

WATER SECTOR PRE-INVESTMENT PROGRAM (PPSA)

REQUEST FOR PROPOSAL (RFP)

***CONSULTANCY SERVICE FOR THE TENDERING AND SUPERVISION AGENT FOR THE PREPARATION OF
BASIC DESIGNS FOR THE REDUCTION OF NON-REVENUE WATER IN PRIORITIZED AREAS OF
BARBADOS***

September 3, 2025

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1 CALL FOR PROPOSALS

Date: September 3, 2025

Project: This call for proposals is part of the project “CONSULTING SERVICE FOR THE PREPARATION OF BASIC DESIGNS FOR NON-REVENUE WATER REDUCTION IN PRIORITIZED AREAS OF BARBADOS”

Program: Pre-Investment Program for the Water Sector (CAF-PPSA)

1. The objective of the CAF-PPSA Program is to contribute to improving the quality of CAF's water sector project portfolio by financing all pre-investment actions and activities required to ensure that initiatives, programs, and projects prioritized by CAF member countries fully complete their preparation and studies, under quality standards that enable the initiation of their investment and execution phases.
2. At the request of the Government of BARBADOS, the Development Bank of Latin America and the Caribbean (CAF) will finance the “PREPARATION OF BASIC DESIGNS FOR THE REDUCTION OF NON-REVENUE WATER IN PRIORITIZED AREAS OF BARBADOS.”
3. CAF will provide financial resources for the hiring of consultancy services through the Pre-Investment Program for the Water Sector (CAF-PPSA), up to the limits established in the reference budget mentioned in the following paragraphs.
4. The hiring of consultancy services will be fully financed with non-reimbursable technical cooperation funds from CAF, as approved by Resolution P.E. No. 1209/2024 dated 23 August 2024, within the framework of CAF's Pre-Investment Program for the Water Sector (CAF-PPSA), approved by Board Resolution No. 2472/2023. Therefore, the procurement procedure will be carried out in accordance with these resolutions and CAF's Management Policies, Technical Cooperation Fund Regulations, and the Procurement and Contracting Manual.
5. The overall objective of this Call for Proposals is to select a qualified professional consulting firm, hereinafter referred to as the Consultant, for the provision of services in connection with the “CONSULTANCY SERVICE FOR THE TENDERING AND SUPERVISION OF THE PREPARATION OF BASIC DESIGNS FOR THE REDUCTION OF NON-REVENUE WATER IN PRIORITIZED AREAS OF BARBADOS”. The Consultant's services will include all tasks required to be executed, including the development of a work schedule in accordance with the planned execution, and the physical and financial resources necessary to carry out these tasks.
6. In addition to CAF's technical team, the technical counterpart for this consultancy will be the Barbados Water Authority (BWA).
7. The Consultant will be selected based on the Quality and Cost-Based Selection method, and follow the procedures described in the RFP.
8. The reference budget for this contract is USD 90,000.00 (Ninety thousand United States Dollars). The execution period for the contract will be eighteen (18) months, starting from the date the service contract is signed.
9. The contract to be signed with the Consultant selected through this international public tender will be on a lump sum basis (i.e., payment of a fixed amount for all services).
10. The deadline for submitting inquiries and proposals (electronic version submission) is 17/09/2025 and 15/10/2025, respectively, by 16:30 Montevideo time, Uruguay.
11. Proposals must be sent exclusively in a non-editable electronic format to the following email address: SUPERVISIONES_PPSA@caf.com , following the content and format instructions indicated in this

Request for Proposal (RFP). Proposals received after this date and time will not be accepted for evaluation.

12. CAF reserves the right to amend or clarify the documents of this Tender at any time it considers appropriate.
13. In this context, CAF, acting through the Executing Body, the Directorate of Technical Analysis and Evaluation for Water and Sanitation (DAETAS), within the Sustainable Territorial Development Management (GDTs) of the Corporate Vice Presidency of Strategic Programming (VCPE), invites interested parties to submit their proposals.

Sincerely,

Evaluation Team (ET)

2 INTRODUCTION

2.1 General information about CAF

The Development Bank of Latin America and the Caribbean - CAF is a multilateral financial institution that supports sustainable development through credit operations, non-reimbursable resources, and assistance in the technical and financial structuring of projects for the public and private sectors of Latin America and the Caribbean. Headquartered in Caracas, Venezuela, it has offices in Buenos Aires, La Paz, Brasília, Bogotá, Quito, Madrid, Mexico City, Panama City, Asunción, Lima, Montevideo, and Port of Spain, San Salvador, Santiago de Chile and Sao Paulo. The demonstrated solidity and stability in CAF's operational results confirm a period of sustained productivity and growth, which has allowed the institution to strengthen its role as a relevant actor in multilateral banking. For more information, please visit the website: <https://www.caf.com/>

2.2 Organizational Unit Responsible for the Service

In line with CAF's internal regulations and under the "Pre-Investment Program for the Water Sector – CAF PPSA," the Directorate of Technical Analysis and Evaluation for Water and Sanitation (DAETAS) will manage the process related to the selection and hiring of the consulting firm.

For this purpose, the Barbados Water Authority (BWA), hereafter referred to as BWA, in coordination with CAF, has prepared this Request for Proposal (including the Terms of Reference) and will participate in the evaluation of bids.

The supervision of the consultancy will be carried out by CAF, with the support of BWA. Payments will be made by CAF upon request from BWA, against the delivery of the products defined in the consultancy's RFP and to the satisfaction of both entities.

2.3 Water Sector Pre-Investment Program

The objective of the CAF-PPSA Program is to contribute to improving the quality of CAF's water sector project portfolio by financing all pre-investment actions and activities required to ensure that initiatives, programs, and projects prioritized by CAF member countries fully complete their preparation and studies, under quality standards that enable the initiation of their investment and execution phases.

2.4 Environmental Commitment

CAF has a Management Policy and guidelines on environment and climate change, which support the Environmental Commitment of CAF's Institutional Environmental Management System (SIGA), considering the nature of its activities, the related environmental impacts, and the purpose and context of activities at Headquarters and Country Offices.

Additionally, in fulfilment of its commitments to strategic partners, CAF adheres to the principles of sustainability within its environmental framework by implementing management practices in accordance with international standards.

3 OBJECTIVE OF THE REQUEST FOR PROPOSAL

3.1 Objective

To procure a tender agent and supervision consultancy firm for the basic designs and necessary studies to optimize demand management in drinking water systems in prioritised areas of Barbados, focusing on reducing Non-Revenue Water (NRW) and modernising infrastructure.

3.2 Introduction

The objective of this consultancy is to hire a tender and supervision agent to assist CAF and the Barbados Water Authority (BWA) in managing the tender process and the technical supervision of the project to reduce Non-Revenue Water (NRW) and modernise the potable water infrastructure in Barbados. The importance of this consultancy lies in the need to ensure that the tendering and supervision procedures for the project are carried out in accordance with international standards and regulations, guaranteeing efficiency and transparency in the hiring of consultancy services and in the technical execution of the project.

The NRW reduction project is a priority for the BWA, as Barbados faces significant challenges regarding the efficient management of its water resources. The hiring of a specialized agent will ensure that both the tendering process and the execution of technical supervision are conducted in a structured manner, minimizing risks and ensuring that the project meets the established objectives in terms of time, cost, and quality.

3.3 Background

Barbados is one of the most water-scarce countries in the world, due to a combination of geographic, climatic, and demographic factors. Despite receiving significant rainfall, water availability is limited by the overexploitation of underground aquifers and the ageing potable water distribution infrastructure. Currently, it is estimated that the level of Non-Revenue Water (NRW) in Barbados is around 43%, which poses a major challenge in terms of service efficiency and economic losses for the BWA.

The BWA has identified that one of the main contributors to this high level of NRW is the ageing distribution network, with old pipes that frequently break and leaks and are not always detected in time. In addition, the lack of adequate sectorization and the insufficient installation of macrometers and micrometers exacerbate the problem.

To address these challenges, the BWA, with the financial support of CAF, has developed a master plan that includes a series of interventions aimed at reducing NRW and modernizing the potable water infrastructure in the short, medium and long term. An essential part of this plan is the hiring of a consultancy to carry out technical and field studies and develop engineering designs for prioritised interventions (based on the short term plan).

To ensure proper management of this process, i.e, hiring of the consultancy to develop the designs, it is necessary to hire a specialized tender and supervision agent, who will ensure that the selection of the design and supervision consultants, and the implementation of the works, are carried out in accordance with the required standards.

The tender and supervision agent, or consultant, will play a crucial role in ensuring that the project's objectives are met efficiently and transparently, contributing to the sustainability of the island's potable water system.

This project is part of Barbados' broader efforts to improve the management of its water resources and increase the country's resilience to the challenges of climate change and the growing demand for potable water.

3.4 Problem Statement

Barbados faces a crisis in the management of its water resources due to a high rate of Non-Revenue Water (NRW) and an aging potable water infrastructure. Currently, it is estimated that the country's NRW level stands at 43%, meaning that nearly half of the water produced is lost before reaching end users. These losses, caused by leaks, pipeline breaks, illegal connections, and measurement errors, severely affect the ability of the Barbados Water Authority (BWA) to provide efficient and sustainable service to the population. This results in frequent supply interruptions, high operating costs, and a negative impact on BWA's revenues.

The high level of NRW not only results in financial losses for BWA but also compromises the sustainability of water supply in a country with critically scarce water resources. Barbados relies almost entirely on underground aquifers for its potable water supply, and the overexploitation of these resources, combined with distribution network losses, increases the risk of depletion and deterioration of water sources.

In response to these challenges, the BWA, with the financial support of CAF, executed a master plan for the modernization of its infrastructure and the reduction of NRW, with the aim of optimizing water resource management, reducing losses, and ensuring the sustainability of the potable water system (concluded in April 2025). A critical component to adequately executing the recommendations of the masterplan study, is the engagement of a specialized consultancy to conduct technical studies, engineering designs, and formulate proposals for necessary interventions in the prioritized areas identified in the master plan. To ensure the effective, transparent, and goal-aligned execution of this process, it is essential to appoint a tender and supervision agent.

The tender and supervision agent will be responsible for supporting The Evaluation Team (CAF and BWA) for the hiring of the technical design consultancy, ensuring that the proposals received meet the established technical and financial requirements. In addition, the agent must supervise the proper execution of the studies, designs, and works, ensuring that deadlines are met and deliverables are of high quality. This role is essential to mitigate the risks associated with project execution and to ensure that the objectives of NRW reduction and infrastructure modernization are successfully achieved.

The agent's intervention is key to effectively managing the project's technical and financial resources, monitoring progress, and applying best practices in tendering and supervision, which will enable BWA to make significant progress toward more efficient and sustainable management of its water resources.

3.5 Consultancy Objectives

3.5.1 General Objective

Efficiently manage the selection and hiring process of the technical consultancy that will carry out the Non-Revenue Water (NRW) reduction project in Barbados, and supervise the proper execution of studies, designs,

and field activities, ensuring that the project objectives regarding quality, time, and cost are met, in accordance with CAF guidelines and local regulations.

3.5.2 Specific Objectives

- a) Preparation and handling of tender documents, terms of reference, and contractual conditions, complying with CAF regulations and Barbados legislation, to transparently select the most qualified technical consultancy.
- b) Provide assistance to the Evaluation Team (CAF and BWA) throughout the tendering process and in the evaluation of bids/proposals
- c) Coordinate the evaluation of the technical and financial proposals from bidders, organizing the review and selection process, issuing well-founded recommendations for the contract award, and ensuring that decisions are objective and aligned with the project's requirements.
- d) Supervise the technical execution of the consultancy, reviewing the studies, designs, and field activities conducted by the consulting team, validating the technical deliverables, and ensuring that the quality standards and deadlines established in the contract are met.
- e) Monitor the project's progress, controlling the adherence to the schedule and budget, managing risks, and proposing solutions to mitigate delays or cost overruns, while ensuring that implementation remains within the initial objectives.
- f) Maintain effective communication with BWA, CAF, and the consultancy, acting as a liaison between the parties involved, providing periodic reports on the project's status, and coordinating decisions to ensure that the interests of all parties are properly addressed.

3.6 Location and Beneficiary Population of the Study

3.6.1 Location

The Non-Revenue Water (NRW) reduction project will be implemented in the prioritized areas of the potable water distribution network in Barbados, which will be determined by the Barbados Water Authority (BWA) based on the severity of water losses, the condition of the infrastructure, and other critical factors, aligned with the results of the master plan. The tender and supervision agent will be responsible for validating and reviewing the selection of these intervention zones, ensuring that the prioritization of the areas is based on technical criteria and the impact these interventions will have on the efficiency of the water distribution system.

To carry out this validation, the agent must review the previous diagnostic developed by BWA, the master plan, rehabilitation projects in progress or planned, and any other available technical studies, evaluating the technical justification for the selected intervention zones. Additionally, the agent must ensure that the prioritized areas are those where the intervention will generate the greatest benefits in terms of NRW reduction, operational efficiency, and the sustainability of the potable water system. The result of this review must be reported to CAF and BWA before proceeding with the tender process for the technical consultancy.

3.6.2 Beneficiary Population

It is initially estimated that the project will directly benefit a population of approximately 100,000 people, distributed across the urban and rural areas of Barbados, particularly in the zones most affected by water

losses and deficiencies in potable water service. However, this figure may vary depending on the intervention areas defined and validated during the project planning phase.

The tender and supervision agent will be responsible for validating the beneficiary population estimates, based on the final selection of intervention areas, the scope of the planned improvements, and the expected impact in terms of service continuity and quality. This analysis should include residential, commercial, and industrial users and reflect the potential for long-term improvements in the sustainability of the water supply. The agent must present a report with these validations and any potential adjustments to the number of beneficiaries to CAF and BWA before the project execution phase begins.

3.7 Scope

The scope of this consultancy is focused on hiring a tender and supervision agent to assist the Latin America and Caribbean Development Bank (CAF) and the Barbados Water Authority (BWA) in managing the tender process, the technical supervision of the contracted consultancy, and the validation of the intervention areas and beneficiary population for the Non-Revenue Water (NRW) reduction project in Barbados. The agent will play a key role in ensuring that all activities are conducted according to the quality, time, and cost standards defined in the terms of reference, aligning with CAF's policies and Barbados' local regulations.

The tender and supervision agent must carry out the following activities:

3.7.1 Validation of project location:

The agent must review and validate the intervention areas prioritized by BWA for NRW reduction and the modernization of potable water infrastructure. This validation will include the review of existing technical diagnostics and preliminary studies developed by BWA such as the Water and Sanitation Master Plan, ensuring that the selected areas meet technical criteria based on the level of water losses, the age of the infrastructure, and the need for network optimization. The validation must be submitted to CAF and BWA through a technical report before continuing with the tender process.

3.7.2 Validation of beneficiary population:

The agent will also be responsible for validating the initial beneficiary population estimates, projected at 100,000 people, adjusting this figure based on the final intervention zones and the expected impact on service improvement. This must include residential, commercial, and industrial users, ensuring that the planned interventions generate measurable benefits in terms of supply continuity, water quality, and loss reduction. A report with this validation must be submitted to CAF and BWA before the technical consultancy is awarded.

3.7.3 Management of the tender process:

The agent will be responsible for preparing and supporting CAF and BWA during the tender process to hire the technical consultancy that will conduct the studies, designs, and intervention proposals for NRW reduction. This includes preparing the tender documents, terms of reference, contractual conditions, and evaluation criteria, ensuring that the selection process is transparent and aligned with CAF's regulations and Barbados' laws. Additionally, the agent will coordinate the publication of the tender and answer the bidders' questions, receipt of proposals, and organization of clarification sessions.

3.7.4 Evaluation of proposals and recommendations:

The agent will coordinate and oversee the technical and financial evaluation of all submitted proposals, following these steps:

1. **Preliminary Screening** – Evaluate proposals against mandatory criteria (completeness, compliance, eligibility) to determine which submissions advance to full evaluation .
2. **Detailed Technical and Financial Evaluation**
 - The technical evaluation will assess compliance with requirements and quality of approach, using a predefined scoring matrix.
 - The financial evaluation will analyze cost proposals thoroughly, using weighted price models and considering total cost of ownership.
3. **Preliminary Ranking** – The agent will conduct a preliminary evaluation of offers—both technical and financial—and present a ranked shortlist of top proposals for CAF and BWA’s consideration.
4. **Final Recommendation Report** – Based on the committee's findings, the agent will compile a comprehensive report with clear award recommendations. This report will include evaluation methodology, scoring results, and justification for the recommended technical consultancy, ensuring transparency, fairness, and alignment with project objective

CAF will notify unsuccessful bidders of the results and invite the selected company to a negotiation meeting.

3.7.5 Technical supervision of the contracted consultancy:

During the project execution, the agent must continuously supervise the work of the contracted consultancy, reviewing the technical field studies, engineering designs, and corresponding deliverables. The agent will be responsible for validating the technical quality of the interim and final reports, ensuring that the proposed solutions are aligned with the project objectives and meet international design standards and local regulations. Additionally, field inspections will be required as necessary to verify the physical progress of the planned interventions. The supervision process will at least take into account the following:

- Document supervision: Review of technical reports, studies, and engineering designs, ensuring compliance with standards and regulations.
- Field activity supervision: Periodic on-site inspections to verify the quality of physical works and field data collection.
- Verification of compliance with standards: Ensure that all activities comply with local and international regulations, particularly environmental and safety standards.
- Risk Management: Identify and mitigate risks during project execution, proposing solutions to avoid delays or cost overruns.
- Supervision Reports: Prepare periodic reports detailing technical progress, the status of field inspections, and risk assessments.
- Validation of Final Deliverables: Ensure that all deliverables from the consultancy meet the established quality standards.
- Project Closure Supervision: Oversee and verify the project's closure, ensuring that all works and interventions are ready for operation by BWA.

3.7.6 Monitoring and control of the project:

The agent will be responsible for monitoring the project's compliance with the schedule and budget, ensuring that deadlines are met and costs do not exceed the planned amounts. They must identify potential risks during the project's execution and propose corrective measures to mitigate delays or cost overruns. The agent will submit periodic reports to CAF and BWA as outlined in Table 1: "Deadline for Submission of Consultant Reports." Additionally, the agent will convene regular stakeholder meetings and document meeting minutes, capturing topics discussed, decisions reached, and associated commitments and deadlines.

3.7.7 Final supervision report

At the end of the consultancy, the agent must prepare a final report that includes a comprehensive evaluation of the entire tender and supervision process, highlighting the achievements, challenges faced, and lessons learned. This report should contain recommendations for future contracting and similar projects, as well as an evaluation of the project's impact on NRW reduction and the improvement of the potable water system in Barbados.

3.8 Expected Deliverables

The agent will submit a proposal for the content of the deliverables in their work plan, which must be approved by BWA and CAF. The reports will, at a minimum, include the following:

- i. Work Plan and Schedule
- ii. Deliverable 1: Validation Report on Project Location and Beneficiary Population
- iii. Deliverable 2: Tender Plan and Documents
- iv. Deliverable 3: Evaluation Report
- v. Deliverable 4: Supervision reports for each of the design consultant deliverables (*The number and titles of these deliverables are indicative and may be modified during the preparation of the consultancy's tender documents*)
 - 4.1. Work Plan
 - 4.2. Field Work
 - 4.3. Analysis, Evaluation, and Selection of Alternatives
 - 4.4. Final Designs of the Selected Alternative
 - 4.5. Final Technical Report and Tender Documents
- vi. Deliverable 5: Final Supervision Report

The expected content for each of the reports and deliverables is as follows:

3.8.1 Work Plan and Schedule

The Work Plan to be submitted by the tendering and supervision agent will serve as a detailed guide for the proper planning and execution of all activities related to the project. This document should ensure that responsibilities, timelines, and resources are clearly defined and organized to meet the project objectives:

I. Introduction

The introduction should provide a project overview, explaining its general purpose and the role of the tender and supervision agent. It should detail how the NRW reduction project and the modernization of the water infrastructure in Barbados will be supervised by the agent, who will also manage the tender process. Additionally, the Work Plan should describe the objective of the plan itself, which is to establish

a roadmap to ensure that all activities are carried out in an organized, efficient manner, within the established timelines.

II. Execution Methodology

This section should describe in detail the methodology that the agent will use to carry out its functions. The methodological approach should include how the validation of intervention areas will be conducted, the organization of the tender process, and the technical supervision of the contracted consultancy. Additionally, a list of tasks and subtasks organized by project phases or key areas, such as the review of technical studies, carry out interviews with stake holders (multilaterals, BWA, others), the preparation of tender documents, and the supervision of field activities, must be provided. It is essential to explain how tasks will be coordinated and how they will be adjusted according to the timelines.

III. Team structure

This section should detail the composition of the tender and supervision agent's team, describing the roles and responsibilities of each member in the context of the project. It is important to specify who will be responsible for the various activities in the plan, such as the validation of areas, the coordination of the tender, and the technical supervision. This will ensure a clear distribution of responsibilities, enabling the project to be executed efficiently, as each team member will know their role and the expectations associated with their work.

IV. Activity schedule

The activity schedule must be presented in detail, through a Gantt chart or a similar graphical representation, showing the start and end dates for each activity. It is essential that this schedule includes all critical milestones of the project, such as the validation of intervention areas, the publication of the tender, the evaluation of proposals, and the submission of technical reports. Additionally, it must identify dependencies between tasks, ensuring that critical activities are well-coordinated and that there are no delays that could affect the project's progress.

V. Risk Management

The agent must include an analysis of potential risks that could affect the project's development, detailing the identified risks and proposing mitigation strategies for each of them. These risks may include delays in the delivery of technical studies, logistical issues, or difficulties in obtaining data. Additionally, a contingency plan should be proposed for each of these risks, which will allow any unexpected problems to be mitigated and ensure that the project continues to move forward without major interruptions.

VI. Monitoring and control system

This section should describe how the tender and supervision agent will monitor all project activities. Key performance indicators (KPIs) should be defined to evaluate the progress of the activities, such as meeting

deadlines, the quality of deliverables, and the progress of studies and works. The frequency and mechanisms for monitoring should also be detailed, including periodic follow-up meetings with CAF and BWA to assess the project's status and make coordinated decisions if necessary.

VII. Communication plan

The communication plan should explain the interaction mechanisms between the tender and supervision agent, CAF, BWA, and the technical consultancy. This section should describe the communication channels to be used (emails, virtual meetings, etc.) and the frequency of progress reports. Additionally, it should specify how critical milestones and any potential issues that arise during the project will be communicated, ensuring that all parties are informed of progress and able to make informed decisions.

VIII. Conclusions and Recommendations

Finally, the Work Plan should conclude with a summary of the key activities and critical project timelines, highlighting the importance of meeting deadlines and effectively coordinating the parties involved. The tender and supervision agent should also include recommendations for efficiently managing the project's resources, time, and activities, ensuring that the deliverables are provided with the expected quality and within the established timelines.

3.8.2 Deliverable 1: Validation Report on Project Location and Beneficiary Population

This document will validate the intervention areas prioritized by BWA, justifying the selection based on the master plan, previous technical studies and the estimated impact on reducing Non-Revenue Water (NRW). This report must be submitted before starting the tender process and must be approved by CAF and BWA.

Additionally, this document must validate or adjust the initial estimate of 100,000 beneficiaries for the project, based on the final selection of intervention areas and the projected impact on improving water service. This report should detail how the improvements will affect residential, commercial, and industrial beneficiaries.

3.8.3 Deliverable 2: Tender Plan and Documents

A detailed plan of the tender process, including the schedule, procedures, evaluation criteria, and mechanisms to ensure transparency and efficiency in selecting the technical consultancy. This plan must align with CAF's regulations and local laws in Barbados.

The Agent is responsible for the preparation of the Terms of Reference, technical specifications, and contractual conditions for the tender process of the technical consultancy. The documents must be comprehensive, clear, and ensure that bidders understand the technical requirements and objectives of the project.

As a non-exhaustive reference, **Annex A** (located at the end of the document) outlines the **tentative activities (Scope) for the consultancy and the technical information available**. The Tendering and Supervision Agent will prepare the terms of reference to ensure that the full scope is covered. Annex A provides a preliminary list of essential consultancy tasks and the technical data held by BWA.

3.8.4 Deliverable 3: Evaluation Report

The Tendering and Supervision Agent is responsible for supporting and assisting in the evaluation process, ensuring that all procedures are conducted in accordance with established guidelines and standards. The final evaluation, however, will be carried out by CAF and the BWA.

The Tendering and Supervision Agent will be responsible for the preliminary evaluation of offers and present a ranked list for CAF and BWA's consideration. CAF will notify unsuccessful bidders of the results and invite the selected company to a negotiation meeting.

3.8.5 Deliverable 4: Supervision reports for each of the consultancy's deliverables

Supervision reports for each of the consultancy's deliverables, including the activities carried out. These reports must include a review of the technical studies, engineering designs, and field activities, as well as an evaluation of compliance with deadlines, budget, and quality of deliverables. These reports will serve as the basis for authorizing payment as outlined in Table 1: "Deadline for Submission of Consultant Reports."

The reports must document the inspection visits conducted by the agent, the implementation of safety measures, and compliance with the technical specifications established in the tender documents. This report must also include observations regarding the proper incorporation of CAF's environmental and social safeguards into the study.

Additionally, a report must be included that identifies the risks associated with the development of the project, such as possible delays, cost overruns, or technical issues. The agent must propose corrective actions and document the implementation status of these actions in this report. These reports must include the meeting minutes (maximum 2 pages) between the Tendering and Supervision Agent and the selected consultancy firm, documenting the agreements made and their respective deadlines.

At the conclusion of the consultancy's work, the agent must submit a report validating that all studies, designs, and field activities were completed in accordance with the contract terms and that they comply with applicable quality standards and regulations.

3.8.6 Deliverable 5: Final Supervision Report

A final report summarizing the entire tender, supervision, and project execution process. This document should include a comprehensive evaluation of the project, documenting the achievements, challenges encountered, and lessons learned. It should also include recommendations for future projects, as well as an evaluation of the impact on NRW reduction and improvement of the water service in Barbados.

3.9 Timeline and reports – Tender Agent and Supervision

The total duration of the consultancy will be 540 calendar days. The consulting firm must submit a report that includes a summary of the activities implemented during the reporting period, along with the content of the required reports for each period, as reflected in the table below, indicating the number of calendar days after the consultancy start order:

Table 1: Deadline for submission of consultant reports

# of report	Detail of Deliverables or Reports to be Submitted	Maximum Time Established for Consultant Submissions starting after contract signature (calendar days)
1	Work Plan and Schedule	15
2	Deliverable 1: Validation Report on Project Location and Beneficiary Population	45
3	Deliverable 2: Tender Plan and Documents	60
4	Deliverable 3: Evaluation Report	120
5	Deliverable 4: Supervision reports for each of the consultancy's deliverables (<i>The number and titles of these deliverables are indicative and may be modified during the preparation of the consultancy's tender documents</i>) <ul style="list-style-type: none"> • Work Plan • Field Work • Analysis, Evaluation, and Selection of Alternatives • Final Designs of the Selected Alternative • Final Technical Report and Tender Documents 	Preliminary Schedule: Work Plan 160 days; Field Work 240 days; Analysis, Evaluation, and Selection of Alternatives 330 days; Final Designs of the Selected Alternative 450 days; Final Technical Report and Tender Documents 520 days (see note below)
6	Deliverable 6: Final Supervision Report	540

Note: Please be advised that the schedule provided is tentative and may be subject to modifications as necessary. Additionally, supervision reports must be submitted within 10 days following the delivery of each consultancy deliverable. Notifications from the Entity to the Consultant and/or the Supervision will be made via letter and/or email (electronic notifications).

The Supervision will verify that the Consultant submits the reports within the deadlines indicated in the previous table. The reference deadlines for Supervision's delivery of observations and the Consultant's rectification of them will be established in the work plan for both this consultancy and the supervision.

3.9.1 Approval of Reports, and Supervision Functions

- The Tender Agent will submit reports within the deadlines provided in this RFP, and the Supervision (CAF and BWA) will either approve or provide relevant observations.
- It is the Agent's responsibility to ensure the quality control of all documents submitted for Supervision's approval (CAF and BWA). Any discrepancies between the information provided in the documents or the inclusion of content referring to other projects (copied and pasted), which are not aligned with the report

under review, will not be considered and may result in warnings to the Consultant.

- The Agent must maintain constant contact with the CAF and BWA to coordinate any necessary activities for fulfilling its mission. CAF and BWA will convene monthly follow-up meetings with the Supervision Agent and the selected consultancy firm (either in-person or remotely) to review the progress of the consultancy. The supervision agent will prepare minutes that include all topics discussed in each meeting.
- CAF and BWA will review and make any necessary comments or observations to ensure the quality of the products generated by the Consultants.

The reports must be presented in English, in digital format, using Microsoft Office (Word, Excel) programs, and in AutoCAD for drawings, as well as in formats of software available in BWA. The Consultant must provide a download link for the files, ensuring that the download is unrestricted and available for a minimum of 12 months from the date of submission of the final report.

3.10 Payment terms

The maximum amount assigned for this consultancy is USD 90,000.00 (Ninety Thousand United States Dollars and 00/100), including applicable tax payments. The payment will be made as detailed below:

Table 2: Consultancy payment terms

CONCEPT	Payment %	CONDITION
Tender Agent Activities		
PAYMENT 1:	10%	Upon submission and approval of the work plan and schedule.
PAYMENT 2:	10 %	Upon submission and approval of Deliverable 3: Evaluation Report.
External Supervision Activities		
PAYMENT 3:	10%	Upon delivery and approval of the supervision report corresponding to Field work activities, or its equivalent as specified in the Consultancy tender documents.
PAYMENT 4:	30%	Upon delivery and approval of the supervision report corresponding to the Analysis, Evaluation, and Selection of Alternatives, or its equivalent as specified in the Consultancy tender documents.
PAYMENT 5:	30%	Upon delivery and approval of the Final Designs of the Selected Alternative, or its equivalent as specified in the Consultancy tender documents.
PAYMENT 6:	10 %	Upon submission and approval of the FINAL Deliverable: Final Supervision Report. This document must be approved by an official note and administrative resolution from the BWA.
TOTAL	100%	

Taxes and Levies

All applicable taxes, fees, levies, or financial commissions will be borne by the Consulting firm and, consequently, are considered included in the offered price, and will not affect the amount of the compensation for the Services.

3.11 Confidentiality and Intellectual Property

All data, documents, reports, and other products produced by the Tender Agent under these services will become the property of CAF and BWA. Likewise, the products developed may not be shared, disclosed, reproduced, or commercialized by any means without the express authorization of CAF and BWA. The consulting firm may retain a copy of such documents; however, they may only be used with prior approval from both institutions.

4 GUIDELINES FOR SUBMITTING PROPOSALS

4.1 General Conditions

- ✓ Proposals must be submitted to CAF via email, written in English, and in an electronic format that is accessible by CAF personnel.
- ✓ The proposal must include an executive summary, as well as the information requirements as outlined in section 4.3.
- ✓ The information requested in section 4.3 of this Request for Proposal must follow the numerical sequence provided by CAF; therefore, each response must indicate the numerical reference to the question or requirement that originated it.
- ✓ For any aspect of this Request for Proposal that is not applicable, it should be marked as "N/A."
- ✓ We recommend minimizing references to annexes.
- ✓ CAF does not commit or obligate itself to compensate providers or consulting bidders financially for their proposals.
- ✓ CAF's decision to reject a proposal will be final and unappealable and will not in any way entail its responsibility. CAF is not obliged to disclose the reasons for rejection.
- ✓ CAF will not be responsible for expenses, costs, or fees that originate from or are related to the proposals.
- ✓ CAF reserves the right not to select any proposal and to definitively suspend the selection process. Similarly, it reserves the right to award the contract for the service to any person or company of its choice, whether or not they submitted a proposal based on this document.
- ✓ The provider or consultant is responsible for all obligations related to the payment, retention, or collection of any tax, contribution, or fee required in the country where the billing associated with the contract originates.

4.2 Key Dates/Milestones

4.2.1 Launch of the Call

The call is launched on CAF's website on September 3, 2025.

4.2.2 Inquiry Period

The submission of inquiries will be open until sept 17 at 16:30, Montevideo, Uruguay time.

Any matter related to this RFP will be handled via the following email: SUPERVISIONES_PPSA@caf.com

CAF will respond in writing to inquiries received within the designated period, and the responses will be published on CAF's website.

It is not mandatory to conduct a field visit in order to prepare and submit a proposal. Potential bidders interested in conducting a site visit must request it in a timely manner from BWA, with prior notification to CAF, to coordinate a single visit. The consulting firms must cover the costs of this trip and assume the expenses and risks on their own.

At any time before the submission of proposals, CAF may amend the RFP by publishing an amendment on its website. The amendment will be mandatory for all bidders. CAF may extend the deadline for the submission of proposals to allow proponents reasonable time to prepare their proposals.

It is hereby established that any clarification, amendment, modification, or supplementary document that CAF (the Client) may issue, either at its own initiative or in response to clarification requests from proponents, must be taken into account for the submission of the requested documents and proposals. The modifications introduced by CAF, in accordance with the previous paragraph, will be considered part of the RFP.

4.2.3 Proposal submission

Proposals must be submitted in digital format via email by October 15 at 16:30 Montevideo, Uruguay time, on the date specified in the call, and sent to the email address: SUPERVISIONES_PPSA@caf.com.

The proposal must consist of three (03) separate files:

1. "Technical Proposal"
2. "Economic Proposal"
3. "Annexes – Constitution and Powers Documentation (electronic version)"

The electronic files must be in PDF format and should not exceed a total size of 10 MB; if the file is larger, the proposer should compress the file and/or send a link (We Transfer or equivalent) for its download. In this case, the proposer should try to minimize the file size to avoid complications in handling. Files should not be sent in image or non-editable format.

Each section must have consecutively numbered pages, and where applicable, the form number used must be clearly indicated. Where required, the forms and documents requested in the RFP () must include the scanned signature and details of the Proponent's Legal Representative.

CAF will not be responsible for any possible delays and/or transmission errors during the electronic submission of the proposal due to failures that may occur in email servers and messaging systems.

4.2.4 Negotiation

The Evaluation Team (ET) will invite the consulting firm with the highest combined score to negotiate.

The representatives negotiating on behalf of the invited consulting firm must have written authorization from the Legal Representative indicated in the proposal to negotiate and finalize the Contract.

The invited consulting firm must confirm the availability of all proposed professional staff. If this requirement is not met, the EES may negotiate with the next-ranked consulting firm.

The EES may request the selected firm to replace or change any proposed personnel, provided this was identified during the technical evaluation.

If the replacement of any proposed personnel is agreed upon, the substitute must have qualifications and experience equivalent to or better than the original candidate and must be presented by the consulting firm within 5 calendar days of the replacement request.

Negotiations will include an analysis of the technical proposal, the approach and methodology, the work plan, and the staffing and organization.

If the favored supplier does not submit the documents to CAF and/or refuses to submit them within ten (10) business days after receiving the notification of favored supplier, CAF will have the right to annul the award without any claim from the Awardee. The discovery of any inconsistency during the registration procedures as a supplier may also be grounds for annulment of the award. In the event of annulment, CAF may invite the next-ranked Proponent to negotiate, and so on.

4.3 Requested Information and Evaluation Method

The information requested in this chapter must be included in the proposal. Each item must be identified according to the assigned number. If any aspect does not apply to the consulting firm, please indicate "N/A" in your response.

4.3.1 Technical Proposal (See section 7 "Evaluation Method" and section 9 "Forms")

The bidder must submit its technical proposal following the order established for the following items:

- i. Include a brief history of the company.
- ii. Briefly describe the organizational structure and management.
- iii. Explain the services offered and the most representative business lines.
- iv. Describe any legal proceedings in which the provider has been involved. Include dates, parties involved, the reason for legal action, and the current status.
- v. The provider must include a sworn declaration letter stating the commitment to meet the RFP requirements (TEC-1 in section 9 "Forms").
- vi. The provider must include the form regarding the specific experience of the consulting firm (TEC-2 in section 9 "Forms").
- vii. The provider or each of the consulting firms that will associate must demonstrate with incorporation documents that they are legally constituted in their country of origin. This information should be part of TEC-2.
- viii. The provider or each of the consulting firms that will associate must present audited financial statements from the last 2 years. This information should be part of TEC-2.
- ix. The provider must include the form regarding the DESCRIPTION OF THE FOCUS, METHODOLOGY AND ACTIVITIES PLAN FOR THE EXECUTION OF THE JOB (TEC-3 in section 9 "Forms").
- x. The provider must include the form regarding the composition of the team and assignments (TEC-4 in section 9 "Forms").
- xi. The provider must include the form regarding key personnel (TEC-5 in section 9 "Forms").

4.3.2 Economic Proposal

The consulting firm must submit its economic proposal following the order established for the following items:

- i. The provider must include the form regarding the Price Bid Letter and total budget amount (FIN-1 and FIN-2 in section 9 "Forms").
- ii. The provider must include the form regarding the amount of the tasks (FIN-3 in section 9 "Forms").

4.3.3 Annexes

If deemed necessary, the consultant may include in the annexes any supplementary information that supports the proposal.

4.3.4 Offer validity

The minimum offer validity period must be 150 calendar days from submission date.

5 EVALUATION METHOD

5.1 Technical

In the case of subcontracting for the preparation of specialized studies, the experience and personnel of the subcontracted company will be evaluated, if applicable, in compliance with the requirements and provisions contained in this document.

For a Bidder to proceed to the economic evaluation stage, they must meet the requirements outlined in the Technical Evaluation. Otherwise, the bid will be disqualified.

The evaluated aspects mentioned throughout the document must be considered, not necessarily in a specific section.

The evaluation criteria are as follows:

Table 3: Evaluation criteria

Evaluation criteria	Maximum Score
a) Technical capacity of the consulting firm	30
b) Experience of proposed key personnel	40
c) Methodology for study preparation	30
Total	100

The Bidder who does not achieve a minimum score of 70 points in this evaluation stage will not proceed to the economic evaluation stage.

5.1.1 Technical Capacity of the Consulting Firm (30 points):

This section refers to the specific experience in feasibility studies and/or project design by the consulting firm. The calculation and evaluation will be based on the following table:

Table 4: Evaluation Criterion 1: Specific Experience of the Consulting Firm

GENERAL CAPACITY		
Number of Contracts	Contract Value	Points Awarded
Minimum of 3*	≥ USD 45,000 for contracts supervising infrastructure project studies.	Two points for meeting the minimum requirement (minimum of 3) and two points for each additional contract presented, up to a maximum of 8 points.
Minimum of 2*	Prefeasibility and/or feasibility study supervision and/or final design of water and sanitation system projects.	Two points for meeting the minimum requirement (minimum of 2) and two points for each additional contract presented, up to a maximum of 8 points.
*Companies that do not meet this requirement are automatically disqualified.		
ADDITIONAL EXPERIENCE		
Number of Contracts for supervision or final design with:	Population	Points Awarded
Potable Water Systems	≥ 50,000 Inhabitants	2 points for each contract, up to a maximum of 8 points.
ADDED VALUE		Points Awarded
For each general capacity contract that meets the above requirements and was executed in Latin America and the Caribbean, 2 extra points will be awarded, up to a maximum of 6 points.		Maximum of 6 points

(*) SIMILAR PROJECTS will be understood as: Contract value for feasibility and/or pre-investment supervision studies and/or designs of USD 45,000.00.

Note 1: In the case of contracts presented that have been executed under a consortium or temporary union scheme, to be evaluated, a minimum participation of 30% must be certified.

Note 2: In the case of proposals submitted under a consortium or temporary union of companies, the points assigned to technical capacities may not be allocated more than 60% to one of the shareholders or partners.

Information must be attached regarding the object, tasks performed (this includes specific information that allows qualification based on the evaluation criteria in Table 4), contract value, start and end date, the contract or a validation letter, and specific client information (including the client's contact person) and execution period. Any consulting firm that does not provide the information requested in the above table will be disqualified.

Note 3: The bidder must present documentation certifying their legal and financial capacity, which will consist of, at a minimum, their legal incorporation registration and audited financial statements from the last 2 years.

The consulting firm must not be subject to any disqualifications provided for in the regulations of multilateral organizations.

This information must be presented following the stipulations in the forms referenced in section 9.

5.1.2 Key personnel (40 points)

In the case of a consortium or temporary union of companies, the score in the evaluation of key personnel profiles cannot be attributed solely to one member. Otherwise, the score cannot exceed 80% of the total score.

The personnel for the proposed work must consist of a team of highly qualified experts (university professionals). The key personnel to be evaluated are as follows:

- a. Tender and Supervision Director (16 points).
- b. Hydraulic Networks and/or NRW Specialist (14 points).
- c. Procurement Specialist (10 points).

Additionally, the team could include support personnel consisting of:

- i. Field Engineer
- ii. Leak Detection Technician
- iii. Geographic Information Systems (GIS) Specialist
- v. Cost Analyst

This support personnel will not be evaluated, but their profiles must be submitted according to the forms in section 9.

The evaluation of the proposed technical team will be based on the following criteria:

Table 5: Key Personnel Selection Criteria

	Key Personnel	Details	Partial value	Total value
1	Tender and Supervision Director (16 points).	General Experience: Profession: Civil, Sanitary Engineer, or similar. Years of service: Minimum 15 years of experience in managing engineering projects in the water and sanitation sector, including coordinating multidisciplinary teams and comprehensive project supervision from planning to execution.	6 points	16 points
		Specific Experience: Minimum 5 projects leading Non-Revenue Water (NRW) reduction and potable water network optimization. Experience in network sectorization and information management systems.	10 points	

		Participation in at least 2 projects funded by international organizations, managing contracts, budgets, and deliverable quality.		
2	Hydraulic Networks and/or NRW Specialist (14 points).	General Experience: Profession: Civil or Hydraulic Engineer. Years of service: Minimum 8 years of experience in designing, modeling, and optimizing potable water distribution systems, including fieldwork and technical analysis.	4 points	14 points
		Specific Experience: Participation in at least 3 projects improving distribution networks, focusing on sectorization and hydraulic measurement. Experience in calibrating hydraulic models using software like EPANET, WaterGEMS, or similar. Development of field studies to assess network efficiency and propose optimization solutions. Implementation of network management systems and NRW monitoring. Experience in installing and calibrating macrometers and micrometers in urban networks. Knowledge of water balance preparation and strategies to reduce physical and apparent losses.	10 points	
5	Procurement Specialist (10 points).	General Experience: Profession: Professional with training in Engineering, Administration, or related fields. Years of service: Minimum 7 years of experience in preparing and managing procurement processes for infrastructure projects, especially in water and sanitation.	4 points	10 points
		Specific Experience: Participation in at least 3 procurement processes for projects funded by multilateral organizations, ensuring compliance with procurement regulations. Development of terms of reference, technical specifications, and contractual conditions for NRW projects. Technical evaluation of bids and support in supervising contractual compliance during project execution.	6 points	

5.1.3 Approach (30 points)

Table 6 shows the description of the evaluation criteria for the development of the work plan.

Table 6: Evaluation Criteria for the Approach or Work Plan

WORK PLAN		
Description	Points	Evaluation criteria
The methodology should explain the understanding of the work objectives, the service approach, the methodological steps to carry out the tasks and obtain the expected deliverables, and explain the level of detail of said deliverables. It should highlight the problems being addressed, their importance, and explain the technical approach that the consulting firm would adopt to solve them. It should also explain any innovative tasks that will be employed as part of the methodology (for example, the use of drones). The validity of the proposed methodology will consider compliance with the tasks outlined in this Request for Proposal (RFP) for hydrology, geology-geotechnics, hydraulics, environmental work, topographic surveys, among others.	15 points	The score will be assigned as follows: 1. Fully met the request, with content that was more complete and added value compared to the RFP: excellent (score of 100%). 2. Met the RFP, but did not present any new elements – good (score of 75%). 3. Insufficiently met the request, did not fully comply with RFP specifications – (score of 50%). 4. Did not meet the request (did not present valid content) – (score of 25%).
Incorporating a schedule that enables the achievement of the deliverables and objectives described in the RFP. The schedule must highlight the main tasks (including field visits). The proposed work plan should be consistent with the methodology, demonstrating an understanding of the RFP, including deadlines for reports and deliverable schedules. The task schedule must be described and illustrated using a Microsoft Project flow diagram or a similar tool, showing the start, duration, and end of each relevant task, key milestones, main results, and decision-making actions required by the contracting entity during the execution of the study.	10 points	The score will be assigned as follows: 1. Fully met the request, with content that was more complete and added value compared to the RFP: excellent (score of 100%). 2. Met the RFP, but did not present any new elements – good (score of 75%). 3. Insufficiently met the request, did not fully comply with RFP specifications – (score of 50%). 4. Did not meet the request (did not present valid content) – (score of 25%).
Dimensioning, staffing, and timely deployment of human resources and equipment, describing the tools and equipment to be used (including software), and the responsibilities and functions of each member of the technical team, presenting its organizational structure. Additionally, the consultant must propose the structure and composition of their team, detailing the main disciplines of the work, the key expert responsible, and the assigned technical and support personnel.	5 points	The score will be assigned as follows: 1. Fully met the request, with content that was more complete and added value compared to the RFP: excellent (score of 100%). 2. Met the RFP, but did not present any new elements – good (score of 75%). 3. Insufficiently met the request, did not fully comply with RFP specifications – (score of 50%). 4. Did not meet the request (did not present valid content) – (score of 25%).

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Evaluation based on: The consistency, level of detail, and degree of refinement or innovation of the methodology in relation to: a) the objectives and tasks outlined in the terms of reference; b) whether it exceeds the terms of reference and minimum requirements that must be met; and c) the extent to which the proposed methodology, surveys, analyses, processing, and associated technologies contribute innovatively to improving the effectiveness of task execution and the quality or accuracy of the deliverables.

Total points for the three criteria: 100 points.

The minimum technical score (Pt) required to qualify is 70 out of 100 points.

5.2 Economic Evaluation

The formula to determine the scores for the economic proposals is as follows:

$Pe = 100 \times Fm / F$, where **Pe** is the score of the evaluated economic proposal, **Fm** is the lowest price of all the proposals, and **F** is the price of the proposal being evaluated.

Proposals that do not exceed the budget availability may be considered for award.

5.3 Final Ranking Based on Evaluation Scores

The Technical Offer will have a minimum weighted score of eighty (80.00) points, defined as:

$T = \text{Technical Offer Score} \times 0.80$

The total points obtained by the participant will be multiplied by 0.80 to obtain the score to be added to Q, which represents the score of the economic proposal.

The economic proposal will be evaluated considering the lowest offer, which will be assigned the maximum score of twenty (20.00) points. For the other offers, the following formula will be applied:

$Q = (Pm/Pi) \times 100 \times 0.20$, where:

Pm = price of the lowest offer.

Pi = price of the offers that exceeded the minimum Technical Offer score.

The contract will be awarded to the company with the highest total score, given by **$PT = T + Q$** . The awarded economic proposal must be within the budget availability.

If only one Bidder participates in the call, this situation will be recorded in the corresponding minutes. If the offer meets the established requirements and is within the budget availability and aligned with market prices, the contract will be awarded. In the case that none meet the established requirements, the process will be declared null.

5.4 Clarifications of the Proposal

During any stage of the proposal evaluation, CAF may request clarifications regarding the offer from the bidder. The bidder cannot alter the proposal through the clarification.

This means that, at any time during the evaluation of the proposals or during any stage of the bidding process, CAF may request the bidders to print and notarize the documents submitted with their electronic proposal, or present the original documents if deemed necessary.

6 ESCALATION OR COMPLAINTS

If it is necessary to report or denounce any fraudulent activity or corruption, it may be done through the Ethics Committee as established on www.caf.com.

9. FORMS

9.1. Forms FOR THE SUBMISSION OF THE TECHNICAL BID

TEC-1 FORM LETTER OF TECHNICAL BID

[Place, date]

To: CAF

Sir/Madam:

We, the undersigned, offer to provide consulting services for *[title of consulting services]* in accordance with your Request for Bids (RFB) and our bid.

We hereby present our offer, which is comprised of this technical bid and a price bid, which is submitted on separate stamped paper.

We are presenting our bid in association with: *[Insert a list with the full name and address of each associated consulting firm]*¹

We declare that all the information and affirmations made in this offer are true and that any misinterpretation therein can lead to our disqualification.

We declare that we will maintain our offer for the period and under the conditions stipulated in section 6.1. of the RFB.

If negotiations are carried out during the validity period of the offer, we agree to negotiate based on the proposed staff. This offer is of an obligatory nature for us and is subject to modifications that may arise from the contract negotiations.

We understand that you are not obligated to accept any of the bids you receive.

We do not have any sanction from the Finance Bank or any other International Financial Institution (IFI).

We agree that within the selection process (and in the case that we are the successful bidders, in the execution) within the contract, we will observe the laws on fraud and corruption, including bribery, as applicable in the client's country.

Sincerely,

Authorized signature *[complete and initialled]*: _____

Signatory's name and position: _____

Name of the firm: _____

Address: _____

¹ [Delete if there is no partnership.]

TEC-2 FORM CONSULTANT'S EXPERIENCE

[In the following format, provide information on each of the jobs and each one associated with this job that were legally contracted, as individuals or a legal entity, or as one of the principal firms in a partnership, to provide similar consulting services to those requested in this project. Use a maximum of 20 pages.]

Name of the job:	Approximate value of the job (in United States dollars)
Country: Location within the country:	Duration of the job (months):
Name of the Contractor:	Total number of months to complete the job:
Address:	Approximate value of the services rendered by your firm under the contract (in United States dollars)
Date of commencement of the service (month/year): Date of completion of the service (month/year):	Number of months of professional staff provided by associated consultants:
Name of associated consultants:	Number of officials at a high level from your involved company and duties performed (indicate the most significant profiles such as Director/Project Coordinator, Team Leader):
Narrative description of the job:	
Description of the services effectively provided by the firm's staff for the project (Please provide the quantities that complies with the requirements):	

Name of the firm: _____

TEC-3 FORM: DESCRIPTION OF THE FOCUS, METHODOLOGY AND ACTIVITIES PLAN FOR THE EXECUTION OF THE JOB

The technical focus, methodology and work plan are key components of the technical bid. It is suggested that you submit your technical bid (use maximum 50 pages including graphics and diagrams) divided into the following three parts:

- a) Technical focus and methodology
- b) Work plan, and
- c) Staff resources and organization

a) Technical focus and methodology. In this chapter, you must explain your understanding of the objectives of the work, focus of the services, and methodology to carry out the activities and obtain the desired product, and the level of detail of said product. You must highlight the problems that are being dealt with and their significance, and explain the technical focus that you will adopt to deal with them. You must explain the methodology that you propose to adopt and emphasize the concurrence of this methodology with the proposed focus.

b) Work Plan. In this chapter you must propose the principal activities of the work, its content and duration, phases and how they relate, stages (including the contractor's provisional approvals), and the submission dates of reports. The proposed work plan must be consistent with the technical focus and the methodology, demonstrating an understanding of the ToRs and the ability to translate them into a feasible work plan. Here a list of final documents should be included, including reports, drawings and tables that should be presented as the final product. The work plan must be consistent with the Work Program in the TEC-7 Form.

c) Staff Resources and Organization. In this chapter, you must propose the structure and composition of your team. You must detail the principal disciplines of the work, the key expert responsible, and the appointed technical and support staff. The TEC-5 Form must be presented – CURRICULUM OF PROPOSED PROFESSIONAL STAFF – for the technical staff.

TEC-4 Form COMPOSITION OF THE TEAM AND ASSIGNMENT OF RESPONSIBILITIES

Name of staff	Area of Specialization	Proposed role	Assigned activity	Proposed hours	
				HQ	Field ¹

¹ Field means the work completed in the contractor's country and not in the consulting firm's HQ offices.

TEC-5 FORM CURRICULUM OF PROPOSED STAFF

1. Proposed role *[only one candidate should be nominated for each position]:*

2. Name of the firm: *[insert the name of the firm proposing the candidate]:*

3. Name of individual: *[insert full name]:*

4. Date of birth: _____ **Nationality:** _____

5. Education: *[Indicate the names of universities and other specialized studies done by the individual, giving the names of the institutions, grades obtained and the dates on which they were obtained.]* _____

6. Professional associations the candidate belongs to: _____

7. Other specialties *[Indicate other significant studies from the grades indicated under point 5 – Where education was obtained.]*

8. Countries in which the candidate has work experience: *[List the countries where the individual has worked within the last ten years]:*

9. Languages *[For each language, indicate the level of competence: good, regular, poor in speaking, reading and writing]:*

10. Employment History *[Starting with the current position, list in inverse order each role that the candidate has held since graduating, indicating the following for each position (see the following form): dates of employment, name of the organization, positions held]:*

From [Year]: _____ Until [Year] _____

Company: _____

Positions held: _____

11. Details of the assigned activities [*List all of the tasks that will be performed in this job*]

12. Jobs completed that best demonstrate the candidate's capacity to execute the assigned tasks [*From all of the jobs that the individual has completed, complete the following information for those that best demonstrate the candidate's capacity to execute the tasks listed in point 11*].

Name of the task or project: _____

Year: _____

Location: _____

Contractor: _____

Main characteristics of the job: _____

Activities performed: _____

13. Certification:

I, the undersigned, certify that, to the best of my knowledge and understanding, this form accurately describes my person, my qualifications, and my experience. I understand that any intentionally false statement included herein could lead to my disqualification or dismissal, if I am already contracted.

_____ Date: _____

[*Signature of the individual or the individual's authorized representative*] *Day / Month / Year*

Full name of the authorized representative: _____

TEC-7 FORM WORK PLAN

N°	Activity ¹	Months ²					
		1	2	3	4	5	6
1							
2							
3							
4							
5							
n							

- 1** Indicate all of the main work activities, including the submission of reports (for example, initial, provisional, final reports), and other stages such as approvals by the contractor. For tasks in various phases, indicate the activities, submission of reports and stages for each phase separately. This form should include at least the opening of activities stipulated in point 6.1.
- 2** The duration of the activities must be indicated in the bar chart.

9.2. FORMS FOR THE SUBMISSION OF THE PRICE BID

FIN –1 FORM PRICE BID LETTER

[Location, date]

A: [Contractor's name and address]

Sir/Madam:

We, the undersigned, offer to provide consulting services for [title of work] in accordance with your Request for Bids (RFB) and our technical bid.

The Price Bid attached is for the sum of [total in writing and figures¹]. This figure includes all required taxes and costs for the execution of the contract².

Our financial bid will be obligatory for all of us, subject to any modifications that may arise from negotiations of the contract, up to the expiration of the bid's validity period.

We understand that you are not obligated to accept any of the bids you receive.

Sincerely,

Authorized signature: [full name and initials]: _____
Signatory's name and position: _____
Name of the firm: _____
Address: _____

¹ The figures must coincide with those indicated under the FIN-2 Form

FIN-2 FORM SUMMARY OF COSTS

Item	United States dollars USD
Total cost of the Price Bid ¹	

1 Indicate the total cost (excluding VAT))

FIN-3 FORM COST BREAKDOWN BY ACTIVITY¹

Group of Activities: ² _____	Description: ³ Percentage applicable to the cost of services abroad: ⁶ _____
Cost Component	Currency: ⁴ UNITED STATES DOLLARS
Remuneration ⁵	
Other expenses ⁵	
Sub-totals	

¹ The FIN-3 Form must be completed for the complete work. The consultant must complete a separate FIN-3 Form for each group of activities. The sum of the relevant sub-totals of all FIN-3 forms submitted must coincide with the total cost of the financial bid indicated in the FIN-2 form.

² The name of the activities must be the same as or match those indicated in the second column of the TEC-7 Form and must at least include the opening of activities established in point 6.1.

³ Brief description of the activities whose cost breakdown is provided in this form.

⁴Indicate the name of the foreign currency in square brackets. Use the same columns and currencies as in the FIN-2 Form.

⁶ The consultant must indicate the cost percentage per activity that corresponds with the services rendered abroad.

10. ANNEX A

10.1 Tentative Activities to be Carried Out by the Consultancy

The consultancy responsible for the designs must carry out all activities and sub-activities necessary to achieve the project's specific objectives. The Tendering and Supervision Agent will be responsible for drafting the terms of reference to ensure the full scope is addressed. Below is a list of the minimum necessary activities to conduct the consultancy, structured by each specific objective.

Specific Objective 1: Conduct the necessary technical and field studies to develop a proposal for optimizing demand management in prioritized areas.

- Comprehensive review of the Water and Sanitation Master Plan, emphasizing the proposed initiatives targeting Non-Revenue Water (NRW), including the evaluation, analysis, validation, and adjustment of the following components:
 - The existing hydraulic model of the network, incorporating the newly collected data.
 - Hydraulic performance of the network and the structural condition of the pipes.
 - Current level of NRW by measuring flow and pressure at various points in the network.
 - Perform water balance tests to determine physical and apparent losses.
 - Prioritization criteria for intervention, considering aspects such as service impact, break frequency, and the magnitude of water losses.
 - Combination of measures based on technical and economic feasibility and their impact on NRW reduction.
 - Collect topographic data and structural assessments of pipes in critical areas.
 - Calibrate the model by measuring hydraulic parameters in selected sectors and updating the technical cadastre.
- Compile previous studies, historical data on the water network, and operational reports from BWA.
- Review technical information on existing infrastructure, including network plans, maintenance records, and flow and pressure data.
- Conduct field inspections to assess the condition of the network, identifying issues such as visible leaks, breaks, and inadequate pipe conditions.
- Establish prioritization criteria for intervention, considering aspects such as service impact, break frequency, and the magnitude of water losses.
- Evaluate different alternatives for network optimization, considering both structural measures (pipe replacement) and non-structural measures (hydrometric sector management).

Specific Objective 2: Develop engineering designs for the projects in the prioritized areas, estimating the necessary investment for their execution.

- Develop engineering designs for the improvement and creation of hydrometric sectors, including detailed plans, calculation reports, and technical specifications.
- Design the replacement of prioritized pipes, selecting appropriate materials and the most efficient construction methods.
- Prepare designs for the installation of macrometers and micrometers, determining installation points and technical requirements.

- Design a Network Information Management System (NIMS) to allow real-time monitoring and control of the distribution network.
- Estimate investment costs for each proposed measure, including materials, labor, and indirect costs.
- Conduct an economic feasibility assessment of the interventions, considering benefits in terms of NRW reduction and operational improvements.
- Prepare construction plans and technical details for the interventions, ensuring compliance with local and international design standards.
- Develop detailed technical specifications for materials and equipment, ensuring compatibility with existing infrastructure.

Specific Objective 3: Prepare tender documents for the developed projects.

- Prepare detailed budgets for each of the structural and non-structural components, including a breakdown of costs by activity.
- Develop implementation schedules that detail the project phases, from mobilization to the completion of the works.
- Draft the terms of reference and contractual conditions for the works to be executed, aligned with the requirements of BWA and CAF.
- Prepare technical specifications and project requirements, ensuring clarity and precision for potential bidders.
- Conduct a comprehensive review of the tender documents to ensure compliance with Barbados' procurement regulations and CAF's procurement policies.
- Coordinate with BWA for the final validation of the documents, adjusting technical and contractual details as needed.

10.2 Available Technical Information

The Barbados Water Authority (BWA) has a series of technical documents that can be very useful for bidders to better understand the project's context and needs. These documents provide relevant information about the current state of the potable water infrastructure, the challenges faced by the system, and recent studies that will guide the interventions. Access to this information will allow potential bidders to prepare more detailed proposals aligned with the project's objectives. Below is a list of the available technical documents:

i. Water and Sanitation Master Plan (2025)

This document offers a detailed diagnosis of Barbados' potable water network, identifying critical areas in terms of Non-Revenue Water (NRW), hydraulic conditions, and modernization needs. It includes analyses of sectors with the highest frequency of breaks, pressure and flow issues, as well as initial recommendations for sectorization and network improvements. This document also carried out a prioritization of projects for the short, medium, and long term

ii. Non-Revenue Water (NRW) Reduction Study

A recent study conducted by BWA on NRW levels in the potable water distribution network. This document provides key data on physical and apparent losses in different areas of the island, as well as proposed corrective measures.

iii. Technical Report on the Condition of Pipes (2019)

A report detailing the condition of the main pipes in the distribution network, including age, material, break frequency, and recommendations for replacing critical sections.

iv. Potable Water Distribution Network Maps

A set of updated maps showing the layout of the potable water network in major urban and rural areas of Barbados. These maps include details of the main pipes, pumping stations, storage tanks, and installed macrometers.

v. Previous Hydraulic Studies

Previous studies conducted by BWA providing information on the hydraulic behavior of the network in various areas, including data on pressures, flows, and pump system performance.

vi. Infrastructure Modernization Project Reports (2017-2022)

A document summarizing the infrastructure modernization interventions carried out in recent years. This report includes sectors where pipes have been replaced and pumping stations modernized, along with the results achieved in terms of NRW reduction.

vii. Local Policy and Regulatory Documents

The regulatory and legal framework governing infrastructure projects in Barbados, including design, construction, and operation standards for potable water systems, as well as water quality standards.

viii. Climate Vulnerability Study of the Potable Water System

This study examines how climate change is affecting water availability and quality in Barbados and provides projections on future impacts on the potable water distribution system. It offers recommendations on making the system more resilient to extreme weather events.

ix. Historical Maintenance Database

Information on maintenance activities carried out in the potable water network, including records of pipe repairs, maintenance of pumping stations, and cleaning of storage tanks.