

Issued on: 06-01-2026

To

Ms./Mr.

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Climate Adaptation & Water Management Expert.**

Dear Madam/Sir,

BRAC and the Global Center on Adaptation (GCA) are jointly implementing a pilot initiative focused on climate-resilient water services, agriculture, and community-based adaptive governance in the Barind region, one of Bangladesh's most water-stressed areas. The project is structured under four Support Packages involving climate-risk analytics, adaptation solutions, capacity building, knowledge generation, and stakeholder engagement.

To deliver high-quality technical insight, scientific interpretation, and research guidance, BRAC seeks to hire a senior consultant through open bidding.

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/2026/RFP-41

Closing Date & Time: 20-01-2026 02:30 PM (Dhaka Local Time)

Please submit the Proposal on **20-01-2026 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 :

- Payment will follow BRAC procurement policy and contract terms
- Payments tied to deliverables/milestones (40%, 30% and 30%)
- Consultant must comply with GCA's donor and reporting rules (as per Sub-grant Agreement)

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

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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 VAT & Tax at source as per Govt. Rule. (If applicable).

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 firm) & TIN, updated income tax certificate (applicable for both firm & Individual) with proposal and Mushok 6.3 Applicable for firm and updated income tax certificate (applicable for both firm & Individual) with invoice.

As per the Income Tax Act-2023, the rate of tax shall be fifty percent (50%) higher if the payee (Vendors) fails to submit the latest PSR at the time of making the payment

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

No stamp needed: if paid electronically (bank transfer, Mobile wallets)

BDT 10 stamp: For Bills >500 taka paid by cash, check or pay order,

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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 other clarification, please contact with Tazkia Razekin, BRAC Procurement Department (BPD), Phone: +8801325070202, Email: tazkia.razekin@brac.net.

STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

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

To:

BRAC Procurement Department

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:

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

The amount is including of local taxes & vat.

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.

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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)
for**

Consultant: Climate Adaptation & Water Management Expert

Project: Pilot and scale climate resilient water services in the water stresses Barind region of Bangladesh

Implementing Partner: BRAC Technical Partner: GCA

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Location: Barind Region (Rajshahi District) Duration: from the date of contract till 1 month 15 days

Contract Type: Short-term individual consultancy

1. Background

BRAC and the Global Center on Adaptation (GCA) are jointly implementing a pilot initiative focused on climate-resilient water services, agriculture, and community-based adaptive governance in the Barind region, one of Bangladesh's most water-stressed areas. The project is structured under four Support Packages involving climate-risk analytics, adaptation solutions, capacity building, knowledge generation, and stakeholder engagement.

To deliver high-quality technical insight, scientific interpretation, and research guidance, BRAC seeks to hire a senior consultant through open bidding.

2. Objectives of the Consultancy the Consultant will:

1. Provide technical review and quality assurance for project documents, reports, and analytical outputs.
2. Guide research, adaptation solution design, and science-policy translation.
3. Lead the conceptualization and review of documentary, training modules, and advocacy products.
4. Support knowledge curation, local-national-level presentations, and proposal writing for the next phase.
5. Ensure alignment with activities under as defined in GCA-BRAC project plans.

3. Scope of Work & Detailed Tasks

3.1 Technical Review & Quality Assurance

The Consultant will review and provide expert input on:

- Technical reports (risk maps, hydrological profiles, climate diagnostics) (requires localized climate-risk maps & hydrological diagnostics)
- Progress reports, event documentation, and stakeholder consultation summaries
- Co-creation workshop outputs under 'Identifying & Appraising a Suite of Adaptation Solutions'
- Training materials under 'Enhancing Capacity & Awareness of Communities and Stakeholders'
- Knowledge/advocacy products under 'Knowledge Generation, Advocacy & Stakeholder Collaboration'

Deliverables:

- Written review notes with recommendations
- Technical validation of analytical products

3.2 Guidance for Research Activities

The Consultant will:

- Guide research design for climate-risk and vulnerability assessment
- Advise on integration of scientific models with community knowledge
- Support methodology for evaluating adaptation solutions under 'Identifying & Appraising a Suite of Adaptation Solutions'
- Provide expert oversight for data interpretation (agriculture, hydrology, groundwater, climate trends)

Relevant project references:

'Understanding Risks and Identifying Priority Areas/Actions' diagnostics and 'Identifying & Appraising a Suite of Adaptation Solutions' evaluation criteria including cost-effectiveness, social inclusion, scalability.

3.3 Guidance for Video Documentary Development

The Consultant will:

- Support storyboarding and script review
- Ensure scientific accuracy and climate-risk narrative integrity in reports and training documents
- Validate messaging on Barind water crisis, adaptation options, and project value for advocacy and sharing in sector
- Advise on community voice representation and gender inclusion (aligned with project commitments/activity and also in reports, document and training)

3.4 Development of Farmer-level Training Modules

(Aligned with 'Enhancing Capacity & Awareness of Communities and Stakeholders' activities)
Tasks:

- Provide technical input for modified Farmer Field School (FFS)-based modules
- Ensure climate-risk literacy, catchment-based water management, community-monitoring tools
- Integrate gender-responsive and youth-sensitive approaches
- Validate training content for agriculture, water use efficiency, and community science

Deliverables:

- Review Module outline and reviewed training package
- Final validated training content

3.5 Presentation of Work at Local & National Events

The Consultant will:

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- Present research findings from 'Understanding Risks and Identifying Priority Areas/Actions' diagnostics and 'Identifying & Appraising a Suite of Adaptation Solutions'
- Participate in stakeholder dialogues, risk dialogues, and policy workshops
- Represent the project's technical insights at national platforms

3.6 Advocacy & Policy Support

(Aligned with Knowledge Generation, Advocacy & Stakeholder Collaboration's knowledge & advocacy package)

Tasks:

- Guide development of policy briefs, case studies, insights paper
- Support BRAC & GCA in crafting advocacy messages for: BMDA, BWDB, BADC, DAE, DPHE, LGED
- Ensure evidence-based policy recommendations
- Support documentation of best practices for replication

3.7 Support to Next Phase Proposal Development

Tasks include:

- Lead or co-lead concept formulation
- Outline scaling strategy based on pilot learning
- Integrate GCA's global knowledge with BRAC's community model
- Provide technical review of theory of change, results framework, adaptation logic

Deliverable:

- Structured proposal / concept note with technical annexes

3.8 Guidance for "Adapted Alternative Agriculture/Livelihood Model" for Barind (As per your added line: consultant will support initiatives to apply adapted alternative agriculture/livelihood models)

Tasks:

- Review existing livelihood models from Barind & similar semi-arid geographies
- Provide technical guidance on adaptation in:
 - Crop diversification
 - Water-efficient agriculture
 - Climate-smart livelihood options
- Support BRAC's team in piloting solutions through community groups

Links to from 'Understanding Risks and Identifying Priority Areas/Actions' diagnostics and 'Identifying & Appraising a Suite of Adaptation Solutions' activities: co-developing adaptation solutions and rolling out capacity building.

4. Scope of Work

Area	Consultant Responsibilities
Understanding risks & identifying priority actions	- Review climate-risk maps, hydrological diagnostics, groundwater profiles- Validate risk hotspot identification- Ensure methodological soundness for climate-agriculture-water linkages
Identifying & appraising adaptation solutions	- Participate in co-creation workshops- Evaluate adaptation options using resilience, cost, inclusion & scalability criteria- Guide identification of NbS & hybrid solutions
Capacity building & community awareness	- Review & guide training modules- Support risk dialogues- Provide technical content for modified/customized FFS-based training
Knowledge generation, advocacy & partnerships	- Review insights paper and communication products- Provide guidance for policy engagement- Present research findings and represent project in knowledge events

5. Expected Deliverables

- Reviewed & validated technical reports -2
- Reviewed progress and event documentation -5
- Research guidance notes & methodological recommendations -2

- Video documentary technical review & storyline -1
- Farmer training module content validation-1
- Presentation materials & participation in events -3
- Advocacy package inputs (policy briefs, insights piece)-2
- Draft proposal for next phase-1
- Monthly progress notes (as applicable) -2

Indicative Timeline of deliverables: After consultant onboarding to one month 15 days.

6. Qualifications Required

- PhD in Climate Science / Water Resources / Environmental Science / Agriculture or related fields
- Minimum 15 years' experience in climate adaptation, water management, hydrological assessment
- Demonstrated expertise in Bangladesh's climate & water governance context
- Proven experience with donor-funded projects, research supervision, and policy work
- Strong experience in community-based adaptation models

- Capacity to translate scientific insights into field-level tools

7. Reporting Line

- Reports to: BRAC - Senior Director
- Technical coordination with: GCA & IWMI
- Works closely with: BRAC teams, IWMI (if engaged), GCA and local stakeholders

8. Payment Terms

- Payment will follow BRAC procurement policy and contract terms
- Payments tied to deliverables/milestones (40%, 30% and 30%)
- Consultant must comply with GCA's donor and reporting rules (as per Sub-grant Agreement)

10. Application Procedure (Open Bidding) Interested applicants must submit:

1. CV with relevant work experience
2. Two sample similar assignments
3. Three references

Proposals will be evaluated on:

- CV with relevant work experience
- Two sample similar assignments
- Experience & past performance
- Financial proposal

A. Financial proposal

The financial proposal should include a high-level budget and a budget narrative, inclusive of all VAT and Taxes as per the policy of the government of Bangladesh which shall be deducted at source prior to the payment. Expenses not specified in the financial proposal or not mentioned in any section of the agreement are the sole responsibility of the consultant(s)/consultancy firm.

The consultancy firm/individual should submit the below mentioned documents, as appropriate.

- a. Copy of VAT registration certificate (for consulting firm).
- b. Copy of valid TIN and BIN certificates and bank account details.

The consultancy firm/consultant is suggested to keep the below issues in mind while preparing the financial proposal

I. Logistics

Consultant will be solely responsible to arrange and procure all logistics required for the review. However, BRAC may extend its support to the firm/consultant upon formal request from consultant with justification, and approval from BRAC for anything which is not covered by the contract.

II. Accommodation & Food Allowance:

No accommodation and per diem will be paid in addition to agreed consultancy fees.

1. Submission of proposals

Interested consultant must submit both technical and financial proposal separately. The consultant will be selected based on the combined merit of the technical and financial proposal. BRAC WASH Programme reserves the right to reject any or may cancel any submission at any time prior to agreement if it is in the best interests of BRAC.

2. BRAC's Policies and Guidelines:

BRAC has an organisational Code of Conduct, safeguard, and some other relevant policies. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of BRAC staff, consultants (individual/agency) to the programme and partner organisation, and the standards of behavior expected of them. In this context, consultant (individual/agency) has a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with BRAC's core values and mission. Any consultants (individual/agency) offered a task with BRAC would expect to sign the BRAC Staff Code of Conduct and other relevant policies as an appendix to their contract of employment. By signing the Code of Conducts, consultants (individual/agency) acknowledge that they have understood the content of the BRAC Code of Conduct and other policies and agree to conduct themselves in accordance with the provisions of these policies

3. Copyright and Confidentiality:

BRAC will have the copyright for all the documents prepared by the consultant(s)/consultancy firm including questionnaires, survey formats, case studies if any, and the final report with due acknowledgment. No part of the document should be reproduced or published in any manner without the prior written approval of BRAC. The consultant will maintain the confidentiality of the stated assignment.

4. Termination of Contract

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Notwithstanding any statement contained in the agreement or these conditions, BRAC may at any time terminate this agreement in whole or in part by requiring the Consultant/ Consulting firm to stop performing the work or any part thereof. In this event the Consultant shall have no claim against BRAC

by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.

Note: There might be some minor additions to the ToR before consultant onboarding depending on the mutual agreement.

Thanking You

For BRAC



Tashnuba Binte Anwar
Senior Manager, Procurement