**RFP/CBF/0002/02/2025**

**REQ20250000137**

**Date: 25-03-2025**

**Issued on: 25-03-2025**

To

Individual Consultant/Consultancy firm

**Request for Proposal:** **Invitation Letter for HR Consultant for Developing the HR Policy Manual for Climate Bridge Fund (CBF)**

Climate Bridge Fund (CBF) is a trust fund established by BRAC with support from the Government of Germany through KfW. CBF is an innovative climate finance mechanism to address climate change adverse impacts in selected urban areas of the country. With that aim, CBF was launched on 15 January 2020. The main goal of the fund is to build resilience among the vulnerable people of Bangladesh who are either displaced or are at risk of being displaced due to impacts of climate change.

The Climate Bridge fund has been established under the financial conditions of KfW grant reference no. BMZ 2015.40.525 as well and Trust deed registration no. IV-92 date 14/11/2019 for the financing of “Climate Bridge Fund”.

In this regard, BRAC has signed the “Separate Financial Agreement” with “The KfW Development Bank, Germany” as a settler of the Climate Bridge Fund for the supporting of the “Facility Climate Change Adaptation and Climate Induced Migration-Emergency Response Window (COVID19)” related projects.

CBF aims to develop its HR policies, drawing insights from BRAC’s HR Policy and Procedures while ensuring full compliance with the Bangladesh Labour Code. The HR Consultant will be responsible for developing a comprehensive HR Policy Manual, integrating relevant elements from BRAC’s policies to support CBF’s operational needs and strategic objectives.

Here we are enclosing the ToR for the mentioned services. 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 as per ToR.

**Closing Date**: Interested consultancy firms are kindly requested to submit electronically signed copies of their technical and financial proposals to [cbf.info@brac.net](mailto:cbf.info@brac.net) with the subject line: “**HR Consultant for Developing the HR Policy Manual for Climate Bridge Fund (CBF)”** The submission deadline is on **April 10, 2025**.

For any inquiries related to the Terms of Reference, please contact **Biplab Debnath** at [biplab.debnath@brac.net](mailto:biplab.debnath@brac.net)OR **Ayesha Haque** at[**ayesha.haque@brac.net**](mailto:ayesha.haque@brac.net) **/**  or call +8801788275986

**"Women entrepreneurs are highly encouraged to apply".**

The calculation for 10% tax and 15% VAT is as follows:

(Core Value \* 1.15) / 0.90

Please calculate the value using this formula. If you have any concerns, please contact Biplab Debnath at +8801788275986.

Payment will be made as per the Terms of Reference (ToR), and the consultant must submit an invoice detailing the agreed accomplishments. The firm must provide their account details as per the following instructions:

1. Account name
2. Account number
3. Bank name
4. Branch name
5. Email address
6. Routing number

Payments will be subject to VAT and tax deductions at source as per government regulations (if applicable). Payment will be disbursed within 15 days after vetting by the programme.

Consultants/consulting firms must submit the following documents along with their proposal and invoice:

1. 13-digit BIN (for firms)
2. Trade license (for firms)
3. TIN (for both firms and individuals)
4. Mushok 6.3 (for firms)
5. Updated income tax certificate (for both firms and individuals)

As per the Finance Act 2023, the tax rate shall be 50% higher if the payee (vendor) fails to provide proof of income tax return submission at the time of payment.

Note:

*\*The invoice date and Mushok 6.3 date must be the same at the time of submission.*

*\*A Tk. 10 stamp must be affixed to the bill.*

Please provide the team composition details, including the consultant’s name and role for this project. CVs must be submitted for consultants working under the consultancy firm.

Thanking you

Sincerely

Dr. Md. Golam Rabbani

Head, Climate Bridge Fund Secretariat

355 Gulshan Bhaban (5th floor),

A.K. Khandker Road, Mohakhali, Dhaka-1212.

**STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS**

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

To:

Climate Bridge Fund

355 Gulshan Bhaban (5th floor)

A.K. Khandker Road, Mohakhali,

Dhaka 1212, Bangladesh

Date:

Dear Concern,

We hereby acknowledge our agreement to be bound by the terms of the Letter of Invitation and submit our Financial Proposal in the amount of:

<insert currency and amount in both, words and figures>

This amount includes all applicable local taxes and VAT.

We confirm that our Proposal shall remain valid, from 26 March 2025 to 10 April 2025.the closing date, for the period stated in the RFP. Our Financial Proposal is binding upon us and will remain so, subject to any modifications arising from contract negotiations, until the expiration of the Proposal's validity period.

Commissions or gratuities paid or to be paid by us to agents in connection with this Proposal and the execution of the Contract, should we be awarded the Contract, are outlined below:

|  |  |  |
| --- | --- | --- |
| Name and Address of Recipients | Amount and currency | Purpose of commission or Gratuity |
|  |  |  |

We acknowledge that you are under no obligation to accept any or all of the Proposals submitted.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Firm's Seal or Stamp:

**Terms of Reference (ToR)**

**HR Consultant for Developing the HR Policy Manual for Climate Bridge Fund (CBF)**

1. **Background**The Climate Bridge Fund (CBF) is a trust fund established by BRAC in November 2019, with the support from the Government of Germany through [KfW](https://www.kfw-entwicklungsbank.de/International-financing/KfW-Entwicklungsbank/). The mission of the Climate Bridge Fund (CBF) Secretariat is to support small-scale projects that enhance the resilience of communities displaced or at risk of displacement due to climate change in Bangladesh. This is achieved by bridging the financial gap between short-term project funding and the sustainable provision of essential services and infrastructure.  
   Since its inception, CBF has followed BRAC’s HR policies and procedures while progressing toward becoming an independent entity. As part of this transition, CBF aims to develop its own HR Policy Manual, tailored to its current practices and operational needs.
2. **Specific Objective**CBF aims to develop its HR policies, drawing insights from BRAC’s HR Policy and Procedures while ensuring full compliance with the Bangladesh Labour Code. The HR Consultant will be responsible for developing a comprehensive HR Policy Manual, integrating relevant elements from BRAC’s policies to support CBF’s operational needs and strategic objectives.
3. **Deliverables**The consultant will be responsible for the following deliverables:
   * 1. A detailed work plan and submission schedule of the engagement.
     2. Develop and/or refine specific HR Policies covering employee life cycle, including but not limited to:
   * Recruitment and Selection
   * Employee Onboarding and Probation
   * Compensation and Benefits (Market survey will not be required; the data set, job grading and evaluation scores are available with BRAC)
   * Performance and Reward Management
   * Grievance handling and disciplinary procedure
   * Employee Relations and Grievance Handling
   * Leave and Attendance Management
   * Reward Management
   * Learning and Development
   * Health, Safety, and Workplace Ethics
   * Separation Processes
     1. Recommend an organisational structure and Job titles, based on the structures of similar organisations.
     2. Ensure Highest Level of Legal Compliance, particularly with the Bangladesh Labour Code and any other applicable employment laws.
     3. Submit the draft version of the "HR Manual for CBF"
     4. Submit the final version of the manual, incorporating all edits and revisions suggested by BRAC or CBF management.
4. **Methodology** 
   * Consult with the CBF team and BRAC HR to identify HR needs and challenges.
   * Review BRAC’s HR policies as a base and adapt them for CBF.
   * Benchmark with similar organizations to suggest a structure, using job grading and evaluation scores from BRAC HR.
5. **Contract and Duration**The assignment is expected to be completed within **two months** from the date of signing the contract and shall remain in effect until the completion of the services or the earlier termination of this TOR and the assignment must be accomplished as per BRAC policies. A detailed work plan and submission schedule will be agreed upon at the beginning of the engagement.
6. **Selection Criteria**The HR Consultant should meet the following criteria:
   * Proven experience in HR policy development within NGOs, international organisations, or development sector entities.
   * Strong knowledge of Bangladesh Labour Code and HR compliance requirements.
   * Excellent analytical and writing skills in English.
   * Ability to work independently and incorporate feedback from multiple stakeholders.
7. **Evaluation Criteria**Applications will be evaluated based on the following:
   * Relevant experience (80%)
   * Client list of previous work (10%)
   * Financial proposal - A market-competitive consultation fee in the financial proposal would be an added advantage (10%)
8. **Application Process**Interested consultants or firms should submit the following documents:
   * Technical Proposal, detailing approach, methodology, and timeline.
   * Financial Proposal, with a breakdown of costs.
   * CVs of key personnel, highlighting relevant experience.
   * A client list of previous work, including a contact person for reference checks. BRAC will seek permission from the shortlisted consultant/firms before initiating the reference check.
9. **Standard of Conduct**In rendering consulting services, the consultant shall conform to the highest professional standards of work and business ethics as expected in the industry. In no event shall the consultant take any action or accept any assistance or engage in any activity that would result in acquiring any rights of any nature in the results of work performed by or for BRAC. In the event the consultant violates this provision, BRAC reserves the right to (a) terminate this TOR immediately without any liability to BRAC whatsoever, and (b) hold the consultant liable for any losses, damages or costs incurred by BRAC as a direct or indirect result of the consultant’s action or inaction (as the case may be).
10. **Employment Type and Duty Hour**Contractual; His/her office hour will be following BRAC policies and regulations as are followed by BRAC’s contractual staff.
11. **Administration and Coordination**The consultant will report to the General Manager, Human Resources and work closely with the two to three selected CBF team members.
12. **Specifics of the Consultation Fee**The consultation fee should be inclusive of all applicable taxes, VAT, travel, meal, and accommodation costs. Payment will be made via an account payee cheque in favour of the consultant or directly to the consultant’s bank account in three (3) instalments as follows:
    * 1st Instalment (20%) – Upon delivery of 3.1
    * 2nd Instalment (50%) – Upon delivery of 3.2 to 3.5
    * 3rd Instalment (30%) – Upon delivery of 3.6
13. **Termination**Both the parties, either CBF or the individual consultant can terminate this contract by giving a notice one month earlier. No further payment shall be made to the Consultant following termination of the contract.

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