

Issued on: 08-04-2024

To

Ms./Mr.

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Consultant/Consulting Firm for Designing Geography-based Climate-Resilient Strategy and Action Plan for BRAC Skills Development Programme.**

Dear Madam/Sir,

BRAC, recognized as the world's largest international development organization, places significant emphasis on youth skills training and employment. In 2015, BRAC launched the Skills Development Programme (SDP) in Bangladesh with the primary objective of empowering various youth groups by equipping them with essential skills and knowledge, thus creating sustainable and decent employment opportunities.

The programme's initiatives have yielded remarkable results, enhancing the skills, employability and prospects of youth in the job market. This achievement aligns with two of the three Sustainable Development Goals (SDGs) that are at the core of the programme's vision: SDG 8, focusing on decent work and economic growth, and SDG 17, emphasising effective partnerships for development. Since its inception, the programme has successfully provided skills training to 125,676 participants, with an impressive 75% of them securing employment.

In line with its holistic and forward-thinking approach, BRAC is committed not only to leading in youth skills training and employment but also to making its skills interventions climate adaptive, thereby contributing to the third SDG goal - Climate Action (SDG 13).

Acknowledging the urgent need to address climate change, BRAC envisions a future where the Skills Development Programme not only equips the youth with market-aligned and future-ready skills but also empowers them with climate-resilient capabilities, enabling them to thrive in an ever-changing environmental landscape. Additionally working in climate-vulnerable areas and with climate-induced migrants to equip them with skills to adapt to their situations and have sustainable livelihood pathways.

Additionally, BRAC is keen to explore the potential of green jobs, recognizing their ability to create a positive impact on the environment while offering meaningful employment opportunities to the youth. The organisation, therefore, prioritises the development of skills aligned with green industries, such as renewable energy, climate-smart agriculture, eco-friendly construction, and sustainable resource management. By embracing climate action and promoting green job opportunities, BRAC aims to foster a more sustainable and resilient future for both the youth and the environment. Within this context, BRAC is seeking a consultant(s)/ firm(s) to contribute to the assessment, development and delivery of the Programme's Climate Change agendas.

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-858

Closing Date & Time: 22-04-2024 02:30 PM (Dhaka Local Time)

Please submit the Proposal on **22-04-2024 02:30 PM (Dhaka Local Time)** in **tender.brac.net**. Any offer via

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75 Mohakhali
Dhaka 1212

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E:procurement@brac.net
W:www.brac.net

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Registration Act of 1860

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 :

After satisfactory completion of the services, BRAC Skills Development Programme will pay for the assignment through bank transfer/ cheque based on the instalments agreed by both parties upon signing the contract and based on the receipt of each deliverable as follows:

Instalment Phases	Percentage	Deliverables
1st Instalment	30%	Deliverable 1
2nd Instalment	70%	Deliverable 2

The calculation for 10 percent tax and 15 percent vat : $(\text{Core Value} * 1.15) / .90$, 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 Bangladesh in favour of 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.

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 10Tk stamp on the bill.

For foreign Consultant/consultancy firm Considering Tax (20%) & VAT (15%), if base value is 100 then total value will be $(100/.80) * 1.15 = 143.75$. Payment will be made through TT



directly into any scheduled Bank in any country in favor of the Service Provider. For payment, the service provider has to submit an invoiceduly describing the agreed accomplishment to the Procurement department, BRAC. It is noted that the Consultancy 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) SwiftCode. Payments will be subject to deduction of VAT & Tax at source as per Bangladesh Govt. Rule (If applicable).

Please provide team composition details with 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 other clarification, please contact Tazkia Razekin (Deputy Manager, & 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:

<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:

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Name of Firm:

Address:

Firm's Seal or Stamp:

Terms of Reference (ToR)
**Consultant/Consulting Firm for Designing Geography-based Climate-Resilient Strategy
and Action Plan for BRAC Skills Development Programme**

BRAC, recognized as the world's largest international development organization, places significant emphasis on youth skills training and employment. In 2015, BRAC launched the Skills Development Programme (SDP) in Bangladesh with the primary objective of empowering various youth groups by equipping them with essential skills and knowledge, thus creating sustainable and decent employment opportunities.

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Programme's Climate Change agendas.

Objective of the assignment

The primary objective of this consultancy is to assess and strategise BRAC's Skills Development Programme to be more climate-adaptive and incorporate climate change aspects into skills training SDP's current and future initiatives. The consultant(s)/ firm(s) will find entry points for mainstreaming climate change across the Programme that is aligned with the BRAC Climate Change Strategy, the Environmental Policy, and the Environmental and Social Safeguard Framework (ESSF). Specifically, the consultant(s)/ firm(s) will be guided, but not limited to:

1. Develop a comprehensive geography-based strategies, approaches and action plans for BRAC Skills Development Programme, encompassing exploration of climate-friendly trades, and measures to achieve climate education and infrastructure objectives.

Scope of Work (SoW)

The scope of work for this assignment is flexible to the extent it finds answers to the questions under the objective of the assignment section.

1. Conduct a comprehensive assessment of the existing programmatic models and interventions through desk review and qualitative analysis of various documents, i.e., SDP Strategic Plan 2021-25, project design documents, standard and operational procedures, toolkits, training modules, etc., to explore and identify strengths and weaknesses of each initiative (STAR, BIRD & PROMISE) in terms of climate adaptation.
2. Based on the assessment, utilise BRAC's [Climate Resilience Framework](#), the World Bank's [Environmental and Social Framework \(ESF\)](#) and any other relevant frameworks and tools, in consultation with relevant staff from CCP & SDP to guide SDP's current and future efforts and initiatives in relation to climate adaptation and mitigation.
3. Identify and determine practical, contextualised and scalable geography-based strategies and/ or approaches (i.e., target group, geographical location and/or climate resilient non-farm activities) for potential SDP interventions both existing, i.e., Skills Training for Advancing Resources (STAR), and new ones such as solar technician that could either immediately or progressively be made climate-sensitive, adaptive, and smart.

Role of SDP

- Engage and maintain communication with the consultant(s)/ firm(s) to discuss and clarify the objectives, scope, and deliverables of this assignment and provide necessary guidelines of BRAC.

- Link the consultant(s)/ firm(s) with the project leads, operational leads and support to operation staff for undertaking relevant activities as defined in the scope of work.
- Initiate monthly meetings to discuss the updates regarding the progress of the assignment.
- Provide feedback on the deliverables (soft copy).
- Provide communication and branding guidelines of BRAC.
- Approve work plan/ timeline of the consultant(s)/ firm (s).
- Support in field assessment with consultant(s)/ firm (s) to gain knowledge and experience

Key Deliverables (Will be completed upon mutual discussion)

Deliverables	Description of work	Timeline
1. Work plan and methodology	1. Submit a report including the detailed work plan, and methodology for completing the assignment.	2nd week
2. Comprehensive geography-based strategies, approaches and action plans	1. Submit draft and final report on the comprehensive geography-based strategies, approaches and action plans for SDP to take up	3rd month

Eligibility criteria

The proposed consultant(s)/ firm(s) should meet the following profile:

- Experience of working in such assessments previously
- Applicant(s) with a postgraduate degree in a relevant field, such as environmental science, climate change, sustainable development, or a related discipline will be given preference
- Applicant(s) must have a valid Tax Identification Number (TIN), Business Identification Number (BIN) and Trade License.
- Applicant(s) must have a portfolio record of the relevant tasks.
- Applicant(s) must submit the proposal in English.

Please note that if any applicant does not meet the minimum eligibility criteria, the application will be disqualified without further evaluation.

*Applicant(s) having prior experience working with **BRAC** will be given preference.*

Supervision

All communications related to this assignment will be coordinated from the BRAC Skills Development Programme. Specific person names will be decided by both parties upon further discussion and finalisation of the consultant.

Duration of Engagement

The duration of the Engagement of the Partner will be for 3 months with the possibility to extend from the date of signing of the contract.

Mode of payment

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General and Financial Considerations

- All deliverables must be produced in English (UK) unless otherwise specified.
- Data privacy of the participants will be kept with BRAC. Any part of the data cannot be sold and used in any manner without the prior written approval of BRAC.
- The consultant(s)/ firm(s) will get the stipulated amount agreed upon by both parties through the contract. No other cost will be borne by BRAC.
- The total value of this assignment will be inclusive of the travel and accommodation costs for the consultant(s)/ firm(s).
- The consultant(s)/ firm(s) cannot engage in Subcontracting or Franchising.



BPD/2024/RFP-858

Thanking You
For BRAC

Tashnuba

Tashnuba Binte Anwar
Manager, Procurement

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