

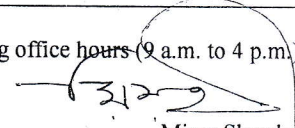
Government of the People's Republic of Bangladesh
Department of Environment
Paribesh Bhaban, E-16, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207
REQUEST FOR EXPRESSION OF INTEREST (EOI)
For Hiring Non-Governmental Organization (NGO)

No-22.02.0000.065.14.12.2023/01

Date: 23 November 2023

1.	Ministry/Division/ Office	Ministry of Environment, Forest and Climate Change (MoEFCC)
2.	Agency	Department of Environment (DoE)
3.	Procuring Entity Name	Mirza Shawkat Ali, Project Director, Adaptation Initiative for Climate Vulnerable Offshore Small Islands and Riverine Char land in Bangladesh Project
4.	Procuring Entity Code	Not applicable
5.	Procuring Entity District	Dhaka
6.	Expressions of Interest for the Selection of	Non-Governmental Organization – NGO (National)
7.	EOI Ref.no and date	No- 22.02.0000.065.14.12.2023/01; Date: 23/11/2023
KEY INFORMATION		
8.	Procurement method	Quality and Cost-Based Selection (QCBS)
FUNDING INFORMATION		
9.	Budget and Source of Funds	Development Budget (Grants), Adaptation Fund
10.	Development Partner	United Nations Development Programme (UNDP)
PARTICULAR INFORMATION		
11.	Programme Name	Adaptation Initiative for Climate Vulnerable Offshore Small Islands and Riverine Char land in Bangladesh
12.	Last date & time of submission of EOI	Sunday, 17 December 2023 before 5.00 pm
INFORMATION FOR APPLICANT		
13.	Brief description of the assignment/Service	The broader objective of the assignment is to develop diversified livelihoods (on-farm and non-farm) by supporting the most vulnerable households living on offshore small islands and riverine Char land in Bangladesh. The NGO will prepare an inception report, identify 6500 beneficiaries from Mujibnagar Union under the Charfesson Upazila of Bhola and Lakkhitari Union under the Gangachara Upazila of Rangpur, provide inputs (technologies, skills, materials, or assets) to selected 6500 beneficiaries for developing alternative income-generating activities. Details Terms of Reference (ToR) is available on the website: www.doe.gov.bd
14.	Experiences, resources & delivery capacity requires	Any organization responding to this Expression of Interest (EOI) should be/have: <ul style="list-style-type: none">• Legally registered as a non-governmental, non-profit, non-political organization in Bangladesh; with updated NGOAB Registration is mandatory.• At least ten years of working experience in the rural livelihood and food security sector. National NGOs who have proven records of implementing large-scale projects on climate adaptative livelihoods in the Barisal and Rangpur divisions and have a very strong presence at the grassroots level or Project’s working areas will get priority.• Capacity and experience in project, procurement, and financial management to comply with financial, procurement, and programmatic reporting requirements of GoB and Donor.
15.	Submission of EOI: All proposals should include: (a) Application (b) Organizational Profile (name, address, registrations, the primary sector of operations, donors and supporting partners, number of staff, annual expenditure, working experience, and key accomplishments, etc.) (c) If applicable, please also include VAT Registration & TIN Certificate, NGOAB & Joint Stock Company Registration Certificate etc. The procuring entity reserves the right to accept or reject any/all EOIs.	
16.	Interested NGOs are requested to submit a hard copy of their Expression of Interest (EOI) to the address mentioned below: Mirza Shawkat Ali, Director, Department of Environment, Paribesh Bhaban (9 th Floor), E-16 Agargaon, Sher-E-Bangla Nagar, Dhaka-1207. The proposals should be submitted by 17 December 2023. The shortlisted NGOs will be requested to submit the Technical and Financial Proposal.	
PROCURING ENTITY DETAILS		
17.	Name of Official Inviting EOI	Mirza Shawkat Ali
18.	Designation of Official Inviting EOI	Director (Climate Change and Int'l Convention), Department of Environment and Project Director, Adaptation Initiative for Small Islands Project
19.	Address of Official Inviting EOI	Department of Environment, Paribesh Bhaban (9 th Floor), E/16 Agargaon, Sher-E Bangla Nagar, Dhaka-1207, Bangladesh
20.	Contact Details of Official Inviting EOI	Phone: 88-02-8181797, e-mail: mirzasal@yahoo.com

For further information and clarification, the intending applicant may contact the address given below during office hours (9 a.m. to 4 p.m.).


 Mirza Shawkat Ali
 Director (Climate Change and Int'l Convention)
 Department of Environment
 Paribesh Bhaban (9th Floor), E-16 Agargaon, Sher-E-Bangla Nagar, Dhaka-1207

Terms of Reference (ToR)

for Alternative Livelihood Support in coastal islands and riverine Charland in Bangladesh

1. Project Background

“Adaptation Initiative for Climate Vulnerable Offshore Small Islands and Riverine Char land in Bangladesh” is a project implemented by the Department of Environment (DoE) under the Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh. It's a five-year project that started in January 2023 and is financed by the Adaptation Fund through the United Nations Development Programme (UNDP). The main objective of the project is to enhance the climate resilience of vulnerable communities who live on coastal islands and riverine chars in Bangladesh. This objective will be achieved through the following four project outcomes:

- i. Community infrastructure improved, and adaptive capacity increased for the vulnerable small island and riverine char communities to manage and plan for climate change impacts.
- ii. Resilience of vulnerable small coastal island communities enhanced against climate-induced disasters through improved infrastructure, management practices, and community-based emergency responses.
- iii. Adaptive capacity of vulnerable communities improved through the dissemination of climate-resilient agricultural practices and the development of diversified livelihoods; and
- iv. Increased awareness and availability of information on climate change impacts and adaptation options for vulnerable communities, local-level government, and policymakers.

Spanning over five years, the project interventions will benefit an estimated ~341,000 people (~31,000 direct beneficiaries and 310,000 indirect beneficiaries) living on chars in the districts of Rangpur and Bhola. The project will contribute toward the achievement of the Government of Bangladesh's national priorities as outlined in the Bangladesh Climate Change Strategy and Action Plan and Nationally Determined Contribution.

2. Objectives

The broader objective of the assignment is to develop diversified livelihoods (on-farm and non-farm) by supporting the most vulnerable 6500 households living on small coastal islands and river Char lands in Bangladesh.

3. Scope of Work

The communities living on small coastal islands and river Charlands in Bangladesh are greatly dependent on climate-sensitive practices such as agriculture to support food security and generate income. The project's working areas Lakkhitari and Mujibnagar Unions have limited alternative livelihood options available for most of the population. The NGO will identify 6500 beneficiaries from the Mujibnagar Union under the Charfesson Upazila of Bhola and the Lakkhitari Union under the Gangachara Upazila of Rangpur. The NGO will assist the most vulnerable 6500 households to develop alternative livelihoods by assessing opportunities and providing technologies, skills, and materials for making their incomes and livelihoods resilient to flooding, cyclones and saline intrusion. The alternative income-generating activities will be implemented by the NGO by engaging relevant local govt partners, civil society, and private sectors. The NGO will select the beneficiaries based on the standard selection criteria of the

Project and will prioritize woman-led households and those caring for the disabled and the elderly. Support is to be provided to the beneficiaries in the form of technology, training, and material provisioning. This support will benefit the most vulnerable inhabitants of the chars by assisting them to gain skills and access income generation opportunities, thereby improving their overall adaptive capacity.

The detailed scope of work is given below:


- The activities will be carried out in two Unions under two Upazila of two districts, i.e., Mujibnagar Union under Charfesson Upazila of Bhola and the Lakkhitari Union under Gangachara Upazila of Rangpur District.
- Select 6500 vulnerable and extremely poor households from Mujibnagar and Lakkhitari Union as beneficiaries of the intervention.
- Site-level scoping studies on the development of alternative livelihoods specifically focusing on the most vulnerable populations (i.e., women-led, disabled people and landless households) need to be conducted. Livelihood options may be on-farm and non-farm categories.
- Develop alternative livelihoods by assessing opportunities and providing technologies, skills, and materials to 6500 households to make their incomes and livelihoods resilient to flooding, cyclones and saline intrusion.
- Develop programmatic and financial reports as per requirement of DoE, UNDP and Adaptation Fund.
- Maintain close coordination with the Project staff, DoE, local-level stakeholders etc..
- Ensuring that health and safety and sustainability policies and legislation are adhered to address key risks, assumptions, and mitigation measures in the climate change negotiation process.
- Ensure all environmental parameters to develop the climate-resilient and environment-friendly IGAs.
- Support other tasks, as agreed with the project management. Work under the supervision and guidance of the Project Manager and Project Director.

4. Deliverables

The NGO will provide the deliverables mentioned below:

- An Inception Report including a detailed operation and resource mobilization plan, and implementation calendar.
- Conduct a quick study to identify suitable alternative income-generating options and develop a report.
- Identify 6500 beneficiaries following the project guidelines and community consultation and develop a database of the selected beneficiaries.
- Provide inputs e.g., technologies, skills, materials, or assets to 6500 households for developing alternative income-generating activities and prepare a list of support and inputs received by 6500 beneficiaries from the Project.
- Develop relevant training modules and training reports.
- Final Reports (Programmatic and Financial)
- Photos, videos, case stories etc. of the activities and beneficiaries

The NGO will submit the deliverables to the Project Director of the Small Island Project for approval.



5. Supervision and Performance Evaluation

The Team Leader of the NGO will work closely with the Project Manager and Project Director. S/he will also work closely with other Project staff, UNDP, DoE, Partner and research organizations, and stakeholders at different levels including local communities and relevant other government agencies.

6. Timeframe and Deadlines

The assignment required two years and nine months from 1 April 2024 to 31 December 2026. The Project Director will sign off the payments as per the payment schedule on receipt and approval of deliverables. The Project will not provide office space and other logistic support to the NGO.

7. Travel, DSA, and Communications

Daily Subsistence Allowance (DSA) will not be paid at the duty station and for field visits. Travel-related costs should be included in the financial offer. The team is expected to have their laptop and mobile phones. The cost of communication should be included in the financial proposal.

8. Scope of Price Proposal and Schedule of Payments

The budget should consider all HR costs and professional fees, travel costs, subsistence, and ancillary expenses. The financial proposal should specify details of the cost e.g., professional fees, travel costs, living allowances, medical allowances, communications costs, etc. The Project shall affect payments, by bank transfer to the NGO's bank account, upon acceptance of the deliverables by the Project Director as specified in the ToR. Payments will be based on milestone deliverables upon submission of the invoice and upon certification of the work completed.

The Financial Milestone will be as follows:

Deliverables	Payment
i. An Inception Report including a detailed operation and resource mobilization plan, and implementation calendar. ii. Detailed information on the bank account	25% of the total payment
i. Study report on suitable alternative income-generating options ii. Detailed database of 2000 beneficiaries and community consultation minutes iii. List of support and inputs received by 2000 beneficiaries from the Project. iv. Training modules and Training reports v. Progress Reports (Programmatic and Financial) vi. Photos and videos of activities	25% of the total payment
i. Detailed database of 2500 beneficiaries and community consultation minutes ii. List of support and inputs received by 2500 beneficiaries from the Project. iii. Training modules and Training reports iv. Progress Reports (Programmatic and Financial) v. Photos and videos of activities	25% of the total payment
i. Detailed database of 2000 beneficiaries and community consultation minutes	25% of the total payment

ii. List of support and inputs received by 2000 beneficiaries from the Project.	
iii. Training modules and Training reports	
iv. Final Reports (Programmatic and Financial)	
v. Photos and videos of activities	

The following terms and conditions will apply:

- The payment will be made through account payee cheque/ wire transfer (account name, number, type, bank name, and branch name are required for wire transfer);
- As per the Government of Bangladesh VAT and tax regulation will be applied; and the Project Management will deduct all relevant VAT and Tax at source as per GoB rule;
- VAT Registration Certificate, TIN and Trade License (if applicable) must be submitted before the agreement is signed.

9. Proprietary Rights

Any document, information, or data entrusted to or produced by the NGO in connection with this assignment shall be strictly confidential and cannot be used by the contract employee for any other purpose without the written consent of the DoE. This provision shall remain valid even after the completion of this assignment. DoE reserves the right to terminate this agreement at any time with the consultation of the contracted NGO.

10. Eligible Applicants

Any organization responding to this Expression of Interest (EOI) should be/have:

- Legally registered as a non-governmental, non-profit, non-political organization in Bangladesh; with updated NGOAB Registration is mandatory.
- At least ten years of working experience in the livelihood and food security sector. National NGOs who have proven records of implementing large-scale projects on climate adaptative livelihoods in the Barisal and Rangpur divisions and have a very strong presence at the grassroots level will get priority.
- Capacity and experience in project, procurement, and financial management to comply with financial, procurement, and programmatic reporting requirements of GoB and Donor.
- Successful completion of at least two (2) similar assignments in the last 5 years with the evidence of a Job Completion Certificate from the authority.
- Capacity and experience in project, procurement, and financial management to comply with financial, procurement, and programmatic reporting requirements of GoB and Donor.
- Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.; (Last two fiscal years)
- All the team members are expected to be Bangladeshi nationals. CVs of the Team leader and key members containing their experiences on relevant issues must be submitted with a detailed proposal.

Demonstrated Organizational Capability:

- Documental evidence of the organization Brochures, web address, organogram, core professional staff, supporting field staff, supporting office staff etc.
- Logistic capability- office space, computers, transports, study equipment- GPS, camera etc.

- Financial stability (annual turnover of last year and the best performing year during last five years. Supported by Audited reports.)
- Intellectual capability (list of similar assignments completed in the recent past arranged in order of ranking (best project first, better second, good third and so on). Please submit documentary proof.
- Capability to mobilize necessary professional experts, supporting staff, logistic support, and financial resources to carry out the proposed assignment during the scheduled time. Applicant should demonstrate its logistical capability (well-equipped office space at Dhaka with necessary facilities).
- Demonstrates integrity by modelling the values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, and impartiality. Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability. Demonstrates openness to change, flexibility, and ability to manage complexities. Proven strong written, analytical, and communication skills.

11. Recommended Presentation of proposal

Interested NGOs are requested to submit the EOI. The shortlisted NGOs will be requested to submit the Technical and Financial Proposal

Technical Proposal

- The Technical Proposal needs to contain the conceptual understanding of the assignment, a detailed work plan, Track record of earlier similar Projects. Timeline/ milestones to conduct the assignment in a Gantt Chart, etc.
- A methodology relevant to the objective of the assignment.
- Human Resources - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources that will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks.
- Risk Management – The NGO must identify key risks and outline how it will mitigate them. Particular attention should be paid to how political disruption will be handled, especially Hartals and blockades.

Financial Proposal (including fees, travel costs, DSA, and other relevant expenses)

- The Financial Proposal shall specify a total delivery amount (in BDT) including all associated costs, i.e., HR, travel, per diems, training, inputs/assets for beneficiaries etc.
- The cost of preparing a proposal and negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- Breakdown of cost estimates mentioned in the financial proposal. This should include, but not be limited to HR and travel costs, food expenses, and other items needed for the NGO. Government VAT and Tax regulation will be applied, and these costs must be included in the financial proposal. The budget must be structured as follows:
 - Personnel days with professional fees for each staff assigned.
 - Support services (materials, communications, etc.)
 - Travel, Accommodation
 - VAT and TAX as per Government rules
 - Intervention cost (technology, training, and material provisioning etc.)

12. Documents required in the partnership assessment process.

- Articles & memorandums/constitution (essential)
- Copy of NGOAB Registration Certificate, VAT and Tax registration number (essential)
- List of Board members along with NIDs (essential)
- Organizational Strategic plan (essential)
- Organizational Capacity statement (essential)
- Most updated annual report (essential)
- Copies of final reports or evaluations from recent or significant projects (essential)
- Copies of organizational manuals/SOPs (financial, administrative, gender, safeguarding, human resources, safeguarding, etc.) (essential)
- Recent Bank statement along with signatory's name and designations to the account
- Most recent certified audited accounts (essential)



Bablu Kumer Barua

Project Manager

Project: Adaptation Initiative for Small Islands