

Issued on: 29-04-2024

To

Ms./Mr. ....

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for hiring consultant/consulting firm for Impact Study on Pre-Vocational Intervention.**

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-1036**

**Closing Date & Time: 13-05-2024 03:00 PM (Dhaka Local Time)**

Please submit the Proposal **on 13-05-2024 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, Procurement, Phone: 01847455595 or email: 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 and Background

The Rohingya crisis in Bangladesh is one of the largest humanitarian emergencies in the world today. Since 25 August 2017, Bangladesh has welcomed over 866,000 Forcibly Displaced Myanmar Nationals (FDMNs) (194,603 households) from the Rakhine state of Myanmar, who required immediate, continuous humanitarian services to address their basic needs. 55% of this population are children. BRAC HCMP is working with the Bangladesh government and partners to respond to the massive humanitarian needs. With over 35 years of local presence in Cox's Bazar, BRAC HCMP has launched the largest civil society responsible for the newly arrived Myanmar Nationals.

BRAC is actively engaged in an integrated, multi-sectoral project to sustain its interventions. This initiative spans education (pre-primary, primary, secondary, and pre-vocational education), WASH, health, nutrition, and MHPSS (mental health and psychosocial support), as well as shelter and site development, livelihood and skills, self-reliance, protection (addressing gender-based violence, child protection, and providing legal assistance), gender and disability inclusion, disaster risk reduction, social cohesion, localization, and components related to accountability to affected populations (AAP).

As part of the Rohingya response, BRAC HCMP started a multi-sectoral emergency response program under the Multi-Sectoral Emergency Assistance Project for Rohingya Refugees in Cox's Bazar and Bhasanchar, Bangladesh.

### Multi-Sectoral Emergency Assistance for Rohingya Refugees in Cox's Bazar and Bhasan Char, Bangladesh.

This project aims to reduce the overall vulnerability of Rohingya refugees living in Cox's Bazar and Bhasan Char, Bangladesh, through an integrated multi-sectoral approach. BRAC will provide targeted Rohingya refugees with sufficient assistance to meet their basic needs and ensure access to a physically safe, secure, and improved settlement with improved and inclusive (as much as possible) health, nutrition, WASH, and education infrastructure and service while restoring their dignity and ensuring protection from neglect, abuse, harassment, and violence.

#### Context:

Under this project, BRAC provided certified basic literacy, functional numeracy and life skills education to a total of 13,822 adolescents and youth aged 15-24 years through 200 Adolescent centres in camps 1E, 3, 4 Ext., 5, 7, 8E, 9, 14, 15, 16, 17, 21, 25, 25, KRC and NRC at Cox's Bazar.

	Male	Female	Total
15-24 (Adolescent and youth)	7156	6666	13, 822

### Pre-vocational education for adolescents and Youth

A 6-month-long course has been developed for Rohingya adolescents and youth between 15 and 24 years to provide them with prevocational training. The course includes Basic Literacy,

Functional Numeracy and Basic life skills. The course layout was designed based on conducting a needs assessment with adolescent boys and girls, adolescent leaders, parents, and staff. The course has a set of materials that will include the Learners' Handbook and Facilitators' Manual.

This pre-vocational education aims to enhance the social and communication skills and the ability to organize and problem-solve skills of Rohingya adolescents and youth. Most importantly, this training will enhance their eligibility to join technical skills training, which ultimately leads to employability. After six months, BRAC follows up with graduated adolescents to explore future opportunities for income-generation activities within policy.

A core team from BRAC Institute of Educational Development (BRAC IED) - Brac University and the curriculum team from HCMP, BRAC, were jointly developed the course materials. A trained group of Rohingya staff who previously translated materials and contributed to LCFA and TPD were involved in the development process to contextualize the materials and translate them into the Myanmar language. Cambridge Partnership for Education reviewed the course in terms of its objectives, content setting and assessment process. The Youth Working Group, Cox's Bazar Education sector, reviewed and vetted the course.

**Basic literacy course** focuses on essential speaking, listening, reading, and writing skills in Burmese and English. The objective is that these primary literacy skills help the learners comprehend information, understand real-life situations, and communicate effectively

**Functional numeracy** includes recognising numbers, knowing their values, and doing basic calculations like counting, addition, subtraction, and multiplication, as well as other practical skills in mathematics. The objective is to enable them to apply their numerical skills in real-life situations.

Since the target group is adolescent boys and girls who either dropped out of formal education in Myanmar or did not receive formal education at all, the literacy and numeracy course will follow the primary-level Myanmar curriculum. Considering the mixed ability of adolescent boys and girls, the course will cover a wide range of content, which will start from a very elementary level.

**The life skills course** will include three core skills and awareness sessions. Three core life skills are emotional skills, social skills and thinking skills.

The objectives are to build self-confidence, help them communicate effectively, and equip them with the social and interpersonal skills that enable them to cope with the demands of everyday life.

BRAC uses Humanitarian Play Labs (HPL) as adolescent centres. HPLs are dedicated centres for ECD learners, which operate for half a day and remain unused for four hours every day. These HPLs have been used as Adolescent Centers, where 2.30 hours of lessons with some recreational activities have been provided to the adolescents. The contents of the course delivered session-wise. There are two sessions each day for an hour and five days a week. A Rohingya adolescent facilitator will conduct the session. The sessions are gender segregated. Field facilitators/POs provide support to the facilitators. A child corner is developed for the children of female youth and adolescent learners. A caregiver is appointed in this child's corner to take care of the children while their mothers will be involved in learning. These caregivers are capacitated with the necessary training, and some materials like toys for the kids will also

be supplied.

**Assessment of the learners:** An assessment for the learners arranged at the end of the course focused on identifying the learners' achieved knowledge. Basic Literacy (Myanmar language), Functional English, and functional numeracy are added to the assessment.

### Others Activities

**Parents/guardian meeting:** Regular parent/guardian meetings have been conducted, and they are updated on the learning progress along with learners' attendance. The meetings will also discuss health, hygiene, security, PSS, PSEA, and other relevant issues.

**Community engagement events:** Community engagement is essential for the smooth operation of adolescent centres. Parents and community forums in camps are arranged to raise awareness and encourage the skills and self-reliance of young women and PWDS.

**Facilitator's capacity development:** BRAC arranged basic training for newly recruited facilitators. Besides this, monthly refreshers are arranged for facilitators and assistant facilitators, focusing on the upcoming content of the month and planning monthly lessons. Moreover, issues regarding health hygiene, safety, safeguarding, PSS, and PSEA are also included in the refresher. All caregivers were provided with a refresher.

### Participant Selection Criteria

#### Pre-Vocational

- Age: 15-24
- Person with Disability-1%
- At least 50% female
- Extreme willingness
- Family consent
- Rohingya people

### Purpose of the study

Pre-vocation graduates are facilitated to enroll and continue to vocational skill development programs and other learning institutions in various projects that are being implemented in the camps. This study aims to identify the effectiveness of pre-vocational training and the future scope of learners.

### Study focusing criteria

Hence, BRAC would like to engage an experienced consulting firm to conduct this project impact study - for these four components.

- Relevance:** These are relevant activities covered in the intervention. To what extent do intervention objectives and design respond to the needs of the refugees and organizational identified priorities for the program? Can the program adjust to changing circumstances in a timely and efficient manner?

- ii. **Effectiveness:** Are the expected objectives being achieved through the intervention? How effectively is the intervention achieving its objectives? Are the results equitable and inclusive of achievements made across different groups?
- iii. **Efficiency:** How well are resources being utilised and accounted for? The extent to which the intervention delivers, or is likely to deliver, results in an economical and timely manner.
- iv. **Quality:** How is the program delivering/ performing activities in comparison to other large actors in Cox's Bazar? Sector's efforts to maintain quality. What are the significant limitations, and what are the areas of improvement?

Note: The relative importance of the objectives or results must be considered when analysing the program's effectiveness.

### Objectives of Impact Study

- To measure the impact of pre-vocational courses in the graduate learners 'lives:
  - a. What learning capabilities have the learners achieved from this pre-vocational education course?
  - b. How did this course support the life skills of the learners?
  - c. To what extent the learners have developed their knowledge on Safeguarding and Gender development
  - d. How the learners apply their knowledge from this course completion.
  - e. To what extent did this course impact the life of the learners?

### Targeted People

Pre-vocational training for the Rohingya refugees has been operational in 16 FDMN camps, at best 200 centres for 13, 822 youth learners aged 15-24 and this number will be the target population at Cox's Bazar.

### Methodologies and data collection:

The consultant/consulting firm is expected to develop an appropriate methodology to meet the specific objectives of the online 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 with BRAC's respected project authority and finalised before implementation. Since the study will primarily deal with young girls and boys, the methodology should consider ethical issues in line with that. The instruments to be used in the study should be child-friendly and sensitive enough for adolescents and youth, particularly girls and young women.

### Data Quality Control:

Data Quality will be controlled through a systematic Data Quality Control (DQC) process. Data collection tools will be finalised with the coordination of the BRAC MEAL department. Ensure all relevant indicators can be measured with the project data expectations or as mentioned in the project's logical framework.

Data Enumerators (DEs) should be hired from the local community considering language and gender and safeguarding responsiveness to ensure accessible communication and access to respondents considering the camp context. DEs sign in the Safeguarding and PSEA consent

form. Day-to-day feedback will be provided if required to ensure data quality.

**Capacity Building**

Data Enumerators will be hired to collect learners' data. DEs will participate in orientation on Safeguarding and PSEA.

**Study Plan**

The hired research firm will share a study plan by using the following table.

SL No.	Key Activities	Proposed Time Frame	Responsible Person	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**Program Support**

- Point Person/relevant people in the field will share about where the learners are from.
- The programme will inform stakeholders about said activities if needed.

**Deliverables**

- Inception report with detailed methodology, work plan, and timeframe
- Tools for data collection in English.
- Cleaned dataset
- Draft Impact Report and Presentation
- Final Impact report (soft and hard copy)

**Annexures**

All tools used for the impact study

**Presentation and documentation of findings and recommendations**

The selected study team will brief the BRAC HCMP program team and management prior to departure and complete a final report for comments. After receiving the feedback, the study team should prepare the final report for the BRAC HCMP program team and management. A final report should be produced and submitted to BRAC within 5 Days.

**Eligibility Criteria & Team Structure**

Bidders must satisfy ALL criteria to progress to the next stage of evaluation. If a Bidder fails to meet any eligibility criteria listed below or does not provide the required supporting information, it will be treated as non-responsive for evaluation.

## Eligibility

The review team/firm should have

- Demonstrated knowledge and experience in conducting and analysing humanitarian response programs, particularly on livelihood. (At the latest, 5 years).
- Demonstrated knowledge and experience in most of the key program sectors/components like Comprehensive Education, Vocational/Agriculture and self-reliance, Ultra-poor Graduation Program (UPGP), and Development Program.
- Demonstrated knowledge and experience in reviewing humanitarian response programs with respect to effectiveness, efficiency, sphere standards, timeline, power and gender dynamics, community participation, etc.
- Demonstrated knowledge and experience in reviewing humanitarian response programs with respect to program organisation and structure, collaboration, long-term implications, lessons learned, etc.

## Team Structure

- One Team Leader and another 2 to 3 **consultants have experience in** Comprehensive Education, Vocational/ Agriculture, self-reliance, Ultra-poor Graduation Program (UPGP), and Skill Development Program (SDP). Other members can be added if required.

## Profile of the consultant/consultancy team/firm

- A strong team leader with a track record of delivering high-quality humanitarian program assessments/evaluations. Prior work experience in the refugee context and/or proven knowledge of the humanitarian context is essential.
- Consultants have qualitative and quantitative skills and the ability to make practical conclusions and make recommendations.
- It is expected that gender balance will be maintained in the field-level team(s).
- 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 5 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).
- Demonstrated excellent analytical, writing, and reporting skills.
- Experience in collecting data from vulnerable groups.
- Fluency in written and spoken English
- Familiarity with refugees in Cox's Bazar, Bangladesh/ understanding of issues related to refugees (including their needs, skills, work, issues, and policy)
- Consultancy firms should collect all necessary permissions to work in the camp area, such as RRRC permission.



**Time Frame:**

The total duration of this study will be 45 calendar days. Consultant firm will share their required time frame considering total days.

Activity	Days of Work (Calendar Day)	Responsible
<b>Inception report and tools</b>		Consultant
<b>Review from BRAC</b>	3	BRAC
<b>Final Inception report and tools</b>		Consultant
<b>Data collection</b>		Consultant
<b>First Draft report</b>		Consultant
<b>Review from BRAC</b>	3	BRAC
<b>Second draft report</b>		Consultant
<b>Review from BRAC</b>	3	BRAC
<b>Final report</b>		Consultant

**Supervision/Management of Assignment:**

The consultant will be required to work closely with BRAC's respective authority. 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 telephone calls.

**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 the 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. A field visit plan followed (villages, camps, projects, etc.)

**Disclosure of Information**

It is understood and agreed that the Consultant(s) should, during and after the contract's effective period, treat this assignment as confidential and not divulge any information obtained

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W:www.brac.net

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Bangladesh under  
The societies  
Registration Act of 1860

during the course of the performance of the Contract unless authorised in writing by BRAC. Information will be made available for the consultants on a need-to-know basis. Any necessary field visits will be facilitated by BRAC's staff.

### **Bindings/ compulsion**

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 BRAC, and HCMP before the final payment.

Any information and or any kind of data will not be shared anywhere outside. BRAC authority has the right to cancel the TOR agreement without any reason. If the consultancy firm violates the TOR agreement, the BRAC authority can file a lawsuit against it.

### **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

The consultancy firm will bear all costs like data enumerator, data cleaning, and meeting/workshop.

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

Interested eligible bidders may submit their proposal technical and financial proposals separately online ([tender.brac.net](https://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 seven days after the submission date.

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

To fulfil 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 unauthorised person; make use or attempt to use any confidential information, process, papers, or documents for personal benefit or the benefit of any other organisation 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 and 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 for the assessment.
- 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:

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

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

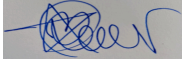
**Contract person for any technical queries:** Mohammad Hossain, Project Manager, FSL, BRAC HCMP, Phone: 01843037520, Email: [m.hossain@brac.net](mailto:m.hossain@brac.net)

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



BPD/2024/RFP-1036

Thanking You  
For BRAC



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

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