

## REQUEST FOR PROPOSAL (RFP)

July 24, 2025

### Research work for Khulna Shohor AP under Khulna District

To: Consulting Firm

Dear Sir/Madam:

We kindly request you to submit a proposal for **“Research Work”**. Please be guided by the information attached below with annexures:

#### General RFP Guidelines and Instructions:

<b>RFP Name:</b>	<b>“To hire a Consultant/Firm for Research Work”</b>
<b>RFP Reference Number:</b>	RFP- <b>KRBC-25-0002</b>
<b>Submission of Proposal:</b>	<p><b>Separate Technical and Financial</b> proposals shall be sent directly through email in <b>PDF format</b> to: <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a></p> <p><b>Maximum file size: 15MB. If mail returned due to over file size, please split the file and send in separate email.</b></p> <p>Email Subject: <b>“RFP-KRBC-25-0002- to hire “Consultants/Firm for Khulna Shohor AP, Khulna District”</b>. Shall be mentioned in subject line.</p>
<b>Deadline for the submission of proposals:</b>	<b>Deadline for proposal submission is: <u>On or before 08 August, 2025 within 23.59 P.M</u></b>
<b>Procurement Focal Point:</b>	<p>Produth Kapali, SCM Field, KRBC, World Vision Bangladesh.</p> <p>Email: <a href="mailto:ProduthKapali@wvi.org">ProduthKapali@wvi.org</a></p>
<b>WVB Contact regarding Technical Specification:</b>	<p><b>Subash Mondol #+880 1711806667</b></p> <p>Field Program Quality Specialist, KACO, World Vision Bangladesh</p>
<b>List of Annexures:</b>	<p>Annexure-1: Instructions to Offeror</p> <p>Annexure-2: General and Particular Terms and Conditions</p> <p>Annexure-3: Terms of Reference (ToR)</p> <p>Annexure-4: Vendor’s Primary Information Collection Sheet</p> <p>Annexure-5: WV Supplier Code of Conduct</p>

**WVB reserves the right to accept or reject any or all the proposals in full or part with or without assigning any reason whatsoever.**



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## INSTRUCTIONS TO OFFEROR

Cost of proposal:	The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the World Vision Bangladesh (WVB) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
Contents of solicitation documents:	Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.
Clarification of solicitation documents:	A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring WVB entity in writing at the organization's mailing address or fax number indicated in the RFP. The procuring WVB entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.
Amendments of solicitation documents:	At any time prior to the deadline for submission of Proposals, the procuring WVB entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment. All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring WVB entity may, at its discretion, extend the deadline for the submission of Proposals.
Language of the proposal:	The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring WVB entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.
Proposal currency	All prices shall be quoted in BDT.
Proposal prices	The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.
Submission of proposals	<b>Separate Technical and Financial proposals</b> shall be sent directly through email in <b>PDF format</b> to: <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a>  <b>Maximum file size: 20MB. If mail returned due to over file size, please split the file and send in separate email.</b>

	Email Subject: : “RFP-KRBC-25-0002- to hire “ <b>Consultants/Firm for Khulna Shohor AP, Khulna District</b> ” Shall be mentioned in subject line.
Late Proposals	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
Modification and withdrawal of Proposals	The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.
Documents comprising the proposal	The Proposal shall comprise the following components: 1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements; 2) Declaration on WV Supplier Code of conduct as per Annexure-5; 3) Vendor Information Sheet Annexure-4.
Clarification of proposal	To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
Preliminary examination	The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser’s determination of a Proposal’s responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.
Evaluation and comparison of proposals	The proposal will be reviewed by the evaluation committee and will be evaluated in line with the guidelines of World Vision Bangladesh. The evaluation committee will evaluate the proposals on the basis of their responsiveness to Terms of Reference, applying the evaluation criteria and point system specified herein. Each responsive proposal will be given score. Proposal(s) will be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated below.

	<p>Evaluation Criteria, Evaluation and Ranking for Selection: The final selection will be done following Quality and Cost Based (QCBS) method. This will be done by applying a weight of 0.70 (or 70 percent) and 0.30 (or 30 percent) respectively to the Profile of the Organization and the Financial score of each evaluated proposal and then computing the relevant combined total score for each organization.</p> <p>The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly.</p> <p>The point of financial proposal shall be computed using formula:</p> $F_p = \frac{100 \times F_m}{F}$ <p>Here:  <i>F<sub>p</sub></i> = Financial Score of Offeror being evaluated  <i>F<sub>m</sub></i> = Lowest Financial proposal among technically qualified Offerors  <i>F</i> = Financial Proposal of Offeror being evaluated</p> <p>Combined score shall be calculated using formula mentioned below:  <i>CS</i> = [<i>TS</i> * 0.7 + <i>F<sub>p</sub></i> * 0.3]          Here:  <i>CS</i> = Combined Score  <i>TS</i> = Score obtained from Technical Proposal</p> <p>Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror.</p>
Technical Evaluation Criteria	<p>The technical part of the proposals will be evaluated on the basis as detailed below:</p> <ul style="list-style-type: none"> <li>• <b>As per TOR</b></li> </ul>
Demonstration of Proposal	As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee.
Payment Terms	WVB shall effect payments to the Contractor after acceptance by WVB of the invoices submitted by the contractor, upon achievement of the corresponding milestones mentioned in the TOR

**WVB reserves the right to accept or reject any or all the proposals in full or part with or without assigning any reason whatsoever.**

## GENERAL AND PARTICULAR TERMS AND CONDITIONS

### A. General Terms and Conditions

1. Offerors have to submit technical and financial proposals separately through email [wvb\\_scm@wvi.org](mailto:wvb_scm@wvi.org)
  2. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
  3. Payment shall be made through Straight to Bank (S2B).
  4. All the columns/requirements in this form/ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/ToR will not be considered.
  5. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
  6. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
  7. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
  8. The Proposal must be placed through email **not later than 04:00 P.M.** on the closing date.
  9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
  10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
  11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
  12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
  13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
  14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
  15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
  16. Any late submission of Proposal after the schedule date and time will be rejected.
  17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.
  18. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A
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contract clause confirming this will be included in an eventual purchase order based on this request.

19. In all cases, the decision of the World Vision Management will be final.
20. The Offeror has to submit duly filled up Vendor's Primary Information Collection Sheet (Annexure-4).
21. The Offeror has to agree to comply with WV Supplier Code of Conduct and will have to complete CPP Form (Annexure-5).

**I/We hereby agree to execute the work specified in the above memorandum strictly and fully in accordance with all the terms and conditions of the contract (if awarded) described above and in the annexure hereafter and will abide by and fulfill all such Terms & Conditions.**

Name & Signature of the Offeror: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Date with Seal of the Company: \_\_\_\_\_

### **Annexure- 3**

## **World Vision Bangladesh**

### **Terms of Reference (ToR)**

#### **Action Research on WVB Area Program Progress in Khulna City.**

### **Background**

World Vision Bangladesh (WVB) implements integrated and child-focused Area Programs (APs) at poor settlement locations under 31 wards of Khulna City Corporation to enhance the well-being of vulnerable children and communities. In urban contexts such as Khulna city, it is vital that program strategies remain adaptive and grounded in evidence. In recognition of this need, WVB intends to enter into a four-year consultancy agreement with institutional consultancy to support longitudinal action research aimed at improving program design and implement.

This initiative represents a continuation and expansion of efforts undertaken in FY 2024 to ensure that program strategies are grounded in local realities and evidence. This research partnership will facilitate the continuous identification of programmatic gaps, enhance contextual relevance, and ensure sustainable community impact.

### **Objective of the Assignment**

To support WVB's Khulna Area Program through rigorous action research, with the goal of continuously identifying gaps, documenting best practices for creating a safer and healthier

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city, evaluating effectiveness, and recommending strategic improvements in program design and delivery over a four-year period.

### Scope of Work

The institutional consultant will be responsible for delivering of work, with an additional responsibility of sharing and disseminating findings. A basic literature review should also be undertaken to inform and set the context for all aspects of the scope of work.

The institutional consultant will be responsible for:

- Conducting longitudinal, participatory action research aligned with WVB's programmatic frameworks.
- Reviewing WVB's Area Program interventions in Khulna city (AP 1 & 2).
- Identifying contextual, operational, and strategic gaps.
- Engaging communities, stakeholders, and authorities through consultations and participatory methods.
- Recommending improvements and adaptations based on evidence and local feedback.
- Collaborating with WVB's technical and field teams for integration of findings.
- Producing regular reports with actionable insights.
- Facilitating unpaid internship opportunities for students of consultancy firm, enabling them to participate in the action research process and gain practical experience in development research and community engagement.

### Methodology

The institutional consultant should use a combination of primary and secondary data, prioritizing qualitative methods while incorporating quantitative data where relevant. This may include reviewing existing laws and policies, national action plans, etc, analyzing administrative and case data, and conducting strategic and geo-specific mapping of high-risk areas. Additionally, the institutional consultant should conduct interviews with key stakeholders—such as government officials, law enforcement, legal experts, and community actors. Field-level data collection in poor settlement locations of Khulna City Corporation may also be useful to capture on-the-ground insights.

The institutional consultant is expected to clearly outline their detailed research plan, methodology, and data collection approach in their proposal. This will help us understand how they intend to conduct the study and ensure that all key components are thoroughly addressed.

### Target groups to Cover in the Study:

Most vulnerable children and their family, parents or caregivers, child forum, youth forum, different community level group/committee, Urban Development Society (UDS), CBOs, local government, GO/NGOs representatives.

### Deliverables

- Inception Report – Research framework and work plan (within first month)
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- Bi-Annual Review Reports – Summary of findings and recommendations every 6 months
- Annual Summary Reports – Comprehensive review of the Area Program design and operations for each fiscal year (FY25 through FY29), including progress analysis, findings, and actionable recommendations.
- Community Feedback Briefs – Key insights from community consultations
- Final Consolidated Report – Comprehensive analysis and recommendations at end of Year 4

### Duration

The consultancy agreement will cover a period of four (4) years beginning from the date of contract signing. WVB will conduct annual reviews of performance and outputs.

### Contracting and Oversight

- The agreement will be signed between World Vision Bangladesh and awarded institutional consultant.
- Respective institutional consultants will designate a Lead Researcher and maintain a dedicated research team.
- WVB will assign a focal point to oversee coordination and quality assurance.
- The contract can be canceled at any time by any authority (WVB or consultancy firm) upon any valid reason.

### Institutional Requirements

The consultancy firm must demonstrate capacity to:

- Assign qualified researchers with experience in action research and program evaluation
- Manage research processes, data, and reporting effectively
- Ensure institutional oversight and continuity throughout the contract period
- Maintain accountability for the financial and operational aspects of the consultancy

### Technical Proposal Evaluation:

There will be a two-stage selection process to choose a potential consulting firm. The total score for the technical proposal evaluation is 100 points. Out of these 100 points, 70 will be allocated for the technical proposal, and 30 points will be allocated for the presentation. Consultants/firms scoring 60% or higher in the technical proposal assessment will be eligible for the presentation and the consulting firms achieved 60% or higher in the presentation will be qualify for QCBS.

The presentation score will be combined with their technical proposal review score. The combined score will be shared for the next step—the financial analysis in QCBC approach. Please note that for the presentation, (A face-to-face or virtual presentation will be required) covering the following content.

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### Probable Presentation Agenda:

- Organization Expertise
- Team composition, experience & division of tasks
- Understanding of the objectives
- Approach to analysis (including sample size clarification & methodology if any)
- Work plan
- Q/A

The qualifying firm/consultant will be selected based on technical and financial score through QCB methodology.

### Payment Terms

- Payment will be made in annual installments, based on the submission and approval of agreed deliverables.
- A formal contract will define the specific terms and conditions of payment.
- The partnership is grounded in a win-win approach, with a common intention to contribute to the development of Khulna city.
- The financial arrangement will be modest, focusing on shared value, learning, and social impact rather than commercial gain.
- Consultancy firm students will have the opportunity to participate in the action research as voluntary interns.
- These student interns will gain hands-on experience in community-based research.
- Formal internship certificates will be provided to acknowledge students' contributions and learning.
- The arrangement supports both institutional collaboration and capacity building for future professionals.

**Cost should be included VAT & Tax and year wise Price (Such as 1<sup>st</sup> Year (WVB FY 2025), 2nd year FY-2026, 3<sup>rd</sup> Year- 2027 & 4th Year-2028)**

### Payment Schedule

- 30% upon submission of the Inception Report and data collection
- 30% upon submission of draft report
- 40% upon submission of the Final Integrated Report

### Submission Requirements

Interested institutions are requested to submit:

- Letter of Intent signed by the Vice Chancellor or authorized representative
  - Technical Proposal (approach, methodology, timelines)
  - Financial Proposal with itemized budget (Win-win matter)
  - CVs of key personnel
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- Institutional profile and relevant past experiences


**Submission Deadline: 08/08/2025**

**Technical Point Person:**

**Subash Mondol**

Field Program Quality Specialist

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**Contact Person:**

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