

Government of the People's Republic of Bangladesh  
Ministry of Women and Children Affairs  
Department of Women Affairs  
Office of the Project Director  
Investment Component for Vulnerable Group Development  
(ICVGD) Programme (2<sup>nd</sup> Phase, 1<sup>st</sup> Revision) Project  
37/3 Eskaton Garden Road, Dhaka -1000

Memo No. 32.01.0000.049.07.073.24-1260

Date: 14/01/2025

**Request for Expression of Interest (REOI) for Hiring Consulting Firm for Performing Case Study  
for the Beneficiaries of the Project “ICVGD Program (2<sup>nd</sup> Phase, 1<sup>st</sup> Revised)”**

General Information		
1.	Ministry/ Division	Ministry of Women and Children Affairs
2.	Agency	Department of Women Affairs
3.	Name of Procuring Entity	Project Director, Investment Component for Vulnerable Group Development (ICVGD) Program (2 <sup>nd</sup> Phase, 1 <sup>st</sup> Revised) Project
4.	Procuring Entity District	Dhaka
5.	Invitation for	Expression of Interest for Consulting Firm for Performing Case Study on the Beneficiaries of the ICVGD (2 <sup>nd</sup> Phase, 1 <sup>st</sup> Revised) Project.
6.	EOI Ref No.	32.01.0000.049. 07.073.24-1260
7.	Date (DD/mm/YYYY)	16/01/2025
Key Information		
8.	Procurement Method	Open Tendering Method (Consulting Firm for Research) - Fixed Budget Selection (FBS)
Funding Information		
10.	Budget and Source of Funds	Development Budget: GOB
11.	Development Partners	N/A
Particular Information		
12.	Project/Program Code	224294400
13.	Project/Program Name	Investment Component for Vulnerable Group Development (ICVGD) Program (2 <sup>nd</sup> Phase, 1 <sup>st</sup> Revision) Project
14.	EOI Closing Date and Time	30/01/2025 up to 3:00 pm
Information for Applicants		
15.	Brief Description of the Assignment	<p>The ICVGD 2<sup>nd</sup> Phase project targeted to support 1,00,000 ultra-poor VGD women and their families to achieve food security through the establishment of sustainable livelihoods. It capacitated the project beneficiaries to establish sustainable livelihoods, for effective women's empowerment. Under this circumstance, the project provided them with a One-Time Grant, training on business running skills and commercial trades, and support for nurturing local context-based livelihood enterprises. The project extended these supports to the beneficiaries by providing intensive training through selected implementing NGOs. In addition to providing training to the beneficiaries, the implementing NGOs closely supervised and monitored the livelihood enterprise activities of the beneficiaries and provided them with all-out support to be graduated as successful entrepreneurs. Under this circumnutation as per the provision of the design of the project. Now it's time to evaluate the living standard of the beneficiaries in comparison to their situation when they got selected as ICVGD beneficiaries. A detailed Case</p>

		<p>Study including printed report and video records by a Research based Consulting Firm will capture the transformation of the beneficiaries.</p> <ul style="list-style-type: none"> <li>• Target 1: Comparative pen picture of transformation of the life-style of the selected ICVGD beneficiaries from the VGD cycle 2021-2022 received One-Time Grant through beneficiary's bank accounts from the project.</li> <li>• Target 2: Printing reports of the Case Study of the ICVGD beneficiaries throughout the country (selected 64 Upazilas from 64 Districts) and its proper documentation. Several video records will be captured and prepared based on geographical area (Hill, Haor, Coastal and Plain based) of the ICVGD beneficiaries.</li> </ul>
16.	Experience, Resource & Delivery Capacity Required	<ul style="list-style-type: none"> <li>• The interested Research based Consulting Firm should provide the following mentioned evidence with their applications:</li> <li>• The Consulting Firm shall have registration with NGO Affairs Bureau/appropriate authority.</li> <li>• The Consulting Firm should have at least 5 years of working experience in Research based study on sustainable livelihood-related project throughout the country.</li> <li>• Regional experiences on the area in sustainable Livelihood Approach related to research or studies will be preferred.</li> <li>• The Consulting Firm should have the experience successfully completion of a minimum of 03 (three) service contracts (research work) with a minimum value of TK. 50 (Fifty) lac for each contract with National Organizations or Non-government organizations related to sustainable livelihood for empowering poor people within last 5 years.</li> <li>• Research-Based working experience for at least five years with Government would be preferable.</li> <li>• A capacity statement of the Consulting Firm on available research team, number of proper researcher, proper data collection unit, IT equipment and services, logistics support, transport, and office space with ownership pattern is required.</li> <li>• Official declaration of undertaking that the Consulting Firm has not been debarred by any Government organization/Offices/Autonomous.</li> <li>• List of key professional staff/human resources including the proposed core team for the assignment, with qualification and experience (including the projects/assignment on where they worked, their role in that assignment/project, and duration of their engagement with the assignment/tasks).</li> <li>• <b>Required Documents:</b> The Research based Consulting Firm must submit the following updated documents: Registration(s), Tax payment certification, and VAT registration certificate; Audited Financial statement (last 03 Years); Company Brochure; Summary of relevant research/study.</li> </ul>
17.	Other Details	<ul style="list-style-type: none"> <li>• The expected term of the contract is approximately approx. 3 months (80 Days). The expected date of commencement is 1st week of February 2025 and completion within approx. 27 April, 2025. The Consulting Firm shall submit 2 (two) copies of Expression of Interest (EOI) (One original and one copy) and one MS word soft copy in a USB pen drive (non-returnable) including the firm name/particulars in a sealed envelope;</li> </ul>

		<p><b><u>clearly marked "EOI of Performing Case Study on ICVGD beneficiaries</u></b> to the Project Director (Additional Secretary), Department of Women Affairs 37/3, Eskaton Garden Road, Dhaka on or before <u>30/01/2025</u> up to 3.00 pm.</p> <ul style="list-style-type: none"> <li>• <b><u>Interested Research based Consulting Firm must submit individual proposal.</u></b></li> <li>• <b><u>Detail TOR shall be available at the ICVGD Project office at in the Department of Women Affairs (DWA) for collection of documents in person during office hours. The same TOR also shall be available on the official Website of DWA (<a href="http://www.dwa.gov.bd">www.dwa.gov.bd</a>).</u></b></li> <li>• <b><u>Proposal must be submitted with application with a checklist of attached documents</u></b></li> <li>• <b><u>Late submission of proposal shall not be considered.</u></b></li> </ul>
18.	Association with foreign firms	N/A
<b>Procuring Entity Details</b>		
19.	Name of the Official Inviting EOI	S. M. Arshad Imam
20.	Designation of the Official Inviting EOI	Project Director (Additional Secretary)
21.	Address of the Official Inviting EOI	<p>Investment Component for Vulnerable Group Development (ICVGD) Programme (2<sup>nd</sup> Phase, 1<sup>st</sup> Revised) Project.</p> <p>Room # 608, Department of Women Affairs 37/3 Eskaton Garden Road, Dhaka</p>
22.	Contact Details of the Official Inviting EOI	Tel.No: <u>01733219161</u> e-mail: <u>icvgd.dwa@gmail.com</u>
23.	The Procuring Entity (PE) reserves the right to accept or reject any/all EOI without showing any reason whatsoever.	



(S. M. Arshad Imam)  
Project Director (Additional Secretary)  
ICVGD Program (2<sup>nd</sup> Phase, 1<sup>st</sup> Revised) Project

**Distribution (Not According to Seniority):**

1. Senior Secretary, M/o Women and Children Affairs, Building No.6, Bangladesh Secretariat, Dhaka-1000 (For kind information with a request to take necessary action for posting on the website).
2. Director General, Department of Women Affairs, Ministry of Women and Children Affairs, Bangladesh Secretariat, Dhaka-1000 (For kind information with a request to take necessary action for posting on the website)
3. Chief Executive Officer, BPPA, IMED Division, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka-1207 (For kind information with a request to take necessary action for posting on the website).
4. Notice Board.