**Business** **Finance for the Poor in Bangladesh (BFP-B) Project**

**Request For Proposals**

**for**

**Monitoring and Evaluation Outsourcing**

**Subject of procurement: Designing and Implementing Monitoring and Evaluation for the Policy Component of ‘Business Finance for the Poor Bangladesh’**

**August, 2018**

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# Section 1. Letter of Invitation

BFP-B Letter Head

[***insert: Name and Address of Consultant***]

Dated: XX XXXX 2017

Attention: Mr./Ms.:

**Letter of Invitation**

1. Business Finance for the Poor in Bangladesh (BFP-B) is a five-year programme funded by UKaid from the UK government. Bangladesh Bank is the implementing agency, and the Bank and Financial Institutions Division of the Ministry of Finance, the executing agency. Nathan Associates London Ltd. has been appointed as the management agency for the programme.

2. BFP-B Project now invites proposals for ***‘Designing and Implementing Monitoring and Evaluation for the Policy Component of ‘Business Finance for the Poor Bangladesh’*’** Details on the services are provided in Section 5 ‘Terms of Reference” of the Request for Proposal attached herewith.

3. It is expected that up to three firms will be shortlisted and one will be selected under the QCBS Selection Method and Procedures described in this RFP, in accordance with the UKaid/DFID procurement policy.

5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants

Section 3 - Technical Proposal - Sample Forms

Section 4 - Financial Proposal - Sample Forms

Section 5 - Terms of Reference

6. Please inform us through email (attached scanned letterhead of your organisation with signature), within three working days of receipt:

###### (a) that you received the Letter of Invitation; and

###### (b) whether you will submit a proposal alone or in association,

to the following email addresses:

**Katherine Hughes**

**Programme Manager (BFP-B)**

**Nathan Associates London Ltd.**

**Email:** **khughes@nathaninc.com**

**Malick Mahbub Al- Hasnat**

**Finance and Admin Coordinator**

**MHasnat@nathaninc.com**

**BFP-B Project**

**3rd Floor, House 71, Road 27,**

**Gulshan-1, Dhaka-1212.**

**Email: MHasnat@nathaninc.com**

**Website:** [**www.bfp-b.org**](http://www.bfp-b.org)**.**

Yours sincerely,

On behalf of Nathan Associates London Ltd.

**Feisal Hussain**

**Team Leader**

**BFP-B Project**

# Section 2. Instructions to Consulting/Research Firms

|  |  |
| --- | --- |
| **RFP Submission Deadline** | Applicants will be given two weeks from the date of RFP notice for submission of a detailed Proposal. The Proposal may be submitted in hard copy or soft copy (via email) on Monday, 3rd September by **5:00 pm.** For hard copy submission, the address is:  BFP-B Project  5th Floor, House 13, Road 34,  Gulshan-2, Dhaka-1212  Soft copies must be emailed to: **MHasnat@nathaninc.com** |
| **Methods for Procurement of Consultancy Services** | The Consultant (Consulting Firm) shall be selected in accordance with the **Quality and Cost-Based Selection (QCBS)** method by following the procurement guidelines of UKaid/DFID. The QCBS processes will follow (i) the quality of the Proposal; and (ii) the cost of the Services. 70% weight will be given for the Technical Proposal and 30% weight will be given for the Financial Proposal. Technical proposals achieving 70% of the total technical score will be put through for assessment of financial |
| **Technical Proposal** | The Technical Proposal to be prepared according to the format and Terms of Reference (ToR) provided in this RFP document. |
| **Financial Proposal** | Applicants should submit their financial proposal according to the format. The financial proposal should include fees of the experts, field data collection costs, if required; transportation, food and local accommodation costs of the experts, logistics and administrative expenses, and other expenses.  It should also demonstrate how the financial proposal offers best value for the BFP-B programme. This should also set out the governance, management methodology or process for managing risks & issues to provide confidence that the business processes are sufficiently robust to ensure effective delivery on time and within budget. |
| **Currency** | The financial proposal is to be submitted in Pound Sterling (GBP). BFP-B Project/ Nathan Associates London Ltd will not be responsible for exchange rate risks. Any exchange rate risks will be borne by the Consultant (Consulting Firm). |
| **RFP Submission** | For QCBS process, the applicants should submit proposals in two parts – Technical and Financial. For soft copy, please attach two separate files. For hard copy submission, in a sealed envelope marked as ‘Submission of RFP’, inside which should be two inner envelopes, one envelope containing the Applicant’s Technical Proposal without any reference to price and the second envelope containing the Applicant’s Financial Proposal, both clearly marked. |
| **Presentation of the Technical Proposal** | If the Proposal Evaluation Committee deems the requirement for a presentation of the Technical Proposal, then the Consultant (Consulting Firm) shall be invited for a presentation. |
| **Proposal Evaluation** | An Evaluation Committee will evaluate the Proposals. The decision of the proposal Evaluation Committee will be considered as final. BFP-B Project reserves the right to accept or reject any or all Proposals. All applicants will be informed about the result via email. |
| **Contract Negotiation** | BFP-B Project/Nathan Associates London Ltd. will negotiate a contract with the successful Consultant only on the following components of the Proposal submitted by the Consultant:  (a) Methodology;  (b) Work plan and activity schedule;  (c) Organisation and staffing;  (d) Deliverables;  (e) Reimbursable expenses, if there are any. However, it is recommended that the Consultant shall include all expenses in the financial proposal.  If negotiations with the successful Consultant fail, then BFP-B Project/Nathan Associates London Ltd. shall have the right to reject the successful Consultant, and either seek fresh proposals, negotiate further with one or more of the bidders, defer the award of a contract or cancel the competition and make no contract award, if appropriate. |
| **Contract Award** | On behalf of the BFP-B Project, Nathan Associates London Ltd. will award a contract to the successful Consultant. The standard contract format of Nathan Associates London will be followed. On behalf of Nathan Associates London Ltd., the Director will sign the Contract. On behalf of the Consultant, the Head of the Consulting Firm or Consultant himself/herself (for Individual Consultancy agreement) will sign the Contract.  The consultant or Consulting Firm will also be subject to a due diligence assessment prior to contracting. |
| **Professional Liability of the Consultant/Consulting Firm** | The Consultant/Consulting firm is expected to carry out assignments with due diligence and in accordance with prevailing professional standards. The Consultant’s liability to the Procuring Agency (BFP-B Project/Nathan Associates London Ltd.) will be governed by the applicable law of United Kingdom. The Consultant/Consulting firm shall be held liable for all losses or damages suffered by the Procuring Agency on account of any misconduct and unsatisfactory performance by the Consultant/Consulting firm in performing the consulting services. The Consultant/Consulting firm shall not share the information or data collected and the report prepared for the assignment to any third party without prior written approval of the Procuring Agency. |
| **Payment** | On behalf of the BFP-B Project, Nathan Associates London Ltd. will pay the Consultant in Great Britain Pound (GBP) based on delivery of the agreed outputs according to an agreed timetable. The payment will be made in instalments based on satisfactory delivery and approval of deliverables. |
| **VAT and Taxes** | The Consultant (Consulting Firm) will be responsible to pay VAT and Taxes according to Bangladesh Government policy. |
| **Company Information and due Diligence** | Please note that Nathan will be unable to engage your firm to work under any sub-contractor agreement on a consultancy basis without company information being provided in the form TECH 11 below.  In order to ensure Nathan’s continuing legal compliance, Nathan requires its prospective partners to complete a due diligence questionnaire. Please provide answers to the questions in the form TECH 11 (as applicable) and documents where requested. Please do not hesitate to contact us if you require any assistance in completing this questionnaire. If there are any relevant changes in responses/circumstances, you must report them to Nathan immediately. |

# Section 3 Technical Proposal - Sample Forms

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[Form TECH-2: Conflict of Interest Declaration Form 7](#_Toc498502871)

[Form TECH-3: Non-Disclosure Agreement 8](#_Toc498502872)

[Form TECH-4: Consultant’s Organisation 9](#_Toc498502873)

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[Form TECH-6: Description of Approach, Methodology and Work Plan 11](#_Toc498502875)

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Form TECH-1: Technical Proposal Submission Form

[*Location, Date*]

To: Ms.Katherine Hughes

Programme Manager (BFP-B)

Nathan Associates London Ltd.

And

Malick Mahbub Al- Hasnat

Finance and Admin Coordinator

MHasnat@nathaninc.com

BFP-B Project

3rd Floor, House 71, Road 27,

Gulshan-1, Dhaka-1212.

Email: MHasnat@nathaninc.com

Dear Concern:

I/We, the undersigned, offer to provide the consulting services for ***‘Designing and Implementing Monitoring and Evaluation for the Policy Component of ‘Business Finance for the Poor Bangladesh’.*’**in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under separate sealed envelopes.

We are submitting our Proposal as a [Consortium/Joint Venture/in association with (please delete as appropriate)]: [*insert a list with full name and address of each Consortium/Joint Venture partner or sub-Consultant*]. Attached is the following documentation: [Consortium/Joint Venture Agreement and Consortium/Joint Venture power of attorney for lead or managing Partner (please delete as appropriate)].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake that, if our Proposal is accepted, we will start the assignment within 1 day after signing the contract.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Form TECH-2: Conflict of Interest Declaration Form

I am declaring that (please give tick-mark)-

a) I or our Firm do not have any connection with the BFP-B Project

b) I or our Firm have a connection with the BFP-B Project.

If the Consulting Firm and/or any of the Team Members have a connection with the BFP-B Project, then the Firm or respective Team Member has to complete following conflict of interest form:

Name of the Team Member:

Type of involvement with the BFP-B Project:

I hereby declare that being involved with the BFP-B Project, I will not influence in the decision making during the RFP evaluation process and any other procurement process of BFP-B Project. BFP-B Project will have the right to reject our Proposal, if I try to influence in the procurement process and/or RFP evaluation process.

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Date:

Name of Firm:

Address:

Form TECH-3: Non-Disclosure Agreement

The Consulting Firm will receive and generate Confidential Information in the pursuit of its stated goals. All individuals associated with this project from the Consulting Firm will hold all such Confidential Information in the strictest confidence and not disclose or use it, unless prior agreement to do so has been given by the BFP-B Team Leader in conjunction with the DFID Project Officer.

All individuals must take reasonable precautions to ensure that all Confidential Information received is stored in a secure and proper manner. Any documents received during the BFP-B review process should be considered absolutely confidential. This means that no photocopies should be made of the documents and the documents should remain under control of the participant/reviewer at all times. At the conclusion of the review the documents should be returned intact to the BFP-B Challenge Fund Manager. Neither the contents of the documents nor the review process should be discussed with anyone outside the BFP-B project team.

In Agreement whereof, I undertake to acknowledge the need for ensuring confidentiality in the BFP-B process, in a manner which safeguards the confidentiality of all conversations, papers, conversations, review processes and procedures at all times. I also undertake not to disclose or to place the documents in a position where their contents might be subject to review by a person who is not part of the BFP-B process.

Yours sincerely,

Authorised Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Form TECH-4: Consultant’s Organisation (1-page limit)

[*Provide here a brief description of the background and organisation of the Consultants and, if applicable, each Consortium/Joint Venture partner for this assignment. Please indicate the number of relevant projects and at least 5 years’ experience in the field of communications. Experience working with mass-media and social media, knowledge of inclusive finance, experience in project management, and production and oversight of document and report development and print and electronic publishing is also required. Experience in branding, media relations, graphic design and video production is desirable].*

Form TECH-5: Comments and Suggestions on the Terms of Reference (1-page limit)

[*Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as suggesting alternative approaches, activities or sequencing). Such suggestions should be concise and to the point, and incorporated in your Proposal.*]

Form TECH-6: Description of Approach, Methodology and Work Plan for Performing the Assignment (7 pages limit)

[*Technical approach, methodology and work plan are key components of the Technical Proposal. It is suggested that you present your Technical Proposal (maximum 7pages, excluding Annex) divided into the following three chapters:*

1. *Technical Approach and Methodology,*
2. *Work Plan, and*
3. *Organisation and Personnel,*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should include any dependencies your suggested methodologies rely on, e.g. provision of certain information and contacts. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan. A list of the final documents, including reports, figures and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-10.*

*c) Organisation and Personnel. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key experts responsible, and proposed technical and support personnel. You shall also specify if you will be the lead firm in a Consortium/Joint Venture or in an association with Sub-Consultants. For Consortium/Joint Ventures, you must attach a copy of the Consortium/Joint Venture agreement.*]

Form TECH-7: Team Composition, Task Assignments and Summary of CV Information (to be included as ANNEX-A in the Technical Proposal)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name | Area of  Expertise | Position  Assigned | Task  Assigned | Employment Status with Firm (full-time, or other) | Education (Degree and Institution) | No. of years of relevant experience |
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Form TECH-8: Curriculum Vitae (CV) for Proposed Experts (to be included as ANNEX-B in the Technical Proposal)

**1. Proposed Position**:

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

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

**4. Date of Birth**: **Nationality**:

**5. Education** [*indicate college/university and other specialised education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]:

**6. Membership in Professional Associations**:

**7. Other Training** [*indicate significant training since degrees under 5 - Education were obtained*]:

**8. Countries of Work Experience**: [*list countries where expert has worked in the last ten years*]:

**9. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

**10. Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organisation, positions held.*]:

From [*Year*]: To [*Year*]:

Employer:

Positions held:

|  |  |
| --- | --- |
| **11. Detailed Tasks Assigned**  [*List all tasks to be performed under this assignment*] | **12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**  Name of assignment or project:  Year:  Location:  Client:  Main project features:  Position held:  Activities performed: |

**13. Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

(i) This CV correctly describes my qualifications and my experience;

(ii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Personnel Schedule in Form TECH-7 provided team mobilisation takes place within the validity of this proposal or any agreed extension thereof;

(iii) I am committed to undertake the assignment within the validity of Proposal;

(iv) I am not part of the team that wrote the terms of reference for this consulting services assignment;

(v) I am not sanctioned/debarred (ineligible for engagement) by DFID.

I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[*Signature of expert or authorized representative of the firm*]1 *Day/Month/Year*

Full name of authorized representative:

1 This CV can be signed by an authorized representative of the Consultant provided that if the Consultant’s proposal is ranked first, a copy of the CV signed by the expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations.

Form TECH-9: Personnel Schedule 1

(to be included as ANNEX-C in the Technical Proposal)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **N°** | **Name of Expert /Position** |  | **Professional Expert input (in the form of a bar chart)**2 | | | | | | | | | | | | | **Total input (Days)** | | |
| **Weeks** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** | **Home** | **Field**3 | **Total** |
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1. Weeks are counted from the start of the assignment. For each expert, indicate separately the input for home and field work.

2. Field work means work carried out at a place other than the expert’s home office; i.e. normal place of business.

Full time input

Part time input

Form TECH-10: Work Schedule (Weekly)

(to be included as ANNEX-D in the Technical Proposal)

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| **N°** | **Activity**1 | **Weeks**2 | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** |
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1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports)

2 Duration of activities shall be indicated in the form of a bar chart.

Section 4. Financial Proposal - Sample Forms

[Form FIN-1: Financial Proposal Submission Form](#_Toc224704600)

[Form FIN-2: Summary of Costs and Financial Methodology](#_Toc224704601)

Form FIN-1: Financial Proposal Submission Form

[*Location, Date*]

To: Ms.Katherine Hughes

Programme Manager (BFP-B)

Nathan Associates London Ltd.

And

Malick Mahbub Al- Hasnat

Finance and Admin Coordinator

MHasnat@nathaninc.com

BFP-B Project

3rd Floor, House 71, Road 27,

Gulshan-1, Dhaka-1212.

Email: MHasnat@nathaninc.com

Website: [www.bfp-b.org](http://www.bfp-b.org).

Dear Concern:

I/We, the undersigned, offer to provide the consulting services for ***‘Designing and Implementing Monitoring and Evaluation for the Policy Component of ‘Business Finance for the Poor Bangladesh’*** in accordance with your Request for Proposal dated [*insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*insert amount(s) in words and figures*1].

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Form FIN-2: Summary of Costs and Financial Methodology

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost items** | **Units** | **Unit cost** | **Total (in GBP)** |
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| **Total Estimated Cost (in GBP)** | | |  |

**Notes:**

The consulting firm can prepare a budget or cost estimate according to the above format. or provide a separate detail budget.

In addition to the financial tables the Tenderer should ***provide up to a maximum of 4 pages*** that aim to provide convincing information in the following areas of their Financial Methodology:

* *Benchmarking of Fee Rates:* We expect bidders to clearly set out their own process of benchmarking Fee Rates to demonstrate competitiveness. This approach is increasingly important as DFID moves to a position where suppliers are expected to be transparent in their pricing structure in order to demonstrate that their Commercial Tender is competitive and represents Value for Money. Tenderers should therefore provide details of how their Fee Rates are constructed, detailing the overhead, salary and profit margin making up each Fee Rate.
* *Financial Risk/Contingency Costs:* It is a matter for Tenderers to determine if they wish to include contingency elements in their Tender. If for example, you have identified risks to successful delivery, which would require additional resource or cost to mitigate, then we would expect these to be shown separately in the Tender
* *Economies of Scale:* The Tender should highlight any particular Economies of Scale that can be realised through sharing of resources with other operations the Tenderer is currently involved in. The Tender should explain how these benefits can be realised and clearly demonstrate that they are realistic.

Section 5 Terms of Reference

# Request for Proposal

**Designing Monitoring and Evaluation plan for the Policy Component of ‘Business Finance for the Poor Bangladesh’**

**1. Project Background**

Business Finance for the Poor in Bangladesh (BFP-B) is a £25 million facility funded by UK aid from the UK government. The Bangladesh Bank (BB), the central bank of Bangladesh and Microcredit Regulatory Authority (MRA), are the implementing agencies, and the Financial Institutions Division (FID) of the Ministry of Finance (MoF), Government of Bangladesh (GoB), is the executing agency. Nathan Associates London Ltd, in consortium with its partner, Oxford Policy Management, is appointed as the management agency for the programme. The programme aims to improve access to finance for micro and small enterprises (MSEs) and create economic opportunities for small businesses in Bangladesh through improvements in the policy and regulation of financial services, innovations in the nature and scope of financial services targeting the poor, and strengthening of information systems supporting micro-finance and bank lending. BFP-B has three components: a Challenge Fund, a CIB-Microfinance, and a Policy Component.

The Challenge Fund catalyse and support innovative financing products and delivery channels to foster financial inclusion at micro level ; the Micro Finance-Credit Information Bureau (MF-CIB) will improve knowledge of microfinance borrowers in terms of cash flow management and credit history to help the integration with commercial banks and NBFIs at meso level ; and the **Policy** component works to generate evidence to facilitate a collaborative approach to financial sector policy and regulatory reform to create an enabling regulatory environment for the MSE sector in Bangladesh and increasing financial inclusion for small business.

**2. Background of Policy Component**

The BFP-B aims to improve the policy and regulatory environment for financial institutions and incentivising them to increase lending to Micro and Small Enterprises (MSEs).

Policy component activities circulate around generating evidence and recommendations to build the case for regulatory change, improving sector coordination and building consensus between regulators and market actors to facilitate adoption of recommendations for policy change, and advising and assisting the Ministry of Finance and regulators to put into operation the changes.

The Policy Component of BFP-B Project has completed 5 studies and came forward with 51 recommendations. The rest of the 3 policy studies are on-going. Now BFP-B is prioritising some policy recommendations through consultation with the regulators and other stakeholders. The policy recommendations will be prioritised by considering the quick wins that could be achieved within the project period and which will have significant impact on access to finance of MSEs.

**3. Policy deliverables to date**

As per agreement between Government of Bangladesh and Government of UK on BFP-B project signed on 25th January 2015, the project will have to deliver its status of implementation targets. These include implementation of 6 policy recommendations within the project period at outcome level. At the output level the targets include completing 8 policy studies; making 24 policy recommendations and developing 8 partnerships with organisations for policy influence.

To date, policy component has completed 5 studies and 3 policy studies are expected to be completed within the given time frame. Of the completed studies, 51 recommendations were made. Also, 4 partnerships were developed with organisations such as Credit and Development Forum (CDF), INAFI, UNCDF and Bangladesh Institute of Bank Management (BIBM). Partnership developments in the pipeline include SME Foundation.

**4. Scope of the assignment**

**4.1 Objectives**

To measure how the inputs of the Policy Component transform to outputs, outcome and impact and determine the indicators to measure how to achieve outcomes for policy changes on the policy environment, financial service providers and MSEs.

**4.2 Specific Objectives**

The specific objects of the assignment are:

* Assess the progress of achieving policy component outputs and outcomes.
* Develop a pathway of change to transform outputs to outcomes and also develop a policy outcome matrix.
* Update the Policy Component results chain (in conjunction with BFP-B staff) by identifying the key indicators of measurement to achieve outcomes.
* The result chain (RC) should also include early indicators for tracking progress of the intervention impact.
* Identify and monitor the indicators for policy advocacy and influence that will assist to achieve outcomes.
* Capture and record the level of engagement of BFP-B at the institutional level through delivery of technical assistance; meetings/disseminations/seminars organised; BFP-B called on to discuss policy issues in depth; media visibility and publications disseminated.
* Develop framework to trigger policy changes. The framework should focus on the different ways to understand BFP-B advocacy tactics. The purpose is to understand, plan and communicate BFP-B advocacy and develop tools accordingly to track performance. It may involve BFP-B advocacy strategy comprising of a responsibility matrix indicating responsibilities or specific role from BFP-B to show progress or initiatives undertaken in achieving a policy change.
* Carry out mapping/stakeholder analysis in consultation with BFP-B team
  + Develop mapping tools/framework for analysis.
* Capture the possible impact of policy changes on stakeholders through qualitative data collection to understand stakeholder views of recommendations, challenges, intentions and any changes in awareness, beliefs and attitudes. This should feed into the overall contribution analysis by verifying the results chain.
  + Design key informant interview (KII) guides and/or focus group discussion (FGD) guides.
* Produce a final report on the link between the process and outputs for the policy component, incorporating findings from desk-based work and interviews with stakeholders.

The bidder should also include other strategies and deliverables they feel are required to support the evaluation of the policy element of BFP-B.

**5. Proposal submission**

Your Tender should be set out in 2 main parts (A & B) as outlined below. Both Parts must be submitted in English and in separate envelopes.

**Part A - Technical**

Your Technical response should submit a proposal, which must include the following:

* Outline a methodology in accordance with the scope of the assignment.
* A chronological work plan and resource needs/allocation.
* Summary profile of the resources and consultants to be engaged in conducting the scope of the assignment.
* Name(s) & CV(s) (showing previous experience) of proposed personnel and a table of Personnel Inputs (person days).
* Confirmed availability of key personnel (along with Names and CVs showing previous experience), timing of key deliverables, risk management and your Quality Assurance Mechanisms to ensure effective delivery of quality outputs on time.
* Consulting Firms located outside of Bangladesh must have a local consultant for onsite communication.
* Any other matters that may apply e.g. Joint Ventures, use of sub-contractors, Disclosures, Conflict of Interest. No publicity material is required.

**Part B – Commercial**

* All prices must be for the duration of the contract and priced in Pound Sterling. Please note that BFP-B places the burden of exchange rate fluctuations on the supplier, who will be expected to absorb the impact of these within and across their contracts.
* A summary note of your Financial Methodology that explains the rational of the Commercial Tender and how it offers best value, demonstrating that fees and expenses have been competitively priced.
* Detailed budget for each aspect of the assignment.
* Ideally payment Mechanisms should be structured to support performance. management and effective delivery.
* Please note that Tenderers are responsible for establishing the status of this Requirement for the purpose of any government tax in Bangladesh. Any applicable taxes must be shown in your commercial proposal.

Proposal submission: The full proposal needs to be submitted by 4th September, 2018 to **Redwan B Rokon**, Monitoring and Evaluation, and Challenge Fund Coordinator, BFP-B Project, 5th Floor, House 13, Road 34, Gulshan-2, Dhaka-1212, email: [rrokon@nathaninc.com](mailto:rrokon@nathaninc.com)

**5. Expected outputs/deliverables**

The contracted consulting firm will be expected to submit the following deliverables:

|  |  |  |
| --- | --- | --- |
| **Item** | Type | Estimated Submission Date\* |
| Detailed assessment report on the progress of achieving policy component outputs and outcomes and policy outcome matrix with pathways of change | Assessment Report | 30th September 2018 |
| Presentation on the monitoring and evaluation plan, including results chain and theory of change | Presentation and Discussion | 15th November, 2018 |
| Final Monitoring and evaluation plan for the policy component, including updated results chain (incorporating comments and feedback from BFP-B) | Report | 15th December, 2018 |
| Mapping of extent of engagement with institutions (Advocacy framework) | Report | 31st December, 2018 |
| Stakeholder mapping analysis presentation | Presentation | 31st January, 2019 |
| Stakeholder mapping analysis | Report | 14th February, 2019 |
| Presentation on the qualitative findings from stakeholders | Presentation | 10th June, 2019 |
| Qualitative report on findings from stakeholders | Report | 14th August, 2019 |
| Final report on the link between the process and outputs for the policy component | Report | 1st November, 2019 |

**\*Notes:** The estimated submission date will be determined later upon signing of the contract with the consulting firm

**6. Schedule of the assignment**

Estimated start date: 15th September 2018

Estimated end date: 1st November 2019

The schedule of assignment will be finalised upon signing of the contract by BFP-B Project/Nathan Associates London Ltd.

**7. Reporting**

The consulting firm shall report to the BFP-B Policy lead, M&E Coordinator for overall strategic and technical guidance. The BFP-B M&E Coordinator will be the primary contact for the consultant and will work closely with them to provide task coordination, meet regularly as the liaison between the consultant and various stakeholders, review the interview materials and reports, and disseminate the findings.

Form TECH-11: Company Information and Due Diligence

**SUB-CONTRACTOR FIRM**

**INFORMATION FORM**

Please note that Nathan will be unable to engage your firm to work under any sub-contractor agreement on a consultancy basis without this information being provided.

|  |  |  |
| --- | --- | --- |
| COMPANY DETAILS | | |
| Company name: |  | |
| Registered address: |  | |
| Country of registration: |  | |
| Company registration number: |  | |
| Date of registration: |  | |
| VAT registration number: |  | |
| Trading status: | (e.g. public limited company / limited company / limited liability partnership / other partnership / sole trader / cooperative / company limited by guarantee) | |
| Board of directors | * List name(s) of directors | |
| Number of permanent staff |  | |
| Name contact person: |  | |
| Contact email address: |  | |
| Contact telephone numbers: | Direct Dial: |  |
| Switchboard: |  |
| Other: |  |
| *Please supply a copy of your company registration certificate.* | | |

**BANKING DETAILS FORM**

Please note that Nathan will be unable to engage your firm to work under any sub-contractor agreement on a consultancy basis without this information being accurately provided.

**For non-UK account holders**

|  |  |
| --- | --- |
| BANKING DETAILS – Non-UK accounts | |
| Beneficiary account number: |  |
| Beneficiary name: |  |
| Beneficiary address: |  |
| Beneficiary bank SWIFT: |  |
| Beneficiary bank name: |  |
| Beneficiary bank address: |  |
| Currency of account: |  |

|  |  |
| --- | --- |
| **INTERMEDIARY DETAILS** | |
| Intermediary bank name: |  |
| Intermediary branch address: |  |
| Account no: |  |
| Additional Information: |  |

**For UK account holders**

|  |  |
| --- | --- |
| BANKING DETAILS – UK accounts | |
| Beneficiary bank name: |  |
| Beneficiary branch name: |  |
| Beneficiary name: |  |
| Beneficiary account number: |  |
| Beneficiary sort code number: |  |
| Currency of account: |  |

**DUE DILLIGENCE FORM**

In order to ensure Nathan’s continuing legal compliance, Nathan requires its prospective partners to complete a due diligence questionnaire. Please provide answers to the questions below (as applicable) and documents where requested. Please do not hesitate to contact us if you require any assistance in completing this questionnaire. If there are any relevant changes in responses/circumstances, you must report them to Nathan immediately.

In signing this declaration, I signify that I understand and agree to abide by the conditions set out in this document. I understand that if I fail to abide by these conditions, the contract may be terminated.

|  |  |
| --- | --- |
| **Name of company** |  |
| **Name of signatory** |  |
| **Title** |  |
| **EMAIL address** |  |
| **Signature** |  |
| **Date** |  |

1. **Conflict of interest**

|  |
| --- |
| Disclose details of any financial, personal, business or professional activities or connections which might have the potential to give rise to a conflict of interest with your organisation in connection with the project, the client, the recipient of services, and Nathan. If there is a potential conflict of interest, please state how this conflict of interest could be avoided. |
| *[Insert response]* |

1. **Legal compliance**

|  |  |  |  |
| --- | --- | --- | --- |
| Civil liabilities | | YES | NO |
| In the last five years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, been the subject of any civil action relating to your professional or business activities which has resulted in a finding against you by a court, or a settlement (other than a settlement consisting only of the dismissal by consent of a claim against it and the payment of its costs) being agreed? *If so, give particulars.* | |  |  |
| Good reputation and character | | YES | NO |
| *Note: There is no need to mention offences which are spent for the purposes of the Rehabilitation of Offenders Act 1974, offences committed before the age of 17 (unless committed within the last ten years) or any road traffic offence that did not lead to a prison sentence.* | | | |
| 1. | Have you/your organisation/any other person who has powers of representation, decision or control in the organisation at any time pleaded guilty to or been found guilty of any offence? *If so, give details of the court which convicted you, the offence, the penalty imposed and date of conviction.* |  |  |
| 2. | Have you/your organisation/any other person who has powers of representation, decision or control in the organisation ever been disqualified by a court from being a director, or from acting in the management or conduct of the affairs of any company?  *If so, give particulars.* |  |  |
| 3. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been refused the right or been restricted in the right to carry on any trade, business or profession for which a specific licence, registration or other authority is required?  *If so, give particulars.* |  |  |
| 4. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been investigated about allegations of misconduct or malpractice in connection with your professional activities which resulted in a formal complaint being proved but no disciplinary order being made?  *If so, give particulars.* |  |  |
| 5. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been the subject of disciplinary procedures by a professional body or employer resulting in a finding against you?  *If so, give particulars.* |  |  |
| 6. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been reprimanded, excluded, disciplined or publicly criticised by any professional body which you belong to or have belonged to?  *If so, give particulars.* |  |  |
| 7. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been refused entry to or excluded from membership of any profession or vocation? *If so, give details.* |  |  |
| 8. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been dismissed from any office (other than as auditor) or employment or requested to resign from any office, employment or firm?  *If so, give particulars.* |  |  |
| 9. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been reprimanded, warned about future conduct, disciplined, or publicly criticised by any regulatory body, or any officially appointed enquiry concerned with the regulation of a financial, professional or other business activity?  *If so, give particulars.* |  |  |
| 10. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been the subject of a court order at the instigation of any regulatory body or any officially appointed enquiry concerned with the regulation of a financial, professional or other business activity? *If so, give particulars.* |  |  |
| 11. | Are you/your organisation/any other person who has powers of representation, decision or control in the organisation currently undergoing any investigation or disciplinary procedure as described in 3-8 above?  *If so, give particulars.* |  |  |

1. **Financial compliance**

|  |  |  |  |
| --- | --- | --- | --- |
| Financial integrity and reliability | | YES | NO |
| 1. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation made any compromise arrangement with your creditors or otherwise failed to satisfy creditors in full?  *If so, give particulars.* |  |  |
| 2. | Have you/your organisation/any other person who has powers of representation, decision or control in the organisation ever been declared bankrupt or been the subject of a bankruptcy court order in the United Kingdom, or elsewhere, or has a bankruptcy petition ever been served on you?  *If so, give particulars.* |  |  |
| 3. | Have you/your organisation/any other person who has powers of representation, decision or control in the organisation ever signed a trust deed for a creditor, made an assignment for the benefit of creditors or made any arrangements for the payment of a composition to creditors? *If so, give particulars.* |  |  |
| *Please provide as a separate attachment (for companies only):*  * *A copy of your accounts for the most recent two years. If required, audited version.* | | | |

1. **Details of insurance policies**

Subcontractor firms are required to have sufficient insurance policies in place. It is important to note that appropriate levels of insurance may differ between regions and/or type of project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of policy** | **Insurer** | **Limit of liability (per occurrence and aggregate and excess)** | **Expiry date** |
| Employers liability |  |  |  |
| Public liability |  |  |  |
| Professional indemnity |  |  |  |
| Travel insurance, incl. medical cover |  |  |  |
| *Please provide details of all insurance policies that you have in place, and provide copies of insurance certificates as attachments.* | | | |

1. **Details of company policies**

Subcontractor firms are required to apply the policies detailed below. If you do not have your own policy, we will then expect you to commit and sign to Nathan’s internal policy and procedures. Please note that we might request to see the relevant policy document at any time.

|  |  |  |
| --- | --- | --- |
| **Type of policy** | **YES** | **NO** |
| Corruption and anti-bribery policy |  |  |
| Duty of care and security policy |  |  |
| Environmental policy |  |  |
| Equality and diversity policy |  |  |
| Health and safety policy |  |  |
| Trafficking policy |  |  |
| IT and data protection policy |  |  |