

Issued on: 02-09-2021

To

Ms./Mr.

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Invitation for Gender Analysis of Skills Development Programme..**

Dear Madam/Sir,

BRAC has been at the forefront to promote gender justice in society through its various interventions. 'Gender norms, roles and relations/ practices changed for gender equality and women empowerment across BRAC communities and beyond' is one of the strategic priorities of BRAC for 2021-2025. Gender Justice and Diversity (GJD) programme aims to strengthen gender mainstreaming processes within BRAC Skills Development Programme (SDP) for boosting technical capacity for achieving gender indicators of BRAC gender strategy. SDP is one of the flagship programmes of BRAC to grow business leaders from disadvantage young adolescents through various skills development training. Almost 55% learners are female including gender diversified individuals are also well addressed in their programme cycle. Based on the gender indicators BRAC is interested to analysis socio-economic aspects that uncovers how gender relations affect a development programme also reveals their different experience, capacities, needs, constraints, rights issues and priorities. The analysis will also focus on the current operational modality of SDP and the challenges to mainstreaming gender and diversity in their programme.

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: Re-BPD/2021/RFP-1833

Closing Date & Time: 16-09-2021 02:30 PM (Dhaka Local Time)

Please submit the Proposal **on 16-09-2021 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 :

BRAC will provide financial support to the consultant/s for this survey as per its policies and the agreement. The payment will be made in three installments:

- The first installment (40% of the total amount) will be made after submitting the detailed work plan
- The second installment (40% of the total amount) after submitting the first draft.
- The last installment (rest 20% of the amount) will be made after submission and acceptance of the final deliverables by BRAC.

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**

BRAC
BRAC CENTRE
75 Mohakhali
Dhaka 1212

T: 880-2-9881265
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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.

The supplier must provide Mushok 6.3 and 13 digit BIN (applicable for firm) and TIN (applicable for firm and individual) along with bill.

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:

<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

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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
Gender Analysis of Skills Development Programme

Gender Justice and Diversity Programme (GJD), BRAC

Organization	BRAC
Programme	Gender Justice and Diversity Programme (GJD), BRAC
Consultancy Mode	National, short term
Type of contract	Consultancy Firm/Individual consultant/s
Submit Application to	Director- GJD
Duration of Assignment	Three months (October 2021-December 2021)
Expected Start Date	First week of October 2021
Contact to	Lead - Gender Mainstreaming

A. Introduction and background

BRAC has been at the forefront to promote gender justice in society through its various interventions. '*Gender norms, roles and relations/ practices changed for gender equality and women empowerment across BRAC communities and beyond*' is one of the strategic priorities of BRAC for 2021-2025. Gender Justice and Diversity (GJD) programme aims to strengthen gender mainstreaming processes within BRAC Skills Development Programme (SDP) for boosting technical capacity for achieving gender indicators of BRAC gender strategy. SDP is one of the flagship programmes of BRAC to grow business leaders from disadvantage young adolescents through various skills development training. Almost 55% learners are female including gender diversified individuals are also well addressed in their programme cycle. Based on the gender indicators BRAC is interested to analysis socio-economic aspects that uncovers how gender relations affect a development programme also reveals their different experience, capacities, needs, constraints, rights issues and priorities. The analysis will also focus on the current operational modality of SDP and the challenges to mainstreaming gender and diversity in their programme.

A. Objectives of the gender analysis

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This analysis aims to unveil a detailed picture of gender mainstreaming processes in BRAC-how range of strategies and activities have been adopted, in what contexts and how these meet the need of both staff and programme participants.

The specific objectives of the study are:

1. To assess whether institutional governance and strategies reduces or increases gender equality within women and men employees of SDP.
2. To assess the dynamics of organizational operation and management by analyzing existing gender roles, relations, norms and behavior, access to resources and services, workplace safety and security for promoting gender equality and women empowerment
3. To capture the household and community level gender dynamics of MCP / frontline workers to assess whether different influencing factors (triple burden, unaddressed practical /strategic gender needs, stereotypical social norms and practices) are impacting on their overall productivity.

A. Scope of work

To address the objectives of the study, the consultant/s shall be responsible for carrying out the following activities:

- i. Conduct pre-design consultation workshop with the relevant staff members of BRAC;
- ii. Draft, share and finalize the study proposal;
- iii. Develop necessary protocols (e.g. checklist and details methodology) and finalized in consultation with the BRAC team;
- iv. Conduct fieldwork for primary data collection as per the methodology;
- v. Write up a draft report based on the data/information obtained from both primary and secondary sources;
- vi. Share the draft report/preliminary findings to the relevant BRAC people for their inputs/feedback;
- vii. Finalize and submission of the study report based on inputs/feedback.

Note: GJD team will support the consultant/s to collect both qualitative and quantitative primary data from the field.

A. Deliverables

The consultant/s will deliver a high quality and publishable gender analysis report addressing all of the objectives of the ToR. This assignment includes the following deliverables but not limited to:

- i. Gender analysis framework and tools

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- ii. Detail guideline for gender analysis
- iii. Programme-specific tools for SDP
- iv. Qualitative and quantitative data collection questionnaires and checklist
- v. Draft report (both electronic and hard copy)
- vi. The draft report and key findings presented to GJD-BRAC
- vii. The final draft report and key findings presented to GJD-BRAC
- viii. Final report (both electronic and hard copy) incorporating feedback (max 70 pages excluding annexes) to GJD-BRAC for the final approval. The report should include an executive summary which length should not exceed 3 to 5 pages, key findings and recommendations
- ix. The consultant/s will elaborate a clear and attractive PowerPoint Presentation (PPT) to present the main findings, conclusions, and recommendations of the gender analysis report that can be used in different public arenas.
- x. Detail work plan based on the gender analysis findings for skills development programme

A. Time frame:

The total duration of the gender analysis is 3 months after the signing of the agreement. The final report should be submitted after 3 days of receiving feedback. Follow up meetings will be held time-to-time between the contracted consultant/s and GJD. The consultant/s will follow the below schedule strictly.

SL	Deliverables	Timeline (Approximate)
1	Work starts	First week of October 2021
2	Tools develop and sharing	15 October 2021
3	Data collection, analysis and reporting	20 October 2021-20 November 2021
4	Draft report	01 December 2021
5	Findings sharing by consultant	10 December 2021
6	Final report	31 December 2021

Note: GJD will provide all necessary documents to understand the programme context, selected data collector, and necessary support as and when required. The above-mentioned time may be depends on procurement process and the current covid-19 pandemic situation.

A. Required qualifications of the consultants

The consultant team will have the following essential qualifications:

- a. Sufficient experience in field research and a combination of an advanced university degree in social science, gender, and relevant subject matter.
- b. Proven experiences in gender analysis and skills development sector of Bangladesh
- c. Minimum 10 years of relevant experience in conducting similar analysis for donors/ INGOs/ NGOs

- d. Excellent proven skills and understanding of social science methodologies (both qualitative and quantitative), sampling procedures for marginalized, and hard to reach population and report writing.
- e. Demonstrated experience in applying participatory approaches especially for women, gender diverse individuals and youth adolescents.

A. Administration and Coordination

The consultant/s will be reportable to the Lead-Gender Mainstreaming, GJD of BRAC. The consultant/s will work closely under the technical guidance of GJD and SDP programme managers. He/She will be responsible for facilitating and coordinating the whole assignment process on behalf of the GJD-BRAC team. All the contacts/communications will be preferred through e-mails.

A. Payment mode

- a. BRAC will provide financial support to the consultant/s for this survey as per its policies and the agreement. The payment will be made in three installments:
 - The first installment (40% of the total amount) will be made after submitting the detailed work plan
 - The second installment (40% of the total amount) after submitting the first draft.
 - The last installment (rest 20% of the amount) will be made after submission and acceptance of the final deliverables by BRAC.
- a. Tax and VAT will be borne by the consultant/s as per rules by the laws of the government of Bangladesh.

I. Terms and Condition

1. Ethical considerations

The survey will make clear to all participating stakeholders that they are under no obligation to participate in the research. All participants will be assured that there will be no negative consequences if they choose not to participate. The survey team will obtain informed consent from the participants. The survey team will have to receive prior permission for taking and use of visual still/ moving images for specific purposes. The study will assure the participants' anonymity and confidentiality and will ensure that visual data is protected and used for the agreed purpose only, and also ensure copyright laws are complied with.

1. Reporting

The draft report should be submitted to the Director-GJD and he/she will share the draft with the programme team for obtaining feedback to ensure the quality. The programme team will ensure the quality of the final report in terms of providing technical inputs.

1. Authority

All drafts and final reports including the raw data should be submitted to the Programme team of GJD-BRAC in both hard copy and electronic versions. All the data and the reports including the findings and recommendations will remain the property of GJD-BRAC and the document must not be published or shared with a third party by the consulting agency. Any changes in the agreed-on deliverables must be approved by the management of GJD-BRAC.

1. Deadline failure

In the event of the consultants requiring additional time to complete the contract, over and above the time previously agreed to, but without BRAC changing the scope of work, BRAC's written approval for the same shall be necessary.

1. Confidentiality

Any data, information, documents, and other materials related to the work shall remain the property of GJD-BRAC and shall be kept confidential by the Consultant/s. The Consultant/s are not allowed to transfer or divulge any information to any other person or organization without prior approval of BRAC unless it is necessary by the laws in Bangladesh. S/he is not allowed also to assign sub-contract, delegate, or otherwise transfer or dispose of any of their rights or obligation under this agreement.

1. Early termination

The Consultant/s may terminate this agreement by giving a reasonable period of notice to BRAC. In this event, the Consultant/s shall have no claim against BRAC because of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.

1. Conditional Change

BRAC may make general changes within the scope of the content affecting the services to be performed or time of performance. If any such changes cause an increase or decrease in the

cost or time required for the performance of any part of the work under the contract, BRAC shall make an equitable adjustment in the contract price, delivery schedule, or both and shall modify the contract in writing accordingly.

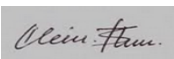
1. Insurance

The Consultant/s shall be solely responsible for their insurance (e.g. health/travel), BRAC will not bear any cost in this regard.

A. How to Apply

- Consultant/s that meet the requirements outlined above are invited to submit a technical proposal and a financial proposal with a cover letter by email to (need email of procurement) addressing Lead-Gender Mainstreaming, GJD-BRAC.
- Apply under the subject line of "Gender Analysis for BRAC Skills development programme- attaching relevant CVs including names and contact details (including mobile and emails).
- Deadline: September 10, 2021, not later than 5:00 pm
- CV/ profile, TIN, BIN certificate, and other required documents with the mail and in one zip folder.

Thanking You
For BRAC



MOINUDDIN ISLAM
Senior Manager, Procurement

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