**Cover Letter**

To Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Director

Inclusive Communities

The British Council

Bangladesh

**Subject: Proposal for partnership of the** **Leadership for Advancing Development in Bangladesh (LEAD Bangladesh) project.**

Dear Sir,

1. The undersigned, being duly authorised to represent and act on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby applies to be considered for the project cited above and encloses one original of call for proposal along with all the required documents, and declares & agrees the following:

1. I have examined and have no reservation to the call for proposal document.
2. I understand that the British Council may cancel the call for proposal process at any time and that The British Council is not bound either to accept any proposal that it may receive or to invite the considered applicants for further in-depth assessment and contacts for this call for proposal, without incurring any liability to the applicants.
3. The British Council reserves the right to amend the scope and value of any partnership under this project in consultation with the applicant.

1. The applicant and any of its senior management including BOD are not blacklisted by government or any donor agency or financial institution.
2. The British Council and its authorised representative(s) may contact the following person(s) for further information, if needed:

Person(s) to be contacted: Email Id: Telephone No:

1. The undersigned declares that the statements and the information provided in the attached call for proposal document(s) are complete, true and correct in every aspect.

Signed:

Name:

Designation:

Date:

**British Council**

**LEAD Bangladesh**

**Partnership Proposal Form**

**Call for Proposal # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(Only for office use)*

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| **Section 1: Basic Information of Applicant** | |
| Name of Applicant/Organisation: |  |
| Head Office Address: |  |
| Other Offices: |  |
| Year of Establishment: |  |
| Legal Status: |  |
| Registration Details (Type of registering authority, number, year): |  |
| Permission/ NoC from competent Government authorities to conduct field verifications, collect data and conduct research | (If yes, please share details) |
| Key contact person(s) details: *(Name, Designation, Contact Number office and cell, Email ID)* |  |
| Website Address: |  |
| Mission/Purpose: |  |
| Current sector of work: |  |
| Key Management Details: | *(kindly attach the list of all key staff members including BOD i.e. Name, Designation, Contact Number, Email ID)* |
| Previous experience of implementing youth empowerment and/or SDG theme (8,13,16) based projects *(in Years)* |  |

**Section 2: Expertise of the organisation**

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| 2.1. Brief company profile, including relevant past experience, area of expertise, overall capability including company setup in terms of equipment & services along with daily capacity. Demonstrate capability of implementing youth empowerment and/or SDG theme (8,13,16) based projects. **(maximum 5 pages)** |
| *Please mention donor client details, project value, geographical coverage and a short description of the project* |
| 2.2. Confirm ability to work across all divisions of Bangladesh and list three previous/current projects along with their geographic spread/location. |
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| 2.3. Share document/ evidence of permission/NOC by Government of Bangladesh competent authorities to operate in Bangladesh. |
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| 2.4. Track Record and Experiences: Provide the following information regarding experience within the last five (5) years which are related or relevant to those required for this Contract. Additionally, provide feedback from three previous clients.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of**  **project** | **Client** | **Contract**  **Value** | **Period of**  **activity** | **Types of**  **activities**  **undertaken** | **Status or**  **Date**  **Completed** | **References**  **Contact Details**  **(Name, Phone,**  **Email)** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |
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| 2.5. Please share a brief account of your organisation’s relevant past experience in all of the following:  The response must include comprehensive details of three separate relevant past experiences/projects undertaken by the organization. The key required details for each experience/project:   1. Brief description of project (Name, Donor, project dates) 2. Data management (MIS), third-party verification work (field and digital) undertaken 3. Delivery timelines 4. Approximate budget 5. Key deliverables   (**maximum 6-8 pages**) |
|  |
| 2.6 Please share your relevant experience based on the following question   1. In which SDG area (SDG 8/SDG 13/ SDG 16), your organisation would like to work? 2. Please provide the track record of your organisation on working on this SDG, particularly involving youth. 3. Does your organisation have any youth volunteer unit? If so, please provide a short narrative about that unit (number of volunteers, geographical coverage, the key focus area of volunteerism, any recent achievement etc.) 4. Does your organisation have any experience of working with the diaspora community in the UK? If so, please provide a short narrative on your work with the UK diaspora community. 5. Does your organisation have any experience/track record on a mentoring programme for young people, if so, please provide a short narrative about that programme 6. Does your organisation have experience of delivering digital/online based youth programming? If so, please provide a short narrative about the programme and the key challenges you have faced to deliver that programme.   (**maximum 6-8 pages**) |
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| **Section 3: Methodology and Approach** |
| Title of Proposed Project: LEAD Bangladesh |
| 3.1. Briefly describe the objectives of proposed partnership with the British Council. Mention the SDG area (8/13/16) on which your organisation would like to implement project and why. |
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| 3.2. List key expected outputs and results partnering with British Council through this project.  Describe how you can contribute to the LEAD Bangladesh project outcomes as stated in the Call for Proposal and how. |
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| 3.3. Describe your proposed delivery model based on your understanding of Call for Proposal  The response should include the following:   1. Describe the specific roles and responsibilities of the project team members and provide an organisation chart of the project team. 2. Present the names and relevant experiences of the key project staff proposed. 3. Describe which geographical location you want to work on and how it is relevant to British Council as well as project goals and objectives. 4. Describe how you will manage the project, including finance and project reporting 5. Describe any other measures you intend to take to contribute to the sustainability of the project? 6. Describe how you will ensure safeguarding of the project participants and beneficiaries while conducting training and SAPs?   (**maximum 6-8 pages**) |
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| 3.4.   1. Describe how will you support the young people in designing and implementing the SAPs in communities on issues around social entrepreneurship, climate impact, and civic engagement in local governance. 2. Describe how will you engage young people with local government and sectoral experts through Social Action Projects and generate dialogue on sectoral issues 3. Describe how will you support the SAPs will achieve impacts and contribute to the SDG sub-targets as indicated in the Call for Proposal 4. Describe how will ensure data protection during project cycle and ensure the safeguarding of vulnerable adults and Childs |
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| 3.5. LEAD Bangladesh requires connect Bangladeshi young people with UK diaspora leaders virtually, describe how you will support the Bangladeshi young people to connect with UK diaspora leaders through digital/ virtual platform regularly? |
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| 3.6. Please define and explain the value addition you will be making to the project (can be in terms of digital technology, employing existing equipment, knowledge exchange, research expertise/capacity etc) |
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**Section 4: Timing, Staffing and more Background Information**

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| 4.1. Confirm the availability of your organisation as implementing partner for LEAD Bangladesh from January 2021- October 2022. |
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| 4.2. Share resumes of key personnel who will be involved in this project (**maximum 2 pages each**). We would encourage the involvement of senior management of partner organisation as in-kind contribution. |
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| 4.3. Explain your current Finance, HR, Information and Data Privacy Management, Adult Safeguarding and Child Protection Policy and other company policies briefly and how they will be applied to this project. |
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| 4.4. Attach an organisation chart, audited financial statements with management letter for two years. |
| 4.5. Three references including complete contact information: (*Existing or previous clients*) |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of Contact Person** | **Designation** | **Name of Client Organisation** | **Email** | **Contact Number** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

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| **Section 5: Any Other Information** |
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| **Section 6: Declaration from Applicant:** |
| By affixing my signature below, I certify that to the best of my knowledge, the information provided in this proposal is accurate and correct. |
| Submitted by (*Name and Title*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Note:**

* The funding will be subject to British Council rules and regulations and availability of funds
* All British Council branding and marking regulations will apply
* The British Council reserves the right to accept/reject any of the proposals submitted
* Incomplete proposal or late submissions will not be considered
* Refer to Call for Proposal for complete details.
* Direct queries at: [Rahaman.Khan@bd.britishcouncil.org](mailto:Rahaman.Khan@bd.britishcouncil.org)
* Submit a complete proposal with documents at: [Rahaman.Khan@bd.britishcouncil.org](mailto:Rahaman.Khan@bd.britishcouncil.org) with a copy to [Salman.Shahriar@bd.britishcouncil.org](mailto:Salman.Shahriar@bd.britishcouncil.org) and [Toufiq.Hasan@bd.britishcouncil.org](mailto:Toufiq.Hasan@bd.britishcouncil.org) with subject line ‘Proposal for partnership of the Leadership for Advancing Development in Bangladesh (LEAD Bangladesh) project’

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| **Section 7: Checklist of Documents Required** | | |
| **Particulars** | **Attached**  (Y/N) | **Note**  (Reason for non-submission) |
| Registration.  *(Documents defining the legal status of the organisation)* |  |  |
| Resolution of Governing Body to apply for Partnership.  *(Must include: Contact Person, Person authorised to sign documents on behalf of applicant; and the applicant’s willingness to comply to The British Council requirements related to Partnership management, financial management and audit)* |  |  |
| Governing Document.  *(Charter/Bylaws/Memorandum & Articles of Association etc.)* |  |  |
| List of Governing Body Members Names. |  |  |
| List Names of Top Management. |  |  |
| Organisation all Standard Operating Policies or Manuals (Child protection policy, adult at risk policy, data protection policy) |  |  |
| Donor/Client References *(Minimum 3)* |  |  |
| Latest Audit Reports with Management Letter.  *(Minimum Two Years) where applicable* |  |  |
| Certified Bank Statement.  *(Last six months)* |  |  |
| NOC/Permission by competent authority of Government of Bangladesh to  conduct field verification, data collection activities |  |  |

**The British Council Staff Reviews:**

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| **Staff Details** | **Name** | **Date** | **Comments** |
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