

Request for Proposals No: 10-1658-XX

Organize national level orientation workshop on rice fortification for relevant government officials of Directorate General of Food, the Ministry of Food and Department of Women Affairs, Ministry of Women & Children Affairs

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

Deadline for receipt of proposals at the NI:

5 PM BST, Sunday, August 26, 2018

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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 “national level orientation workshop on rice fortification for relevant government officials of Directorate General of Food, the Ministry of Food and Department of Women Affairs, Ministry of Women & Children Affairs”. The submission deadline for proposals is the Sunday, August 26, 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 women¹. 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 anemic². The survey indicates that the national prevalence of zinc deficiency was 44.6% among preschool age children³ (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

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 and NI; the private sector rice millers are promoting fortification and distribution of rice through selected 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). 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 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.

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

² The National Micronutrient Survey 2011-2012

https://static1.squarespace.com/static/56424f6ce4b0552eb7fdc4e8/t/57490d3159827e39bd4d2314/1464405328062/Bangladesh_NMS_final_report_2011-12.pdf ³ *ibid*

The scaling up of these efforts to ensure increased production and distribution of fortified rice within Social Safety Net Programs, calls for commitment, participation, and active involvement of senior government officials/decision makers from different levels and private sector.

There is a need to enhance knowledge and skill of government officials from 64 districts and at head office of Directorate General of Food (DG Food) and Department of Women Affairs (DWA) on protocol of site selection to establish a new rice blending unit, blending unit installation, fortified rice production and distribution, coordination of implementation activities at district level, quality control and effective monitoring. In this regard, NI is planning to organize the following four national level orientation workshops:

- a) **Two** consecutive day long national level orientation workshops for District Controller of Food (DC Food) (one day long workshop for DC Food from 4 divisions and another day long workshop for DC Food from other 4 divisions) and relevant officials from head office in Dhaka, which includes interactive activities among the participants and resource personnel to enhance level of knowledge on rice fortification and understand role of the participants in effective monitoring and implementation of the rice fortification program.
- b) Two consecutive day long national level orientation workshops for District Women Affairs Officers (one day long workshop for DWA Officers from 4 divisions and another day long workshop for DWA Officers from other 4 divisions) and relevant officials from head office in Dhaka, including facilities to arrange some interactive activities to enhance level of knowledge on rice fortification and understand role of the participants in effective monitoring and implementation of the rice fortification program.

NI is planning to organize national level orientation workshop on rice fortification for relevant government officials of Directorate General of Food, the Ministry of Food and Department of Women Affairs, Ministry of Women & Children Affairs

- 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.

This Request for Proposals (RFP) to provide NI with relevant information to organize national level orientation workshop on rice fortification for relevant government officials of Directorate General of Food, the Ministry of Food and Department of Women Affairs, Ministry of Women & Children Affairs

- 3.2. 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).

3.3. 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 26, 2017.

The Technical and Financial Proposal in two separate files put into a covering email specifically indicating the subject line "Proposal on - organize national level orientation workshop on rice fortification for relevant government officials of Directorate General of Food, the Ministry of Food and Department of Women Affairs, Ministry of Women & Children Affairs" and need to be sent to Mr. Zaki Hasan, Country Director, Nutrition International, Bangladesh (Email ID: proposalsbangladesh@nutritionintl.org)

6.2. For any clarifications required, please write an email to proposalsbangladesh@nutritionintl.org

6.3. Only email bids will be accepted.

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 to organize national level orientation workshop on rice fortification for relevant government officials of Directorate General of Food, the Ministry of Food and Department of Women Affairs, Ministry of Women & Children Affairs. 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

Scoring of Proposals: Selection of Agency		
No.	Assessment Category: Technical Proposal	Weights
1	Qualification	
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%
2	Total Score - Technical Proposal	100%
3	Overall weightage – Technical – 40%	
4	Assessment Category: Financial Proposal	
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%
5	Total Score - Financial Proposal	100%
6	Overall weightage – Financial – 60%	
7	Total Weighted Score (Technical & Financial)	

- 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:

- a) Experience in conducting similar assignments and a proven track record in organizing such workshop/ training with participation of multi-sectoral audiences;
- b) Excellent reporting and writing skills;
- c) Experience in working with government particularly with Ministry of Women and Children Affairs, Department of Women Affairs, Ministry of Food, and development partners. Organizing advocacy and technical/motivational workshop/seminar/training with these stakeholders could be an advantage.

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 national level orientation workshop on rice fortification for relevant government officials of Directorate General of Food, the Ministry of Food and Department of Women Affairs, Ministry of Women & Children Affairs

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 in five upazilas of Bangladesh which found that 39% Women of Reproductive Age (WRA) are anaemic¹. The loss in economic productivity due to anaemia alone contributes to 7.9% of gross domestic product (GDP) in Bangladesh.²

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 actions 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 and NI; the private sector rice millers are promoting fortification and distribution of rice through selected 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). 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 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.

The scaling up of these efforts to ensure increased production and distribution of fortified rice within Social Safety Net Programs, calls for commitment, participation, and active involvement of senior government officials/decision makers from different levels and private sector.

There is a need to enhance knowledge and skill of government officials from 64 districts and at head office of Directorate General of Food (DG Food) and Department of Women Affairs (DWA) on protocol of site selection to establish a new rice blending unit, blending unit installation, fortified rice production and distribution, coordination of implementation activities at district level, quality control and effective monitoring. In this regard, NI is planning to organize the following four national level orientation workshops:

- a) **Two** consecutive day long national level orientation workshops for District Controller of Food (DC Food) (one day long workshop for DC Food from 4 divisions and another day

¹Effectiveness 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

² Helen Keller International. Bangladesh: the burden of anaemia in rural Bangladesh: the need for urgent action. Dhaka: Helen Keller International; 2006. p. 4. (Nutritional Surveillance Project bulletin no. 16)

long workshop for DC Food from other 4 divisions) and relevant officials from head office in Dhaka, which includes interactive activities among the participants and resource personnel to enhance level of knowledge on rice fortification and understand role of the participants in effective monitoring and implementation of the rice fortification program.

- b) **Two** consecutive day long national level orientation workshops for District Women Affairs Officers (one day long workshop for DWA Officers from 4 divisions and another day long workshop for DWA Officers from other 4 divisions) and relevant officials from head office in Dhaka, including facilities to arrange some interactive activities to enhance level of knowledge on rice fortification and understand role of the participants in effective monitoring and implementation of the rice fortification program.

NI proposes to retain the services of an agency to organize the workshops in coordination with DG Food and DWA. The sections below include the details and preparations required for the workshops.

2. Objectives

The broad objective of these workshops is to enhance knowledge and skills on monitoring, implementation and thereby seek commitment of the senior govt. officials/ policy makers and relevant stakeholders from the Directorate General of Food and DWA to support in creating enabling environment to scale up rice fortification program.

The specific objectives of these orientation workshops are:

- a) Enhance knowledge and skills of government officials from the Directorate General of Food on capacity assessment of potential millers, process to be followed during site selection for establishing new rice blending units, installation, commissioning and trial run of blending units, quality control protocol and supply chain management related to production and distribution of fortified rice;
- b) Enhance knowledge and skills of government officials from the DWA on effective monitoring, field level coordination and implementation of the rice fortification program;
- c) Improve knowledge and level of motivation of district level official of DG Food and DWA on managing proper supply chain, playing active role in monitoring and distribution of fortified rice to the target population;
- d) Enhanced knowledge on rice fortification leading to increased motivation of senior govt. officials/ policy makers from the Directorate General of Food and DWA to support in creating enabling environment to scale up rice fortification program

3. Scope of Work

To facilitate the above-mentioned workshops, NI is planning to deploy a reputed agency to arrange necessary logistical amenities for conducting the workshops.

The agency is responsible for the following tasks:

- a) Develop appropriate program format (agenda, speakers etc.) based on target participants in consultation with government departments 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 government departments and NI;

- e) Payment of allowances to the participating resource persons, professional facilitator and guests from govt. departments as per approved budget;
- f) Document each workshop-wise key points of speeches, deliberation and recommendations emerging from the workshop and prepare two consolidated report of all 4 workshops (one for DG Food and one for DWA) in consultation and concurrence with NI

4. 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) NI will review and support finalization of workshop program including agenda, workshop material (print/audio-visual/ presentations) and final report.

5. Deliverables

- a) Two compiled reports covering each meeting wise key points of speeches, deliberations and recommendations made by the speakers and audience (one for DG Food and one for DWA);
- b) Attendance with gender segregated number of participants due within 14 working days after completion of all workshops;
- c) Printed photographs of workshops (one set), soft copy of all photos, presentations and report recordings in a DVD;
- d) Financial report as per prescribed format

6. **Timeline:** This assignment of organizing four workshops will be expected to be completed during September 2018 to February 2019

Sl. No.	List of activities	Time period	Deliverables
1	Selection of venue, confirmation of participants, resource persons	Sep. 2018	N/A
2	Follow up with Chief guest, special guests, speakers, facilitator and resource persons	Sep. 2018	N/A
3	Completion of workshops	Oct. – Dec. 2018	Compiled workshop report

ANNEXURE 2
TEMPLATE OF BUDGET

National level orientation workshop on rice fortification for relevant government officials of Directorate General of Food, the Ministry of Food and Department of Women Affairs, Ministry of Women & Children Affairs

SI	Particulars/ item of expenditure	Budget (BDT)	Remarks/ Notes
A	Personnel Cost & Workshop Expenditure for Directorate General of Food		
A1	Personnel Cost		
1	Minister (1), Secretary (1), Addl Secretary (2), DG Food (1), DG DWA (1)		All budget for these items will be given finally by NI, the agency may give tentative amount, according to their understanding for their calculation
2	Government resources from MoFood (2), DG Food (3), IPHN (1), MoWCA (1)		
3	Participant from DG Food Head Office (10)		
4	Rapporteur selected by NI: Report writing, compilation (Fees for rapporteur for taking notes during workshop and writing the report incorporating NI's inputs and comments)		
5	Professional Program Designer and Facilitator selected by NI: (Fees for preparatory work and facilitating workshop)		
6	Subsistence/food and accommodation expenses for participants: food before and after workshop day 2 days; accommodation for 2 nights, breakfast and dinner for participants from outside location on workshop day for 1 day for 79 persons (63 DC Foods, 8 RC Foods, 8 regional Lab chemist)		
7	Travel cost (to workshop location) for outside participants for 79 participants (63 DC Foods, 8 RC Foods, 8 regional Lab chemist)		
8	Honorarium for participants (64 DC Foods, 8 RC Foods, 8 regional Lab chemist)		
	Total Personnel Cost	-	
A2	Workshop Expenditure		
1	Food and refreshment for participants and resource persons during workshop; morning snacks, lunch and tea for 118 persons		The agency may prepare budget for these items considering CIRDAP Auditorium as tentative venue
2	Food and refreshment for driver; lunch for 20 persons		
3	Workshop venue, decoration for 2 day (tentative venue is CIRDAP Auditorium)		
4	Promotional, workshop materials (standard bag, booklet, pen, folder, note book etc.) 118 sets		
5	Multimedia and sound system		
6	Banner for the workshop (2)		
	Total Workshop Expenditure	-	
	Total Personnel Cost & Workshop Expenditure for Directorate General of Food (A1+A2)	-	
B	Personnel Cost & Workshop Expenditure for Department of Women Affairs		
B1	Personnel Cost		
1	Minister (1), Secretary (1), Addl Secretary (2), DG Food (1), DG DWA (1)		All budget for these items will be given finally by NI, the agency may give tentative amount, according to their understanding for their calculation
2	Government resources from MoWCA (2) MoFood (1), DWA (3), IPHN (1),		
3	Participant from DWA Head Office (8)		
4	Rapporteur: Report writing, compilation (Fees for rapporteur for taking notes during workshop and writing the report incorporating NI's inputs and comments)		
5	Professional Program Designer and Facilitator (Fees for preparatory work and facilitating workshop)		
6	Subsistence/food and accommodation expenses for participants: food before and after workshop day; accommodation for 2 nights, breakfast and dinner for participants from outside location on workshop day for 1 day for 63 persons (63 District Women Affairs Officer)		
7	Travel cost (to workshop location) for outside participants for 63 participants (63 District Women Affairs Officer)		
8	Honorarium for participants (64 District Women Affairs Officer)		
	Total Personnel Cost	-	

B2	Workshop Expenditure		The agency may prepare budget for these items considering CIRDAP Auditorium as tentative venue	
1	Food and refreshment for participants and resource persons during workshop; morning snacks, lunch and tea for 100 person			
2	Food and refreshment for driver; lunch for 20 persons			
3	Workshop venue, decoration for 2 day (tentative venue is CIRDAP Auditorium)			
4	Promotional, workshop materials (standard bag, booklet, pen, folder, note book etc.) 100 sets			
5	Multimedia and sound system			
6	Banner for the workshop (2)			
		Total Workshop Expenditure		-
		Total Personnel Cost & Workshop Expenditure for Department of Women Affairs (B1+B2)	-	
C	Workshop Management, Documentation and Reporting Cost			
C1	Event Management Team Fees		For this part agency should provide a clear breakdown of each line item	
1	Event Team Personnel cost (Fees for each personnel require clear breakdown, which may need to add rows)			
2	Other Expenses (Local travel, communication, stationaries etc; require clear breakdown which may need to add rows)			
		Total Management Team Fees		-
C2	Documentation & Reporting Cost			
1	Printing of workshop report (4 printed copy of compiled report for both the workshop i.e. total 8 copy)			
2	Photography and photo printing			
		Total Documentation & Reporting Cost	-	
		Total Workshop Management, Documentation and Reporting Cost (C1+C2)	-	
D	Total Cost (A+B+C)		-	
E	Service Charges and Agency Commission; --% on Total Cost (D)		-	
F	VAT on Service Charges and Agency Commission; 15% on (E)**		-	
G	Total Program Budget (D+E+F)		-	

** 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.