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| --- | --- | --- |
| |  | | --- | | **Save the Children** | |  | |
| **House No. CWN (A) 35, Road No. 43** |
| **Gulshan-2, Dhaka-1212, Bangladesh** |
|  |

**Date: 1 April 2024 Ref:** **RFP/SCI/BDCO/FY-24/(Manual)/003**

**PART 1 – REQUEST FOR PROPOSAL (RFP)**

**Hiring Consultant (Firm / Individual) for Rapid Situation and Response Assessment (RSRA) as per ToR**

## **PROJECT OVERVIEW**

Save the Children is covering 31 districts for PWID interventions in the current GC-7 (period January 2024 – December 2026). Among these, thirteen (13) districts (Feni, Lakshimipur, Noakhali, Kishoregong, Jhenaidah, Jamalpur, Sherpur, Netrokona, Natore, Gaibandha, Lalmonirhat, Rangpur and Habiganj) were newly included in NFM3. Similarly, FSWs intervention is being implemented in 8 districts, out of which one district (Mymensingh) is newly included in GC7 grant. New districts will be selected based on Rapid Situation and Response Assessment (RSRA). This report mentioned about presence of substantial number of KPs in those districts, high mobility among PWID and FSW from epidemic adjacent districts (Dhaka, Narayanganj, etc.), drug injecting trafficking route, high prevalence of blood borne disease among general population, as well as KP, high prevalence of HIV/AIDS among key/general population and demand of services from KP.

HIV/AIDS Program of Save the Children has decided to conduct RSRA in these 14 new districts that will be basis for scale up of PWID and FSW coverage. Before inception of the program on those districts, it is necessary to know about more exact number of KPs, their gathering/ drug taking place, time, and other behavioral aspects.

**Description of Goods / Services:** Rapid Situation and Response Assessment (RSRA) in 14 new districts of Bangladesh as per ToR.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent bidding process and ensuring that all bidders are treated and assessed equally during this bidding process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the bidding process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

### **SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy, and community. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

### **CAPABILITY CRITERIA [INCLUDING ORAL PRESENTATION] (50%)**

Criteria used to evaluate the bidder’s ability, skill, and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

### **COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists. The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the bidding process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date (Tentative) |
| Issue Request for Proposal | 1 April 2024 |
| Pre-Submission Clarification Meeting | 8 April 2024 ***[2:00 PM BST]*** |
| Deadline for questions from Bidders | 15 April 2024 |
| Deadline for Bid Submission | 22 April 2024 |
| Award Contact | 7 May 2024 |

The above dates are for indicative purposes only and are subject to change.

### **PRE-BID MEETING:**

**Prospective bidders are strongly encouraged to study the RFP and ToR *before* joining the meeting.**

**Pre-bid meeting will be held on 8 April 2024 at 2:00 PM.**

Topic: Pre-Bid Meeting on Rapid Situation and Response Assessment (RSRA)

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTMyMzczZjQtNWRkNi00MzFkLTgyODYtMmMzMGZiZjIxYmNm%40thread.v2/0?context=%7b%22Tid%22%3a%2237ef3d19-1651-4452-b761-dc2414bf0416%22%2c%22Oid%22%3a%220c870d58-4a33-4d72-b8a6-da966c974d83%22%7d)

Meeting ID: 395 999 113 387   
Passcode: p3Mxdc

[Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)

[Learn More](https://aka.ms/JoinTeamsMeeting) | [Meeting options](https://teams.microsoft.com/meetingOptions/?organizerId=0c870d58-4a33-4d72-b8a6-da966c974d83&tenantId=37ef3d19-1651-4452-b761-dc2414bf0416&threadId=19_meeting_YTMyMzczZjQtNWRkNi00MzFkLTgyODYtMmMzMGZiZjIxYmNm@thread.v2&messageId=0&language=en-US)

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### **SUBMISSION FORMAT and BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template**. Any bids received using different formats, or incomplete bids, will not be accepted. This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation.

Bids can be submitted by:

**Email Submission**

* Email to be sent to Dhaka.Procurement@savethechildren.org**; Attention- Director, Supply Chain.**
* The subject line should clearly indicate the RFP reference number **RFP/SCI/BDCO/FY-24/(Manual)/003.**
* All supporting documentation should be named/labelled accordingly.
* **Technical and Financial proposal should be submitted in the separate files/folders/zip files, attached in the same email.**

### **CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, on or before 22 April 2024.

### **KEY CONTACTS**

All questions relating to the RFP should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Md. Ashikuzzaman | md.ashikuzzaman@savethechildren.org |

Please be advised local working hours are 8:30 AM to 4:30 PM. Please allow up to 02 working days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# PART 2 – CORE REQUIREMENTS and SPECIFICATIONS

1. **SPECIFIC REQUIREMENTS**

Save the Children International is inviting proposal for Rapid Situation and Response Assessment (RSRA) as per ToR.

1. **SPECIFICATIONS**

Detail specification of the job described in the ToR. **Bidder should submit Technical and Financial proposal in separate files/folders/zip files, attached in the same email.**

1. **ADDITIONAL INFORMATION**
2. Scope of Work (SOW): for Rapid Situation and Response Assessment (RSRA) as per ToR
3. Office Locations: Gulshan, Dhaka (Save the children Country office)
4. Duration: As per ToR (as attached).
5. Price and offer validity: Prices should be inclusive of TAX and VAT and offer should be valid during the contract period.
6. Complete Consultant EOI Form (as attached).
7. The following practice will be followed for payment: Payment will be made as per ToR.
   1. **1st Instalment: 40% after submission of the final proposal and tools**
   2. **Final instalment: 60% after submission of the final report with deliverables.**
8. ***VAT and Tax shall be deducted as per rules of Bangladesh government. Please clearly mention whether your offer includes VAT and TAX, as per rules of Bangladesh government.***
9. Compensation for Accidents and Damages: From the start date of the contract, SAVE THE CHILDREN will not be responsible for any kind of injury/accident or death of any staff of contractor while executing the job and other related works.
10. The invoice will incorporate any penalties that need to be enforced, based on the terms and conditions stated in this document.
11. Penalty Clause: SAVE THE CHILDREN may deduct 0.1 % per day for delay delivery of services and maximum penalty will be up to 10% of the work order value (PO Value) from the invoice when the successful tenderer does not carry out the work within the time stipulated in the work orders/contract.

# PART 3 – BIDDER RESPONSE DOCUMENT

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability and Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, however, the additional information should be limited to only items that are relevant to the RFP.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

**SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the Inter-Agency Procurement Group (IAPG’s) policies listed in Section 4 of this pack throughout this bidding process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the UK/United States of America or the European Union/Bangladesh Government and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number and certificate * Proof of tax return submission * Business registration certificate * Trade license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** | *Need to share proof of document* |
| ***Tax Registration Number and Certificate*** | *Need to share proof of document* |
| ***Proof of tax return submission*** | *Need to share proof of document* |
| ***Business Registration Certificate*** | *Need to share proof of document* |
| ***Trade License*** | *Need to share proof of document* |
| ***5*** | Legal establishment for a minimum of 05 years: Registered under respective regulatory authorities | **Yes / No** | **Comments** |
|  | *Need to share proof of document* |
| ***6*** | Proven experience of conducting studies in HIV/AIDS area following WHO’s “Rapid Assessment and Response guideline’’ or similar methodology is preferred [supporting documents need to submit]. | **Yes / No** | **Comments / Attachments** |
|  | *Need to share proof of document* |
| ***7*** | Extensive experience and in-depth knowledge on research methodology development (both quantitative and qualitative) [Need to share proof of previous study documents]. | **Yes / No** | **Comments / Attachments** |
|  | *Need to share proof of document* |
| ***8*** | Required to serve 10 customers in last 10 years, among customers 5 should be from UN organization/International NGO/Diplomat Mission/ MNC/Government. | **Yes / No** | **Comments / Attachments** |
|  | *Need to share proof of document* |

***\*\*(Eligibility criteria may be relaxed for the enlisted vendors with SCI)***

## **SECTION 2 – CAPABILITY and SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Evaluation Criteria** | **Assigned Score** | **Bidder Response** |
| ***1*** | **Previous experience and length of Service:**  Previous experience in conducting RSRA or similar study in HIV/AIDS context within or outside of Bangladesh at least 5 years. (Please, mention the client’s name with contact number with date / contract / MOU / Work Order copy and study report).  ***(Max 5 points for ≥ 5 years and 1 point for each year less than that)*** | *5* |  |
| ***2*** | **Experience of Team Leader and Team Composition**  Primary Investigator and his/her staffs’ profile and career portfolio (CV to be submitted):   1. Team composition (team lead, statistician, qualitative expert, field coordinator, data manager, data entry operator, enumerator, etc. with number of persons in each category). 2. Academic background and experience: 3. The Primary Investigator must have a master’s degree, preferably. in Public Health / Statistics / Social Science / Development Studies or any other relevant subject. 4. Investigator team: Masters or Bachelor’s degree in public health / Statistics / Social Science / Development Studies or any other relevant subject with demonstrated research experience. 5. Relevant technical training and capacity in respective fields of the team members (including Primary Investigator). | *10* |  |
| ***3*** | **Concept and methodology of the proposed RSRA**   1. Understanding of assignment and relevant context 2. Strength of proposed methodology 3. Appropriateness of proposed sampling strategy and sample size 4. Proper reflection of assignment in proposed activities 5. Work plan with timeline | *20* |  |
| ***4*** | **Reference Experience**  Please submit two previous final reports of study/research that the research team has worked on and produced on similar subject area and methodology, as samples. Overall quality of the submitted 02 reports to be evaluated (Maximum 5 points). | *5* |  |
| ***TOTAL ASSIGN SCORE*** | | ***40*** |  |

**NOTE:** *To be potential candidate to conduct the assessment, the bidder must score at least 60% in technical proposal (24 out of 40). Technically competent firm / individual will be selected for further screening through oral presentation that will carry 10% score.*

## **ORAL PRESENTATION 10%**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Suggested Scoring** |
| **Oral Presentation *(only technically qualified firm / individual)***  Present on the overall RSRA approach, methodology, field planning, and other key aspects of the proposal and responding to technical queries from the Presentation Board Members | **10 Points** |

## **SUSTAINABILITY CRITERIA 10 %**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Suggested Scoring** |
| 1. **The bidder’s workforce is staffed from the local community / region - 5.00 Points**   5/5 - 75% or above of staff are from the local region  2.5/5 - 50% of staff are from the local region  0/5 - <25% of staff are from the local region   1. **Bidder has incorporated sustainability into their project methodology - 5.00 Points**   05/05 - Bidder demonstrates a strong commitment to sustainability  2.5/05 - Bidder evidences some commitment to sustainability  0.0/05 - Bidder evidence minimal or no commitment to sustainability | **10 Points** |

## **SECTION 3 – COMMERCIAL QUESTIONS (40%)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOOD / SERVICE** | **SPECIFICATION** | **QUANTITY** | **UNIT PRICE** | **TOTAL PRICE** |
| Financial proposal  (Schedule of Payment  section 10.00) | As per ToR | 1 Job |  |  |
| **OTHER COMMERCIAL CONSIDERATIONS** | | | | |
| **Duration for which pricing can be fixed** | |  | | |

## 

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 1 – Essential Criteria | | |  | | |
| 2. | Section 2 – Capability and Sustainability Questions | | |  | | |
| 3. | Section 3 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase under the Terms and Conditions included in Section 4 of this pack. | | | |  |
|  | | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the Inter-Agency Procurement Group (IAPG’s) policies listed in Section 4 | | | |  |
|  | | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the UK/United States of America or the European Union / Bangladesh Government. | | | |  |
|  | | The Bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation). | | | |  |
|  | | Legal establishment for a minimum of 05 years: Registered under respective regulatory authorities | | | |  |
|  | | Proven experience of conducting studies in HIV/AIDS area following WHO’s “Rapid Assessment and Response guideline’’ or similar methodology is preferred [supporting documents need to submit]. | | | |  |
|  | | Extensive experience and in-depth knowledge on research methodology development (both quantitative and qualitative) [Need to share proof of previous study documents]. | | | |  |
|  | | Required to serve 10 customers in last 10 years, among customers 5 should be from UN organization/International NGO/Diplomat Mission/ MNC/Government | | | |  |
| **Capability Criteria Evidence** | | Previous experience and length of Service: | | | |  |
|  | | Experience of Team Leader and Team Composition | | | |  |
|  | | Concept and methodology of the proposed RSRA | | | |  |
|  | | Reference Experience | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| ToR - Rapid Situation and Response Assessment (RSRA) | | |  | |  | |
| Consultant EOI Form | | |  | |  | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying Policy | | |  | |  | |
| IAPG Code of Conduct | | |  | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ……………………………………………….. |
| Date: | ……………………………………………….. |