

Issued on: 08-08-2022

To

Ms./Mr. ....

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Impact Assessment of Ultra-Poor Graduation Programme in Cox's Bazar.**

Dear Madam/Sir,

The ultra-poor Graduation programme has been functioning in Bangladesh since 2002, with the goal of eradicating extreme poverty through positive change, social empowerment, and increased social involvement. 2.1 million households have been lifted out of extreme poverty as a result of this action. The programme has traditionally focused on working in poverty-prone areas such as coastal, hard-to-reach locations, and complicated settings such as urban. So, the Cox's Bazar is one of the important working areas where UPG programme has working since 2010. During 2010, the programme was operated following STUP and OTUP approach which was revamped in 2017. So, the programme would like to explore the impact of the programme and learning for replicating in the current programme and strategic decision making. The impact assessment will focus on the phaseout cohorts that were executed in the Cox's Bazaar region from 2010 to 2016.

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-1887**

**Closing Date & Time: 22-08-2022 02:30 PM (Dhaka Local Time)**

Please submit the Proposal on **22-08-2022 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 :

Installments	Percentage	Timeline
First Installment	40%	Inception report detailing the methodology, tool and field plan
Final Installment	60%	After submission and acceptance of final report

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. 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**.

**\*The calculation for 10 percent tax and 15 percent vat  
(Core Value\*1.15)/.90 (Please follow this calculation strictly. No further change  
will be accepted)**

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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) and Income tax certificate 2021-22 (applicable for both firm & Individual) 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, 01708498677 & 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

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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)**

### **Impact Assessment of Ultra-Poor Graduation Programme in Cox's Bazar**

## **1. Background**

The ultra-poor Graduation programme has been functioning in Bangladesh since 2002, with the goal of eradicating extreme poverty through positive change, social empowerment, and increased social involvement. 2.1 million households have been lifted out of extreme poverty as a result of this action. The programme has traditionally focused on working in poverty-prone areas such as coastal, hard-to-reach locations, and complicated settings such as urban. So, the Cox's Bazar is one of the important working areas where UPG programme has been working since 2010. During 2010, the programme was operated following STUP and OTUP approach which was revamped in 2017. So, the programme would like to explore the impact of the programme and learning for replicating in the current programme and strategic decision making. The impact assessment will focus on the phaseout cohorts that were executed in the Cox's Bazaar region from 2010 to 2016.

## **2. Rationale of the study**

Since 2010, the UPG programme has been operating in Cox's Bazaar. In addition, the program's interventions lifted over ultra-poor households out of extreme poverty. As a result, it is critical to assess their impact. Project management, senior management, stakeholders, and the donor will use the findings of this assessment to improve decision-making, ensure

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accountability, and support future programme design and implementation. The assessment will also consider the value for money for the results obtained. Furthermore, the evaluation will provide UPG programme staff supporting similar projects with lessons learned and best practises.

### 3.Objective of the study

The assessment's overarching goal is to examine the impact, sustainability, and lessons learnt from the ultra-poor households in the Cox's bazar districts. .The specific objectives are to:

- Assess the status of social empowerment of the participants
- Examine the situation of economic empowerment of the participants
- Explore the status of women empowerment in the graduated household
- Explore the challenges, lessons learnt, and potentials for replicating the good practices in other possible areas.

### 4.Scope of Work

The scope of work for the consultant will be as following:

- Examine how the 4 graduation pillars work for the graduated households
- Compare the change with the situation of programme tenure
- Analysis the other factors that drives them to improve their livelihood condition and sustainability
- Study should be conducted on Cohorts which was graduated before 2016.

### 5.Indicators to be addressed

The consultant should addressed the following indicators

Indicator	Definition
1. Prevalence of extreme poverty reduced in the targeted community for improving economic empowerment.	For improving economic empowerment, the prevalence of extreme poverty has been reduced in the targeted community. It denotes they have least chance in falling in extreme poverty for having economic empowerment.
2. % of women earning increased by time devoted to income generating activities	Women member in the household will be devoted more time in income generating activities. It is just shifting the labor participant in economy. Women participation in income denotes a better support to the household.
3. % of household increased per capital	This indicates that the per capita monthly

monthly income	income of the household has been increased from the baseline per capital income.
4. % of household increased per capital daily HH expenditure	This indicates that the per capita monthly HH expenditure of the household has been increased from the baseline
5. % of household increased food security	Here food security denotes that the participants will have consumed good food, have availability of food in the household and have capacity of purchasing the food using Food Insecurity Access Scale.
6. % of household living in extreme poverty have social well-being <sup>1</sup> .	Here by social well-being denotes an end state in which basic human needs are met and people are able to coexist peacefully in communities with opportunities for advancement. Apart from economic factors that is income, the social well-being helps to determine the standard of lives, education and empowerment of the participant. Through social well-being, it is measured that the person will lead a standard life having good sanitation, health and habitation accessibility and empowerment to lead a sustainable livelihood.
7. % of women from the ultra-poor household actively participated in household decision making	By this indicator, it denotes that woman have actively participated in different decision of the family like marriage of the children, purchasing any asset, children schooling, savings etc.

In addition to this, the consultant also will address the indicators that measures social and economic empowerment of the participants.

<sup>1</sup> Through social well-being, it is measured that the person will lead a standard life having good sanitation, health and habitation accessibility and empowerment to lead a sustainable livelihood. [Source: ophi.org.uk]

## 6.Evaluation questions

The consultants should address the following evaluation questions to derive the changes of the targeted participants.

- To what extent has the UPG programme impacted the targeted community considering the overall context of sustainable development goal in Bangladesh?
- How did the components of the graduation pillars assist them in achieving sustainable graduation from extreme poverty?

- What is the current status of the non-graduate participants?
- What are the push and pull factors that assist the community in escaping extreme poverty?
- Aside from the interventions of the UPG programme, what other factors help them to enhance their livelihood situation?
- What would be learning for the programme to replicate it in the current graduation approach from the OTUP and STUP approach?

## 7. Methodology

The contracted agency/consultant is expected to prepare appropriate methodology to meet the objectives of the baseline and end line study. It is expected that the consultant/contracted agency will explore the intergenerational change of the participants using anthropological method. The selected consultant/firm will share the details methodology for this study.

## 8. Targeted Participants

From 2010 to 2016, UPG programme has worked with more than 14,333 household in different upazila of Cox's bazar. The impact assessment should be carried out on 14,333 household.

## 9. Study areas:

The study will be carried out in the 5 upazilas in Cox's Bazar where UPG programme has previously worked. The upazilas are Cox Sadar, Ukhiya, Teknaf, Moheskhal, Chakaria.

## 10. Expected competency

Expected competency of the individual/firm includes:

- Thorough understanding of the extreme poverty context in Bangladesh with a specific focus on climate justice, gender responsive public service etc.
- Experienced in conducting impact assessment studies using qualitative and quantitative data collection methods as well as coordinating and training data collectors
- Experienced in contextualising and elaborating counting methodologies and data collection processes and tools.
- Fluency in English a requirement.

## 11. Key Deliverables

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The consultant/firm will produce the following key deliverables:

- Inception report detailing the methodology, tool and field plan
- Share the full data set of the study both qualitative and quantitative
- Presentation detailing the key findings from the study
- Detailed narrative report

## 12. Timeline

Total duration of the assignment is 12 (twelve) weeks after signing of the agreement. The contracted individual/firm will submit a proposed work plan with key milestones within a week of signing of the contract.

## 13. Submission of proposal

The consultant/firm should submit a detailed technical and financial proposal for the study. The concept note should be in English.

## 14. Mode of payment

Installments	Percentage	Timeline
First Installment	40%	Inception report detailing the methodology, tool and field plan
Final Installment	60%	After submission and acceptance of final report

### 1. 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.

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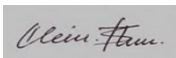
While working with BRAC as a Consultant, it is a requirement to adhere all the above policies and Code of Conduct (CoC) of BRAC. BRAC takes a zero-tolerance approach towards safeguarding violations, misconduct and reserves the right to terminate the contract in case of any safeguarding breaches. Also,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