

Issued on: 24-04-2024

To

Ms./Mr. ....

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Hiring consultant/consulting firm for an endline survey for the project of Multi Sectoral Emergency Assistance for Rohingya Refugees in Cox's Bazar under the SASA! Together, GBV programing, Supported by UNHCR..**

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-979**

**Closing Date & Time: 08-05-2024 03:00 PM (Dhaka Local Time)**

Please submit the Proposal on **08-05-2024 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.**

**Consultant 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



## 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)

### Introduction

Bangladesh is hosting 907,766 displaced Rohingyas from Myanmar in 34 heavily congested camps in Ukhiya and Teknaf Upazilas of Cox's Bazar. Currently, a portion of the displaced population is transferred to Majer Char Island by the government of Bangladesh. The crisis is now in its fifth year. In the last few years, the dynamics of the situation evolved from emergency response to an ongoing humanitarian crisis with temporary settlements to provide support to the day-to-day living needs of the affected population. In Teknaf and Ukhiya sub-districts of Cox's Bazar, Rohingyas now outnumber the local population three times over. Due to the massive influx, more than 0.54 million people in the host community in Cox's Bazar are facing direct or indirect economic, social, health, educational and environmental hardships. Among the myriad challenges faced by the Rohingya refugees and the host community, Health and Nutrition, Shelter, Education, Protection, and Disaster Risk Reduction needs are still significant and require focus due to their critical role to ensure the overall success of the wellbeing of the affected population. In addition, gender, disability inclusion, localisation, and accountability of the affected population warrants special attention to promote peaceful coexistence and accelerate inclusivity while conforming to humanitarian principles and agreeing on standards with the humanitarian community and best practices.

With over 50 years of experience in humanitarian development and support, BRAC implementing small and large-scale community-based humanitarian and development programme and its work has touched the lives of approximately 135 million people. The organization brings about transformative change in 11 countries across Asia and Africa, providing essential services and empowering individuals to realize their potential. In the current humanitarian crisis in Cox's Bazar, BRAC exhibits a comprehensive multi-sectoral approach. Through interventions in areas such as Self-reliance, Skills Development, Food Security, Community Based Protection, Gender Based Violence, Legal Protection, Child Protection, Mental Health and Psychosocial Support, Health, Nutrition, Shelter, WASH, Disaster Risk Reduction (DRR), Education, Site Management, and Shelter support, the organization addresses the needs of both the Rohingya and host populations holistically. BRAC is facilitating humanitarian programs in Host and all 33 Rohingya camps as well as Nayapara Registered Camp except Kutupalong Registered Camp and in Ukhiya and Teknaf Upazila. BRAC is currently implementing 34 projects in Humanitarian Crisis Management Programme.

### Project overview:

BRAC is implementing a project entitled "Multi-sectoral emergency assistance for Rohingya refugees in Cox's Bazar, Bangladesh" in 11 camps area of Cox's bazar, Bangladesh, funded by the United Nations High Commissioner for Refugees (UHNCR). One of the key pillars of the project of Gender Based Violence (GBV) is called SASA! Together. It is a community mobilization approach designed by a Uganda-based NGO called Raising Voices to address the core drivers of violence against women (VAW) and the power imbalance between men and women. Through this SASA! Together, BRAC intends to address power imbalance in the family, which is one of the root causes of Intimate partner violence in Rohingya Refugee camps. This will be done through identification and training of male and female community activists in the targeted 11 camps. These activists will work closely with BRAC's GBV team and will engage the community to increase the community's awareness on gender power imbalances, shared power and nonviolence.

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## Objectives of the project:

- To understand the belief and practices regarding power and gender role in community.
- To conceptualize their profound ideas about intimate partner relationships.
- To identify the gender power analysis and improve the participation of women in the decision making process.
- To identify that power over and unequal power in relationship is one of the factors of GBV at Camps
- To enable the rethinking among the community members about Intimate Partner Violence (IPV) and break their silence to Prevent Violence Against Women (VAW).
- To transform the perception of the community regarding the role of women in their conjugal life and how they can influence in preventing violence against women.

## Purposes of Endline survey

The major objective of the endline survey is-

- (i) To measure the results of the project according to the baseline survey of SASA! Together.
- (ii) To examine the relevance, efficiency and effectiveness of the programme design and implementation process.
- (iii) To assess the behavioral change among the community members in terms of Intimate Partner Relationships compared to the Baseline Survey.
- (iv) To capture the learning based on the analysis of outcome and provide recommendation for future local level programming.

During the evaluation when considering how the impact and outcomes have been achieved, the findings will be assessing in line with following standards-

- a. Relevance - Did the programme conform to the context, and needs of programme participants and prevailing issues in line with BRAC and partner's strategy?
- b. Effectiveness - To what extent were the objectives achieved? What were the major factors influencing the achievement or non-achievement of the objectives?
- c. Efficiency - Did we get the most (and best) results for our inputs?
- d. Impact- Did the programme bring about change in the lives of the people and their communities stated in the project document and critical pathway?
- e. Sustainability - Did the programme create ownership and bring long lasting changes

The study will also cover the following cross-cutting and technical aspects of the sectoral programs-

- The program is technically measured against the Sphere Standards in a context-appropriate way
- That program staff are trained in Sphere standards and are monitoring projects against them.
- That projects refer to Sphere standards in project design and are monitored against them.

- The program recognizes the power and gender dynamics and works to address the specific concerns and needs of women, girls, men, boys, and vulnerable groups -
- The program has collected sex and age disaggregated data and is analyzing the extent to which interventions are addressing the needs, roles, and power relations of groups within the community.
- The projects show a strong understanding/analysis of gender and power dynamics within the community and address the specific needs of different groups within the community.
- An M&E and learning strategy is in place and being implemented using appropriate indicators -
- Sectors have standard data analysis practices and feed those into the decision-making process.

**Scope of work:**

Sector	Indicators From Project M&E Plan and RF	Location	Data Analysis/ Calculation formula (NUMERATOR/ DENOMINATOR)
Protection	% of programme participants enhanced their gender behavior norms	Camp	NUMERATOR: Number of Participants Demonstrating Enhanced Gender Behavior Norms DENOMINATOR: Total Number of Surveyed Individuals
	% of individuals are aware of gender norms, IPV and GBV issues	Camp	"NUMERATOR: Number of Individuals Demonstrating Awareness of Gender Norms and Intimate Partner Violence Issue DENOMINATOR: Total Number of Surveyed Individuals"
	% of men and women aged 18-60 know that men's power over women is the reason for violence against women and It has negative consequences on both men and women	Camp	The response will be collected from the individual interview. The desired response will be collected from Question 10-18
	% of men and women aged 18-60 perceived that violence should not be tolerated and they can seek support in need	Camp	The response will be collected from the individual interview. The desired response will be collected from Question 19-25
	% of men and women aged 18-60 perceived about the consequences of violence against women	Camp	The response will be collected from the individual interview. The desired response will be collected from Question 26-32
	% of men and women aged 18-60 participated in decision making process in the family	Camp	The response will be collected from the individual interview. The desired response will be collected from Question 33-38
	% of men and women aged	Camp	The response will be collected from

	18-60 participated in "SASA! Together" activities	the individual interview. The desired response will be collected from Question 39-46
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**Project Area:**

**Camp:** Kutupalong RC, Camp-01E, 02E, 03, 04, 04 Ext, 05, 06, 07, 17 & 21

**Project Participants:**

Direct Participants: The project will engage 62820 men and 74461 women (age of 18 and above). Among them 2200 individuals (1100 men & 1100 women) will be interviewed in the Community Assessment Survey across the 11 Camps. 200 individuals will be interviewed from each camp where the male and female participants will be equal in numbers.

**Methodology:**

The consultant/consulting firm is expected to develop an appropriate methodology to meet the specific objectives of the endline study. However, appropriate triangulation in data collection methods as per need is anticipated in the proposed methodology. The methodology and relevant instruments should be adjusted in consultation of BRAC and finalized before implementation. Since the study will largely deal with intimate partner relationships between men and women, the methodology should consider ethical issues in line with that.

**Presentation and documentation of findings and recommendations**

The evaluation is intended to primarily benefit of BRAC Management. The findings of the evaluation would be used by the programme planning and implementation teams of BRAC Bangladesh and will be used in future programming. BRAC will also replicate the best practice of this programme, if it is found as an effective. Learning from this programme, will be shared with wider audience including relevant government agencies, donors, researchers, development practitioners. BARC may take learning and replicate in others country programmes if applicable.

**Expected Deliverables**

The evaluator will be responsible for the quality and timely submission of his/her specific deliverables, as specific below. All products should be well written (reader friendly and communicative), inclusive and have a clear analysis process.

- An inception report from the evaluator with detailed methodology, tools and work plan.
- A draft evaluation report to be produced by an external evaluator and will also deliver a high-quality Power-Point presentation before finalizing the main report and share the Power-Point presentation with BRAC.

- The final report should be submitted in 10 copies with spiral binding [Size: A4, Cover-300 gsm Art Card, Inner 120 gsm matte paper, Color: Inner page & Cover page 4 color, Lamination: Cover-matte lamination and ambushed writing, Binding: Juice binding] and a soft copy in MS Word.
- Final evaluation report that meets agreed quality standards and evaluator will submit the main review report in both electronic version and signed hard copy. The report should be very precise, must answer each review objectives and should at least contain the following.

1. Executive summary (2-3 pages)
2. Changes against indicators and baseline information (summary table)
3. Introduction
4. Conceptual framework of the review
5. Methodology and limitations
6. Survey result and data analysis
7. Rationale of the review
8. Findings
9. Conclusion: learning, recommendations & Phase out strategy with brief plan
10. Annexes (if any)

- The transcripts, data collection tools, photos and diagrams.
- Sample survey database with cleaned and processed data.

### **Eligibility Criteria & Team Structure:**

#### Eligibility:

The review team/firm should have:

- Demonstrated knowledge and experience in conducting humanitarian response programme review at refugee camps
- Demonstrated knowledge and experience in reviewing humanitarian response programmes with respect of GBV.
- Lead and overall planning to implement the SASA! Together end line survey in the field level with close coordination with BRAC.
- The consultancy firm will be responsible for all kinds of logistic support, printing, CiC permissions, vehicle management, food arrangement of the enumerators, payment of the enumerators and others.
- Conduct 200 surveys per camp. In total 2200 single surveys in 11 camps through KOBO tools. (For 1E- 180 data will be collected form Muslim community and 20 data need to collects from the Hindu para community)
- The consultant needs to arrange a training for 03 days for the enumerators and Facilitators (Total: 35 Person). BRAC will provide the facilitation support as a trainer. For the training consultant will provide the other costs, food, logistics and venue.
- BRAC will provide the set of questionnaire's and KOBO tool for conducting the End line Survey
- The survey will be conducted on previously selected small and big places.
- Flexibility to take suggestion/ feedback from BRAC and incorporate them as and when required

- Potential firms must submit TIN, BIN, Trade License copy, and Bank solvency certificate along with the proposal

**Team Structure:**

A group of consultants consisting 2-3 members including a female member who will be directly responsible for field monitoring and report writing. Consultant need to hire 30 surveyors/enumerators (15 male & 15 female) for conducting the end line survey in 11 camps. They will be hired for 18 working days (including 3 training days) and their payment will be done through the consultancy firm. During Recruitment process 01 or 02 Program person from BRAC will be there in the interview.

**Profile of the consultant/consultancy team/firm:**

- Consultants having qualitative and quantitative skills, ability to make practical conclusions and make recommendations
- It is mandatory that gender balance will be maintained in the field level team according to program needs.
- Understanding of Humanitarian Principles; the Core Humanitarian Standard on Quality and Accountability, and the Sphere Minimum Standards in Humanitarian Response, as well as an appreciation of key challenges and constraints to their application in the relevant context
- Minimum of 2 to 3 years of experience in evaluating humanitarian assistance projects with respect to effectiveness, efficiency, Sphere Standards, timeliness, power and gender dynamics, community participation, etc. (verifiable list of evaluations conducted in the past required)
- The enumerator should be fluent in Chittagong Native language in speaking and listening and the minimum education qualification of enumerators is HSC passed and university/college students who are bachelor ongoing are encourage to select
- The male enumerators will collect data from Male participants and Female enumerators will collect data from Female enumerators
- Significant experience in coordination, design, implementation, or monitoring and evaluation of programmes
- Demonstrated excellent analytical, writing and reporting skills
- Experience in collecting data from vulnerable groups
- Fluency in written and spoken English
- Prior work experience in the refugee context and/or proven knowledge of the humanitarian context essential
- Familiarity with refugees in Cox's Bazar, Bangladesh/ understanding of issues related to refugees (including their needs, skills, work, issues, and policy)

**Time Frame:**

The total duration of this study will be 36 calendar days.

Activity	Days of Work	Responsible
Inception report and tools	3	Consultant
Review from BRAC	2	BRAC

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Final Inception report and tools	2	Consultant
Data collection	15	Consultant
First Draft report	5	Consultant
Review from BRAC	2	BRAC
Second draft report	2	Consultant
Review from BRAC	2	BRAC
Final report	3	Consultant

**Supervision/Management of Assignment:**

The consultant will be required to work closely with BRAC. The consultant will be directly accountable to the respective BRAC focal person. The consultant will keep the focal person continually informed on the progress of the assignment updates via email or telephonic call. Structure of the Report

Title page - identifying author, date, appeal/program name, title, the names and positions of the evaluators' team members, and which version of the report it is (i.e., draft, or final).

I. Content page - use the TOR as chapter headings

II. An executive summary of two pages at most, focusing on only the important findings and recommendations of the evaluation, keeping the objectives of evaluation in mind.

III. All recommendations should be set out on one page at the front of the report in a quickly understandable (preferably numbered) format, with page numbers identifying where the point arises from/is discussed. This can form part of the executive summary.

IV. Identify the methodology used along with a detailed description. Identify how the methodology addresses the Quality of Evidence criteria outlined below.

V. Main body of the report - discussion and analyses

VI. Recommendations with actions, and Conclusions

VII. Annexes:

- a. List of Acronyms
- b. The TOR
- c. List of interviews, FGDs, KIIs, and observations, including information of persons interviewed (numbers, age, gender, function within the project, and location in case of participants)
- d. List of documents consulted
- e. Questionnaire
- f. Population sheet
- g. Field visits plan followed (villages, camps, projects, etc.)

**Contact person from BRAC**

Contact persons for review, finalization, and overall coordination of this assignment from HCMP will be Jocky Dewan , Project Manager (E-mail: [jocky.dewan@brac.net](mailto:jocky.dewan@brac.net)), Phone: 01844530226

**Disclosure of Information**

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not divulge unless authorized in writing by Plan, any information obtained in the course of the performance of the Contract. Information will be made available for the consultants on a need-to-know basis. Any necessary field visits will be

facilitated by Plan's staff.

### **Bindings**

All documents, papers, and data produced during the assessment are to be treated as BRAC's property and restricted for public use. The contracted consultant/consultant firm will submit all original documents, materials, and data to the country office of BRAC before the final payment.

### **Risk Management**

The Consultant/s must take all reasonable measures to mitigate any potential risk to the delivery of the required outputs of this consultancy on time and meeting the expected quality. As such, applicants should submit a risk management plan that covers (at minimum):

- Key assumptions underpinning the successful completion of the assignment anticipated challenges, and estimates of the level of risk for each risk identified
- Contingency plans will be put in place to mitigate against any occurrence of each of the identified risks.

### **Payment Terms**

Payments will be made to the Evaluator as follows:

- 20% after acceptance of inception report and detailed work plan with methodology
- 40% after acceptance of the draft report
- 40% after acceptance of the final report

### **Submission of Technical Proposal and budget:**

Interested eligible bidders may submit their proposal technical and financial proposals separately online ([tender.brac.net](http://tender.brac.net)) detailing the individual costs for carrying out the assignment as well as the consolidated cost along with documents to support qualification and experience.

Currencies of Bids: All financial quotes should be in Bangladeshi Taka only (BDT).

Period of Validity of Bids: Bids shall remain valid for the period of 30 days after the date of submission.

### **General & financial Consideration:**

To fulfill the services stipulated in this Agreement, the consultant may obtain or have access to some needed information concerning overall BRAC. Consultant agrees that, during the period of the contract or at any time thereafter, it will not:

- Disclose confidential information to any unauthorized person; make use or attempt to use any confidential information, process, papers, or documents for personal benefit or the benefit of any other organization or in any manner whatsoever other than in accordance with the terms under this special service agreement.
- The performance of this task under this agreement shall be the property of BRAC and here due credit, as well as attribution, will be given to the consultant.

The Technical proposal will cover the following issues:

- i. List of key questions with proper explanations for core criteria and cross-cutting and technical aspects (outlined in section 3),
- ii. Team structure, team leader, supervisor (including CVs of key consultants),
- iii. Review period (including possible start date)
- iv. Other documents (if relevant).

#### Application Procedure

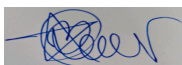
The Consultants that meet the requirements are requested to submit technical and financial proposals separately in the form of PDF files, which should include the following:

- Profile of the consultant explaining the suitability/eligibility.
- Relevant experience in consultancy firm.
- Technical proposal with detailed methodology, timeline, tools, etc.
- Financial proposal
- Recent CV
- Updated trade license (2023-2024) for the consulting firm
- NID copy for an independent consultant
- Updated TIN certificate/TAX clearance certificate/ Last fiscal year TAX Deposit slip for both individual consultant and consulting firm
- 13-digit BIN certificate for consulting firm
- Bank account of the consultancy firm.

Ownership: BRAC will have ownership of the full data set. A non-disclosure agreement (NDA) will be signed to ensure data security.

Evaluation: The proposal will be evaluated in two stages- Technical & Financial. Technical evaluation will be done based on the consultant's technical competency and qualification. The only technically qualified proposal will be treated as "Responsive" for financial evaluation.

Thanking You  
For BRAC



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

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