



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

Consultant Hiring

Identification and Dissemination of Best Practices of NGOs in Supporting Older People and Other Vulnerable Groups (As per ToR) (ISIGOP Project-BMZ)

Date: 29/03/2026

REF NO: RIC/CEN/ISIGOP/0398/2026

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 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 Copy Proposals to be submitted **on or before 05/04/2026 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)

House # 88/A, Road # 7/A, Dhanmondi R/A, Dhaka-1209, Bangladesh. G.P.O. Box # 2789
Phone: 880-2-58152424, 880-2-222245048, E-mail: ricdirector@yahoo.com, Web: www.ric-bd.org



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

Scope of Services/ Service Details

SL	Items Name	Specifications	Qty	Unit	Unit Price	Total Price
01	Consultant Hiring	Consultancy for Identification and Dissemination of Best Practices of NGOs in Supporting Older People and Other Vulnerable Groups (as per ToR)	01	Job		
In words:					Total Amount In BDT	

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) রিসোর্স ইন্টিগ্রেশন সেন্টার (রিক)

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Improve Income Security through Strengthened Intergenerational Groups in Bangladesh (ISIGOP)" project

General Terms & Conditions for Consultant/Resource Person Hiring

A. General Terms and Conditions:

- The Consultant must have minimum 10 years of relevant experiences with excellent academic record.
- 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)

"Consultancy for Identification and Dissemination of Best Practices of NGOs in Supporting Older People and Other Vulnerable Groups"

1. Background

Civil society organizations (CSOs), including NGOs and Intergenerational Self-Help Clubs (ISHCs), play a crucial role in promoting social protection and inclusion of older people and other vulnerable groups. Their initiatives in areas such as access to social pensions, health services, livelihoods, and community participation have yielded valuable lessons and innovative practices. To strengthen advocacy and enhance the effectiveness of interventions for older persons, there is a need to systematically identify, document, and disseminate best practices of NGOs and ISHCs in this field. The documentation will highlight the role and contributions of CSOs in improving access to pensions and social protection rights, and serve as a resource for replication and policy influence under the project "Improved Income Security through Intergenerational Groups for Older People in Bangladesh."

2. Objective of the Assignment

- The overall objective of this consultancy is to identify, document, and disseminate best practices of NGOs and ISHCs working with older people and other vulnerable groups, particularly focusing on improving access to social pensions and social protection programs.

3. Specific Objectives

- Review process documents, reports, and materials from NGOs, ISHCs, and relevant government or development partners.
- Conduct consultations and interviews with selected NGOs, ISHCs, and stakeholders to gather qualitative insights.
- Identify and analyze best practices demonstrating innovation, impact, and sustainability in supporting older people.
- Document the best practices, focusing on the role of CSOs in enhancing access to pensions and social protection rights.
- Produce a consolidated report/publication and support its dissemination to relevant stakeholders.

4. Scope of Work / Tasks

The consultant (individual or firm) will be responsible for:

Desk Review

- Review existing project and process documents, reports, and evaluations related to social pension and old-age support initiatives.

Stakeholder Consultation

- Conduct consultations/interviews with ISHCs, NGOs, and government agencies involved in social protection and ageing programs.

Identification of Best Practices

- Develop criteria for defining “best practice” (e.g., relevance, effectiveness, innovation, sustainability, replicability).
- Select and analyze 6–10 case examples demonstrating effective NGO or ISHC engagement.

Documentation

- Prepare a comprehensive report highlighting each best practice, including context, methodology, outcomes, lessons learned, and recommendations.

Dissemination

- Support the design and production of a printed and digital publication.
- Present findings in a validation/dissemination workshop with stakeholders.

5. Deliverables

Deliverable	Description
Inception Report	Detailed methodology, work plan, list of stakeholders
Draft Report	Draft compilation of best practices for review
Validation Workshop	Presentation of findings to key stakeholders
Final Report	Finalized and edited best practice documentation (approx. 40–50 pages)
Dissemination Material	Printable and digital version of the best practices booklet

6. Reporting and Coordination

The consultant/organization will work closely with the Project Management Team and designated focal person(s). Regular updates will be shared through email or virtual meetings. All deliverables must comply with the organization’s quality standards and agreed reporting format.

6. Timeline:

- The timeline will be carried out from the work order date up to 2 month. (may change by negotiation and according to contact)

7. Qualifications and Experience

- Advanced degree in Social Sciences, Development Studies, Public Policy, or related field.
- Minimum of 5 years of experience in research, documentation, or evaluation of social protection or community development projects.
- Proven experience working with NGOs, CSOs, or government programs on ageing, social protection, or inclusion.
- Strong analytical, writing, and communication skills.
- Experience producing knowledge products or publications for donor or policy audiences

10. Application Procedure

Interested candidates or firms are invited to submit:

- An **Expression of Interest** following the points-Definition, Objective, Process/ methodology and implementation plan, Coordination and quality control
- A **financial proposal** (detailed budget, including professional fees and expenses)
- CV(s) of consultant(s) and relevant samples of previous work.
- **NID** copy
- **TIN** Certificate copy
- Working experience (if any)

11. Submission Address:

To
The Director
Resource Integration Centre (RIC)
House #88/A, Road #7/A
Dhanmondi R/A, Dhaka-1209

Or

procurement@ric-bd.org