



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

Request for Proposal (RFP) for Consultancy Services for Developing Students Capacity Development Needs Assessment Report

To : Offeror
From : Compass Program
Issued on : 06/06/2021
Solicitation Number : RFP-SA-2021-005
Subject : Consultancy Services for Developing Students Capacity Development Needs Assessment Report
Period of performance : ***Maximum 20 days Level of Efforts (LOE) during July 1st, 2021 to August 30, 2021***
Type of contact : Service Agreement

Proposal Submission Deadline: On or before at 5 PM, 17th June 2021 (Bangladesh Time)

The Compass Program currently seeks offer from interested offeror for Consultancy Services for Developing Students Capacity Development Needs Assessment Report 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.

- ✓ Declare any personal or family relationships of the potential consultant with any employee of the Compass Program. 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 submit Technical Proposals separately as per below guideline:

- CV/ Profile
- Summarizing the qualifications and experience of the activities described in the scope of work.
- Sharing documents or information related to similar kind of work developed by the potential consultant.
- Provide any other information to demonstrate the contractor's capability in relation to the scope of work.

B. Financial Proposal

Applicants should submit Financial Proposals separately as per below guideline:

- Submit a daily rate in BDT.
- Details budget breakdown with specific note for each line item (as an example; travel cost, accommodation if applicable).
- 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.

Payment Terms:

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



C. Selection Criteria:

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

Criteria	Weight
Bid Submission a. Was the bid submitted on time? b. Legal documents; National ID/Passport, Trade license, VAT and Tax documents	Pass/Fail (if failed, Compass will not evaluate the proposal)
Financial Proposal	30 Points
Technical Proposal: 70 points as per below:	70 Points
a) Educational qualifications in relevant field	10 Points
b) Experience of similar assessments, qualitative and quantitative data collection tools and methods.	40 Points
c) Experience in research and consultancy services with international / national entities	20 Points
Total Weight	100 Points

****Note: Potential consultant/s who will obtain pass marks (70%) on the technical proposal, will only be treated as eligible to review their Financial Proposals.**



Proposal Submission Address:

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

To:

compassprocurementbd@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: compassprocurementbd@compass-bd.org on or before 5:00 pm, **12th June 2021**. No other communications and/or clarifications will be provided without in writing.

Terms

Compass Program 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.

Compass program will not reimburse any expenses related to the preparation of any proposal related materials or delivery.



Annex: A

Scope of Work for Developing Students Capacity Development Needs Assessment Report

1. Brief project description:

The Community Partnerships to Strengthen Sustainable Development (Compass) program of US Forest Service International Program hereinafter called “Compass program”. Compass is an interagency partnership activity of USAID Bangladesh and the United States Forest Service, International Programs (USFS/IP). The objectives of this program are to:

- Build the capacity of Bangladeshi institutions to address issues in natural resource management in Bangladesh.
- Develop individual awareness and capacity of students, professionals, and private citizens to address natural resource management issues in Bangladesh.
- Improve employability capacity and career opportunities among marginalized at-risk youth.

In collaboration with USAID Bangladesh, USFS/IP has been working in Bangladesh since 2009 and has developed longstanding partnerships in the country by providing need-based capacity building technical assistance in support of national-level capacity for forest management and monitoring. Following these works, in July 2019, Compass Program was launched focusing on new thematic areas to work for the entire country particularly highlighting Cox’s Bazar, Bandarban and Dhaka districts which will continue up to July 2024. During this five-year period, Compass will address natural resource management challenges in Bangladesh through the six main components below:

- Component 1: Establish a Youth Conservation Corps in Bangladesh
- Component 2: Strengthen community capacity and promoting public participation.
- Component 3: Increase technical cooperation on forest and ecosystem management.
- Component 4: Strengthen the capacity of academic & research institutions in natural resource management and resilience.
- Component 5: Promote the global exchange of natural resource knowledge and skills.
- Component 6: Monitoring, Evaluation and Learning (MEL)

The Compass program is meant to be a technical support that intends to establish and maintain a long-term partnership between the USFS, the Bangladesh Forest Department, Bangladeshi universities, NGOs, CBOs, and CSOs. The partnership is intended to transfer tools, instruments, skills, knowledge, and forest management excellence from the USFS to Bangladesh to sustainably manage the forest ecosystem. Compass supports approaches such as gaining competence of ecosystem service valuation, enhancing community capacity in managing and governing natural forests, establishing Youth Conservation Corps, enhancing institutional capacity to manage natural resources, and support of alternative livelihoods away from natural resource extraction to conservation.



2. Description of the activity:

The Compass program has taken an initiative to assess students' capacity development needs of the Forestry and Wood Technology Discipline, Khulna University (FWT-KU), Institute of Forestry and Environmental Sciences, Chittagong University (IFESCU), Department of Forestry and Environmental Science, Shahjalal University of Science and Technology (DFES-SUST), Sylhet. For the assessment, a google form has been developed for required information and data. Under this task, the consultant will prepare a comprehensive report based on the information and data as well as project documents. The results of this survey will be used to design and roll-out several capacity development programs including- grants, trainings, workshops, etc. under the collaboration between the Compass program of US Forest Service and respective institutions. This google form was filled up by the BSc final year & MS students of the above-mentioned institutes.

3. Methods

Students' capacity needs assessment report should be developed following standard reporting format including introduction, rationale, methods, results & discussion and conclusions. Necessary annexures should be provided in the report. The assessment report is expected to be based on mostly from the student's response of the google form. In addition, necessary project documents will be consulted for further information. Moreover, the consultant needs to be consulted with different stakeholders including the project staff for developing the report. A presentation will be given by the consultant on the draft report and final report will be submitted after addressing all comments and feedbacks from the stakeholders.

4. Dates of performance and timeline:

The assignment will be completed within 20 days, covering 6 weeks (July 1st, 2021 to August 30, 2021) from the date of commencement.

5. Required skills and experience of the consultant.

Education:

A Master's degree or equivalent in forestry, environmental science, or other relevant fields. PhD holders should get preference.

Experience:

- At least 10 years of working experience in the field of development/natural resource management/need assessments /teaching/institutional reform and policy advocacy.
- Proven experience of capacity needs assessments will get preference
- Experience in using a range of qualitative and quantitative data collection tools and methods assessment reports.
- University faculties/Researchers will get preference



6. Deliverable:

- A. Draft capacity needs assessment report
- B. Final capacity needs assessment report.
- C. All raw data and relevant analytics

7. Task list

The scope of work for this assignment will include but not limited to:

- Finalize structure of the report in consultation with the project personnel.
- Clean and code the google form survey raw data and transform into analyzable format.
- Summarize the information in the form of descriptive statistics, factsheets, infographics, graphs, charts etc.
- Develop draft assessment report.
- Draft report presentation (PPT) to the client
- Organize meeting with relevant stakeholders to solicit feedback.
- Revise the draft report to address necessary feedback.
- Finalize assessment report.

7. Payment schedule & deliverables

#	Deliverable	Scope of work of the consultant	Number of Days	Timing	Payment in %
1	Inception report	<ul style="list-style-type: none"> • Meeting with the project staff • Report structure and workplan • Introduction, rationale and methodology 	07	Within 2 weeks of signing the contract	40%
2	Draft and Final report	<ul style="list-style-type: none"> • Draft the report with relevant analytics and formatting • Consult with relevant stakeholders for feedback. • Finalize the report with comments and feedback 	13	Within 6 weeks of signing the contract	60%