



*HCMP, BRAC Procurement Department  
Niribily Complex, Building # Annex 1, (Opposite  
Niribily Hatchery) Marine Drive Road,  
Kalatoli, Cox's Bazar*

## REQUEST FOR PROPOSAL (RFP)

Hiring Consultant for conducting to develop a resilience framework and matrix considering climatic, environmental, social, political, or economic well beings of the targeted communities to measure resilience especially in refugee-hosting high-risk areas and municipalities.

**RFP No: 20200011457 and 20200012237**

**Issued on: July 8, 2020**

**Closing Date & Time: July 19, 2020 within 15:00 hrs**

A handwritten signature in blue ink, appearing to read 'Ami'.

BRAC  
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75 Mohakhali  
Dhaka 1212  
Bangladesh

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## LETTER OF INVITATION

To (Name): Address: Phone: +8801 e-mail:	RFP Ref	20200011457 and 20200012237
	Date Issued	July 8, 2020
	Validity of Proposal	30 days
Closing Date and Time (Dhaka Local Time)		July 19, 2020 within 15:00 hrs.

**Background:**

Bangladesh is one of the most disaster prone countries in the world as per the World Risk Report 2019 with exposure ranks (19) and stands second in the among countries most hit by natural disasters as per the Global Climate Risk Index 2020. In addition to various small-scale disasters the country is vulnerable to monsoon/weather related disasters including floods, flash floods, cyclones, Nor'wester storm/tornado, water surge, landslide, earthquake and droughts are the regular hazard that impacted lives and livelihood of most vulnerable people living in different geographic context. The vulnerability of the population to both large and small scale disaster threats is compounded as the country is compactly over populated, expansion of un-planned urban areas, lack of enforcement of building codes and regulation for land use, and a range of environmental factors such as rapid deforestation, infiltration of sea water into ground aquifers, adequate sanitation and high environmental pollution. At present Bangladesh is home to about 1.3million FDMNs (Forcibly Displace Myanmar Nationals in Cox's Bazar area), those are shelter in areas - prone to natural hazards. The concurrence of a natural hazard such as cyclone or heavy rainfall or massive land slide or epidemic with communal disturbance or another form of conflict may have catastrophic consequences.

Considering the prevailing situation and anticipated future situation BRAC intends to work with the vulnerable communities in the district (Cox's Bazar) and exploring strategies that would build community resilience to shocks and stresses. With a view to develop a strategy, BRAC is planning to pilot an empirical study on understanding of hazards and risks, vulnerabilities and resilience of the communities. This will involve the consideration of multi risks affecting vulnerable communities, whether climatic, environmental, social, political or economic, including disaster risk information and disaster risk management systems, to increase societal resilience against disasters, especially in refugee-hosting high risk areas and municipalities.

**Services Required: Hiring Consultant for conducting service to develop a resilience framework and Matrix considering climatic, environmental, social, political, or economic well beings of the targeted communicates to measure resilience especially in refugee-hosting high-risk areas and municipalities.**

You are invited to submit a Proposal to provide the following consulting services **For conducting consultancy service as per the above subject** More details on the services are provided in the Terms of Reference (see Section 3). The Services are being procured by BRAC (the Purchaser). The completed Proposal must be signed by you or your authorized representative; and must be valid for a minimum period as indicated above from the Closing Date of the RFP.

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Quotations may be directly submitted to **tenderinfo.hcmp@brac.net**  
Please mention the RFP title on email subject line. Considering the present epidemic, hardcopy submission of quotations are restricted.

**Payments will be made to the Consultant as like: Mode of Payment of Consultation:**

Payment will be made through an account payee cheque/automatic bank transfer to the account of the consultant in any scheduled Bank in Bangladesh upon submission of the invoice in original with all relevant supporting documents. In this regard, the consultant have to provide the following information:

Account Name:

A/C Number:

Bank Name:

Branch Name and address:

Bank Routing Number

Payment terms:

BRAC will pay for the above mentioned deliverables based upon completion of the work duly certified by the reporting authority. The payment will be made in three installments:

- **1<sup>st</sup> installment: 30%, after acceptance detailed work plan.**
- **2<sup>nd</sup> installment: 50%, after acceptance draft report and guideline.**
- **3<sup>rd</sup> installment: 20% after acceptance the final report and guideline.**

BRAC will provide transportation for local travel related to the assignment including pick up and drop to and from the residence/hotel in Cox's Bazar.

The consultant has to submit an invoice duly describing the agreed accomplishment to the Procurement department, BRAC.

It is noted that the Consultant 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.

Consultant must submit 13 digit BIN and TIN with proposal and Mushok 6.3 with invoice.

Payments will be subject to deduction of VAT & Tax at source as per Govt. Rule (If applicable). Payment will be disbursed within 30 to 60 days after vetting by programme.

The RFP includes the following documents:

This Letter of Invitation

1. Terms of Reference
2. Proposal Response Schedules (A.Work Schedule B. Financial Submission Form/Proposal)
3. Forms

Yours sincerely,

Shah Mohamed Iqbal  
Manager, Procurement  
HCMP, BRAC, Cox's Bazar

BRAC

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*Ami*





## STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

### Section 3: Terms of Reference (TOR)

#### **Background:**

Bangladesh is one of the most disaster prone countries in the world as per the World Risk Report 2019 with exposure ranks (19) and stands second in the among countries most hit by natural disasters as per the Global Climate Risk Index 2020. In addition to various small-scale disasters the country is vulnerable to monsoon/weather related disasters including floods, flash floods, cyclones, Nor'wester storm/tornado, water surge, landslide, earthquake and droughts are the regular hazard that impacted lives and livelihood of most vulnerable people living in different geographic context. The vulnerability of the population to both large and small scale disaster threats is compounded as the country is compactly over populated, expansion of un-planned urban areas, lack of enforcement of building codes and regulation for land use, and a range of environmental factors such as rapid deforestation, infiltration of sea water into ground aquifers, adequate sanitation and high environmental pollution. At present Bangladesh is home to about 1.3million FDMNs (Forcibly Displace Myanmar Nationals in Cox's Bazar area), those are shelter in areas - prone to natural hazards. The concurrence of a natural hazard such as cyclone or heavy rainfall or massive land slide or epidemic with communal disturbance or another form of conflict may have catastrophic consequences.

Considering the prevailing situation and anticipated future situation BRAC intends to work with the vulnerable communities in the district (Cox's Bazar) and exploring strategies that would build community resilience to shocks and stresses. With a view to develop a strategy, BRAC is planning to pilot an empirical study on understanding of hazards and risks, vulnerabilities and resilience of the communities. This will involve the consideration of multi risks affecting vulnerable communities, whether climatic, environmental, social, political or economic, including disaster risk information and disaster risk management systems, to increase societal resilience against disasters, especially in refugee-hosting high risk areas and municipalities.

#### **Objectives of the study:**

Overall objective of the research is to provide guidance on how to build the resilience of communities in Cox's Bazar especially in refugee-hosting high risk areas and municipalities - through develop and practice of managing risk information in existing DRM system.

#### **1.3 STUDY AREA**

Study area for this assignment will be three of the selected Upazilas (Cox's Bazar Sadar, Ukhiya and Teknaf) of Cox's Bazar District. Following is the detail of the study area:





**Table: 01 Area of the Project Area (Broad classification of area)**

Upazila	Land area sq.km	Land area sq.km	Reserve forest sq.km	Riverine area sq.km
Cox's Bazar Sadar	228.23	196.05	-	3.50
Teknaf	388.66	227.6	159.80	1.36
Ukhiya	261.80	137.77	155.14	0.91

Source: Source: BBS, 2011

**Table: 02 Number of municipality, union, mauza, mahalla and village**

Upazila	Municipality	Ward (PSA)	Mahalla	Union	Mauza	Village
Cox's Bazar Sadar	1	12	97	10	20	144
Teknaf	1	9	16	6	12	146
Ukhia	0	0	0	5	13	54
<b>Total</b>	<b>2</b>	<b>21</b>	<b>113</b>	<b>21</b>	<b>45</b>	<b>344</b>

Source: Source: BBS, 2011

### Scope of Work

The overall scope of assignment covers the areas as follows:

- To develop a resilience framework and Matrix considering climatic, environmental, social, political or economic well beings of the targeted communities to measure resilience especially in refugee-hosting high risk areas and municipalities;
- To develop hazard and risk profile considering prevailing hazards in the selected Upazilas of the District. Ensure scientific approaches and community participation for conducting risk assessment;
- To Support (where needed) the local authorities in developing digital database on risk information to assist humanitarian response and recovery planning;
- To ensure the coordination among the communities, local government, GoB departments/institutions and ministries to develop authentic information to be used for planning and actions of the Social Safety nets programmes for building resilience ;
- To support in implementing the pilot intervention/activities as a prototypical development of humanitarian resilience building approach;
- To understand the practices and national strategies that undermine the resilience of communities in the selected Upazilas (if required more geophysical areas will be considered for boost the piloting process);
- To develop a strategy including programme implementation module, including policy advocacy and communication activities to build the resilience of targeted communities in Cox's Bazar for wider dissemination and scale up process.





### Expected Output and Deliverables:

The main deliverable of the successful organization/institution/consultant is to provide technical support to pilot to develop the community resilience matrix to bridge and contribute in long term humanitarian and development planning and actions. Here are the following specific deliverables:

Outputs/Deliverables	Targets	Estimated Time
Full Concept Papers including detailed work plan; Definition of this piloting approach need to be clarified and agreed with respected stakeholders (MoDMR, DDM, DMCs and other key stakeholders)	MoU with key stakeholder (DDM) and a draft work plan	One month after the agreement signed
Launching of digitizing risks information platform and related apps for local level piloting and practice;	Software & Apps, Users Manuals, Training, Reports	Within 03 Months
Digitizing automated community resilience matrix developed and module developed;	Software and implementation module	Within 05 Months
Humanitarian response and recovery database management from local to hierarchy level addressed in digitizing risk information platform;	Software & apps, user manuals, training, reports	Within 06 Months
Prepare Implementation module for further scaling up and implementation in other areas;	Module and Training	Within 06 Months
Advocacy and networking with key stakeholders (MoDMR, DDM, DMCs and Other key stakeholders) along with HCMP, BRAC team.	Meeting Minutes, Workshop Report, Handover the Software and Module	
Final report on study finding and lessons learnt;	Final report & lessons learnt workshop report	Within 06 months

### Duration of the work:

Duration of the work is 06 months from the signing of the agreement.

### Reporting to: Lead, DRM & Resilience

#### Contact:

We are expecting technical and financial proposal from Individual/Organization/Firm to submit in the form of softcopy to HCMP, BRAC Procurement Department through the email : [tenderinfo.hcmp@brac.net](mailto:tenderinfo.hcmp@brac.net)

### No later than July 19, 2020 within 3:00 pm.

Please ensure that technical and financial proposals are submitted separately 2 PDF files.

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#### **General & financial Consideration:**

To fulfil the services stipulated in this Agreement, consultant may obtain or have access to some needed information concerning overall BRAC. Consultant agrees that, during the period of the contract or at any time thereafter, it will not:

- Disclose confidential information to any unauthorized person; make use or attempt to use any confidential information, process, papers or documents for personal benefit or the benefit of any other organization or in any manner whatsoever other than in accordance with the terms under this special service agreement.
- The performance of this task under this agreement shall be the property of BRAC and here due credit as well as attribution will be given to consultant.
- Payment would be made through an account payee check or through an automatic Bank Transfer directly into BRAC Bank A/C or any scheduled Bank in Bangladesh in favor of the consultant. For payment, consultant has to submit an invoice duly describing the agreed accomplishment. It is noted that consultant must fill up their accounts number as per instruction i) Account name ii) A/C number iii) Bank name iv) Branch name v) E-mail address.

#### **Payment:**

30% After acceptance detail work plan/ schedule

50% After acceptance of draft report and guideline

20% After acceptance of the final report and guideline

#### **Ownership:**

BRAC will have ownership of the full data set. A non-disclosure agreement (NDA) will be signed to ensure data security.

#### **Contact for clarification:**

All communications related to this task will be coordinated by Mr. Abdullah Al Raihan, Lead, DRR, HCMP, BRAC, Email: [raihan.abdullah@brac.net](mailto:raihan.abdullah@brac.net)

**Experience/ Qualification Required and technical compliance:** Following criteria and qualifications are required to be selected for this work:

- Previous experience of working with national and international organizations on research and survey projects
- Experiences of conducting nation-wide data collection and data analysis
- CV of consultant
- Copy NID, update TIN / Income tax deposit slip of last FY and 13 digit BIN certificate
- Update trade license (Applicable for consultancy firm not for independent consultant).
- At least 10 to 15 years of relevant experience on DRM and Resilience;
- Demonstrated experiences and skills in the areas of empirical study implementation;
- Must have practical experience working with government department/ministries (MoDMR, DDM, DMCs and other key stakeholders) and local entities;

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- Good understanding on preparing quality documentation (both Bengali and English);
- The consultant should have a team with experience members on strategic thinking, drafting modules/technical manuals and need base requirements;

**Evaluation:** Technical evaluation will be done base on technical compliance at 1<sup>st</sup> stage and technically responsive bidders financial evaluation will be done 2<sup>nd</sup> stage.

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## STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

### Section 4: Work Schedule (BPD 5-14)

N°	Activity <sup>1</sup>	Weeks <sup>2</sup>						
		1	2	3	4	5	6	N
1								
2								
3								
4								
5								
6								
n								

Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Agency approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

- Duration of activities shall be indicated in the form of a bar chart.





## STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

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

To:

Manager, Procurement  
HCMP, BRAC Procurement Department  
Niribily Complex, Building # Annex-1  
(Opposite Niribily Hatchery),  
Marine Drive Road, Kalatoli,  
Cox's Bazar.

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 inclusive of local taxes and 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 (Applicable for consultancy firm):

Address:

Firm's Seal or Stamp:

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## Section 7: Draft Contract Agreement (BPD 5-17)

Contract No:

Type of Contract: Service contract

Brief Description of Contract: For conducting to develop a strategy including program implementation module (Detail mentioned with attached ToR).

THIS AGREEMENT made on ..... between HCMP, BRAC Procurement Department (the Purchaser), situated at Niribily Complex, Building # Annex-1 (Opposite Niribily Hatchery), Marine Drive Road, Kalatoli, Cox's Bazar, Bangladesh on the one part and [name and address of consultant] (the "consultant") on the other part; Whereas the Purchaser has accepted the Proposal of the Consultant for the performance of the Assignment in a sum not exceeding:

Amount in words (Including VAT & TAX)	Currency and amount in figures (Including VAT & TAX)
---------------------------------------	--

In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

- The documents constituting the Contract are as shown below in order of precedence and shall be deemed to form and be read as part of this Agreement.
  - This Contract Agreement
  - Terms of Reference
  - The Supplier's Proposal, including Financial Proposal
- The mutual rights and obligations of the Purchaser and the Consultant shall be as set forth in the Contract, in particular:
  - The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
  - The Purchaser shall make payments to the Consultant accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written above in accordance with the laws of Bangladesh.

FOR THE PURCHASER

Signature:	
Print Name:	
Designation:	
Date	

FOR THE CONSULTANT

Signature:	
Print Name:	
Designation:	
Date	