



Issued on: 21-03-2024

To

Ms./Mr. ....

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Hiring consultant/consulting firm for Comprehensive Evaluation and Enhancement Initiative for Bamboo Treatment Plant Operation..**

Dear Madam/Sir,

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-722**

**Closing Date & Time: 09-05-2024 03:00 PM (Dhaka Local Time)**

Please submit the Proposal on **09-05-2024 03:00 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.

**Payment Condition:**

Mode of payment will follow the below conditions :

Payment would be made to the Consultant after acceptance/recommendation by the programme through an automatic Bank transfer directly into any scheduled Bank in Bangladesh in favour of consultant. For payment, consultant 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 30 days after vetting by Programme.**

**Consulting firm must submit 13 digits new BIN, Trade license (Applicable for firm) & TIN (applicable for both firm & Individual) with proposal and Mushok 6.3 (Applicable for firm) with invoice.**

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

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

**For approval of your account during the supplier registration process, and for any other clarification, please contact Mohammed Shahidul Islam (Deputy Manager, 01847455595 & shahidul.is@brac.net)**

Thanking you

Sincerely

Arshadul Haque Halal

Senior Manager, Procurement

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Registered in  
Bangladesh under  
The societies  
Registration Act of 1860



## STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

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

To:

BRAC Procurement Department  
Plot-42, Block-C, PWD Hotel Zone  
Kolatoli, Cox's Bazar

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 & vat.

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)**

<b>Title of the Work</b>	Comprehensive Evaluation and Enhancement Initiative for Bamboo Treatment Plant Operations
<b>Background</b>	<p>Since August 25, 2017, more than 700,000 Rohingya people have sought refuge in Cox's Bazar, escaping the crisis in Myanmar. Currently, approximately 975,350 Rohingya refugees find shelter hosted by the Bangladesh Government. In a collaborative effort with humanitarian partners, BRAC has been addressing the substantial humanitarian needs, focusing on providing essential shelter and supporting site development in coordination with the Bangladesh Government.</p> <p>An essential component of this humanitarian response involves furnishing shelter repair kits and constructing new shelters from bamboo for the Rohingya community. In this construction process, special attention is given to using treated bamboo for the primary posts of the shelters, ensuring enhanced durability and structural integrity.</p>
<b>Purpose Of the Assignment</b>	<p>The primary purpose is to elevate the efficiency and reduce production costs associated with bamboo treatment. A comprehensive evaluation of the bamboo treatment process is deemed necessary, examining each step to identify areas in need of improvement. The aim is to enhance both the effectiveness and efficiency of BRAC's existing bamboo treatment plants. Optimizing the functionality of the treatment plant, identifying specific areas for improvement, and addressing any existing gaps in the treatment process are the key purpose of this work.</p> <p>Moreover, a critical component of this assignment involves the training of the operating team responsible for bamboo treatment operations. The aim is to equip the team with the necessary skills and knowledge required for the optimal functioning and maintenance of the treatment plant.</p>
<b>Scope of work</b>	<p>The scope of work focuses on developing strategies for optimizing financial projection, risk and environmental assessment, and other relevant aspects in the bamboo treatment process. The primary purpose is to create actionable insights that guide the organization's efforts to treat bamboo effectively, considering challenges such as the current scarcity of matured bamboo. The aim is to address concerns regarding the potential lack of cost-effectiveness and the time-consuming nature of the bamboo treatment operation in the long run.</p> <p>This assignment also emphasizes the need to capacitate the staff involved in bamboo treatment operations. It recognizes the importance of equipping the team with the necessary skills and knowledge required for the optimal functioning of the treatment process. By strategically addressing financial considerations, risk factors, and operational challenges, the goal is to streamline the bamboo treatment process, making it more efficient and aligned with the organization's objectives, despite the current challenges and potential limitations.</p>
<b>Deliverables</b>	<p><b>1. Assessment and Recommendations:</b>          Deliver a detailed technical assessment report and a PowerPoint presentation exclusively focusing on the current bamboo treatment process including</p>



	<p>waste management and analyse efficiency, identify bottlenecks, and pinpoint areas for improvement. Also, highlight strengths, weaknesses, and provide recommendations for enhanced effectiveness and efficiency of the treatment and waste management process. Finally, include a detailed cost-benefit analysis, covering, maintenance cost, and decommissioning of the treatment plant, and the cost of each piece bamboo treatment.</p> <p><b>2. operational manual:</b> Develop a detailed operational manual for the bamboo treatment plant. Include a process flow diagram of the overall treatment process for understanding of operational processes. This must include a detailed AutoCad design and BOQ of the existing two treatment plants including a layout plan for the waste management process of the treatment plant.</p> <p><b>3. Initial Environmental Examination (IEE) Report:</b> Prepare a comprehensive Initial Environmental Examination (IEE) report focused on the environmental impact of bamboo treatment plants.</p> <p><b>4. Training and Operational Support:</b> Develop a training module for the operational capacity building of the treatment plant's for staffs and provide two session (practical and theoretical) of Training of Trainers (TOT) for 12 nos. staffs. The training venue and food will be arranged by BRAC.</p>
<b>Work Location</b>	Two bamboo treatment plants operated by BRAC, one in Camp 4 Extension and Kochubunia, near Kutupalong Bazar.
<b>Timeline:</b>	This task will be a three-and-a-half-month (office days) assignment, which will involve field-level surveys, field testing, document reviews, and submission of final reports.
<b>Evaluation Criteria:</b>	<ul style="list-style-type: none"> <li>• Brief methodology of the approach and implementation of the assignment.</li> <li>• Submission of detailed work plan.</li> <li>• Understanding of the assignment.</li>   <li>• Qualification: <ul style="list-style-type: none"> <li>○ Team lead should have a minimum B.Sc. in Botany degree, Environmental Science and Engineering, Environmental Economics, Materials Science and Engineering, Forestry, or relevant discipline in case of an individual consultant or firm.</li> <li>○ Individual consultant or firm will have other team member in different fields related to this study.</li> </ul> </li>   <li>• Experience: <ul style="list-style-type: none"> <li>○ At least 6 years of progressive working experience in the relevant sector, particularly to plan and design bamboo</li> </ul> </li> </ul>

	<p>treatment related interventions in different geological context especially in Rohingya camps.</p> <ul style="list-style-type: none"> <li>○ Should have relevant working experience in humanitarian shelter support field.</li> <li>○ Should be a Bangladeshi National or have the right to work in Bangladesh.</li> <li>○ Should be either individual consultant or a consulting firm to submit ToR</li> </ul> <ul style="list-style-type: none"> <li>● Required documents</li> <li>● Updated trade license (2023-2024)-applicable for consulting firm.</li> <li>● TIN certificate and TAX clearance certificate/ Last fiscal year TAX Deposit slip-mandatory for both individual consultant and consulting firm.</li> <li>● 13 digit BIN certificate-applicable for consulting firm.</li> </ul> <p>Qualified women candidate will be given priority for this study.</p>
<p><b>Payment mode:</b></p>	<p>BRAC will pay for the consultancy through bank transfer in two instalments in the following way- 30% payment will be made after the submission of an inception report comprising with following documents.</p> <ul style="list-style-type: none"> <li>● Methodology of the Assignment</li> <li>● Final study tools of this assignment</li> <li>● Detailed Work Plan</li> </ul> <p>And the other 70% payment will be made after the submission of the final report.</p>

**1. Other terms and conditions:**

**a. Management and Reporting Arrangements**

The consultant(s)/consultancy firm will be reporting to Sector Leader, Shelter under Humanitarian Crisis Management Programme (HCMP). The consultant(s) will maintain liaison with respective Project Managers in Cox's Bazar.

**b. Confidentiality**

All discussions and documents relating to this ToR will be treated as confidential by both parties. BRAC will have the copyright for all the documents prepared by the consultant(s)/consultancy firm including questionnaires, formats, case studies if any, and the final report with due acknowledgement. No part of the document should be reproduced or published in any manner without the prior written approval of BRAC. The consultant will maintain the confidentiality of the stated assignment.

**c. Child Safeguarding**

The successful applicant will be required to comply with BRAC Safeguarding Policy and Procedures and to sign a Code of Conduct. The consultant should not involve children in any employment either directly or indirectly.

**d. BRAC's Policies and Guidelines:**

BRAC has an organizational Code of Conduct and some other relevant policies. These have been developed to ensure the maximum protection of program participants from exploitation and to clarify the responsibilities of BRAC staff, consultants (individual/agency) to the program and partner organization, and the standards of behaviour expected of them. In this context, a consultant (individual/agency) has a responsibility to the organization to strive for maintaining the highest standards in the day-to-day conduct in their workplace by BRAC's core values and mission. Any consultants (individual/agency) offered a task with BRAC would expect to sign the BRAC Staff Code of Conduct and other relevant policies as an appendix to their contract of employment. By signing the Code of Conduct, consultants (individual/agency) acknowledge that they have understood the content of the BRAC Code of Conduct and other policies and agree to conduct themselves by the provisions of these policies.

**e. Traveling and approval issue:**

Traveling to the operation area and any additional approval from relevant government authority needed for this study, the consultant will be responsible and BRAC will provide technical support in this regard.

The successful applicant will be required to have in place insurance arrangements appropriate to the provision of the requirement in this TOR including (without limitation) travel insurance.

Thanking You

For BRAC



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**MD. ARSHADUL HAQUE HALAL**  
**Senior Manager, Procurement**