Introduction about Handicap International – Bangladesh

Handicap International- Humanity & Inclusion 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 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 is present in Bangladesh since 1997.

1. The rationale of the training:

Management decision mostly depends on the analytical information prepared from the project and program data. Hence qualitative and quantitative data analysis skills are important. Considering the importance and requirement, last year, Technical and MEAL staff who are contributing to impact study and data analysis received the training quantitative data analysis. However, based on the capacity gaps observed through meetings with team members and reviewing reports produced, it is evident that the HI Bangladesh Technical and MEAL teams have the inadequate technical capacity in managing, analyzing and reporting quantitative data. This is an advanced training on qualitative research methodology that focuses on the theory, techniques and issues of data analysis and interpretation. The overall objective of this training is to enable participants to develop advanced skills and independently conduct qualitative data analysis and produce meaningful reports for programmatic decisions.

2. Objectives of the Training:

- The participants have a clear understanding of appropriate and updated tools, techniques and methodologies in qualitative research to develop professional knowledge and skills, especially in the field of social research.
• Equip training participants with skills to generate descriptive, interpretive and analytical reports and graphic displays to present findings using models, tables and networks
• Training participants have the required competency and skills to use qualitative data analysis software.

3. Scope of training:
The training will cover the following subject areas
• Introduction to qualitative research methods
• Formulating qualitative research questions based on problem analysis
• Qualitative interviewing-theory and practice
• Focus groups in qualitative research theory and practice
• Preliminaries of qualitative data analysis
• Qualitative data management and analysis Using QDA
• Design a feasible, consistent and logical small-scale qualitative research proposal
• Qualitative analysis results and interpretation
• Triangulating results and sources
• Qualitative research report preparation.

4. Expected Outcome of the Training:
At the end of the training, participants will be expected:
• to undertake effective monitoring and research project independently and to be able to evaluate the research progress at each stage of the process;
• able to apply an appropriate approach to get the answer to research questions, presentation of research findings and write a research report.

5. Expected Outputs from Training Provider:
The consultant is expected to deliver the following outputs at the end of the training
• Course material including detailed course content, participant workbooks, and learning aids
• Prepare and provide certificates for participants;
• Proceedings of the training- The training report. This report will detail the topics presented, the staff discussions, issues and challenges and recommendations from the participants
• An after-training Action Plan to help participants practice skills and knowledge gained and improve their engagement with the community.

6. Participants:
Around 25 participants including TU Specialists, Technical officers, MEAL Officers
7. **Timeline and expected training duration:**
- Selected consultant must complete the training by 15 August
- Final training module should be shared with HI at least 7 working days before the training date
- Per day 08 hours’ face-to-face training sessions (Total 40 Hours).
- Some report writing, and other admin tasks can be added as per the need in the workplace.

8. **Training Duration:**
Targeted for 5 days intensive training, 8 hours per day with 3 times break for lunch, snacks.
(Days duration may vary as per the proposal and training design by the facilitator/consultant/consultancy firm.

9. **Training Mode:**
Physically presence at the venue, through-
- Speech and description
- Presentation and discussion
- Group discussion
- Hands on exercise
- learning and Practice
- Assessment (Pre & Post)
- Question and answer

10. **Location:**
Cox’s Bazar. HI will arrange a training venue.

11. **Responsibility of cost:**
- Participants venue, Food, Accommodation and Transport will be the responsibility for HI.
- For the facilitator/consultant/consultancy firm the fees/remuneration, cost of accommodation, travel/transport must be carried out by own. The only food at the training venue during the session will be provided by HI.
- **Training material:**
  - The training material must be relevant of the objectives of the training.
  - The training materials and modules must be printed and soft copies to be shared to the participants.
  - The materials development and delivery to the participants must be set of each individual and the cost will be under the consultant's responsibility.
  - HI management will review the materials after the first sorting list of selections through the procurement process.
12. Required Qualifications for trainer:

The consultant should have a team with the following requirements:

- Extensive experience in providing training on Advanced Research Methodology.
- In-depth understanding on Research, Designing Planning Analysis and interpretation of quantitative and qualitative data, Research Report Writing.
- In-depth understanding of the Research Protocol out of the research study.
- Should have a minimum of 5 years of experience in similar work for NGO/INGO and Multinational Companies.
- In case of individual consultant, he/she will must ensure one co-facilitator for the training.
- If the Company, it should have a company profile with CV of key person of company.
- Proven experience in conducting similar training at least 5 organizations.
- Excellent proficiency in English and local language, oral and written.
- 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:

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.
<table>
<thead>
<tr>
<th>Criterion</th>
<th>Evaluation point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous/recent training experience in NGO/INGOs in the field of Project</td>
<td>20 Points</td>
</tr>
<tr>
<td>Sample previous Training Module</td>
<td>20 Points</td>
</tr>
<tr>
<td>Financial proposal</td>
<td>25 Points</td>
</tr>
<tr>
<td>Detail training module &amp; Quality of work plan submitted</td>
<td>20 Points</td>
</tr>
<tr>
<td>Trainer (Experience, vendor certification, Profile etc.)</td>
<td>15 Points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100 Points</strong></td>
</tr>
</tbody>
</table>

15. **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.

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 Payments:**

- 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.

18. **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 the subject “Proposal for Qualitative Analysis Training - Ref : PD-DHAK-00285” on or before July 05, 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:

“Proposal for Qualitative Analysis Training- Ref: PD-DHAK-00285”

*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>
</tr>
</thead>
<tbody>
<tr>
<td>ToR issued</td>
<td>June 19, 2023</td>
</tr>
<tr>
<td>Deadline for queries</td>
<td>June 26, 2023</td>
</tr>
<tr>
<td>Last date of submission</td>
<td>July 05, 2023</td>
</tr>
<tr>
<td>Evaluation of proposals (estimate only)</td>
<td>July 12, 2023</td>
</tr>
<tr>
<td>Notice of Intent to Award (estimate only)</td>
<td>July 18, 2023</td>
</tr>
<tr>
<td>Negotiations and execution of contract (estimate only)</td>
<td>July 24, 2023</td>
</tr>
<tr>
<td>Training Period (estimate only)</td>
<td>06-10 August 2023</td>
</tr>
</tbody>
</table>