Request for Proposal (RFP)

**RFP Number**: LHSSBD-001

**Issuance Date**: April 15, 2021

**Deadline for Offer**: April 22, 2021

**Title of the Assignment:** Request for proposal (RFP) for Consultant to establish liaison and communication with GOB and other related offices.

**Level:** Senior

**Funded by**: United States Agency for International Development

**Contract No**.: 7200AA18D00023/7200AA19F00014; Local Health System Sustainability Activity

**Implemented by**: Abt Associates, Inc.

**For:** Local Health System Sustainability Project-(LHSS) Bangladesh

**Address:** Concord Bilkis Tower (2nd Floor) ,40/6, North Avenue (Madani Road), Gulshan-2, Dhaka-1212

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| **\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\***Abt Associates is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Abt Associates does not tolerate fraud, collusion among offerors, falsified quotations/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.Employees and agents of Abt Associates are strictly prohibited from asking for or accepting any money, fee,commission, credit, gift, gratuity, object of value, or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Abt Associates will inform USAID and the Office of the Inspector General of any supplier offers of money, fees, commissions, credits, gifts, gratuities, objects of value, or compensation to obtain business.Offerors responding to this RFQ must include the following as part of the quotation submission:* Disclose any close, familial, or financial relationships with Abt Associates or project staff. For example, Ifan offeror’s cousin is employed by the project, the offeror must state this.
* Disclose any family or financial relationship with other offerors submitting quotations. For example, if the offeror’s father owns a company that is submitting another quotation, the offeror must state this.
* Certify that the price in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror for the purpose of restricting competition.
* Certify that all information in the quotation and all supporting documentation are authentic and accurate.
* Certify understanding and agreement to Abt Associates prohibitions against fraud, bribery and kickbacks.

Please contact EMAIL with any question or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Abt Associates U.S. Office  |

**Abt Associates**is a mission-driven global leader in research, evaluation, and program implementation in the fields of international development, health, and social and environmental policy. Known for its rigorous approach to solving complex challenges, Abt is regularly ranked as one of the top 20 global research firms and one of the top 40 international development innovators. The company has multiple offices in the U.S. and program offices in more than 40 countries. Serving both the public and private sectors, Abt supports participatory governance processes that empower citizens and promote accountability and transparency across sectors. Our impact is felt in responsive and inclusive institutions, empowered communities, equitable access to public services, improved mobilization and management of financial resources, and enhanced enabling environments for economic growth and opportunity.

### Program background:

### The LHSS Project is USAID’s flagship initiative in integrated health systems strengthening, with a goal to help low- and middle- income countries transition to sustainable, self-financed health systems as a means to support universal health coverage. The project will support country-level efforts to reduce financial barriers to health care, ensure equitable access to essential health services for all people, and improve the quality of health care. Equally important, it will equip host countries to sustain progress after the project ends. It will do so by ensuring that local institutions and organizations have the technical capacity and expertise to independently design, implement, and manage continued health system strengthening activities.

### USAID Bangladesh is supporting the Government of Bangladesh in its efforts to achieve Universal Health Coverage (UHC) by 2030. Bangladesh has directed attention toward improving coverage, efficiency, and quality of essential health care services, with a particular focus on improved governance, stewardship, health financing, monitoring, and community engagement in urban areas. It is critical in order to achieve UHC that the GOB strengthens its capacity and commitment to financing self-reliance of the health sector.

### LHSS’s work will span three key objectives:

**Objective 1**: Improved governance in financial management and health service delivery

**Objective 2**: Models for financial protection (FP) and service delivery (SD) tested and scaled

**Objective 3**: Increased private sector investment for health

### Scope of work

### As part of the sub-objectives of Objectives 1, 2, and 3 of work plan, the purpose of this assignment is to establish liaison with the concerned ministries, divisions, related departments and offices of the GOB (MOHFW, MOLGRDC, Ministry of Finance, Ministry of Planning, Ministry of Labor, Ministry of Law etc) to make the required gateway of communication for CoP, Advisers and Consultants of LHSS project. If the situation demands, consultant may have to communicate with the Prime Minister’s Office (PMO).

Rules of Business of the Government bestow the overall responsibility of providing health care to the Ministry of Health & Family Welfare in general. However, the Local Government (Municipality) Act, 2009 and the Local Government (City Corporation) Act, 2009 have placed the responsibility of providing healthcare services in the urban areas upon the LGIs namely municipalities and city corporations.”

### . Thus, the incumbent consultant will also have to communicate with the Mayors and other officials of City Corporations/Municipalities to facilitate the job of other consultants of LHSS.

### The Advisers and other consultants will equip the communication consultant with necessary relevant papers and documents to start and facilitate liaison with GOB and concerned offices.

### LHSS Office staff, especially Finance and Administration Manager, will help the Communication Consultant with request letters (typed in both Bangla ang English) on LHSS letterheads.

### . The consultant will display effective coordination and communication with GOB/city corporation/ municipalities/DGHS/HEU by his presence, meeting, negotiations and assigned purpose.

### All expenditures incurred by the consultant will be borne by the Abt Associates. The consultant will be required to provide technical assistance to related project activities where necessary and needed. Specific tasks are listed below.

### Task 1: Arrange appointment for USAID officials, CoP/Advisers of Abt Associates: Meet and consult hierarchy of concerned ministries to arrange their appointment for USAID officials, CoP/Advisers of Abt Associates for appraisals of LHSS activities and other important events including event launching and report dissemination program.

### Task 2: Meet and prepare suggestion for CoP/Advisers of Abt Associates regarding the effective communication strategy with its challenges and solutions: The consultant will have a continued communication with CoP and Advisers of Abt Associates regarding the communication strategy with GOB and concerned offices and guide the way to overcome the relevant challenges.

### Task 3: Orientation and Consultation with other assigned consultants and partners of LHSS: The communication consultant will sit with other assigned consultants to orient himself/herself with the consultants’ requirements in ministries, divisions, departments etc and facilitate to chalk out the schedule for the assigned consultants to meet with GOB, arrange seminars/workshop for individual sub-objective/purpose assigned by the LHSS project.

### Task 4: Arrange communication with GOB ministries, offices, city corporations/municipalities: for the USAID officials, Abt Associates officials, consultants, and partners about LHSS project activities.

1. **Deliverables:**

The assignment is a level of effort (LOE) based contract which means that the Consultant is required to document time spent for each activity and based on that complete the log-sheet to indicate number day/time required for each activity. However, key deliverables of the assignment would include:

* Summary of key communication held with GOB ministries, departments, offices, city corporations/municipalities (F & A manager will help the consultant with a blank table/template for the summary report)
* Compilation of relevant information like summary of key consultations, discussion, negotiation held with the key officials.
* Report on new experiences on interesting story, challenges and learning event for LHSS.
1. **Period of Performance and LOE:** The consultant’s period of performance will be from May 1 – September 30, 2021 (or 40 days since the day of joining spread over the five months) This assignment is a LOE based consultancy which meant that the consultant will be required to complete timesheet/log-sheet to indicate time and activity he/she has worked and spent. The payment then will be compensated based on that LOE and the agreed daily rate. However, the total number of days needed for this assignment should not exceed 30 days. The tenure may be adjusted (reduced/extended) as per the progress and cooperation from government as well as with the COVID-19 surge situation.
2. **Reporting To:** The consultant will directly report to the Chief of Party, LHSS-Bangladesh. Consultant will have continued coordination and communication with advisers of LHSS-Bangladesh, other consultants and partners for the convenience of project activities.
3. **Qualifications and Requirements**

In order to perform the job well, the consultant will be required to have, but not limited to, the following qualifications:

* A Bangladeshi national, and due to COVID-19 travel requirements, the persons must be the one who currently resides in the country.

Consultant should submit their brief technical proposal with experience of consultancy, financial proposal with justification of rate, updated copy of Tax **& VAT (BIN) registration certificate** (applicable as per turnover of payment rate) and **justification of proposed payment rate.**

* Master’s Degree (minimum), in Management, Communication, Public Health, Public Administration, General and Health Administration, or another relevant field.
* Eight to ten tears of relevant professional experience in managing progressively complex health programs.
* Ex higher level government official serving in different ministries with cross-ministries working experiences will be a required/added qualification
* Extensive understanding of GOB structure. Understanding of city corporation/municipality’s structure will be an added qualification.
* Demonstrated leadership and management skills, negotiation skills and ability to motivate personnel.
* Proven track record and ability to establish and maintain effective working relationships with USAID, government ministry officials, and other development partners and having interpersonal skill of interacting with officials of other projects, high-level host country governments and international agencies.
* A proven, successful record of achieving results. Ability to sustain the key roles and responsibilities largely independently and requires the initiative to ensure work is progressing.
* Fluency in English and Bengali is required.
* Required digital/computer skills
* Possessing presentation skill.
1. **Offer Deadline and Protocol**: To apply, submit your CV and an application letter/email message that provides details of your relevant qualifications **to LHSS\_Bangladesh@abtassoc.com by April 22, 2021**. Please specify **“Consultant to establish liaison and communication with GOB and other related offices”** in the email subject line.

**Technical Queries**: For technical queries, interested applicants may contact: Name of the Person Dr. Md Saidur Rahman, Chief of Party, LHSS-Bangladesh Email; Md\_Rahman@abtassoc.com

1. **Terms and Conditions:** This is a request for proposals only. Issuance of this RFP does not in any way obligate Abt Associates or the Project to make payment for costs incurred by potential offerors in the preparation and submission of an offer/proposal. This solicitation is subject to Abt Associates' standard terms and conditions. Please note the following terms and conditions will apply:
* Abt Associates' standard payment terms are net 30 days after receipt, acceptance of any deliverables and Invoice from the Consultant. Payment will generally be made from Abt's office in Dhaka, Bangladesh via check or electronic transfer. However, the consultant may propose their own payment schedule in their proposal. **Source VAT and Tax should be deducted as per Government revenue policy from Payment. VAT Exemption Coupons will be issued to the Consultant in lieu of VAT upon submission of Mushok-6.3 (if Applicable) with the invoice**. Payment will only be issued to the entity submitting the offer/proposal in response to this RFP, payment will not be issued to a third party.