

Date: 21.07.2025

Request for Proposals: No. BORDA/IRQER/2025/RFP-002

Request for Proposals: Short-Term Consultant – Online Training on
“Faecal Sludge Management”

Introduction to BORDA:

Bremen Overseas Research and Development Association (BORDA)

People. Innovating. Sanitation.

Since 1977, The Bremen Overseas Research and Development Association (BORDA), a non-profit civil society expert organization headquartered in Bremen (Germany), provides innovative, demand-oriented support in urban development, and in the provision of essential public services. The country office, BORDA Iraq, contributes to improve the living conditions of socially disadvantaged groups by creating and facilitating access to basic needs services such as, sanitation, management of urban waters, and water provision while maintaining a safe environment.

Please see: <https://borda-wesca.org/>

Faecal Sludge Management (FSM) Online Training is an educational program that empowers individuals, practitioners, and communities to address local sanitation challenges, particularly in settings without sewer infrastructure. The training equips participants to take ownership of FSM planning and implementation. It fosters sustainable, locally relevant sanitation solutions by combining theoretical foundations with applied learning and action planning.

1. Purpose of Consultancy

BORDA/IRAQ is pleased to release a request for proposal for a short-term consultant for Online Training on “Faecal Sludge Management” to support BORDA. This training aims to equip practitioners, municipal staff, NGOs, and private-sector providers with functional knowledge and practical competencies across the FSM service chain.

2. Essential Duties and Responsibilities:

Please refer to the below ToRs document in Annex-2 (section 3: Scope of work) including required tasks and deliverables.

BORDA/IRAQ and the Consultant shall keep each other informed on activities and issues that affect the cooperation in general and the implementation of the Service on a timely basis in particular. The Parties shall inform each other of meetings, discussions, and presentations held in other coordination forums related to the project.

Specific roles and responsibilities of **BORDA/IRAQ**:

- Focal point of official communication with donor, local and national stakeholders as well as community on the ground.
- Overall training management and control.
- Approval of delivered services by the Consultant and payment of services in line with the agreement.

3. Qualifications Required:

The Trainers shall have the following qualifications:

- Academic degree (Preferably Ph.D. degree) in Water Resources Engineering, Environmental Engineering, or any other relevant field.
- Related published research papers are preferred.
- At least 5 years of professional experience as a trainer in Water Resources Engineering analyst or researcher.
- High level written and oral communication skills in English.

4. Offer presentation and submission:

Interested candidates are requested to hand in the following documents:

- Technical offer – (Refer to chapter 5 and 6 below).
 - Course outlines & agenda.
 - Training time frame (agenda).
 - Trainer CV/Company profile – including training experience.
- Financial offer (refer to Annex 1 for table to be filled, signed, stamped, and submitted).

Your offers shall be sent as PDF files to the following email: (info.iraq@borda-wesca.org).

The offers shall be submitted no later than **11:59 PM (Iraqi local time) on August 04th, 2025**. Sending your offers to any other email address will result in rejecting your participation in this call.

One PDF file shall be sent for the Technical Offer and another PDF file for the Financial Offer. Your PDF files shall be named as follows:

- a. Your name/Technical offer/ BORDA/IRQER/2025/RFP-002
- b. Your name/ Financial offer/ BORDA/IRQER/2025/RFP-002

Any identification of the financial offer in the technical proposal will result in disqualification of your submitted offer and it will not be considered in the technical or financial evaluation.

5. Validity Period of Offers:

The period of validity of the Offers shall be Eight (8) weeks from the deadline of submission which should be indicated in the offer.

6. Request for additional information

Any questions, communication, or request for additional information concerning this call of short-term consultant are only permitted by Email to **BORDA/IRAQ**. Clarifications should be sent by e-mail to (info.iraq@borda-wesca.org) no later than **11:59 PM (Iraqi local time) on July 29th, 2025.**

7. Assignment Duration

The duration of the training shall be a total of five (5) working days, starting from the date of the official commencement order issued by the contracting party.

8. Content of the offer

Technical proposal: The technical proposal shall contain:

- a) Course outlines & agenda

This section shall contain, but not limited to, the following:

- **The conceptual and methodological approach** proposed to carry out the services. This section should demonstrate the Consultants response to the Terms of Reference/scope of work by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the activities/tasks that will be subcontracted, and demonstrating how the proposed methodology meets or exceeds the specifications while ensuring the appropriateness of the approach to the local conditions and the rest of the project operating environment.

Consultant shall refrain from long explanations in the style of a textbook.

- b) Consultant CV including professional experience.

The CV of the consultant shall include a detailed listing of the experience and qualification of the expert, providing information on:

- General experience of the consultant in Water Resources Engineering analyst or researcher assessments during the period of the last 10 years.
- General experience in the field of water and sanitation services assessments in Erbil.
- Any relevant publications.

The experience should include Project name, location, client information, the value of the contract & period, names of professional staff involved as well as associated consultants, description of the project and actual services provided, and any other relevant information that will demonstrate the degree of qualification of the firm for the specific project under consideration.

Financial Proposal:

The financial proposal shall be structured as per the format in Annex-1 in a detailed table. The consultant is required to prepare and submit a separate PDF file clearly marked as “Financial proposal”.

The Consultant shall make his quotations in (IQD and USD) including all applicable Taxes according to Iraqi Laws and Regulations.

Annex - 1

Financial proposal

ACTIVITY	COST In USD	COST In IQD	NUMBER OF DAYS
Content preparation: <ul style="list-style-type: none"> - Invitation brochure including training agenda, conducting date and time, contact information and registration form link. 			
Content delivery: <ul style="list-style-type: none"> - Hosting and moderating the online training - Training materials and related references - Certificates of the participants 			
Report: <ul style="list-style-type: none"> - Training report (including executive summary, course modules, pictures, etc.) - Evaluation of the feedback of the participants (including questionnaires and responses, etc.) 			
Cost per participant (Conducting a training for 10 staff / water and sewerage-related actors)			
Total cost *			

*These figures should include taxes

9. Terms of Payment:

- 100% of the total amount shall be paid upon full completion of the training and delivery of the final training report, including all required deliverables as specified in the Terms of Reference.
- Payment will be made either by cheque or bank transfer to the service provider designated account.
- The payment currency (IQD or USD) will be discussed and agreed upon with the selected service provider.
- The service provider must submit an official invoice along with the final report in order to initiate the payment process.
- Any applicable withholding tax or deductions will be applied in accordance with the governing financial regulations.