

*Request for Proposals No: 01*

**HR outsource Service for Nutrition International Bangladesh**

**Issued by the Nutrition International “NI” (formerly known as the Micronutrient Initiative)**

**Deadline for receipt of proposals at the NI:**

***Monday, Mar 27, 2018  
16:30 Bangladesh Standard Time***

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## 1. RFP NOTICE

### 1.1. Request for Proposals – Procurement Notice

Nutrition International (**formerly Micronutrient Initiative - MI**), a non-profit agency dedicated to eliminating vitamin and mineral deficiencies worldwide, invites proposals from competent Organizations or Agencies to “HR outsourced service for Nutrition International Bangladesh”. The submission deadline for proposals is the Monday, March 19, 2018.

## 2. INTRODUCTION TO THE RFP

2.1 In Bangladesh, Nutrition International (NI) is working since 1995. At present we provide financial and technical support to a number of projects of the government of Bangladesh. Besides, we partner with other types of organizations in carrying out our mission in Bangladesh.

Nutrition International is going to hire the services of an organization (THE AGENCY), which will recruit, employ and manage on its payroll all the existing/future NI consultants (technical persons) which NI wishes to outsource. The initial number of consultants to be outsourced may vary from 10 to 35.

2.2 This Request for Proposals (RFP) and particularly the Guidelines for Preparing Proposals that follow, are designed to help Respondents to produce proposals that are acceptable to NI and to ensure that all proposals are given equal consideration. It is essential, therefore, that Respondents provide the complete information that is requested, and in the formats and on the terms specified.

## 3. GENERAL INSTRUCTIONS AND CONSIDERATIONS

3.1. These instructions should be read in conjunction with information contained in the enclosed Terms of Reference (TOR), and in any accompanying documents within this package.

3.2. This Request for Proposals (RFP) to provide NI with relevant information to “HR outsourced service for Nutrition International Bangladesh”

3.3. NI is not bound to accept the lowest priced, or any, proposal. NI reserves the right to request any (or all) Respondent(s) to meet with NI to clarify their proposal(s) without commitment, and to publish on its website answers to any questions raised by any Respondent (without identifying that Respondent).

3.4. Respondents are responsible for all costs associated with proposal preparation.

## 4. CONFLICT OF INTEREST

4.1. Respondents must disclose in their proposal details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest. This disclosure must extend to all personnel proposed to undertake the work.

- 4.2. Where Respondents identify any potential conflicts they must state how they intend to avoid any impact arising from such conflicts. NI reserves the right to reject any proposals which, in NI's opinion, give rise, or could potentially give rise to, a conflict of interest.
- 4.3. With respect to this condition, please be advised that the organizations that may fall within the scope of this evaluation will include those below, with which any association must be disclosed:
- a) Nutrition International (NI)
  - b) the Donor who is the primary funding source for the procurement

## 5. GENERAL DISCLOSURES

### 5.1. Respondents must disclose:

5.1.1 If they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the Respondent including but not limited to the appointment of any officer such as a receiver in relation to the Respondent personal or business matters or an arrangement with creditors or of any other similar proceedings.

5.1.2 If they have been convicted of, or are the subject of any proceedings, relating to:

- a) criminal offence or other offence, a serious offence involving the activities of a criminal organization or found by any regulator or professional body to have committed professional misconduct.
- b) corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with the NI, or any other contracting body or authority
- c) failure to fulfil any obligations in any jurisdiction relating to the payment of taxes

## 6. SUBMISSION OF PROPOSALS

6.1. The technical and financial proposal along with all requisite documentation must be received in English by NI no later than **March 19, 2018**.

The Technical and Financial Proposal in two separate files put into a covering email specifically indicating the subject line "Proposal on - HR outsourced service for Nutrition International Bangladesh" and should be sent to Email: [proposalsbangladesh@nutritionintl.org](mailto:proposalsbangladesh@nutritionintl.org).

6.2. For any clarification required, please write an email to email id: [proposalsbangladesh@nutritionintl.org](mailto:proposalsbangladesh@nutritionintl.org)

6.3. Only email bids will be accepted. Only those short-listed will receive an acknowledgment and will be called for a personal interaction, at their own cost. The interaction will be held at the Nutrition International office in Dhaka, Bangladesh.

6.4. Late proposals will not be accepted in any circumstances. Proposals received after the due date and time will not be considered.

## 7. RECEIPT, EVALUATION AND HANDLING OF PROPOSALS

7.1. Once a proposal is received before the due date and time, NI will:

7.1.1. Log the receipt of the proposal and record the business information

- 7.1.2. Review all proposals and disqualify any non-responsive ones (that fail to meet the terms set out in these instructions), and retain the business details on file with a note indicating disqualification
- 7.1.3. Evaluate all responsive proposals objectively in line with the criteria specified below
- 7.1.4. Inform respondents within 15 business days of the evaluation decision being made.

7.2. NI reserves the right:

- 7.2.1. To accept or reject any and all proposals **and/or to annul** the RFP process prior to award, without thereby incurring any liability to the affected Respondents or any obligation to inform the affected respondents of the grounds for NI's actions prior to contract award, and
- 7.2.2. To negotiate - with Respondent(s) invited to negotiate - the proposed technical approach and methodology, and the proposed price based on the Respondent's proposals.
- 7.2.3. Amend this RFP at any time

## 8. SELECTION CRITERIA

- 8.1. Following criteria will be adopted to short list the proposals and identify suitable agencies for "HR outsourced service for Nutrition International Bangladesh". Out of the total scores 60% weight is assigned to financial and 40% to the technical proposal (Please see table 2).

Table 2: Proposal Scoring Criteria

<b>Scoring of Proposals: Selection of Agency</b>		
<b>No.</b>	<b>Assessment Category: Technical Proposal</b>	<b>Weights</b>
<b>1</b>	<b>Qualification</b>	
1.a	Individual's or agency's previous experience on undertaking similar assignments	60%
1.b	Availability of adequate and skilled (education and work experience) team members for carrying out the assignment	40%
<b>2</b>	<b>Total Score - Technical Proposal</b>	<b>100%</b>
<b>3</b>	<b>Overall weightage – Technical – 40%</b>	
<b>4</b>	<b>Assessment Category: Financial Proposal</b>	
4.a	Takes into consideration all potential expenses (i.e. no obvious omissions)	40%
4.b	Reasonable estimate for each of the component/activity	35%
4.c	Reasonable estimate for agency/ consultant's administrative costs	25%
<b>5</b>	<b>Total Score - Financial Proposal</b>	<b>100%</b>
<b>6</b>	<b>Overall weightage – Financial – 60%</b>	
<b>7</b>	<b>Total Weighted Score (Technical &amp; Financial)</b>	

- 8.2. The Evaluation Team may, in its sole discretion, establish a short-list of Respondents based on the Technical Scores of the Respondents (the "Short-listed Respondents") for the purpose of

conducting interviews. If NI short-lists the Respondents, it will short-list the Respondents with the highest scores.

8.3. Only the Short-listed Respondents will be interviewed. The number of Respondents short-listed for an interview is in the sole discretion of NI.

8.4. Interviews of Short-listed Respondents will be carried out by the Evaluation Team or a sub-group of the Evaluation Team. The Evaluation Team will score each Short-listed Respondent based on the quality of the Respondent's interview (the "Interview Score").

8.5. The successful Respondent will be expected to enter into a Contract with NI for the duration of the work. In the event of a Contract award, all the terms and conditions of the RFP, including the Respondent's response, will normally form part of the Contract.

## **9. GUIDELINES FOR PREPARING PROPOSALS**

9.1. **Language:** Proposals must be submitted in English.

9.2. **Structure:** Proposals must be set out in three main parts:

- Part 1: Covering Letter and Declaration
- Part 2: General and Technical Proposal
- Part 3: Financial Proposal

### **Part 1: Covering Letter and Declaration**

Proposals must be accompanied by a covering letter on company-headed paper showing the full registered and trading name(s), trading and registered office address and business number of the Respondent. The letter must be signed by a person of suitable authority to commit the Respondent to a binding contract. It must quote the RFP number and title, and include the following declarations:

- a. We have examined the information provided in your Request for Proposals (RFP) and offer to undertake the work described in accordance with requirements as set out in the RFP. This proposal is valid for acceptance for 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
- b. We accept that any contract that may result will comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our proposal.
- c. Our proposal (Technical and Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other Respondent to or recipient of this RFP from NI.
- d. All statements and responses to this RFP are true and accurate.
- e. We understand the obligations regarding Disclosure as described in the RFP Guidelines and have included any necessary declarations.
- f. We confirm that all personnel named in the proposal will be available to undertake the services.
- g. We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.

- h. I confirm that I have the authority of [insert name of agency] to submit this proposal and to clarify any details on its behalf.

## **Part 2: General and Technical Proposal**

The General and Technical section should be structured as follows:

**Section 1:** Your understanding of the TOR provided with this RFP as Annexures 1. You may also propose qualifications to the TOR that you consider may enhance the value of the outcome to NI.

**Section 2: Technical Response:** The applicant agency should provide (i) related experience in handling similar HR activities and (ii) provide details of existing staff in a matrix format

**Section 3: Personnel Profile:** names, designation and Curricula Vitae (CV) of personnel assigned to work on the Project. CVs must not exceed 3 pages, but must include:

- a brief summary of the professional competencies of the individual relevant to the Scope of Work/TOR
- a chronological list of relevant professional experience starting with the most recent and showing key achievements / responsibilities
- brief details of qualifications educational / technical / professional / other
- language competencies other than English (if required to undertake the ToR)

**Section 4: Personnel Inputs:** include name of personnel, and person days with reference to activity to be undertaken. Do not include any reference to fees. This will constitute a confirmation that all personnel will be available to provide the required services for the duration of the contract.

**Section 5: Company Information:** proof of incorporation for registered incorporated entities, proof of registration for registered entities valid registration certificate needs to be submitted along with the proposal. Previous experience: documentation demonstrating the Respondent's experience in the proposed area of work. This should include contact details for key clients who may be contacted in respect of the Respondent's relevant prior work.

### **Section 3: Required Qualifications of the agencies:**

Candidates who are interested in submitting a proposal should have:

- Agency must have experience in handling similar HR activities and must have a proven track record.
- Should have experience in working with international and local NGO's and with government particularly with the NGO Affairs Bureau/National Board of Revenue.
- Agency should have excellent reporting and financial management skills.
- Previous experience working with NI is an asset.

## **Part 3: Financial Proposal**

- a. The Financial proposal must contain the expected budget for accomplishing the complete work including taxes which may be liable with detailed break-down. **All amounts quoted must be in BDT.** The Respondent should provide a detailed budget, based on the format attached as Annexure-3.

## ANNEXURE 1

### TERMS OF REFERENCE

#### **HIRING OF A SERVICE PROVIDER TO RECRUIT, EMPLOY AND MANAGE CONSULTANTS FOR DELIVERING PROGRAMMATIC AND RELATED ACTIVITIES FOR NUTRITION INTERNATIONAL BANGLADESH**

##### **1. Background**

**Nutrition International** (NI) (formerly the Micronutrient Initiative) is passionate about tackling one of the world's greatest health issues: malnutrition. Recognized as global experts, we work around the world to create effective and sustainable solutions for hidden hunger. NI has headquarters in Ottawa, Canada and regional offices in New Delhi, India to oversee Asian operations and in Nairobi, Kenya to oversee African operations.

NI Bangladesh Country Office in Dhaka works in partnership with the Government and Non-Government organizations to carry out various programs all over the country.

##### **2. Objective**

To hire the services of an organization (THE AGENCY), which will recruit, employ and manage on its payroll all the existing/future NI consultants which NI wishes to outsource. The initial number of consultants to be outsourced may vary from 10 to 35.

##### **3. Scope of work**

Agency will carry out the following activities under this project:

###### **A) Human Resource Support**

- (i) The AGENCY will take over the existing Consultants as per their respective ToRs,
- (ii) The AGENCY will recruit additional human resource/replacement,
- (iii) The AGENCY will carry out the following recruitment activities, which will include, but not limited to -
  - a. advertisement, receiving and documentation (electronic/hard copy) of CV of all applicants as per Job description provided by NI,
  - b. primary short-listing based on agreed criteria,
  - c. final short-listing based on NI's inputs and consent,
  - d. preparation of summary of the short-listed candidates,
  - e. calling for interviews and follow-up of shortlisted candidates for tests (written, viva, practical, etc.),
  - f. development/modification of test tools with inputs from NI,
  - g. organizing test facilities (for written, viva, practical etc. as appropriate),
  - h. assess tests with inputs from NI,
  - i. prepare results,
  - j. submission of results to NI for final recommendation about recruitment,
  - k. reference and/or background checking and development of final list of candidates to be hired including a pool for future possible recruitments.



- (iv) The AGENCY will issue employment contracts to the consultants based on NI approved duration of contract, terms of reference, fees and fixed expenses.
- (v) The AGENCY can categorize the fees and expenses in the manner that might be required to maintain the income tax law of the country for the individuals and the AGENCY has the responsibility to issue the salary certificate to the employeeed persons.
- (vi) All the legal aspects of the employment contract is the liability of the AGENCY.
- (vii) The AGENCY will organize induction for the recruited employees by following an agreed guideline for delivering service to NI. NI would also organize induction and training whenever required at a suitable venue.
- (viii) The AGENCY will do month end calculations of the previous month's salary with other payments relevant to the contract. The monthly salary and other payments would be disbursed to the employees' designated bank account.
- (ix) In case such employee leaves the assignment or the AGENCY decides to end the assignment with any employee, THE AGENCY will ensure appropriate hand over of materials including the equipment, which includes, but not limited to, laptops, register/documents etc. issued/ maintained by the employee before final settlement. A report of the separation should be submitted to NI.
- (x) Increments, extensions, dismissals needs to be done as per recommendations of NI.
- (xi) There is no requirement of office space as the nature of work requires the employees to remain in field, however, The AGENCY may consider providing space at its own discretion or as per requirement of NI.
- (xii) The AGENCY will obtain approval of "Monthly Activity Plan" (MAP) providing details of daily tasks to be accomplished as well as travel plan of each employee from NI representative enabling THE AGENCY to validate the expenses claimed by the employees.
- (xiii) The AGENCY need to submit monthly program report, trip summary and monitoring data received from such employees and submit to NI representative.
- (xiv) The AGENCY will develop Business Card and ID card for employee in approval of NI that gives them access to various officials where NI consultants are currently visiting for NI's programs.
- (xv) Any information about the program of NI is the sole property of NI and cannot be used by the AGENCY for any purpose whatsoever including media communication without written prior consent from NI. Any law of the land in relation to disclosure of information needs to be maintained.
- (xvi) The AGENCY must ensure NI's Branding Guideline in all the related printed, electronic and any other form of communication.
- (xvii) The AGENCY is responsible for insuring death and disability of such employees during their service to NI.

#### **B) Program and Administrative Support**

- (i) The AGENCY will obtain from NI an approved annual work plan and budget (along with quarter wise details), including travel, meetings and field activities. All advances, salary and expense reimbursements will be based on the approved annual work plan and budget which may be amended from time to time as required.
- (ii) Advance to such employees of The AGENCY will include meeting costs, procurement of laboratory supplies, cost of training/ orientation of various government/non-government officials and accreditation of laboratory as may be required.
- (iii) The AGENCY through such employees would arrange for distribution of communication material based on requirements of NI.
- (iv) THE AGENCY will provide logistics and administrative support as and when required by NI.
- (v) The AGENCY will manage existing laptops and other equipment procured by NI and handover to such employees. It will maintain appropriate records on condition of assets,

allocation of assets including reallocation to new joiners and will recommend assets for replacement and/or write-off from list of equipment as per NI policy.

- (vi) The AGENCY will undertake future IT procurements as and when necessary as per guidance and pre-approval from NI and maintain appropriate records to assess condition of assets, allocation of assets including reallocation to new joiners and will recommend assets for replacement and/or write-off as per NI policy. At the end of the contract period the assets will remain the property of NI that needs to be returned to NI.
- (vii) NI has the right to check the stock and status of the equipment purchased/handed over to the AGENCY.

#### **C) Finance and Accounting Support**

- (i) All employees will submit the Statement of Expenses (SoE) along with supporting documents/bills etc. to The AGENCY (by a pre-agreed date each month, or as deemed necessary by The AGENCY) who will check, verify and account for expenditure against program advance issued to the employee. The AGENCY will ensure that all expenses are verified and accounted for, in accordance with NI policies and are compliant with Bangladesh tax, legal and regulatory requirements. All payments should be made within reasonable business intervals. The SoE needs to be sent to NI for verification and approval on monthly basis as per agreed timelines.
- (ii) THE AGENCY will obtain reports and invoices from all the employees for the activities performed during the reporting period and analyse these for accuracy and completeness.
- (iii) THE AGENCY will be responsible for deduction of taxes (direct and indirect) in accordance with Bangladesh direct and indirect tax laws. It will also be responsible for ensuring all tax submissions are completed and necessary forms issued to third parties on a timely basis.
- (iv) All accounting documentation (vouchers, invoices and books of accounts) and source documents (contracts, leases etc.) related to this contract are to be maintained appropriately and made available to NI for audit and/or inspection.
- (v) The AGENCY will maintain a separate bank account, with a scheduled bank, for the NI project. All interest earned on the advance given by NI will be adjusted in subsequent advance requests.
- (vi) The AGENCY will submit the first quarter advance request (in a pre-agreed format) on signing of this contract. Thereafter, it will submit quarterly payment requests (in a pre-agreed format) reflecting settlement of the prior advance. Quarterly expenditure reports will be duly stamped and signed by a qualified and practicing Chartered Accountant. Payment will be made by NI on review and acceptance of the expenditure report and supporting documents.
- (vii) The AGENCY will ensure maintenance of personnel files of all such employees and the file should have identity document (national ID/passport/driving licence/birth certificate), copy of all post-secondary school academic certificates, reference check documents, resume with photographs, copy of contract, release letter from previous employer if any, insurance document, tax document if any, etc.

#### **4. Responsibility for compliance with local law**

The Agency understands that it would be solely responsible for complying with all the rules, regulations and statutory compliances of the law of the land.

#### **4. Time Frame**

April 2018 to March 2019

#### **5. Geographical Locations Bangladesh**

## 6. Deliverables

- 1) Signed contracts and agreements.
- 2) Recruitment & Separation reports.
- 3) E-reports of such employees to NI representative as per schedule below:
  - “Monthly Activity Report” (MAR) providing details of daily tasks accomplished as well as the trip summary during the reporting period by 25<sup>th</sup> of every month (for the period 21<sup>st</sup> of previous month to 20<sup>th</sup> of current month)
  - Electronic submission of monitoring data in the formats specified and as required by NI.
- 4) All supporting invoices and proofs of the payment wherever any additional activity is required are to be submitted along with the financial report (statement of receipts and expenditures for all amounts paid).
- 5) List of equipment of the project including assignee details and condition of such equipment on quarterly basis.

THE AGENCY will ensure that all expenditures and services reflect NI's ideology of providing quality service that is the best value for money. All tasks will be executed in consultation with the NI and proper documentation is to be retained by The AGENCY.



