

***Request for Proposals No: 1658-XX***

**Organize district level advocacy workshop towards “Scaling up of Rice Fortification for Distribution in Government Food Based Social Safety Net Programs in Bangladesh.”**

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

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

***5 PM BST, Thursday, August 16, 2018***

**CONTENTS**

SECTION 1

1. RFP NOTICE..... 3

2. INTRODUCTION TO the RFP ..... 3

3. GENERAL INSTRUCTIONS AND CONSIDERATIONS ..... 4

4. CONFLICT OF INTEREST ..... 4

5. GENERAL DISCLOSURES ..... 5

6. SUBMISSION OF PROPOSALS..... 5

7. RECEIPT, EVALUATION AND HANDLING OF PROPOSALS..... 5

8. SELECTION CRITERIA..... 6

9. GUIDELINES FOR PREPARING PROPOSALS ..... 7

Part 1: COVERING LETTER AND DECLARATION ..... 7

Part 2: GENEAL AND TECHNICAL PROPOSAL..... 7

Part 3: FINANCIAL PROPOSAL ..... 8

ANNEXURE 1: TERMS OF REFERENCE..... 9

ANNEXURE 2:TEMPLATE OF BUDGET..... 12

## 1. RFP NOTICE

### 1.1. Request for Proposals – Procurement Notice

Nutrition International (NI), a non-profit agency dedicated to eliminating vitamin and mineral deficiencies worldwide, invites proposals from competent organizations or agencies to organize “district level advocacy workshop towards Scaling up of Rice Fortification and Distribution within Government Food Based Social Safety Net Programs in Bangladesh”. The submission deadline for proposals is the Thursday, August 16, 2018

## 2. INTRODUCTION TO THE RFP

2.1. The Nutrition International is an Ottawa-based, international not-for-profit organization dedicated to ensuring that the world's most vulnerable especially women and children in developing countries get the vitamins and minerals they need to survive and thrive. Working with impacted families, communities and nations, we are improving lives of close to 500 million people in more than 70 countries across Asia, Africa and Latin America. Micronutrient deficiencies are affecting a large number of children and women worldwide and Bangladesh is not the exception. These deficiencies include, but are not limited to, vitamin A, iron, zinc, and iodine deficiency. Anaemia, which results from multiple deficiencies, effects more than 50% of young children, more than 25% of school age children, and more than 33% of women<sup>1</sup>. The Bangladeshi Demographic and Health Survey (BDHS) showed that 40% of Non-Pregnant Non Lactating women (NPNL) of age 15 – 49 years are anemic. Another survey, namely the National Micronutrient Survey (NMS) 2011-12, indicated that that 26% NPNL women are anemic<sup>2</sup>. The survey indicates that the national prevalence of zinc deficiency was 44.6% among preschool age children<sup>3</sup> (see Table 1).

**Table 1: Micronutrient Deficiencies by population group, Bangladesh 2011**

Sl. No.	Micronutrient Deficiency	Population/Age Group			
		Preschool Children	School aged Children		NPNL
		6-59 month	6-11 year	12-14 year	15-49
1	Anemia (%)	33.1	19.1	17.1	26
2	Vit. A Deficiency (%)	20.5	20.9		5.4
3	Zinc Deficiency (%)	44.6			57.3
4	Vit-B12 Deficiency (%)	-			6.1
5	Folate Deficiency (%)	-			9.1

Source: National Micronutrient Survey (NMS) 2011-12

Among its strenuous effort to address this problem, the Ministry of Women and Children Affairs (MoWCA) and the Ministry of Food (MoF) in collaboration with the World Food Program (WFP) have introduced the Rice Fortification Project in 2013 in two social safety net programs namely: the Vulnerable Group Feeding (VGF); and the Vulnerable Group Development (VGD). The pilot reached out to ultra-poor women living in 9,000 households in Kurigram and Satkhira districts under the VGD and VGF programs respectively. Based on the successful results of this pilot the project was scaled-up to 35 sub-districts/upa-zilas in 15 districts/zilas.

<sup>1</sup> The achievable imperative for global progress. United Nations Children's Fund (UNICEF) April 2013.

<sup>2</sup> The National Micronutrient Survey 2011-2012

[https://static1.squarespace.com/static/56424f6ce4b0552eb7fdc4e8t/57490d3159827e39bd4d2314/1464405328062/Bangladesh\\_NMS\\_final\\_report\\_2011-12.pdf](https://static1.squarespace.com/static/56424f6ce4b0552eb7fdc4e8t/57490d3159827e39bd4d2314/1464405328062/Bangladesh_NMS_final_report_2011-12.pdf) <sup>3</sup> *ibid*

Importantly, the VGD program is implemented in 64 districts and provides rice to around 1,000,000 ultra- poor women of reproductive age defined as 18 – 49 years of age. The VGD provides 30 kg of rice per person per month for the entire family. Under that program, the World Food Programme (WFP) in collaboration with MoWCA is planning to provide support to 15 additional Upa-zilas/sub-districts. The MoWCA is continuing this program in 35 upazilas and planned to scale up in other 46 upazilas from September 2018 under the VGD program. These activities are going to take place in 64 districts in Bangladesh. Nine rice mills located in eight districts are already capacitated and additional 11 rice mill has been selected for blending and distribution of fortified rice to these 96 upazilas. Another govt. food based subsidiary program named FFP (Food Friendly Program) has already been introduced with distribution of fortified rice in 2 upazilas of Kurigram district, which is going to be scaled up in further 8 upazilas of different district by the Ministry of Food through financial support of WFP. NI is also considering support this initiative in additional 3 upazilas from March 2019.

NI is planning to organize district level advocacy workshop towards “Scaling up of Rice Fortification for Distribution in Government Food Based Social Safety Net Programs in Bangladesh” in the selected districts in participations with the relevant government high officials and other key stakeholders.

- 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 organize district level advocacy workshop towards “Scaling up of Rice Fortification for Distribution in Government Food Based Social Safety Net Programs in 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 5PM BST, August 16, 2017.

6.2. The Technical and Financial Proposal in two separate files put into a covering email specifically indicating the subject line "Proposal on - organize district level advocacy workshop towards "Scaling up of Rice Fortification for Distribution in Government Food Based Social Safety Net Programs in Bangladesh" and need to be sent to Mr. Zaki Hasan, Country Director, Nutrition International, Bangladesh (Email ID: [proposalsbangladesh@nutritionintl.org](mailto:proposalsbangladesh@nutritionintl.org))

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

6.4. Only email bids will be accepted.

6.5. 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 to organize district level advocacy workshop towards "Scaling up of Rice Fortification for Distribution in Government Food Based Social Safety Net Programs in Bangladesh" Out of the total scores 40% weight is assigned to technical and 60% to the financial 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	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 individual consultant/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 consultant or agency should provide (i) related experience in facilitating similar training or workshop 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 6: Required Qualifications of the agencies:**

Agencies who are interested in submitting a proposal to facilitate this workshop should have:

- Agency must have experience in conducting similar assignments and must have a proven track record in organizing such workshop/ training with participation of multi-sectoral audiences
- Should have experience in working with government particularly with the Ministry of Women and Children Affairs, Department of Women Affairs, Ministry of Food and development partners where advocacy and motivational workshop/seminar/training would be an asset
- Agency should have excellent reporting and writing skills

**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-2.
- b. Fees should be inclusive of all insurance and standard business overheads.
- c. Please note that no fees are payable for travel days.



## **ANNEXURE 1** **TERMS OF REFERENCE**

### **Organize district level advocacy workshop towards Scaling up of Rice Fortification and Distribution within Government Food Based Social Safety Net Programs in Bangladesh**

#### **1. Background**

Anaemia is probably one of the biggest public-health problems in Bangladesh. In 2015, icddr,b conducted a survey among the beneficiaries of the Vulnerable Group Development (VGD) program from five upazilas of Bangladesh which found that 39% Women of Reproductive Age (WRA) are anaemic<sup>1</sup>. It is evident that loss in economic productivity due to anaemia alone contributes to 7.9% of gross domestic product (GDP) in Bangladesh.

The government of Bangladesh has adopted rice fortification under the “National Strategy on Prevention and Control of Micronutrient Deficiencies, 2015 – 2024” as one of the strategies to address micronutrient deficiencies through mainstreaming fortified rice through GoB safety net programs and open market sale, rationing etc. Bangladesh Standard and Testing Institute (BSTI) under the Ministry of Industries - the main enforcing agency of the government has adopted the Bangladesh standard for fortified rice which consists of six essential vitamins and minerals (Vitamin A, Vitamin B2, Vitamin B12, Folic Acid, Iron and Zinc) formulated in accordance with the WHO guidelines and the micronutrients requirements of the population of Bangladesh.

The scaling up rice fortification is currently being implemented by the Ministry of Women and Children Affairs (MoWCA), Ministry of Food (MoFood) with support from WFP, NI and the private sector rice millers are promoting fortification and distribution of rice through select government platforms. This collaboration has resulted in production and distribution of fortified rice within two of the largest government social safety nets, the Vulnerable Group Development (VGD) program and the Food Friendly Program (FFP). It has also contributed to the establishment of public-private partnerships and domestic production of fortified rice kernels. At present, the distribution of fortified rice under VGD program is being implemented in 35 upazilas in 15 districts, which will further be scaled up to 96 upazilas of 64 districts. In addition, Ministry of Food, with financial assistance from WFP, has newly launched distribution of fortified rice in two upazilas in April 2018, which will be scaled up to 10 upazilas during September to November season of this year.

A collaborative partnership between NI and WFP exists to support fortification and distribution of rice across all districts and upazilas within VGD and FFP. However, scaling up of these efforts to ensure increased production and distribution of fortified rice within SSNP, calls for commitment, participation, and active involvement of senior government officials/decision makers from different levels and private sector.

In this regard, MoWCA and MoFood, with support from NI and WFP, are planning to organize district level advocacy workshops in selected districts in participation with the relevant national and district level government high officials and other field level key stakeholders.

#### **2. Objectives of the advocacy workshop**

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<sup>1</sup>Effectiveness of Micronutrient-fortified Rice on Anaemia and Empowerment of Women Under the Government's Vulnerable Group Development Safety-net Program, Centre for Nutrition and Food Security, icddr,b, 2014

The overall objective of organizing such a district level advocacy workshop is to seek commitment from senior govt. officials/ policy makers and relevant stakeholders at district and sub-district level to support and in creating an enabling environment to scale up production and distribution of fortified rice. To advocate to civil society, business community and media about the benefits of fortified rice on health and wellbeing and identify action and roles of concerned stakeholders towards the scaling-up of rice fortification.

The specific objectives are:

- a) Increase knowledge of field level implementers and general audiences on overall nutrition specifically benefits of consumption, storage and cooking practice of fortified rice
- b) Gain understanding of factors that impede and enable scaling up of rice fortification within government programs like VGD and FFP
- c) Analysis of roles, responsibilities and capacities of relevant stakeholders, and the way forward for proper distribution of fortified rice, monitoring and ensuring proper use by the target group
- d) Ensure agreement among the government high officials and relevant stakeholder to create enabling environment and active participation on the next steps

### **3. Scope of Work**

Conduct these advocacy workshops at district level, NI proposes to hire a management agency to provide logistic support in organizing the workshops.

The agency will be responsible for the following activities:

- a) Develop appropriate program format (agenda, speakers etc.) based on local situation in consultation with MoWCA and NI
- b) Organization of all physical and logistical amenities including preparation and distribution of invitation letters and follow-up
- c) Follow-up with chief guests, special guests, resource persons and other participants for their presence
- d) Venue and logistics management including arrangement of audio system, preparation of banners, printing of advocacy materials in consultation with MoWCA, WFP and NI
- e) Payment of allowances to the participating resource persons and guests as per approved budget
- f) Documentation of the district wise key points of speeches, discussions and recommendations emerging from the workshop

### **4. Participants and Location**

- Participants for district advocacy workshop will include Deputy Commissioner, Superintendent of Police, District Controller of Food, District Women Affairs Officer, other government law enforcement agencies, Civil surgeon, intervention Upazila level govt. officials, particularly Upazila Executive Officers, representative from the Department of Women Affairs (DWA) and other key stakeholders including rice millers, selected wholesalers/dealers, members of civil society, elected public representatives, NGO representatives and media personalities.
- The district level advocacy workshops will be organized with support from MoWCA, DG Food and WFP. The district level advocacy workshops (one-day event) will be organized in seven intervention districts (Mymensingh, Jamalpur, Munshiganj, Chittagong, Brahmanbaria, Rajshahi and Barguna; location may be changed within intervention district based on govt. decision).

### **5. Role of NI in this assignment:**

- a) NI will share documents as required to support the resource persons in understanding the program, strategies and expectations from this training program;

- b) NI will provide support on selection of resource persons and select/ approve professional facilitator identified/ proposed by the agency;
- c) Workshop program including agenda, workshop material (print/audio-visual/ presentations) and final report should be reviewed and approved by NI.

## 6. Deliverables

- a) Advocacy workshop completion report covering district wise key points of speeches and discussions and recommendations made by the speakers and audience, attendance with gender segregated number of participants due within fourteen working days after completion of all workshops.
- b) Printed photographs of workshops (one set), soft copy of all photos, presentations and report recordings in a DVD

**7. Timeline:** The assignment will be expected to be completed during seven-month period from September 2018 to March 2019 as per the following tentative timeline:

SI.	List of activities	Time period	Deliverables
1	Selection of Venue, confirmation of participants and resource persons	Sep – Oct 2018	N/A
2	Organization of speakers, facilitators, resource persons etc. by location logistics	Sep – Oct 2018	N/A
3	Follow-up with chief guests, speakers, facilitators, resource persons etc. by location	Nov – Dec 2018	N/A
4	Completion of workshops	28 February 2019	N/A
5	Documentation of the district wise key points of speeches, discussions and recommendations; Report writing	March 2019	Compiled workshop report

**ANNEXURE 2**  
**TEMPLATE OF BUDGET**

**Organize district level advocacy workshop towards Scaling up of Rice Fortification  
and Distribution within Government Food Based Social Safety Net Programs in  
Bangladesh**

Sl.	Cost Head	Description	Units	Persons/	Rate	Total	Remarks/ Notes
				days			
<b>A Cost for production of communication materials</b>							
1	Folder	300 Gsm Swedish Board, Print: 4 Color One Side, Matt Lamination One Side	7	80		0	
2	Notebook	Branded note book for participants	7	80		0	
3	Pen	Branded Pen for participants	7	80		0	
4	Printing cost for informative booklet	Printing cost for informative booklet for the participants Size: A4, Page. 4; Pager: 100 gsm paper	7	80		0	
5	Poster	Size: 17"X22"	7	100		0	
6	X Banner	Vertical banner print with Stand	1	4		0	
7	Roman Banner	For venue branding	1	4		0	
8	Backdrop Banner	Printed backdrop on PVC 18'X6'	7	1		0	
<b>Sub Total (A)</b>						<b>0</b>	
<b>B District level advocacy workshop (Event cost)</b>							
1	Travel, per diem and accommodation expenses for resource persons and participants	Resource person from MoWCA/ MoFood/ DWA/ DGFood/ IPHN	7	5		0	Budget for these items will be given finally by NI, agency may give tentative amount, according to their understanding for their calculation. Agency may suggest rapporteur but final selection will be done by NI
2		Dist. Level Govt. high officials (DC, ADC, SP, DDY, Civil Surgeon, DDA, DC Food, DWAO etc.)	7	7		0	
3		Upazilla Chairman, UNO, Upazilla Women Affairs Officer, Upazilla Food officer etc.	7	20		0	
4		All other participant	7	42		0	
5	Cost for Rapporteur (will be selected by NI)	Fees for rapporteur for taking notes during workshop and writing the report incorporating NI's inputs and comments	7	1		0	
6		Travel, food and accommodations for rapporteur to attend workshop (workshop districts)	7	1		0	
7	Supervisory cost	Local Supervisor/DWA for local communication, Venue & Others support	7	1		0	
8	Invitation letter distribution	Govt. issued Invitation letter distribution and Guest confirmation	7	80		0	
9	Venue & Logistics	Venue Rent & Decoration, Projector Screen and printing materials etc.	7	1		0	
10		Generator, light & sound system	7	1		0	
11	Food & Refreshment	Lunch and refreshment for guests, participants	7	80		0	
12		Lunch for drivers	7	15		0	
<b>Sub Total (B)</b>						<b>0</b>	
<b>C Event Management Team Cost</b>							

Sl.	Cost Head	Description	Units	Persons/	Rate	Total	Remarks/ Notes	
				days				
1	Personnel Fees (Fees for recce and workshop management team)	Management Team (recce and workshop management team fees which need clear breakdown and if needed please add rows)	7	5		0	Clear breakdown for these parts is to be reflected by the agency in the budget/financial proposal	
2	Accommodation, Travel & food for recce team (during visit for event preparatory work)	Recce team accommodation, travel and food for visiting workshop districts for preparatory work (which need clear breakdown and if needed please add rows)	7	9		0		
3	Accommodation, Travel & food for workshop organizing team (during visit for organizing workshops)	Workshop management team accommodation, travel and food for organizing workshop (which need clear breakdown and if needed please add rows)	7	9		0		
<b>Sub Total (C)</b>						<b>0</b>		
<b>D</b>	<b>Documentation &amp; Report printing</b>							
1	Photography	Photography of programs and printing of photos (at least 10 photos per workshop)	7	1		0		
2	Report printing	Printing of workshop report (6 printed copy of compiled report) which require review and approval by NI	1	6		0		
<b>Sub Total (D)</b>						<b>0</b>		
<b>E</b>	<b>Total (A+B+C+D)</b>						<b>0</b>	
<b>F</b>	<b>Service Charges and Agency Commission; 10% on (E)</b>						<b>0</b>	
<b>G</b>	<b>VAT on Service Charges and Agency Commission; 15% on (F)</b>						<b>0</b>	
<b>Grand Total (E+F+G)</b>						<b>0</b>		
In Word:								

\*\* The contract will be from NI Head Office Ottawa, CANADA. In that case issue of VAT will be finalized as per Bangladesh Govt. Law

Note: Budget should be shared in excel file.