



US Forest Service International Programs – implementing the Community Partnerships to Strengthen Sustainable Development (Compass)

Request for Proposal (RFP) for Consultancy services of Labor Market Assessment and Youth Assessment

To : Applicants
From : Compass Program
Issued on : 15/10/2020
Solicitation Number : RFP-SA-2020-001
Subject : Consultancy services of Labor Market Assessment and Youth Assessment
Period of performance : Maximum 45 days Level of Efforts (LOE) during November 15, 2020 to January 31, 2021
Type of contact : Service Agreement (individual)

Proposal Submission Deadline: On or before at 5 PM, 31 October 2020 (Bangladesh Time)

The Compass Program currently seeks offer from interested applicants/consultants for Labor Market Assessment and Youth Assessment as per scope of work.

Scope of Work:

See the Annex A

Quote Guidelines and Instructions:

All proposal must be valid for a minimum of forty-five (45) days from the date of submission.

Please mentioned following information in your quotation:

- Copy of e-TIN certificate (TAX will be submitted using this e-TIN number)
- National ID/Passport copy (if apply individually)
- Copy of valid Trade license (if applicable)
- Copy of valid VAT Registration Certificate (if applicable)
- Copy of valid BIN registration copy (if applicable)
- Relationship disclosure
 - ✓ Describe any current or past relationship you/your organization may have with Compass Program, and if it is a potential conflict of interest. If there is a potential conflict of interest, please explain how risk will be mitigated.

- ✓ Describe any personal or family relationships any employee of the contractor has with any employee of Compass. If there is a potential conflict of interest, please explain how risk will be mitigated.
- ✓ Disclosure does not automatically disqualify offeror

A. Technical Proposal

Applicants should be submitted Technical proposals separately as per below:

- CV/ Profile
- A details technical proposal in responsiveness to the Scope of Work
- Summarize the qualifications and experience of the activities described in the scope of work
- Details methodology
- Timeline of proposed activities
- Sharing of documents or information related to similar kind of work
- References
 - ✓ Submit three (3) references including contact details
 - ✓ Provide any other information to demonstrate the contractor’s capability in relation to the scope of work

B. Financial Proposal

Applicants should be submitted financial proposals separately as per below:

- Details budget breakdown with details note for each line item (as an example; travel cost, payment for the additional support for data collection and data analysis, etc.).
- Financial proposal should be submitted in BDT
- The daily rate/budgeted amount must include TAX
- VAT should be identified separately as separate line item (if applicable).
- Tax will be paid following Bangladesh Government rules and regulations and VAT will be paid through USAID VAT coupons issued by Government of Bangladesh.

Selection Criteria:

Compass Program will evaluate each proposal based on the following criteria:

Criteria	Weight
Bid Submission <ul style="list-style-type: none"> a. Was the bid submitted on time? b. Legal documents; National ID/Passport, Trade license, VAT and Tax documents c. Is there a potential conflict of interest? 	Pass/Fail (if failed, Compass will not evaluate the proposal)
Financial Proposal	30 Points

Technical applications: 70 points as per below:	
Details Methodology and timeline	30 Points
Similar type of work experience in terms of subject and nature of work	25 Points
Working experience with relevant ministries specially with the Ministry of Labour and Employment and Department of Youth Development and Directorate of Technical Education	15 Points
Total Weight	100 Points

Payment Terms:

Payment will be made within 30 days after receiving complete invoice and receipt of accepted deliverables.

Proposal Submission Address:

Please submit the proposal and other information directly to the below email:

To: jrana@compass-bd.org

Attention: Operations, Procurement and Logistic Manager

Compass Program

Address: Rupayan Golden Age, 6th Floor,

99, Gulshan Avenue, Dhaka-1212

Bangladesh

Inquiries:

If you have any questions/inquiries, please email: jrana@compass-bd.org on or before 5:00 pm, **25th October 2020**. No other communications and/or clarifications will be provided without in writing.

Terms

United States Forest Service reserves the right to cancel this solicitation at any point and is under no obligation to issue a subcontract as a result of this solicitation.

United States Forest Service will not reimburse any expenses related to the preparation of any proposal related materials or delivery.

Scope of Work (SOW)

**Community Partnership to Strengthen Sustainable Development Program
(Compass)
STATEMENT OF WORK**

Component Name:	Youth Conservation Corps (YCC)				
Period of Performance begins	: November 15, 2020	and ends	: January 31 st , 2021	During the period No. of Days	: Max. 45 days
Area of Work:	Labor market and Youth Assessment				

Background:

USAID Bangladesh and United States Forest Service International Program (USFS/IP) recently entered an inter-agency partnership, with funding from USAID Bangladesh, in which USFS/IP will implement the 'Community Partnerships to Strengthen Sustainable Development' (Compass) program. Compass will address natural resource management challenges in Bangladesh through establishing a youth conservation corps, strengthening community capacity and promoting public participation, providing direct technical support to Bangladesh Forest Department, and strengthening the capacity of academic and research institutions in natural resource management and resilience.

In collaboration with USAID Bangladesh, USFS/IP has been working in Bangladesh since 2009 and has developed longstanding partnerships in Bangladesh by providing need-based capacity building technical assistance in support of national-level capacity for forest management and monitoring. The Compass program will build on this work and expand to new thematic areas and geographic regions.

A: Overview and Description of Services to be provided

The Consultant will lead the design, implementation, and analysis of two studies: A Youth Assessment and a Labor Market Assessment in Dhaka, Cox's Bazar, Chittagong Hill Tracts and Sylhet Division (Moulvibazar, Habiganj). The objective of these youth and labor market assessments is to examine a range of issues affecting the vulnerable and marginalized youth who has not completed secondary education in selected areas by Compass, with an emphasis on the scope and feasibilities of implementing Youth Conservation Corps (YCC) program. These study reports will inform USFS, USAID and local stakeholders, current gaps and opportunities in youth labor market to craft a robust training program including a comprehensive curriculum and the possibilities of further expansion of the YCC model in different areas of Bangladesh. The consultant will design and conduct mixed-methods assessments using the objectives/assessment

questions (guided by the Compass team) and produce two separate assessment reports. The Consultant will conduct a desk review, develop appropriate primary data collection tools with appropriate study design, determination of sample size and sampling technique, data collection, data analysis in collaboration with the Compass team.

At a glance the Service to be provided by the Consultant:

- To prepare an action plan to carry out the assignment and develop the methodology;
- Conduct desk research about the local socio-economic context reviewing current policies/ strategies and available study reports on labor market and youth;
- Design both labor market assessment and youth assessment design, data collection tools for stakeholders;
- Conduct necessary stakeholder outreach (online and in person) to collect data;
- Collect, manage, analyze data in order to produce report;
- Conduct analysis by geographical area, identifying the challenges and resources/opportunities;
- To finalize the assessment report by providing substantial analysis and knowledge based on the survey data;
- Any other relevant duties as required related to the assignment.

B: Deliverables

1. Initiate the assignment and submit a work completion plan.
2. Initial assessments report outline including study design and data collection tools for two assessments.
3. Draft assessment reports including all qualitative and quantitative data for two assessments.
4. Final assessment reports incorporating comments from Compass team for two assessments.

C: Delivery Schedule/Milestones

Deliverable or Milestone	Expected Date of Delivery or Completion
Initiate the assignment and submit a work completion plan.	18 November 2020
Initial assessments report outline including study design and data collection tools.	29 November 2020
Draft assessment report including all qualitative and quantitative data	31 December 2020
Final assessment report incorporating comments from Compass team	14 January 2021

Task	Level of Efforts (LOE) in Days
Prepare an action plan to carry out the assignment and develop the methodology	3 days
Conduct desk research and finalize the study designs and data collection tools	7 days
Work with Compass team to select and organize field team and arrange logistical support	1 days
Conduct necessary stakeholder outreach (online and in person) to collect data.	3 days
Collect, manage, and analyze data	15 days
Preliminary report development and presentation to Compass, USAID and relevant stakeholders	6 days
Draft final report	7 days
Final report submission	3 days
Total estimated days	45 Days

D: Require Education, Experience, Knowledge and Skill for the Consultant Education:

- Master’s degree in Economics, Statistics, Development Studies, or other Social Sciences with a minor in Economics will be preferred.

Experience

- Minimum 5-8 years’ experience in managing similar project/ research focusing on labor market analysis/youth assessments/policy research in Bangladesh context.
- Independent research experience will be preferred.
- Proven experience on preparation/compilation of written reports (at least one relevant reports must be provided with the proposal)
- Experience on handling large data sets and models.

Knowledge and Skill

- Knowledgeable of the local economic and political context, and able to identify and connect with relevant stakeholders
- Proven Knowledge to coordinate with relevant stakeholders, using effective facilitation and consensus-building skills.
- Ability to take initiative and to work with minimal supervision.
- Ability to critically analyze labor market dynamics and youth related issues.
- Ability to produce clear, well-written reports for a diverse audience.
- Excellent analytical writing skills is required.
- Excellent language both Bangla and English are required.
- Advanced knowledge of using Microsoft Office along with data analysis software such as SPSS, XLSTAT, STATA, R or other econometric packages.