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**Date: January 26, 2023** **RFP/SCI/CXB/FY-23/(Manual)/0001**

**Save the Children**

Shafiq Tower, Middle Nuniyar Chora, Airport Road

Cox’s Bazar, Bangladesh

**PART 1 – REQUEST FOR PROPOSAL (RFP)**

**Annual Assessment of Save the Children’s** **Strengthening Child Protection Systems in Cox’s Bazar District, Bangladesh as per ToR**

## **PROJECT OVERVIEW**

Save the Children has been working for child protection in Bangladesh from the 1970s. Through its program Save the Children is both working directly at community level with the end beneficiaries and working for strengthening child protection system and legal framework. Bangladesh has enacted the Children Act 2013 to ensure the rights and protection of the children in line with the UN Convention on the Rights of the Child. Children Act 2013 has provided a structure of Child Protection System in Bangladesh.

The population of the People's Republic of Bangladesh (hereinafter, Bangladesh) is 164.69 million, of which about 40% are children under the age of 18. The country ratified the “Convention on the Rights of the Child (CRC)” in 1989, when it was adopted by the United Nations, and enacted the “Children's Act 2013” in 2013. The law specified the measures necessary for the implementation of the CRC. In the field of child welfare, the Department of Social Services is required to play a central role. However, the rules regarding the law are still in the process of being developed and have not been enforced. According to the Multi-Index Cluster Survey (MICS) conducted in Bangladesh in 2019 by the Bangladesh Statistics Bureau and the United Nations Children's Fund (UNICEF), 88.8% of children between the ages of 1 to 14 have experienced physical/mental violence by their caregivers in the past month. 6.8% of children aged 5-17 are involved in child labor and 51.4% of women aged 20-24 are married for the first time under the age of 18. As detailed below, although there are laws and regulations regarding systems to respond to the issues of child protection, the systems are not functioning well, and children are at risk of abuse and child marriage.

Cox's Bazar District, Chattogram Division, the southeastern part of the country, has a long coast, a well-developed tourism and fishing industry, and a population of about 2.65 million. The population of Cox's Bazar Sadar and Eidgaon Upazilas is 517,149, and the population of Ukhia Upazila is 241,140. About 884,000 refugees who have fled the violence in Rakhine State, Myanmar, live in Ukhia and Teknaf upazilas in the district.

Support activities are being carried out for these refugees and people in the refugee receiving area (host community) by government organizations and support groups concentrated in Cox's Bazar District. The large influx of refugees since 2017 has had various social and economic implications for the host community. A preliminary survey conducted by the Save the Children in November 2019 jointly with the Department of Social Services of Bangladesh (hereinafter, the preliminary survey), found that the child protection system was not fully functioning in the project area, and response to the issue of child protection was inadequate. The details are as follows.

**Description of Goods / Services: Annual Assessment of Save the Children’s Strengthening Child Protection Systems in Cox’s Bazar District, Bangladesh as per ToR.**

## **AWARD CRITERA**

SCI is committed to running a fair and transparent bidding process and ensuring that all bidders are treated and assessed equally during this bidding process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the bidding process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

### **SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy, and community. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

### **CAPABILITY CRITERIA [INCLUDING ORAL PRESENTATION] (50%)**

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

### **COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria (*As per ToR)*.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists. The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the bidding process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Request for Proposal | January 26, 2023 |
| Pre-Submission Clarification Meeting | January 31, 2023 ***[12:30 PM BST]*** |
| Deadline for questions from Bidders | February 03, 2023 |
| Deadline for Bid Submission | February 06, 2023 ***[4:00 PM BST]*** |
| Award Contact | February 15, 2023 |

The above dates are for indicative purposes only and are subject to change.

### **PRE-BID MEETING:**

**Pre-bid meeting will be held on January 31, 2023 at 12:30 PM.**

**Topic:** Pre-Bid Meeting on **Annual Assessment of Save the Children’s Strengthening Child Protection Systems in Cox’s Bazar District, Bangladesh as per ToR**.

Time: **January 31, 2023 at 12:30 PM**

**Join Zoom Meeting**<https://zoom.us/j/95316456500?pwd=ODFKVjBiNklTQldxMGJxWFkyL2tJZz09>

Meeting ID: 953 1645 6500   
Passcode: 673617

### **SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template**. Any bids received using different formats, or incomplete bids, will not be accepted. This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Paper Submission**

Paper copies submitted on headed paper to: Save the Children, **Shafiq Tower, Middle Nuniyar Chora, Airport Road, Cox’s Bazar, Bangladesh; Attention- Manager-Supply Chain.**

* Bids should be submitted in sealed envelope addressed to **Bid Box-01**
* The envelope should clearly indicate the RFP reference number **RFP/SCI/CXB/FY-23/(Manual)/0001.**
* All supporting documentation should be labelled
* **Technical & Financial proposal should be submitted in the separate envelope.**

### **CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **February 06, 2023 [4:00 Bangladesh Standard Time]**

### **KEY CONTACTS**

All questions relating to the RFP should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Amit Esh Chowdhury | [amit.chowdhury@savethechildren.org](mailto:amit.chowdhury@savethechildren.org) |
| Sujit Ignatius Rozario | sujit.rozario@savethechildren.org |

Please be advised local working hours are 8:30 AM to 5:00 PM. Please allow up to 02 working days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. **SPECIFIC REQUIREMENTS**

Save the Children International is inviting proposal for Annual Assessment of Save the Children’s Strengthening Child Protection Systems in Cox’s Bazar District, Bangladesh as per ToR.

1. **SPECIFICATIONS**

Detail specification of the job described in the ToR. **Bidder should be submitted Technical & Financial proposal in the separate envelope.**

1. **ADDITIONAL INFORMATION**
2. Anti-Bribery & Corruption: Save the Children suppliers/consultants must immediately report any suspicions of fraud or dishonesty in confidence to Risk and Compliance Director (abdullah.faruque@savethechildren.org) / Country Director through email.
3. Terms of Reference/Scope of Work (ToR/SoW): for Annual Assessment of Save the Children’s Strengthening Child Protection Systems in Cox’s Bazar District, Bangladesh as per ToR.
4. Office Locations: Cox’s Bazar (Save the Children, Cox’s Bazar Area Office)
5. Duration: As per ToR (as attached).
6. Price and offer validity: Prices should be inclusive of TAX & VAT and offered should be valid during the contract period.
7. Complete Consultant EOI Form (as attached).
8. The following practice will be followed for payment: Payment will be made as per ToR
9. **1st Instalment:** 20% upon approval of inception report and tools.
10. **2nd Instalment:** 30% upon submission of First Draft study Report.
11. **Final instalment:** 50% upon approval of final study report.
12. ***VAT and Tax shall be deducted as per rules of Bangladesh government. Please clearly mentioned whether your offer includes VAT & TAX of Bangladesh***
13. Compensation for Accidents and Damages: From the start date of the contract, SAVE THE CHILDREN will not be responsible for any kind of injury/accident or death of any staff of contractor while executing the job and other related works.
14. The invoice will incorporate any penalties that need to be enforced, based on the terms and conditions stated in this document.
15. Penalty Clause: SAVE THE CHILDREN may deduct 0.1 % per day for delay delivery of services and maximum penalty will be upto 10 % of the work order value (PO Value) from the invoice when the successful tenderer does not carry out the work within the time stipulated in the work orders/contract.
16. SCI reserves the right to accept or reject in part or full/one or all quotations/offers/proposals without assigning any reason whatsoever.

# PART 3 – BIDDER RESPONSE DOCUMENT

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the RFP.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

**SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the Inter-Agency Procurement Group (IAPG’s) policies listed in Section 4 of this pack throughout this bidding process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the UK/United States of America or the European Union/Bangladesh Government and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** | *Need to share proof of document* |
| ***Tax Registration Number & Certificate*** | *Need to share proof of document* |
| ***Business Registration Certificate*** | *Need to share proof of document* |
| ***Trading License*** |  |
| ***5*** | Legal establishment for a minimum of 02 years: Registrar form concern regulatory authorities | **Yes / No** | **Comments** |
|  | *Need to share proof of document* |
| ***6*** | Proven experience of conducting research/evaluation using or similar methodology [supporting documents need to submit]. | **Yes / No** | **Comments / Attachments** |
|  | *Need to share proof of document* |
| ***7*** | Required to serve 5 customers, among customers 3 should be from UN organization/International NGO/Diplomat Mission/ MNC/Government. | **Yes / No** | **Comments / Attachments** |
|  | *Need to share proof of document* |

***\*\*(Eligibility criteria may be relaxed for the enlisted vendors with SCI)***

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Evaluation Criteria** | **Assigned Score** | **Bidder Response** |
| ***1*** | ***Study Design***  Appropriateness of the study design and elaboration for choosing the specified study design | *15* |  |
| ***2*** | ***Understanding of the assignment***  Sampling strategy, data collection methods (including the data collection tools), and data quality assurance plan. | *10* |  |
| ***3*** | ***Experience of team leader & team composition***  Required expertise (skills) and experience of the personnel of consulting firm/firm to conduct the study. Testimonials will be considered while evaluating the firm | *05* |  |
| ***4*** | ***Role & Responsibilities***  Roles and responsibilities assigned in undertaking and managing the study | *05* |  |
| ***5*** | ***Organizational capacity***  Capability of the consulting firm/firm (management, technical and financial capacity) | *05* |  |
| ***TOTAL ASSIGN SCORE*** | | ***40*** |  |

**NOTE:** *To be potential candidate to conduct the assessment, the bidder must score at least 50% in technical proposal (20 out of 40). Technically competent firm/agency will be selected for further screening through oral presentation that will carry 10% score.*

## **ORAL PRESENTATION 10%**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Suggested Scoring** |
| **Oral Presentation *(only technically qualified firm/agency)***  Present the overall study approach, sampling, field planning, and related aspects by the proposed team leader, and respond to technical queries | **10 Points** |

## **SUSTAINABILITY CRITERIA 10 %**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Suggested Scoring** |
| 1. **The bidder’s workforce is staffed from the local community / region - 5.00 Points**   5/5 - 75% or above of staff are from the local region  2.5/5 - 50% of staff are from the local region  0/5 - <25% of staff are from the local region   1. **Bidder has incorporated sustainability into their project methodology - 5.00 Points**   05/05 - Bidder demonstrates a strong commitment to sustainability  2.5/05 - Bidder evidences some commitment to sustainability  0.0/05 - Bidder evidence minimal or no commitment to sustainability | **10 Points** |

**SECTION 3 – COMMERCIAL QUESTIONS (40%)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOOD / SERVICE** | **SPECIFICATION** | **QUANTITY** | **UNIT PRICE** | **TOTAL PRICE** |
| Financial Proposal  (Schedule of Payment  Section 7 of Additional Information) | As per ToR | 1 Job |  |  |
| **OTHER COMMERCIAL CONSIDERATIONS** | | | | |
| **Duration for which pricing can be fixed** | |  | | |

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## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 1 – Essential Criteria | | |  | | |
| 2. | Section 2 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 3 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase under the Terms and Conditions included in Section 4 of this pack. | | | |  |
|  | | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the Inter-Agency Procurement Group (IAPG’s) policies listed in Section 4 | | | |  |
|  | | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the UK/United States of America or the European Union/ Bangladesh Government. | | | |  |
|  | | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation). | | | |  |
|  | | Legal establishment for a minimum of 02 years: Registrar form concern regulatory authorities | | | |  |
|  | | Proven experience of conducting research/evaluation using or similar methodology [supporting documents need to submit]. | | | |  |
|  | | Required to serve 05 customers in last 10 years, among customers 3 should be from UN organization/International NGO/Diplomat Mission/ MNC/Government | | | |  |
| **Capability Criteria Evidence** | | Organization Capacity | | | |  |
|  | | Previous experience and length of Service: | | | |  |
|  | | Experience of Team Leader & Team Composition | | | |  |
|  | | Reference Experience | | | |  |
|  | |  | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| ToR – Annual Assessment of Save the Children’s Strengthening Child Protection Systems in Cox’s Bazar District. | | |  | |  | |
| Consultant EOI Form | | |  | |  | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying Policy | | |  | |  | |
| IAPG Code of Conduct | | |  | |  | |

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| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ……………………………………………….. |
| Date: | ……………………………………………….. |