

Terms of Reference (ToR)
for

**Upgradation work at Lalmonirhat Municipal
Faecal Sludge Treatment Plant**

Implemented by: SKS Foundation



SKS SKS Foundation

College Road, Uttar Horin Singha, Gaibandha.

Robiul

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WS4H Programme
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A. Matin

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A. Introduction

1. About the Organization

SKS Foundation is a non-governmental, non-profit organization in Bangladesh established in 1987 to facilitate multi-faceted development programs, primarily for the poor and marginalized, with a focus on women and children. The organization focuses on sustainable change through various initiatives, including improving livelihoods, food security, and agriculture, as well as working on human rights, women's empowerment, and health. Its programs are implemented in northern Bangladesh, with recent expansion into other divisions. The address of the organization is College Road, Uttar Horin Singha, Gaibandha. WASH is a major activity of SKS Foundation and has experience about 26 years.

2. Background

Lalmonirhat Municipality, located in the northern region of Bangladesh, has been striving to improve urban sanitation services in alignment with the national vision of achieving safely managed sanitation for all. The municipality currently operates a Faecal Sludge Treatment Plant (FSTP) constructed to support the implementation of Faecal Sludge Management (FSM) within its jurisdiction. Over the years, the plant has played a crucial role in treating faecal sludge collected from households and institutions, contributing to the reduction of environmental pollution and public health risks.

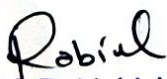
However, with the increasing urban population and expansion of sanitation coverage, the volume of faecal sludge generation has significantly increased, placing added pressure on the existing FSTP's capacity and functionality. Additionally, operational challenges, technological limitations, and infrastructure deterioration have affected the efficiency of the treatment process, resulting in suboptimal performance in compliance with national standards.

Recognizing the importance of sustainable and efficient faecal sludge management, Lalmonirhat Municipality, with support from SKS Foundation intends to upgrade the existing FSTP. The upgradation aims to enhance treatment efficiency, ensure compliance with the Environmental Conservation Rules (ECR) 2023, and promote the reuse of treated outputs in a safe and productive manner.

This initiative seeks to establish the Lalmonirhat FSTP as a model for sustainable and resource-efficient urban sanitation service delivery. The proposed upgradation will incorporate technological improvements, optimize operational systems, and build the capacity of municipal personnel to ensure long-term functionality and sustainability of FSM services.

3. Brief on the Lalmonirhat FSTP

The FSTP is located in the Sokherbazar area near Vatibari Bazar under Ward # 6, which is 5 KM far from the Lalmonirhat Municipality. The FSTP and the Landfill are constructed on a land area of 3 acres. The capacity of the FSTP is 5 cum (5,000 liters.) per day. The FSTP components are: 3 planted drying beds connected in a master inspection pit by the individual 3 sub-inspection pits, an Anaerobic Baffled Reactor (ABR), a polishing pond, an Aeration tank, and a Reed Bed. Finally, treated water drains out from the Reed Bed through the outlet pipe-drain. The FSTP's different components are located beside the Landfill, as shown in the master layout plan (Annex-1).


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4. Objectives

The objective of this assignment is to engage a qualified design and construction firm to assess, design, and support the upgradation of the existing Faecal Sludge Treatment Plant (FSTP) at Lalmonirhat Municipality to ensure efficient, sustainable, and compliant faecal sludge management services. The assignment aims to enhance the FSTP's treatment capacity and performance in line with the growing sanitation needs of the municipality and the national standards outlined in the Environmental Conservation Rules (ECR) 2023.

Specifically, the objective is to identify and implement feasible technological and operational improvements that will:

- Optimize the FSTP's treatment processes and capacity utilization
- Ensure safe, environment-friendly, and compliant disposal or reuse of treated outputs
- Contribute to the establishment of a sustainable and scalable model for urban sanitation management under the WASH Systems for Health (WS4H) project.

The upgraded facility is expected to serve as a demonstration of effective and climate-resilient faecal sludge management, contributing to improved public health, environmental protection, and service delivery efficiency within Lalmonirhat Municipality.

5. Methodology

The design and construction firm is expected to physically visit the location on the specific mentioned date (mandatory to qualify in the next stage), develop an upgradation plan along with an approximate budget, and execute the above-mentioned works at the existing functional site, considering the local context.

6. Profile of the Firm:

This ToR are specifically for the construction firm to be appointed in Bangladesh. The successful firm will need to be expertise such assignment with successful implementation on the ground.

Qualifications and Experience:

Bidder(s) are expected to have the following competencies and experience:

- Expertise in designing different components of FSTP
- Proven experience in the construction of FSTP
- Expertise on AutoCAD and other software for developing 3D model, planning and detailing
- Expertise on water network for plantation work will be given advantage
- Experience of relevant work at field.

The specific tasks of the firm for Bangladesh are detailed in the next section.


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B. Scope of the work

The proposal should contain conceptual understating within the local context and objectives of the ToR and an approximate budget based on the physical visit to the site in Lalmonirhat.

The assignment involves the comprehensive upgradation of the Lalmonirhat FSTP. The selected construction firm will be responsible for executing the following tasks:

Estimated Budget: Total financial proposal should not be exceeded BDT 4,150,000.

Planted Drying Beds (PDBs)

- Remove existing plants and clogged filter media.
- Level the bed surface (maintaining the gravity force) and relay stone layers in proper sequence, a fraction of filter media also need to consider if needed.
- Install new perforated pipelines and adjust inlet/outlet elevations for gravitational flow.

Inspection Pits

- Dismantle damaged pits and remove debris.
- Construct new pits with correct elevation and sealed RCC top slabs.
- Ensure smooth inlet-outlet flow and prevent rainwater infiltration.

Anaerobic Filter

- Remove inaccessible top slab and clean chambers.
- Replace filter media and adjust outlet pipe elevation.
- Reconstruct chamber walls and cast new RCC slab with inspection access.

Polishing Pond

- Reduce depth by backfilling with RCC concrete and tiles work as per requirement.
- Adjust inlet/outlet elevations and connect to aeration tank.
- Seal bypass outlet to prevent untreated discharge.

Aeration Tank

- Install pipeline with proper slope and inspection chambers.
- Ensure safe conveyance of effluent from polishing pond.

Electrical and Solar Systems

- Repair/replace malfunctioning switchboard.
- Install solar-powered booster pump for leachate transfer.

Reed Bed Conversion

- Excavate and clean existing reed bed.
- Remodel into a lined fish aquarium with overflow and safety railing.

Leachate Tank and Drainage

- Seal old leachate tank and construct a new one with railing.
- Install automated booster pump system, including HDPE pipeline up to Planted Drying BED (PDB) for treatment with discharge mechanism.
- Clean and reconstruct landfill drainage system with proper slope.

Solid Waste Management

- Address sanitary and plastic waste accumulation in landfill area.
- Improve internal drainage and leachate management.

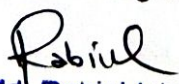
Other issues as per field context

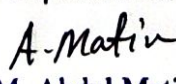
1. Outputs / Deliverables

Once awarded the contract the firm is expected to deliver the following outputs:

Update the deliverables section to include:

- Entire renovation/upgradation work of FSTP as per scope.
- Revised layout (in CAD) and 3D model incorporating all proposed changes.
- Electrical and solar system integration plan.
- Leachate management system and drainage improvement plan.


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C. Conditions for participating in bidding

1. Proposal to be submitted in following email: procurement@sks-bd.org with the subject line "Upgradation work at Lalmonirhat Municipal Faecal Sludge Treatment Plant".
2. Security money of the tender will be at the rate of 2.5% on total value of the proposed budget amount through Pay Order in favor of SKS Foundation and security money deposited slip also submit along with the proposal. This earnest money will be returned to the selected firm after 1-month of completion of the work satisfactorily.
3. The quoted/bidding amount should be inclusive of VAT, Tax, transportation and all other associated expenses to complete the upgradation/renovation of works (where applicable).
4. Updated attested photocopies of applicable trade license, VAT registration, Income tax, similar types of Constructions/supplying experience evidences, Organization's profile, Technical proposal, Details work time frame etc. should be submitted with the proposal documents.
5. **Payment system:** Payment will be made in favor of the contracted organization only exclusively through account payee cheque. Payment will be made after checking and verifying by the technical person of SKS foundation, WaterAid Bangladesh, and Lalmonirhat Municipality, and supported by the invoice and completion certification.
6. **Duration of Work: 30 Days.** A Gantt chart with the activities for completing the upgradation/renovation work should be submitted along with the quotation.
7. Final number/volume/quantity of upgradation/renovation of FSTP work will be ensured through issuing work order. Work order items/quantities might be decreased or increased. In case of increased, prior approval to be given from SKS authority with proper justification. The bill will be paid against the quantity of the field work.
8. Resources mobilization not exceeding 4 days of issuing Work Order.
9. **Penalty:**
 - a). The Contractor will be accountable for any non-compliance and quality of items/goods, and will supply the goods as per agreed specifications/brand, if found any deviations, SKS Foundation can impose penalty up to 1%, if necessary.
 - b). If work completion date is exceeding as per work order without any valid reason, the penalty can impose up to 1% per day.
10. **VAT & Tax:** VAT and Income Tax will be deducted at source following government updated rules and policies from bill amount.
11. The tender authority reserves the rights to accept or reject all tenders or partly without assigning any reasons whatsoever to the bidders or may cancel the tender.

Convener of Procurement Committee
SKS Foundation, Gaibandha



2. Evaluation Criteria

The proposals will be evaluated based on the following criteria:

- I. Technical proposal with conceptual drawing : 75%
- II. Proposed budget : 25%

3. Stages and Timeframes

RFP circular date	12 November 2025
Document collection deadline and web link	18 November 2025 To download the document, https://www.sks-bd.org/index.php/eol-tender
Physical visit & pre-bid meeting dates to the FSTP	17 & 18 November 2025 (Physically visit the site is mandatory to qualify in the next stage) For field visit, do communicate with the contact person as mentioned
Submission Proposal	Interested bidders are requested to submit their Technical Proposal with conceptual drawing, and Proposed budget electronically with the subject line "Upgradation work at Lalmonirhat Municipal Faecal Sludge Treatment Plant" to the following email address: procurement@sks-bd.org
Deadline for Submission	26 November 2025 E-mail: procurement@sks-bd.org
Work order issue date	30 November 2025
Contact person for Clarifications	A. K. M. Abdul Matin Project Manager, WASH Systems for Health Programme, SKS Foundation Cell Phone# +8801715-475063. <i>(PM is responsible as a contact person for FSTP related information and visit at Lalmonirhat FSTP.)</i>

4. Contact person for RFP

Md. Firoj Shah; Senior Officer, Asset Management and Procurement, SKS Foundation Cell Phone # +8801324-177786

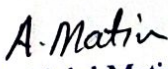
(SO is responsible as a contact person for bidding process with related documents.)

5. Payment schedule

Slab of payment	Percentage	Condition
1 st running bill	30%	After completion of 50% of the total work done value.
2 nd running bill	40%	After completion of 80% of the total work done value.
3 rd and final bill	30%	After completion of joint post work and certified by the SKS Foundation, WaterAid Bangladesh & Lalmonirhat Municipality.

Note: Every bill should be verified & certified by technical persons of SKS Foundation, WaterAid Bangladesh & Lalmonirhat Municipality.


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Annex-1 (FSTP Master Layout Plan):

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