



Terms of Reference

Bid Development Consultant (Technical Proposal Writer) for upcoming UNFPA opportunity in Bangladesh

Location	Bangladesh
Salary	Fee based
Contract type	Consultant agreement
Contract length	Between 1 to 2 weeks
Application closing date	07 March 2020
Interview date	Tentatively before or after 10 March 2020
Start date	TBA

About VSO

VSO is the world's leading international development organization that works through volunteers to fight poverty. Working in 24 countries around the world, our unique role in international development is to place committed volunteers with carefully selected organizations where their skills can have the greatest impact. Our extraordinary volunteers live and work in some of the world's poorest communities. Sharing their unique skills and experience to generate new ideas and new ways of doing things, helping the communities they work in lifting themselves out of poverty. We are not about delivering quick fixes, but instead, we focus on long-lasting, sustainable change, that will impact generations to come. Join us and help us work towards our vision of a world without poverty.

VSO has been working in Bangladesh since 1974 to ensure that marginalized women and men in some of the poorest districts can participate in, contribute to, and benefit from the country's economic and social development. VSO Bangladesh programme includes projects in livelihoods, health, and education primarily in the Northern and Southern regions of the country.

UNFPA Upcoming Opportunity

UNFPA is going to implement a new programme on life skills training for adolescents in Rohingya refugee camps and host communities in Cox's Bazar.

Role Overview

VSO Bangladesh seeks Bid Development Consultants (Technical Proposal Writer) for upcoming UNFPA restricted funding opportunities in the areas of life skills training related to Health and Livelihoods. Once deployed the consultant will be working with the bid team and lead on the drafting of high-quality bid documents in line with donor guidelines.

Scope of Work: The scope of work below outlines the general parameters for services VSO expects the consultant to complete as part of a consultancy. VSO will provide the consultant with a written work order prior to any engagement describing a specific scope of work and timeline for the delivery of any final work products. To the extent practicable, the work order will also outline any logistical details including expected travel and related expenses in the work order.



Skills, Qualifications, and Experience

Responsibilities

- Conduct background research on relevant topics expected to be included in the relevant upcoming opportunity.
- Prepare a written summary of the key findings from background research, including source documents and resources;
- Support proposal design in coordination with partners and VSO staff;
- Coordinate the bid timeline and ensure relevant stakeholders can contribute effectively to the bid;
- Draft high-quality bid materials in correspondence with donor criteria and guidelines;

Requirements

- Possess technical expertise in Education, Health and/or Livelihoods;
- Demonstrated experience writing winning proposals for institutional and bi-lateral donors such as UN, DFID, USAID, and EC;
- Experience with commercial funding opportunities;
- Fluent in English required;
- Ability to manage and prioritize multiple concurrent initiatives all within schedule;
- Excellent oral and written communication skills;
- Proficiency in using MS Word, Excel, and PowerPoint;
- Excellent organizational skills with a willingness to assume responsibilities and take initiative; ability to be a team player.

Competencies and Behavior

At VSO we believe progress is only possible by working together. Whether you want to join us as an employee, or as a volunteer working in your own country, overseas or online, our selection process includes an assessment based on these core competencies:

- Ability to be open-minded and respectful
- Ability to be resilient and adaptive to new situations
- Ability to facilitate positive change and build sustainable working relationships
- Ability to seek and share knowledge

Equal Opportunities

VSO promotes equal opportunities and values a diverse workforce.

VSO reserves the right to close this ToR early if we receive enough applications.



Proposal submission and selection process

The interested individuals should submit a **hardcopy** of technical proposal and financial proposal (professional fees and estimated direct costs) to the “Procurement Committee” VSO Bangladesh, House # 382 (1st & 5th floor), Road # 28, New DOHS, Mohakhali, Dhaka 1206 by **07 March 2020**

CVs of the individual should be included as an annex to the proposal.

The proposal should be a maximum of 20 pages (excluding Annex) and should include the following:

- Understanding of the study in line with the requirements; Detailed approach and methodology; Work plan, and information about previous similar work experience in last five (5) years
 - The proposal will be evaluated based on the following criteria:
 - Approach and Methodology including the understanding of the assignment.
 - Qualification of individual/key expert.
 - Relevant record of accomplishment.
 - Familiarity of commercial contract of UN, DFID and USAID.
 - Detailed costing for the work.

Payment

The individual will be paid through A/C payee Cheque/online bank transfer in the name of the bid winner (individual). Applicable tax and VAT will be deducted at source during the payment made. Please mention the bank information in your proposal as appropriate. Payment will be processed only based on the satisfaction of the final proposal work done. Mode of payment will be paid after submission of Draft Technical Proposal as 50% (1st installment), 2nd installment 50% will be paid after submission of the Final Technical Proposal incorporating comments from the VSO team.

Policy and practice

Any document, information or data entrusted to or produced by VSO in connection with this agreement shall remain confidential and cannot be used by the service provider for any other purpose. This ToR will be followed by VSO corruption policy, data protection policy and child protection policy which will incorporate in detail in the final agreement. This provision shall remain valid even after the completion of this assignment.

Termination

Either of the parties possesses the right to terminate the contract giving one-week notice, paying for all deliverables completed at the time of termination, and a pro-rata share of any deliverable in progress of this contract.