



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

Request for Proposal (RFP) for Consultancy services of Gender Assessment and Strategy Development

To : Applicants
From : Compass Program
Issued on : 03/12/2020
Solicitation Number : RFP-SA-2020-002
Subject : Consultancy services of Gender Assessment and Strategy Development
Period of performance : **Maximum 30 days Level of Efforts (LOE) during**
January 1, 2021 to February 28, 2021
Type of contact : Service Agreement
Proposal Submission Deadline: On or before at 5 PM, 20 December 2020 (Bangladesh Time)

The Compass Program currently seeks offer from interested applicants/consultants for Gender Assessment and Strategy Development 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:

1. CV/ Profile
2. Summarizing the qualifications and experience of the activities described in the scope of work
3. A details technical proposal in responsiveness to the Scope of Work including details methodology
4. Timeline of proposed activities
5. Sharing documents or information related to similar kind of work developed by the potential consultant
6. References: Submit three (3) references including contact details
7. 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:

1. Details budget breakdown with specific note for each line item (as an example; travel cost, payment for the additional support for data collection and data analysis, etc.).
2. Financial proposal should be submitted in BDT
3. The daily rate/budgeted amount must include TAX
4. VAT should be identified separately as separate line item (if applicable).
5. 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 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 and experience linking with the activities mentioned in the scope of work	10 points
b) Details Methodology and timeline	40 Points
c) Similar type of work experience with youths, in Chittagong Hill Tracts Areas and concern ministries/development organizations	10 Points
d) Previous relevant work sample/s particularly for development agencies	10 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.**

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:

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 December 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.

Annex: A

Statement of Work (SOW)

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

Activity Name:	: Integrated Gender Plan/Strategy			
Period of Performance begins	: January 1, 2020	and ends	: February 28, 2020	During the period No. of Days : Max. 30 days
Area of Work:	Gender Assessment and Strategy Formulation			

Background:

Community Partnerships to Strengthen Sustainable Development Program (Compass), is an interagency partnership activity of USAID Bangladesh and United States Forest Service, International Programs (USFS/IP). It works to enhance capacity of institutions and communities to manage natural resources and improve livelihoods in Bangladesh, through evidence-based scientific technical exchange with funding from USAID Bangladesh. USFS/IP implements the Compass Program to address natural resource management challenges in Bangladesh, through establishing a youth conservation corps, increasing community capacity and promoting public participation, providing technical support to Bangladesh Forest Department, as well as strengthening capacity of the 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 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.

A: Overview and Description of Services to be provided

Gender mainstreaming, fostering equal opportunities and women empowerment are high priority issues for Compass Program. These have been factored into the overall program design, planning and implementation of various activities. Compass focused on equal participation of women and consider gender friendly approaches and issues in programmatic interventions including capacity building activities, curriculum development, awareness campaigns, communications materials, in Natural Resource Management (NRM) and biodiversity management, developing women entrepreneurs in productive economic activities etc.

Compass will strive to foster gender-responsive natural resource conservation and sustainable development for CHT local communities particularly in Bandarban district. For the development of a Youth Conservation Corps (YCC), gender perspectives as well as equal representation of women should be considered during activity planning and implantation, including but not limited to assessment of labor market, intensive training, and facilitating job opportunities for marginalized youth. Compass will also concentrate on ensuring capacity building activities and collaboration prioritizing women researchers, faculty members and students under its Component 4. To track changes in the condition and position of girls and young women, Compass has included and will measure gender-sensitive indicators and tools in its Monitoring, Evaluation and Learning system.

In this context, Compass intends to develop a strategy on gender mainstreaming to guide implementation of all key programmatic interventions and result assessments through a gender lens. This strategy will highlight major challenges, barriers, inequalities as well as opportunities in key program components, offer strategic solutions to address these gaps for ensuring gender mainstreaming, fostering women's equal participation, leadership role, economic well-being etc. in more sustainable ways.

Briefly the service to be provided by the Consultant:

- Prepare an action plan to carry out the assignment and develop the strategy following field visits and interactions with relevant stakeholders.
- Review existing secondary documents. Conduct desk research about the local socio-economic context studying current policies/ strategies and available reports on labor market and youth, Forest Landscape Restoration (FLR)/natural resource management related activities.
- Design data collection tools for mapping challenges, barriers, opportunities, key strategic areas to facilitate gender friendly approaches or steps for gender mainstreaming in key programmatic interventions following consultation with respective/potential beneficiaries and stakeholders.
- Conduct necessary beneficiary and stakeholder outreach (online and in person) to collect data.
- Collect, manage, analyze data and major strategic areas to produce the strategy on gender equality and mainstreaming issues for Compass Program considering 'condition' and position of women in anticipated outcomes
- Submit draft strategy and incorporate feedback of the Compass team to finalize the strategy.

Key programmatic issues to consider during data collection and strategy formulation:

- The potential consultant will identify and analyze challenges, barriers, opportunities regarding intensive capacity development initiatives as well as guide on strategic issues for equal presentation of gender, women empowerment and economic growth issues on developing youth conservation corps, strengthening capacity of the community and promoting public participation on Forest Landscape Restoration (FLR)/natural resource management.

- The potential consultant will review and guide to make the training curricula including capacity development interventions more gender friendly.
- Consult with concern personnel of the Bangladesh Forest Department (BFD) and the academic institutions, the program is working with, to guide on ensuring gender friendly approaches, increasing participation of female students in joint research, GIS mapping etc. quantity and qualitative studies.
- Provide highlights on leadership and institutional capacity building of the women for creating more access in suitable governance bodies (positioning women), economic endeavors (creating better condition), land use monitoring, disaster risk reduction (e.g. landslides) etc.
- Focus on various cross cutting issues related to gender equality e.g. eliminating gender-based violence, early marriage, limited/no scope in participatory decision-making process etc.
- Concentrate on sustainability issues of equal representation of women, gender mainstreaming issues in Compass Program considering its exit plan in July 2024.
- Guide program staff, partner NGOs and stakeholders etc. through the gender lens.
- Consider priority areas of gender equality and empowerment issues of USFS and USAID.

B: Deliverables

1. Submit workplan including data collection tools.
2. Produce draft strategy by addressing all relevant qualitative and quantitative data/facts or policy issues.
3. Final strategy on gender mainstreaming by incorporating comments from Compass team.

C: Delivery Schedule/Milestones

Deliverable or Milestone	Expected Date of Delivery or Completion
Submit workplan including data collection tools.	Within 6 days after getting contract
Produce draft (preliminary) strategy by addressing all relevant qualitative and quantitative data/facts or policy issues.	Within 23 days after getting contract
Final strategy on gender mainstreaming by incorporating comments from Compass team.	Within 30 days after getting contract

Task	Level of Efforts (LOE) in Days
Prepare an action plan to carry out the assignment and develop the methodology	2 days
Conduct desk research and finalize the study designs and data collection tools	4 days
Work with Compass team to select and organize field team and arrange logistical support	1 days
Conduct necessary beneficiary and stakeholder outreach (online and in person) to collect data.	3 days
Manage, and analyze collected data	8 days
Preliminary strategy development and presentation to Compass, USAID and relevant stakeholders	5 days
Draft final strategy	4 days
Final strategy submission	3 days
Total estimated days	30 Days

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

- Master’s degree in Development Studies, Gender Studies, or other relevant Social Sciences.

Experience

- Minimum 6-8 years’ experience in gender strategy formulation, managing gender mainstreaming issues in various development organizations/donor funded projects.
- Having working experience with USAID and in CHT areas as well as youth employment, natural resource management, fostering economic growth of women would be preferred.
- Proven experience on formulation of gender strategy/ gender focused documents for development organizations/projects (at least one relevant document must be submitted with the proposal)
- Experience on handling qualitative and quantitative data/facts, dealing with communities and stakeholders sensitively.

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, capacity development and empowerment of community people as well as economic growth issues focusing on natural resource management.
- Ability to produce clear, well-written strategy for a diverse audience focusing on sustainability and various dynamics of gender.
- Excellent analytical writing skills is required.
- Excellent written and verbal skills on both Bangla and English are required.