

**Issued on: 23-09-2021**

To

Ms./Mr. ....

Individual Consultant/Consultancy firm

**Subject: Letter of Invitation for Training on Monitoring, Evaluation, Accountability, & Learning (MEAL) for Field based Monitoring Officers.**

Dear Madam/Sir,

BRAC MEAL Department works to support the institutional efficiency of the organisation in planning, implementing, tracking various programmes and functions, and facilitating organisational learning at various levels. MEAL Department's major objective is to provide dynamic decision support to BRAC in improving operational efficiency. In view of that, the department assesses the quality and effectiveness of the programme interventions as well as the corresponding reporting. BRAC MEAL Department is also managing the project for BRAC wide monitoring, evaluation and learning strengthening to help BRAC have a stronger and more structured Monitoring, Evaluation, Accountability, and Learning (MEAL) system. It is imperative that the MEAL Department field staff are also amply capacitated on technical aspects of MEAL.

For this reason, we are looking for a 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 mentioning the required experiences as per the attached ToR (ii) a technical proposal describing the methodology (iii) a budget for the assignment

**RFP No: BPD/2021/RFP-1925**

**Closing Date & Time: 07-10-2021 02:30 PM (Dhaka Local Time)**

Please submit the Proposal **on 07-10-2021 02:30 PM (Dhaka Local Time)** in **tender.brac.net**

**"Women entrepreneur are very much encouraged to participate".**

**Payment Condition:**

Mode of payment will follow the below conditions :

- 50% of the payment will be made after successful completion of the training.
- The rest 50% of the payment will be made after the submission of final report on the training and other documents specified in the deliverables section.

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** vi) **Routing Number**.

**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.**

**Consultant must submit 13 digits new BIN, Trade license (Applicable for firm) & TIN (applicable for both firm & Individual) with proposal and Mushok 6.3 (Applicable for firm) with invoice.**

**Please note: Invoice date and Mushak 6.3 date must be the same.**

BRAC  
BRAC CENTRE  
75 Mohakhali  
Dhaka 1212

T: 880-2-9881265  
F: 880-2-8824525  
E: [procurement@brac.net](mailto:procurement@brac.net)  
W: [www.brac.net](http://www.brac.net)

Registered in  
Bangladesh under  
The societies  
Registration Act of 1860

**You are requested to affix 10Tk stamp on the bill.**

*For approval of your account during the supplier registration process, and for any other clarification, please contact Mohammad Ali (Deputy Manager, 01713158440 & mohammad.ali@brac.net)*

Thanking you

Sincerely

Moinuddin Islam  
Senior Manager  
BRAC Procurement Department  
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:

<<em>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:

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Name and Title of Signatory:

Name of Firm:

Address:

Firm's Seal or Stamp:

### **Terms of Reference (ToR)**

**Training on Monitoring, Evaluation, Accountability, & Learning (MEAL) for Field based  
Monitoring Officers**

**Organized by BRAC Monitoring, Evaluation, Accountability, and Learning (MEAL)  
Department**

#### **1. Background**

BRAC MEAL Department works to support the institutional efficiency of the organisation in planning, implementing, tracking various programmes and functions, and facilitating organisational learning at various levels. MEAL Department's major objective is to provide dynamic decision support to BRAC in improving operational efficiency. In view of that, the department assesses the quality and effectiveness of the programme interventions as well as the corresponding reporting. BRAC MEAL Department is also managing the project for BRAC wide monitoring, evaluation and learning strengthening to help BRAC have a stronger and more structured Monitoring, Evaluation, Accountability, and Learning (MEAL) system. It is imperative that the MEAL Department field staff are also amply capacitated on technical aspects of MEAL.

#### **2. Objectives**

Primary objective of this training is to strengthen the capacity of MEAL Department's field level staff on MEAL.

The specific objectives of this training will to enhance MEAL Department's field level staff's knowledge and capacity of the following:

##### **Topic Details**

**Theory of Change (ToC)** Desired long-term change, pathways of change, stakeholder mapping, assumptions, and risks etc. formulation, usage, and measurement.

**Results Chain and Results Framework** Impact, Outcome, Output, Indicator formulation (composite, quantitative, qualitative), their differences and relations, their measurement, target setting, results framework

**MEAL Framework, MEAL Plan** Introduction with different formats of MEAL framework and MEAL plan, MEAL tools development, use of MEAL tools, analysis, reporting

**Management Information System (MIS)** Elements of standard MIS, development, and use of MIS

#### **3. Expected Outcome**

Participants are expected to achieve the following competencies after completion of the training:

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Thorough understanding of ToC to be able to develop ToC.

Comprehensive understanding of all the elements of results chain to be able to develop results chain and results framework.

Detailed knowledge on MEAL framework, MEAL plan, and MEAL tools to be able to develop and use these.

Clear understand of MIS, it's development and use

#### 4. Scope of Work

Under the overall guidance of the MEAL Department focal, the consultant shall perform the following specific tasks:

##### 4.1 Need Assessment

##### 4.2 Develop/customize training content for participants including:

- Agenda and key learning points of the training

- Pre and post test questions

- A brief paragraph on the essence of this training

##### 4.2 Develop/customize learning materials for the participants.

4.3 Conduct training for 35 participants for 05 days (in November, 2021) covering all the agreed topics and following standard method of participatory training. The venue and logistical support will be provided by BRAC MEAL Department.

##### 4.4 Develop a training evaluation summary with a training report.

4.5 Others - (Initial meetings and briefing + agree on workplan + briefing with MEAL Department officials).

4.6 Ensure adherence to BRAC values and code of conduct throughout the whole service delivery period.

#### 5. Deliverables

The Consultant shall provide following deliverables:

- The detailed work plan, training schedule, training materials for the programme.

- Five-day training on MEAL (35 participants).

- Final report/end assignment report on the training programme together with soft copy materials with all pre and post-tests, presentations, video clips, games and activities documented along with the observations of the trainers.

#### 6. MEAL Department's Responsibilities

The responsibility of MEAL Department shall be as follows:

- Monitor and guide the work of the Consultant.

- Provide technical support/ feedback as necessarily.

- Provide list of participants for the training programme
- Ensure payment of agreed amount based on the delivery of quality deliverables as mentioned in the TOR.
- Perform any other tasks as may be described in the contract document.

## 7. Eligibility Criteria

The Consultant should:

- Demonstrate knowledge and experience of conducting MEAL training.
- Demonstrate knowledge of MEAL system development.
- Have proven knowledge of development sector in Bangladesh.
- Good interpersonal and cross-cultural communication skills.
- Good interpretation skills and experience.
- Have gender sensitivity.

## 8. Terms & Conditions

Technically and financially qualified organization/individuals shall be awarded a contract as per procurement and financial rules and regulations.

The contract will end on December 9, 2021 upon satisfactory submission of training completion report and other deliverables.

## 9. Payment terms

Payment shall be made in Bangladeshi Taka (BDT) as per BRAC financial rules and payment conditions as stipulated in the service contract/purchase order and ToR. The consultant fee will be paid after necessary deduction of VAT & TAX as per the rules of Bangladesh Government.

- 50% of the payment will be made after successful completion of the training.
- The rest 50% of the payment will be made after the submission of final report on the training and other documents specified in the deliverables section.

## 10. Safeguarding Clauses

BRAC is committed to safeguard its people (staff, volunteers, programme participants including children, adolescent, and adults with special needs) from all forms of abuses such as, sexual harassment, intimidation, violence, bullying, humiliation, discrimination, neglect and exploitation. BRAC's Safeguarding Policy and other subset policies and procedures (Sexual Harassment Elimination policy, Child and Adolescent Protection policy, Whistleblowing policy, Prevention of Workplace Bullying and Violence policy, Adults with Special Needs policy and Code of Conduct) are an essential part of any contract and mandatory for anyone associated with BRAC.

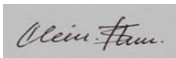
While working with BRAC as a Consultant, it is a requirement to adhere all the above policies and Code of Conduct (CoC) of BRAC. BRAC takes a zero-tolerance approach towards safeguarding violations, misconduct and reserves the right to terminate the contract in case of any safeguarding breaches. Also, the Consult will adhere to the following:

BRAC's vision is: for a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential.

The mission of BRAC is: to empower people and communities in situations of poverty, illiteracy, disease and social injustice. Our interventions aim to achieve large scale, positive changes, through economic and social programmes that enable women and men, to realize their potential.

BRAC's values are: Integrity, Innovation, Inclusiveness, and Effectiveness.

Thanking You  
For BRAC



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**MOINUDDIN ISLAM**  
**Senior Manager, Procurement**

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