



*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 a labour market
study survey

RFP No:20200014227

Issued on: July 29, 2020

Closing Date & Time: August 9, 2020 within 15:00 hrs

BRAC
BRAC Centre
75 Mohakhali
Dhaka 1212
Bangladesh

T: +88 02 9881265
F: +88 02 8823542
E: info@brac.net
W: www.brac.net

Registered in
Bangladesh under
The Societies
Registration Act of 1860

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



LETTER OF INVITATION

To: Address: Phone: +8801 e-mail:	RFP Ref	20200014227
	Date Issued	July 29, 2020
	Validity of Proposal	30 days
Closing Date and Time (Dhaka Local Time)		August 9, 2020 within 15:00 hrs
Background: Detailed background mentioned with attached ToR.		

You are invited to submit a Proposal to provide the following consulting services **For conducting a labour market study survey** 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.

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:

The payment for the consultancy work shall be made upon recommendation by the program and satisfactory acceptance of final report.

Payment would be made to the Consultant through and account payee check or 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 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 new 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

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STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

Section 3: Terms of Reference (TOR)

Copy of terms of Reference (ToR) is attached.

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.
- Detailed technical and financial proposal to be submitted separately in the form of PDF file.

Ownership:

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

Reporting:

All communications related to this task will be coordinated by Mr. Bebek Kanti Das, Senior Sector Specialist, Technical Assistance, BRAC, Phone no. 01814317477

Experience/ Qualification Required

Master' degree or bachelor's degree in Social Sciences, Economics or Statistics, Geography & Environmental Studies, Environmental Economics from a recognized institution with over six years of experience in research arena and conducting skills development surveys

- ☐ The consultant should have relevant experience, knowledge and skills to conduct Labour Market Study Surveys in both a Rohingya and host community setting or other research work in the Rohingya community.
- ☐ The consultant or the company should have experience on publication of research work in recognized journals or publishers nationally and internationally.
- ☐ Skills in conducting qualitative and quantitative research, report writing and data analysis
- ☐ Experience working in Rohingya refugee camps is preferable.
- ☐ Demonstrated expertise in large-scale research design, data validation and data quality assurance.

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☐ Previous experience with UN agencies, INGOs or Government would be an added advantage, but it is not mandatory

STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

Section 4: Work Schedule (BPD 5-14)

No	Activity	Weeks ²						
		1	2	3	4	5	6	n
1								
2								
3								
4								
5								
6								
n								

- 1 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.
- 2 Duration of activities shall be indicated in the form of a bar chart.

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STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

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

To:

Head of Procurement
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:

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 (Grand total of financial proposal to be mentioned):

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:

BRAC

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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 nation-wide household survey for "National Budget Modelling Project"
BRAC Advocacy for Social Change

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

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TERMS OF REFERENCE FOR A CONSULTANT TO CONDUCT A LABOUR MARKET STUDY SURVEY

Title of the assignment	Labour Market Study to identify Market Potential of Occupational skills and training needs for the Adolescents/ youth programming
Purpose	To generate data for evidenced base data for Adolescent/ youth Programming
Location	Cox's Bazar District: Rohingya camps and host community locations
Estimated Duration	60 days
Reporting of this assignment	Humanitarian Crisis Management Programme, BRAC, Cox's Bazar
Estimated Budget	

1. Background

Cox's Bazar District is currently hosting over 900,000 Rohingya refugees¹, including over 730,000 who arrived since August 2017. Over half (55 per cent) of the refugee population is estimated to be under the age of 18 while 31 per cent of refugee households are identified as extremely vulnerable, including child-headed households. Other estimates suggest that up to 20 per cent of the refugee population are youth between the ages of 15 to 24.

Meanwhile, over 80 per cent of adolescents and youth aged 15 to 24 are not in education or training. In 2019, UNICEF began to accelerate education and protection opportunities for adolescents aged 15 to 18 through an integrated adolescent programme targeting 40,000 adolescents (28,000 in camps and 12,000 in host communities). So far, there are 24 Multi-Purpose Child and Adolescent Centres (MPCs) in host communities with 5,860 adolescents attending and 34 MPCs in camps serving 6,454 adolescents. The programme covers life skills, psychosocial support, recreational facilities, case management & referral pathways services, vocational skills training and basic literacy and numeracy.

Occupational skills in the adolescent package refers to short practical course (Max.6 months) on specific trades/ occupations relevant to their context market needs. Where possible, courses will be selected based on location specific skills/ market analysis including demand and supply situation of skilled man power in camps. Additionally, upon completion of vocational skills training, adolescents will receive transferable skills which will help them setup enterprise of their own choice. Examples of such skills include; financial management skills, entrepreneurship and business communication skills.

Though substantial progress has been made through structures, Adolescents continue to express interest in taking on additional skills, such as Occupational Skills. In this context, UNICEF has identified a set of "key pillars" to Adolescents' girls and boys which it has planned to achieve to fulfill their rights, enhance their protection, safety and participation and to enhance more sharpened and strategic programming for most disadvantaged and marginalized adolescents' girls and boys. One of the four core commitments is; 4.3 Learning, Educate and provide formal and non-formal learning opportunity for adolescents' girls and boys

¹ BANGLADESH REFUGEE EMERGENCY Population factsheet, UNHCR, February 2019

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Strategic objective:

Adolescent boys and girls (10-18 years), especially the most disadvantaged and deprived in humanitarian/ recovery situation are engaged and have skills needed to actively participate in personal, social and economic development

Objective:

By 2020, Adolescent girls and boys in Bangladesh especially the most disadvantaged, access and utilize high quality basic social services in a safe and protected environment and are resilient and empowered as active agents of change

Description of Assignment

Under Output 3.4; BRAC with technical support from UNICEF intends to hire a consultant to conduct a Labour Market Study evidenced base Adolescent programming (Vocational Skills Training). The outcomes will include; identification of type of occupational skills/trades and identify potential jobs and employment opportunities for both Rohingya refugees in camps and host communities in Cox's Bazar, Bangladesh. The study will assess the potential training providers for internships; capacity, duration of training per trade, earnings per trade, marketability of products/ services, sustainability challenges, skills gaps based on sectors- sub-sectors, justification for trades in camps including accessibility, retention & completion, prevailing attitude and impact, safety(girls) and environmental impact. Design a 3-year projection per sectors/sub-sectors in both refugee camps and host communities.

The specific objectives of this assignment are summarised as follows:

- To come up with the most suitable trades for Adolescents and youths in Rohingya refugee camps and host communities in Cox's Bazar
- To identify opportunities and challenges faced by graduates in various trades/ courses and come up with key recommendations
- To provide an analysis of the most marketable occupations in view of access to employment, earnings for girls and comparisons based on non-traditional occupations
- Assess the priority skills gaps in the occupation categorized into skills type, levels, decent jobs and attitude of adolescents towards the skills/ trades
- Assess the capacity of private sector in the provision of identified market demanded courses and internship placement opportunities and Out-reach training support to Adolescents/ youths
- To assess the opportunities for self-employment, earnings and challenges Adolescents may face in initiating enterprises both in refugee camps and host community and come up with key recommendations
- Determine the relevance of courses/ trades currently being offered at the Multi-Purpose Child and Adolescent Centres.

Technical Guidance and Communication:

The consultant should maintain communication with BRAC to successfully conduct the assignment and will receive technical guidance from Education Manager and Child Protection Managers' of UNICEF. During the development of research tools, UNICEF and BRAC should be consulted to contextualize the tools.

Scope of Assignment:

The consultant is required to conduct a Labour Market study to analyze the skills gaps in both the camps and host community to identify relevant trades needed in the Labour market. The consultant is expected to perform the following key tasks:

- Develop a detailed work plan for execution of the assignment
- Come up with a list of sectors and sub-sectors with comparison to their earnings, training duration, challenges related to starting the business and make key recommendations based on the sub-sector
- Assess challenges faced by adolescents in getting employment with a focus on females and provide relevant recommendations

- Conduct and organize field visits to; interview and hold discussions with Adolescents (girls/ boys) both Rohingya refugees and host communities to assess their attitude towards Vocational Skills Training and views towards the services availed through the Multi-Purpose Child and Adolescent Centres.
- Analyze government policies that can promote or hinder skills development in Cox's Bazar
- Map out of existing skills and capacities for employment and gaps in relation to the job market, assessing profiles and preference of workers
- Conduct a field assessment based on the purpose and objectives of the consultancy
- Develop research/ study tools e.g. questionnaires, KII, IDI & FGD checklist for market assessment; graduate, employers, adolescents interested in vocational skills training, local government, trainers and partners implementing vocational skills
- Draw recommendations for drafting a realistic implementation and monitoring plan for training relevant marketable skills to adolescents in Rohingya camp, host community including sustainability strategy
- Inclusion of adolescents with disability in terms of training, participation, accessibility and identification potential training providers

The consultant or the incumbent company is expected to obtain and to adhere to BRAC and UNICEF ethical data collection protocols, including appropriate interaction with children under 18.

Methodology:

The study should follow both primary data collection and secondary data collection method.

Primary Data Collection Methods:

- Data collection, Primary data collection will include; interview with vocational graduates from Cox's Bazar to find out their experience and employability in the skills trained (Use of Key Informant Interviews, In-depth Interviews)
- Hold Focused Group Discussions with adolescents interested in vocational training disaggregated by gender and location (Refugee camp and host communities)
- Key Informant Interviews
Obtain views of key stakeholders including; CSOs, NGOs, private sector, district officials, potential employers, training institutions where Snow ball technic of sampling may be applicable

Secondary Data Collection Methods:

- Documentary survey
Review of secondary data, documents, assessment reports and market studies. The use a mix of quantitative and qualitative methods to collect data, district officials, private sector employers, vocational skills instructors and LMS reports conducted before in Cox's Bazar (Desk review)

Sampling and sample size:

- The consultant should take sample size using sampling technique. Primarily, the consultant is to target 1000 individual respondents; 650 from the refugee camps and 350 from the host communities segmented based on the following; gender, graduates from Vocational institutions, enterprises, adolescents, trainers, employers from these sectors and consumers of products and services. The assignment will cover both host community, three Upazilas and Rohingya community, six camps under Cox's Bazar district. It should be discussed and consulted with UNICEF and BRAC to determine the study area.

Data Analysis:

- Gather data, collect, analyse and interpret it systematically using various methods and tools. Quantitative data will be analysed using SPSS, both quantitative and qualitative data should be used to find out employable sectors and assess the capacity of private sector and trainers who offer such courses.

Deliverables:

- An inception report not more than 5 pages;



- Detailing the methodology including research methods, sample framework, data collection procedures. Research tools will be approved by the Education and Child Protection team before data collection.
- Presentation of a draft report to the Education Team and Child Protection team for review and inputs before submission of the final report to incorporate suggestions and recommendations.
- The report should cover core aspects of the set of outcome indicators with relevant annexes and data disaggregated to aid programming and inform future evaluation of impact
- Disseminate Labour Market findings to key stakeholders in Cox's Bazar, Bangladesh through a one day's dissemination validation workshop organized for key stakeholders
- Soft copy of all data collection tools and Labour Market Study data set
- Conduct stakeholder consultations with key staff members in the adolescent programming, policy makers, employers, job seekers and literature review to support appropriate recommendations together with a report
- Soft copy of raw data that have been collected from the field should be submitted.

Tasks and Time Frame:

No.	Tasks	Time Frame
1	Phase: 1 inception phase	2 days
2	Phase: 2 Research Tools development and validation	10 days
3	Phase: 3 Data collection/ field work	32 days
4	Phase: 4 Data cleaning, analysis and synthesis reporting	15 days
5	Phase: 5 Dissemination Workshop	1 day

Estimated duration of the assignment:

The assignment is expected to be executed for approximately **60** days carried out from the assigned date.

Qualification requirement of the consultant/ company/institution/organization

The consultant's experience:

- Master' degree or bachelor's degree in Social Sciences, Economics or Statistics, Geography & Environmental Studies, Environmental Economics from a recognized institution with over six years of experience in research arena and conducting skills development surveys
- The consultant should have relevant experience, knowledge and skills to conduct Labour Market Study Surveys in both a Rohingya and host community setting or other research work in the Rohingya community.
- The consultant or the company should have experience on publication of research work in recognized journals or publishers nationally and internationally.
- Skills in conducting qualitative and quantitative research, report writing and data analysis
- Experience working in Rohingya refugee camps is preferable.
- Demonstrated expertise in large-scale research design, data validation and data quality assurance.
- Previous experience with UN agencies, INGOs or Government would be an added advantage, but it is not mandatory.

**ANNEX-E:
EVALUATION CRITERIA FOR TECHNICAL PROPOSAL**

CATEGORY	POINTS
TECHNICAL PROPOSAL	(100)
OVERALL RESPONSE e.g. Understanding of, and responsiveness to the TOR and BRAC requirements; Understanding of scope, objectives and completeness of response; Overall concord between BRAC requirements and the proposal.	20
Educational Qualification	10
Experience of the consultant on research work including publication of research work in recognized journals or publishers nationally and internationally	20
Experience of the consultant on market study	15
Experience of the consultant in the camp	15
Work plan and implementation strategies	10
Data collection tools/ technics	10
FINANCIAL	
Budget	
Costing/ price of the consultancy	
Break down of activities plus costs	
TOTAL MARKS	100

For this RFP, the **Technical Proposal** has a total score of **100 points**. Bidders must score minimum of **70 points** to be considered technically compliant and in order, for the Financial Proposals to be opened. Considering the technical proposal BRAC will score the financial proposal following BRAC's policy.

The final selection of the bidder will be based on a quality and cost basis as specified in the RFP.



Financial Proposal

Labour Market Study to identify Market Potential of Occupational skills and training needs for the Adolescents/ youth programming

Sl.	Description of line item N.B.: Description of the sub line may change	Unit Description	Quantity	Engagement (day)	Unit Cost (in BDT)	Total (in BDT)	Remarks
1	Consultancy fees or Remuneration						
2	Orientation and Workshop						
3	Transportation cost						
4	Printing and Stationaries						
	Sub total in BDT						
5	VAT and Tax						
	Total in BDT						
	In Word:						

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