To

Ms./Mr. …………………

Individual Consultant

Subject: **Submitting a proposal for consultant to conduct the Action research on Women’s Leadership in BRAC International**

Dear Madam/Sir,

Please note that, BRAC International (BI) advocates for women’s empowerment externally but internally, only 20% of senior management roles are held by women, while 60% are at the lower levels. Failure for BI to recruit women into senior leadership roles, would constrain the organization from retaining women leaders. BI has a lot of talented women, who has the capability to take up the leadership role. However, that progression is very minimal and it remains unclear why this is the case? The action research therefore seeks to unearth how can INGOs be successful in the external ambition without internal alignment, to ensure that it puts its own house in order first?

This action research, initiated by BRAC International, as a member of a wider research group - WILD, will entail the application of feminist leadership principles. This entire initiative will be supported by other development partners, professionals and academia.

Purpose of the Assignment

To plead with consultancy services from an independent Consultant with regard to the specific inputs as mentioned in the scope of work of this ToR for conducting the action research on promoting women leadership in BRAC International and contribute Women’s International Leadership Development (WILD) action research.

For this reason BI seeks the service of an experienced suitable consultant/ consultancy firm to serve the purpose

Here we are enclosing the ToR for the consultancy service. We are looking forward to receive (i) CV/ Profile of the Individual with required experience documents (ii) a technical proposal describing the methodology (iii) a budget for the assignment iv) TIN, 13 digit BIN certificate and copy of trade license

Please submit the Proposal **on December 26, 2019 by 2.30 p.m.** in the Box No. 1 kept at BRAC Procurement Department or email to **procurement@brac.net****,** to be written on the envelope **“Proposal for Conducting the Action research on Women’s Leadership in BRAC International”**

**Payment Condition:**

Mode of payment will follow the below conditions

The payment of the remuneration shall be made as per schedule below:

|  |  |  |
| --- | --- | --- |
| 1st Instalment | After data collection | 40% |
| 2nd Instalment  | After submission of first draft | 30% |
| 3rd/final Instalment  | After submission of final report | 30% |

Payment would be made to the Consultant after acceptance/recommendation by the programme through an automatic Bank transfer directly into any scheduled Bank in Bangladesh in favour of consultant.

For payment, consultant has to submit an invoice duly describing the agreed accomplishment. It is noted that the Firm must fill up their accounts information as per instruction **i) Account name ii) A/C number iii) Bank name iv) Branch name v) E-mail address.**

**Payments will be subject to deduction of VAT & Tax at source as per Govt. Rule. (If applicable).**

**You are requested to affix 10Tk stamp on the bill. TIN, BIN and mushok 6.3 is required with invoice. Payment will be disbursed within 30 to 60 days after vetted by program.**

Thanking you

Sincerely

Saidur Rahman

Head of BPD

BRAC Head Office

BRAC Centre, Ground Floor

75 Mohakhali

Dhaka 1212, Bangladesh

#  STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

**Section 4: Financial Submission Form (BPD 5-15)**

To:

BRAC Procurement Department

BRAC Head Office

BRAC Centre, Ground Floor

75, Mohakhali, Dhaka 1212

Date:

Ladies/Gentlemen:

We agree to be bound by the **Letter of Invitation** and we hereby submit our attached Financial Proposal for the sum of:

<*insert currency and amount in both, words and figures*>

The amount is including of local taxes & vat.

We confirm that our Proposal shall remain valid, from the closing date, for the period stated in the RFP.

Our Financial Proposal is binding upon us and shall be subject to any modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

|  |  |  |
| --- | --- | --- |
| Name and Address of Agents/Recipient | Amount and Currency | Purpose of Commission or Gratuity |
|  |  |  |
|  |  |  |
|  |  |  |

We understand you are not bound to accept any or all Proposals you receive..

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Firm’s Seal or Stamp:

**Terms of Reference (ToR)**

**Consultant to conduct the Action research on Women’s Leadership in BRAC International**

# Background

**Women International Leadership Development (WILD)**

A group of ‘can do’, senior leaders in INGOs (of which BRAC International is a part) are committed to being more inclusive organisations, struggling to know how, but determined to help their organisations and make a difference using an evidence based, action research approach. This group, known as WILD, along with other partners including Fair share campaign, have started this journey to discover ‘what difference makes the biggest difference’ – using a gender lens as the entry point. One of the core questions of our initiative is, ‘why are there so few women CEOs and Chairs in INGOs’? Whilst 70% of INGO staff are women, only 30-35% of our top leaders are women. Whilst many organisations talent pipelines and Boards appear to have a healthy gender balance, there are still fewer women CEOs and Chairs than our number reflects in a sector that explicitly recognises and espouses women’s empowerment. How can INGOs be successful in this external ambition without ensuring it puts its own house in order first?

Despite the actions that many INGOs have taken to be ‘good employers’ (flexible working, carers and shared paternity leave, encouraging women in talent pipelines) the needle doesn’t seem to have shifted. Something more systemic seems to be getting in the way of progress. Given recent events it has been identified that so little is being done to think more deeply about what really needs to change within our walls. Besides bringing changes in policies organisational norms and accepted behaviours need to be challenged as well. Unconscious bias and traditional models of leadership seem to frustrate attempts to change and hold back too many of our talented staff.

There is demand for a more evidence based research on what needs to be changed in the development sector to enable more diversity, including women leaders to take their place at the top tier of leadership roles, even though there is a political will to increase diversity in the leadership team

For instance, BRAC International (BI) advocates for women’s empowerment externally but internally, only 20% of senior management roles are held by women, while 60% are at the lower levels. Failure for BI to recruit women into senior leadership roles, would constrain the organization from retaining women leaders. BI has a lot of talented women, who has the capability to take up the leadership role. However, that progression is very minimal and it remains unclear why this is the case? The action research therefore seeks to unearth how can INGOs be successful in the external ambition without internal alignment, to ensure that it puts its own house in order first?

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# Purpose of the Assignment

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# Scope of Work

The scope of work of the consultant includes:

* Review of the relevant secondary literature and existing organizational data where necessary on the proposed action research project
* The consultant will design the research methodology and data collection instrument for this action research in consultation with the core WILD team of BI
* Collection of data from BI HO and country level
* Analysing collected data to understand what the enabling and blocking factors those promote and hinders women from stepping into more senior leadership roles
* The consultant will produce a very high quality research report in English, and shall submit to BRAC International within the scope of timeline as mentioned in this ToR.
* The consultant will present the findings and recommendations from the research to senior management of BRAC International.
* The consultant will provide services in accordance with required deliverables, timetable, and procedures detailed in this document.
* The consultant will deliver services as an independent contractor and not as an employee.

# Duration of the Consultancy and Deliverable

Duration of this consultancy work will be for 30 days.

The deliverables for this contract are listed below:

|  |  |  |
| --- | --- | --- |
| **SL** | **Deliverables** | **Timeline** |
|  | Finalize research question and methodology | 7 working days |
|  | Data collection and analysis | 15 days |
|  | First draft to be submitted to BRAC International (BI) | 5 days |
|  | Final report after incorporation of feedback | 3 days |

# Consultancy Payment

The payment of the fee will be done through bank account to the consultant.

The payment of the remuneration shall be made as per schedule below:

|  |  |  |
| --- | --- | --- |
| 1st Instalment | After data collection | 40% |
| 2nd Instalment  | After submission of first draft | 30% |
| 3rd/final Instalment  | After submission of final report | 30% |

1. **Travel Requirement**

The consultant will primarily be based in Dhaka, Bangladesh for the research work and will need to travel to at least two countries (one in Asia and one in Africa) where BRAC International operates. The travel cost of the consultant will be provided by BRAC International as per organisation’s travel policy.

# Required qualifications of the Consultant

* Have prior experience of providing consultancy in the area of Women Leadership.
* Sound knowledge and understanding of conducting Action Research.
* Skilled in research instrument development, data analysis and research report writing.
* Substantial knowledge in gender sector and Women’s leadership development.
* Have experiences of working in/for international organizations/large projects.

(Documents of relevant experiences should be submitted.)

# Language and Guidelines

Language of the report will be English. In case of data collection and communication in BI operating countries, the consultant will be provided with interpreter support by BRAC International.

# *BRAC International reserves all the rights of the research tools developed, information and data collected and on the final report for sharing and dissemination.*