**Terms of Reference (ToR)**

**Framework Agreement – Consultancy Services for Proposal Development**

**(Only for Bangladeshi Nationals)**

1. **Background**

Established in 1968, Concern Worldwide is a non-profit, non-governmental humanitarian organisation dedicated to reducing suffering and eliminating extreme poverty in the world’s poorest countries. Our mission, vision, and work are all united by one goal – ending extreme poverty, whatever it takes. We envision a world free from poverty, fear, and oppression. Concern’s culture is deeply rooted in its values, and we believe that our people are at the heart of everything we do. We are committed to fostering a workplace where everyone feels valued and empowered to contribute to our mission of *Reaching the Furthest Behind First*.

Concern Worldwide has been operational in Bangladesh for over five decades. Our Country Strategic Plan 2022–2026 envisions *bringing sustainable, positive changes to the lives of people living in extreme poverty in Bangladesh*. This vision is supported by five strategic pillars:

1. Sustainable impact through our programmes (primarily in health, nutrition, and livelihoods)
2. Climate resilience
3. Humanitarian action
4. Working through partnerships
5. Equality, diversity, and inclusion

Our development footprint includes rural communities in the southern coastal belt, the char areas in the north, haor regions in the northeast, and urban populations in Dhaka city. We are also actively responding to the Rohingya refugee crisis in Cox’s Bazar through life-saving nutrition and food security interventions. Additionally, we have developed sectoral strategies focusing on Health & Nutrition and Climate Resilience to operationalise our strategic plan. Please click [here](https://www.concern.net/where-we-work/bangladesh) for more details about Concern’s work in Bangladesh The implementation of these sectoral strategies entails fundraising through proposal development.

1. **Purpose of the Consultancy**

Concern Worldwide intends to establish a **Framework Agreement** with one or more **individual consultants** to provide specialised support in developing high-quality project proposals for fundraising. The target audience for these proposals includes institutional donors, private trusts and foundations, and high-net-worth individuals.

The consultant (s) will **coordinate and deliver concept notes and full proposals as lead writer** in the following thematic areas:

1. **Health & Nutrition**, covering:
	1. Reproductive, Maternal, Newborn, and Child Health (RMNCH)
	2. Maternal and early childhood nutrition
	3. Adolescent sexual and reproductive health and nutrition
	4. Health system strengthening
	5. Health and climate nexus; Resilient health system
2. **Climate Resilience,** covering**:**
	1. Climate risk information systems
	2. Climate-smart livelihoods and economic planning;
	3. Locally led adaptation
3. **Disaster Preparedness and Humanitarian Response,** covering
	1. Disaster Preparedness
	2. Humanitarian response to natural disasters
	3. Rohingya Refugee Response, covering:
		* Prevention and treatment of malnutrition
		* Food security
		* Humanitarian–development nexus
4. **Scope of Work**

The consultant will be responsible for the following:

1. Lead or support internal coordination (within Concern’s country team and HQ)
2. Lead or support external coordination (with implementing partners, consortium members, and stakeholders)
3. Lead or support consultation with government ministries, relevant stakeholders, through KIIs, FGDs, and project design workshops.
4. Act as lead writer for concept notes and proposals (short-term and multi-year)
5. Ensure alignment with Concern’s Country Strategic Plan and sectoral strategies (Health & Nutrition, Climate Resilience)
6. Ensure proposals meet donor priorities and expectations
7. Ensure proposals meet national and international standards as follows but not limited to: relevant priorities of Government of Bangladesh, Sustainable Development Goals (SDGs), Sphere Standards, Core Humanitarian Standards (CHS).
8. Incorporate feedback from internal and external reviewers promptly and effectively
9. **Concern Worldwide’s Policies and Guidelines: Concern's Code of Conduct (CCoC) and its associated safeguarding policies;** the Programme Participant Protection Policy, the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of Concern staff, consultants, contractors, visitors to the programme and partner organisations, and the standards of behaviour expected of them. In this context staff have a responsibility to the organisation to strive for and maintain the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Concern's Code of Conduct and its associated safeguarding policies have been appended to this Contract for your signature. By signing the Concern Code of Conduct you demonstrate that you have understood their content and agree to conduct yourself in accordance with the provisions of these two documents.

**Breach of Code of Conduct and Sharing of Information:** We are required to share details of certain breaches of Concern’s Code of Conduct, specifically those related to fraud, sexual exploitation, abuse and harassment and trafficking in persons, with external organizations such as institutional donors, regulatory bodies and future employers. In the event where you have been found to be in breach of these aspects of Concern’s Code of Conduct, your personal details (e.g. name, date of birth, address and nationality) and details of these breaches will be shared with these external bodies. Organizations may retain this data and use it to inform future decisions about you.

In addition, where we are working in partnership with another organization and where there are allegations of breaches in the above areas against you, we will cooperate with any investigation being undertaken and will share your personal details with investigation teams.

A breach of this policy will result in disciplinary action up to, and including, dismissal.

1. **Reporting and Work Modality:**
2. The consultant will report to the **Programme Director** or a designated representative and collaborate closely with Concern’s technical and programme teams, both in-country and at HQ.
3. Full-time office presence is not required; however, the consultant must be available to work from Concern’s office as and when requested.
4. The consultant must be available to commence any assignment within **7 calendar days** of notification. In urgent cases, a shorter notice period may be requested.
5. Concern reserves the right to engage multiple consultants under this framework agreement and allocate assignments as best suited to its needs.
6. **Payment Terms**
7. The framework agreement will establish a **daily consultancy rate in BDT**.
8. **The agreed fee will be inclusive of:**
* All applicable taxes as per Government of Bangladesh regulations
* Communication costs (phone, internet, etc.)
* Local travel within Dhaka (to Concern offices or stakeholder meetings)
1. **Concern Worldwide will directly cover the following expenses:**
* Out-of-Dhaka travel (via road, rail, or air, following Concern’s travel policy)
* Hotel accommodation and meals during field visits (as per Concern’s per diem policy in Bangladesh)
* Costs related to proposal development workshops and meetings
1. **For each assignment, a separate Service Agreement will be signed detailing:**
* Specific deliverables and timelines
* Estimated number of working days
* Payment schedule will be agreed with the consultant during signing of the service agreement based on the scope and duration of the assignment.
1. **Eligibility Criteria**
2. Postgraduate degree in development, health, nutrition, disaster management, social sciences, or a relevant field
3. Minimum 10 years of working experience in development and humanitarian sectors, including at least 5 years in programme and proposal development in INGOs settings
4. Proven track record in developing successful project proposals in the areas of health & nutrition, climate resilience, and humanitarian response (including natural disasters, Rohingya refugee crisis)
5. Strong knowledge of the donor landscape in Bangladesh; Demonstrated experience of working with donors such as US Government, FCDO, EU, ECHO, UN, Irish Aid, and private foundations
6. Excellent written and spoken English
7. Strong coordination and facilitation skills
8. Ability to respond to assignments on short notice and deliver under pressure; Ability to travel outside of Dhaka if required as part of proposal development
9. **Validity of Framework Agreement:**
10. One year and six months from the date of signing of the FA
11. The duration of the FA can be extended based on consultant performance, Concern’s needs, budget availability among other factors
12. Framework agreement does not provide any guarantee to pay the consultant. First a framework agreement will be signed and then service agreement will be signed for specific service under the framework agreement.
13. **Application Submission (In English language)**

**Administrative Document:**

* National ID
* Tax Identification Number (TIN) Certificate
* Tax Acknowledgment certificate (for the latest tax submission)

**Technical Proposal (Max 4 pages)** – *80% weightage (80 marks)*

1. Understanding of the assignment **(5 marks)**
2. Thematic area(s) of interest for which you would like to offer your professional / consultancy services **(mandatory to indicate preference but not scored)**:
	1. Health & Nutrition
	2. Climate Resilience
	3. Disaster Preparedness and Humanitarian Response
3. Brief response to each of the above-mentioned eligibility criteria and in line with the selected thematic areas for which you would like to offer your professional / consultancy services (Include latest CV as an annex – max 4 pages) – ***40 marks***
4. List of 5 (minimum) to 10 (maximum) successful proposals developed in the last 7 years, specifying your role (lead writer, co-writer, coordinator, etc.), please also include the focal person from the organisation / client who you worked for along with contact details – ***25 marks***
5. Five references from previous clients, including: ***(Mandatory but not scored)***
	1. Organisation name
	2. Year and duration of assignment
	3. Name and contact of supervisor (email and phone number)
6. Quality of technical proposal (language, flow of the content, clarity, conciseness) – ***10 marks***

**Financial Proposal (maximum one page)** – *20% weightage (20 Marks)*

1. Daily consultancy/professional fee in BDT, inclusive of:
	1. Applicable taxes
	2. Communication costs
	3. Local travel within Dhaka
2. **Special Instructions:**
3. Only individuals are eligible to apply (no consultancy firms please)
4. Please ensure page limit while submitting your proposal as follows:
	1. Technical proposal (4 pages)
	2. CV (4 pages)
	3. Financial Proposal (1 Page)

Total 9 pages

1. Concern reserves the right to reject applications which doesn’t follow guideline for submission of technical and financial proposal as explained above
2. The number of thematic areas selected by the consultant will not be a determining factor in the selection process. Concern remains open to signing a Framework Agreement with consultants who have expertise and interest in offering services in even a single thematic area.
3. All soft and hard copies of the assignment will be treated as Concern property.
4. **Evaluation and Selection Process:**

All proposal will be evaluated by Committee of Concern Bangladesh. The Committee will assess the propsoal based on administrative (legal documents), technical and financial criteria, using the information provided in your proposal submission. The **weighted average** method for technical and financial evaluation will be followed to select the vendor.

* **First step I.e. Admin Check:** All the basic legal documents mention in the instructions will be required to be submitted by the consultant for administrative evaluation. If any consultants do not submit proper document, Concern reserves the right to deem the proposal ineligible.
* **Second step I.e. Technical Evaluation:** Consultant are required to submit a full technical proposal, with all information mention in section 8. Eligible proposal will progress to technical scoring. The maximum score for technical evaluation **score is 80**. The technical criteria with marks distribution are mentioned in section 8**.**
* **Third step i.e. Financial Evaluation:** The financial evaluation **score is 20**. The minimum financial offer will get full marks (20 points) and rest offers will get proportionate points according to weightage average method mention below based on the offered amount.

**[Formula= (Lowest Consultant offer x 20)/ Respective Consultant offer]**

* **Fourth Step:** Consultant will be shortlisted based on the total weighted average score obtained in both technical and financial evaluation.
* **Final step i.e. Final Evaluation: Final consultant will be selected based on the presentation and final interview.** Maximum 10 (Highest weighted average score) shortlisted consultant may be requested for presentation and then interview. Concern may sign 18 months framework agreement for multiple consultants based on the thematics expertise.
1. **Submission Deadline:**

All proposals must be submitted to consultancy.bgd@concern.net by **03 September 2025,** **no later than 11:59 PM (Bangladesh Standard Time).** **Submissions received after the deadline will not be considered.**

**Note: Applications already received in response to the earlier advertisement will remain valid. Previous applicants need not reapply.**