

CALL FOR PROPOSAL

Finding Climate Adaptation Research and Innovation
Opportunities in Humanitarian WASH Response

November 2023

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0 Introduction

0.1 Overview of Elrha

Elrha is a global charity that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

We equip humanitarian responders with knowledge of what works, so that people affected by crises get the right help when they need it most. We have supported more than 200 world-class research studies and innovation projects, championing new ideas and different approaches to evidence what works in humanitarian response.

Our Programmes

Elrha has two successful humanitarian programmes; [Research for Health in Humanitarian Crises](#) (R2HC) and the [Humanitarian Innovation Fund](#) (HIF).

0.2 Background and rationale

In 2023, Elrha launched its '[Shaping the Future](#)' strategy. One of the key pillars of this strategy is addressing critical challenges through long-term collective research and innovation efforts. The climate crisis is a critical challenge facing the Humanitarian WASH sector. It is now estimated that 3.6 billion people live in areas highly susceptible to climate change, and that half the world's population currently experience severe water scarcity for at least part of the year ([IPCC, 2023](#)). Not only are there severe, direct impacts requiring humanitarian response – increased flooding, storms, heatwaves, drought – but there are also significant secondary effects such as migration, reduced food security and conflict. These changes will also pose huge public health risks to crisis affected populations. In the last decade the death rate from extreme weather events was 15 times higher than in less vulnerable ones ([WHO, 2023](#)).

Elrha has been working in humanitarian WASH for over 10 years, building a diverse portfolio of innovative solutions and research that cover water, sanitation and hygiene issues. We have accompanied a number of solutions from inception to being used at scale in humanitarian responses and want to see the impact of our innovation grants continue to grow in the future.

To this end, Elrha is looking to commission a new piece of research to identify research and innovation (R&I) opportunities in the climate adaptation of WASH humanitarian responses. In the next 10-20 years, the challenges faced by those affected by crisis due to climate change are going to be immense and unpredictable, and effective, focussed research and innovation will be essential in supporting the humanitarian WASH sector to respond to this challenge.

This project will take a 'futures' and foresight approach to explore how the climate crisis will affect the areas of WASH in which Elrha has been working over the past decade, using tools such as forecasting, scenario planning and trends analysis. The health impacts of not addressing the impacts of climate on WASH responses will also be assessed, as well as how research and innovation could be used to link innovative solutions to improved public health outcomes.

1 Scope of the Finding Climate Adaptation Research and Innovation Opportunities in Humanitarian WASH Response Procurement

1.1 Strategic Context

Over the past decade, Elrha has used Gap Analyses and Research Prioritisation exercises to identify the gaps in humanitarian responses where research and innovation could have the most impact. The [2021 WASH Gap Analysis](#) consulted over 2,450 respondents, including both practitioners and people affected by crisis. Over 2000 gaps were highlighted, with four key areas emerging: the need for water supply and provision, sanitation access and coverage, weak hygiene practices and knowledge, and solid waste management.

In 2023 the R2HC published the [WASH Research Agenda](#), which ranks 130 research questions that the sector would prioritise over the coming years, based on consultation with practitioners and researchers. Three of the identified questions are directly related to the climate crisis:

- What designs or adaptations are required for climate change-resilient water supply and sanitation infrastructure that are appropriate and effective in humanitarian contexts?
- What WASH interventions are available, adaptable and effective at improving household resilience to climate change induced shocks (eg, floods, droughts) in crises?
- How can climate change actions be effectively integrated into WASH in crises programmes?

Analysis across these two documents highlights overlaps in a number of areas, including water supply and provision, water supply planning, hygiene behaviours and knowledge and the quality of sanitation services.

To understand which areas should be explored for research and innovation opportunities in climate adaptation of responses, both the Gap Analysis and Research Agenda were analysed for references to climate impact. The issues most mentioned across the two studies related to possible climate impacts were largely around the **management of water resources** and the **impact of water quality and availability on sanitation and hygiene activities**.

Through this analysis we were also able to identify the types of extreme weather events most frequently reported by respondents – floods, droughts and seasonality. This aligns with the global climate studies showing that extreme climate events and compound events such as heatwaves, heavy precipitation and droughts are increasing, with vulnerable communities being disproportionately affected ([IPCC, 2023](#)).

As a result of these studies and analysis, and discussions with WASH experts, we have identified four areas that we would like to evaluate to understand the challenges that the climate crisis will bring and how research and innovation may respond (see table 1 below). Within these broad areas there are a number of possible sub-themes as listed below. The initial part of the work will consist of exploring these sub-themes and selecting some to pursue in greater depth.

Table 1: Main themes and sub-themes to be explored for research and innovation opportunities in climate adaptation

Main theme	Suggested sub-themes to be explored
A) Water supply and provision	Treatment, storage, reuse, water quality monitoring, water supply planning
B) Safely managed sanitation	Treatment, transport and disposal of faecal sludge
C) Weak Hygiene Practices and knowledge	Hand hygiene, solid waste management
D) Cross-cutting WASH	Capacity building of responders, sustainable sanitation and water management, prevention of diarrheal disease transmission, vector control

The research will also take a systems approach, meaning that it will explore how these different innovation and research areas (A-D) could connect and impact each other, rather than considering them in isolation.

1.2 Scope of humanitarian interventions

The scope of the research is on adaptation of tools and solutions for acute response and severe crisis settings (as opposed to climate mitigation, anticipatory action, disaster risk reduction activities). Severe crises are increasingly triggered or driven by extreme weather events such as drought/flooding/increased climate variability, meaning that the sector needs solutions adapted to these responses and modes of working that allow it to respond in a more agile and responsive way.

1.3 Aims and objectives

This project has two objectives:

1. **Identifying challenges and public health impacts.** Establish what challenges an increase in extreme weather events may bring to WASH humanitarian responses in each area (A-D) in the next 10-20 years and the possible associated public health risks.
2. **Identifying research and innovation opportunities.** Evaluate these challenges to identify those that may represent good R&I opportunities (using elements of [Elrha's Exploring Problems for Innovation Opportunities](#) methodology).

The ultimate aim of the project is to identify 8-12 areas where research and innovation could have a significant impact on adapting existing solutions to be more climate resilient in the next 10-20 years. These will be areas where research and innovation can work together to improve responses to climate-related responses (ie. as opposed to areas that would only benefit from research OR innovation). Where feasible, these areas will be built out into possible research and innovation challenge or call designs for Elrha to launch in the coming years.

1.4 Budget

The available budget for this work is **£40,000** including UK VAT but excluding any taxes that overseas suppliers may be liable for outside the UK. We have additional funding for the report production costs, so this does not need to be included in the consultants' budget.



2 Instructions for Submitting a Proposal

2.1 Indicative Procurement Timetable

	Task	Date
1	Call for Proposal (CFP) issued	27 Nov
2	Deadline for return of Proposals	15 Dec
3	Evaluation of Proposals	18-22 Dec
4	Expected dates for interviews with short listed bidders	4 Jan – 12 Jan
5	Contract awarded (pending due diligence and contracting)	15 Jan
6	Due diligence and contracting	15 Jan- 12 Feb
7	Contract start	12 Feb

Elrha reserves the right to amend the procurement timetable.

2.2 General Call For Proposals Information

- 2.2.1 These instructions are issued to ensure that all received Proposals are given equal and fair consideration. It is important therefore that bidders provide all information asked for in the format and order specified in this CFP. If the bidder has any doubts as to what is required or has difficulty in providing the information requested, please direct these by email to r.salmon@elrha.org, putting the title of the contract as the subject.
- 2.2.2 Proposals shall be submitted in accordance with these instructions and, save as may be allowed elsewhere in the issued document, without alterations or qualifications.
- 2.2.3 Proposals that do not comply with any mandatory requirement (i.e., where the words "shall" or "must" are used) will not be considered.
- 2.2.4 This CFP does not constitute an offer and Elrha does not bind itself to accept any Proposal. Elrha reserves the right to accept a Proposal in part, rather than in full and Elrha reserves the right and to award a Contract to more than one bidder.

2.3 Issued Documents

- 2.3.1 Apart from the formal Contract between Elrha and the successful bidder arising from Elrha's written acceptance of proposal, the following documents referred to in these Instructions as the incorporated documents forming the contract will comprise:
- These Instructions
 - The Proposal Form to be completed by the bidder
 - Non-collusive Proposal Certificate to be signed by the bidder

- The Terms and Conditions
- The Specifications
- Response Documents and Schedules

2.4 Confidential Nature of Call for Proposal Documentation

- 2.4.1 Documentation in relation to this CFP and any Proposals received by Elrha in response to it shall be treated as private and confidential save where the disclosure is required by law.
- 2.3.2 Bidders shall not:
 - Disclose that they have been invited to submit a proposal;
 - Release any information relating to the CFP or the Proposal that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the Proposal;
 - Canvass directly or indirectly with any other bidder concerning the CFP;
 - Canvass directly or indirectly with staff of Elrha (including its trustees, volunteers, and contractors) concerning the award of the contract or who has directly or indirectly obtained or attempted to obtain information from the said individuals.

2.5 Preparation of Proposal

- 2.5.1 No alteration or addition shall be made by bidders to any part of the CFP except where expressly allowed herein or in the other issued documents.
- 2.5.2 Proposals shall not be subject to any pre-condition or otherwise qualified or accompanied by statements which might be construed as rendering the Proposal equivocal. Only unconditional Proposals will be considered. Elrha's decision as to whether or not a submitted Proposal is in an acceptable form will be final.
- 2.5.3 A fully compliant Proposal must be submitted. Where a bidder wishes to submit a modified or alternative Proposal this must be in addition, and submitted separately, to the compliant Proposal and may or may not be considered by Elrha. Any modified or alternative Proposal must also be free of qualifications, fully priced and complete.
- 2.5.4 Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of their Proposal. Information supplied to bidders by Elrha is supplied only for general guidance in the preparation of the Proposal and no warranty is given, unless specified elsewhere in the issued documents to its accuracy. Bidders are strongly advised to satisfy themselves by their own investigations as to the accuracy of such information and no responsibility is accepted by Elrha for any loss or damage of whatever kind or howsoever caused arising from the use by bidders of such information.
- 2.5.5 Proposals and supporting documents shall be in English and any Contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the law of England.

2.6 Call for Proposal Response

- 2.6.1 Section 6 and Appendix 1 of this document set out the base information needed to understand Elrha's requirements (**The Specification**).

- 2.6.2 Section 7 and Schedules 1 and 2 (**Response Documents**) are where the bidder is asked to respond directly to requirements and set out their proposal and associated assumptions and conditions. All bidders are requested to use the forms and follow the formats set out in Sections 7 and Schedules 1 and 2 when preparing their responses. Please be clear, succinct, and unambiguous in all narrative responses.
- 2.6.3 Where necessary, you should attach supporting documents with the Proposal marking clearly your organisation's name and the number of the response that the document supports. Cross-referencing is permitted, i.e., you can reference the same piece of supporting material as evidence for more than one question.
- 2.6.4 The complete Proposal submission must be supplied in electronic format. The Response Documents must not be saved in PDF format (with the exception of the forms that require the bidder's authorised signature and supporting information such as copies of policy documents, certificates or operating procedures) and Elrha must be able to edit the Word and Excel forms submitted. Electronic files must be set out and named in such a way that Elrha evaluators can easily find the information relation to each question in Section 7.
- 2.6.5 Proposals must be emailed to r.salmon@elrha.org with the subject line: "NAME OF CONTRACT". Proposals emailed to any other Elrha email address will not be considered.
- 2.6.6 In order to evaluate the Proposal all required Response Documents must be included with the Proposal. If any of the required documents are not submitted with the Proposal, Elrha reserves to itself the right to reject such Proposal.
- 2.6.7 All Proposals shall be delivered no later than **17:00 GMT on December 15th**.
- 2.6.8 It is the bidder's responsibility to ensure that their Proposal arrives in accordance with these Instructions. Proposals received after the date and time for delivery will not be considered.
- 2.6.9 Elrha reserves the right to reject any proposal that fails to comply fully with the Instructions for Proposals set out in this Section 2, or that makes any misrepresentation in supplying any information requested.

2.7 Questions

- 2.7.1 Bidders will have the opportunity to ask questions by e-mail to Elrha at r.salmon@elrha.org. Elrha will use best endeavours to provide such explanation as a matter of assistance to the bidder, but it shall not be construed to add to modify or take away from the meaning and intent of the proposed contract and or the obligations and liabilities of the bidder.
- 2.7.2 No representation, explanation or statement made to the bidder or anyone else by or on behalf, or purportedly on behalf of Elrha as to the meaning of the CFP documents, or otherwise in explanation as aforesaid, shall be binding on Elrha in the exercise of its obligations under a subsequently awarded contract.
- 2.7.3 Where the enquiry is beneficial to all bidders, both the original enquiry and the response will be sent to the other bidders anonymously.

3 Appraisal of proposals

3.1 Evaluation

- 3.1.1 Elrha is committed to ensuring its resources are used as efficiently as possible, in order that it can focus them on achieving maximum impact for children. Proposals will therefore be evaluated against the criteria set out below.
- 3.1.2 Bidders must provide information, which demonstrates and supports their understanding of, and ability to meet, the Specification contained within this document.
- 3.1.3 Bidders who submit a Proposal with arithmetical errors leading to a revised Proposal sum when the errors are corrected will be given the opportunity to accept the revised Proposal sum or withdraw the Proposal. A Proposal containing major arithmetical errors, or a large number of arithmetical errors may be rejected on the ground that there is serious doubt about the competence of the bidder.

3.2 Elrha Not Bound

- 3.2.1 Elrha will consider the bidder's Proposal on the basis of obtaining the best value for money having regard to the pre-defined evaluation criteria.
- 3.2.2 Elrha does not bind itself to accept the lowest priced or any Proposal.
- 3.2.3 Elrha reserves the right to accept a Proposal in part, rather than in full and Elrha reserves the right to award a Contract to more than one bidder.

3.3 Evaluation Criteria

- 3.3.1 The following criteria are those on which Elrha will evaluate the Proposals and base its Contract award decision:

1. General company information OR Eligibility Screening and review of Due Diligence Questionnaire	Pass / Fail
2. Quality Criteria	Weighting
<ul style="list-style-type: none">• Proposed approach and methodology• Experience and networks within the humanitarian sector• Climate adaptation expertise• WASH Technical expertise• Research experience	70%
3. Cost	
<ul style="list-style-type: none">• Financial offer/value for money	30%

Total	100%
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3.3.2 Bidders’ responses in Section 7 should directly answer the question and provide clear and concise answers which directly evidence the bidder’s understanding of and ability to meet the Specification of Service Requirements. Do not feel that providing more wording and complex answers will enhance your score.

3.3.3 Proposals will be scored by a cross functional evaluation panel.

3.4 Quality Evaluations

3.4.1 In evaluating the quality element of the Proposals, each criterion shown above and reflected in the response documents will be awarded an evaluated mark in accordance with the following table:

0 Points	Wholly unsatisfactory, fails to demonstrably meet specified requirements or not answered.
1 Point	Poor, only partially demonstrably meets specified requirements.
2 Points	Satisfactory, demonstrably meets specified requirements in full.
3 Points	Good, demonstrably exceeds the specified requirements and provides significant added value to Elrha.

3.5 Cost Evaluations

3.5.1 Cost evaluation will take into account the cost to deliver the required service for the duration of the contract.

3.5.2 The lowest cost proposal to a bid of acceptable quality for the work will be awarded full marks. The more expensive proposals will be ranked and scored in direct proportion to how much more expensive they are than the lowest cost acceptable quality bid.

3.6 Presentations to Stakeholders & Clarification Interviews

3.6.1 All Proposals which have been received by the receipt deadline will be evaluated using the criteria and methodology described in this CFP document. Following evaluations, shortlisted bidders will be invited for interview and presentation.

3.6.2 Short-listed bidders will need to be represented by at least one senior member of staff involved in the compilation of the Proposal, and one senior member of staff who would be responsible for the management of the Contract.

3.6.3 The purpose of the Presentation to Stakeholders will be for short-listed bidders to present an overview of how their Proposal meets Elrha’s Specification of requirements and for Elrha to clarify any aspect of the Proposal.

3.6.4 The format and agenda for the presentation and clarification interviews will be sent out to all short-listed bidders in advance.

4 Contract Award

- 4.1 At the conclusion of the evaluation process and subject to the provisos contained in these instructions, Elrha will decide to whom the Contract will be awarded, and the successful bidder will be expected to enter into a formal agreement. Elrha's letter of acceptance together with the documents stated in paragraph 2.3.1 above and all other documents jointly agreed by Elrha and the bidder as being included, will form the Contract between the successful bidder and Elrha.
- 4.2 Acceptance of the Proposal shall only be signified in writing from Elrha Procurement and no other purported method of acceptance, (i.e., Telephone call, correspondence from any other Elrha staff) shall be binding on Elrha. In addition, any action on the part of the successful bidder shall be of no contractual effect and not binding on Elrha without an acceptance letter from Elrha being issued to the bidder.
- 4.3 The formal contract agreement will be in a form prepared by Elrha.

5 Conflicts of Interest

- 5.1 In order to ensure a fair and competitive procurement process, Elrha requires that all actual or potential conflicts of interest are identified and resolved to Elrha's satisfaction.
- 5.2 Bidders should notify Elrha in writing of any actual or potential conflicts of interest in their response to this CFP. If the bidder becomes aware of an actual or potential conflict of interest following submission of this CFP it should immediately notify Elrha in writing providing details of such actual or potential conflict of interest.
- 5.3 Without limitation, Elrha may perceive conflicts of interest to arise where a bidder or their sub-contractors proposes to provide services or advice to, or is otherwise connected with, more than one bidder in relation to this CFP; and/or a bidder or their sub-contractors or any person employed or engaged by or otherwise connected with bidder or their sub-contractors, or the spouse or partner of such person, is or has within the last two years been engaged or employed by, or is currently discussing matters relevant to this CFP, with Elrha or has within the last two years been engaged or employed by, or otherwise connected with Elrha.
- 5.4 Elrha reserves the right to exclude bidders from the procurement process should actual or potential conflicts of interest be found to confer an unfair competitive advantage on one or more bidder or to otherwise undermine a fair and competitive procurement process and, following consultation with the bidder, such actual or potential conflicts are not resolved to the satisfaction of Elrha.

6 Finding Climate Adaptation Research and Innovation Opportunities in Humanitarian WASH Response – Specifications

6.1 Methodology

To achieve the aims and objectives of this work, the consultant shall undertake the following activities:

Objective 1: Identifying climate adaptation challenges and public health risks

1. Preparation

- Collaborate with Elrha to coordinate a Reference Group for the research consisting of 8-10 research and innovation experts in climate, public health, and WASH to advise the consultants throughout the process. This will include identifying potential members, organising consultation calls and preparing materials for the group to review.
- Kick off meeting and inception report to agree the parameters of the work with Elrha

2. *Initial scoping*

- Mapping of predicted trends, needs, and impact of the climate crisis on WASH Humanitarian responses through the identification and synthesis of existing data sources
- Mapping of actors working on climate adaptation and R&I within the Humanitarian WASH sector within the areas identified (A-D)
- Initial scoping of the areas A-D identified above for challenges linked to extreme weather events – scope out any sub-areas that do not have sufficient climate-related challenges
- Evaluation of the possible public health impacts of the climate related challenges posed in these areas
- Prioritise, in consultation with the Reference Group, the four areas that have the most potential for R&I (those with the most climate-related challenges and associated public health impacts) to be explored under objective 2.

Objective 2: Identifying climate adaptation research and innovation opportunities

3. *Evaluation of climate-related challenges within four key areas for innovation and research opportunities:*

- Evaluation of each area to highlight the existing and future challenges climate change may bring using 'futures' tools (some suggested tools and concepts include the [horizon scanning](#), [trends analysis](#), [scenario planning and backcasting](#))
- Identification of future public health risks and impacts associated with these challenges
- Consultation with the WASH sector to identify which challenges research and innovation could be most impactfully respond to in the next 10-20 years using elements of [Elrha's Problem Exploration Methodology](#)
 - This should include consultation with at least 8-10 experts or researchers in each area through surveys or KIIs
- Validation of draft findings with groups of experts and researchers through roundtables or workshops, including the GWC Climate Change Working Group.

4. *Development of R&I challenge options*

- Development of 8-12 research and innovation call options in collaboration with Elrha
- Evaluate areas according to what solutions may look like at scale, and how R&I funding could support potential solutions from inception to scale
- Develop a series of recommendations for how Elrha could fund R&I Climate Adaptation work in the next 10-20 years.

5. *Ensure uptake of findings*

- Convening events to facilitate uptake of the findings, validate the R&I challenge options and engage potential funders

6.2 Key deliverables

Deliverables	Completion date	Detail
Kick off meeting with Elrha team	February 2024	Meet with Elrha team
Submission of inception report and presentation to Reference Group	March 2024	Final detailed scope, method and approach. The report will include detailed budget and workplan (to be approved by Elrha).
Submission of Scoping Report	May 2024	Results of initial scoping exercise (Objective 1), including the selection of four areas to explore for research and innovation opportunities
Consultations with sector experts and researchers	July 2024	Evaluation of four areas for R&I opportunities, including consultation with the Reference Group and other sector experts.
Submission of draft R&I Opportunities Report	August 2024	Report detailing the findings from the activities under objective 2. The report should be drafted in four standalone chapters (one per areas) with separate executive summary listing identified R&I opportunities.
Validation of findings with the WASH sector	September 2024	Validate of findings with sector and adjust the draft report based on feedback through four consultation workshops (or other format agreed with Elrha)
Final R&I opportunities Report submission and slide deck	October 2024	Full report documenting all activities and findings from the evaluation of areas to identify innovation opportunities (Objective 2) and a slide deck summarising the main findings
Peer-reviewed article draft and submission to relevant publication	December 2024	Write up of the findings submitted to a peer-reviewed publication (the open access fees do not need to be covered in the consultants budget).
Convening and uptake events	December 2024	Events to include a combination of the following: webinar, in-person event, presentation at relevant conference or event, or blog series on key findings.

Written Outputs:

All outputs must be written in plain English with no requirement for further copy editing or proofing from Elrha. Referencing must use the Harvard system.

6.3 Ways of Working

Agile working and collaboration with Elrha

Delivery of the objectives will be managed following an approach adapted from Agile Project Management to offer the highest possible levels of flexibility and collaboration through iterative based dynamics. The main reasons to use this approach are:

- **Uncertainty and complexity:** although the scope is clear, this project involves a degree of uncertainty and complexity. An iterative and flexible approach allows both the involved parties to adapt to changing circumstances and outcomes.
- **Continuous Learning:** agile encourages regular reflection and adaptation, which aligns with this work's iterative nature. This will allow for adjusting expectations based on the findings of each objective before proceeding to the next.
- **Collaboration:** Agile encourages collaboration among the various involved parties, fostering a culture of shared responsibility.

As the consultant is expected to follow the Agile approach for the successful delivery of this work, the following guiding principles are recommended to consider when designing the delivery plan:

1. **Iterative Development:** divide the objectives into time-boxed iterations. At the end of each cycle, the outcomes will be reviewed accordingly. For example, we expect that the scope of objective 2 may change based on the outcomes from objective 1.
2. **Continuous Stakeholder Engagement:** regular engagement with the HIF team is essential. The team's feedback will be actively sought and incorporated into the project.
3. **Backlog Management:** the consultant will maintain a prioritised Activity Backlog, reflecting project requirements and activities. The backlog will be continuously refined and updated based on evolving project needs.
4. **Flexibility and Adaptation:** the relevant team will be open to change and adapt to emerging requirements and insights throughout the project.
5. **Quality Assurance:** the consultant is responsible for maintaining the quality of the project deliverables through continuous improvement process.

Ethical research practices

You must pay ongoing attention to actual and potential ethical issues throughout the assignment. Within your full proposal, we will ask you to explain your ethical framework.

You should consider whether your approach would require formal ethical approval from your organisation, a national institution or other approved ethical review body, and we would expect proposals to justify if no such approval is needed. Where

consultation is undertaken, meaningful informed consent processes must be followed and documented. For information on ethical viability, as well as sample ethics reflection questions, please consult our [R2HC Research Ethics Framework and Tool](#) and the [Ethics for Humanitarian Innovation](#) resource.

7 Response Documents

Please include the following information in your Proposal.

7.1 General Company Information

Please complete the Supplier Questionnaire and [if applicable; Data Security Questionnaire] attached in Schedule 1.

7.2 Quality and Technical Capability

Core competencies required of technical team:

- Extensive experience in conducting complex global research and consultation exercises for humanitarian/international development organisations with a specific focus on WASH (additional experience within the public health sector is an advantage).
- In-depth knowledge of and expertise in the following areas (or demonstrated links to networks covering this expertise):

Water supply and provision	Treatment, storage, reuse, water quality monitoring, water supply planning
Safely managed sanitation	Treatment, transport and disposal of faecal sludge
Weak Hygiene Practices and knowledge	Hand hygiene, solid waste management
Cross-cutting WASH	Capacity building of responders, sustainable sanitation and water management, prevention of diarrheal disease transmission, vector control

- In-depth knowledge of and expertise in climate adaptation of humanitarian response
- Demonstrated ability to interact with a wide range of humanitarian stakeholders, including Cluster Coordination Mechanisms, UN bodies, regional and international humanitarian actors
- Experience managing ethical issues in research, developing effective strategies for mitigating ethical issues, including ethical approvals, approaches to informed consent, and data management.
- Excellent analytical, communication and drafting writing skills in English.
- We welcome applications from diverse teams that includes a combination of academic and technical expertise, and members from global majority countries and countries most severely affected by climate-driven crises.

7.3 Proposal Requirements

Proposals should be in English, no more than 10 pages including any appendices, and should include:

1. A covering letter, setting out interest in and suitability for this project against the candidate requirements

2. A concise summary of team and demonstration of suitability and relevant experience as per the above, including CVs where appropriate
3. Examples of relevant work conducted previously
4. Your proposed approach, timeline and plan to achieve the required deliverables and overall aim
5. Your proposed budget broken down by activity, including allocations for individual team members (and day rate if relevant) in £GBP. If UK VAT applies, please indicate this separately in your submission.
6. At least 3 examples of relevant work and materials produced (these will not count towards the page count).
7. Supplier Due Diligence Questionnaire

Applicants may submit proposals for the work as a whole or for one or more parts identified in the scope of work. Proposals should clearly identify which part(s) of work the applicant is applying for. Preference will be given to consultant teams that cover the entire scope of work.

We are looking for proposals to demonstrate a concise and clear communication style. Proposals can be submitted as Word documents or PDFs.

Please note that any materials beyond 10 pages will not be assessed.

7.4 Cost

The prices and rates quoted shall be the fully inclusive value of the services, **excluding VAT**, including all costs and expenses which may be required to provide the complete services together with all general risks, liabilities and obligations, set out or implied, necessary to comply with the CFP conditions, the conditions of Contract, the Specification, all Schedules and Appendices there to.

In order for bids to be compared bidders must follow the format of the attached Schedule 2. Additional rows and columns may be added where necessary, although bidders should ensure any calculations are amended accordingly.

Additional pricing breakdowns may be appended in support of quoted costs.

All prices should be in GBP.

- 7.4.1 In the attached Schedule 2, please provide your proposed costs for the Finding Climate Adaptation Research and Innovation Opportunities in Humanitarian WASH Response procurement.
- 7.4.2 Please indicate whether your proposal is fixed price.
- 7.4.6 Please set out any clarifications or assumptions that relate to your proposed costs.
- 7.4.7 If there are any additional costs that Elrha may be liable for that you have set out in Schedule 2, please provide further details.
- 7.4.9 Elrha is committed to reducing the charity's operating costs so that maximum resource can be spent on programmes which directly benefit people affected by crises.

Should you be willing to provide any element of the service on a pro bono basis, offer a cost reduction, service enhancement or any other charitable support to the organisation, please set out your proposal.



8 CFP Response document – Proposal Form for the Finding Climate Adaptation Research and Innovation Opportunities in Humanitarian WASH Response Contract

I/We having carefully examined and considered without limitation, the **Specification (Section 6)** and **Terms and Conditions**, the **Instructions for Submitting a Proposal (Section 1-5)**, the Budget Breakdown (Model Financial Offer) (**Schedule 2**) and the other issued documents and in consideration of Elrha considering this CFP, we offer to provide the services required to meet the Specification and other issued documents including the terms and conditions for the price specified in the attached pricing schedule.

We further confirm that We are able to provide the services as required by the Specification.

We confirm that, if our Proposal is accepted, we will upon demand:

- Produce written evidence that the relevant insurances and compliance certificates with relevant legislation and policy are held and are in force and will remain in force for the duration of the intended Contract; and
- Execute and deliver the necessary contract documents to Elrha.

We agree that this Proposal shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of six (6) months from the date of this Proposal.

We agree that Elrha’s Letter of Acceptance and our acknowledgement shall constitute a binding contract between us and Elrha. We further acknowledge Elrha require us to enter into an agreement in a form prepared by Elrha.

We understand that Elrha is not bound to accept any Proposal that it receives.

Signed for the Proposal:

Name:

Title:

Organisation:

Date:

9 Non-collusive Proposal certificate for the Finding Climate Adaptation Research and Innovation Opportunities in Humanitarian WASH Response contract

Bidders are required to certify their Proposal in the following terms (the certificate should be signed by the same individual(s) who signed the Proposal Form):

We certify that this is a bona fide Proposal, intended to be competitive and that we have not (either personally or by anyone acting on our behalf):

- Fixed the amount of the Proposal (or the rate or prices quoted) by agreement with any other person, company, or Organisation/Individual.
- Communicated to anyone, other than Elrha, the amount or approximate amount or terms of our Proposal (other than in confidence in order to obtain quotations, professional advice or insurance necessary for the preparation of the Proposal).
- Entered into any agreement or arrangement with any other person, company, or Organisation/Individual that they shall refrain from bidding or as to the amount of or terms of any Proposal to be submitted by them.
- Canvassed or solicited any employee, trustee, or agent of Elrha in connection with the award of this or any other contract with or tender to Elrha.
- Offered, given, or agreed to give any inducement or reward in respect of this or any other contract with or tender to Elrha.

Signed for the Proposal:

Name:

Title:

Organisation:

Date:

10 Terms and Conditions for Finding Climate Adaptation Research and Innovation Opportunities in Humanitarian WASH Response contract

Bidders are required to indicate whether they accept the Terms and Conditions, (sent with this Attached at Appendix 1), or whether there are any clauses in the Terms and Conditions which they would invite Elrha to consider. It is crucial that bidders identify any significant contract issues and make alternative suggestions as appropriate. Please note that if a bidder's submission contains Conditions of Contract different to those contained in this Call the submission may be deemed non-conforming.

A form appears below which should be used as a model for such indications (if any):

"To Elrha"

We accept the Terms and Conditions

or

We would invite Elrha to consider revising the following items in the contract terms and conditions as indicated below:

Clause Number	Concerning	Suggested Revision

Signed for the bidder:

Name:

Title:

Organisation:

Date: