1. General Information

1.1 About Handicap International – Bangladesh

Handicap International- Humanity & Inclusion (HI) 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 that provide human and financial resources, manage projects, and implement its actions and campaigns.

Handicap International (HI) has been operational in Bangladesh since 1997 and supporting for universal and inclusive access to services for all, particularly in health, education, and socio-economic empowerment and operates in 2 districts: Kurigram and Cox’s Bazar. HI in Bangladesh is known for promoting the rights of vulnerable individuals and providing quality specialized services during emergency responses.

2. Objective

2.1 Objective of the consultancy

This consultancy aims to provide comprehensive training in proposal and report writing, empowering participants with the necessary knowledge and skills to effectively draft successful proposals and quality reports.

2.2 Objectives of the training:

2.2.1 Proposal writing:
- Equip participants with a comprehensive understanding of proposal writing, emphasizing the use of tools like the logical framework, results-based framework, theory of change, etc. for creating logically coherent proposals.
- Enhance HI staff’s skills in writing clear and impactful proposals by employing appropriate writing styles, formats, structures, and visual aids.
- Improve the ability of HI key staff to adapt proposals to meet donors' specific requirements, preferences, and guidelines, increasing the chances of successful outcomes.

2.2.2 Report writing:
- Equip participants with the necessary skills to produce comprehensive internal and external reports, ensuring an understanding of the appropriate report structure, flow, content, and alignment with diverse donor requirements.
• Enhance the report writing skills of HI key staff, enabling them to professionally and impartially convey information on a subject, while also improving the ability of HI staff to identify crucial information and effectively communicate it in a clear and concise manner across different types of reports.

3. **The proposal and training course covers the following:**
   • Proposal and report structure and components: Understanding the essential elements and sections required in effective proposals and reports.
   • Planning and preparation tools: Exploring tools and techniques to aid in the planning and preparation phase of the proposal and report writing.
   • Formal and informal reporting: Differentiating between formal and informal reporting styles and their appropriate usage in various contexts.
   • Identifying proposal purpose and donor requirements: Developing the ability to recognize the purpose of a proposal and understand the specific requirements and preferences of different donors.
   • Writing skills: Enhancing language proficiency, layout design, format selection, structuring content, maintaining a consistent flow, and refining the finishing touches in the proposal and report writing.
   • Common mistakes and best practices: Identifying and addressing common errors while adopting best practices in the proposal and report writing to ensure effectiveness and impact. Write a comprehensive proposal with a Budget.

4. **Expected Outputs:**
   • Prior to the training, comprehensive course material such as detailed course contents, participants’ workbooks, and learning aids are developed and prepared.
   • A comprehensive training report is produced after the training, documenting the topics covered, a discussion held, issues and challenges identified, and participants’ recommendations.
   • An after-the-training, Action plan is provided to support the participants in practicing and applying the skills and knowledge acquired during the training, fostering their engagement with the community.
   • Certificates are awarded to training participants upon successful completion, acknowledging their participation in the training and achievement.

5. **Participants:**
   Area Managers, Senior Project Managers, Project Managers, Team Managers, Technical Officers (approx. 40 staff)

6. **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
7. **Location:**

Cox’s Bazar/Dhaka and HI will arrange a training venue.

6. **Timeline and expected Training Duration**

- Final training module should be shared with HI at least 5 days before the training if selected for the consultancy.
- The assignment should be completed by 31 July 2023.
- Per day 08 hours’ face-to-face training sessions (Total 40 Hours). (Excluding morning snacks and Lunch time)

**Training approximate Date**

23 July–27 July 2023

**Training Duration:**

- Proposal writing: 03 days of intensive training, 8 hours per day.
- Report writing: 02 days intensive training, 8 hours per day.

8. **Responsibility for cost and training material arrangement:**

- **Participants:**
  - HI will cover the expenses for the venue, food, accommodation, and transportation of their participants.
- **Consultant:**
  - The facilitator/consultant/consultancy firm is responsible for their own accommodation, and travel/transport arrangements. HI will provide food at the training venue during the sessions.
- **Training material:**
  - The training material should align with the training objectives.
  - Both printed and soft copies of the training materials and modules should be provided to the participants.
  - The consultant is responsible for the development and delivery of the materials, including the associated costs.
  - HI management will review the materials after the initial selection process through the procurement procedure.

9. **Required Qualifications/experience:**

The consultant’s team should meet the following requirements:

- Extensive experience in delivering training in Proposal Writing and Reporting.
- In-depth understanding of project cycle management, Logical Framework Analysis, Results Based Frameworks, theory of change, monitoring and evaluation frameworks, project proposals, reporting, and communication strategies/tools.
- Minimum 5 years of experience in similar work for NGO/INGO and Multinational Companies.
• A company profile with CVs of key personnel.
• Work experience in the same field and a track record of collaborating with at least 3 major international non-governmental organizations (INGOs) or any renown organization.
• Proven experience in conducting training for employees of non-governmental organizations.
• Ability to provide samples of materials from previous similar training experiences.
• Excellent proficiency in both written and spoken English.
• Strong facilitation skills, with the ability to accommodate diverse perspectives, understanding, and experiences of participants.

10. **Eligibility Requirements**
- 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.

11. **Selection Criteria:**
The HI purchase committee of Handicap International will evaluate and select the trainer based on criteria such as price, work experience, quality of work, delivery time, payment terms, and modalities, among others. The aim is to identify the most favorable candidate or firm.

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<tr>
<th>Criterion</th>
<th>Evaluation Points</th>
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<tr>
<td>Previous/recent training experience in NGO/INGOs in the field of Project</td>
<td>20 Points</td>
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<td>Sample previous Training Module</td>
<td>15 Points</td>
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<td>Financial proposal</td>
<td>30 Points</td>
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<td>Detail training module &amp; Quality of training schedule</td>
<td>25 Points</td>
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<td>Trainer (Experience, Certification, Profile etc.)</td>
<td>10 Points</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100 Points</strong></td>
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12. **Interviews:**
HI may conduct interviews with Proposers 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.

13. **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.

14. **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.

15. **Submission Method:**
**Online Bid Submission:**
Interested and qualified individual trainer or firm are requested to submit Technical and Financial Proposal by e-mail to: logistics@bangladesh.hi.org mentioning subject “Consultancy for Proposal and Report writing - Ref: PD-DHAK-00284” on or before July 04, 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: “Consultancy for Proposal and Report writing - Ref: PD-DHAK-00284”

*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 5 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 19, 2023</td>
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<tr>
<td>Deadline for queries</td>
<td>June 26, 2023</td>
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<tr>
<td>Last date of submission</td>
<td>July 04, 2023</td>
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<td>Evaluation of proposals</td>
<td>July 12, 2023</td>
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<td>Notice of Intent to Award (estimate only)</td>
<td>July 17, 2023</td>
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<tr>
<td>Negotiations and execution of contract (estimate only)</td>
<td>July 20, 2023</td>
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<tr>
<td>Training Period</td>
<td>23 July - 27 July 2023</td>
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