## HI BGD - TERMS OF REFERENCE

**HANDICAP INTERNATIONAL - Humanity & Inclusion (HI)**  
**BANGLADESH PROGRAMME**

**Title of Training:** MS Office including Excel

### 1. Introduction about Handicap International – Bangladesh

Handicap International is an independent and impartial international aid and development organization working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable groups, it takes action and provides testimony in order to meet their basic needs, improve their living conditions and promote respect for their dignity and their fundamental rights. Handicap International is a non-profit organization with no religious or political affiliation. It operates as a federation made up of a network of associations which provide human and financial resources, manage projects and implement its actions and campaigns. Handicap International is present in Bangladesh since 1997.

### 2. Objectives of the Training:

- Enhance staff’s skill on Microsoft Office application required for day-to-day activities.
- Special emphasis to learn and cover the area of Excel, Word, PowerPoint, Outlook, Access.
- Creating Professional-Looking Documents for Report Writing, application of Research Tools, Research Tools, ability to add text to images, create accessible tables and use built-in templates for accessible documents.
- Organizing and Analyzing Data in Excel (Data Analysis, Organizing Information, Graphing and Charting, Financial Planning)
- Creating and Engaging in Presentations (Presentation Capabilities, Multimedia Integration, Organization and Structure)

### 3. Areas to Cover

This training will contain and cover advance level of learning of Microsoft Office package (specially Excel, Word, Outlook, Access and PowerPoint) for selected HI staff.

### 4. Expected Outcome of The Training:

- HI staff will be able to create independently professional-looking documents, presentations, and data analysis
- Team will be able to deal independently with advanced Office functions

### 5. Participants:

Staff members from different teams across organization (around 75 participants)

### 6. Timeline and expected Training Duration

- Final training module should be shared with HI at least 03 days before the training if selected for the consultancy.
- The assignment should be completed by 25 July 2023.
- Per day 08 hours’ face-to-face training sessions (Total 24 Hours). (Excluding morning snacks and Lunch time)
- Some report writing and other admin tasks can be added as per the need in the workplace.

### 7. Timeline and expected Training Duration

23 July-25 July 2023. (03 Days)
8. Training Mode:
Physically presence at the venue, through-
- Speech and description
- Presentation and discussion
- Hands on exercise
- learning and Practice
- Assessment (Pre & Post)
- Question and answer

9. Location:
Dhaka. HI will arrange a training venue.

10. Responsibility of cost:
- Venue, Food, accommodation and transport will be under responsibility of HI for HI participants.
- For facilitator/trainer fees/remuneration, cost of accommodation, travel/transport must be carryout by own.
  Only food at the training venue during the session will be provided by HI.

11. Training material:
- The training material must be relevant of the objectives of the training.
- The training materials, modules and handouts must be printed and soft copy to be shared to the participants.
- The materials development and delivery to the participants must be set of each individual and cost will be under consultant responsibility.

12. Required Qualifications for trainer/ Eligibility:
The consultant/ trainer should have a team with the following requirements:
- Extensive experience in providing training on Advanced MS Office and Data Analysis
- Should have an approved Microsoft Certification validating experience and knowledge
- In depth understanding and have minimum 5 years of proven experience in conducting similar training in INGO/ NGO/any renown organization/government project
- If Company, it should have company profile with CV of key person of company
- Good facilitation skill and able to accommodate different view of participants, understanding and experience.

13. Administrative Criteria:
- Interested Individuals/ Firm must submit their profile(s).
- Firm/ organization must submit the documentation of legal status, and registration as a Company (Trade License, E-TIN, VAT Registration, Bank Account Information and Updated Tax Return Certificate / Acknowledged Return Slip).
- Technical proposal (maximum 10 pages) including the proposed methodologies and proposed schedule.
- Financial Proposal (all included) VAT & TAX as per Bangladesh Government applicable rules, field visits, and any other logistical cost (Training materials/module printing and any other relevant cost) in BDT.

14. Selection Criteria:
Evaluation committee of Handicap International will select most favorable trainer considering the price, work experience and quality of work, Delivery time, Payment terms and modalities etc.

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<tr>
<th>Criteria</th>
<th>Evaluation Poits</th>
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<tr>
<td>Previous/recent training experience in NGO/INGOs/Corporate in the field of Project</td>
<td>15 Points</td>
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<tr>
<td>Training Module / Training Plan for this assignment</td>
<td>25 Points</td>
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<td>Financial proposal</td>
<td>35 Points</td>
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<tr>
<td>Detail training module &amp; Quality of work plan submitted</td>
<td>15 Points</td>
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<td>Trainer (Experience, Vendor Certification, Profile etc.)</td>
<td>10 Points</td>
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<tr>
<td>Total</td>
<td>100 Points</td>
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15. Interviews:
HI may conduct interviews with Proposiors to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interview process may require a demonstration. The interviews may be conducted in person or online. If conducted in person, interviews will likely be held at HI Country office. HI will not reimburse Proposers for any costs incurred in traveling to or from the interview location. HI will notify eligible Proposers regarding interview arrangements.

16. Cancellation of Solicitation:
HI may cancel this solicitation for any or no reason. Bids may be rejected if HI determines that:

- The Bids received do not reflect effective competition;
- The cost is not reasonable;
- The cost exceeds the amount expected; or
- Awarding the contract is not in the best interest of HI.

17. Terms of Payment:

- HI shall not accept any advance payment against this work.
- Payment will be made through Bank Transfer or AC Payee Cheque in favour of individual/ firm according to the given Bank Details within 15 (fifteen) days after deducting government applicable VAT & TAX, after successfully completion of the work along with the submission of Invoice and all other relevant documents.

13. Submission Method:

**Online Bid Submission:**
Interested and qualified individual trainer or firm will submit Proposal/Quotation for 5 days training by e-mail to: logistics@bangladesh.hi.org mentioning subject "MS Office Training - Ref : PD-DHAK-00286" on or before July 09, 2023 (11:59 PM).

*If the file is too big to fit into 1 email (limit 15MB per email), bidder should split the submission into multiple emails, mentioning chronological order.

Or,

**Physical Bid Submission addresses:**
Proposals to be submitted to Handicap International Dhaka office: House 3/A, Road 36, Gulshan-2, Dhaka-1212. The envelope should clearly indicate the Invitation to tender reference as per below:

"MS Office Training - Ref : PD-DHAK-00286"

*All documentation submitted should be done in their own clearly labelled envelopes (e.g., technical proposal, financial proposal, Legal Documents etc.), which are submitted in one single envelope as detailed above.

HI has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of HI. Bidders will propose in house extensive training plan as per the need but the training schedule is not less than of 03 days intensive training, 8 hours per day with 3 times break for lunch and snacks.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>ToR issued</td>
<td>June 20, 2023</td>
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<tr>
<td>Deadline for queries</td>
<td>July 01, 2023</td>
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<tr>
<td>Last date of submission</td>
<td>July 09, 2023</td>
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<tr>
<td>Evaluation of proposals</td>
<td>July 13, 2023</td>
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<tr>
<td>Notice of Intent to Award (estimate only)</td>
<td>July 16, 2023</td>
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<td>Negotiations and execution of contract (estimate only)</td>
<td>July 18, 2023</td>
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<tr>
<td>Training Period</td>
<td>23 July- 25 July 2023</td>
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