection.

15.2 Financial Evaluation

Financial proposals will be opened only for consultants who meet the technical threshold. The lowest evaluated financial proposal will receive the highest score, and other proposals will be scored proportionally using the formula:

$$F = (\text{Lowest Financial Proposal} / \text{Evaluated Financial Proposal}) \times 100$$

15.3 Combined Evaluation (QCBS)

The final ranking will be based on a weighted combination of technical and financial scores as follows:

- Technical Score (T): 80%
- Financial Score (F): 20%

The firm achieving the highest combined score will be invited for contract negotiations.

16.0 PROCUREMENT PROCESS

The selection will be carried out through a competitive and transparent procurement process. Proposals will be reviewed by an evaluation committee to ensure compliance with the requirements and to identify the most technically qualified and cost-effective Consultant.

The selected consultant will subsequently be invited to enter contract negotiations.

17.0 SUBMISSION INSTRUCTIONS

Interested consultants should submit separate Technical and Financial Proposals electronically to wauprocurement@wateraid.org. The Technical Proposal and Financial Proposal should be submitted as two separate PDF documents, in accordance with the instructions in the RFP.

Bidders should clearly indicate the tender reference number **WAU/RFP/2026/001** in the email subject line.

Deadline: Wednesday, 9 September 2026 at 5:00 PM East Africa Time (EAT)