



**USAID Indonesia Urban Water Sanitation and Hygiene  
Penyehatan Lingkungan Untuk Semua**

Request For Proposal (RFP)

No. REQ-JAK-17-0015

**Consultant for Survey of Public Housing Wastewater Treatment  
Plants (IPAL)  
in DKI Jakarta**

Issue Date: August 24, 2017

**WARNING:** Prospective Offerors who have received this document from a source other than the USAID –IUWASH PLUS Project, IUWASH\_Plus\_Procurement@dai.com, should immediately contact IUWASH\_Plus\_Procurement@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted ([www.iuwash.or.id](http://www.iuwash.or.id))

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**Synopsis of the RFP**

1. RFP No.	REQ-JAK-17-0015
2. Issue Date	August 24, 2017
3. Title	Consultant for Survey of Public Housing Wastewater Treatment Plants (IPAL) in DKI Jakarta
4. Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS Jakarta Office  Gedung Mayapada Tower 1, 10th Floor, Jl. Jend. Sudirman Kav. 28, Jakarta 12920;  Email : IUWASH_Plus_Procurement@dai.com
5. Bidders' Conference	<b>August 31, 2017</b> on 10.00 am at IUWASH Jakarta Office, Mayapada Building 10th Floor, Jln. Jend. Sudirman Kav. 28, Jakarta 12920. Phone : 021-522 0540  <b>Bidders conference confirmation : August 30, 2017 at the latest 16.00 WIB (04.00 pm)</b>
6. Deadline for Receipt of Questions	<b>September 6th, 2017 at the latest 16.00 p.m.</b>
7. Deadline for Receipt of Quotes	<b>September 7, 2017 (at the latest 16.00 p.m)</b>
8. Contact Person	IUWASH_Plus_Procurement@dai.com
9. Anticipated Award Type	a Firm Fixed Price Purchase Order Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
10. Basis for Award	<b>An award will be made based on the Trade Off Method.</b> The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors

## 1. Introduction and Purpose

### 1.1 Purpose

DAI, the implementer of the “The USAID Indonesia Urban Water, Sanitation and Hygiene ‘Penyehatan Lingkungan Untuk Semua’ (IUWASH PLUS) program invites qualified offerors to submit proposals to supply and deliver “ **Survey of Public Housing Wastewater Treatment Plants (IPAL) in DKI Jakarta**” in support of program implementation

### ACTIVITY BACKGROUND

DKI Jakarta is one of the largest metropolitan areas in the world that, due to rapid and often unplanned growth, has and continues to face tremendous challenges in the WASH sector. To assist the DKI Jakarta local government in meeting these challenges, IUWASH PLUS is supporting the development of a “Grand Design Strategy” for the WASH sector to be presented to DKI Jakarta executives and legislators in an attempt to secure increased budget allocations for the WASH sector in area’s 5-year development plan (RPJMD 2018-2022).

As part of the above and in further support of the DKI Jakarta local government (and the subject of this SOW), IUWASH PLUS plans to conduct a survey of wastewater management plants (or “IPAL”) that serve DKI Jakarta’s 23 low income rental complexes (or “Rusunawa”). Owned and operated by the DKI Jakarta Public Housing and Residential Area Agency (Dinas Perumahan Rakyat & Kawasan Permukiman), an initial rapid assessment of these systems by IUWASH PLUS indicated that most were not functioning properly. Due to poor design, insufficient capacity, inoperable equipment and other reasons, these are now responsible for a significant quantity of untreated wastewater being introduced into the environment and in areas where low income populations are obviously concentrated. Improving such systems would be of great benefit to the inhabitants of the Rusunawa and overall metropolitan area and could further serve in improving the local government’s understanding of how to begin tackling the important issue of wastewater management on a broader scale. This survey is a critically important step in this overall process.

### OBJECTIVE

The main objective of this assignment is to formulate/compile technical reports on the current condition of 23 Rusunawa IPALs in DKI Jakarta. The reports will provide a summary of technical, institutional, and/or operational/maintenance problems with the IPALs and provide prioritized recommendations to provide safely managed sanitation to Rusunawa residents.

### MAIN TASKS

#### A. Developing of Rusunawa Profile

1. Visiting 23 units of Rusunawa: 5 units located in North Jakarta, 3 units located in West Jakarta, 2 units located in Central Jakarta and 13 units located in East Jakarta. Please see an **Annex 01 & Annex 02** for detail of Rusunawa list and map in Jakarta.
2. Conducting interview, observation, measurement, photographic documentation, schematic drawing sketch, etc. to collect all information regarding IPAL of each Rusunawa. Please see **Annex 03** for sample Rusunawa profile. This profile consists of the questions to be asked and assessments to be performed at each Rusunawa. The profile will include: Institutional, Technical, Operational, and Historical Maintenance Information.
3. Complete effluent sampling at each of the 23 Rusunawa’s IPAL, approximately 40 samples will be collected and analyzed. *Consultant* will use a certified Laboratory to sample BOD, pH, TSS, and FOG (Fats, Oil, and Grease) at the IPAL discharge point. A copy of the lab results must be

provided to IUWASH PLUS. Please see **Annex 04** for more information on the effluent sampling requirements.

### **B. Stakeholder Meeting Facilitator**

Facilitate meetings with related stakeholders between PD PAL Jaya and Dinas Perumahan Rakyat dan Kawasan Permukiman (Public Housing and Residential Areas Agency) due to potential corporation agreement for implementation of Layanan Lumpur Tinja Terjadwal (LLTT) at Rusunawa building in DKI Jakarta also to strengthening understanding of Ingub No. 59 Tahun 2014 (Sewage Treatment in Government Buildings) and Pergub No. 159 Tahun 2014 (Transition Sewage Management from Cleanliness Agency to PD PAL Jaya). All of meeting cost will be cover by IUWASH PLUS (venue and accommodations).

### **C. Prepare Technical Reports**

One report must be prepared for each of the 23 units of IPAL Rusunawa. The report should be approximately 4 pages in length, but will vary based on the number of IPALs, level of IPAL complexity, and severity of issues encountered on site. Each report will include the following sections:

1. Summary of Rusunawa's profile
2. Effluent sampling results
3. Summary of technical and nontechnical issues
4. Pictures/photos – Photographs of each IPAL and associated infrastructure must be documented, additionally any deficiencies found at the IPAL must be captured.
5. Develop site plan and schematic drawing of existing facility (If existing, as-built drawings can be used, instead of developing a new schematic drawing).
  - a. Schematic drawings must be completed to scale but do not need to be completed in autoCADD. Drawings should show main IPAL features (example for an ABR: all dimensions, influent and effluent piping, access hatches, and chambers/baffles)
  - b. Site plan should show all Rusunawa towers, IPALs, pipe connections and discharge point.
6. Based on IPAL technology type and dimensions, provide calculations of each unique IPAL's existing capacity.
7. Recommendations on how to improve any technical and non-technical problems associated with the operation and management of the IPAL
8. Budget estimation for any recommendations

To ensure the *consultant* meets the level of detail and quality required by IUWASH PLUS, the *consultant* must submit technical reports in three intervals: 1) A draft technical report for the first Rusunawa assessment will be submitted to IUWASH PLUS for comment and review. This does not need to include the effluent sampling results. 2) Based on feedback, the *consultant* will complete the first 10 assessments (including the final version of the first profile) and submit the final technical reports as first progress report. 3) Based on feedback, the *consultant* will complete the final 13 assessments and submit the final technical reports as second progress report.

### **D. Final Report**

The Final Report will provide a summary of key findings, provide recommendations for improvement of IPALs and prioritize these recommendations. This report must include:

- I. A summary description and chart of all 23 Rusunawa Profiles (Chart may be included as an appendix)

2. A summary of Rusunawa's IPAL effluent sampling and indicate which parameters are exceeding the national standards.
3. A summary of the Technical, Institutional, and Operational/ Maintenance issues encountered at the 23 IPALs. Provide insight into what issues can be grouped together to indicate systematic failures and which are believed to be isolated issues. Indicate what issues are preventing each complex from counting as improved sanitation and/or any issues that put the complex at risk of not counting.
4. Prioritized list of recommendations for how PU can most effectively provide improved sanitation for residents living in DKI Rusunawas. Each recommendation should include a rough estimate.

A draft report will be submitted for IUWASH PLUS review and the *consultant* will present key findings, recommendations, and prioritization in a half day workshop. The *consultant* will incorporate comments provided by IUWASH PLUS and submit a final report.

### DELIVERABLES

The *Consultant* will work closely with DKI Coordinator West Java and DKI Regional Government and other IPLUS team, on the following deliverables:

1. Inception Meeting and Report
2. IPAL Draft Technical Report for first site assessment
3. First Progress Report
4. Second Progress Report
5. Draft Final Report
6. Final Report Presentation and Workshop
7. Final Report

### DELIVERABLES / PAYMENT SCHEDULE

No	Deliverables	Month 1				Month 2				Month 3			
		1	2	3	4	5	6	7	8	9	10	11	12
1	Inception Report and Meeting	x											
2	IPAL Draft Technical Report for first site assessment		x										
3	First Progress report					x							
4	Second Progress report									x			
5	Draft Final Report											x	
6	Final Report Presentation and Workshop											x	
7	Final report												x

Deliverables	Timing	Payment
1. Inception Meeting and Report	Beginning of 1 <sup>st</sup> week	20%
2. IPAL Draft Technical Report for first site assessment	2 <sup>nd</sup> week	-
3. First Progress Report (10 technical reports)	5 <sup>th</sup> week	30%
4. Second Progress Report (13 technical reports)	9 <sup>th</sup> week	30%
5. Draft Final Report	11 <sup>th</sup> week	-

Deliverables	Timing	Payment
6. Final Report Presentation and Workshop	11 <sup>th</sup> week	
7. Final Report	12 <sup>th</sup> week	20%

## IUWASH PLUS OUTCOMES

The above proposed activities will contribute to the following IUWASH PLUS outcomes:

- HR 2: Number of people from the B40 and EI gaining access to safely managed sanitation services as a result of U.S. Government assistance.
- C2-3: Number of local sanitation management units with improved service delivery performance.
- C2-4: Number of local governments with improved WASH service delivery performance.
- C2-6: Percentage change in budget appropriations for WASH by targeted local governments.

## CONDITIONS / SPECIFIC CRITERIA

### ***Timing/Assignment Duration***

The PO/Individual will have to complete the deliverables within maximum 12 weeks.

### ***Reporting & working environment***

The *consultant* for development of IPAL's Rusunawa Profile will work with and be and responsible to the IUWASH PLUS DKI Coordinator, but may also work with other IUWASH PLUS staff. The *Consultant* will be work in Jakarta, preferably from home and coming to IUWASH PLUS office for progress meetings and any follow up meeting. The *Consultant* will provide regular updates on progress as well as regular monthly reports to the DKI Coordinator. IUWASH PLUS will provide technical and administrative support to the *Consultant* as concerns meetings, data and information, materials, etc. Travel within Jakarta will be arranged by the *Consultant*.

### ***Budget and Payment Schedule***

- The estimated budget for this activity is IDR 121 million.
- Budget must include all labor associated with tasks A through D, and all required deliverables.
- Budget must include all costs associated with effluent sample collection and analysis.
- Budget must include all local travel costs associated with attending meetings and site work.
- IWUASH Plus will cover event costs associated with Task B Stakeholder Meeting Facilitator, Inception Meeting, and Draft Final Report presentation and workshop. These costs should **not** be included in the *consultant's* budget.
- The assignment will be remunerated upon delivery and acceptance by the task manager of the agreed outputs, as per the normal procedures of the IUWASH PLUS, as shown in table above.

### ***Required Qualifications and Experience***

The candidate should have an S-I bachelors' degree in Environmental Engineering/Urban Planner or related with minimum 10 years experiences in water and sanitation sector, planning and budgeting is required.

### ***Selection of Service Provider and Evaluation Criteria***

The service provider will be selected based on tender result. The service provider will provide proposal which consist of Technical Proposal (background of the program, tasks to be conducted, methodology, and schedule), cost proposal and CV. The proposal will be evaluated based on:

- Qualification 40 %
- Experience 30 %
- Methodology 30 %

## **2. Inspection & Acceptance**

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

## **3. Compliance with Terms and Conditions**

### ***3.1 General Terms and Conditions***

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

### ***3.2 Source and Nationality***

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov). The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

### ***3.3 Data Universal Numbering System (DUNS)***

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the



winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

#### **4. Procurement Ethics**

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to [FPI\\_hotline@dai.com](mailto:FPI_hotline@dai.com). DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

## 5. Attachments

5.1 *Attachment A: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors*

5.2 *Attachment B: Proposal Cover Letter*

[]

<Insert date>

TO: [Click here to enter text.](#)

Development Alternatives, Inc.

I, the undersigned, provide the attached proposal in accordance with **RFP No : REQ-JAK-17-0015 Consultant for Survey of Public Housing Wastewater Treatment Plants (IPAL) in DKI Jakarta**, issued on August 24th, 2017. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of [Click here to enter text.](#) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

*Offeror shall verify here the items specified in this RFP document.*

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

### 5.3 Attachment C: Price Schedule

Activity	Deliverables	Due Date	Payment Amount
Deliverable I	Inception Meeting and Report		20%
Deliverable II	First Progress Report (10 technical reports)		30%
Deliverable III	Second Progress Report (13 technical reports)		30%
Deliverable IV	Final Report		20%

## 5.4 Attachment D: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

## 5.5 Attachment E : Detailed Scope of Work

### **USAID Indonesia Urban Water Sanitation and Hygiene Penyehatan Lingkungan untuk Semua (IUWASH PLUS)**

#### **Scope of Work Survey of Public Housing Wastewater Treatment Plants (IPAL) in DKI Jakarta**

##### **BACKGROUND**

The USAID Indonesia Urban Water, Sanitation and Hygiene 'Penyehatan Lingkungan Untuk Semua' (IUWASH PLUS) program is a five-year, \$39.6 million initiative designed to assist the Government of Indonesia (GOI) in increasing access to water supply and sanitation services as well as improving key hygiene behaviors among urban poor and vulnerable populations. Implemented by DAI Global LLC, IUWASH PLUS works with governmental agencies, the private sector, NGOs, communities and others to achieve the following "high level" results:

1. An increase of one million people in urban areas with access to improved water supply of which at least 500,000 are from the poorest 40% of the population; and
2. An increase of 500,000 people in urban areas with access to an improved sanitation facility and all of whom are from the poorest 40% of the population.

In order to achieve the above, IUWASH PLUS undertakes activities through four (4) interrelated components, including:

1. Improving household WASH services;
2. Strengthening city WASH institutional performance;
3. Strengthening the WASH financing environment; and
4. Advancing national WASH advocacy, coordination and communication

##### **ACTIVITY BACKGROUND**

DKI Jakarta is one of the largest metropolitan areas in the world that, due to rapid and often unplanned growth, has and continues to face tremendous challenges in the WASH sector. To assist the DKI Jakarta local government in meeting these challenges, IUWASH PLUS is supporting the development of a "Grand Design Strategy" for the WASH sector to be presented to DKI Jakarta executives and legislators in an attempt to secure increased budget allocations for the WASH sector in area's 5-year development plan (RPJMD 2018-2022).

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serve in improving the local government's understanding of how to begin tackling the important issue of wastewater management on a broader scale. This survey is a critically important step in this overall process.

## **OBJECTIVE**

The main objective of this assignment is to formulate/compile technical reports on the current condition of 23 Rusunawa IPALs in DKI Jakarta. The reports will provide a summary of technical, institutional, and/or operational/maintenance problems with the IPALs and provide prioritized recommendations to provide safely managed sanitation to Rusunawa residents.

## **MAIN TASKS**

### **A. Developing of Rusunawa Profile**

4. Visiting 23 units of Rusunawa: 5 units located in North Jakarta, 3 units located in West Jakarta, 2 units located in Central Jakarta and 13 units located in East Jakarta. Please see an **Annex 01 & Annex 02** for detail of Rusunawa list and map in Jakarta.
5. Conducting interview, observation, measurement, photographic documentation, schematic drawing sketch, etc. to collect all information regarding IPAL of each Rusunawa. Please see **Annex 03** for sample Rusunawa profile. This profile consists of the questions to be asked and assessments to be performed at each Rusunawa. The profile will include: Institutional, Technical, Operational, and Historical Maintenance Information.
6. Complete effluent sampling at each of the 23 Rusunawa's IPAL, approximately 40 samples will be collected and analyzed. *Consultant* will use a certified Laboratory to sample BOD, pH, TSS, and FOG (Fats, Oil, and Grease) at the IPAL discharge point. A copy of the lab results must be provided to IUWASH PLUS. Please see **Annex 04** for more information on the effluent sampling requirements.

### **B. Stakeholder Meeting Facilitator**

Facilitate meetings with related stakeholders between PD PAL Jaya and Dinas Perumahan Rakyat dan Kawasan Permukiman (Public Housing and Residential Areas Agency) due to potential corporation agreement for implementation of Layanan Lumpur Tinja Terjadwal (LLTT) at Rusunawa building in DKI Jakarta also to strengthening understanding of Ingub No. 59 Tahun 2014 (Sewage Treatment in Government Buildings) and Pergub No. 159 Tahun 2014 (Transition Sewage Management from Cleanliness Agency to PD PAL Jaya). All of meeting cost will be cover by IUWASH PLUS (venue and accommodations).

### **C. Prepare Technical Reports**

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12. Pictures/photos – Photographs of each IPAL and associated infrastructure must be documented, additionally any deficiencies found at the IPAL must be captured.
13. Develop site plan and schematic drawing of existing facility (If existing, as-built drawings can be used, instead of developing a new schematic drawing).

- a. Schematic drawings must be completed to scale but do not need to be completed in autoCADD. Drawings should show main IPAL features (example for an ABR: all dimensions, influent and effluent piping, access hatches, and chambers/baffles)
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#### **D. Final Report**

The Final Report will provide a summary of key findings, provide recommendations for improvement of IPALs and prioritize these recommendations. This report must include:

5. A summary description and chart of all 23 Rusunawa Profiles (Chart may be included as an appendix)
6. A summary of Rusunawa's IPAL effluent sampling and indicate which parameters are exceeding the national standards.
7. A summary of the Technical, Institutional, and Operational/ Maintenance issues encountered at the 23 IPALs. Provide insight into what issues can be grouped together to indicate systematic failures and which are believed to be isolated issues. Indicate what issues are preventing each complex from counting as improved sanitation and/or any issues that put the complex at risk of not counting.
8. Prioritized list of recommendations for how PU can most effectively provide improved sanitation for residents living in DKI Rusunawas. Each recommendation should include a rough estimate.

A draft report will be submitted for IUWASH PLUS review and the *consultant* will present key findings, recommendations, and prioritization in a half day workshop. The *consultant* will incorporate comments provided by IUWASH PLUS and submit a final report.

#### **DELIVERABLES**

The *Consultant* will work closely with DKI Coordinator West Java and DKI Regional Government and other IPLUS team, on the following deliverables:

1. Inception Meeting and Report
2. IPAL Draft Technical Report for first site assessment
3. First Progress Report
4. Second Progress Report
5. Draft Final Report

6. Final Report Presentation and Workshop
7. Final Report

## DELIVERABLES / PAYMENT SCHEDULE

No	Deliverables	Month 1				Month 2				Month 3			
		1	2	3	4	5	6	7	8	9	10	11	12
1	Inception Report and Meeting	x											
2	IPAL Draft Technical Report for first site assessment		x										
3	First Progress report					x							
4	Second Progress report									x			
5	Draft Final Report											x	
6	Final Report Presentation and Workshop											x	
7	Final report												x

Deliverables	Timing	Payment
1. Inception Meeting and Report	Beginning of 1 <sup>st</sup> week	20%
2. IPAL Draft Technical Report for first site assessment	2 <sup>nd</sup> week	-
3. First Progress Report (10 technical reports)	5 <sup>th</sup> week	30%
4. Second Progress Report (13 technical reports)	9 <sup>th</sup> week	30%
5. Draft Final Report	11 <sup>th</sup> week	-
6. Final Report Presentation and Workshop	11 <sup>th</sup> week	
7. Final Report	12 <sup>th</sup> week	20%

## IUWASH PLUS OUTCOMES

The above proposed activities will contribute to the following IUWASH PLUS outcomes:

- HR 2: Number of people from the B40 and EI gaining access to safely managed sanitation services as a result of U.S. Government assistance.
- C2-3: Number of local sanitation management units with improved service delivery performance.
- C2-4: Number of local governments with improved WASH service delivery performance.
- C2-6: Percentage change in budget appropriations for WASH by targeted local governments.

## CONDITIONS / SPECIFIC CRITERIA

### **Timing/Assignment Duration**

The PO/Individual will have to complete the deliverables within maximum 12 weeks.

### **Reporting & working environment**

The *consultant* for development of IPAL's Rusunawa Profile will work with and be and responsible to the IUWASH PLUS DKI Coordinator, but may also work with other IUWASH PLUS staff. The *Consultant* will be work in Jakarta, preferably from home and coming to IUWASH PLUS office for progress meetings and any follow up meeting. The *Consultant* will provide regular updates on progress as well as regular monthly reports to the DKI Coordinator. IUWASH PLUS will provide



technical and administrative support to the *Consultant* as concerns meetings, data and information, materials, etc. Travel within Jakarta will be arranged by the *Consultant*.

#### **Budget and Payment Schedule**

- The estimated budget for this activity is IDR 121 million.
- Budget must include all labor associated with tasks A through D, and all required deliverables.
- Budget must include all costs associated with effluent sample collection and analysis.
- Budget must include all local travel costs associated with attending meetings and site work.
- IWUASH Plus will cover event costs associated with Task B Stakeholder Meeting Facilitator, Inception Meeting, and Draft Final Report presentation and workshop. These costs should **not** be included in the *consultant's* budget.
- The assignment will be remunerated upon delivery and acceptance by the task manager of the agreed outputs, as per the normal procedures of the IUWASH PLUS, as shown in table above.

#### **Required Qualifications and Experience**

The candidate should have an S-I bachelors' degree in Environmental Engineering/Urban Planner or related with minimum 10 years experiences in water and sanitation sector, planning and budgeting is required.

#### **Selection of Service Provider and Evaluation Criteria**

The service provider will be selected based on tender result. The service provider will provide proposal which consist of Technical Proposal (background of the program, tasks to be conducted, methodology, and schedule), cost proposal and CV. The proposal will be evaluated based on:

- |                 |      |
|-----------------|------|
| • Qualification | 40 % |
| • Experience    | 30 % |
| • Methodology   | 30 % |

#### **Others information:**

1. Issuance of this RFP shall not constitute any form of agreement by DAI to any party.
2. The proposal must be accompanied by a bid covering letter written on A4 size paper.
3. Budget/cost proposal can be written in the attached format, or bidders can customize it in accordance with their proposed methodology.
4. Proposals to be sent by email in pdf format no later than **September 7, 2017, latest 16.00** o'clock to email address: **IUWASH \_ Plus\_Procurement@dai.com**.
5. Only short-listed and selected bidders will be called for technical clarification and negotiation costs before publishing the contract.
6. No cost reimbursement, whatsoever for matters relating to the bidding and preparation of this Proposal shall be provided
7. All payments will be made in "Rupiah" currency and all project invoices/payments memorandum may only be denominated in Rupiah

## 5.6 Attachment F: Proposal Checklist

Offeror: \_\_\_\_\_

Have you?

Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

- Signed Cover Letter (*use template in Attachment B*)
- Proposal of the Product or Service that meets the technical requirements as per Attachment A
- Response to each of the evaluation criteria
- Documents use to determine Responsibility
- Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement