

HI BGD- TERMS of REFERENCE
Ref: PSR BGD-2025-DHAK-017

HANDICAP INTERNATIONAL- Humanity & Inclusion (HI)
BANGLADESH SOUTH ASIA PROGRAMME

Title of work: Procurement process of external recruitment service
Proposals Submission Last date : 28 January, 2025 (on or before
11.59 PM)

Handicap International - Humanity & Inclusion
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1. CONTEXT

Handicap International- Humanity & Inclusion (HI) is an independent and impartial international aid and development organization working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable groups, it takes action and provides testimony in order to meet their basic needs, improve their living conditions and promote respect for their dignity and their fundamental rights. Handicap International is a non-profit organization with no religious or political affiliation. It operates as a federation made up of a network of associations that provide human and financial resources, manage projects, and implement its actions and campaigns.

Handicap International (HI) has been operational in Bangladesh since 1997 and supporting for universal and inclusive access to services for all, particularly in health, education, and socio-economic empowerment and operates in different parts in the country including: Kurigram, Cox's Bazar, Khulna, Barisal, Khulna. HI in Bangladesh is known for promoting the rights of vulnerable individuals and providing quality specialized services during emergency responses.

2. OBJECTIVE

The main objective of the service is to support HI in filling key and senior-level positions with top-tier talent within Handicap International (Humanity & Inclusion). Which will involve:

- Understanding the requirements of the required positions.
- Conducting market research to identify potential candidates.
- Submit a minimum of candidate profiles to the HI BGD that meet the requirements outlined in the job description.
- Understanding expectations of the candidate and initial screening of the potential candidates to be done by the service provider before sending the profiles to HI.
- Provide detailed reports and recommendations on prospective candidates after the completion of the assignment.

3. SCOPE OF WORK

service provider will be responsible for the following tasks:

➤ Sourcing Candidates

- Identify key talent pools/sources of candidate as per HI JOB classification mainly targeting senior managerial level and technical position.
- Analyze industry trends and recruitment strategy for same.
- Execute recruitment strategy for senior and technical position

➤ Screening and Shortlisting

- Use various channels (social media, job portal, professional networks) for advertisement of position Job desk
- Review applications and resumes based on the requirements of the job description and qualifications and share the list of potential pre-selected candidate

- Administer skills assessments or tests for specific roles where required (e.g., technical tasks, case studies, or leadership exercises).
- Create detailed candidate profiles that include a summary of qualifications, skills, experience, and alignment with the INGO's values and mission.
- Engage with candidates to understand the interest and suitability.
- Engage in direct outreach to top candidates through personalized communication tailored to each role.

➤ **Headhunting for Specialized Roles**

- Perform targeted headhunting for positions that require niche skills or are challenging to fill.
- Approach passive candidates with tailored messaging to highlight the opportunity and align it with their career aspirations.
- Maintain confidentiality and discretion when headhunting for senior or sensitive positions.

➤ **Candidate Presentation**

- Present shortlisted candidates to HI for each position, providing detailed profiles and comprehensive assessments.
- Provide recommendations regarding the suitability of candidates, including their potential fit within the INGO's culture and team dynamics.

➤ **Interview Coordination and Selection Support**

- Coordinate interviews between HI and shortlisted candidates, ensuring smooth logistics.
- Provide interview preparation and coaching for candidates to ensure they are adequately informed about the HI's culture, values, and expectations.
- Facilitate feedback gathering post-interview to inform final selection decisions.
- Support HI in negotiating job offers and finalizing employment terms with selected candidates.

➤ **Timely Reporting**

- Regularly update HI on the progress of recruitment efforts for each position, with clear timelines and milestones.
- Submit a final recruitment report at the conclusion of each recruitment assignment, including details on the candidates presented, the interview process, and any challenges or recommendations.

4. DELIVERABLES SPECIFIC TO THE POSITIONS HI WILL RECRUIT

- A comprehensive talent market analysis report specific to the position.
- A database of potential candidates with detailed profiles.
- Monthly progress reports.
- Final report with recommendations and shortlisted candidates.

5. CONSULTANT'S/HR firm PROFILE

- Proven experience in providing recruitment services on senior and specialized roles, particularly within the INGO sector or similar fields.
- A strong network of potential candidates, including passive candidates for senior and niche positions.
- A tailored, position-specific recruitment methodology, with a focus on efficiency and quality.
- Ability to handle sensitive recruitment processes confidentially, especially for high-level roles.
- A track record of successfully filling difficult-to-source positions in a timely manner.
- Familiarity with diversity and inclusion principles, ensuring the recruitment process promotes a diverse pool of candidates.
- Flexibility in engagement on a per-position basis, with clear cost structures for each role.
- In Depth Knowledge and Experience of working with Development Organizations (NGO/INGOs).
- Minimum 5 years of experience in a similar sector.
- Strong network and connections within the industry.
- Excellent communication and assessment skills.

6. TIMEFRAME

- The projected time frame for this assignment is minimum 1 month with room for extension upon mutual agreement.

7. WORK PLAN

- Based on the proposed schedule included in these Terms of Reference, the consultant should establish a work plan for the completion of the service.
- The work plan should give a clear description of how the consultant intends to approach the activities necessary to the service's completion.
- The plan should indicate the rate of progress and/or level of completion of the service, including criteria and indicators for checking that it is proceeding as planned.

8. ELIGIBILITY PROPOSAL SUBMISSION REQUIREMENTS

- Interested individuals or firms must submit their profile(s).
- Provide at least two references, including organization names, contact details, and referees from INGOs, NGOs, or reputable corporate groups.
- Firms or organizations must submit documents verifying legal status and registration, such as a trade license, E-TIN, VAT registration, the previous year's tax clearance certificate, and bank account details.
- Bank Solvency Certificate (optional for both individuals and firms).
- Insurance Certificate (optional for both individuals and firms).
- A detailed technical proposal outlining methodologies and a proposed schedule.
- A comprehensive financial proposal inclusive of VAT and AIT as per Bangladesh Government regulations, with a detail's breakdown of the related cost.
- A summary of the agency's experience in similar recruitment projects, particularly for

INGOs or related sectors.

- A detailed approach to sourcing, screening, and headhunting candidates for each position, highlighting a tailored strategy for each role.
- A proposed timeline for recruitment activities, from sourcing to final selection and onboarding.
- An overview of the team members involved in recruitment, including their roles and relevant experience.

9. FINANCIAL PROPOSITION

The financial proposal should outline the cost for each engagement based on the table provided below. HI management will determine the preferred working modality (yearly, monthly, or on a case-by-case basis) according to their needs.

SI Nr.	Types of Contract Category	Types of work area	Total Amount (Including Vat & TAX)
1	Monthly	Sourcing, screening, and headhunting	
2	Per case/position		

HI management may decide the working modality either Monthly or case basis service as per need.

10. SELECTION CRITERIA:

The purchase committee of Handicap International will evaluate and select the firm based on criteria such as price, work experience, quality of work, delivery time, payment terms, and modalities, among others. The aim is to identify the most favourable firm.

Criterion	Maximum Number of Points
Organization Profile	10 points
Detail Technical Proposal & Quality of work plan submitted	30 Points
Financial proposal	40 Points
Previous experience in NGO, INGOs & any renowned corporate office in the same field	20 Points
Total	100 Points

11. INTERVIEWS

HI will conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or online. If conducted in person, interviews will likely be held at HI Country office. HI will not reimburse Proposers for any costs incurred in traveling to or from the interview location. HI will notify eligible Proposers regarding interview arrangements. A technical committee consisting of Country Manager, Country HR Manager, Regional Log Manager.

12. CANCELLATION OF SOLICITATION

HI may cancel this solicitation for any or no reason. Bids may be rejected if HI determines that:

- The Bids received do not reflect effective competition.
- The cost is not reasonable.
- The cost exceeds the amount expected; or
- Awarding the contract is not in the best interest of HI.

13. TERMS OF PAYMENT

- HI shall not accept any advance payment against this work.
- Payment will be made through Bank Transfer or AC Payee Cheque in favor of individual/ firm according to the given Bank Details within 15 (fifteen) working days after deducting government applicable VAT & TAX, after successfully completion of the work along with the submission of Invoice and all other relevant documents.

14. SUBMISSIONS OF PROPOSALS

Online Bid Submission:

Interested and qualified individual trainers or firms are requested to submit Technical and Financial Proposals by e-mail to: logistics@bangladesh.hi.org mentioning the subject **“Procurement process of external recruitment service provider. - Ref: PSR BGD-2025-DHAK-017”** on or before **January 28, 2025 (11:59 PM)**.

*If the file is too big to fit into 1 email (limit 15MB per email), bidder should split the submission into multiple emails, mentioning chronological order.

Or,

Physical Bid Submission addresses:

Proposals to be submitted to Handicap International Dhaka office: House 3/A, Road 36, Gulshan-2, Dhaka-1212. The envelope should clearly indicate the Invitation to tender reference as per below:

“Procurement process of external recruitment service provider. - Ref: PSR BGD-2025-DHAK-017” on or before January 28, 2025 (11:59 PM)”

***All documentation submitted should be done in their own clearly labelled envelopes (e.g., technical proposal, financial proposal, Legal Documents etc.), which are submitted in one single envelope as detailed above.**