CARE Bangladesh

Appendix I: Terms of Reference (ToR) for conducting an internal assessment and developing an improvement plan for CARE Bangladesh to strengthen youth inclusion and enhance meaningful participation of youth.

USAID Bijoyee Project

Project Summary:

Type of Study	Internal assessment of CARE Bangladesh systems, management structures and policies; and developing an improvement plan to strengthen youth inclusion and enhance meaningful participation of youth
Name of the project	USAID Bijoyee Project
Project Start and End dates	June 22, 2023, to June 21, 2028
Project duration	Five years
Project locations	Dhaka Division (Dhaka, Munshiganj, Manikganj, Gazipur, Narayanganj districts), Chattogram division (Chattogram, Khagrachhari, Bandarban, Cox's Bazar), Khulna Division (Magura, Jashore, Satkhira, Khulna), Rangpur Division (Kurigram, Rangpur, Nilphamari, Bogura[1] districts), and Mymensingh Division (Sherpur district)
Thematic areas	Women & Youth Empowerment Program
Sub themes	Gender equality (GEQ), Women's Economic Justice (WEJ), Climate Justice (CLJ), Participatory Governance
Donor	USAID
Estimated beneficiaries	281,200 youth ages 18-35 years
Overall objective of the Bijoyee Project	To achieve more effective, sustainable development that is locally led and inclusive of Bangladeshi youth, and specifically women and socially excluded young people, as core participants and decision-makers.

CARE Bangladesh seeks the services of a two-member consultant team/consulting firm to conduct an internal assessment of CARE Bangladesh and two of its consortium partners on the Bijoyee Project on youth inclusion and their meaningful participation in all aspects including management and staffing structures, policies, program planning, processes, interventions etc.

The overall objective of the assessment is to model good practice and encourage remaining consortium partners and the other grassroot YLOs working with Bijoyee to follow suit. CARE Bangladesh will use the findings to develop youth participation improvement plans for youth inclusion in all the areas mentioned above.

Introduction:

CARE is one of the world's largest international humanitarian organizations, committed to helping families in poor communities improve their lives and alleviate poverty. Founded in 1945,

[1] Though Bagura is located in the Rajshahi division, the project is considered to be under the operational region or hub of Rangpur.

CARE is working across 104 countries to fight global poverty and marginalization. CARE has been active in Bangladesh since 1949, implementing large-scale initiatives in partnership with the Government of Bangladesh. CARE Bangladesh works to help people achieve social and economic well-being, while being among the best in their fields. Women and girls are at the core of all CARE programs because they represent half of the marginalized group, and it is not possible to overcome poverty until all people have equal rights and opportunities. CARE Bangladesh works to implement programs with long-term impacts that result in sustainable changes for the extremely poor and marginalized communities.

CARE Bangladesh is implementing the USAID Bijoyee project, a five-year initiative (2023-2028) with a consortium of youth-led and youth serving organizations, including Bangladesh Youth Leadership Center (BYLC) and JAAGO Foundation; and Underprivileged Children's Educational Programs (UCEP). The consortium also includes a diverse group of Bangladeshi youth-serving organizations (YSOs) with specific technical expertise on inclusive approaches, namely Access Bangladesh Foundation, Bandhu Social Welfare Society, The Earth Society, Safety and Rights Society, Tahzingdong, and Dhrubotara Youth Development Foundation. Working in close collaboration with the Department for Youth Development (DYD) and supporting the development of the Ministry of Youth and Sports (MoYS)'s newly formed National Youth Council (NYC) and National Skills Development Authority (NSDA), Bijoyee will strengthen grassroot Youth Led Organizations (YLOs) and youth systems in Bangladesh and will train 250,000 youth with key soft skills for workforce success, boosting income and entrepreneurship opportunities. The project will also build the capacity of local youth-led and serving organizations so that they are better equipped to increase youth participation in civic engagement and make them active and contributing citizens of Bangladesh.

The goal of the project is to achieve more effective, sustainable development that is locally led and inclusive of Bangladeshi youth, and specifically women and socially excluded young people, as core participants and decision-makers. It comprises three Intermediate results (IRs) which are aligned with USAID/Bangladesh's Country Development Cooperation Strategy (CDCS) 2020-2027[2]. The IRs are:

IR 1: Improved youth access to equitable economic opportunities
IR 2: Strengthened YLOs
IR 3: Reinforced local youth systems

Theory of Change (ToC) of Bijoyee Project:
Grounded in PYD approaches[3], **the USAID Bijoyee project's Theory of Change (ToC)** posits that **if** individual youth are equipped with assets[4] and agency[5] that are relevant for the future of work, having increased access to equitable economic opportunities (**Intermediate Result/IR 1, Objective 1**) and **if** youth's contributions are enhanced through organizing and networking spaces that offer a sense of belonging (**IR/Objective 2**), and **if** their combined impact is multiplied by having systems and structures intended to support youth in national development widely validated and embraced, creating an enabling environment (**IR/Objective 3)**, **then** the nation will achieve more effective and sustainable development that is locally-led and inclusive of Bangladeshi youth, and specifically women and socially excluded young people, as core participants and decision-makers.

[2] https://www.usaid.gov/sites/default/files/2023-06/Bangladesh-CDCS-2020-2027-FINAL_1.pdf
[3] https://www.usaid.gov/sites/default/files/2022-12/USAID-Youth-in-Development-Policy-2022-Update-508.pdf (Page 19)
[4] Defined as the resources, skills, and competencies required by youth to achieve desired outcomes (as per USAID's Positive Youth Development Framework).
[5] Defined as youth's ability to employ their assets and aspirations to make or influence decisions

Geographic Area and Population Coverage:
The project will operate through a hub and spoke model, with five geographic hubs overlapping with key economic development zones – Dhaka (South and North with extended coverage of Mymensingh), Chattogram, Khulna, and Rangpur reaching 18 districts (spokes[6]) with direct interventions. The project will directly reach a total of 281,200 youth, ages 18-35. Among those, Bijoyee will reach an estimated 82% youth Not in Education, Employment or Training (NEET) and 18% youth in Education, Employment, or Training (EET). At least 60% of the project's participants will be women; 6% will be from host communities in/around Cox's Bazaar; an estimated 1-3% will be Youth with Disabilities (YwDs) and 1.7% will be indigenous youth.[7] The project will also prioritize SOGI diverse youth, but given the risk involved in disclosing diverse SOGI identities in surveys the total proportion of participants is not estimated.

Hub/Region	District Name	Total Target
Dhaka (North and South)	Dhaka, Munshiganj, Narayanganj, Manikganj, Gazipur, Sherpur	114,259
Chattogram	Chattogram, Khagrachhari, Bandarban, Cox's Bazar	63,965
Khulna	Magura, Jashore, Satkhira, Khulna	49,468
Rangpur	Kurigram, Rangpur, Nilphamari, Bogura[8]	53,508
Grand Total		281,200

Key Participants, Target, and Impact Groups:

Youth (NEET)	230,584
Youth (EET)	50,616
DYD Trainers	153
Grassroot YLOs	300
Human Resources staff from private sector companies	4,000

Background of the Consultancy:

As part of its mandate to foster youth leadership, inclusion, strengthen the youth ecosystem in Bangladesh, and create an enabling environment for youth development, Bijoyee is committed to invest in the internal transformation of local consortium partners' systems to boost youth inclusion and their meaningful participation in the project.

As a first step, CARE will model good practice and conduct an internal assessment of its own staffing structures, management practices, project processes etc. Based on the findings, CARE will develop a youth participation improvement plan and follow it through in the coming months. This will be followed by consortium partners conducting similar participatory assessments and using the findings to develop youth participation improvement plans, including minimum commitments to employ 50% youth staff (including 60% women and 15% marginalized groups), and minimum standards for youth inclusion in design, monitoring, learning, and accountability processes. Progress on implementation of the youth improvement plans will be reported semi-annually to Bijoyee's Youth Advisory Committee.

[6] Peripheral areas attracting young migrants
[7] Mirroring the distribution of the indigenous population across target hubs.
[8] Though Bagura is located in the Rajshahi division, the project is considered to be under the operational region or hub of Rangpur.

Therefore, CARE Bangladesh is seeking the services of a **two-member consultant team/consulting firm** to conduct an internal assessment on the responsiveness of CARE Bangladesh and one of its consortium partners (JAAGO Foundation Trust) on youth inclusion and their meaningful participation in all aspects including in their management and staffing structures, policies, program planning, processes, interventions etc.

The overall objective of the assessment is to model good practice and encourage consortium partners and the other grassroots YLOs of USAID Bijoyee Project to follow suit. The assessment is meant to establish youth inclusive systems within CARE Bangladesh and consortium partner organizations of the Bijoyee Project where youth find an enabling environment to participate in planning processes, contribute innovative ideas, and realize their full potential.

The study will evaluate various aspects within CARE Bangladesh including organizational commitments, youth as participants and service recipients, spaces for youth engagement, opportunities for growth and leadership development and a youth friendly environment. It will review country management practices, human resource management and program responsiveness, and identify gaps with a view to formulating a youth meaningful participation improvement plan for CARE Bangladesh.

The consultants will follow USAID standard reporting requirements and ensure that the report meets the standards agreed with CARE Bangladesh.

The specific objectives of the study will-

- Overall assess whether CARE Bangladesh focuses on youth inclusion and their meaningful participation with intentionality in its normative and structural dimensions.
- Review current management and governance structures and HR policies of CARE Bangladesh and assess whether CARE provides an enabling environment to support youth leadership in decision-making.
- Review organizational policies, programmatic interventions, and stakeholder engagement for youth participation and cross cutting issues such as gender equality and social inclusion.
- Review CARE Bangladesh's willingness to include youth in decision-making bodies and processes in different organizational and program aspects.
- Identify gaps and provide a comprehensive improvement plan with practical recommendations for strengthening youth inclusion and ensuring their meaningful participation within CARE Bangladesh.
- Develop and provide a set of guiding principles, including a checklist for establishing youth-inclusive organizations so that Bijoyee partners and other youth-led organizations can apply them in their own organizations and promote meaningful participation of youth.

Indicative Methodology:
The below methodology is an <u>indicative methodology only</u>. CARE highly encourages the consultants/consulting firm to propose proven, effective and/or innovative methodology to carry out this assignment.

- The internal assessment of CARE Bangladesh on youth inclusion will use desk reviews and qualitative approaches
- The desk review will include CARE country briefs/strategies, HR policies, gender policy,

partnership policy, annual country reports concept notes of programs and initiatives, safeguarding policies etc. It will also include global best practices related to youth inclusion and youth participation.

- The desk review will also include analyzing relevant secondary quantitative data, such as program indicators and youth participation rates.
- The qualitative approach will include key informant interviews with top management, head of different department, HR, CoPs/DCoPs, youth engagement focused roles, gender focals, youth employees to understand their perspective, current practices, and key gaps.
- Assess the extent of youth inclusion and participation in CARE Bangladesh's senior management, program management and program support management teams.
- Conduct a workshop with key departments of CARE to verify the information from the desk review and KIIs.
- In consultation with the CARE experts and Bijoyee project team, the consultants/consulting firm will develop qualitative tools, identify respondent groups, assure data quality, conduct analysis, validate results, and finalize the report.

The design of the study and its execution will follow the direction provided by the Bijoyee team from CARE Bangladesh and its partners. The vendor will be required to adhere to CARE Bangladesh and USAID's communication guidelines (e. g. Branding guideline, safeguarding and gender policies)

Data Analysis and Integration of Quantitative and Qualitative Data:
It is expected that the vendor will develop an analysis framework which will serve as a roadmap for organizing and analyzing data to assess specific indicators. The framework will also enable Bijoyee to assess potential relationships and interactions between different factors and expected outcomes and guide the triangulation between qualitative and quantitative variables. The synergy between these diverse data types is vital for boosting the validity of the youth system mapping. Primary data collected from individuals will be disaggregated by sex, participant subgroups, and location, and by other disaggregation levels. After completing the initial analysis, the consultant(s) will conduct a validation and interpretation workshop to review study findings with relevant stakeholders.

Development of Survey Tools:
The consultant team/consulting firm is expected to develop data collection tools and guidelines for their application in consultation with Bijoyee's management unit.

Major Responsibilities of the Consultant/Vendor:

1. Design a conceptual framework for the analysis of this assignment.
2. Design and develop the methodology, data collection tools, forming/recruiting the team, providing training on data collection tools (i.e. guidelines, checklists, and others necessary study instruments), ensuring quality assurance processes during data collection and transcription, and finalizing the report. The tools and guidelines will consider gender, language, and disability-related and other's diverse youth's needs in this assignment.
3. Assess the organization's commitment, engagement strategy (i.e. recruitment and training), and youth-friendly environment for inclusive diverse youth participation.
4. Assess the vision, perspective and initiatives of the senior management promoting youth inclusion in staffing structures, management, and project processes.

5. Identify the status of youth participation in decision making process in the senior management, program management and implementation levels.
6. Evaluate how much the organization ensures that youth people receive services, offers them opportunities for growth and leadership, and enables them to serve for both the organization and the community.
7. Assess the current policies, strategies, and practices with a specific focus on their alignment with youth inclusion.
8. Assess the inclusivity and accessibility of programs to understand how the programs are responsive to a diverse youth demographic (i.e. gender, marginalized youth etc.).
9. Identify any existing gaps or shortcomings in the organization's responsiveness to youth inclusion and their meaningful participation.
10. Recommend strategies and develop a comprehensive improvement plan based on the findings, outlining actionable steps to address identified gaps, and a timeline for implementing the improvement plan, with clear milestones and deliverables.
11. Develop and provide a set of guiding principles (i.e. checklists and guidelines) for establishing youth-inclusive organizations capturing learning and analyzing from other relevant research and set of principles of inclusion and participation.
12. Propose key performance indicators (KPIs) to measure and monitor the organization's responsiveness to youth inclusion systems.
13. Assess one of the consortium partners of USAID Bijoyee Project using a participatory approach and provide recommendations based on the findings from the assessment of CARE Bangladesh and the consortium partner.

Reporting person in CARE:
CARE's Country Director and Bijoyee's Chief of Party will be CARE's primary points of contact for this study.

Key Deliverables & Timeline:
The consultancy is expected to start on/around the 3rd week of April, 2024. The winning team will get 25 calendar days from the signing of the contract to provide satisfactory final deliverables without fail as no time extension will be granted.

Sl	Deliverables	Consultant Role	CARE's Role
A	Inception Report including methodology, sample size, quality control and analysis plan, timeframe, preliminary list of stakeholders to conduct the survey, workshop design and data collection tools.	Lead the process, guide the facilitation, submit the report	Provide data, organize meeting etc.
B	Workshop with Program and Program Support to finalize the data collection tools, purpose and methodology.	Plan, facilitate, taking notes etc.	Organize event, ensure participants, logistics.
C	Conduct data collection and analysis of CARE Bangladesh.	Lead, collect data, analysis	Ensure respondents presence
D	Conduct a validation workshop with the key personnel of the organization.	Plan, facilitate, taking notes etc.	Organize event, ensure participants, logistics.

E	Draft report on the findings of the assessment including the improvement plan with the checklist, specific recommendations, strategies, and timeline.	Reporting	Respond to queries if required
F	Brief PowerPoint presentation (maximum 20 slides).	Prepare PPT, present	N/A
G	Workshop on sharing the findings and recommendations with the senior management, program management and program support.	Plan, facilitate, taking notes etc.	Organize event, ensure participants, logistics.
H	Conduct data collection and analysis of the consortium partner.	Lead, collect data, analysis	Ensure respondents presence
I	Report on the findings of the partner assessment including the improvement plan with the checklist, guideline, specific recommendations, strategies, and a timeline.	Reporting	Respond to queries if required
J	Final Debriefing	Presentation	Listen & final feedback
K	Final report incorporating CARE's and Partners' feedback including the improvement plan and Inclusion Assessment Tool (CARE & Partner).	Reporting	Receive
L	Raw datasets (inclusive of complete codebooks) in machine-readable format; recordings and transcripts of interviews; cleaned datasets and analysis scripts.	Organize & submit	Receive

Final Report Requirements

The consultant team is accountable for maintaining the requirements for the content, format, and length of the final report; overall quality; and approved timelines. The contract will be a deliverables-based contract, and each payment will be contingent on receiving the agreed deliverables in their final versions at acceptable quality standards.

The report must include (but not limited to):

- **Cover page:** A title that conveys the name of the project, location, implementation period, and relevant branding requirements.
- An **executive summary summarizing the methodology, key findings, and recommendations of the study,** which is no more than four pages in length and is formatted so that it can be printed as a stand-alone 4-pager about the project.
- An **introduction** with an overview, purpose, and scope of the assessment
- **A clear methodology section:** The methodology should explain the study questions, and how the methodology was designed to answer those questions; how data/information was collected; challenges during data collection; key ethical considerations and a description of how the evaluators protected participants and personally identifiable information. This section should also describe the limitations.
- **Findings:** Description of results; statistical analysis of the data; and triangulation between quantitative and qualitative data. The final report should contain validation notes clarifying where stakeholders' interpretation of the findings may differ from the statistical analysis of results.
- **Recommendations**: Outlines how the key findings should inform the project's design and implications for programming and action plan to carry out recommendations.

- **Conclude** the assessment report by reiterating the importance of the assessment and its potential impact on decision-making or future actions. The conclusion should provide a clear and concise summary of the assessment outcomes.
- **Key learnings** in line with the project's Learning Agenda.
- **Annexure:**
  - Proposed assessment tool(s)
  - All data collection tools etc.
  - Interviewee respondents list
  - ToR
- **Shareable Evidence:** Evidence collected by the consultant from the conclusions and recommendations must be submitted along with the final report. All datasets, qualitative interviews, and underlying data are owned by CARE and are included in final deliverables. Sources of all evidence must be identified, and conclusions must be based on evidence presented in the report, and recommendations must directly correspond to the conclusions.

Minimum expertise and key competencies requirement of the Consultant/firm:

1. Team Lead with a minimum of 5 years of progressive professional experience in the areas of conducting policy analysis/legislation research/baseline analysis and programming for international development organization's project/programs
2. Qualitative analysis skill with at least five years' experience in conducting studies on youth development, youth inclusion, skills development, social policies, economic empowerment, organizational strategy development/review, and/or civic action, preferably for USAID-funded initiatives.
3. Proven proficiency in writing technical reports, articles, research papers, organizational strategy, and other writings in English.
4. Must have skills in high profile stakeholders' management, facilitate the seminars/workshops on the validation of the gaps, challenges, and findings of the policy/legislation/relevant development research.
5. Experience of having worked with an international development organization will be an advantage.
6. High quality of research publication, policy/legislation draft and report writings in the field of youth development and other social/development issues will be an advantage.
7. Networking experience with the government ministries, relevant departments, national and international organizations.

Candidates are required to provide examples of prior work of similar scope and coverage which the consultant was directly involved in.

Evaluation Criteria:

The consultant team will be evaluated based on the following weight: 100 marks.

- Technical Score: 80%
- Financial Score: 20%

Technical Evaluation Criteria: (Score is 80)

Scoring %	REQUIREMENTS	
A	Overall Proposal Suitability	40%
A.1	Understanding of the assignment and methodology of the study	30%
A.2	Ability to meet the required delivery time.	10%
B	Previous Relevant Work Experience and Awards	20%
B.1	Provide 3 or more client experiences or testimonials (References whose environment, size, and scope are most similar to CARE. Include a summary of the work completed for each account. Include reference contact names, telephone numbers and email addresses.)	10%
B.2	Vendor's previous records of performance and service.	10%
C	Technical Expertise and Skills	20%
Sub-total (Total Score * %):		80.00%

Financial Evaluation Criterion: (Score is 20)

Only the technically qualified bidders (based on evaluators' combined technical score) will be considered for this evaluation and the lowest bidder will be assigned with full/highest marks that is 100 and the subsequent highest bidders will get proportionate lower score out of 100.

The total score derived from the submitted proposals (technical and financial) will be the final score and converted to the score out of 100. CARE Bangladesh also reserves the right to cancel or disqualify any proposal without explaining any reason whatsoever.

Application process:

If you are interested and feel competent to carry out this very exciting consultancy work, please submit your technical and financial proposal in two separate documents:

Technical Proposal:

1. Resume and profile of the consultants (a two member team) with previous and ongoing client lists
2. A one-page application letter of expression of interest
3. Set of documents mentioned in the Technical Evaluation Criteria
4. Detailed Technical-narrative proposal with clearly outlined methodology, timeline, assessment approach and techniques,
5. A sample of at least two recently written reports for similar assignments, where the consultants were directly involved in.

Financial Proposal:

1. Filled up Financial Proposal that outlines the fees and associated costs including govt. circulated VAT & TAX and provide budget notes.

Applications not including all of the above information will not be reviewed. CARE Bangladesh is an equal opportunity employer.

Terms of Payment

The Consultant will be paid as per the following schedule:

PAYMENT MATRIX	
Deliverables	**% on total Purchase Value**
Inception report with all necessary tools, methodology, schedule etc.	20%
Final Report on CARE with final set of guiding principles (i.e. guideline and checklist)	40%
Final report on consortium partners with final set of guiding principles (i.e. guideline and checklist)	40%

Payments in local currency will be paid as per standard procedure. There will not be any scope to pay in advance before starting the work. Consultants/consultancy firm shall provide CARE Bangladesh with periodic and final invoice statements indicating services performed, expenses incurred, past payments made, and any other information CARE Bangladesh shall reasonably request. Consultants/consultancy firm shall provide a final invoice statement whenever requested by CARE Bangladesh up to sixty (60) days after the date set for the completion of the services in this SOW.

CARE Standard Payment Terms are 30 days from receipt of goods or service and accurate & complete invoice acceptable to CARE Bangladesh.

Penalty Terms:

If the consultants/consultancy firm fails to provide services of any or all the contract within the period (s) specified in the Contract / Purchase Order, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price / Purchase Order amount, as penalty, a sum equivalent to the percentage stated below:

Sl No.	Total Delay	% to be deducted on the contracted value
01	First 5 days	2%
02	From 6 to 11 days	4%
03	From 12 to 20 days	6%
04	Above 20 days	The termination clause may be applicable as per terms of PO

**Deduction of the penalty amount will not be applicable in case if any extended completion time/ period is officially agreed and accepted by CARE Bangladesh after the completion date mentioned in PO.

Managing Unexpected Situations

The contractor must keep this in their prime consideration how to manage deliverables in case of unexpected situations, including but not limited to strikes, political uprising, natural disaster, or other contextual circumstances which may affect the Baseline Study. They should keep contingency plans and alternatives without compromising the overall quality, purpose, and timeline for this study.

Intellectual Property Rights

CARE Bangladesh's copyrights are reserved for every dataset, report, and strategy documents generated by the consultant during the consultancy period for the said purpose. The consultant may not share these documents or use the evidence without informing CARE Bangladesh in writing. All documentation and anonymized datasets resulting from this study will be submitted to USAID's Development Experience Clearinghouse, in line with the terms for USG-funded activities.

Ethical Considerations

- **Participatory:** The consultants are expected to create conditions to ensure the true participation of respondents in data collection and validation processes, as well as the engagement of representative samples of beneficiaries.
- **Inclusiveness:** Ensure that beneficiaries from different ethnic, social, and religious backgrounds have the chance to participate, as well as those living with disabilities and who may be excluded or discriminated against in their community.
- **Ethical:** The research must be guided by the following ethical considerations:
    - Informed consent: The consultant will be required to explain the purpose of collecting the data, how it will be utilized, and the risks/ benefits involved to the respondents, who will have the right to refuse to participate in interviews or to terminate the interview at any time.
    - Systematic inquiry: Consultant conducts systematic, data-based inquiries.
    - Integrity/honesty: The consultant displays honesty and integrity in their own behavior and attempts to ensure the honesty and integrity of the entire study process.
    - Safeguarding – demonstrating the highest standards of behavior towards beneficiaries, particularly those at risk due to marginalized conditions.
    - Sensitive – to child rights, gender, inclusion, linguistic diversity, and cultural contexts.
    - Openness - of information given to the highest possible degree to all parties involved.
    - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
    - Public access - to the results when there are no special considerations against this.
    - Broad participation - the relevant parties should be involved where possible.
    - Reliability and independence - It is expected that:
        - Data collection methods will be age, gender, and disability appropriate.
        - Ensure a safe, creative space for data collection where respondents feel that their thoughts and ideas are important.
        - A risk assessment will be conducted that includes any risks related to the participation and responses of young people from diverse gender identities, disability status, ethnic and social background.

Special Terms and Conditions related to submission of this tender:

1. Financial and technical proposal soft copy should be submitted in two separate documents.
2. Soft copy submission: no late submission after..... (Date & time) is going to be considered for evaluation. Rather it will be considered as disqualified unless otherwise a common valid reason is applicable for all other participators and considered by the procurement committee.
3. Timely submission by e-mail must be maintained very strictly as well. To avoid any unnecessary hassle due to network quality or jamming it is requested to submit the proposal minimum 02-03 hours before the time is expired. However, if any sender sent their document at the right time but it reached to us after the mentioned submission time will also be disqualified.
4. In the case of soft copy submission please submit proposals to the correct email mentioned in the Request for Proposals (RFP).
5. You are requested to submit your proposal or financial offer in your company letter head pad or if it is on a white page then with company seal and sign.
6. Any kind of solicitation or effort to bribe any current CARE Bangladesh staffs is not going to be entertained to get any special facility. Rather reporting of similar kinds of activities will be dealt with severely and the proposals shall not be considered.
7. CARE Bangladesh (BD) does not require to receive any payment in cash or in kind for including a vendor to its Approved Vendor List, invite to submit quotation or for final selection as a supplier for goods and services. Likewise, it also strictly prohibits its employees to demand such payment from a vendor or involvement in any form of conflict of interest. In case of any attempted request for such kind of payment from any employee, as a vendor, you are kindly requested to send a complaint to CARE BD Country Director (CD) at email account BGDProComplaint@care.org, or any of CARE BD's senior leaders. Please label the emails as "confidential & privileged". Any proposals submitted to the complaints email will be treated as spam and the sender will be blocked which will mean they will not be considered in the future for any submission. Moreover, the Vendor hereby declares and confirms that it and its employees do not attempt to make such unlawful payment directly or indirectly to CARE employee or allow involvement of CARE employee in any activity that led to any form of conflict of interest. Such an unlawful attempt and involvement shall be a ground for disqualification and blacklisting of the vendor and cancellation of any existing order.
8. The terms and conditions mentioned here shall remain the same in the final agreement document.
9. CARE Bangladesh reserves the right to accept or reject partially or fully any or all quotations without assigning any reason whatsoever. CARE Bangladesh may not select the lowest bidder, if the quality, specifications etc. are not up to the mark and not bound to provide any explanation about the selection process.