

Issued on: 22-06-2022

To

Ms./Mr. ....

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for A Call for a Research Proposal on Circular Economy, Green Growth and Poverty Reduction.**

Dear Madam/Sir,

More than 50 years of presence and working in the development sector, BRAC touched millions of lives with its inspiring, innovative and pioneering works, proved itself to be the number one NGO in the world according to NGO Advisor, a Geneva-based independent media organization fifth time in row in 2020. Beginning its operations in 1972 as a limited relief operation in a remote village of Bangladesh, this international organisation has gradually built its image by dedicating its approaches to alleviate poverty by empowering the poor, and helping them bring about positively changing their lives.

The Ultra-Poor Graduation (UPG) programme in Bangladesh, formerly known as 'Targeting the Ultra Poor' (TUP) programme, is recognized worldwide as the pioneer of the Graduation approach and acclaimed for its innovative and holistic solution to ultra-poverty. BRAC's Graduation approach is a comprehensive, time-bound, integrated and sequenced set of interventions that aims to enable ultra-poor households to achieve key milestones towards sustainable livelihoods and socioeconomic resilience, in order to progress along a pathway out of extreme poverty.

BRAC's flagship Ultra-Poor Graduation programme in Bangladesh was launched in 2002 to fight extreme poverty. Over this time, BRAC continued to adapt the Graduation approach to meet the changing needs of people living in ultra-poverty and destitution around the world. As challenges of fighting poverty are getting more intricate due to changing climate patterns and climate induced vulnerabilities of the population and socio-economic systems; BRAC intends to explore a little studied area in relation to circular economy, green growth, poverty reduction and sustainable development. This endeavour will generate an evidence base and bolster to address a knowledge gap, specifically in the context of Bangladesh - which would support the Government in medium and long-term macro-economic policy planning.

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/2022/RFP-1692**

**Closing Date & Time: 06-07-2022 02:30 PM (Dhaka Local Time)**

Please submit the Proposal **on 06-07-2022 02:30 PM (Dhaka Local Time)** in **tender.brac.net**. **Any offer via email or hard copy is treated as non-responsiveness.**

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

**Payment Condition:**

Mode of payment will follow the below conditions :

BRAC  
BRAC CENTRE  
75 Mohakhali  
Dhaka 1212

T: 880-2-9881265  
F: 880-2-8824525  
E:procurement@brac.net  
W:www.brac.net

Registered in  
Bangladesh under  
The societies  
Registration Act of 1860



All payments would be made through Bank Transfer as per the following schedule and conditions in favour of the lead researcher/ research organization/ consulting firm:

<b>Instalment</b>	<b>Amount</b>	<b>Conditions for payment</b>
First	30%	Upon submission and acceptance of inception report
Final	70%	Upon submission and acceptance of final report

Payment would be made to the Consultant/Researcher/Research Organization/Consultancy Firm 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. (Invoice submission time).

**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 MD. Reazul Amin (Deputy Manager, 01740284030 & reazul.amin@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:

Name and Title of Signatory:

Name of Firm:

Address:

Firm's Seal or Stamp:

**Terms of Reference (ToR)**  
**A Call for a Research Proposal on**  
**Circular Economy, Green Growth and Poverty Reduction**

**1. Background: About the Organization** More than 50 years of presence and working in the development sector, BRAC touched millions of lives with its inspiring, innovative and pioneering works, proved itself to be the number one NGO in the world according to NGO Advisor, a Geneva-based independent media organization fifth time in row in 2020. Beginning its operations in 1972 as a limited relief operation in a remote village of Bangladesh, this international organisation has gradually built its image by dedicating its approaches to alleviate poverty by empowering the poor, and helping them bring about positively changing their lives. The Ultra-Poor Graduation (UPG) programme in Bangladesh, formerly known as 'Targeting the Ultra Poor' (TUP) programme, is recognized worldwide as the pioneer of the Graduation approach and acclaimed for its innovative and holistic solution to ultra-poverty. BRAC's Graduation approach is a comprehensive, time-bound, integrated and sequenced set of interventions that aims to enable ultra-poor households to achieve key milestones towards sustainable livelihoods and socioeconomic resilience, in order to progress along a pathway out of extreme poverty.

BRAC's flagship Ultra-Poor Graduation programme in Bangladesh was launched in 2002 to fight extreme poverty. Over this time, BRAC continued to adapt the Graduation approach to meet the changing needs of people living in ultra-poverty and destitution around the world. As challenges of fighting poverty are getting more intricate due to changing climate patterns and climate induced vulnerabilities of the population and socio-economic systems; BRAC intends to explore a little studied area in relation to circular economy, green growth, poverty reduction and sustainable development. This endeavour will generate an evidence base and bolster to address a knowledge gap, specifically in the context of Bangladesh - which would support the Government in medium and long-term macro-economic policy planning.

**2. Unveiling the Thematic Areas of the Study** Circular Economy (CE) is the state of the art of economic model, which overlaps with several concepts like industrial ecology, industrial symbiosis, greening of industry, eco-design, eco-industrial development etc. However, these all ideas underscore environmental and energy efficiency - least reliance on new natural resources - connects sustainability of natural capitals. Stahel (2019) claims, "the circular economy is the most sustainable post-production business model".

Circularity/ circular thinking links with all dominant facets of human existence - economic, social and environmental. A growth in circular economy not only supports GDP growth but also growth of the GDP of the poor people across the globe, enhances the quality of natural capitals (UNEP 2021). In that connection, one of the UNEP studies apprise that an allocation of two percent of global GDP aiming a green economy would provide higher economic outputs (UNEP 2021). While a majority of poor population hinge upon natural resources for their livelihoods, any exploitative use of natural capitals will produce a poverty trap. Subsequently,

it will direct to exacerbate environmental concerns and poverty (UNEP).

Through a study, we aim to understand how does circular economy create sustainable employment and livelihood opportunities for the poor population to end poverty and contribute to a green growth of the economy.

Although circular economy agenda is not directly mentioned in the SDGs, but the core ideas of CE and circularity are reflected in a number of sustainable development goals, particularly in SDG 12: responsible production and consumption. In addition, circularity as a cross-cutting concern, is linked to some other SDGs such as 2, 6, 7, 8, 9, 15. Schroder (2021) presents, circular economy can be instrumental in attaining several targets of SDGs in both direct and indirect ways. He also adds that CE can be crucial in fighting hunger and ensuring food security, furthermore, a circular supply chain in agriculture can contribute to attaining SDGs 2, 8, 12 and 15 through reducing pollution and waste. Arguably, these circular activities would create more income generating opportunities for the poor people and low-income population. However, a scientific study entailing a structured methodology will amp up our understanding about the synergy between promotion of circular innovations and poverty reduction - as well as to measure the benefits of circular economy.

Bangladesh has already correctly pointed out the significance of circular activities and future pathways to sustainable development. Although its interventions on CE are still in their infancy, they are mentioned in several macro-economic policy frameworks such as the 8<sup>th</sup> Five Year Plan. In addition, a variety of policy instruments that might bolster the institutionalization of circular innovations and business models. For instance, Bangladesh Climate Investment Plan (2016-21) highlights several components of circular economy in its four pillars, which includes sustainable development and management of natural resources, and environmental pollution reduction and control.

Furthermore, the Government of Bangladesh (GoB) formulated a National 3R Strategy for Waste Management in 2010. It indicated an objective of eliminating waste disposal and promoting recycling of waste disposal that are closely connected with circular thinking. With the rapid population growth and urban expansion, the demand for raw materials is mounting up. According to World Bank (2018), the growth rate of urbanization is 3.23% in Bangladesh. As a result, over the years the amount of different categories of waste including sludge is growing manifold. By 2025, municipal waste production might go up to 47,000 tons/day that is approximately 17.2 million tons/year (8FYP). While only around 44% - 76% of waste are collected in major cities and urban areas, which implies a higher demand improved waste management.

In addition, in 2017, GoB adopted a set of Institutional and Regulatory Framework for Faecal Sludge Management for Dhaka, City Corporations, Paurashavas and rural areas. Although there prevails a data gap, but the poorest and marginalized urban poor population are involved in dealing with urban waste collection and treatment. Resource recovery from disparate types of wastes such as municipal waste, industrial waste, plastic waste can greatly contribute to circular economy. Therefore, there lies a herculean opportunity to improve the overall quality of this poor people and support them ending poverty. A circularity in urban resource system enables poor people to get more benefit in food, water and sanitation, energy, building and construction, industry and other sectors.

This TOR calls for a proposal for the investigation of the status and opportunities of circular

economy in Bangladesh - how does it can connect poverty reduction strategies and interventions. Furthermore, this study will also explore potential consumption and production related behaviour in relation to realizing a circular economy; and how would different poor population groups be influenced by circular economic practices.

In the end, this study will suggest a variety of recommendations to undertake necessary programmatic actions to realize the benefit of CE and foster a green growth - which will contribute to poverty reduction efforts.

**3. Objective of the Study** The key objective of this study is to provide an answer to this following question:

How can the poor people be better supported to end poverty and integrated into the green economy and sustainable poverty reduction interventions - through linking them up with circular activities?

**The sub-questions are:**

1. Reviewing existing literature and practices, what should be the 'framework' to assess the progress towards circular economy in Bangladesh? In addition, how to measure poor people's participation in the circular activities?
2. How can the poor households and their communities be linked with circular productions in rural and urban landscape? And, how it is likely to influence their consumption patterns?
3. Considering the changing poverty dynamics and forecasting the potential of the circularity, what sort of strategic, policy and programmatic decisions to be adopted in fostering green growth and sustainable poverty reduction?

**4. Scope of the Work** While the number of literature on CE in the context of Bangladesh is very poor, reliable evidence exploring the interconnection between CE and poverty dynamics is barely available. Contemporary global paradigm shift toward CE is going to determine the economy of Bangladesh to some degree. Therefore, in near future the country's economy will have to adopt some practices of circularity. Bangladesh has already correctly pointed out the significance of circular activities and future pathways to sustainable development. Along with the government, the private sector also has a host of potentials to drive towards a circular production system. Although its interventions on CE are still in their infancy, but a few of them are mentioned in several macro-economic policy frameworks.

The promotion of circular consumption greatly rests upon consumers, at both individual and institutional levels. Circular production and consumption have a two-way relationship. At present, the status of circular production and consumption in the country is unmapped. Therefore, through our study, we aim to deeply understand the opportunities of expanding circular production and consumption. Simultaneously, the bottlenecks of connecting poor population - at both household and community levels - with circular economy are expected to be explored in this study.

We expect that a 'conceptual framework' to be devised - to understand and analyze- what will

be the impact when circular economy surrogates conventional production and consumption system; and how it is going to affect poverty dynamics and sustainable poverty reduction in Bangladesh.

In the end, the final output and/or parts of this study will be adopted as an evidence for further advocacy initiatives, resource mobilization, designing a pilot project, initiating more detailed studies etc. Most importantly, it is most likely that this study will contribute to the ongoing works of the Government of Bangladesh in attaining sustainable development goals (SDGs), particularly SDG 12, SDG target 8.4: improve resource efficiency in consumption and production, and other associated global development commitment.

**5. Qualification of the Researchers** The lead researcher/ lead consultant should have at least 15 years of experience in research/academia, and is experienced in the following areas: climate change, climate change adaptation, livelihoods, poverty, sustainable development. Lead researcher should have experience in conducting large-scale research projects, applying both qualitative and quantitative methods. In addition, candidates with a PhD in relevant disciplines will be given preference.

The core research team should comprise specialized professionals with economics, development economics, circular economics, background. This team may engage a group of research assistants/enumerators, if necessary.

**6. Contract Duration and Timeline** The lead consultant will be hired for a period of six months. Commencing date will be started immediately after signing/ giving the contract; and the contract will end by 31 December 2022. This will be done in two phases:

A proposed timeline for conducting the study/assignment:

Phase 1:

Sl.	Activity	Expected time (in weeks)	Estimated completion date
1	Desk review and drafting a conceptual framework	2	July 2022
2	Consultation with UPG team and others, where appropriate	2	July 2022
3	Submission of inception report	2	August 2022
4	Field research and primary data collection	3	August 2022
5	Data processing and analysis	2	August-September 2022
6	Report drafting and submission of the draft	2	September 2022
7	Consultation/ validation workshop	1	October 2022
8	Report finalization/ Final research output	2	October 2022

**Phase 2: Circular Economy Programmatic Framework**

Sl.	Activity	Expected time (in weeks)	Estimated completion date
1	FGD and In-depth discussion with field and participants	4	September 2022
2	Consultation with UPG team and others, where appropriate	2	September 2022
3	Designing the programmatic framework in CE context	4	October 2022
4	Report finalization/ Final output	2	November 2022

**7. Roles and Responsibilities of the Lead researcher/ Research firm** The lead researcher/ research firm/ research organization will be responsible for the overall planning, execution and management of the study, under the guidance of the Director, UPGP, BRAC:

- To design research methodology reflecting an alignment with the objectives and scope of research outlined in the ToR.
- To form an appropriate team and engage team members; including field enumerators where necessary.
- To coordinate and lead desk review, conduct field research, data collection, processing, storage and protection.
- To prepare the draft report, containing an analysis of collected data.
- To ensure professional quality of the study and report.
- To deliver the reports in time.

In addition, Senior Manager- Research and Evaluation, UPGP will maintain a regular communication with the consultant/researchers.

**8. Payment Schedule and Conditions** All payments would be made through Bank Transfer as per the following schedule and conditions in favour of the lead researcher/ research organization/ consulting firm/Consultant:

Instalment	Amount	Conditions for payment
First	30%	Upon submission and acceptance of inception report
Final	70%	Upon submission and acceptance of final report

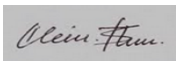
**9. Evaluation of the Proposals** All submitted and complete proposals would be evaluated by BRAC, based on technical proposal and financial proposal (including VAT and Tax). Along



with the technical and financial proposals, applicants are requested to share a CV, a sample of relevant work, and **Consultant must submit 13 digits new BIN, Trade license (Applicable for firm) & TIN (applicable for both firm & Individual) with proposal.** The details of the core research team should be mentioned in the proposal annexure.

The technical proposal will be assessed based on the following criteria: soundness of the research methodology; quality and depth of writing; professional experience of the researchers etc.

Thanking You  
For BRAC



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