



Issued on: 26-09-2022

To

Ms./Mr.

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Consultancy Service for Report Writing of the Socio-economic Study in Cox's Bazar.**

Dear Madam/Sir,

During August 2022 month to September 2022 month BRAC's flagship programme Ultra-poor Graduation Programme conducted a study in Cox's Bazaar utilizing its own data collection team to understand the current socio-economic status of the people living in Cox's Bazar. Now the programme is looking for a competent consultant who can produce a high-quality report by analysing both primary and secondary data that has been collected by the 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: BPD/2022/RFP-2144

Closing Date & Time: 10-10-2022 02:30 PM (Dhaka Local Time)

Please submit the Proposal on **10-10-2022 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 :

The consultant/consultancy firm will be paid the full amount upon successful submission and acceptance of the final report

***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). For any information contact MD Reazul Amin: 01708498677

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 Consultant/Consultancy 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) 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.

BRAC
BRAC CENTRE
75 Mohakhali
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Please provide team composition details with consultant's name and role for this project. CV's are required for the consultants who will work from the Consultancy Firm

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:

<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)

Consultancy Service for Report Writing of the Socio-economic Study in Cox's Bazar Introduction

During August 2022 month to September 2022 month BRAC's flagship programme Ultra-poor Graduation Programme conducted a study in Cox's Bazaar utilizing its own data collection team to understand the current socio-economic status of the people living in Cox's Bazar. Now the programme is looking for a competent consultant who can produce a high-quality report by analysing both primary and secondary data that has been collected by the programme.

Study Background

Cox's Bazar, a district within Chattogram division, predominantly relies on tourism and fishery related businesses. The district remains one of the poorest in Bangladesh and is highly susceptible to recurrent climatic shocks: approximately 33 percent of its population live below the poverty line (BBS 2017). As many as 902,947^[1] Rohingya absconded in Bangladesh is the largest and fastest refugee influx that triggers a great consequence over the livelihood and biodiversity in Ukhiya and Teknaf area of Cox's Bazar. The sudden incursion of such a large population has been impacted the host community a lot in terms of decreasing income, losing cultivable land and increasing social problems. Again, the lockdown situation due to COVID-19, the economic situation of the participants has been deteriorated much. Different studies have focused on tourism in Cox's Bazar and the economic potential of tourism. In addition, some studies offer information about the host communities following the Rohingya Invasion in 2017. However, the existing research studies do not provide much economic analysis on the status of poverty. Furthermore, no research has captured the socio-economic situation of the people living in Cox's Bazaar reflecting the impact of the COVID-19 pandemic. The findings of this study will help the UPG Programme to better understand future programmatic initiatives in the districts of Cox's Bazar.

Study Objectives

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The primary objective of the study was to get an understanding of the socio-economic situation of the people living in the four Upazilas of Cox's Bazar district.

The specific objectives of the study were to:

- Figure out the poverty situation in the peri urban areas of Cox's Bazar
- Explore the situation of income poverty of the people living in Cox's Bazar
- Understand the situation of women empowerment in the targeted area
- Identify the informal economic sectors that influence the socio-economic condition of the people living in Cox's Bazar

Methodology

1 Study Area

The study will be carried out in five upazilas of Cox's Bazar. The geographical concentration, climate change effect, and vulnerability to Rohingya influx are the key reasons for choosing these upazilas. After a meeting with the local branch office, which will include representatives from all BRAC programmes, the unions and villages will be chosen. During the village selection meeting, the village and unions should be ranked based on the poverty concentration.

2 Sampling Procedures:

To determine sampling, the household list will be collected from the union parishad. Using the list the random sampling method will be used to collect the data from the field.

3 Sample Size Determination:

The sample size has been determined considering the upazila population who are in the poverty line. In each upazila, 376 people will be surveyed, with a 95 percent confidence level and a 5 percent confidence interval. The statistical significance is represented by the sample size.

Data Sources

This research involved both primary and secondary data and information

D.1 Primary Data Sources

The research relied heavily on primary data gathered through qualitative and quantitative survey methods. The information has been gathered via the KoBo Platform. Following the development of the questionnaire, a training session for the branch staff in Cox's bazar who are in charge of collecting data from the field will be held. In the following table in the showed in details.

Upazila Name	Quantitative method
Cox's Bazar sadar (peri urban and rural)	376
Moheskhali	376
Ukhiya	376
Kutubdia	376
Teknaf	376
Total Sample	1880

D.2 Secondary data source

The secondary data and information were collected from a range of sources. Different publications related to the research issue are also collected from journals, projects, periodicals, and the daily

newspapers, archives of both home and abroad. In the following, the details of secondary has been showed.

Level of source	Published	Unpublished
Districts and Upazila level (Sadar, Ukhiya and Teknaf) Social Welfare	Different Report, Books, List of poverty prone area, Journals,	Research paper
Upazila level	-	List of vulnerable union and village,
International agency (INGOs) and UN Agency	Baseline survey report, Endline Survey report, Research report,	Research paper or reports
National level	Newspaper article, National level report and megazine	Research paper

Methodology Matrix

Study Objectives	Research Questions	Data collection method	Tool	Respondents
To figure out the poverty situation in the peri-urban area of Cox's bazar	<ul style="list-style-type: none"> • What is the livelihood situation of the urban poor? • What are the major vulnerabilities of urban slum dwellers? • What is the situation of financial inclusion of urban slum dwellers? • What is the situation of climate change in the urban area? 	Survey Method	Questionnaire	<ul style="list-style-type: none"> • Women member of the household • Men member of the household
To explore the situation of income poverty of the participants in the Cox's bazar	<ul style="list-style-type: none"> • What are the economic opportunities in Cox's bazar? • What is the per capita income and comparing to the national poverty line? • What is the situation of poverty security in the context of Cox's bazar? 	Survey Method	Questionnaire	<ul style="list-style-type: none"> • Women member of the household • Men member of the household
To explore the situation of women empowerment in the targeted area	<ul style="list-style-type: none"> • What is the situation of decision-making power of the women? • What is the situation of men perception in terms of gender equality? • What kinds of scope women have to engage in IGA? 	Survey Method	Questionnaire	<ul style="list-style-type: none"> • Women member of the household • Men member of the household

	<ul style="list-style-type: none"> • What is the situation of women's participants in agency? 			
To identify the informal economic sectors that influence the socio-economic condition of the dwelling in Cox's bazar	<ul style="list-style-type: none"> • What kinds of scope informal sectors have in the cox's bazar for the poor community? • What is the percentage of poor people participation in the informal economy? • How informal economy contributes to reduce the income poverty in the cox's bazar districts? 	Survey Method	Questionnaire	<ul style="list-style-type: none"> • Women member of the household • Men member of the household

Key deliverables by consultant

The consultant will be required to complete the following deliverables:

- Analysed data tables as per the study objectives
- A smart presentation to UPG Programme with ample analysis of primary and secondary data
- A high quality narrative report following BRAC's branding guideline

Duration of the assignment

The assignment should be completed in 5 weeks after the contract signing as per the following table:

Data analysis	By 2 weeks
Presentation	By 1 week
Draft report after incorporating the feedback received during the presentation X week	By 1 week
Final report	By 1 week

Expected competency of the consultant

- Master's degree/Ph.D.(preferable) in development economics, social science, or related. discipline.
- At least 7-10 years of research experience on issues related to poverty, livelihood development, women empowerment, climate change.
- Clear understanding of latest and emerging poverty dynamics.
- Familiarity with the graduation approach (will be given preference)
- Publication on relevant issues.
- Excellent analytical, presentation, and report writing skills.
- Strong speaking and writing skills both in English and Bangla
- Strong commitment to the timeline

Terms and Conditions

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- The consultant has to submit his/her CV and budget to carry out the assignment. During this assignment, the consultant needs to be in regular contact with concerned person of the Ultra-poor Graduation Programme and be flexible enough to take suggestion/ feedback from the programme and incorporate them as required.
- The consultancy fee will be paid after necessary deduction of VAT & TAX as per the rules of Bangladesh Government.

Mode of Payment

The consultant will be paid the full amount upon successful submission and acceptance of the final report.

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.

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.

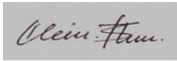
BRAC's values are: Integrity, Innovation, Inclusiveness, and Effectiveness.

[1]

<https://reliefweb.int/report/bangladesh/rohingya-refugee-responsebangladesh-joint-government-bangladesh-unhcr-1>
[published on 12 October 2021]



Thanking You
For BRAC



MOINUDDIN ISLAM
Senior Manager, Procurement