**ATTACHMENT 1**

**TOPS-WASH SANITATION SOLUTIONS RFA NARRATIVE TEMPLATE**

The Proposal should not exceed twelve (12) pages in length in total (not including the detailed budget and budget narrative). Longer proposals will not be reviewed. Basic formatting requirements are:

1. The Proposal must be in English.
2. It must be typed in a Microsoft Word compatible program, single spaced with a 12 point Times New Roman font.
3. It must have one inch (or 2.5 centimeter) margins on all sides of the paper and printed on A4 or 8 ½ x 11 inch paper.
4. Page numbers, the RFA number (RFA: SC-TOPS-WASH-RFA-2018-01) and the name of the applicant organization must appear on each and every page.
5. It must be sent by electronic submission only, in a single‑sided format.

The Proposal must present the following information in the order presented:

**A. GENERAL INFORMATION**

1. Name of Organization:
2. Name of Main Contact:
3. Main Contact Title:
4. Complete Address:
5. Telephone:
6. Fax:
7. Email:
8. Name and Title of Authorizing Signatory:
9. Start Date:
10. End Date:
11. Total Funds requested (in local currency and US$):

**B.** **UNDERSTANDING OF THE CONTEXT/CHALLENGE (10 points)**

 To receive a full score of 10 points, the applicant will have demonstrated:

1. An understanding of the reasons for success and failures of previous sanitation improvement efforts in flood-prone areas of Bangladesh
2. An understanding of the environmental, market and social contexts within the target geographies
3. An in depth understanding of the target population needs (social, economic, health, convenience) related to a sanitation solution

**C. PROPOSED APPROACH TO RESEARCH AND DESIGN (35 points)**

To receive a full score of 35 points, the applicant will have:

1. Described how the approach and potential solution is suited to flood prone areas of Bangladesh;
2. Demonstrated how target population needs (social, economic, health, convenience) are addressed through the proposed solution;
3. Described the potential for sustainability and scale of the sanitation solution;

**D. COST-EFFECTIVENESS OF PROPOSED DESIGN (10 points)**

To receive a full score of 10 points, the applicant will have described:

1. How the approach and potential solution will be affordable to the population living in the Char and Haor regions of Bangladesh
2. How the approach and potential solution considers the life cycle costs related to fecal-sludge management and disposal

**E. APPROACH TO SOCIAL AND BEHAVIOR CHANGE ASSOCIATED WITH SOLUTION (20 Points)**

To receive a full score of 20 points, the applicant will have described:

1. The process that will be used to ensure proposed solution will be accepted by key segments of the target population (men, women, children, disabled)
2. The proposed process and platforms for marketing the sanitation solution among the target population

**F. POTENTIAL FOR SCALABILITY AND APPLICATION FOR SOLUTION OUTSIDE OF BANGLADESH (15 points)**

To receive a full score of 15 points, the applicant will have described:

1. Describe how proposed solution could be scaled up in Bangladesh following successful pilot in approximately 20 initial sites
2. Describe applicability in of proposed solution in other flood-prone areas where Food for Peace and USAID fund development and emergency programs

**G. PAST PERFORMANCE/ MANAGEMENT CAPACITY (5 points)**

To receive a full score of 5 points, the applicant will have demonstrated experience in:

1. Innovation: designing, piloting, and/or scaling technological or programmatic solutions
2. WASH programming in Bangladesh or in a similar context
3. Quantitative, qualitative and cost analysis (monitoring and evaluation)

**H. DETAILED BUDGET AND BUDGET NARRATIVE (Attachments 2 and 3; 10 points)**

To receive a full score of 15, the applicant must ensure costs in budget are detailed, realistic, reasonable, allowable and allocable.

1. Detailed Budget (Attachment 2)

Please use the Detailed Budget Template to develop a detailed budget reflecting all proposed costs for the project.

1. Budget Narrative (Attachment 3)

The budget narrative should include:

1. A description of the costs and why each of the items is necessary to carry out project activities
2. Indicate how the unit cost was determined (estimate, purchasing history, quote, etc.)

Unallowable Costs

The following costs are considered unallowable under this TOPS WASH Sanitation Solutions RFA:

* Salaries of personnel, supplies, facilities rental, financial administration and other costs **that are not directly related** to implementing the project activities
* Purchase of motor vehicles, office equipment or furniture
* Construction or physical improvement of offices/facilities
* Purchase of alcoholic beverages
* International travel **that is not directly related** to implementing the project activities
* Regional travel **that is not directly related** to implementing the project activities
* Capital equipment
* Government personnel (either full or partial salaries)