

Request for Proposals (RFP)

Title: Video Documentary for “Transforming Lives Through Nutrition” Project

PF No.: 25-05-25

RFP Issue Date: May 21, 2025

Proposal Submission Deadline: 5:00pm of May 28, 2025

Contracting Entity: Helen Keller Intl

Place of Performance: Dhaka, Bangladesh

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Bidders are encouraged to read this RFP and all attachments in its entirety paying specific attention to the instructions and requirements. Issuance of this RFP does not in any way obligate Helen Keller International to award a contract, nor does it commit Helen Keller International to pay for costs incurred in the preparation and submission of a proposal. All recipients of this RFP shall treat all information and details included herein as private and confidential.

SECTION 1: Introduction, Eligibility of Bidders, and Definitions

Introduction

Helen Keller Intl is a nonprofit organization dedicated to saving and improving the sight and lives of the world's vulnerable by combatting the causes and consequences of blindness, poor health and malnutrition. Helen Keller Intl invites all eligible Bidders to submit proposals for video documentary.

The purpose of this Request for Proposals (RFP) is to select a vendor that will provide best value to Helen Keller Intl, when both technical and cost factors are combined.

Eligibility of Bidders

This RFP is open to those entities that are deemed capable of implementing the scope of work, with a solid record of integrity and business ethics, and that meet the eligibility requirements stated in this Section.

Bidders that submit proposals in response to this RFP must meet the following requirements:

- 1) Be a non-government entities (for-profit and non-profit companies, non-governmental organizations (NGOs), etc.) that are legally registered under the laws of the country where it is operating

- 2) Have demonstrated capacity and expertise to successfully implement the Scope of Work
- 3) Have completed the required representations and certifications incorporated in this RFP
- 4) Be willing to comply with relevant donor rules and regulations and Helen Keller Intl requirements.

Note: Helen Keller Intl will not award a contract to any firm that is debarred, suspended, or proposed for debarment by the U.S. Government, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.

SECTION 2: Scope of Work

Helen Keller Intl will evaluate all proposals received in response to this RFP in accordance with the evaluation criteria described in this document.

This RFP contains the following Annexes:

- Annex A: Conflict of Interest Disclosure
- Annex B: Technical Offer template
- Annex C: Format of CV to be used for Personnel (one document per person)
- Annex D: Financial Offer template (separate Excel spreadsheets)

Project Background

Transforming Lives Through Nutrition (Transforming Lives) is a grant-funded consortium uniting three nonprofits, including Helen Keller Intl, Vitamin Angels and iDE, and has been established to offer an impactful way to improve the nutrition of underserved pregnant women, infants and young children globally. This work is funded by The Church of Jesus Christ of Latter-day Saints as part of its humanitarian efforts implementing in 12 countries including Bangladesh. The goal of the Transforming Lives initiative is to improve maternal and child health, through the delivery of proven nutrition interventions and to strengthen health and food systems at scale by putting women and children at the center.

Bangladesh has shown a strong commitment to tackling health and nutrition challenges, as seen in increased budget allocations for nutrition programs in collaboration with the Government of Bangladesh, the private sector, and development partners. Despite these efforts, malnutrition remains a significant concern, particularly in rural and economically disadvantaged areas. Bangladesh Demographic and Health Survey (BDHS) 2023 Reports show high rates of malnutrition, with 24% of children under five stunted, 22% underweight, and 11% wasted. Exclusive breastfeeding rates declined from 65% in 2017-18 to 55% in 2022, while feeding practices for children, including dietary diversity and meal frequency, have shown little improvement. In response to these challenges, Transforming Lives collaborates with government entities and international partners to deliver evidence-based, life-saving nutrition interventions in Bangladesh across the critical 2,000-day window from conception to a child's fifth birthday.

As consortium partner Helen Keller Intl Bangladesh carried out this project through its implementing partners CNRS and FIVDB on nutrition specific and sensitive interventions in selected remote areas at Sunamganj District (Chhatak and Jagannathpur Upazila) and Habiganj District (Ajmeriganj and Lakhai Upazila) and urban area Sattola Slum of Dhaka North City Corporation. Nutrition specific and sensitive interventions include:

- Collaboration with local health and nutrition service providers and health care providers in the area to enhance the quality of maternal and child health and nutrition services through a variety of means, including frontline health worker capacity strengthening, strengthening and functionalizing SAM units and breastfeeding corners at the Upazila Health Complex;

- Support functionalization of District Nutrition Coordination Committee, Upazila Nutrition Coordination Committee.
- Train and equip Community Nutrition Volunteers (CNV) on basic nutrition, IYCF practice, screen MASS MUAC and identification and referral of malnourished children under 5 years of age.
- Health promotion and facilitate improved nutritional practices: conduct Courtyard Session, Cooking Demonstration, counseling and provide 250 ml Bowl & Spoon to improve knowledge on Infant Young Child Feeding (IYCF) for the U-5 child mother and caregiver.
- Conditional Cash Transfer (CCT) to the caregivers of SAM children, Household visit to the families having SAM/MAM children.
- Provide hands-on training on nutrition-sensitive, climate-smart agriculture at homestead gardens for beneficiaries, including Lead Farmers. The training is complemented by the provision of agricultural inputs (such as seeds and seedlings) to both beneficiaries and Lead Farmers to establish demonstration farms. These farms promote climate-smart practices, support income generation for sustainable livelihoods, and empower women.
- Support lead farms to develop business models for vermicompost.

Key Objectives:

To produce high-quality Video Documentary which will highlight the key aspects of the project, including its goals, interventions, activities, outcomes, impact and success stories, testimonials from beneficiaries and local & national level key stakeholders. This documentary will be displayed at events to showcase Helen Keller Intl Bangladesh's project activities, which adhere to Transforming Lives brand guidelines, across various social media channels and events organized by Helen Keller Intl and its partners in the country and will be shared with Helen Keller Intl and the Transforming Lives global team.

Scope of Work

- Develop **one (1) video documentary** on the **project activities and interventions in two versions (5 min long and 3 min short version)**;
- Draft the storyline/storyboard/scripts for the documentary and finalize those with inputs from Helen Keller Intl Bangladesh team;
- Translate the scripts, voice-over and texts as required;
- Conduct filming in project areas (**five locations mentioned below**) for collecting testimonials and footages as per the script/storyboard under the guidance/in close collaboration with the Helen Keller Intl Bangladesh team which may require approximately 5/7 days for filming (*consider the monsoon season*).
 - **Chhatak and Jagannathpur Upazila of Sunamganj District**
 - **Ajmiriganj and Lakhai Upazila of Habiganj District**
 - **Sattola Slum, Dhaka North City Corporation, Dhaka**
- Interview selected participants which may include project beneficiaries, local and national level government representatives and project staff/higher officials;
- Take aerial footages using drones after securing necessary permission from the authorities;
- Edit videos, color grading, create motion graphic elements (*infographics, logos, project detail, icons*) incorporate subtitles/narrations, voiceovers (*The background voices of documentary will be in Bangla and English, with English subtitles for both versions*), background music (*copyright free*);
- Incorporating additional photos and videos captured earlier (*will be shared by Helen Keller Intl Bangladesh*).

- Ensure documentary is visually appealing and professionally polished to showcase the project positive impacts to the global team and donor;
- Ensure the highest broadcast quality of videography: minimum HD;
- Ensure project visibility of the Transforming Lives and Helen Keller Intl in extension;
- 100 RAW+JPEG Quality and well-captioned photos illustrating activities of the Transforming Lives project.
- Arrange a viewing of the first draft of the documentary and videos to incorporate feedback as necessary to produce the final outputs.
- Submit all the deliverables within the timeframe set out in the contract.

Deliverables and Illustrative Timeline

The following deliverables are expected from the Documentary Production agency:

- A finalized storyboard/script approved by Helen Keller Intl Bangladesh team;
- Work methodology and shooting plan;
- High-quality raw footage from the project locations;
- **A video documentary** in two versions showcasing the overall project activities and impacts, success stories and testimonials (**5 min long and 3 min short version**);
- All raw footage and project files (*Both Raw & final one*) submitted to Helen Keller Intl.
- Signed Helen Keller Intl consent forms of everyone who participated in the documentary.
- **100 RAW+JPEG** photograph illustrating activities of the Transforming Lives project.

Draft scripts and production schedules should be submitted for approval no later than **7 days** after signing the contract. The documentary has to be shot within **10 days** of script approval, and the 'final version of the videos' ready for display should be handed over after **15 days** of documentary shoot.

Anticipated Contracting Period and Award Mechanism

The anticipated period of the resulting award is expected to be beginning on 1st week of June 2025. Bidders must clearly identify “start-up” support costs, if any, required to commence services.

Helen Keller Intl intends to award an all-inclusive fixed price Professional Services Contract to the winning offer. No profit, fees, taxes, or additional costs can be added after award. This RFP is subject to all the terms and conditions of the resulting contract. Any resultant award will be governed by these terms and conditions.

SECTION 3: Proposal Instructions

The Bidder's proposal will consist of two separate documents:

Part 1 - Technical Offer

Part 2 – Financial Offer

The Technical Offer and the Financial Offer (altogether “proposal”) must be submitted separately. The Bidder should not include any cost data in the Technical Offer.

The proposal should be concisely presented and structured, and should explain in detail the Bidder's availability, experience and resources to provide the requested services.

Proposals that are incomplete or do not address these criteria may not be considered in the review process. All proposals **must be submitted in English**.

Both the Technical Offer and Financial Offer must be submitted with a **Cover Letter** which must include the following information and must be signed and stamped by an authorized representative of the Bidder organization:

- i. Date of Submission of the Proposal
- ii. Term of proposal validity (minimum 90 days)
- iii. Name of the company/organization
- iv. Name and title of authorized representative of organization
- v. Type of company/organization
- vi. Address
- vii. Telephone
- viii. E-mail
- ix. Taxpayer Identification Number
- x. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the bidder is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.

Bidders must also submit a signed Conflict of Interest Declaration Form. This form will be assessed to establish whether the Bidder has any present or potential future conflict of interest according to the definition in Annex A. If the conclusion is reached that any conflict of interest declared by the Bidder could have a negative impact on the Bidder's ability to perform the Service, Helen Keller Intl may decide to reject the submitted proposal. Failure to accurately complete the Conflict of Interest Declaration Form may also lead to the rejection of the submitted proposal.

Part 1: TECHNICAL OFFER

The Technical Offer should be in the English language, typed in Microsoft Word, single-spaced, with each page numbered consecutively. A maximum number of pages for each component of the Technical Offer is given below.

The Technical Offer should include the following:

1) Bidder past performance record/relevant experience– 2 pages maximum

Information related to Bidder's past performance/prior experience in conducting work in the country/region similar in nature and volume to the services requested (brief description, deliverables, date, client etc.).

Bidders must also provide contacts for at least three (3) professional references for previous work and/or experience under similar SOWs. Contact information should include, at a minimum: name of individual, name of company, brief information on relationship to Bidder, address, email, and phone number. Helen Keller Intl reserves the right to contact any and all references provided. Contact information for references is not subject to the page limitation for this section.

2) Technical approach – 10 pages maximum

The technical approach must describe the proposed approach to achieving the program objectives and must address the following:

- a) Information as to whether the Bidder currently has a presence in the country/region, and the nature of this presence.
- b) A brief description of the Bidder's understanding of the objectives and scope of work for the consultancy.
- c) An overview as to how the Bidder would propose to complete the requested services indicated in this RFP.

3) Team Structure requirements – 3 pages maximum, excluding CVs

- a) Team structure: Bidders must describe the structure of the team that will deliver against the objectives and scope of work described in this RFP. Team structures must identify the project manager (or Team Leader) and other team members and the roles and responsibilities that each will have over the duration of the consultancy.
- b) The minimum requirements and qualifications for the Team Leader who will be leading the team are the following:
 - Mentioned in the TOR
- c) If any members of the proposed team do not currently reside in Bangladesh, the Bidder must state how the personnel would travel to the country to perform such Services, and the estimated travel time.

At a minimum, the Bidder should provide the following information:

- d) A current CV for the proposed personnel in a format provided in Annex C. The CV must not exceed three pages in length and shall be in chronological order starting with the most recent experience and summarizing relevant experience and qualifications.
- e) The country of residence for all persons proposed for the provision of this Service (meaning the country in which the person or persons resides and from which they would be flying from in order to reach the Place of Performance to undertake this consulting work).
- f) If any of the Bidder's personnel do not reside in the country in which they are assigned to perform the required Services, the Bidder must state how these personnel would travel to perform such Services, and the estimated travel time. The Bidder should specify how many trips might be required, and which team members would join these trips.

The Bidder must notify Helen Keller Intl if it intends to replace a key member of the Bidder's team (with an explanation for doing so) prior to the award date and provide Helen Keller Intl with the information required for the approval of a replacement proposal. Any replacement shall be subject to the approval of Helen Keller Intl. This is also valid for any replacement taking place during the contract duration.

Helen Keller Intl may choose to contact the Bidder prior to making a final decision. Please confirm whether this would be possible, ensuring that full contact details are also included in the resume (email, telephone number).

Part 2: FINANCIAL OFFER

This contract will be issued as a firm fixed price contract with payment made against deliverables against services/products. Helen Keller Intl will only issue payment via electronic payment methods and all bank accounts must be in the name of the company/organization only.

As part of the Financial Offer, Bidders must include a detailed budget, submitted in **Microsoft Excel**, expressed in BDT, with an accompanying budget narrative, submitted in Microsoft Word, describing the basis for the listed cost elements. Supporting information should be provided in sufficient detail to allow a complete analysis and determination of reasonableness of each cost element. Bidders are required to include and clearly label **all** costs deemed necessary to complete the work called for hereunder.

The Financial Offer template can be found in Annex D and must include the following:

- 1. Labor Cost:** The Bidder must provide information related to team structure, daily rates and Level of Effort (LoE) (measured in days) for the deliverables listed. Please state assumptions made when submitting the cost information including any additional options, and stating all conditions.

2. Other Direct Costs: The Bidder should provide a breakdown estimate of other main direct costs which are considered necessary for completion of the work. Other direct costs will cover transportation costs, visa, and per diem. Any other direct costs shall be agreed prior with Helen Keller Intl.

3. Indirect Rates and Fixed Fee: If it is an Bidder's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Bidders must explain the rates and the rates' base of application in the budget narrative. Helen Keller Intl reserves the right to request additional information to substantiate an Bidder's indirect rates. Proposed fixed fee must also be explained in the budget narrative and represented as a separate line item in the budget.

SECTION 4: Evaluation Criteria and Basis for Award

Helen Keller Intl will follow a Best Value Trade-Off selection methodology. Helen Keller Intl may award to an eligible, responsible firm whose proposal is most advantageous to the program, with price and other factors considered proposal, including but not limited to compliance with the requirements of the RFP without material deviation. Bidders may not modify non-responsive offers after the proposal deadline in order to make them responsive. However, Helen Keller Intl may request an Bidder to clarify its offer as long as no material deviation exists.

The criteria below will serve as the basis upon which proposals will be evaluated. Selection will be based principally on the technical merits of the proposals, but price and other factors will be considered, and award will be made only if the proposal is determined to be technically acceptable and cost reasonable.

Area (s)	Scoring Criteria	Marks
Technical-80	Understanding the assignment	10
	Creative Brief: Showcase strong storytelling and content creation skills, create compelling and engaging content that resonates with target audience and aligns with project interventions and activities. Documentary production Methodology: Script, pre-production production; postproduction plan sharing for story making.	20
	Experience of team leader & team composition: Does the consulting firm have a dedicated team with relevant experience in video production? Do they showcase the expertise and credentials of key team members with proven success in similar projects?	20
	Work methodology, Plan and division of tasks: Breakdown of tasks according to timeline.	15
	Organizational Capability of conducting video documentary production. Strong track record of previously completed assignments with International NGO/ UN Organization/ Development partners	15
Financial-20	Competitive pricing and overall reasonable, justifiable financial proposal and submit updated Trade license copy, TIN certificate copy, BIN copy.	20
Total		100

Upon completion of the evaluation of Technical Offers, Helen Keller Intl will evaluate Financial Offers for budget presentation, details of the budget narrative, and cost effectiveness (reasonable, realistic, match the Technical Offer and meet requirements of RFP). No points are assigned to Financial Offers, but these criteria will be considered, in conjunction with the total score of the Technical Offer. This RFP utilizes the tradeoff process and Helen Keller Intl may award a contract to the offeror whose proposal represents the best value to Helen Keller Intl and the program. Helen Keller Intl may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

SECTION 5: Source of Funding and Authorized Geographic Code

Not applicable

SECTION 6: Proposal Validity, Submission Deadline and Instructions

Proposals should have a 90-days validity period from the proposal submission date, as provided in the Cover Letter.

Proposals must be submitted electronically by the deadline listed on the cover page of this RFP by E-mail to Bangladesh.Procurement@hki.org, in PDF form indicating in the subject line of the e-mail the company name and the RFP number

A full proposal submission will include the following documents, all of which must reference the RFP number as stated on the cover page of this document:

- Cover Letter
- Technical Offer
- Financial Offer
- Conflict of Interest Disclosure Form
- Copies of Bidder legal registration documents
- Other pertinent information relevant to the proposal submission

QUESTIONS: No verbal questions will be entertained, either in person or via telephone. However, Helen Keller Intl will take written questions about this RFP until the date specified on the cover page of this document. Any questions related to this RFP should be addressed to **Md. Jahirul Islam, e-mail: jislam@hki.org**. In order to ensure fairness, Helen Keller Intl's response to all questions deemed relevant will be communicated to all potential Bidders, ensuring the original requestor's anonymity.

SECTION 7: Negotiations

Best offer proposals are requested. It is anticipated that an award will be made solely on the basis of the original offers received. However, Helen Keller Intl reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract. Furthermore, Helen Keller Intl reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Helen Keller Intl, bidders may be requested to conduct oral presentations. If deemed an opportunity, Helen Keller Intl reserves the right to make separate awards per component or to make no award at all.

SECTION 8: Terms of the Solicitation

1. Issuance of this RFP does not constitute an award commitment on the part of Helen Keller Intl, nor does it commit Helen Keller Intl to pay for costs incurred in the preparation and submission of a bid.
2. Attached files are integral part of this RFP.
3. Helen Keller Intl may contact Bidders to confirm contact person, address, bid amount and to confirm that the proposal was submitted for this solicitation.
4. False Statements: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: In Annex A Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Helen Keller Intl having to re-evaluate selection of a potential Bidders.
6. Right to Select/Reject: Helen Keller Intl reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Helen Keller Intl also reserves the right to reject any or all proposals received without explanation.
7. Reserved rights: All RFP responses become the property of Helen Keller Intl and Helen Keller Intl reserves the right in its sole discretion to:
 - a. To disqualify any offer based on Bidder's failure to follow solicitation instructions;
 - b. To waive any deviations by Bidders from the requirements of this solicitation that in Helen Keller Intl's opinion are considered not to be material defects requiring rejection or disqualification or where such a waiver will promote increased competition;
 - c. Extend the time for submission of all RFP responses after notification to all Bidders;
 - d. Terminate or modify the RFP process at any time and re-issue the RFP to whomever Helen Keller Intl deems appropriate;
 - e. Issue an award based on the initial evaluation of offers without discussion;
 - f. Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
8. Bidders and its proposed personnel shall disclose any factors that could limit the organization's ability to independently perform the services such as relationship with counterpart employees, past employment, etc.

ANNEX A: Conflict of Interest Disclosure

Helen Keller Intl Code of Conduct & Ethics Policy: In accordance with the Helen Keller Intl Code of Conduct and Ethics Policy, Helen Keller Intl requires full and open disclosure when dealing with procurement. As such, Helen Keller Intl employees must avoid any conflict of interest or the appearance of a conflict of interest. Helen Keller Intl employees must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. Helen Keller Intl employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

Helen Keller Intl reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves. All parties submitting a proposal in response to this Request for Proposal are obligated to disclose the existence of any actual or possible conflict of interest relating to every country included within their proposal in the attached *Conflict of Interest Declaration Form*.

Failure to fully disclose such information could lead Helen Keller Intl to reject a proposal. If a party has no conflict to declare for any of the countries covered in their proposal, they may submit one form, listing all of the countries covered.

“Conflict of Interest” means a situation in which an Bidder, or an Affiliate (as defined below), or a sub-contractor (if any) of an Bidder, has interests (financial, organizational, personal, reputational or otherwise) that would or may appear to make it difficult for an Bidder to fulfill its obligations to Helen Keller Intl in its role as the vendor in an objective, independent and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise. A Conflict of Interest may arise in the following circumstances, which are not exhaustive:

- i. a Bidder has been, or is involved in the design of a proposal or request for funding that has been, or will be submitted to Helen Keller Intl;
- ii. an Bidder has been, or is involved in the provision of advice to an entity that is a Principal Recipient or a Sub-recipient;
- iii. a Bidder has been, or is involved in, or has provided advice in relation to the procurement of goods and/or services by a Principal Recipient and/or a Sub-recipient;
- iv. a Bidder has been, or is involved in the provision of auditing services to a Principal Recipient and/or a Sub-recipient; or
- v. a Bidder has submitted an expression of interest, tender, bid or otherwise indicated interest in providing services of any nature to a Principal Recipient or a Sub-recipient that remains valid at the time of, and for the duration of the term of this Contract.

“Affiliate” means a business concern, individual or other entity that, directly or indirectly: (i) controls or can control an Bidder; (ii) is controlled by, or can foreseeably be controlled by, an Bidder; or (iii) along with an Bidder, is controlled by, or can foreseeably be controlled by, the same third party.

Bidder Conflict of Interest Declaration Form

Please check one box below, as appropriate:

<input type="checkbox"/>	The Bidder hereby declares that it has read and understood the Conflict of Interest rules set forth in the Request for Proposals (RFP) and warrants that no Conflict of Interest exists on the part of the Bidder or an Affiliate of the Bidder, with regard to the services to be performed under the RFP. The Bidder hereby agrees to comply with the Conflict of Interest rules set forth in the Request for Proposals (RFP).
<input type="checkbox"/>	The Bidder wishes to disclose a real or potential Conflict of Interest situation(s) and propose mitigating action(s). <i>Note: if this box is checked, please describe in an</i>

	attachment, <i>in detail</i> , the situation and present a proposed mitigation plan / arrangement for consideration by Helen Keller Intl.
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Bidder:

Signature:	
Printed Name:	
Title:	
Date:	

ANNEX B: The technical proposal must include the following:

- Company Profile
- Understanding of the Assignment
- Synopsis of idea
- Work schedule
- Team composition
- Sample of relevant work
- Any other relevant Information

Support provided by Helen Keller Intl Bangladesh

- Communication Brand Guidelines of Transforming Lives Project;
- Project relevant Information and documents for review;
- Identification of project location and select beneficiaries & key stakeholders;
- Additional photos and videos previously captured;
- Helen Keller Intl Media Consent form and guidelines.

ANNEX C: Format of CV to Be Used for Personnel (One Document Per Person)

Name:			
Title:			
Nationality:			
Home Office Address:			
Professional Qualifications:			
Language skills:			
Language:	Reading:	Speaking:	Writing:
Relevant work experience, including the duration and responsibilities:			

References:	
Name: Position: Organization: E-mail: Address: Telephone: Relationship:	Name: Position: Organization: E-mail: Address: Telephone: Relationship:
Certification: I declare that the information provided in this CV is accurate and hereby authorize Helen Keller Intl to undertake whatever inquiries Helen Keller Intl may consider reasonable and necessary in the course of the assessment process, in relation to the information in this curriculum vita relating to my suitability for the position for which I have been nominated.	
Signed:	Date:

ANNEX D Financial Offer Format

DETAILED BUDGET BREAKDOWN WORKSHEET (SAMPLE FORMAT)

Cost Element	Unit Cost	Quantity	Total Cost
1. SALARIES Position No. 1 {name} Position No. 2 {name}			Unit Cost x Quantity
SUBTOTAL			
2. FRINGE BENEFITS (If applicable)	xx%		xx% of Base*
3. OVERHEAD (If applicable)	xx%		xx% of Base*
4. EXTERNAL CONSULTANTS Position No. 1 {name}			
SUBTOTAL			
5. TRAVEL & TRANSPORTATION A. Travel B. Per Diem		Number of trips	
SUBTOTAL			
6. OTHER DIRECT COSTS Communications Duplication [List Items]			
SUBTOTAL			
7. INDIRECT COSTS (If applicable)	xx%		xx% of Base*
8. FIXED FEE (If applicable)	x%		xx% of Base*
		Total	

Principal's Signature

*The Base for each of these percentages needs to be identified and documented through audited financial statements.

Summary LOE Table to be Submitted in Excel

Summary of Services				
Service	Period covered	Deliverable Deadline	Total Days	Total amount per service
TOTAL			-	BDT -