

## **Humanitarian Assistance for Rohingya and Host Community in Bangladesh Project SHED-BRAC Humanitarian Assistance for Host Community in Cox's Bazar**

### **Request for Quotation (RFQ) for Hiring Consultant on Technical & Financial Proposal for the frame work agreement for completing the consultation works on**

- A. Conduct gap analysis of existing organizational policies with attention on compliance with the regulatory authority and funding agencies along with consistency (in more than one policy like the Gender Policy and the HR Policy) of the relevant directives.
- B. Develop and enforce Risk Management Policy covering the aspects of Management, Program and Finance
- C. Establish and strengthen separate functional department/unit/team with specific ToR, system/s, and tools to serve the core Organizational functions regarding monitoring, evaluation, feedback handling, and learning.
- D. Establish a full-pledged department/unit for Internal Audit

#### **Background:**

Society for Health Extension and Development (SHED) is one of the oldest and well-known Cox's Bazar based National NGO, has been working for transforming life, health, livelihood and skills of resource poor towards better and improved status since its inception on 1989. Initially the organization was formed to continue health extension facilities in the area to bridge the gaps that created due to closure of ICDDR, B's operation in Teknaf, Cox's Bazar. Gradually, through the dedication and hard work of its executive members and staff members, the organization progressively grows as one of the trustworthy development counterparts of local government and local administration of the region. The organization is registered under NGO affairs bureau and directorate of Social Welfare. The main role and function of SHED are to undertake an intensive participatory sustainable development process through empowerment of the underprivileged by supplementing and complementing the GOB development initiatives through implementing various projects in different part of the country. At present, SHED is providing humanitarian support to 335,540 local people of Cox's Bazar and 224,234 Rohingya refugees in partnership with different UN agencies and international organizations.

#### **Objective of the consultancy:**

- 1. Conduct gap analysis of existing organizational policies with attention on compliance with the regulatory authority and funding agencies along with consistency (in more than one policy like the Gender Policy and the HR Policy) of the relevant directives.
- 2. Develop and enforce Risk Management Policy covering the aspects of Management, Program and Finance

3. Establish and strengthen separate functional department/unit/team with specific ToR, system/s, and tools to serve the core Organizational functions regarding monitoring, evaluation, feedback handling, and learning.
4. Establish a full-pledged department/unit for Internal Audit

**Scope of services:**

The subject of the consultancy is to:

| Main Focusing                                                                                                                                                                                                                                                  | Activity                                                                                         | Process of Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Conduct gap analysis of existing organizational policies with attention on compliance with the regulatory authority and funding agencies along with consistency (in more than one policy like the Gender Policy and the HR Policy) of the relevant directives. | Review and develop Safeguarding, HR and Financial policy and staff capacity development of staff | <ul style="list-style-type: none"> <li>• Develop plan &amp; tools by the consultant</li> <li>• Review the others organizations policy document</li> <li>• Organize workshop with SMT/EC/staff to formulate the safeguarding policy.</li> <li>• Submit the draft Safeguarding Policy to the EC/SMT to get feedback</li> <li>• Finalize and taking approval of Safeguarding, HR and Financial policy by the EC.</li> <li>• Organize orientation for staff on policy implementation</li> </ul> |
|                                                                                                                                                                                                                                                                | Review and develop the PSEA, Gender and Child policy and staff capacity development              | <ul style="list-style-type: none"> <li>• Develop plan &amp; tools by consultant</li> <li>• Organize workshop with SMT/EC/staff to formulate the PSEA policy.</li> <li>• Submit the draft PSEA policy to the EC/SMT to get feedback</li> <li>• Finalize and taking approval of the PSEA, Gender and Child policy by the EC.</li> <li>• Organize orientation for staff on policy implementation</li> </ul>                                                                                    |
|                                                                                                                                                                                                                                                                | Develop Complaint, Feedback & Response system                                                    | <ul style="list-style-type: none"> <li>• Develop a ToR and formation a team</li> <li>• Develop plan &amp; tools</li> <li>• Organize workshop with SMT/EC/staff and stakeholders</li> <li>• Submit the draft guideline and Standard Operating Procedure(SOP) to the EC/SMT to get feedback</li> <li>• Finalize and taking approval of the guideline by the EC.</li> <li>• Organize orientation for staff on policy implementation</li> </ul>                                                 |

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| Develop and enforce Risk Management Policy covering the aspects of Management, Program and Finance                                                                                                                    | Develop and enforce Risk Management Policy<br><br>Develop annual financial projection with contingency planning for the organization. | <ul style="list-style-type: none"> <li>• Formation a team for developing annual financial projection with contingency planning for the organization</li> <li>• Share draft financial projection to EC/ED/SMT for approval</li> <li>• Organize workshop on contingency planning for better understanding to mitigate potential risk.</li> <li>• Regular monitoring on progress and financial trend analysis for decision making.</li> </ul> |
| Establish and strengthen separate functional department/unit/team with specific ToR, system/s, and tools to serve the core Organizational functions regarding monitoring, evaluation, feedback handling, and learning | Establish and strengthen separate functional department /unit/team with specific ToR                                                  | <ul style="list-style-type: none"> <li>• Form full pledged MEAL team</li> <li>• Develop a ToR for MEAL team</li> <li>• Training for MEAL team</li> </ul>                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                       | Develop M & E system/s, and tools to serve the core organizational functions.                                                         | <ul style="list-style-type: none"> <li>• Develop ToR for hiring consultant to develop MEAL framework, tools and training module</li> <li>• Develop digital system having dashboard for MIS and MEAL</li> <li>• Organize orientation for team on system operations</li> <li>• Report generation through system.</li> </ul>                                                                                                                  |
| Establish a full-pledged department/unit for Internal Audit                                                                                                                                                           | Establish a full-pledged department/unit for Internal Audit                                                                           | <ul style="list-style-type: none"> <li>• Develop a ToR for Internal Audit Unit</li> <li>• Prepare audit plan to implement internal audit activity</li> <li>• Organize orientation for audit team/finance/Managers</li> </ul>                                                                                                                                                                                                               |

The “deliverables” are described in the respective section.

**Duration of the Task:** September 26 to December 07, 2021.

**Deliverables:**

- A. Conduct gap analysis of existing organizational policies with attention on compliance with the regulatory authority and funding agencies along with consistency (in more than one policy like the Gender Policy and the HR Policy) of the relevant directives..**

1. Review and develop Safeguarding, HR and Financial policy and staff capacity development of staff
2. Review and develop the PSEA, Gender and Child policy and staff capacity development
3. Develop Complaint, Feedback & Response system

**B. Develop and enforce Risk Management Policy covering the aspects of Management, Program and Finance**

1. Develop and enforce Risk Management Policy
2. Contingency Plan for the Organization

**C. Establish and strengthen separate functional department/unit/team with specific ToR, system/s, and tools to serve the core organizational functions regarding monitoring, evaluation, feedback handling, and learning.**

1. Establish and strengthen separate functional department /unit/team with specific ToR.
2. Develop M & E system/s, and tools to serve the core organizational functions.

**D. Establish a full-pledged department/unit for Internal Audit**

1. Develop a ToR for Internal Audit Unit
2. Prepare audit plan to implement internal audit activity
3. Organize orientation for audit team/finance/Managers

**Proposed Tasks and Timeline:**

- Indicate work plan assuming 27.09.2021 to 07.12.2021 with reporting schedule
- All final documents should be in English and Bangla

**Payments:** Payment shall be made in BDT by bank transfer to the consultants account as indicated by the consultant.

**Mode of payment:** The payment for the consultancy work shall be made upon recommendation by the program according to the following schedule:

A, 25% of total agreement value will be paid after submission of acceptable inception report

B, 25% of total agreement value will be paid after submission of acceptable draft report with tools.

C, Rest amount will be paid as final payment after submission of final report (along with the tools) with due acceptance of SHED.

**Vat and Income Tax:** SHED will deduct Tax and VAT at source according to the Govt. policy and deposit the said amount into government treasury.

**Logistics:** Expenditure related to secretarial services shall be borne by the consultant. However, SHED is willing to provide office space for the consultants as and when required. Moreover, SHED will provide relevant background documents necessary for the assignment, including- the laws and judiciary documents, the SHED Road Map, annual reports, communication strategy, and others policies (if available). The SHED shall be responsible for arrange meetings, workshops and other activities under the consultancy.

**Expertise: Academic Qualifications:** At least a master's degree, preferable PhD in a relevant field or development field.

**Experience:**

- At least five years professional experience in strategic planning, and development Management
- Demonstrated experience in working with non-Government organization and other
- Stakeholders in public sector development programs especially in the area of capacity
- development

c) **Skills and Competencies:**

- Ability to work with minimal supervision;
- High level written and oral communications skills in English and Bengali,
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments;
- Experience in research, policy development, management and programming-related work.

**Confidentiality of information:** All documents and data collected in the process of the consultancy will be treated as confidential and used solely to facilitate the consultancy assignment. All information to which the consultant shall receive access to shall at all times be treated as the property of SHED and shall not be disclosed saved for where express permission has been granted as such.

**Application process:** Send an application responding to the Terms of Reference that includes a CV, a proposed methodology (maximum 4 pages), an activity time schedule and a financial proposal/ budget to shedteknaf@yahoo.com with the subject “**Request for Quotation (RFQ) for Hiring Consultant on Technical & Financial Proposal for the frame work agreement**”

**Process to Submit the Bid:** Interested eligible bidders may submit their proposal in a sealed envelope or email (only technical and financial proposal) detailing the individual costs for carrying out the assignment as well as the consolidated cost along with documents to support qualification and experience. **Financial proposal should be submitted prescribed MS Excel format.**

**Currencies of Bids:** All financial quotes should be in Bangladeshi Taka only.

**Period of Validity of Bids:** Bids shall remain valid for the period of 90 days after date of submission.

**Sealing and Markings of Bids:** The bidder is expected to submit the proposal both electronically and or scanned hard copies.

**Electronically (only technical and financial proposal) with subject:** Frame work agreement

Hard copy or soft copy with e-signature (technical and financial proposal including annexures): If send through hard copy the bidder shall enclose the original and a copy of the bid in separate sealed envelopes, marking the envelopes as ‘Original’ and ‘Copy’. In case of soft copy only one copy is enough.

**The envelopes/soft copy will:**

Bear the name and address of the Bidder;

Be addressed to SHED at the address given below:

Society for Health Extension & Development (SHED); PC-180, Kayuk Khali Para, Fishery Road, Pawrosova Teknaf, Cox’s Bazar, Bangladesh. Hotline: +8809638898989; Telephone: +880 3426-75144; Email: shedteknaf@yahoo.com; showkat.shed@gmail.com; anwar@shedbd.org

**Bear the specific title:** Request for Quotation (RFQ) for Hiring Consultant on Technical & Financial Proposal for the frame work agreement for completing the consultation works

**Deadline for Submission of Bids:** Bids must be received by SHED at the address specified no later than 26.09.2021