



Resource Integration Centre (RIC)

রিসোর্স ইন্টিগ্রেশন সেন্টার (রিক)

সমাজ কল্যাণ বিভাগ রেজিঃ নং-ঢ-০১১৬৪, এমআরএ সনদ নং-০০৩৪৯-০১৩৭৫-০০১৬৭, এনজিও বিষয়ক ব্যুরো রেজিঃ নং-১৭৭

REQUEST FOR PROPOSAL (RFP)

For

Consultancy Service for Endline Study and Evaluation (As Per ToR) (ISIGOP Project-BMZ)

Date: 12/07/2026

REF NO: RIC/CEN/ISIGOP/2026/0931

To

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Dear Concern,

The Resource Integration Centre (RIC) is hereby requests for the financial & technical proposal for the items/services specified in this RFP document as per ToR for ISIGOP Project-BMZ. The consultants/firm are requested to submit their proposal as per following Terms and Conditions:

The proposal shall be completed properly and submitted to the following address. Please mention the RFP reference number and title on the top of the email/envelop.

To The Director Resource Integration Centre (RIC) House-88/A, Road-7/A Dhanmondi R/A, Dhaka-1209	Attention: Procurement Unit Resource Integration Centre (RIC) House-88/A, Road-7/A Dhanmondi R/A, Dhaka-1209
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1. No Bid Security (i.e. the traditionally termed Earnest Money, Bid Security) shall be required for submission of the proposal and delivery of the Goods/services (if awarded) respectively.
2. Hard/soft Copy Proposals to be submitted **on or before 20/07/2026 as per attached ToR**. Proposal received later than the time specified herein shall not be accepted.
3. The Procuring Entity may extend or reduce the deadline for submission of proposals on justifiably acceptable grounds.
4. All proposals must be valid for a period of at least **90 (Ninety)** days from the date of submission. Work order will be issued in favor of the consultant/firm to complete the services within the deadline as per ToR.
5. Service Providers are requested to fill the unit price and total price for all the mentioned items / services as per ToR and submit accordingly.


Afroza Laila
Director



Resource Integration Centre (RIC)

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6. Depending on final requirements, the quantity shown in this document may be increased or decreased but unit rate will remain same as per proposal. Reorder may be in place for further requirement.
7. Unit rate should be included the VAT & Tax as per Govt. rule. However, VAT & Tax will be deducted at source as per Govt. rule (if applicable) at the time of payment.
8. Payment will be made within 15days through account payee cheque in favour of your company after satisfactory delivery of services and a notation of the services receipt by the recipient (with name, designation). However, the mode of payment may be mentioned in the proposal as per requirement.
9. The consultant/firm must follow the RIC policies in terms of works. No child labour will be allowed for this job.
10. All communications to be contacted with A.S.M. Mukhlesur Rahman, Program Officer, ISIGOP Project, RIC Central Office, Dhaka, Cell: 01741259792 in terms of ToR and more clarification.
11. Interested Consultant/firm shall be required to submit the following documents:
 - a) **Consultant CV with details work experience**
 - b) **Copy of Income Tax Certificate (TIN)**
 - c) **Copy of NID (Consultant)**
 - d) **Bank Account Information in favor of your company/name**
 - e) **Financial Proposal**
 - f) **Expression of Interest (Eoi) as per ToR**
12. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Supplier shall remain bound to accept the arithmetic corrections made by Evaluation Committee.
13. The Procuring Entity reserves the right to accept or reject all the Quotations without assigning any reason whatsoever or annul the procurement proceedings. Only successful supplier will be notified.

Thankfully,

Afroza Laila

Director

&

President of Procurement Committee



Resource Integration Centre (RIC)

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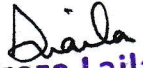
Scope of Services/ Service Details

SL	Items Name	Specifications	Qty	Unit	Unit Price	Total Price
01	Consulting Service	Consultancy Service for Endline Study and Evaluation as per attached ToR	01	Job		
Total Amount In BDT						
In words:						

Note: VAT & Tax should be included with unit price.

Service Delivery Time	As per ToR
Delivery Location	ISIGOP Project-BMZ Resource Integration Centre (RIC) Central Office, Dhaka

Signature of Consultants with Seal:	Date:
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Afroza Laila
Director
Resource Integration Centre (RIC)



Resource Integration Centre (RIC)

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Improve Income Security through Strengthened Intergenerational Groups in Bangladesh (ISIGOP)" Project-BMZ

General Terms & Conditions for Consultancy Service/Resource Person Hiring

A. General Terms and Conditions:

- The Consultant must have minimum 10 years of relevant experiences.
- The Consultant must have a bank account of his/her own name to ensure the payment through account payee cheque.
- All the deliverables should be delivered within the deadline as per ToR
- Payment will be made account payment cheque in favor of consultant name. However, the consultant may be mentioned the payment method and installment.
- The consultant is responsible to deliver the best quality service as per ToR

B. Evaluation Criteria:

SI	Evaluation Criteria	Assigned Score
A	Technical Evaluation: (60 Points)	60
i	Consultant Profile	20
	Consultant CV with Minimum 10 Years Relevant Experience	10
	NID & TIN Certificate	10
ii	Technical Proposal	40
	Relevant working experiences minimum 10 years	20
	Meet the Work Completion Deadline	20
B	Financial Proposal (40 Points)	40
	A financial proposal should include detail of costs related to the tasks including VAT & AIT	40
	Total Score	100

- Highest Scorer will be awarded as per technical and financial evaluation.

C. Safeguarding Issue:

The following safeguarding issues will be followed by the consultant relevant with the above-mentioned services:

- Any kind of Child abusing (to boys and girls) & Child labor using is strictly prohibited to make the goods and loading-unloading etc purposes as per RIC policy.
- Sexual harassment (sexual/behavioral) to any woman are strictly prohibited as per RIC policy.
- If suppliers don't follow the above safeguarding issues RIC management can take any legal action and have the right to terminate/dismiss the Work order/Contract without showing any reason whatsoever.

D. Detail Terms of Reference (ToR) attached herewith for your reference.


Afroza Laila

Director & President of Procurement Committee

Terms of Reference (TOR)

Endline Study and Evaluation of the Project

“Improved Income Security through Intergenerational Groups for Older People in Bangladesh”

1. Background and Rationale

Bangladesh is experiencing a steady increase in its ageing population. Older people, particularly older women, continue to face significant challenges related to income security, access to healthcare, social protection, and vulnerability to abuse and neglect. These challenges are further intensified by climate change and disaster risks, disproportionately affecting poor and marginalized older people.

To address these issues, the Resource Integration Center (RIC) has been implementing the project “Improved Income Security through Intergenerational Groups for Older People in Bangladesh” from October 2024 to October 2026 with support from HelpAge International.

The project is implemented in:

- Khilgaon, Dhaka
- Polash and Sadar Upazilas, Narsingdi
- Pirojpur Sadar, Pirojpur

A total of 48 Intergenerational Self-Help Clubs (ISHCs) have been established to strengthen collaboration between older and younger community members, promote social inclusion, and improve the wellbeing of older people.

- The project focuses on the following thematic areas:
- Improving income security of older people
- Enhancing access to healthcare services
- Promoting gender equality and social inclusion
- Strengthening Disaster Risk Reduction (DRR) and climate change adaptation
- Facilitating access to universal old-age pension schemes
- Preventing and responding to abuse and neglect of older people

Apart from the thematic areas, the evaluation will assess the project's contribution to the overall RIC Ageing programme. It will identify how the project's activities align with the broader RIC Ageing programmatic framework and recommend how the experiences, lessons learned, and good practices from ISIGOP can be integrated into and inform the overall RIC Ageing programme.

As the project approaches completion, an independent final evaluation is required to assess its overall performance, effectiveness, impact, and sustainability. The evaluation will generate evidence on project achievements, identify lessons learned and good practices, and provide recommendations for future programming, policy advocacy, and scaling-up of successful interventions.

2. Purpose, Objectives and Use

Purpose

The purpose of the evaluation is to independently assess the relevance, effectiveness, efficiency, impact, and sustainability of the project and determine the extent to which the project has achieved its intended objectives.

Objectives

The evaluation will:

- Assess improvements in the income security of older people.
- Evaluate access to and utilization of healthcare services.
- Assess the promotion of gender equality and social inclusion.
- Examine the integration of DRR and climate change adaptation practices.
- Assess improvements in access to universal old-age pension schemes.
- Evaluate efforts to prevent abuse and neglect of older people.
- Assess the effectiveness and sustainability of the 48 Intergenerational Self-Help Clubs (ISHCs).
- Identify good practices, lessons learned, challenges, and recommendations for future programming.

Intended Users:

- The evaluation findings will be used by:
- Resource Integration Center (RIC)
- HelpAge International
- Older people and ISHC members
- Government agencies
- Development partners and NGOs
- Policy-makers
- Use of Evaluation Results

The evaluation findings will be used to:

- Improve future programming and project design;
- Inform organizational learning and adaptive management;
- Support evidence-based advocacy and policy dialogue;
- Inform future interventions on ageing, income security, and social protection.

3. Scope of Work

Timeframe

The evaluation is expected to be conducted between 20 July and 15 October 2026.

Geographical Scope

The evaluation will cover all project implementation areas:

Khilgaon, Dhaka

Polash and Sadar Upazilas, Narsingdi

Pirojpur Sadar

Sub-area: Assessment of Programme Integration, Organisational Learning and Uptake

The evaluation will assess how the ISIGOP project fits within and contributes to the overall RIC Ageing programme. The evaluator will:

- Review and map all ISIGOP project activities against the overall RIC Ageing programme framework to identify complementarities, gaps, and opportunities for integration.
- Conduct key informant interviews with RIC Ageing programme staff, ISIGOP project staff, implementing partners, and other relevant stakeholders to understand the project's contribution to the wider programme objectives.
- Facilitate an organisational learning and reflection workshop with RIC Ageing programme staff and partners to validate findings, capture lessons learned, identify good practices, and discuss opportunities for scaling up and mainstreaming successful approaches.
- Develop practical recommendations on how ISIGOP experiences, innovations, and lessons learned can be integrated into the overall RIC Ageing programme design, implementation, monitoring, and future programming

Evaluation Questions

The evaluation questionnaire and data collection tools will be developed and finalized by the consultant.

The evaluation will examine, among others, the following questions:

- To what extent were the project objectives achieved?
- How relevant were the project interventions to the needs of older people?
- How effectively did the project improve income security?
- How did the project contribute to improved health service utilization?
- To what extent were gender equality and social inclusion promoted?
- How effectively were DRR and climate adaptation integrated?
- How effective were the ISHCs in improving community participation and support?
- Are project outcomes likely to be sustained after project completion?

Evaluation Criteria

The evaluation will apply internationally recognized evaluation criteria:

- Relevance
- Effectiveness
- Efficiency
- Impact
- Sustainability

Methodology

The evaluation will adopt a mixed-methods approach combining quantitative and qualitative data collection and analysis.

A baseline–endline comparison approach will be used to assess changes achieved during the project period. Two baseline surveys will serve as the principal reference documents:

- General Project Baseline Survey
- Health Baseline Survey
- Endline findings will be compared with the baseline surveys to measure changes across the project's thematic areas.
- The evaluation will also include a review of relevant project documents, including the approved project proposal, progress reports, and other available project documentation.

Data collection methods will include:

- Endline household survey
- Baseline and endline comparative analysis
- Key Informant Interviews (KIIs)
- Focus Group Discussions (FGDs)
- Case studies of selected ISHCs
- Observation, where appropriate
- Desk review of project documents

4. Process

The evaluation will be conducted in four phases.

Phase 1: Inception

- Desk review
- Consultation with RIC
- Development of evaluation methodology
- Development and finalization of questionnaires and tools
- Submission of Inception Report

Phase 2: Data Collection

- Field data collection
- Household survey
- KIIs
- FGDs
- Case studies

Phase 3: Data Analysis

- Data cleaning
- Quantitative and qualitative analysis
- Baseline–endline comparison
- Preparation of preliminary findings

Phase 4: Reporting

- Submission of Draft Evaluation Report
- Presentation of findings
- Validation workshop (if required)
- Submission of Final Evaluation Report

Key Stakeholders

- RIC project team
- Older beneficiaries
- ISHC members
- Community leaders
- Local government representatives
- Relevant NGOs and development partners

5. Outputs and Deliverables

The consultant will be responsible for delivering the following:

- Inception Report, including methodology and work plan
- Finalized evaluation tools
- Clean quantitative and qualitative datasets
- Draft Evaluation Report
- Presentation of preliminary findings
- Final Evaluation Report incorporating comments
- PowerPoint presentation of final findings

Working Language

- Reports shall be prepared in English.
- Presentations shall be delivered in English unless otherwise agreed with RIC.

6. Expertise Profile of the Evaluation Team

The evaluation team should demonstrate:

- Proven experience in evaluating livelihood, social protection, ageing, or community development programmes.
- Strong knowledge of gender equality, ageing, DRR, and climate change adaptation.
- Experience in mixed-method evaluations.
- Excellent analytical and report-writing skills in English.
- Familiarity with OECD-DAC evaluation criteria.

Suggested Team Composition

- Team Leader
- Evaluation Specialist(s)
- Field Researchers/Enumerators

The evaluation team must be independent of the project implementation team and free from any conflict of interest.

7. Tentative Timetable

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Contracting & Inception	■	■						
Tool Finalization		■						
Data Collection			■	■	■			
Data Analysis						■		
Draft Report Submission							■	
Presentation of Findings							■	
Final Report Submission								■

8. Management of the Evaluation

The evaluation will be managed collaboratively by RIC and the independent evaluation team.

RIC will:

- Facilitate coordination with stakeholders.
- Provide project documents and baseline reports.
- Support logistical arrangements.
- Review deliverables and provide feedback.

The Evaluation Team will:

- Conduct the evaluation independently.
- Develop methodology and tools.
- Collect and analyze data.
- Prepare reports and presentations.

Stakeholders will:

- Participate in interviews and discussions.
- Validate findings where appropriate.
- Provide relevant information and documentation.

9. Quantity Structure

The proposed level of effort is outlined below and may be refined during contract negotiation.

Activity	Team Leader	Evaluation Specialist	Field Researchers	Total Person-days
Inception and Desk Review	5	2	-	7
Tool Development	3	3	-	6
Data Collection	5	5	24	34
Data Analysis	6	4	-	10
Report Writing	7	3	-	10
Presentation and Finalization	3	1	-	4
Total	29	18	24	71

10. Relevant Experience

The consultant/consulting firm should demonstrate substantial experience in conducting evaluations of development projects, preferably those related to ageing, livelihoods, social protection, or community development.

The consultant should have:

- At least **5–10 years of professional experience** in conducting project evaluations, assessments, or research for national or international development organizations.
- Demonstrated experience in **final evaluations** of donor-funded projects using internationally recognized evaluation standards.
- Proven experience applying **mixed-methods evaluation approaches**, including quantitative and qualitative research.
- Experience in designing and implementing **household surveys, Key Informant Interviews (KIs), Focus Group Discussions (FGDs), and case studies**.
- Strong analytical skills in conducting **baseline–endline comparative analysis**.

- Sound understanding of **OECD-DAC evaluation criteria**, including relevance, effectiveness, efficiency, impact, and sustainability.
- Experience working on programmes related to one or more of the following areas:
 - Older people and ageing
 - Income security and livelihoods
 - Social protection
 - Gender equality and social inclusion
 - Health and wellbeing
 - Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA)
- Excellent report writing and presentation skills in English.
- Experience working with NGOs, INGOs, UN agencies, or government institutions in Bangladesh will be considered an advantage.

The consultant/firm should submit:

- An EOI
- A financial proposal including vat tax
- CV(s) of the proposed team members with photograph
- A submission letter
- Two sample evaluation reports (or executive summaries) from previous assignments, where confidentiality permits.
- NID
- TIN certificate

Attachments

- Project Proposal
- General Baseline Survey Report
- Health Baseline Survey Report
- Relevant Project Documents
- Evaluation Report Outline
- Methodological Guidelines (if applicable)
- Evaluation Matrix (optional)