

Issued on: 01-07-2024 11:33 AM

To

Ms./Mr. ....

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Technical Expertise for Child Protection.**

Dear Madam/Sir,

The BRAC Bangladesh strategy for 2021-25 is the third, after the two five-year 2011 and 2016. Investing in the future generation and promoting youth participation is an integral part of this strategy. It is essential to enable all young people to realise their maximum potential through respecting their rights and hearing their voices while protecting and supporting them as they transition from childhood to adulthood. Another core pillar of BRAC's current strategy is gender equality and gender empowerment. At BRAC, we are committed to working with every woman to support their journey towards attaining full and equal human rights.

The Bangladesh America Maitree Project is an initiative in collaboration with BRAC and USAID, focusing on building the capacity of local organisations involved in implementing development projects. Through a competitive process, the project will choose local subrecipients to carry out activities in line with the Mission's Country Development Cooperation Strategy (CDCS). A component of the activity will assist subrecipients in building their institutional capabilities. Additionally, the program will help local groups collaborate and form networks so that development solutions align with their own goals and priorities. This will give USAID a platform to work with a wide range of organisations that are prepared and able to support Bangladesh as it continues on its development path.

For this reason, we are looking for a suitable consultant/ consultancy firm to serve the purpose.

Here we are enclosing the ToR for the consultancy service. We are looking forward to receive (i) CV/ Profile of the Individual mentioning the required experiences as per the attached ToR (ii) a technical proposal describing the methodology (iii) a budget for the assignment

**RFP No: BPD/2024/RFP-1652**

**Closing Date & Time: 14-08-2024 02:30 PM (Dhaka Local Time)**

Please submit the Proposal **on 14-08-2024 02:30 PM (Dhaka Local Time)** in **tender.brac.net**. **Any offer via email or hard copy is treated as non-responsiveness.**

BRAC recognizes the empowerment of women and girls as fundamental to the organization's vision and mission. Women and gender-diverse individuals are encouraged to participate in the procurement. Without compromising organizational compliance in procurement, the selection of the supplier/vendor would be finalized.

During the participation in any tendering/enlistment process, if any Consultant/Consulting firm provides fake document, they will be banned from business with BRAC for certain years as per BRAC Procurement Guideline

**Payment Condition:**

Mode of payment will follow the below conditions :

**1<sup>st</sup> instalment: 20% of the total amount upon approval from the Chief of Party of the inception**

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report/ planning report on technical deliverables.

Final instalment: 80% of the total amount upon acceptance of the final report of the committed deliverables from the Chief of Party.

However, if the management decides to close the contract for a plausible reason, the consultant shall be paid up to the instalment for which deliverables have been accepted.

Payment would be made to the Consultant/Consultancy firm after acceptance/recommendation by the programme through an automatic Bank transfer directly into any scheduled Bank in Bangladesh in favour of consultant/consultancy firm.

For payment, Consultant/consultancy firm has to submit an invoice duly describing the agreed accomplishment.

It is noted that the Firm must fill up their accounts information as per instruction i) Account name ii) A/C number iii) Bank name iv) Branch name v) E-mail address vi) Routing Number. Payments will be subject to deduction of Tax at source as per Govt. Rule. (If applicable).

**This is USAID funded procurement. The service under this RFP is VAT exempted. Please quote the price without VAT. Income Tax will be deducted at source as per Govt. rules. Consultant/Consultancy firm must provide Mushok 6.3 along with the bill. In Mushok 6.3 the consultant will mention "VAT exempted as per USAID VAT coupon" in column 9 & 10. BRAC will provide a USAID coupon to the awarded vendor instead of Mushok 6.6.**

Payment will be disbursed within 45 days after vetting by Programme.

Consultant/Consultancy Firm must submit 13 digits new BIN, Updated Trade license (Applicable for both firm & Individual) & TIN, updated income tax certificate (applicable for both firm & Individual) with proposal and Mushok 6.3 Applicable for applicable for both firm & Individual and updated income tax certificate (applicable for both firm & Individual) with invoice.

As per the Finance Act-2022, the rate of tax shall be fifty percent (50%) higher if the payee (Vendors) fails to submit proof of submission of Income tax return at the time of making the payment.

**Please note: Invoice date and Mushak 6.3 date must be the same. (Invoice submission time).**

You are requested to affix 10Tk stamp on the bill.

Please provide team composition details with consultant's name and role for this project.

CV's are required for the consultants who will work for consultancy Firm

For approval of your account during the supplier registration process, and for any clarification, please contact Tazkia Razekin (Deputy Manager, 01325070202 & [tazkia.razekin@brac.net](mailto:tazkia.razekin@brac.net))

## STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

### Section 4: Financial Submission Form (BPD 5-15)

To:

BRAC Procurement Department

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BRAC Head Office  
BRAC Centre, 6th Floor  
75, Mohakhali, Dhaka 1212

Date:

Ladies/Gentlemen:

We agree to be bound by the **Letter of Invitation** and we hereby submit our attached Financial Proposal for the sum of:

<<em>insert currency and amount in both, words and figures>

The amount is including of local taxes .

We confirm that our Proposal shall remain valid, from the closing date, for the period stated in the RFP.

Our Financial Proposal is binding upon us and shall be subject to any modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents/Recipient	Amount and Currency	Purpose of Commission or Gratuity

We understand you are not bound to accept any or all Proposals you receive..

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Firm's Seal or Stamp:

## Terms of Reference (ToR) Technical Expertise for Child Protection

### Background

The BRAC Bangladesh strategy for 2021-25 is the third, after the two five-year 2011 and 2016. Investing in the future generation and promoting youth participation is an integral part of this strategy. It is essential to enable all young people to realise their maximum potential

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through respecting their rights and hearing their voices while protecting and supporting them as they transition from childhood to adulthood. Another core pillar of BRAC's current strategy is gender equality and gender empowerment. At BRAC, we are committed to working with every woman to support their journey towards attaining full and equal human rights.

The Bangladesh America Maitree Project is an initiative in collaboration with BRAC and USAID, focusing on building the capacity of local organisations involved in implementing development projects. Through a competitive process, the project will choose local subrecipients to carry out activities in line with the Mission's Country Development Cooperation Strategy (CDCS). A component of the activity will assist subrecipients in building their institutional capabilities. Additionally, the program will help local groups collaborate and form networks so that development solutions align with their own goals and priorities. This will give USAID a platform to work with a wide range of organisations that are prepared and able to support Bangladesh as it continues on its development path.

The key objectives of the Maitree Project are:

1. Empowering local organisations by providing funding and mentorship to local Bangladeshi NGOs, aligned with USAID's development strategy.
2. Capacity building for the sub-recipients selected by the prime awardee receive support to improve their organisational and technical skills.
3. Fostering collaboration, networking, and knowledge sharing among local organisations, helping those organisations to develop sustainable solutions.

BRAC is seeking a qualified Child Protection Consultant to provide technical expertise to assess and provide solutions in order to mitigate various challenges focusing on child rights and protection. The consultant will offer strategic leadership, guidance, and planning to strengthen child protection mechanisms and support Maitree Project to outline relevant problem statements and strategy down the line of implementation. interventions.

#### Key deliverables

As a result of these ongoing activities, Maitree needs to hire an individual expertise to provide following deliverable in the areas of:

1. A comprehensive and detailed problem statement related to child rights and protection, with a specific focus on child marriage. The problem statement should incorporate child rights, Gender-Based Violence (GBV), and protection perspectives.
2. A well-defined theory of change document centred around the revised problem statement. This should include clear expected outcomes and outputs linked to the Maitree Project's Results Framework.
3. A set of indicators for monitoring and evaluating the effectiveness and impact of child protection interventions. This framework should include both qualitative and quantitative indicators.

4. Detailed reviews and feedback on project proposals for grant focusing on child rights and protection themes. This should include recommendations for improvement and alignment with project objectives.
5. Training materials and resources for capacity-building sessions on child rights and protection. This should include presentations, manuals, and any other relevant materials.
6. Reports on training sessions and workshops conducted, including participant feedback, key learnings, and recommendations for future training needs.
7. A plan for engaging with government agencies, NGOs, community leaders, and other stakeholders to strengthen child protection networks and advocacy efforts. This plan should outline key stakeholders, engagement strategies, and timelines.
8. A detailed framework for monitoring and evaluating child protection activities within the Maitree Project. This should include methodologies, tools, and reporting mechanisms.
9. A comprehensive final report summarising all activities undertaken during the consultation period, key findings, lessons learned, and recommendations for future action. This report should include all relevant documentation and evidence of impact.

**Expertise of Individual Consultant:**

- In-depth knowledge and experience in child rights and protection, including legal frameworks, policies, and best practices.
- Proven expertise in GBV prevention and response, integrating GBV perspectives into child protection initiatives.
- Extensive experience in developing, planning, and managing child protection and rights programs.
- Strong capabilities in designing and implementing M&E frameworks for child protection projects.
- Expertise in engaging and collaborating with diverse stakeholders and advocating for child rights and protection. Also, ability to build connectivity with the national network in line with Child Protection.
- Experience in designing and conducting training and capacity-building sessions for project staff and stakeholders.
- Strong skills in conducting needs assessments, situational analyses, and evaluations related to child protection.
- Expertise in reviewing and developing project proposals focused on child rights and protection for donor-funded initiatives.
- Understanding of environmental compliance requirements and integrating these into project planning and implementation.
- Excellent communication skills in both Bangla and English, with proficiency in preparing detailed reports and presentations.
- Deep understanding of the cultural, social, and political context of Bangladesh, particularly regarding child rights and protection issues.

**Qualifications and Experience:**

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- Advanced degree in international development, child rights, human rights, child protection, psychology, sociology, international law, or a related social science field.
- Minimum of seven years of professional experience in child rights and protection development, planning, and management.
- Knowledge of child rights and protection issues in Bangladesh is an asset.
- Experience in program development for USAID-funded child rights and protection activities is an asset.
- Fluency in Bangla and English, with strong verbal and writing skills.

### **Schedule**

The total working days will be 30 days from the contract signing date.

### **Monitoring and evaluation**

As per BRAC rules

### **Supervision of the consultant**

The individual consultant will work under the direct supervision of the Grants and Compliance Advisor of the Maitree Project. Additionally, they will collaborate closely with the Chief of Party and Program Manager of the Maitree project, as well as with relevant programs within BRAC.

### **Payment terms**

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### **Extensions Arrangements:**

Suppose needs extended as per program requirements based on the satisfactory performance and timely deliverables. In that case, the extension can be ratified for three months per BRAC's procurement rules and regulations by the amendment/ extension of the contract through

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revising ToR.

Thanking You

For BRAC

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**Tashnuba Binte Anwar**  
**Senior Manager, Procurement**

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