

Issued on: 29-07-2024

To

Ms./Mr.

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Consultant/Consulting Firm to conduct assessment and develop climate-adaptive framework, strategy and action plan for BRAC Skills Development Programme.**

Dear Madam/Sir,

BRAC, recognized as the world's largest international development organisation, places significant emphasis on youth skills training and employment. In 2015, BRAC launched the Skills Development Programme (SDP) in Bangladesh with the primary objective of empowering various youth groups by equipping them with essential skills and knowledge, thus creating sustainable and decent employment opportunities.

The programme's initiatives have yielded remarkable results, enhancing the skills, employability and prospects of youth in the job market. This achievement aligns with two of the three Sustainable Development Goals (SDGs) that are at the core of the programme's vision: SDG 8, focusing on decent work and economic growth, and SDG 17, emphasising effective partnerships for development. Since its inception, the programme has successfully provided skills training to 125,676 participants, with an impressive 75% of them securing employment.

In line with its holistic and forward-thinking approach, BRAC is committed not only to leading in youth skills training and employment but also to making its skills interventions climate adaptive, thereby contributing to the third SDG goal - Climate Action (SDG 13).

Acknowledging the urgent need to address climate change, BRAC envisions a future where the Skills Development Programme not only equips the youth with market-aligned and future-ready skills but also empowers them with climate-resilient capabilities, enabling them to thrive in an ever-changing environmental landscape. Additionally, working in climate-vulnerable areas and with climate-induced migrants to equip them with skills to adapt to their situations and have sustainable livelihood pathways.

Additionally, BRAC is keen to explore the potential of green jobs, recognizing their ability to create a positive impact on the environment while offering meaningful employment opportunities to the youth. The organisation, therefore, prioritises the development of skills aligned with green industries, such as renewable energy, climate-smart agriculture, eco-friendly construction, and sustainable resource management. By embracing climate action and promoting green job opportunities, BRAC aims to foster a more sustainable and resilient future for both the youth and the environment. Within this context, BRAC is seeking a consultant(s)/ firm(s) to contribute to the assessment, development and delivery of the Programme's Climate Change agendas.

Focused Interventions for the Assignment

BRAC Skills Development Programme (SDP) is providing employability and 21st-century skills through training with subsequent decent work opportunities for underprivileged youth in Bangladesh.

Skills Training for Advancing Resources (STAR): SDP offers on-the-job apprenticeship programmes to equip out-of-school adolescents and youth (aged 14-35) with skills needed by employers. Training is set up in local shops in a low-cost environment for different trades, e.g., tailoring, mobile phone repair, furniture making, and beauty services. Alongside technical skills, this informal training focuses on important soft skills like confidence building, gender equality, inclusion, drug awareness, and addressing climate change. This helps boost the

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confidence of our learners, especially women and girls.

Promoting Business Incubation for Small Entrepreneurs (PROMISE): We have been working with young entrepreneurs (aged 18-45) who would like to open their own businesses. Therefore, through 11 classes, our trainers train youth on the basics of doing business, such as how to open bank accounts, make trade licences, SWOT analysis, etc. As women and girls struggle more with new businesses, we focus on creating access to entrepreneurship training for women and girls, as well as people with disabilities.

BRAC Institute of Skills Development (BRAC ISD): We have partnered with the Government of Bangladesh and multiple donors on various projects aimed at integrating technical skills and soft skills and linking youth (aged 14-35) to various employment opportunities. Learners receive training in the fields of electrical installation and maintenance, plumbing and pipe fitting, masonry, steel binding fabrication, tiles and marble works, food & beverage services, caregiving, housekeeping, Programmable Logic Control (PLC), graphics design, MS Office, and IT support specialist. Recognising that 42% of youth aspire to work abroad, the skills and migration programme has joined hands with the Asian Philanthropy Circle (APC) to send trained workers to Singapore. Additionally, we offer job readiness support to unemployed youth through 5 career hubs set up all over Bangladesh.

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/2024/RFP-1892

Closing Date & Time: 12-08-2024 02:30 PM (Dhaka Local Time)

Please submit the Proposal **on 12-08-2024 02:30 PM (Dhaka Local Time)** in **tender.brac.net**. **Any offer via email or hard copy is treated as non-responsiveness.**

BRAC recognizes the empowerment of women and girls as fundamental to the organization's vision and mission. Women and gender-diverse individuals are encouraged to participate in the procurement. Without compromising organizational compliance in procurement, the selection of the supplier/vendor would be finalized.

During the participation in any tendering/enlistment process, if any Consultant/Consulting firm provides fake document, they will be banned from business with BRAC for certain years as per BRAC Procurement Guideline

Payment Condition:

Mode of payment will follow the below conditions :

After satisfactory completion of the services, BRAC Skills Development Programme will pay for the assignment through bank transfer on the instalments agreed by both parties upon signing the contract and based on the receipt of each deliverable as follows:

Instalment Phases	Percentage	Deliverables
1st Instalment	20%	Deliverable 1
2nd Instalment	40%	Deliverable 2
3rd Instalment	20%	Deliverable 3
4th Instalment	20%	Deliverable 4

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The calculation for 10 percent tax and 15 percent vat : $(\text{Core Value} \times 1.15) / .90$, Please calculate the value as per this formula.

Payment would be made to the Consultant/Consultancy firm after acceptance/recommendation by the programme through an automatic Bank transfer directly into any scheduled Bank in Bangladesh in favour of consultant/consultancy firm.

For payment, Consultant/consultancy firm 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 45 days after vetting by Programme.

Consultant/Consultancy Firm must submit 13 digits new BIN, Updated Trade license (Applicable for firm) & TIN, updated income tax certificate (applicable for both firm & Individual) with proposal and Mushok 6.3 Applicable for firm and updated income tax certificate (applicable for both firm & Individual) with invoice.

As per the Finance Act-2022, the rate of tax shall be fifty percent (50%) higher if the payee (Vendors) fails to submit proof of submission of Income tax return at the time of making the payment.

Please note: Invoice date and Mushak 6.3 date must be the same. (Invoice submission time).

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

Please provide team composition details with consultant's name and role for this project.

CV's are required for the consultants who will work for consultancy Firm

For approval of your account during the supplier registration process, and for any clarification, please contact Tazkia Razekin (Deputy Manager, 01325070202 & tazkia.razekin@brac.net)

For approval of your account during the supplier registration process, and for any other clarification, please contact with Tazkia Razekin, BRAC Procurement Department (BPD), Phone: +8801325070202, Email: tazkia.razekin@brac.net.

STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

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

To:

BRAC Procurement Department

BRAC Head Office

BRAC Centre, 6th Floor

75, Mohakhali, Dhaka 1212

Date:

Ladies/Gentlemen:

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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 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:

Name and Title of Signatory:

Name of Firm:

Address:

Firm's Seal or Stamp:

Terms of Reference (ToR)

for

Consultant/Consulting Firm to conduct assessment and develop climate-adaptive framework, strategy and action plan for BRAC Skills Development Programme

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Objectives of the assignment

The primary objective of this consultancy is to assess and strategise BRAC's Skills Development Programme to be more climate-adaptive and incorporate skills training for green jobs within SDP's current and future initiatives. The consultant(s)/ firm(s) will find entry points for mainstreaming climate change across the Programme that is aligned with the BRAC Climate Change Strategy, the Environmental Policy, and the Environmental and Social Safeguard Framework (ESSF). Specifically, the consultant(s)/ firm(s) will be guided, but not limited to, by the following set of questions:

1. Define a clear narrative for SDP that effectively communicates its overarching goal of integrating climate adaptation and mitigation strategies.
2. Define specific indicators to comprehend, monitor, and evaluate SDP's advancements in achieving climate resilience
3. Identify the potential for introducing climate-friendly, green trades, such as solar maintenance technicians, through classroom-based training.
4. Define the specific measures that should be taken to realise the following three objectives: 1. elevating general awareness of the learners about climate through a climate-focused curriculum; 2. enhancing the technical knowledge of SDP learners regarding trade-specific climate adaptation and mitigation strategies for both existing and future trades; and 3. establishing climate-adaptive infrastructure such as training centres.
5. Incorporate climate vulnerability assessments and mitigation strategies into educational frameworks to enhance resilience-building efforts and promote sustainable development practices effectively.

Selected Locations for the Assignment

Dhaka, Rajshahi, Khulna, Sylhet, and Chittagong, where STAR, PROMISE, and BRAC ISD interventions are actively operating.

Scope of Work (SoW)

The scope of work for this assignment is flexible to the extent it finds answers to the questions under the objective of the assignment section.

1. Conduct a comprehensive assessment of the existing programmatic models and interventions through desk review and qualitative analysis of various documents and also by visiting climate-vulnerable areas that SDP operates in, i.e., SDP Strategic Plan 2021-25, project design documents, standard and operational procedures, toolkits, training modules, etc., field visits, and workshops to explore and identify strengths and weaknesses of each initiative in terms of climate adaptation.

2. Based on the assessment, utilise BRAC's [Climate Resilience Framework](#), the World Bank's [Environmental and Social Framework \(ESF\)](#) and any other relevant frameworks and tools, in consultation with relevant staff from CCP & SDP to guide SDP's current and future efforts and initiatives in relation to climate adaptation and mitigation.
3. In line with the strategic framework, identify and determine practical, contextualised and scalable strategies and/ or approaches (i.e., target group, geographical location and/or climate resilient non-farm activities) for potential SDP interventions both existing, i.e., Skills Training for Advancing Resources (STAR), and new ones such as solar technician that could either immediately or progressively be made climate-sensitive, adaptive, and smart.
4. Identify potential partnerships with relevant organisations, institutions, and industries that can provide technical support for developing and/or delivering training modules for general awareness building and trade-specific climate-adaptive strategies.
5. Draft a phased action plan to implement the framework and develop a set of indicators to measure progress periodically. Also, recommend whether these indicators could be embedded within the relevant projects' monitoring tool or be kept separate.
6. Build capacity of SDP staff to ensure they are equipped and trained to practise climate adaptive tools and processes to operationalise the action plan.

Role of SDP

- Engage and maintain communication with the consultant(s)/ firm(s) to discuss and clarify the objectives, scope, and deliverables of this assignment and provide necessary guidelines of BRAC.
- Link the consultant(s)/ firm(s) with the project leads, operational leads, field leads, and support to operation staff for undertaking relevant activities as defined in the scope of work.
- Initiate bi-weekly meetings to discuss updates regarding the progress of the assignment.
- Provide feedback on the deliverables (soft copy).
- Provide communication and branding guidelines for BRAC.
- Approve the work plan/ timeline of the consultant(s)/ or firm(s).
- Support in field assessment with consultant(s)/ or firm(s) to gain knowledge and experience.

Key Deliverables (Will be completed upon mutual discussion)

Deliverables	Description of work	Timeline
1. Work plan and methodology	1. Submit a report including the detailed work plan, and methodology for completing the assignment.	2nd week
2. Comprehensive assessment report, strategic framework and implementation strategy	1. Submit draft and final report on the comprehensive geography-based assessments (SoW 1).	4th month

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	2. Submit draft and final strategic framework (SoW 2). 3. Report on strategies and approaches (SoW 3) and partners for technical support (SoW 4).	
3. Capacity building of SDP staff	1. Capacity building training of SDP staff (SoW 6).	5th month
4. Phased action plan for SDP to be climate-adaptive	1. Submit an action plan to implement the strategic framework in consultation with staff (SoW 5).	6th month

Eligibility criteria

The proposed consultant(s)/ firm(s) should meet the following profile:

- Experience of working in such assessments previously
- Applicant(s) with a postgraduate degree in a relevant field, such as environmental science, climate change, sustainable development, or a related discipline will be given preference
- Applicant(s) must have a valid Tax Identification Number (TIN), Business Identification Number (BIN) (applicable for Firms) and Trade License. (applicable for firms)
- Applicant(s) must have a portfolio record of the similar and relevant tasks.
- Applicant(s) must submit the proposal in English.

Please note that if any applicant does not meet the minimum eligibility criteria, the application will be disqualified without further evaluation.

*Applicant(s) having prior experience working with **BRAC** will be given preference.*

Supervision

All communications related to this assignment will be coordinated from the BRAC Skills Development Programme. Specific person names will be decided by both parties upon further discussion and finalisation of the consultant.

Duration of Engagement

The duration of the Engagement of the Partner will be for 6 months with the possibility to extend from the date of signing of the contract.

Mode of payment

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3rd Instalment	20%	Deliverable 3
4th Instalment	20%	Deliverable 4

General and Financial Considerations

- All deliverables must be produced in English (UK) unless otherwise specified.
- Data privacy of the participants will be kept confidential by BRAC. Any part of the data cannot be sold and/or used in any manner without the prior written approval of BRAC.
- The consultant(s)/ firm(s) will get the stipulated amount agreed upon by both parties through the contract. No other cost will be borne by BRAC.
- The total value of this assignment will be inclusive of the travel and accommodation costs for the consultant(s)/ firm(s).
- The consultant(s)/ firm(s) cannot engage in subcontracting or franchising.

Thanking You
For BRAC



Tashnuba Binte Anwar
Senior Manager, Procurement

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