

1. RFP Notice

1.1. Request for Proposals – Procurement Notice

Nutrition International (NI), a non-profit agency dedicated to eliminating vitamin and mineral deficiencies worldwide, invites proposals from competent agencies to undertake an **“Endline Survey for Nutrition International’s interventions in Bangladesh: Maternal and Newborn Health and Nutrition (MNHN) and Zinc/ORS”** The submission deadline for proposals is the 3rd of July 2024.

2. Introduction to the RFP

- 2.1. NI is an international not-for-profit organization dedicated to ensuring that the world's most vulnerable people, especially women and children in developing countries get the vitamins and minerals they need to survive and thrive. NI has headquarters in Ottawa, Canada, with the relevant country office for this survey in Dhaka, Bangladesh. Working with impacted families, communities and nations, we are improving the lives of close to 500 million people in more than 70 countries across Asia, Africa and Latin America. NI is supported by the Global Affairs Canada (GAC) of the Government of Canada, and other generous donors. In Bangladesh, Nutrition International (NI) has worked with the Institute of Public Health Nutrition/National Nutrition Services (IPHN/NNS) to demonstrate a model for strengthening the existing IFA supplementation program through community clinic level MoHFW health workers and family visitors. Since 2011, NI has supported sub-national IFA programs, in four districts – Gaibandha, Jamalpur, Barisal, and Jessore and extended to Sunamganj, Kishoreganj, Noakhali, Bogra, Sirajganj, and Sherpur.
- 2.2. This Request for Proposals (RFP) and particularly the Guidelines for Preparing Proposals that follow, are designed to help Respondents to produce proposals that are acceptable to NI and to ensure that all proposals are given equal consideration. It is essential, therefore, that Respondents provide the complete information that is requested, and in the formats and on the terms specified.

3. GENERAL INSTRUCTIONS AND CONSIDERATIONS

- 3.1. These instructions should be read in conjunction with information contained in the enclosed Terms of Reference (TOR), and in any accompanying documents within this package.
- 3.2. This Request for Proposals (RFP) to provide NI with relevant information for the **“Endline Survey for Nutrition International’s interventions in Bangladesh: MNHN and Zinc and ORS”**
- 3.3. NI is not bound to accept the lowest price, or any, proposal. NI reserves the right to request any (or all) Respondent(s) to meet with NI to clarify their proposal(s) without

commitment, and to publish on its website answers to any questions raised by any Respondent (without identifying that Respondent).

3.4. Respondents are responsible for all costs associated with proposal preparation and associated work.

3.5 The respondent can propose to conduct the survey on their own for both the proposed intervention areas (MNHN and Zinc/ORS) or a respondent may choose to bid for either of the given interventions. i.e. MNHN or Zinc/ORS, however this must be indicated in their technical proposal explicitly. Agencies are requested to refer to section 3a (Financial Proposal) for detailed intervention wise budget breakup.

3.6 The payment will be released on achievement of deliverables / milestone on actual expense incurred by the agency (reimbursement model).

4 CONFLICT OF INTEREST

4.1 Respondents must disclose in their proposal details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest. This disclosure must extend to all personnel proposed to undertake the work.

4.2 Where Respondents identify any potential conflicts, they must state how they intend to avoid any impact arising from such conflicts. NI reserves the right to reject any proposals which, in NI's opinion, give rise to, or could potentially give rise to, a conflict of interest.

4.3 With respect to this condition, please be advised that the organizations that may fall within the scope of this evaluation will include those below, with which any association must be disclosed:

- a) Nutrition International (NI)
- b) the Donor who is the primary funding source for the procurement

5 GENERAL DISCLOSURES

5.1 Respondents must disclose:

5.1.1 If they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the Respondent including but not limited to the appointment of any officer such as a receiver in relation to the Respondent personal or business matters or an arrangement with creditors or of any other similar proceedings.

5.1.2 If they have been convicted of, or are the subject of any proceedings, relating to:

- a) criminal offence or other offence, a serious offence involving the activities of a criminal organization or found by any regulator or professional body to have committed professional misconduct.
- b) corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with the NI, or any other contracting body or authority
- c) failure to fulfil any obligations in any jurisdiction relating to the payment of taxes

6 SUBMISSION OF PROPOSALS

6.1 The technical and financial proposal along with all requisite documentation must be received in English by NI no later than **3rd of July 2024**.

6.2 The detailed financial budget needs to be submitted as per format attached as annexure 2 (can add extra rows/budget lines as per your requirement).

6.3 The Technical and Financial Proposal must be in two separate files put into a covering email specifically indicating the subject lines below, as relevant, and should be sent to email: proposalsbangladesh@nutritionintl.org

6.3.1 Subject line if covering both interventions: **“Endline Survey for Nutrition International’s interventions in Bangladesh: MNHN and Zinc and ORS.**

6.3.2 Subject line if covering only MNHN interventions: **“Endline Survey for Nutrition International’s interventions in Bangladesh: MNHN.**

6.3.3 Subject line if covering only Zinc/ORS interventions: **“Endline Survey for Nutrition International’s interventions in Bangladesh: Zinc/ORS.**

6.4 For any clarification required, please visit our office for clarification on 25th of June 2024 in between 10.30 AM to 12.30 PM. Nutrition International Bangladesh office address as follows:

Nasrin Casabella, House 2A, Level 4, North Avenue
Gulshan-2, Dhaka – 1212, Bangladesh

6.5 Only email bids will be accepted. Only those shortlisted will receive an acknowledgment and will be called for personal interaction, at their own cost. The interaction will be held at the Nutrition International office in Dhaka.

6.6 Late proposals will not be accepted in any circumstances. Proposals received after the due date and time will not be considered.

7 RECEIPT, EVALUATION AND HANDLING OF PROPOSALS

7.1 Once a proposal is received before the due date and time, NI will:

7.1.1 Log the receipt of the proposal and record the business information

7.1.2 Review all proposals and disqualify any non-responsive ones (that fail to meet the terms set out in these instructions), and retain the business details on file with a note indicating disqualification

7.1.3 Evaluate all responsive proposals objectively in line with the criteria specified below

7.1.4 Inform respondents within 15 business days of the evaluation decision being made.

7.2 NI reserves the right:

7.2.1 To accept or reject any and all proposals **and/or to annul** the RFP process prior to award, without thereby incurring any liability to the affected Respondents or any

obligation to inform the affected respondents of the grounds for NI's actions prior to contract award, and

7.2.2 To negotiate - with Respondent(s) invited to negotiate - the proposed technical approach and methodology, and the proposed price based on the Respondent's proposals.

7.2.3 Amend this RFP at any time

8 SELECTION CRITERIA

8.1 Following criteria will be adopted to short list the proposals and identify suitable agencies for the assignment. Out of the total scores 60% weight is assigned to technical and 40% to the financial proposal.

Scoring of Proposals: Selection of Technical Agency/NGO	
Assessment Category: Technical Proposal	Weights
Qualification of Firm (A)	
NGO or Agency's previous experience on undertaking similar assignments	30%
Availability of adequate and skilled (education and work experience) team members for carrying out the assignment	30%
Proposal including survey operation plan (for collecting data (fill up questionnaire), quality control, monitoring framework and report writing.	40%
Total Score - Technical Proposal	100%
Overall weightage – Technical – 60%	
Assessment Category: Financial Proposal	
Takes into consideration all potential expenses (i.e. no obvious omissions)	40%
Reasonable estimate for each of the component/activity	35%
Reasonable estimate for agency / consultant's administrative costs	25%
Total Score - Financial Proposal	100%
Overall weightage – Financial – 40%	
Total Weighted Score (Technical – Financial)	

8.2 The Evaluation Team may, in its sole discretion, establish a short-list of Respondents based on the Technical Scores of the Respondents (the "Short-listed Respondents") for the purpose of conducting interviews. If NI short-lists the Respondents, it will short-list the Respondents with the highest scores.

8.3 Interviews of Short-listed Respondents will be carried out by the Evaluation Team or a sub-group of the Evaluation Team. The Evaluation Team will score each Short-listed Respondent based on the quality of the Respondent's interview (the "Interview Score").

8.4 The successful Respondent will be expected to enter into a Contract with NI for the duration of the work. In the event of a Contract award, all the terms and conditions of the RFP, including the Respondent's response, will normally form part of the Contract.

9 Guidelines for preparing Proposals

9.1 Language: Proposals must be submitted in English.

9.2 Structure: Proposals must be set out in three main parts:

Part 1: Covering Letter and Declaration

Part 2: General and Technical Proposal

Part 3: Financial Proposal

Part 1: Covering Letter and Declaration

Proposals must be accompanied by a covering letter on company-headed paper showing the full registered and trading name(s), trading and registered office address and business number of the Respondent. The letter must be signed by a person of suitable authority to commit the Respondent to a binding contract. It must quote the RFP number and title, and include the following declarations:

- a. We have examined the information provided in your Request for Proposals (RFP) and offer to undertake the work described in accordance with requirements as set out in the RFP. This proposal is valid for acceptance for 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
- b. We accept that any contract that may result will comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our proposal.
- c. Our proposal (Technical and Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other Respondent to or recipient of this RFP from NI.
- d. All statements and responses to this RFP are true and accurate.
- e. We understand the obligations regarding Disclosure as described in the RFP Guidelines and have included any necessary declarations.
- f. We confirm that all personnel named in the proposal will be available to undertake the services.
- g. We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.
- h. I confirm that I have the authority of [insert name of NGO/company/agency] to submit this proposal and to clarify any details on its behalf.

Part 2: General and Technical Proposal

The General and Technical section should be structured as follows:

Section 1: Your understanding of the TOR provided with this RFP as Annexures 1. You may also propose qualifications to the TOR that you consider may enhance the value of the outcome to NI. These improvements need to be summarily highlighted in the proposal.

Section 2: Technical Response: a concise description of the methodology and approach that are proposed for the delivery of the TOR and an implementation plan in the form of a work breakdown analysis. This should describe the activities to be undertaken, the deliverables / outputs and the milestone and completion dates (grouped by phase where appropriate). The dependency of any activities and associated results on earlier results needs to be clearly indicated. The proposal need not include the methodology for the samples estimation as the same is already included in the RFP.

Section 3: Personnel Profile: names, designation and *Curricula Vitae* (CV) of personnel assigned to work on the Project. CVs must not exceed 3 pages, but must include:

- a brief summary of the professional competencies of the individual relevant to the Scope of Work/TOR
- a chronological list of relevant professional experience starting with the most recent and showing key achievements / responsibilities
- brief details of qualifications educational / technical / professional / other
- language competencies other than English (if required to undertake the ToR)

Section 4: Personnel Inputs: include name of personnel, and person days with reference to activity to be undertaken. Do not include any reference to fees. This will constitute confirmation that all personnel will be available to provide the required services for the duration of the contract.

Section 5: Company Information: proof of incorporation for registered incorporated entities, And/or proof of registration with the NGO Affairs Bureau (NGOAB). And with Tax Identification Number and VAT registration certification. Previous experience: documentation demonstrating the Respondent's experience in the proposed area of work. This should include contact details for key clients who may be contacted in respect of the Respondent's relevant prior work.

Section 6: Required Qualifications of the agencies:

The team for data collection needs to have the required qualifications and experience of collecting data from households and other government officials:

- Minimum of 5 years of demonstrated experience in conducting large-scale surveys, including all components required for this RFP
- Survey team must have necessary survey management skills and appropriate finance/ accounting system with strong internal control mechanism in place
- Survey team must have good understanding of county level functions and protocols for obtaining all local permissions to conduct household and facility-level surveys
- The survey team should have implemented large-scale surveys using electronic data collection tools, preferably with daily or weekly data uploads.

- The survey team should have robust governance, risk and compliance management framework that includes a strong internal control mechanism with effective program and financial management systems and reporting skills.
- Team leads and all team members with full access to collected data must complete and show certification in internationally recognized human subjects research - training, such as NIH Office of Extramural Research “Protecting Human Research Participants” certification (<https://phrp.nihtraining.com/users/login.php>), and supervisor/ enumerator training must demonstrate that all staff who will have direct or indirect access to any participants or their data have signed agreement to adhere to these requirements.
- The survey team’s up-to-date CVs with current level of time commitment must be provided as an annex to the project proposal.

Part 3: Financial Proposal

- a. The indicated overall budget for this activity is Approximately 10,100,000 BDT (Approx.) for the full survey. Prospective agencies are requested to quote the percentage-based management fee/cost as part of the Financial Proposal for implementing the scope of work. The management fee quoted by the agency shall cover the cost of any such personnel’s which the agency may think would be required during the implementation of the same and NI shall not bear any separate cost towards such personnel. Agency is required to reflect the percentage of Goods and Services Tax (GST)/any other statutory taxes it is going to charge. Agencies are also required to indicate whether the GST would be applicable on the entire project budget or only the management fee component it is going to charge. The Agencies can also check if the services on this project tantamount to export of services and exempt from GST since the contract would be with NI headquarters based out of Ottawa, Canada. All amounts quoted must be in BDT]

The breakdown of indicative budget based on two intervention areas for the survey is as follows (this might be a point of reference to the agencies who wishes to only apply to perform the scope of work for one of the intervention areas):

MNHN	5,250,000 BDT (Approx.)
Zinc/ORS	4,850,000 BDT (Approx.)

- b. Fees should be inclusive of all insurance and standard business overheads.
- c. Please note that no fees are payable for travel days.

ANNEXURE A: TERMS OF REFERENCE/TIMELINE

1. **Terms of Reference:** Please Refer to ToR attachment.
2. **Timeline**

Selected agency for this consultancy will propose a reasonable timeline to be followed, ensuring the final report is complete and final invoice submitted by **end March 2025. There is no possible extension beyond this end-date.**

Table 5: Example timeline

[illegible]

[illegible]

ANNEXURE B: BUDGET TEMPLATE

Sl No	Particulars	No of persons	Person Days/Units	Rate	Total (PKR)	Remark
A	Salaries/professional fees					
	Professionals (breakdown by position and phase of work)					
	Sub Total					
B	Rates/ per diems for the survey team					
	Field Staff/Enumerators (breakdowns by position and phase)					
	Sub Total					
C	Travel, transportation (Vehicle Expenses/Local Conveyance by professionals and field staff and by phase of work)					
	Daily allowance (by type of personnel and phase of work)					
	Professional staff					
	Field staff					

	Sub Total Travel/ Transportation					
D	PHASE I: Research tool development and training					
	...					
	Pretesting of the tools					
	Translation of Tools					
	Training cost for the data collection team					
	Sub Total Tools and Training					
E	PHASE II: Data Collection (Listing and Survey)					
	Survey Supervisors					
	Lister and Interviewers					
	Sub Total Data Collection					
	Sub Total					
G	Office and communication expense (by phase of work)					
	Stationery and communication					
	Sub Total Office and communications					
	Subtotal (A - G)					
H	Overhead/Management Cost (__%)					
I	GST (if any: __%)					
	Grand Total (A - I)					