



REQUEST FOR PROPOSAL

Date: April 8, 2022
Subject: Request for Proposal for short-term consultancy to conduct ‘Gender Analysis Update for Bangladesh’
RFP Number: **CPI-PAR-04-2022**
Offer Deadline: **April 25, 2022; 5:00 PM ET (Washington, D.C.)**

Counterpart International (hereinafter Counterpart) is soliciting proposals from qualified individuals and firms for to conduct a ‘Gender Analysis Update for Bangladesh’ as described in this Request for Proposals (RFP). These services are required under the ‘Promoting Advocacy and Rights’ Activity (Cooperative Agreement No. 72038818CA00003) of Counterpart International, funded by the United States Agency for International Development (hereinafter “USAID”) and the Foreign, Commonwealth, and Development Office (hereinafter “FCDO”).

Individuals and firms invited by Counterpart (hereinafter “bidders or Offerors”) to submit offers (hereinafter “bids” or “offers”) for the services described in the attached supply schedules are under no obligation to do so. The Bidder shall bear all costs associated with the preparation and submission of the Proposal. Counterpart will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

This Request for Proposal includes the following sections:

- I. Instructions to Bidders
- II. Technical Specifications

All correspondence and/or inquiries regarding this RFP should be requested in accordance with the enclosed Instructions to Bidders (Section I, Clause 10, Clarifications).

The Instructions to Bidders (henceforth ITB) shall not form part of the bid or of the fixed-price award. They are intended to aid bidders in the preparation of bids. For the purposes of interpretation of these ITB, unless otherwise stated, the number of days stated herein shall be consecutive calendar days.

Submission of bids should be completed in accordance with the enclosed instructions to Bidders (Section I, clause 11, Submission of Bids).

REQUEST FOR PROPOSAL

SECTION I: INSTRUCTIONS TO BIDDERS

1. Introduction

- 1.1 **Request for Proposal (RFP) No. CPI-PAR-04-2022**, dated **April 8, 2022**: Counterpart, acting on behalf of the Promoting Advocacy and Rights (PAR) Activity, is hereby soliciting bids to conduct a Gender Analysis as described in Section II of the ITB. This bid is open to independent consultants and firms.

2. Eligible Source Countries for Goods and Services

- 2.1 All goods and services to be supplied under the fixed-price award shall have their origin in countries listed under the USAID Geographical Code 937 and shall include the following:

937 – “Any area or country including the U.S., cooperating country, and developing countries, excluding advanced developing country.” List of Advanced Developing Countries: <https://2012-2017.usaid.gov/sites/default/files/documents/1876/310mab.pdf>

- 2.2 A bidder will be considered ineligible if they have been suspended, debarred, or ineligible, as Indicated on (1) the “List of Parties Excluded from Federal Non-procurement Programs” and/or (2) the “Consolidated Lists of Designated Nationals”.

3. Preparation of Bids

- 3.1 Bidders are expected to examine the specifications and all instructions contained in this RFP. Failure to do so shall be at the Bidder's risk.
- 3.2 The Bid prepared by the Bidder and all correspondence related to the Bid and exchanged by the Bidder and Counterpart shall be in English.

4. Contents of Bid

- 4.1 Submitted bids are required to consist of the following documents:

Technical Proposal

The technical proposal must consist of the following sections:

1. Organizational background showing evidence of prior performance in Gender Analyses;
2. Technical approach: explanation of the Bidder’s understanding of the objectives of the assignment, and description of tasks Bidder will undertake in response to the scope of work (referenced in Section II);
3. Methodology: an explanation of the analytical tools to be used to conduct the tasks in response to the scope of work;
4. Workplan: content and duration of the main tasks under the assignment, time frames for each task, milestones (including interim approvals by Counterpart), and delivery date(s) of the report; and
5. Statement of Qualifications, referenced in Clause 7.

Price Quote

Price Quote – in a workable Microsoft Excel file, unlocked, and with formulas intact. The price quote should be inclusive of any applicable taxes.

5. Format and Signing of Bid

- 5.1 The Bidder shall prepare one bid in two parts (technical and price quote) with all the required sections of the proposal typed and shall be signed by a person duly authorized to bind the Bidder.

6. Financial Proposal

- 6.1 Bidders shall prepare a price quote in a workable Microsoft Excel document (unlocked with intact formulas) specifying the detailed cost breakdown and the total price of the services being offered in response to this RFP. The Bid shall clearly indicate that the prices shall be for the services whose technical specifications are described in Section II – Technical Specifications.
- 6.2 The Bidder shall indicate the unit price in USD for each service, the description, the quantity, and the total cost in USD of the Bid, which will comprise the total price of the Bid. If there is any discrepancy between the unit price and the total amount, the unit price shall be considered as correct, and the total amount shall be adjusted accordingly. It shall be assumed that the Bidder is not bidding on any item for which a unit price or total amount is not indicated.

7. Statement of Qualifications

- 7.1 The Bidder shall include in their Bid evidence in support of their technical qualifications and ability to perform the fixed-price award if the bid is accepted. This shall consist of:
- A CV(s) outlining the Bidder's relevant experience
 - A sample of a similar assignment undertaken previously
 - E-mail addresses and telephone numbers of two references who can be contacted regarding the Bidder's prior performance

8. Bid Validity Period

- 8.1 Bids shall remain valid until **June 25 2022**, which is sixty (60) days after the offer deadline. A bid valid for a shorter period shall be rejected as non-responsive.

9. Deadline and Late Bids

- 9.1 It is the Bidder's sole responsibility to ensure that bids are received by Counterpart on or before the Offer Deadline of **April 25, 2022**. Only electronic submissions will be accepted. Faxed/printed copies of bids are not admissible.
- 9.2 A Bid received after the deadline for submission of bids shall be rejected. Bidders will be held responsible for ensuring that their bids are received in accordance with the instructions stated herein and a late bid will not be considered even though it became late as a result of circumstances beyond the Bidder's control. A late bid will be considered only if the sole cause of its becoming a late bid was attributable to Counterpart, its employees or agents or if it is in the best interest of the funding agency.

10. Clarification of Bidding Documents

10.1 Clarifications may be requested in writing not later than five (5) business days prior to the Offer Deadline. The contact for requesting clarifications is: procurement.par@counterpart.org

11. Submission of Bids

11.1 Only electronic submissions will be accepted. All bids with technical and financial proposals must be emailed to procurement.par@counterpart.org by **April 23, 2022; 5.00 PM (EDT)**.

11.2 Ensuring successful transmission and receipt of the bids is the responsibility of the Bidder. It is recommended that no e-mail exceeds the size of 10 MB, inclusive of attachments.

12. Amendment of Bidding Documents

12.1 Counterpart may at its discretion, for any reason, whether at its own initiative or in response to a clarification by a Bidder, modify bidding documents by amendment. All prospective Bidders that have received bidding documents will be notified of the amendment by e-mail and such amendments will be binding on them.

13. Modification of Bids

13.1 Any Bidder has the right to withdraw, modify, or correct its bid after it has been delivered to Counterpart, provided the request for such a withdrawal, modification, or correction together with full details of such modification or correction is received by Counterpart at the submission contact point given above before the time set for opening bids. Counterpart may ask any Bidder for a clarification of its bid; nevertheless, no Bidder will be permitted to alter its Bid Price or make any other material modification after the deadline unless the RFP has been amended or the deadline extended. Clarifications which do not change the Bid Price or other material aspects of the bid may be accepted.

14. Criteria for Award and Evaluation

14.1 Subject to Clause 15, Counterpart will award the fixed-price award to that Bidder whose proposal is deemed acceptable and which offers the best value based upon the evaluation criteria in Section II – Technical Specifications – Evaluation Criteria. In order for a bid to be deemed acceptable, it must comply with all the terms and conditions of the RFP without material modification. A material modification is one which affects the price, quantity, quality, delivery or installation date of the equipment or materials or which limits in any way any responsibilities, duties, or liabilities of the bidders or any rights of Counterpart. In addition, the successful bidder must be determined to be responsible. A responsible bidder is one who has the technical expertise, management capability, workload capacity, and financial resources to perform the work. Counterpart may, at its option, reject all bids.

15. Counterpart's Right to Accept Any Bid and to Reject Any or All Bids

15.1 Counterpart will reject any bid that is nonresponsive. Further, Counterpart reserves the right to waive any minor informalities in the bids received if it appears in Counterpart's best interests to do so, to reject the bid of any bidder if, in Counterpart's judgment, the bidder is not fully qualified to provide the services as specified in the fixed-price award, or to reject all bids.

16. Notification of Award

- 16.1 Before the expiration of the period of bid validity, Counterpart will notify the successful Bidder in writing that its bid has been accepted.
- 16.2 Upon the successful Bidder acknowledging receipt of the Notification of Award, Counterpart will promptly notify each unsuccessful Bidder, the name of the successful Bidder and that their bids were rejected. If after notification of award, a Bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to Counterpart in writing.

17. Acceptance of Privacy Policy and Terms and Conditions.

By submitting a proposal to Counterpart International, the individual consents to Counterpart's privacy policy terms and conditions (<https://www.counterpart.org/terms-and-conditions/>), and provides Counterpart International permission to process the individual's personal data specifically for the performance of, and purposes identified in, this solicitation document and in compliance with Counterpart's legal obligations under applicable United States and European Union laws, data protection and regulations and any other applicable legal requirements. The company/Individual may withdraw their consent at any time by contacting privacy@counterpart.org. If consent is withdrawn, Counterpart reserves the right to accept or reject the offer.

SECTION II – TECHNICAL SPECIFICATIONS

1. General Background

Counterpart International is implementing the five-year Promoting Advocacy and Rights (PAR) Activity, funded by the United States Agency for International Development (USAID) and the Foreign, Commonwealth and Development Office (FCDO). The PAR Activity aims to strengthen the enabling environment for civil society institutions in Bangladesh to advance democratic governance and citizen participation. PAR’s interventions include coaching, mentoring and grants for citizen-identified advocacy priorities.

Currently, the PAR program has three grantees (the DSK consortium¹, the WKB consortium², and the Shushilan consortium³) focusing on environmental pollution and unplanned urbanization. The DSK consortium is focusing on proper waste management in Dhaka’s slums, while the WKB consortium is focusing on prevention of river, air and noise pollution in Dhaka. The Shushilan consortium is focusing on unplanned urbanization in Khulna city. This sectoral approach is designed around the government’s policy priorities. Interventions are focused on empowering communities to exercise their rights and demand better public services. In addition, these activities create a bridge between policy makers and underprivileged communities.

To ensure gender mainstreaming across interventions, the first gender analysis was undertaken in 2018 when the Activity commenced. Since then, the document has been updated periodically and the last iteration was prepared in 2020. The document will be updated in 2022 to gauge the impacts of the Activity and to allow for adaptive program implementation. As part of its program implementation plan, PAR is seeking for an individual consultant to update the previous iteration of the gender analysis report for 2022.

2. Objective of the Assignment

The objectives of this assignment are to:

1. Identify different gender roles as they relate to and impact project implementation.
2. Examine the differential impact of project activities on different genders and provide recommendations for how to address them.
3. Analyze the success factors and limitations of gender mainstreaming in project activities.
4. Provide recommendations for collecting gender-sensitive data to inform the project’s Monitoring, Evaluation and Learning (MEL) Plan

3. Scope of Work (SOW)

Under **Scope of Work (SoW)**, the consultant is to generate the following 4 (four) deliverables:

- 1. 1 (one) Inception Report, which should contain an outline of the Gender Analysis Update report, a workplan, and a methodology**
- 2. 1 (one) Gender Analysis Update report, which should comprise of the following sections:**

¹ DSK consortium: The consortium consists of Dustha Shasthya Kendra (DSK), Bangladesh Resource Center for Indigenous Knowledge (BARCIK), Coalition for the Urban Poor (CUP), and Institute of Innovation for Gender and Humanitarian Transformations (inSights).

² WKB consortium: The consortium consists of WaterKeepers Bangladesh (WKB), Stamford University, and Jahangirnagar University.

³ Shushilan consortium: The consortium consists of Shushilan and Paribartan Khulna.

- A. A holistic update to the previous iteration of the gender analysis conducted in 2020.
- B. Analysis of gender dynamics in local/regional contexts of intervention areas – including gatekeepers, champions, historical/political patterns of the issues, challenges, opportunities etc. at the district/ regional level.
- C. Addendum on gender dynamics within PAR Activity’s sectoral priorities: environmental pollution and unplanned urbanization.
- D. Recommendations identifying windows of opportunity to improved or additional interventions to promote greater gender equality and participation.

In preparing this report, the consultant should answer the following questions:

- i. How do roles, responsibilities and time use differ by gender, and how could those prevent or facilitate participation in the project?
- ii. What is the status of women and men and their differential access to/control over assets, resources, opportunities and services relevant to the project, such as access to training (e.g., civic engagement, advocacy etc.)?
- iii. What are the laws, policies, and institutional practices that relate to political participation and civic engagement that may contain implicit or explicit gender biases and that may need to be addressed by the project?
- iv. What are the differential impacts of the project activities on women’s empowerment, their use of voice for advocacy purposes, and gender mainstreaming and leadership capacity of women led organizations?
- v. What are the patterns of power and decision-making (formal and informal institutions) in society, family, in politics, and in civil society organizations to advocate for governance reforms?

In addition, the consultant should generate:

3. 1 (one) summary of the Gender Analysis Update, with key findings that is suitable for public dissemination as a communications product (with lucid language and visual representations)

4. 1 (one) PowerPoint presentation with the results and recommendations from the Gender Analysis Update report for PAR staff, and potentially for USAID and FCDO

4. Methodology

The consultant will use a suitable combination of primary and secondary data collection and synthesis methods to conduct the gender analysis. The proposed methodology should be consistent with the [ADS Chapter 205: Integrating Gender Equality and Female Empowerment in USAID’s Program Cycle](#). The methodological description should at minimum include:

- Include a work plan with a detailed schedule for a period of two months from the issuance of the agreement/contract;
- Description of the tools and methods the applicant will develop to conduct the assignment;
- How, in collaboration with the technical team of the project, will the applicant identify participants and/or stakeholders, to conduct interviews and/or focus groups, as applicable for this assignment.
- Description of the protocols and steps the applicant will take to protect and safeguard information gathered through individual interviews and/or focus groups.

5. **Minimum Bidder Requirements:**

- University degree in international development, international relations, women’s studies, public administration, or a relevant field.
- Minimum of five (5) years related experience in gender programming, including conducting analyses, action planning, making recommendations, and reporting.
- Experience working in gender programming on a donor-funded development project, preferably USAID.
- Experience developing and tracking gender-related indicators for donor-funded programs.
- Excellent organizational, analytical, oral communications skills.
- Excellent writing skills
- Advanced oral and written communication skills in English.

6. **Assignment Duration, Place of Performance, and Other Conditions**

The short term consultancy will be implemented over **an estimated period of two months from the date of signing the contract**. Delivery of services will be done remotely or at Counterpart’s Dhaka premises, with field visits to project sites and/or to relevant stakeholders in Dhaka, Khulna, Rajshahi and Barisal districts as and when necessary. Field visits should be the consultant’s responsibility but should be coordinated with the designated representative from PAR.

7. **Staff Structure.**

This activity may be implemented by an individual consultant or a firm. If the applicant is a firm, the applicant should include details about the proposed staffing structure to complete this activity, including CVs and bios for the proposed team.

8. **Monitoring and Reporting**

The consultant/firm will be monitored according to the timeline stipulated in the workplan included in the Technical Proposal. Drafts of all deliverables are to be reviewed and accepted by the PAR team prior to final submission.

9. **Deliverables.**

The successful candidate is to provide the following key deliverables in English within the agreement period:

Deliverable	Description of Deliverable	Expected due date
1. 1 (one) inception report with outline, final workplan and methodology of the Gender Analysis Update report	a) Reference workplan, including detailed program to guide the activities the consultant/vendor will perform to complete the assignment. b) detailed methodology with tools and materials to be used for the assignment	5 working days after signing of the contract
2. 1 (one) Gender Analysis Update report, as described in the Scope of Work	This analysis update report will comply with the format that will be provided by the PAR team in line	First draft: 15 working days after signing of the contract
		Second draft: 25 working days after signing of the contract

	with the scope of work and previous Gender Analysis Report(s).	Final draft: 30 working days after signing of the contract
3. 1 (one) summary with key findings that is suitable for public dissemination	This summary report will follow the format agreed upon with the PAR team	35 working days after signing of the contract
4. 1 (one) PowerPoint presentation with the results and recommendations, for PAR, and potentially for USAID and FCDO	This presentation will follow the branding and marking guidelines under the PAR project, which will be provided to the consultant by the PAR team.	40 working days after signing of the contract

10. Evaluation Criteria.

Bidders should include information which will allow Counterpart to adequately assess the following:

Evaluation Criteria	Score
Strength of technical approach and Methodology: The approach for conducting the Gender Analysis update and methodological requirements are clearly described (listed in section 4 Methodology)	40 points
Statement of qualifications: Applicant clearly describes his/her qualifications (listed in section 5 Minimum Bidder requirements)	25 points
Prior experience in similar work: applicant provides evidence of its ability to conduct the work and manage the successful implementation of the assignment. Application includes descriptions of similar work and provides solid references.	15 points
Proposed financial proposal: The budget costs are reasonable, allowable, and allocable. The budget is clear, and structured to achieve the proposed activities on time and on budget.	20 points
Total Score:	100 points

11. Method of payment.

Upon producing appropriate and compliant invoices, Counterpart will process payments electronically via banking particulars specified in the contract. All deliverables must be approved by Counterpart prior to payment. Payment will be based on the following milestones:

Milestone	Payment
Inception report	15%
Submission of the first draft of Gender Analysis Update	20%
Submission of the second draft of Gender Analysis Update	20%
Submission of final Gender Analysis Update	25%
Submission of summary and presentation	20%
	100%