

Issued on: 29-01-2023

To

Ms./Mr.

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Foundation Training on Monitoring, Evaluation, Accountability, and Learning (MEAL) for field based Senior MEAL Officer.**

Dear Madam/Sir,

BRAC has been active in the development sector for more than 50 years and has impacted the lives of millions of people with its innovative, inspiring, and ground-breaking work. In 2020, NGO Advisor, an independent media outlet based in Geneva, ranked BRAC as the top NGO in the world for the fifth consecutive year. This international organisation, which started as a small relief operation in a remote Bangladeshi village in 1972, gradually improved its reputation by focusing its efforts on eradicating poverty by empowering the underprivileged and assisting them in making positive changes in their lives. The Ultra-poor Graduation (UPG) programme in Bangladesh, formerly known as the 'Targeting the Ultra Poor' (TUP) programme, is recognised worldwide as the pioneer of the Graduation approach and acclaimed for its innovative and holistic solution to ultra-poverty. This programme is one of BRAC's flagship programme. BRAC's Graduation approach is a comprehensive, time-bound, integrated, and sequenced set of interventions that aim to enable ultra-poor households to achieve key milestones towards sustainable livelihoods and socioeconomic resilience to progress along a pathway out of extreme poverty.

UPG's Monitoring, Evaluation, Accountability, and Learning (MEAL) unit as a supporting unit, serves the programme to ensure the quality and accountability of the UPG programme and support data-based decision-making through evidence generation. Previously this unit was named as Quality Control (QC) unit. Then QC unit provided support to ensure quality implementation of UPG programme. Transition from QC to MEAL happened in the mid of 2022. Now MEAL unit consists of 12 clusters that are spread across Bangladesh. One Senior MEAL Officer is assigned per cluster. To strengthen the MEAL capacity of the field based Senior Officers of the MEAL unit, the programme would like to arrange a foundation training on MEAL.

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/2023/RFP-139

Closing Date & Time: 12-02-2023 02:30 PM (Dhaka Local Time)

Please submit the Proposal on **12-02-2023 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 :

Deliverables	Payment Ratio
After sharing the detailed training plan and final training modules	30%

BRAC
BRAC CENTRE
75 Mohakhali
Dhaka 1212

T: +88 02 2222 81265
F: +88 02 2222 63542
E:procurement@brac.net
W:www.brac.net

Registered in
Bangladesh under
The societies
Registration Act of 1860

After conduction of training	50%
After sharing the training report and acceptance of the programme	20%

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

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 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, 6th Floor
75 Mohakhali
Dhaka 1212, Bangladesh

STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

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

BRAC
BRAC CENTRE
75 Mohakhali
Dhaka 1212

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To:
BRAC Procurement Department
BRAC Head Office
BRAC Centre, 6th 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

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)

Foundation Training on Monitoring, Evaluation, Accountability, and Learning (MEAL) for field based Senior MEAL Officer

Overview of BRAC and UPG

BRAC has been active in the development sector for more than 50 years and has impacted the lives of millions of people with its innovative, inspiring, and ground-breaking work. In 2020,

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UPG's Monitoring, Evaluation, Accountability, and Learning (MEAL) unit as a supporting unit, serves the programme to ensure the quality and accountability of the UPG programme and support data-based decision-making through evidence generation. Previously this unit was named as Quality Control (QC) unit. Then QC unit provided support to ensure quality implementation of UPG programme. Transition from QC to MEAL happened in the mid of 2022. Now MEAL unit consists of 12 clusters that are spread across Bangladesh. One Senior MEAL Officer is assigned per cluster. To strengthen the MEAL capacity of the field based Senior Officers of the MEAL unit, the programme would like to arrange a foundation training on MEAL.

Rationale of MEAL Training

Enhancement of field team's capacity is essential for the efficient implementation and utilisation of MEAL system. Earlier, this unit of the programme used to primarily focus on quality control of the programme operations. The M&E unit was revamped aligning with the BRAC Strategy 2021-2025 and programmatic priorities and re-structured as a holistic MEAL unit in 2022. In addition, BRAC developed the BRAC MEAL strategy and switched from the conventional M&E system to MEAL. Therefore, for a robust MEAL system, it is crucial to improve the Senior MEAL Officer's understanding of the MEAL system and its functions.

Objective

The core objective of this training is to enhance the understanding of Senior MEAL Officers on MEAL system and its functions. And the specific objectives are mentioned below:

1. Improve understanding of MEAL and its functions
2. Enhance knowledge on designing logic models and MEAL framework
3. Enhance understanding of indicator development and performance tracking system
4. Improve knowledge on Accountability and Learning

Scope of This Training

This training should be designed for the participants who have an extensive programme operation and process-level monitoring knowledge. For this reason, the consultant should design the training module in such a way that is clearly understandable for the participants. While providing the training, the context of poverty alleviation and climate change can be used to provide example for their understanding. In the following, the detail scope of the training

has been shown.

Training Objectives	Learning questions
To improve understanding on MEAL and its functions	<ol style="list-style-type: none"> 1. What is MEAL? 2. What are the phases of MEAL? 3. How does MEAL work? 4. What are the ethical standards of MEAL? 5. What are the cross-cutting issues of MEAL? Such as?
To enhance knowledge on designing logic models, and MEAL framework	<ol style="list-style-type: none"> 1. How are the logic models designed? 2. What is Theory of Change? 3. What is the difference between result framework and Theory of Change? 4. How should we develop a MEAL framework? 5. What are assumptions? How should we use assumptions? 6. What is a MEAL plan? Why is it required?
Enhance understanding on indicator development and performance tracking system	<ol style="list-style-type: none"> 1. What are the characteristics of SMART indicators? 2. What are the types of indicators? 3. How should we design the indicators? 4. What is an indicator reference sheet or Indicator performance tracking sheet? 5. What should we capture and track the performance of the indicator? (Indicator wise method of data collection)
Improve knowledge on Accountability and Learning	<ol style="list-style-type: none"> 1. What is accountability? Why is it required? 2. What are the major components of accountability? 3. What is the process of collecting the accountability related information? 4. What is FCRM? How should it operationalise? 5. What is learning? Why is it important for MEAL? 6. What are the types of learning that the MEAL unit should use? 7. What is the best way to capture, document and use learning for programmatic decision making?

Expected Outcome of The Training

After receiving the training Senior MEAL Officers should have the following competencies: -

- Developing SMART indicators of different levels.
- Developing an Indicator Performance Tracking sheet. And know the way to capture information for indicator performance tracking sheet.

- Have the understanding on how to capture accountability related information from the field level
- Can analyse monitoring findings and presenting them for the programme personnel
- Developing logframe for small projects.
- Designing MEAL framework for small projects

Methodology

The methodology of learning should be participatory and simulation based. The selected consultant should develop and propose a detailed methodology for the training.

Training duration

The duration of the training will be four days, excluding travel days.

Training venue

The training will be held in the BRAC Learning Center, Cox's Bazar. UPG programme will arrange this training. It is to be noted that the consultant should keep the required budget for travelling to and from Cox's Bazar.

Action plan

Responsibilities and task	Deliverables	Responsible	Deadline	Remarks
Selection of consultant	Consultant finalisation	UPG MEAL unit	By March 02, 2023 (Should be completed within two weeks after signing the contract)	
Training arrangement	Venue and Logistics	UPG MEAL unit		Cost will be borne by the programme
Conduct a pre-online assessment of the training	Assessment	Consultant		Before developing the training module this assessment should be conducted
Develop interactive training materials and modules	Module and Materials	Consultant		
Conduct training at the Cox's Bazar	Training	Consultant	By March 13-16, 2023	Fixed
Follow-up online assessment	Assessment	Consultant	By April 13, 2023	Use the same questionnaire
Develop progress report/ Training Report	Report	Consultant	By April 20, 2023	

Deliverables

The Consultant shall provide following deliverables:

- The detailed work plan, training schedule, training materials for the programme.
- Provide Four-days training on MEAL (17 participants).
- Follow-up assessment after one month using the same questionnaire
- Final report/end assignment report on the training programme together with soft copy materials with all pre and post-tests, presentations, video clips, games and activities documented along with the observations of the trainers.

Eligibility Criteria

The consultant should meet the following criteria:-

- Demonstrate knowledge and experience of conducting MEAL training
- Demonstrate knowledge of MEAL system development
- Have proven knowledge of development sector in Bangladesh
- Have good knowledge on MEAL system of Livelihood, Gender, and Poverty alleviation programme
- Degree in relevant field (e.g., Public Health, Social Sciences, or any relevant field)
- Good interpersonal and cross-cultural communication skills
- Good interpretation skills and experience
- Have gender sensitivity.

Deadline and submission of expression of interest

From Contract signed, the onboarding with the programme will be commenced.

Evaluation of the Proposals

All submitted and completed proposals would be evaluated by BRAC based on technical and financial proposals (including VAT and Tax). Along with the technical and financial proposals, applicants are requested to share a CV, relevant work sample, and a copy of the TIN Certificate/BIN Certificate. 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 and practicality of the training methodology
- Experience and skills in providing MEAL training

Terms and Conditions

Technically and financially qualified organisation/individuals shall be awarded a contract as per procurement and financial rules and regulations. The consultant must fulfill the following conditions:-

- The training should be more participatory and interactive

- Training module will be the property of the UPG programme. Nobody should share it without the consent of the UPG programme's management
- Must maintain confidentiality of the programme data
- If the consultant fails to submit the whole documents within given time, the work order will be declined accordingly
- Consultant should abide by the BRAC safeguarding policy
- Gender sensitivity should apply in training module and conduction of training

The contract will end on April 30, 2023 upon satisfactory submission of training completion report and other deliverables.

Payment schedule

Deliverables	Payment Ratio
After sharing the detailed training plan and final training modules	30%
After conduction of training	50%
After sharing the training report and acceptance of the programme	20%

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.



Thanking You
For BRAC



MOINUDDIN ISLAM
Senior Manager, Procurement