

**Terms of Reference (ToR)**

**for engaging of Consultant to Review & Revision of Existing Standing Orders on Finance, Audit, Administrative & Service Rules- 2015**

Project Title: Engaging of Consultant to Review & Revision of Existing Standing Orders on Finance,

 Audit, Administrative & Service Rules-2015

 Organization: Bangladesh Red Crescent Society

 Duty Station: NHQ, Dhaka

 Submission Deadline: 25 July 2021

 Type of Contract: Contract under EOI modality

**TERMS OF REFERENCE (TOR)**

Project Title: Engaging of Consultant to Review & Revision of Existing Standing Orders on Finance,

Audit, Administrative & Service Rules-2015

**History of BDRCS**

The Bangladesh Red Cross Society was constituted on 31 March, 1973 by the President's Order No.26 of 1973 with retrospective effect from the 16th December 1971. The Society was recognized by ICRC on 20 September, 1973 and admitted to the International Federation of Red Cross and Red Crescent Societies on 02 November, 1973. The name and emblem were changed from Red Cross to Red Crescent on 4th April 1988 vide Act 25 of 1988.

The President of the People's Republic of Bangladesh is the ex-officio President of the Society. The President appoints the Chairman of the Society for a term of 3 years, who may hold two consecutive terms.

BDRCS National Headquarters at Red Crescent Sarak, Boro Moghbazar, Dhaka is the Secretariat of the Society. The Secretary General, appointed by the Managing Board, heads the Secretariat. He is ex-officio the Secretary to the Managing Board. The Managing Board also appoints a Deputy Secretary General, who performs the functions of the Secretary General in his/her absence. The Secretariat is organized in five divisions, namely, Disaster Management, Health Services, Planning & Development, Central Support Services and Finance & Accounts.

The BDRCS has 68 Units. A Unit is constituted in each district and in the Metropolitan cities of Dhaka. Chittagong, Rajshahi & Khulna.

**Background**

In the year 2015 authority of BDRCS published Standing Orders on Finance, Audit, Administrative & Service Rules -2015 aligned with the Bangladesh Red Crescent Society Order, 1973 (President Order No. 26 of 1973) and The Bangladesh Red Crescent Society (Organization & Management) Rules, 1973.

The existing Standing Orders on Finance, Audit, Administrative & Service Rules -2015 established to ensure facilitate the daily operation, settlement of non-compliance activities, employee grievances and other work proceedings within a settled proceeding.

But in course of time the nature of work, non-compliance activities and other related issues as well as related

laws of the country have been changed/ modified, As a result review and revision of the Standing Orders on

Finance, Audit, Administrative & Service Rules -2015 become essential.

**Objective**

The objective is to develop and modified the existing Standing Orders on Finance, Audit, Administrative & Service Rules -2015 based on the legal modification, requirement of the society for ensuring smooth operation in daily work and act as a guideline for find out proper solution regarding employee issues, non-compliance activities and deal with external sources.

**A. Scope of Work and Expected Outputs**

The scope of work and expected outputs/deliverables will be the following:

1. Collect, review and analyze all the necessary documents which required to review and modify the Standing Orders on Finance, Audit, Administrative & Service Rules -2015
2. Collect, review and analyze all the necessary documents to fully understand the administrative framework for all changing initiatives.
3. Collect, review and analyze the national legal approach for settlement and resolve of conflicted situations.
4. Review and revise the existing organogram along with the committee members and provide feedback to appropriate authority for necessary feedback
5. Documentation and analysis of current proceeding and find out require modifications and placed to the approving authority.
6. Based on the processes mentioned above and in consultation with the committee, prepare a comprehensive list of contents to be included in the SOP to ensure that all the required contents are included.
7. Draft specific, detailed and practical steps (including specific models for specific circumstances or places) which will be aligned with the BDRCS constitutions, Related law of the country or any international bodies.

**Expected Deliverables /Outputs:**

* Overall review and revision of Standing Orders on Finance, Audit, Administrative & Service Rules -2015.
* Review and revision will be done with the requirement of BDRCS and not conflicted with law of Bangladesh or any amendments done by the Govt. of Bangladesh.
* Prepare the revise Standing Orders on Finance, Audit, Administrative & Service Rules in English language.

**B. Methodology**

The consultant will strictly follow the work plan and the time schedule agreed with BDRCS authority in undertaking the contract assignment.

1. An appropriate methodology will have to be determined by the consultant in consultations with the BDRCS
2. The consultant will work in close collaboration with the BDRCS designated members of the committee;
3. The consultant will undertake collection of all the required data/information from various sources, including Government departments, Ministries and other relevant sources;
4. The BDRCS authority shall facilitate in collection of the data/information with required official letters and contact wherever required;
5. The consultant will undertake review, assessment and judgment of the data/information in close consultation with the BDRCS designated authority
6. The consultant will facilitate in presentations and coordination of the stakeholder workshops/consultations organized as per the agreed work schedule;

**C. Duration of the Work**

1. The duration of contract shall be for a maximum of **05** (Five) **months** between August 2021

– December 2021.

1. The consultant will work closely with the BDRCS authorized committee and will from time to time submit and share the progress of activities as agreed.

**D. Duty Station**

1. The consultant will be placed in NHQ, BDRCS for their work.
2. The consultant is expected to use own computer, laptop and other equipment required for the task.

**E. Required expertise and qualifications**

* The firm should be at least 10 years’ experience in related work for preparation of Service Rule, Audit Manual, Handbook, HR Manual, Tender preparation etc.
* Need to submit at least 05 attainments which will justify their work competence.
* The project seeks to identify experts that fulfill the above criteria and have demonstrated ability of involving key stakeholders to provide relevant expertise and bring a wider perspective in developing the SOP.

 **F. Scope of financial Proposal and Schedule of Payments**

1. The consultant will be offered a lump sum fee inclusive everything.
2. The payments will be made in installments based upon outputs/deliverables specified in the TOR (under payment schedule) and upon certification of satisfactory work as per work plan and endorsed by BDRCS authority.

**G. Payment Schedule**

* 30% on signing the contract and submission of a blueprint of work methodology.
* 30% on completion of the 1st draft or 3 months period which one is later.
* 40% on submission of the final draft of the review & revision of the Standing Orders.
* VAT & Income Tax will be applicable as per law.

**H. Criteria for Selection of the Best Offer**

The evaluation of the consultant will be based on *Combined Scoring method* – where the qualifications and methodology are given 70% weightage and financial offer with be given 30% weightage. Only consultant meeting a minimum of 50 points under technical evaluation would be considered for the financial evaluation. Following specific criteria would be assessed:

|  |  |  |
| --- | --- | --- |
| *Criteria* | *Weight**(%)* | *Max.**Point* |
| *Technical (50 %)* |  |  |
| * Demonstrated knowledge on Human Resource issues, Laws, Finance, Audit & Supply Chain mechanisms/instruments
 | *10* | *10* |
| * Experience and skills in conducting research and documentation, especially manual preparation
 | *10* | *10* |
| * Demonstrate experience and skills in facilitation/consultation and coordination skills among relevant stakeholders
 | *15* | *15* |
| * Methodology, activities, Work plan, experience and skills etc.
 | *15* | *15* |
| *Financial (50 %)* | *50* | *50* |
| Total | *100* | *100* |

**I. Documents**

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

* + 1. Profile of the consultant (max 2 pages) explaining why they are the most suitable for the work.
		2. Relevant Experience (max 3 pages).
		3. Detailed methodology and conceptual framework with expected deliverables and timelines, team composition, man days required (3-5 pages).
		4. Recent CV

The financial proposal shall specify a total lump sum amount (including a breakdown of costs for fee and number of working days). Payments will be made in installments based upon key outputs/deliveries (mentioned under payment schedule above).

 **Annexes**

Annexure 1: Process/How to submit the Bid

Interested eligible bidders may submit their proposal in a sealed envelope (only technical and financial proposal) detailing the individual costs for carrying out the assignment as well as the consolidated cost along with documents to support qualification and experience.

Annexure 2: LANGUAGE OF BID:

English is the primary language while Bengali will be the supporting language. The bid, as well as all correspondence and documents relating to the bid shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language

CURRENCIES OF BID:

All financial quotes should be in BDT only.

PERIOD OF VALIDITY OF BIDS:

Bids shall remain valid for the period of 30 days after the date of bid submission. A bid valid for a shorter period shall be rejected by the Purchaser as non- responsive.

FORMAT AND SIGNING OF BID:

The Bidder shall prepare one original and one copy of the bid, clearly marking each one as "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. Any interlineations, erasures, or overwriting to correct errors made by the Bidder should be initialed by the person or persons signing the bid.

SEALING AND MARKING OF BIDS:

The bidder is expected to submit the proposal both in hard copies addressing to the “Secretary General, Bangladesh Red Crescent Society”.

Electronically (only the technical and financial proposal) with subject:

Hard copy (technical and financial proposal including annexures): The bidder shall enclose the original and a copy of the bid in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes containing the original and copy shall then be enclosed in another envelope

The inner and outer envelopes shall:

1. bear the name and address of the Bidder;
2. be addressed to BDRCS at the address given below:

**To, Secretary General, Bangladesh Red Crescent Society, Red Crescent Sarak, 684-686, Baro Mogbazar, Dhaka- 1217.**

If the outer envelope is not sealed and marked the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

DEADLINE FOR SUBMISSION OF BIDS:

Bids must be received by BDRCS at the address specified above no later than 25 July 2021.

Late bids will be rejected.

MODIFICATION AND WITHDRAWAL OF BIDS:

The Bidder may modify or withdraw its bid after submission, provided that written notice of the modification, or withdrawal of the bids duly signed by an authorized representative, is received by the Purchaser prior to the deadline prescribed for submission of bids.