



**Issued on: 28-03-2024**

To

Ms./Mr. ....

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation Grants Management Consultant, Bangladesh America Maitree Project.**

Dear Madam/Sir,

BRAC, the world's largest development organization established in 1972, strives to empower women, achieve gender equality and support greater access to resources for income generation of poor and marginalized women. In Bangladesh, BRAC has been at the forefront of addressing gender inequality keeping women at the center of every development programme. Most of BRAC's initiatives are focused on giving women more opportunities and transforming their role and involvement in society. Gender mainstreaming is a key strategy for achieving gender equality and women's empowerment. Gender mainstreaming involves ensuring that gender perspectives and goals of gender equality are central to all activities of policy development, research, planning, monitoring and evaluation of programmes/projects of BRAC. BRAC is seeking a qualified Grants Management Consultant for the Maitree Project. The consultant will support the Grants and Compliance Advisor with the establishment and day-to-day management of the grants program.

For this reason, we are looking for a suitable consultant/ consultancy firm to serve the purpose.

Here we are enclosing the ToR for the consultancy service. We are looking forward to receive (i) CV/ Profile of the Individual mentioning the required experiences as per the attached ToR (ii) a technical proposal describing the methodology (iii) a budget for the assignment

**RFP No: BPD/2024/RFP-774**

**Closing Date & Time: 25-04-2024 02:30 PM (Dhaka Local Time)**

Please submit the Proposal **on 25-04-2024 02:30 PM (Dhaka Local Time)** in **tender.brac.net**. **Any offer via email or hard copy is treated as non-responsiveness.**

BRAC recognizes the empowerment of women and girls as fundamental to the organization's vision and mission. Women and gender-diverse individuals are encouraged to participate in the procurement. Without compromising organizational compliance in procurement, the selection of the supplier/vendor would be finalized.

During the participation in any tendering/enlistment process, if any Consultant/Consulting firm provides fake document, they will be banned from business with BRAC for certain years as per BRAC Procurement Guideline

**Payment Condition:**

Mode of payment will follow the below conditions :

Payment will be issued monthly upon receipt and approval of the month-end report by the Grants and Compliance Advisor.

The calculation for 10 percent tax and 0 percent vat (VAT exempted as USAID Project) : (Core Value/.90) Please calculate the value as per this formula. If any confusion please call Tazkia Razekin (01325070202)

Payment would be made to the Consultant/Consultancy firm after acceptance/recommendation by the programme through an automatic Bank transfer directly into any scheduled Bank in

BRAC  
BRAC CENTRE  
75 Mohakhali  
Dhaka 1212

T: +88 02 2222 81265  
F: +88 02 2222 63542  
E:procurement@brac.net  
W:www.brac.net

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The societies  
Registration Act of 1860



Bangladesh in favour of the consultant/consultancy firm.

For payment, Consultant/consultancy firm has to submit an invoice duly describing the agreed accomplishment.

It is noted that the Firm must fill up their accounts information as per instruction i) Account name ii) A/C number iii) Bank name iv) Branch name v) E-mail address vi) Routing Number. Payments will be subject to deduction of VAT & Tax at source as per Govt. Rule. (If applicable).

Payment will be disbursed within 45 days after vetting by Programme.

Consultant/Consultancy Firm must submit 13 digits new BIN, Updated Trade license (Applicable for firm) & TIN, updated income tax certificate (applicable for both firm & Individual) with proposal and Mushok 6.3 Applicable for firm) and updated income tax certificate (applicable for both firm & Individual)with invoice.

**This is USAID funded procurement. The service under this RFP is VAT exempted. Please quote the price without VAT. Income Tax will be deducted at source as per Govt. rules. Consultant/Consultancy firm must provide Mushok 6.3 along with the bill. In Mushok 6.3 the consultant will mention "VAT exempted as per USAID VAT coupon" in column 9 & 10. BRAC will provide a USAID coupon to the awarded vendor instead of Mushok 6.6.**

As per the Finance Act-2022, the rate of tax shall be fifty percent (50%) higher if the payee (Vendors) fails to submit proof of submission of Income tax return at the time of making the payment.

Please note: Invoice date and Mushak 6.3 date must be the same. (Invoice submission time).

You are requested to affix a 10Tk stamp on the bill.

Please provide team composition details with the consultant's name and role for this project.

CV's are required for the consultants who will work for consultancy Firm

For approval of your account during the supplier registration process, and for any clarification, please contact Tazkia Razekin (Deputy Manager, 01325070202 & tazkia.razekin@brac.net

## STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

### Section 4: Financial Submission Form (BPD 5-15)

To:

BRAC Procurement Department

BRAC Head Office

BRAC Centre, 6th Floor

75, Mohakhali, Dhaka 1212

Date:

Ladies/Gentlemen:

We agree to be bound by the **Letter of Invitation** and we hereby submit our attached Financial Proposal for the sum of:

<<em>insert currency and amount in both, words and figures>

The amount is including of local taxes.

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We confirm that our Proposal shall remain valid, from the closing date, for the period stated in the RFP.

Our Financial Proposal is binding upon us and shall be subject to any modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents/Recipient	Amount and Currency	Purpose of Commission or Gratuity

We understand you are not bound to accept any or all Proposals you receive..

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Firm's Seal or Stamp:

## Terms of Reference (ToR) Grants Management Consultant, Bangladesh America Maitree Project

### INTRODUCTION AND BACKGROUND

BRAC, the world's largest development organization established in 1972, strives to empower women, achieve gender equality and support greater access to resources for income generation of poor and marginalized women. In Bangladesh, BRAC has been at the forefront of addressing gender inequality keeping women at the center of every development programme. Most of BRAC's initiatives are focused on giving women more opportunities and transforming their role and involvement in society. Gender mainstreaming is a key strategy for achieving gender equality and women's empowerment. Gender mainstreaming involves ensuring that gender perspectives and goals of gender equality are central to all activities of policy development, research, planning, monitoring and evaluation of programmes/projects of BRAC. BRAC is seeking a qualified Grants Management Consultant for the Maitree Project. The consultant will support the Grants and Compliance Advisor with the establishment and day-to-day management of the grants program.

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The Maitree Project, implemented by BRAC, is building the capacity of local organizations to implement development programs in key sectors that align with USAID's strategy in Bangladesh. The project now focuses on selecting local subrecipients through a competitive grants process to implement programs in line with the Mission's Country Development Cooperation Strategy (CDCS). The activity will build the institutional capacity of the subrecipients and will also focus on facilitating collaboration and network-building amongst local organizations so that development solutions reflect their own development goals and priorities. This will provide a platform for USAID to work with an array of organizations that are prepared and able to lead Bangladesh as it progresses on its development journey. The goal of the Maitree Project is to advance broad-based, inclusive, and more sustainable development through strong local partnerships that complement USAID/Bangladesh's CDCS and development objectives.

### **MAJOR RESPONSIBILITIES**

- Support the Grants and Compliance Advisor to establish the grant making and management system as per the Grants Operations Manual, including, among others, developing and/or revising tools and templates, grants procedures, establishing detailed work plans and timelines, and defining roles and responsibilities of the grants team
- Support the Grants and Compliance Advisor with the day-to-day activities of Maitree's grants cycle implementation.
- Support grants design in collaboration with relevant teams.
- Support grants informational sessions to build synergy among the program team and other aligned departments at BRAC, and subsequently with potential applicants.
- Support the development of training materials and tools including for proposal development.
- Support the development of grant packages including request for EOI and request for proposal packages.
- Support sub-grant processes with local and international partners, including due diligence and review of draft subgrant agreements as and when required.
- Support the Grants Advisor to raise compliance issues proactively with Maitree's leadership. Support grants team to define compliance tools for effective monitoring and supervise sub-grantees.
- Review and ensure alignment of grants procedures with BRAC's guidelines and policies and compliance with USAID requirements and define the checklist / mapping the areas that may correspond to USAID rules and regulation.
- Support the tracking of sub-grantees' award process

### **KEY DELIVERABLES**

- Develop and/or revise relevant forms, tools and templates - to be determined in consultation with the Grants and Compliance Advisor.
- Detailed grants work plan including key milestones based on thematic areas of interventions and its sub-grantees.
- Proposal development workshop training materials such as module development, reference documents arrangement, handout etc. and support to facilitate certain sessions as required.
- Develop sub-grantees due diligence guidelines and checklist/tools for the review process.
- Grant compliance checklist development and training material for sub-grantees.

- Presentations for informational sessions among associated teams within the project and BRAC core program team.
- Presentations for informational sessions with sub-grantees
- Grant packages including request for EOI and proposal packages.

## QUALIFICATION AND EXPERTISE

- A master's degree in a relevant field, such as international development, public administration, public policy, business administration.
- At least seven (7) years of relevant experience in donor funded grants program or working as grant specialist/consultant with a focus on grant and compliance methods, impact analysis and assessment.

## KNOWLEDGE, SKILLS AND COMPETENCIES

- In-depth working knowledge of USAID projects, and the U.S. Government rule and regulations.
- Proficiency with Google Suite, MS Office. Experience with Slack, Salesforce or other collaboration platforms.
- Excellent writing and communication skills in English and Bangla.
- Cross-cultural sensitivity, knowledge, and understanding.
- Ability to collaborate effectively with colleagues on diverse teams, both in-person and remotely, and work with a variety of internal and external stakeholders from diverse backgrounds.
- Excellent analytical, communication, writing and editing skills.
- Excellent project management skills.
- Highly organized, strategic thinker with strong attention to detail.
- Ability to manage and prioritize multiple tasks in a dynamic and entrepreneurial environment.
- Proactive team player with strong desire to learn and ability to be flexible.
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC.
- Ability to work in a hybrid work environment which includes both in-office and remote work arrangements.

## HOW TO APPLY

Please provide the following for consideration of the consultancy:

- Resume/CV with two (2) references
- Cover Letter, Technical proposal and in financial proposal, including vat and tax
- Two (2) writing samples, preferably at least one related to grants management
- Proposed timeline and methodology for the consultancy

## SELECTION CRITERIA

- Relevant experience
- Required methodology in the technical details
- Working experience with BRAC and USAID will add an advantage

**SCHEDULE**

The total working days will be 02 months from the contract signing date based on deliverables.

**MONITORING AND EVALUATION**

As per BRAC rules

**SUPERVISION OF THE CONSULTANT**

The consultant will work under the overall supervision of the Grants and Compliance Advisor, Maitree Project.

**PAYMENT TERMS**

Payment will be issued monthly upon receipt and approval of the month-end report by the Grants and Compliance Advisor.

**ESTIMATED LEVEL OF EFFORT**

The overall engagement of the consultant(s) must not exceed more than 40 business working days. The final level of effort will be determined based on consultation with the selected offeror.

**EXTENSIONS ARRANGEMENTS**

Suppose needs extended as per program requirements based on satisfactory performance and timely deliverables. In that case, the extension can be ratified for three months per BRAC's procurement rules and regulations by the amendment/ extension of the contract through revising ToR.

**RISK'S ASSUMPTIONS AND MITIGATION**

The risks and assumptions involved in carrying out the activities should be identified and discussed with a strategy for mitigating the risks. Due to any circumstances, if the consultant fails to produce the deliverables, the advance will be refunded to the BRAC account through an account payee cheque within fifteen (45) days.

**STANDARD OF CONDUCT**

BRAC reserves the rights to make needful change/modification/adaptation of campaign ideas. The strategic and creative partner shall conform to the highest professional standards of work and business ethics as expected in the industry. In no event shall the strategic and creative partner take any action or accept any assistance or engage in any activity that would result in acquiring any rights of any nature in the results of work performed by or for BRAC.

In the hiring of the strategic and creative partner violates this provision, BRAC reserves the right to (a) terminate this TOR immediately without any liability to BRAC whatsoever and (b) hold the consultant liable for any losses, damages or costs incurred by BRAC as a direct or indirect result of the consultant's action or inaction (as the case may be) as per the Work Order issued by BRAC and the agreement signed between BRAC and the consultant.

The strategic and creative partner is also obligated to maintain the confidentiality, data privacy and non-disclosure nature of the data.

**CONFIDENTIALITY**

All patents, trademarks, registered designs, copyrights, trade secrets, business and technical



know-how, rights in databases and all other intellectual property rights ("Intellectual Property Rights") owned by either Party shall remain the exclusive property of that Party. No Party shall use or utilise the trademarks or other intellectual property of the other Party without prior written consent of the other. The official logo, design, copyright and name of BRAC may only be used by the party in connection with the agreement with the prior written approval of BRAC. BRAC exclusively holds the Intellectual Property Rights to data, databases, information, documents, ideas, materials and other items developed, of the produced contents/communication materials and all materials or otherwise resulting under or pursuant to this Agreement and the project. The rights and materials produced by the consultant shall be transferred by the strategic and creative partner after completion of the project.

During the course of this TOR the Partner will be entrusted with confidential and proprietary information directly or indirectly related to BRAC and all Confidential Information shall be and remain the exclusive property of BRAC. The Partner assures and undertakes to keep Confidential Information secure and confidential, and to take reasonable measures to prevent disclosure (including without limitation to third parties) or unauthorised use of such information, and shall return promptly any and all originals and copies of such Confidential Information to BRAC at its request.

The strategic and creative partner will not be allowed to transfer or divulge any information to any other person or organisation without prior approval of BRAC unless it is necessary by the laws in Bangladesh.

Any confidential or proprietary information disclosed (whether in writing or orally) by BRAC or its employees, officers or contractors relating to this contract including, but not limited to, any information specifically designated by BRAC as confidential and any other information which should otherwise be reasonably regarded as possessing a quality of confidence or as having commercial value in relation to the business of BRAC.

Confidential Information shall include all Intellectual Property, data and all information shared by BRAC to the strategic and creative partner.

## **DATA PROTECTION**

Creative or Strategic Partners agree that in the course of fulfilling their obligations under this TOR, if any personal identifiable data, information and/or document, and other related information or document, in connection with this TOR (collectively, the "Data"), is collected from any beneficiary or stakeholder ("Data Subjects"), it shall be collected, disclosed, transferred and stored in compliance with all applicable laws related to data protection and privacy of Bangladesh ("Data Protection").

## **SAFEGUARDING**

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the program's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.



- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do so.

## GOVERNING LAW

This TOR and its subsequent agreements, including all of its annexes shall be construed in accordance with the laws of Bangladesh.

Thanking You  
For BRAC



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**Tashnuba Binte Anwar**  
**Manager, Procurement**