icddr,b with support from DFATD is issuing a Request for Proposals (RFP) for Hiring Sub-Awardee

RFP Closing:
16th August 2023 at 2:30PM

Grants and Compliance (G&C), icddr,b
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1. Request for Proposal (RFP) Summary

<table>
<thead>
<tr>
<th>Request for Proposals #</th>
<th>icddr,b/G&amp;C/OTM/2023/001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document type:</td>
<td>Subaward notice</td>
</tr>
<tr>
<td>Organization:</td>
<td>International Centre for Diarrhoeal Disease Research (icddr,b)</td>
</tr>
<tr>
<td>Funding opportunity</td>
<td>PURCHASE ORDER: 7428855</td>
</tr>
<tr>
<td>number:</td>
<td>PROJECT: P007358</td>
</tr>
<tr>
<td>Funding opportunity</td>
<td>Implementation of “Balika Bodhu: a social norm intervention to address denial of sexual and reproductive health and rights to married adolescent girls in rural Bangladesh”</td>
</tr>
<tr>
<td>title:</td>
<td></td>
</tr>
<tr>
<td>Purpose</td>
<td>The overall objective of this assignment is to implement the icddr,b developed “Balika Bodhu” intervention to address the denial of sexual and reproductive health and rights to married adolescent girls.</td>
</tr>
<tr>
<td>Location</td>
<td>16 villages from Bakiakandi, Rajbari, Bangladesh</td>
</tr>
<tr>
<td>Estimated Duration</td>
<td>14 months (August 2023 to September 2024)</td>
</tr>
<tr>
<td>Implementing agency</td>
<td>icddr,b</td>
</tr>
<tr>
<td>Donor</td>
<td>Department of Foreign Affairs, Trade and Development (DFATD) through AdSEARCH project by icddr,b</td>
</tr>
<tr>
<td>Who are we looking for?</td>
<td>We are looking for a local Non-Governmental Organisation (NGO)/Civil Society Organisation (CSO)/Community Based Organisation (CBO) to implement commendable intervention on gender and rights-related issues in the Rajbari district.</td>
</tr>
<tr>
<td>Posted date:</td>
<td>26th July, 2023</td>
</tr>
<tr>
<td>Deadline for application</td>
<td>16th August 2023 at 2:30 PM BST</td>
</tr>
<tr>
<td>Project start date</td>
<td>01st September, 2023</td>
</tr>
</tbody>
</table>
2. Letter of Invitation

Request for Proposals # icddr,b/G&C/OTM/2023/001  
Dated: 26th July 2023

Dear Sir/Madam,

International Centre for Diarrhoeal Disease Research, Bangladesh (icddr,b) as Principal Recipient (PR) has received a grant from the Department of Foreign Affairs and Trade (DFATD) for the project titled “Balika bodhu: Addressing denial of sexual and reproductive health and rights to married adolescent girls in a rural area of Bangladesh through empowerment and social norm change” under the PURCHASE ORDER: 7428855 PROJECT: P007358 and intends to hire sub-awardee under this Agreement for which this Request for Proposal (RFP) is circulated. The RFP contains all the necessary information for interested Bidders. With the most proficient bidder, icddr,b will sign a Sub-award Agreement for the currently established scope.

icddr,b now invites sealed proposals from interested Non-Government Organizations (NGOs) and Community Based Organizations (CBOs) who fulfil the criteria mentioned in “Instruction for the Submission of Proposal”.

Bidders shall submit their offers per the bid submission information by 2:30 PM Bangladesh time on 16th August 2023. The Technical and Financial proposals should be submitted in separate PDF password-protected files. Combined submission of the technical and financial proposal shall be disqualified. Technical and Financial Proposals along with one google link file (signed scanned/pdf copies) must be sent to mskabir@icddrb.org, with the following subject line: "Proposal for Hiring Sub-Awardee". The proposals should be password protected, and the password should be preserved at NGO/CSO custody until icddr,b requests the disclosure by the following person Annrta Muthoni Mugambi [Email: annrta.mugambi@icddrb.org].

An online pre-bid/proposal session will be conducted on 7th August 2023 at 2:30 PM BST. Bidder must confirm their participation in the pre-bid/proposal session through email to mskabir@icddrb.org by 3rd August 2023 at 2:30 BST. A meeting link invitation will be sent to the interested bidders by the same day. Please mention 'Pre-Bid/Proposal Attendance request' and the RFP reference in the email subject line.

This RFP does not obligate icddr,b to execute a contract, nor does it commit icddr,b to pay any costs incurred in preparing and submitting the proposals. Furthermore, icddr,b reserves the right to reject any or all offers if such action is considered to be in the best interest of icddr,b.

RFP responses received will be scrutinized/ assessed/ evaluated as per the terms and conditions mentioned in the RFP, and successful organization/s will be asked for capacity assessment and contract negotiations.

Yours sincerely,

Mohammad Shafiqul Kabir  
Senior Manager  
Grants & Compliance, Finance  
Central Management Services  
icddr,b  
Mohakhali, Dhaka-1212  
Office:+880-2-222277001-10 Ext: 3793  
Email: mskabir@icddrb.org
3. About icddr,b

icddr,b is an international health research organisation located in Dhaka, Bangladesh. We are committed to solving public health problems facing low- and middle-income countries through innovative scientific research – including laboratory-based, clinical, epidemiological and health systems research. By developing, testing and assessing the implementation of interventions specifically designed for resource-poor settings, we aim to improve the health and well-being of people living in the world’s poorest nations. For more than 50 years, we have been carrying out high-quality research and promoting the uptake of evidence-based interventions. Our initial focus was on diarrhoeal disease, but we now study multiple infectious diseases, other threats to public health, and methods of healthcare delivery. Our work has had a profound impact on health policy and practice both locally and globally – and this remains our key objective for the future.

4. Overview of the project

Sexual and reproductive health and rights (SRHR) are vital to one’s health and development. Over the last few decades Bangladesh, known as a patriarchal society, has made remarkable progress in improving contraceptive use, and maternal health. However, the progress has not been consistent in different SRHR domains and is not uniform across different groups of reproductive aged females. The progress was particularly slow in realising SRH rights of the women. Evidence suggests that choice and consent of females are ignored in all spheres of SRHR and that patriarchal gender, social norms, and discriminatory laws and practices in Bangladesh perpetuate denial of SRHR to females. Due to the high prevalence of child marriage in Bangladesh (50%), a huge proportion of adolescent girls are married before age 18. In a patriarchal setting such as Bangladesh, with very strong gender and age hierarchies these child brides typically command the lowest power in the marital home. They typically have lower education than those who get married in adulthood. They also lack voice and bargaining skills. In such a context, the husband or mother-in-law may figure prominently in decisions about using contraception and the timing of childbearing. In this context, denial of SRHR usually becomes part of their lived experiences.

Although social norms are recognised as one of the main drivers of denial of SRHR to married adolescent girls (MAG) aged 15-19 years, social norms theories and approaches to programming are relatively new and there has been little attempt to develop and rigorously test interventions to address such social norms worldwide and in Bangladesh. Also, a handful of programmes have been implemented worldwide and in Bangladesh to empower partnered female adolescents for promoting SRHR. But, we argue that conceptualization of empowerment in these initiatives were often not grounded in solid theory and evidence. Thus, empowerment programmes for women and girls often fail to include a critical component, namely, movement building and collective agency and critical consciousness, without which empowerment cannot take place in its true sense.

icddr,b will develop and test Balika Bodhu, a social norm intervention to address the gaps in programming and in the literature combining a comprehensive empowerment programme for MAGs with engagement of other stakeholders to increase demand, access and practice of positive behaviours in relation to SRHR among these MAGs. In this regard, icddr,b is seeking to engage a local organisation to implement the intervention in the project areas mentioned above.

5. The Balika Bodhu intervention

The Balika Bodhu intervention will involve a 10-month gender transformative participatory programming for: (1) empowering MAGs and (2) creating an enabling environment in the family and the community for the MAGs to demand, access and practice SRHR. For empowering MAGs their intrinsic, instrumental and collective agency will be promoted. Special attention will be paid to incorporate two critical elements, often missing from many empowerment programmes.
development of critical consciousness and movement building. The intervention will particularly focus on promoting rights of the MAGs through enhancement and exercise of the notions of choice and consent. Table 1 presents the details of planned activities.

Considering the field challenges may occur, we may allow the 10-month intervention to be implemented over approximately 11 months. For example, some weekly sessions may not occur as per schedule for various reasons. We may need extra time to deliver those sessions in such a case.

**Table 1. Sessions details of Balika Bodhu intervention**

<table>
<thead>
<tr>
<th>PARTICIPANTS’ GROUPS</th>
<th>SESSIONS/ACTIVITIES</th>
<th>CORE SESSIONS/TRAININGS</th>
</tr>
</thead>
</table>
| Married Adolescent Girls (MAGs)             | Frequency: Weekly                        | (i) **Health and life sessions on**  
Introduction to the project and training, Sex and gender, Rights, Marriage, SRHR,  
Fertility and conception, Family Planning, Consequences of early first birth, Healthy  
relationship, Polygamy, Divorce, Communication and negotiation, Gender-based violence,  
Conflict management, Anger management, Goal setting, Household budgeting, Activism and  
leadership skills, Community action planning; and  
(ii) **Business and entrepreneurship sessions on**  
Introduction to planning, Planning for problems, Market research and adding value, Market information from the client, Consider all options, Pros and cons of any option, Taking smart risks, Business plan. |
|                                             | Number: 40                               |                                                                                       |
|                                             | Length: Around two hours each            |                                                                                       |
| Spouses of MAGs                             | Frequency: Every two weeks               | **Health and life sessions on**  
Sex and gender, Fertility and conception, Family planning, Consequence of early first birth, Healthy  
relationship, Communication and negotiation, Gender-based violence, Conflict management, Anger management, activism, Community action planning, Planning for problems |
|                                             | Number: 20                              |                                                                                       |
|                                             | Length: Two hours each                   |                                                                                       |
| Couples (MAGs and their husbands) sessions  | Frequency: Every two months              | Fertility, contraception, SRHS, healthy relationships, gender, rights, social norms,  
life skills, household budgeting, financial planning                                      |
<p>|                                             | Number: 6                               |                                                                                       |
|                                             | Length: Two hours each                   |                                                                                       |
| Elderly and influential community members   | Frequency: Every two months              | FP, conception and SRH services                                                        |
|                                             | Number: 6                               |                                                                                       |
|                                             | Length: Two hours each                   |                                                                                       |
| Training of selected 20 MAG leaders on      | Number: 2                               | Leadership, campaigning and activism, linking to other girls’ groups &amp; networks,      |
|                                             | Length: Day-long                        |                                                                                       |</p>
<table>
<thead>
<tr>
<th>campaigning and activism</th>
<th>executing community level social norm activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girl-led community social norm activities</td>
<td>Number: 4 Length: two hours</td>
</tr>
<tr>
<td>(The role of the implementing agency would be to link up these girls with government’s vocational training programmes)</td>
<td>Vocational training of selected 20 MAG leaders on income generating activities.</td>
</tr>
<tr>
<td></td>
<td>Number: 1 Length: One day long session</td>
</tr>
<tr>
<td></td>
<td>Leadership, campaigning and activism, linking to other girls’ groups &amp; networks, executing community level social norm activities</td>
</tr>
</tbody>
</table>

6. The purpose of this Request for Proposal (RFP)

The purpose of this Request for Proposal (RFP) is to determine the organization that will be best suited to perform the role as per SoW. Bidders are invited to submit proposals in response to this RFP following the "Description of Assignment".

This RFP does not obligate icddr,b to execute a sub-agreement nor does it commit icddr,b to pay any costs incurred in the preparation and submission of the proposals. Furthermore, icddr,b reserves the right to reject any and all offers, if such action is considered to be in the best interest of icddr,b.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

7. Scope of Work (SoW)

The overall objective of this assignment is to properly implement the intervention in the study area following the guidelines and training provided by icddr,b. The contracted agency will engage in the following activities:

i. The preparatory phase will include inception meetings with icddr,b team and debriefing to discuss the process, understand the scope of work for each stage, and know the information and evidence needed to gather on social and gender norms change theory and practice. The contracted agency needs to submit an inception report afterwards.

ii. The project staff is to attend a one-month participatory training on: (a) getting started with the project; (b) gender and ethics; (c) session topics (applicable for session facilitators, supervisors and field coordinator); and (d) implementation procedures including collection of monitoring data. The project staff also need to attend two refresher trainings, each of two days.

iii. Arrange a kick-off meeting to engage the relevant stakeholders about the project in a vision to receive support throughout the project.

iv. Recruit the study participants from the icddr,b-provided lists of MAGs following pre-set eligibility criteria to establish a cohort of MAGs. This task needs to be completed by 15 days.

v. Conduct group sessions, trainings and community campaigns as described in Table 1.
vi. Take necessary measures for appropriately delivering the intervention, and modify intervention activities based on feedback from quantitative and qualitative monitoring.

vii. Keep records of session attendance information using icddr,b provided monitoring forms and share those with icddr,b monitoring officer weekly. The implementing partner will also be responsible for providing icddr,b with access to all project documents.

viii. Arrange and attend regular monthly project meetings and any other meetings as necessary.

ix. Submit a detailed report on the intervention implementation.

8. Mandatory eligibility criteria.

Organizations (local Non-Government Organizations (NGOs), Civil Society Organisations (CSOs), Community Based Organizations (CBOs)) whether for-profit or non-profit, must meet the following criteria to qualify.

(i) (a) Is legally organized under the laws; and (b) has as its principal place of business or operations in; and (c) is majority owned by individuals who are citizens or lawful permanent residents of; and (d) is managed by a governing body the majority of who are citizens or lawful permanent residents of Bangladesh.

(ii) Has three years of proven experience in intervention implementation (to be substantiated by submission of the intervention manual/annual report/project completion report/scientific reports/manuscripts published in international peer reviewed journals etc.). Experience in implementing program/intervention with similar scope to this RFP will be an advantage.

(iii) Has proven leadership and/or track record in at least three of the following areas: (a) gender; (b) promotion of sexual and reproductive health and rights; (c) women’s empowerment (life and livelihood skills development); (d) violence against women and girls; (e) adolescent’s health, nutrition and development; (f) community empowerment; (g) social and behavioural change communication; and (h) intervention implementation through group sessions and community campaigns (to be substantiated by submission of the annual report/project completion report/any other document of relevant projects).

In addition, strong understanding and use of gender-based and human-rights based approach to programming and experience of working with women and girls, particularly with married adolescent girls will be considered as an advantage.

On the other hand, firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible for this RFP. icddr,b also shall not enter into a sub-agreement with any individual or organizations that have the following characteristics:

(i) Have active exclusions in the System for Award Management (SAM) (https://www.sam.gov)
(ii) Appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, sometimes referred to as the “OFAC List” (http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx)
(iv) If, at any time, the organizations have, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract under any fund;
(v) Engagement/involvement in any money laundering activities or facilitate any such activities.

icddr,b will use an online screening service (if required) to check the background of the participants.

9. Submission of proposal

The bidders should submit a Technical and a Cost proposal separately, no later than the time and date specified in the Letter of Invitation. Please note, Technical proposals must not refer to pricing data so that the technical evaluation may be made strictly based on technical merit.

The Technical and Financial proposals should be submitted in separate PDF password-protected files. Combined submission of the technical and financial proposal shall be disqualified. Technical and Financial Proposals along with one google link file (signed scanned/pdf copies) must be sent to mskabir@icddrb.org, with the following subject line: "Proposal for Hiring Sub-Awardee". The proposals should be password protected, and the password should be preserved at NGO/CBO custody until icddr,b requests the disclosure by the following person Annrta Muthoni Mugambi [Email: annrta.mugambi@icddrb.org].

9.1 Technical proposal

The technical application should be specific, complete, and presented concisely. It must demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this activity. The application should take into account the requirements of the program and merit review criteria found in this RFP. It should not exceed 45 pages (Font: Tahoma, Font Size: 11, Paper Size: A4, Margin: 1 inch in all four sides, Line Spacing: Single). It must submit as a searchable PDF format. It should include the followings:

A. Cover Letter

The cover letter shall include the following information:

i. Name of the company or organization

ii. Type of company or organization

iii. Address

iv. Telephone

v. Email

vi. Tax, VAT and Trade registration information

vii. Official bank account information

viii. Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);

ix. Other required documents shall be included as attachments to the cover letter.

x. A sample cover letter is provided in Annex 1 of this RFP.
B. Table of Contents
Include major sections and page numbering to easily cross-reference and identify merit review criteria.

C. Detailed approach
This part shall not exceed 25 pages. The bidder must respond to the detailed information set out in “Scope of work”. It also should include details on the followings:
- Staffing to complete the assignment, including team composition with specific role and level of effort, and the process to be used for selecting them
- Training of project staff
- Arranging a kick-off meeting with the relevant stakeholders
- Detailed work plan (including a Gantt Chart) for conducting meetings, group sessions and community campaigns as described in Table 1:
- Final reporting
- Any other tasks mentioned in the “Description of assignment” section

D. Corporate capabilities, experience, past Performance, and key personnel
This part shall not exceed 15 pages (separate annexure for this may be given as supporting evidence). This part must include:
(a) A description of the company and organization. Bidders must include details demonstrating their experience and technical ability in implementing the technical approach/methodology. Bidders can mention their knowledge and experience with similar projects, contracts, clients list, consulting assignments, etc.
(b) Additionally, bidders must include two past performance references of similar work (under contracts or contracts with minimum value BDT 45 Lakhs each) previously implemented and contact information for the companies for which such work was completed within the last two years. Contact information must include at a minimum: name of point of contact who can speak to the bidder’s performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. icddr,b reserves the right to check additional references not provided by an Bidder.
(c) Key Personnel: this part should include -
   a. Brief statements of major duties for each of the key personnel
   b. Academic background, expertise, experience in capacity building, institutional development, and monitoring and evaluation, to implement the intervention
   c. Estimated amount of time devoted to the project for each of the key personnel
   d. CVs for key personnel should be included in an annex to the technical proposal and will not count against the page limit.

icddr,b reserves the right to negotiate changes in the staffing pattern, depending on the final award.

E. Supporting Documents for Technical Proposal
The Bidder needs to supply the following documents as Annex:
- Copy of registration or incorporation in the public registry, or equivalent document from the government office (Registrar of Joint Stock Companies/Social Welfare Ministry/ NGO Affairs’ Bureau etc) where the bidder is registered.
• Copy of company tax and VAT registration, or equivalent document.
• Copy of trade license, or equivalent document.
• Evidence of Responsibility Statement, whereby the bidder certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. A sample copy is provided in Annex 2.
• Evidence of experience mentioned in 8(ii), 8(iii) 9.1D

9.2 Financial Proposal

The financial proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award.

The price of the Agreement to be awarded will be an all-inclusive all cost i.e. **direct cost along with indirect cost/overhead. See Annex 3** for details of cost proposal including a sample cost structure. VAT & Tax is applicable (if any) as per country rules and regulations.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. The personnel costs should include the salaries only for the staff directly related to this project. Please do not budget for any Monitoring Officer as icddr,b will employ one dedicated field-based Monitoring Officer to monitor and guide the field implementation.

Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. icddr,b reserves the right to request additional cost information if the evaluation committee has concerns about the reasonableness, realism, or completeness of an bidder’s proposed cost.

**Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.**

The currency of this contract will be Bangladeshi Taka and cost proposals shall be submitted in BDT.

10. Proposal Evaluation

After opening the Proposals, icddr,b will carry out the following steps in the following order:

- First, each proposal shall be evaluated for compliance with the mandatory requirements of this RFP. Proposals deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions in this RFP, including, but not limited to, failure to provide all required information, may result in a Proposal being disqualified from further consideration.

- Second, icddr,b will evaluate the Technical Proposal for compliance with the technical requirements stated in this RFP based on the Proposal evaluation approach set out below.

- Third, icddr,b will undertake a commercial evaluation of the Financial Proposal part of technically compliant Proposals on the basis of the Proposal evaluation approach set out below.

Proposal Evaluation Approach:
Weighted scoring evaluation approach following the closure of the RFP, proposals will be evaluated by an icddr,b evaluation team to assess their merits. The evaluation will be restricted to the contents of the proposals, bidder profile, relevant experience, client list, and Financial Proposal.

A two-stage procedure will be followed in evaluating proposals, with an evaluation of the Technical Proposal being completed prior to any Financial Proposal assessment. Evaluators of the technical proposals shall have no access to the Financial Proposals until the technical evaluation is completed.

The evaluation criteria will be split between technical and commercial (financial proposal) scores (75/25).

Technical Evaluation:
Technical Proposals will be evaluated based on their responsiveness to the terms of reference and applying the evaluation criteria. Each Technical Proposal will be given a technical score. Technical Proposals receiving the minimum qualifying points or higher will be considered technically responsive. After the completion of the technical evaluation, the Financial Proposal will be opened. Proposals which are considered non-technically compliant and non-responsive will not be given further consideration.

Financial Evaluation (commercial evaluation):
The financial scores will be arrived at based on the lowest evaluated Financial Proposal will be given the maximum financial score of 25 points. The financial scores of the other proposals will be in inverse proportion to the lowest price.

An award will be made to the bidder whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and organizational capability requirements, and is determined to represent the best value to icddr,b.

This RFP will use the ‘Quality-Cost Based Selection’ Method for proposal evaluation.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Technical approach:</td>
<td>(50)</td>
</tr>
<tr>
<td>• Understanding of scope, objectives and completeness of response</td>
<td>10</td>
</tr>
<tr>
<td>• Implementation approach</td>
<td>30</td>
</tr>
<tr>
<td>• Staffing and detailed work plan</td>
<td>10</td>
</tr>
<tr>
<td>2. Organizational capacity and key personnel:</td>
<td>(25)</td>
</tr>
<tr>
<td>• A description of the company and organization including experience and technical ability in implementing the technical approach/methodology,</td>
<td>15</td>
</tr>
<tr>
<td>• Performance references</td>
<td>5</td>
</tr>
<tr>
<td>• Key personnel</td>
<td>5</td>
</tr>
<tr>
<td>Total Technical Score</td>
<td>75</td>
</tr>
</tbody>
</table>

Bidders, who unable to score 60% in the technical evaluation, will not be considered for Financial Evaluation.
Total Score Sheet:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Technical Score</td>
<td>75</td>
</tr>
<tr>
<td>2. Financial Score</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Highest Combined Scorer”, as determined by the sourcing evaluation committee, may be asked to conduct oral/visual presentations. If deemed an opportunity, icddr,b reserves the right to make separate awards per component or to make no award at all. If deemed an opportunity, icddr,b reserves the right to make separate awards per component or to make no award at all.

11. Validity Period
Bidder’s proposals must remain valid for 180 calendar days after the proposal deadline.

12. Terms of Contract/Sub-agreement
This is a request for proposals only and in no way obligates icddr,b to award a contract/sub-agreement. In the event of contract/sub-agreement negotiations, any resulting contract/sub-agreement will be subject to negotiation.

13. Bid/Proposal & Performance Guarantee (PG):
   a. No Bid/Proposal security is required for submission of this tender.
   b. The Successful bidder will be required to submit performance guarantee equivalent to 3% (three) of awarded value in the form of Pay Order/ Bank Guarantee issued by any scheduled bank in Bangladesh. The performance guarantee shall be claimed by the sub-awardee in writing within 30 (thirty) days from the date of contract expiry and will be returned to the sub-awardee without interest. The Bank Guarantee should be valid until a date of 28 (twenty-eight) days beyond the date of completion of the performance obligations under the Contract.

14. Invoice & Payment:

The potential sub-awardee will take necessary initiatives to accomplish the objectives per SoW and submit the invoice as per the following payment schedule:
   i. 30% upon contract signing and submission of inception report;
   ii. 40% upon conducting 60% of the sessions;
   iii. 30% upon submission of the final report;

Payment will be made within 30 days upon receiving an valid invoice. Services under a Standing Offer Arrangement shall provide to the Ordering Officer a Tax Compliant Invoice showing the value of the Services completed.

15. Negotiations

icddr,b will award any contract/sub-agreement solely based on the original offers received. However, icddr,b reserves the right to conduct discussions, negotiations and/or request clarifications.
before awarding a contract/sub-agreement.

Furthermore, icddr,b reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals.

16. Contract Award:
icddr,b will select the proposal for primary negotiation which obtain the highest combining score based upon the evaluation criteria stated in this RFP. The contract/sub-agreement may be awarded following negotiations by issuing a Notification of Intent (NoI) which will be followed by an official Sub-Award Agreement signing.

17. Award Notification
icddr,b will only notify the Bidder(s) that has/have been awarded the Contract(s) resulting from this solicitation process; icddr,b may, but is not required to, notify the other Bidders of the outcome of this solicitation process.

18. Ethical Standards
icddr,b requires that all Bidders observe the highest standard of ethics during the entire solicitation process and the duration of any contract that may be awarded as a result of this solicitation process. icddr,b also actively promotes the adoption by its suppliers of robust policies for the protection and safeguarding of children and the prevention and prohibition of sexual exploitation and sexual abuse.

By submitting its proposal in response to this RFP, the Bidder makes the following representations and warranties to icddr,b as at the Submission Deadline:

18.1 In respect of all aspects of the solicitation process, the Bidder has disclosed to icddr,b any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest. In particular, the Bidder has disclosed to icddr,b if it or any of its affiliates is, or has been in the past, engaged by icddr,b to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the services requested under this RFP.

18.2 The Bidder has not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the solicitation process and any contract that may be awarded as a result of this solicitation process.

18.3 No official of icddr,b has received from or on behalf of the Bidder or will be offered by or on behalf of the Bidder any direct or indirect benefit in connection with this RFP, including the award of the Contract to the Bidder. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.

18.4 The Bidder will (a) observe the highest standard of ethics; (b) use its best efforts to protect icddr,b against fraud, in the solicitation process and in the performance of any resulting contract; and (c) comply with the applicable provisions of icddr,b’s Policy Prohibiting and Combatting Fraud and Corruption. In particular, the Bidder will not engage and will ensure that its personnel, agents and...
sub-Bidders do not engage in any corrupt, fraudulent, coercive, collusive or obstructive conduct.

18.5 The Bidder will comply with all laws, ordinances, rules and regulations bearing upon its participation in this solicitation. The Bidder shall ensure that its personnel adhere to the icddr,b's code of conduct and must abide by icddr,b's policies and procedures, including the Whistleblowing policy, Sexual Harassment Policy, Safeguarding Policy, Conflict of Interest Policy, Gender Policy and icddr,b's Code of Conduct policy. The working relationship between icddr,b and the Service Provider will be based on mutual respect. In the event of violation of any policy of icddr,b and/or the code of conduct (mentioned in icddr,b website: https://www.icddrb.org/about-us/governance/policies) by the Service Provider icddr,b shall have the right to terminate the Agreement forthwith.

19. Confidentiality

18.1 Confidential Information that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract or in connection with the subject matter of the Contract will be held in confidence by the Recipient. The Recipient will use the same care and discretion to avoid disclosure of the Discloser's Confidential Information as the Recipient uses for its own Confidential Information and will use the Discloser's Confidential Information solely for the purpose for which it was disclosed to the Recipient.

18.2 The Bidders shall not use the RFP Materials for any purpose other than preparing a Proposal and shall not disclose the RFP Materials to any third party, except with the prior written consent of icddr,b.

Annexures

Annex 1. Sample Cover Letter

[Bidder: Insert date]

Director, Finance
icddr,b
68 Shaheed Tajuddin Ahmed Sharani
Mohakhali, Dhaka 1212
Bangladesh.

Reference: Request for Proposals # icddr,b/G&C/OTM/2023/001

Subject: [Bidder: Insert the name of your organization]'s technical and cost proposals

Dear Sir:

[Bidder: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization: __________________________________________
Type of Organization: __________________________________________
Taxpayer Identification Number: __________________________________
As required by section 9.1, we confirm that our proposal including the cost proposal will remain valid for a period of 180 calendar days after the proposal submission deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP:

I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the bidder is registered.
II. Copy of company tax and VAT registration, or equivalent document.
III. Copy of trade license, or equivalent document.
IV. Evidence of Responsibility Statement.
V. Performance Certificate
VI. Organization's background and management details
VII. Last three years audit reports.

Sincerely yours,

______________________________
Signature

Annex 2. Evidence of Responsibility Statement

1. Authorized Negotiators
The offeror will confirm their official negotiator and signatory for who is authorized to represent the offeror in the negotiation of this offer in response to this RFP.

List Names of Authorized signatories:
   1. (Name & Designation):
   2. (Name & Designation):

These individuals can be reached at:
2. **Adequate Financial Resources**
The offeror will submit evidence to prove their adequate financial resources to manage this contract, as established by audited financial statements for the most recent three years (OR equivalent) with the proposal.

3. **Adequate Human Resources**
The offeror will submit evidence to prove their adequate human resources to manage this contract.

4. **Record of Performance, Integrity, and Business Ethics**
The offeror should confirm that they have no allegations of lack of integrity or questionable business ethics.

5. **Equipment and Facilities**
The offeror should state they have the necessary facilities and equipment to carry out the contract with specific details as appropriate per the contract SOW.

7. **Eligibility to Receive Award**
The offeror should state that they are qualified and eligible to receive an award under applicable laws and regulations and that they are not blacklisted in any list maintained by any regulatory body. The Contractor should state whether they have performed work of similar nature under similar mechanisms for icddr,b.

8. **Cognizant Auditor**
The offeror should provide the Name, address, phone of their auditors – whether it is a government audit agency or an independent firm.

10. **Acceptability of Contract Terms**
The offeror should state its acceptance of the proposed contract terms.

11. **Organization of Firm**
The offeror should explain how their firm is organized on a corporate level and practical implementation level, for example regionally or by technical practice.

Signature: ____________________________________

Name:________________________________________
Title:________________________________________
Date:________________________________________
Annex 3: Financial proposal

Guide to Creating a Financial Proposal

The purpose of this annex is to guide offerors in creating a budget for their financial proposal. Because the contract will be funded under Department of Foreign Affairs, Trade and Development (DFATD), Canada, it is important that all offerors budgets conform to this standard format. It is thus recommended that offerors follow the steps described below:

Step 1: Design the technical proposal:
The offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP. Offerors should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs:
The cost proposal should provide the best estimate of the costs associated with each deliverable, which should include all costs.

Under no circumstances any cost information can be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, can be included in the technical proposal. Cost information must only be shown in the financial proposal.

Step 3: Create a budget for the financial proposal:
The budget period should follow the technical proposal period. A sample budget is shown on the following page.

Step 4: Write Cost Notes:
Cost proposal shall be accompanied by written notes that explain each cost line item and the assumption of why a cost is being budgeted as well as how the amount is reasonable.

Sample Budget:

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this RFP.

Budget Period:
Cost proposal shall be for the period from September 2023 to October 2024.

Detailed Budget

The costs need to be mentioned in BDT following the below template:
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<th>Cost Categories</th>
<th>Designation</th>
<th>Role</th>
<th>Effort (%)</th>
<th>No. of Staff</th>
<th>No. of months</th>
<th>Rate /month (BDT)</th>
<th>Total Budget (BDT)</th>
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Authorized Signature [In full and initials]:

Name and Title of Signatory:

Company/Organizational Seal/stamp: