

CARE Bangladesh
Procurement Department
 20-21, Kawran Bazar
 Dhaka-1215, Bangladesh
 Tel: +88 02 9112315 Ext. 365, 123
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To: -----

On behalf of CARE Bangladesh, you are requested to provide us with your best technical and financial proposal separately for **Mid-Term Review (MTR) of USAID PL 480 Title II CARE MYAP/SYOUHARDO II Program (July- 2012)**. Detailed TOR and General Terms & conditions are attached here.

SL#	Description	Quantity	Unit price in BDT./\$.	Total Price in BDT./\$.
1	a) Consultancy fees for Mid-Term Review (MTR) of USAID PL 480 Title II CARE MYAP/SYOUHARDO II Program (July- 2012). Detail specification (TOR) and Terms & Conditions are available with attached files.	1 Unit		
	b) Add: Value Added Tax (VAT) 4.5%(on consultancy fees)	1 Unit		
	c) Add: Income Tax (on consultancy fees), 10% for Bangladesh origin Consultant and 25% for International Consultant	1 Unit		
Sub. Total of Consultancy fees in BDT/USD				
2	Other Administrative expenses related to above work such as Travel cost, Accommodation and Per diem, Stationery, Photocopy, Phone, Fax etc. (Please mention in detailed in your financial proposal) No VAT and TAX will be deducted if you submit all original payment receipts of expenses.	1 Unit		
Grand total(1 + 2) in BDT / USD				

Note: Please calculated VAT and Tax as per the percentage mentioned above, which may be changed at the time of payment. Changed percentage of VAT and Tax will be adjusted from our end. Changes of percentage of VAT and Tax (if any) will not affect on payment of consultancy fees (1 a).

Government of Bangladesh is amending percentage of VAT & Tax but update information we haven't received yet.

- You are requested to submit your quotation in the form of hard copy or softcopy in non-editable mode (PDF/Scan in your Organizational letter head Pad or email body).
- Last date of submission of proposals: **On or before 23/08/2012**
- Bid validity: To be mentioned with offer.

• The Vendor is responsible to pay all Income Tax, Value Added Tax (VAT) or any other duties as applicable as per rule of Government of Cooperating country and Vendor's own country. VAT, Tax, duties or any others will be deducted at source from invoice. **4.5% VAT will be deduct from remuneration & 25% Tax for international consultant citizen whose their countries don't have double taxation treaty with Bangladesh and 10% TAX for Bangladeshi will be deducted from remuneration. VAT and Tax will be applicable to reimbursable expenses if not support by a receipt.**

- CARE Standard Payment Terms are 30 days from receipt of goods or service and a CARE approved invoice.
- If you have been asked to provide quotes for the items listed in the schedule over the phone or in any other manner that defeats the purpose of fair competition, kindly inform in writing to Email: complaint@bd.care.org or mark the letter as " Private and Confidential for Country Director" at the address as mentioned above.
- If you decide not to submit a tender, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

Thank you,

Md. Shamsuzzaman
Procurement Officer

**Terms of Reference for Mid-Term Review (MTR) of
USAID PL 480 Title II
CARE MYAP/SHOUHARDO II Program (July- 2012)**

A. Introduction

1. The SHOUHARDO II Program is funded through Food for Peace (FFP) Title II, operating from June 2010 to May 2015. The overall goal of the Program is to "Transform the lives of 370,000 Poor and Extreme Poor (PEP) households (HH) in 11 of the most poorest and marginalised districts in Bangladesh by reducing their vulnerability to food insecurity".
2. This program is attempting to address not only the availability, access, utilization, and stability issues that lead to food insecurity, but also the underlying issues that contribute to vulnerabilities such as a lack of participation, social injustice, and discrimination that hold people back from realizing their full potential in leading healthy and productive lives.
3. As per Cooperative Agreement, SHOUHARDO II has a total resource of 287,420 MT worth of commodities for both direct distribution and monetization; and a cash budget of over USD 129 million (including money generated from the monetization of commodities).
4. The Program operates in four major regions of Bangladesh – the North Char, the Mid Char, the Haor area, and the Coastal belt of Cox's Bazaar. 90% of the implementation is through 16 local partner NGOs, the remaining 10% through direct delivery managed by CARE staff. Each of these four regions possess their own unique topography, but are consistent in that the beneficiaries within are some of the most marginalised groups in Bangladesh due to their remoteness. The *haor* are large expanses of depressed land with elevated mounds scattered in the area. During the wet season, the depressions are water logged, with the mounds being transformed into virtual islands. It is on these mounds that people live. The water logged area becomes a rich abundance of fish, which unfortunately does not necessarily serve the poor as these are commonly transgressed on by elites and organised groups to access the rich source of fish. The only means of transport during these times is by boat. In the dry season, the water subsides creating an even harsher terrain to cross as the only means of movement literally becomes 'walking'. The 'North Chars' and the 'Mid Chars' are silt deposits due to shifting water currents. Most of the program participants in these regions reside on "Khas" land, which by law gives first priority to the poor to access, utilise, and live on. Khas land comes under the jurisdiction of the Land Ministry. But again, such land becomes a source of conflict as elites and organised groups occupy such land by force, once again marginalising the poor. Cox's Bazaar is the "coastal" area of Bangladesh at the extreme south-east of the country. The poor living in this area are prone

to regular cyclones and slow-onset disasters such as salination of their crop and homestead land, which directly impacts on their food security.

5. To reach the Goal, SHOUHARDO II has five Strategic Objectives (SO) and 10 Intermediary Results (IR). These are

SO1: "Availability of" and "access to" nutritious foods enhanced and protected for 370,000 PEP households.
IR1.1: Improved and diversified agriculture systems developed and linked with private and public services.
IR1.2: Increased household income among PEP in the target communities.

SO2: Improved health, hygiene and nutrition status of 281,000 children under 2 years of age.
IR2.1: "Access to" and "utilization of" health and nutrition services improved to care givers of children under 2 years of age.
IR2.2: Care givers of children under 2 adopt improved health, hygiene and nutrition behavior and caring practices.

SO3: PEP women and adolescent girls empowered in their families, communities and Union Parishad.
IR3.1: Influence of PEP women and adolescent girls in decision making increased.
IR3.2: Local support systems strengthened to reduce Violence Against Women (VAW).

SO4: Local elected bodies and government service providers responsiveness and accountability to the PEP increased.
*IR4.1: Nation Building Departments (NBD) and Union Parishads proactively work to **the** needs of the PEP, especially women.*
IR 4.2: PEP access to entitlements and services increased, including safety nets and natural resources.

SO5: Targeted community members and government institutions are better prepared for, mitigate, and respond to disasters and adapt to climate change.
IR5.1: Disaster contingency systems in place and functioning.
IR5.2: Influence local and national humanitarian assistance initiatives.

B. Objectives

6. The evaluation has the following major objectives:
- To assess the progress of the SHOUHARDO II Program to date.
 - To assess the effectiveness of strategies and implementation of interventions and provide recommendations to further improve the Program.
 - To project, with its current momentum, how effectively SHOUHARDO II will reach its targets and objectives by the end of the Program.
 - To assess the quality of the partnership with both "Implementing" and "Technical" partners.

C. Scope of Work

7. The objective of the MTR is to measure progress made to date from the baseline. The MTR must follow the baseline process such that an appropriate analysis and comparison can be conducted on the data collected and generated. The MTR must take into consideration USAID/FFP and FANTA requirements, and needs to be conducted such that subsequent surveys are in no way limited to meet these requirements. Accordingly, it is essential that the successful firm have in-depth knowledge of both USAID/FFP and FANTA requirements, and proven experience in conducting such surveys. The MTR team will conduct a thorough review of SHOUHARDO II to complete its objectives. This will include but not necessarily be limited to:
- Conducting a "population based" household sample survey, using the sample method employed in the SHOUHARDO II Baseline. The sample size will be approximately 9,000 households across the four regions the Program operates in. The objective is to establish "population based" quantitative values of the progress SHOUHARDO II has made to date from the baseline against its strategic objectives, intermediate results, and outputs. There will be two distinct components to the survey – the first taking a statistically significant sample of the populations where the Program only targets the PEP households, including food transfers to PEP pregnant and lactating mothers; and the second population where the Program transfers food rations to all pregnant and lactating households in the population, regardless of socio-economic status (following the PM2A approach).
 - Review of existing M&E data stored at the central and regional levels.
 - "Qualitative" surveys in the form of Focus Group Discussions and Key Informant Interviews to provide a comprehensive understanding of perceptions of the different target groups the Program works with.

- d. An “institutional capacity assessment” to capture both *qualitative* and *quantitative* data/information on the progress made in strengthening Local Government and PNGOs' capacity and governance.
- e. The data disaggregation, correlation/regression multivariate analysis and subsequent interpretation must be done by key attributes/factors and follow USAID/FFP, FANTA, and CARE standards. This includes (but not limited to) technical sectors/program elements, regions, well-being category, gender, age, institutions, head of households/ women headed and primary occupation, Mother Child Health Nutrition (MCHN) and PM2A models.
- f. Conduct an analysis against appropriate national trends and Millennium Development Goals (MDG).
- g. Desk review of any relevant reports, studies, short films, and media coverage concerned with the Program, or any other material which may add value to the MTR. This will include the MYAP Proposal; Baseline Report; the Well-Being Analysis; Annual Results Reports; Financial Reports; and other reports which the MTR team or CARE feels are important;
- h. Interviews with selected persons from within CARE Bangladesh and the Program's partners (including Program participants, USAID, PNGOs, government partners, and other technical partners as appropriate);

The MTR team must disaggregate the data and information collected by MCHN village and PM2A village; male and female; and PEP and non-PEP. The Final report needs to provide a full description of the differences between these different components.

8. Some of the areas the MTR team needs to focus its study on (but not limited to) are the following:
 - a. **Implementation:** In this component, the following needs to be reviewed:
 - i. Targeting: the appropriateness of the beneficiaries SHOUHARDO II works with.
 - ii. Progress: the achievements to date against targets set.
 - iii. Quality: are the interventions of good quality?
 - iv. Sustainability: will these interventions and benefits sustain?
 - v. Commodity: managing food resources is a significant challenge for the Program. The MTR team needs to review how this is being managed and benefiting the targeted beneficiaries.
 - b. **Partnerships:** SHOUHARDO II has various forms of partnerships. The strengths and areas for improvement against each of the following partnerships need to be reviewed and assessed by the MTR team.
 - i. Implementing Partners: SHOUHARDO has 16 partnerships with local NGOs, through whom 90% of the implementation occurs. The MTR team needs to assess the effectiveness of these partnerships.
 - ii. Government Partners: The Program views the government as a critical partner for SHOUHARDO II's success, and accordingly has formalised relationships through the formation of Program Advisory and Coordination Committee's (PACC's) at various levels. The effectiveness of these partnerships needs to be assessed.
 - iii. Technical Partners: These are important to bring necessary expertise not existing in SHOUHARDO, but essential for achieving the Goal and SOs of the Program. The MTR team needs to review these different partnerships and their effectiveness.

D. Evaluation Questions:

9. The evaluation should address the following questions, in addition to other questions deemed important by the MTR team:
 - a. What is the overall progress and achievements of the SHOUHARDO II Program components to date against the expected results? What are the major constraints to accomplishing the expected Program results?
 - b. What components of SHOUHARDO II have been most/least effective and what can be done to improve the Program performance?
 - c. How effective are SHOUHARDO II's approaches in the achievement of the Program's objective and results? Which components of the current strategy require modification to enhance effectiveness in addressing “availability” and “access to” nutritious food?
 - d. How successful has the Program been in improving health, hygiene and nutrition for the targeted beneficiaries?
 - e. To what extent is SHOUHARDO II strengthening the women and adolescent girl's empowerment within their families, communities and Union Parishad?
 - f. How has the project contributed to strengthening local elected bodies and government service providers responsiveness to the PEP?
 - g. The effectiveness of the Program management and areas which can be improved on.

E. Composition of Review Team

10. The MTR team is expected to consist of an International Team Leader, a National Consultant, and a National Logistics Manager to conduct the MTR in-country. This team will be supported by the firm's head office technical team for finalization of "survey instruments" – including tools and questionnaires, data analysis, information generation, and report writing. The Team Leader and head office technical staff must have proven experience in conducting evaluations and USAID / FANTA M&E requirements. Also, different team members (i.e. Team Leader, National Consultant, and head office technical staff) are expected to possess experience and expertise in livelihoods, HHN, agriculture systems, disaster risk management and climate adaptation, governance issues, gender, environment, and commodity management. The firm may propose an alternative team structure which needs to be justified.

The Team Leader will be wholly responsible in managing the data enumerators. The training on survey instruments and management of the enumerators will wholly lie with the Team Leader. It will be the Team Leader's role to effectively organize the enumerators into teams, with supervisors, and ensure that each enumerator collects data uniformly. CARE may provide support to the Logistics Manager as needed, but the overall logistics management of office space, training venues, transportation, etc, will be the task of the National Logistics Manager.

E. Timeline

11. The mid-term review is scheduled to take place within the months of November 2012 to February 2013. A tentative timeline is indicated, but can be revised by the MTR team with prior consultation with the SHOUHARDO II Management.

Table 1 – Schedule of MTR

Major Events	When / Deadline
CARE Bangladesh (CB) invites potential consultants (MTR Team) to submit technical and financial proposals separately in non editable mode.	18 July 2012
Submission of detail technical and financial proposals from respective interested consultants (MTR team) to CB. Respective consultants will mention in proposals names of personnel to be engaged, how the MTR will be undertake assignments and other relevant technical factors.	23 August 2012
Contract agreed and signed by both parties by	Tentatively 05 September, 2012
MTR Team starts assignment in Bangladesh	5 November 2012
MTR team holds meetings with SHOUHARDO II management and USAID to better understand the Program to help design the tools and questionnaires to be applied in the MTR	5 – 8 November 2012
TL submits detailed questionnaires and tools to be applied in MTR to CB	12 November 2012
CB approves submitted questionnaires	14 November 2012
Secondary data review period for MTR team	5 – 17 November 2012
Training of Enumerators by MTR Team on tools and questionnaire	18 – 22 November 2012
Revision of tools / questionnaires if required, and updating enumerators on changes	23 – 24 November 2012
"Qualitative" data collection and analysis (schedule to be determined by MTR team)	11 Nov – 31 Dec 2012
"Quantitative" Data collection and analysis (THIS PERIOD IS FIXED AND NON-NEGOTIABLE)	1 – 31 December 2012
Presentation to CARE, USAID, and SHOUHARDO II Partners (date to be mutually agreed depending on progress on analysis)	
MTR Team to submit draft report to CB and USAID	19 January 2013
CB provides feedback to MTR Team on draft report	31 January 2013
MTR Team to submit Final Report to CB	9 February 2013

F. Point of Contact

12. Once the contract is signed, the contact person at CARE is Faheem Khan, Chief of Party, SHOUHARDO II, CARE Bangladesh (faheem@bd.care.org).

G. Deliverables

13. The following deliverables are to be submitted to CARE:
 - a. Work Plan
 - b. Methodology Plan
 - c. Survey Questionnaire
 - d. Debriefings: The full team will debrief FDHA, MYAP Implementing Partners, USAID Mission Director's office, and other USAID/USG offices and on their findings, conclusions and recommendations, before leaving Bangladesh using a PowerPoint presentation and any briefing materials required. FDHA will provide feedback during the briefing meeting.
 - e. Draft Evaluation Report:
 - f. Detailed Final Report. This must at a minimum contain an
 - i. Table of content
 - ii. Executive Summary
 - iii. Introduction
 - iv. Objectives of MTR
 - v. Methodology
 - vi. Process how MTR was conducted, including sampling methodology
 - vii. Findings of review
 - viii. Recommendations
 - ix. Conclusions
 - x. Reference Annexes
 - g. 3 full sets in hardcopy (colour, if pictures or different colours used)
 - h. Soft copy of full report, with all attachments
 - i. Softcopies of all data files and syntax in SPSS used
 - j. Complete and cleaned Data and Syntax with variables description and analysis in SPSS
 - k. Data weights
 - l. Data Entry Template/ Screen used
 - m. Data Table showing progress against the IPTT+ SAPQ indicators (by region, PM2A/ MCHN, WBA- PEP/ Non_PEP), MDG Indicators

Terms and conditions of ToR for consultancy

Necessary documents:

- a) The consultant will come with proper document, which will enable the consultant to work in Bangladesh.
- b) Curriculum Vitae (CV) of the consultant with mentioning the experience in the line of consultancy work.
- c) Fill up following Attachment # 16 and sign (scan copy is acceptable) and fill up Attachment # 17 and no signature is required on this form (for non approved vendor).
- d) Copy of valid trade license (for non approved vendor and not necessary for individual consultants).
- e) Copy of VAT registration certificate (for non approved vendor).
- f) Copy of valid TIN certificate (for non approved vendor).

The General Terms and Conditions:

- I. The Work : Consultant shall complete the work (the "Work") on Schedule, which is attached and incorporated into this agreement. The Work shall be of good quality and performed according to generally accepted standards. No substandard / poor performance of work will be accepted by CARE Bangladesh and no payment will be made for substandard / poorly performed work.
- II. Relationship of Consultant to CARE : Consultant is not an employee of CARE. Consultant is not entitled to receive benefits usually afforded CARE employees. Consultant shall pay all taxes and fees related to the Work other than those that are paid by CARE according to Schedule A. Nothing in this agreement shall create an employer/employee relationship, partnership or joint venture between the parties. Consultant has no right or permission to agree to anything in the name of, or for the account of, CARE, or to create or accept any obligation on behalf of CARE.
- III. Ownership of Work : Consultant agrees that it created the Work, it hereby provides CARE all rights to the Work, and no other party has any rights to the Work. Consultant agrees that: (a) on CARE's reasonable request, Consultant will sign any document stating that CARE owns the Work and has all rights to the Work, including without limitation, copyright applications, assignments and other documents required to protect CARE's right to the Work; and (b) on CARE's request, Consultant shall provide CARE all originals, copies or other documents containing a part or all of the Work. These obligations extend beyond the expiration or termination of this agreement.

- IV. Confidential Information : Consultant may receive confidential information regarding CARE in connection with the Work. Consultant shall never disclose any of CARE's confidential information to anyone or use CARE's confidential information for its own purposes without CARE's prior written agreement; provided, however, that confidential information may be disclosed to government authorities if the disclosure is required by law and Consultant has provided CARE notice and a reasonable opportunity to defend against such disclosure.

Confidential information of CARE means any information (written, oral or observed) relating to CARE's: (a) donors and potential donors; (b) beneficiaries; (c) employees; (d) business and strategic plans; (e) finances; and (f) relationship with any governmental entity. Confidential information of CARE also includes information specifically designated confidential by CARE or which Consultant knows or reasonably should know is not generally known to the public. These obligations extend beyond the expiration or termination of this agreement.

- V. Indemnity: Consultant shall defend, indemnify and hold CARE harmless from any losses, claims, damages, liabilities and expenses related to Consultant's Work or performance of this agreement. These obligations shall extend beyond the expiration or termination of this agreement.
- VI. Compliance with Laws : The Consultant shall comply with all laws, regulations, and orders applicable to it in connection with the Work otherwise CARE reserves the right to take any legal action against consultant / consulting firm under the law of Bangladesh.
- VII. CARE Policies : While on CARE premises (including in CARE vehicles) or performing the Work, Consultant shall comply with CARE policies provided orally or in writing to the Consultant, including those relating to security and prohibiting harassment and discrimination.
- VIII. CARE Name : Consultant shall not use CARE's name in any publicity or disclose to the public any information relating to the Work without CARE's prior written consent. These obligations extend beyond the expiration or termination of this agreement.
- IX. Invoice Statements and Adjustments : Consultant shall provide CARE original / scan copieof final invoice to CARE Bangladesh as agreed beforehand. The invoice should indicate services performed, any reimbursable expenses, any past payments and any other information CARE reasonably requests. When CARE requests, Consultant shall provide CARE a final invoice within 15 (fifteen) days after the Work completion. CARE's payment of any invoice shall never prevent CARE from questioning its correctness. If any invoice statement is found to be incorrect, the invoice statement shall be corrected immediately and an appropriate payment shall be made. The payment will be made either by cheque in favour of the consultant (individual or firm as the case may be) or by wire transfer. The amount, if that is transferred through bank transfer, to be sent to the following bank account:
- a. Name of account:
 - b. Name of Bank:
 - c. Address of the bank:
 - d. Account number:
 - e. Swift code (if any):
 - f. Routing number(If any)
- X. All reports and documents prepared during the assignment will be treated as CARE property. The reports / documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of CARE Bangladesh.
- XI. The consultant / firm agrees that during the period of this agreement and for a further period of twelve months, S/he shall not issue any written materials or express publicly any personal opinion concerning the services under this agreement, except with the prior written approval of CARE Bangladesh.
- XII. The consultant shall use the CARE name or marks only for activities authorized by CARE in writing. All other uses will be deemed infringements of the CARE trademark.
- XIII. The consultant / firm shall not without first obtaining the consent in writing of CARE Bangladesh, permit any of his duties or obligations made under this contract to be performed or carried out by any other person, or reassign its interest in a contract.
- XIV. In the event that the consultant requires additional time to complete the contract, over and above that previously agreed to, but without CARE Bangladesh changing the scope of work, CARE Bangladesh's prior written concurrence to the same is necessary.

- XV. CARE Bangladesh may make general changes, in written within the scope of the content affecting the services to be performed or time of performance. If any such changes cause an increase or decrease in the cost or time required for performance of any part of the work under the contract, CARE shall make equitable adjustment in the contract price, delivery schedule, or both and shall modify the contract in writing accordingly.
- XVI. After completion of the assignment and submission of the final output, evaluation will be done by the concerned unit/office on the basis of which final payment will be made. Final payment will be withheld until evaluations have been submitted.
- XVII. The consultant will be responsible for the safekeeping and return, in good working condition and order, of all the organization's property, which may be assigned to him/ her for use or custody failure to return the property in good order will result in a deduction of payment to cover the cost of repair or replacement.
- XXVIII. In the event of failure on the Consultant's part to meet the agreed deadline CARE-Bangladesh reserves the right to penalize the Consultant or his / her firm at the rate of 1% of the total contract amount (final amount) for delay per day from the deadline.
- XIX. Notwithstanding anything contained in this agreement CARE-Bangladesh may at any time terminate this agreement in whole or in part by requiring the consultant to stop performing the work or any part thereof. In this event the consultant shall have no claim against CARE-Bangladesh by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.
- XX. The consultant may terminate this agreement by giving a reasonable period of notice to CARE. In this event, the Consultant shall have no claim against CARE-Bangladesh by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account therefore. Upon expiration or termination (by any of the involved parties) of this agreement, the consultant shall surrender to CARE all confidential material relating to CARE in his or her possession, of whatever origin. The confidentiality should also be kept after your consultancy with CARE ceases.
- XXI. Certification regarding Terrorism : Consultant hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.
- XXII. Legal Notices : Any legal notice relating to this agreement shall be delivered by hand or sent by confirmed fax or mail to the party's address herein or to another address provided in writing by the party. Confirmation means that there is evidence of transmittal, such the recipient's written reply or signature or an electronic confirmation. Notices to CARE shall be sent with one copy addressed "Attention: Senior Procurement Officer" and another copy addressed to Consultant's principal CARE contact.
- XXIII. No Assignment : Consultant shall not assign this agreement or have another person or entity perform any of the Work without CARE's prior written consent.
- XXIV. No Other Persons Benefit : No person or entity that is not a party to this agreement has any right to enforce, take any action or claim it is owed any benefit under this agreement.
- XXV. Entire Agreement : This agreement states the entire understanding of the parties and replaces any prior or separate agreements, whether oral or written, regarding this subject matter.
- XXVI. Amendments : This agreement cannot be amended except by a document signed by all the parties.
- XXVII. Severability : If any part of this agreement is held invalid, illegal or unenforceable, the rest of the agreement will remain valid, legal and enforceable and will not be impaired.
- XXVIII. CARE Payment : CARE shall pay Consultant the amount on Schedule. If there is a dispute between the parties, CARE may refuse to pay a portion or all of the payments until the dispute is resolved.
- Payable reimbursable / incidental expenses (consultant will quote separately):
- XXIX. Per-diem rate: Estimated amount but maximum USD 25.00 per day for International and BDT.800.00 per day for Bangladeshi. The consultant will be paid at actual subject to submission of invoices.

- XXX. Lodging rate : Estimated amount but maximum USD 60.00 per day for International and BDT.2,000.00 per day for Bangladeshi. The consultant will be paid based on the submission of actual invoice
- XXXI. Transportation in connection with consultancy service (in country) : Based on submission of actual invoice.
- XXXII. Departure Taxes : CARE will reimburse the actual cost upon submission of original invoice
- XXXIII. Air ticket (round the trip) : CARE will reimburse the actual cost upon submission of original / scan copies of invoice, boarding pass, air ticket.
- XXXIV. Visa fee : CARE will reimburse the actual cost upon submission of actual invoice.
- XXXV. Remuneration for travel days coming into Bangladesh to conduct the consultancy: This only applies to Consultants coming from abroad. If the travel time, including transit time, is less than 5 hours, the Consultant will be entitled to half a day's remuneration of the agreed daily fee. Should this travel time exceed 5 hours, the Consultant will be entitled to one full day's pay of the agreed daily fee for the consultancy. The Consultant must abide by the CARE USA Procurement clauses for international travel.
- XXXVI. Cost for sending invoice (from abroad) : The Consultant is wholly responsible to bear all costs related to sending original invoice and other reports as determined by the TOR.
- XXXVII. Manner of Payment : Consultant's compensation and reimbursable expenses shall be paid within 30 days of submission of original / scan copy of invoice/s. Payment will be made after completion of work and upon submission of the original invoice/s through account payee check / bank transfer. For payment consultant has to submit an invoice to Finance Controller, CARE Bangladesh with a copy of work contract and ToR.
- XXXVIII. Arbitration : "Any dispute or difference arising out of or in connection with this PO or the interpretation of any terms thereof shall be referred to arbitration in accordance with the arbitration Act, 2001 or any other arbitration Act for the time being in force in Bangladesh. Each party shall appoint its own arbitrator and the two arbitrators so appointed shall appoint a third arbitrator who shall act as chairperson of the arbitral tribunal. The place of arbitration shall be Dhaka, Bangladesh. The language of the arbitration proceeding shall be in English.
- XXXIX. The Consultant shall be solely responsible for his/her own insurance (health, travel, etc). CARE will not bear any cost in this regard.

Note: If you have any further query please contact Mr. Shah Mohammed Iqbal - Procurement Officer, CARE Bangladesh, Email:Iqbal@bd.care.org

Md. Shamsuzzaman
Procurement Officer
CARE Bangladesh



care[®]

VENDOR PROFILE (Confidential)

Note: CARE Standard Payment Terms are 30 days from receipt of goods or service and a CARE approved invoice.

I. REQUIRED INFORMATION (Please Print Clearly)

Company/Individual Name: (Block Letter)			
Owner Name (if different from above):		Nationality of Owner:	
Contact Person:			
Full Address (Street/City, etc):			
Phone No:		Fax No:	
E-mail:		Website:	

II. CUSTOMER REFERENCES

Provide 3 current customer references, listing customer, phone number, contact person, contact's e-mail and a description of the product or service provided to the customer. (If you need additional space please use a separate page.)

1	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			
2	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			
3	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			

III. Indicate below the products or services sold or provided by you

[a]	[b]
[c]	[d]
[e]	[f]
[g]	[h]

IV. Registration of Business

1. Is your firm registered as a business entity with the government?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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2. If YES, please provide your business registration number		
3. If applicable, please provide Sales Tax Registration Number		
4. Please provide Tax ID number		
5. Indicate how long have you been in this type of business		
6. Have you ever done business with other aid agencies? If so, provide names of agencies immediately below:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Are you related to any person currently employed with CARE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. If YES, please provide name and position		
9. Provide here, any additional information regarding your business		
NOTE: Government regulations may require CARE to deduct taxes on any transaction prior to effecting payment to the vendor.		

V. Certification

I certify that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.

CERTIFICATION REGARDING TERRORISM: Vendor certifies that it has not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.

Misrepresentation above may result in cancellation and severing all ties with the agency/person and will be deleted from CARE's database of clients. I have read the above statement and certify under oath that the information contained herein is true and accurate to the best of my knowledge and belief.

Name of Person Completing Form (Please print clearly)		
Title:	Signature:	Date:

FOR PROCUREMENT USE ONLY	
<input type="checkbox"/> Anti-Terrorism Check Completed	
<input type="checkbox"/> Customer References Verified	

ATTACHMENT #17
CARE
VENDOR / PAYEE SET-UP AND CHANGE FORM

System Vendor ID _____

VENDOR / PAYEE TYPE				Approval Responsibility
	NEW	CHANGE	DISCONTIN UE	
Procurement Vendor	<input type="checkbox"/>	<input type="checkbox"/>		Procurement Manager
Consultant	<input type="checkbox"/>	<input type="checkbox"/>		Procurement Manager
National Employee	<input type="checkbox"/>	<input type="checkbox"/>		Human Resources Manager
International Employee	<input type="checkbox"/>	<input type="checkbox"/>		Human Resources Manager
Sub-Grantee	<input type="checkbox"/>	<input type="checkbox"/>		ACD, Program
Donor	<input type="checkbox"/>	<input type="checkbox"/>		ACD, Program
Utility	<input type="checkbox"/>	<input type="checkbox"/>		Administration Manager
Bank	<input type="checkbox"/>	<input type="checkbox"/>		Controller
Landlord	<input type="checkbox"/>	<input type="checkbox"/>		Administration Manager
Discontinue Vendor				<input type="checkbox"/>

VENDOR / PAYEE DETAILS: (see Vendor Naming Convention on following page for #1 and #2)

1. Vendor / Payee Name	
2. Vendor Short Name	
3. Trade Class (see list)	
4. Persistence	Regular <input type="checkbox"/> Permanent <input type="checkbox"/>
5. Vendor Status	Approved <input type="checkbox"/> Inactive <input type="checkbox"/>
6. Currency of Payment:	
7. Vendor or Payee physical address & postal code	
8. Vendor or Payee telephone number & fax number	
9. Vendor / Payee Contact (if available)	
10. Vendor or Payee e-mail address (include name of contact person, if applicable)	
11. Method of Payment (Cheque or Electronic) and terms	
12. Vendor or Payee Bank Name & Address (if applicable)	
13. Bank Account Number (if applicable)	
14. International Bank Account Number (if applicable)	
15. Bank Code (USD only and if applicable)	
16. Branch Name & Address (if applicable)	
17. Swift Code (if applicable)	
18. Tax ID Number (if applicable)	
19. Vendor Registration Certificate (if applicable)	
20. Vendor Nationality	

SUBRECIPIENT INFORMATION

1. Employer Identification Number (EIN)	
2. DUNS Number (if applicable)	
3. PADOR Number (if applicable)	

VENDOR / Payee SELECTION CRITERIA :

Vendor / Payee Anti-Terrorism Check completed: YES <input type="checkbox"/>
Vendor has necessary goods/materials YES <input type="checkbox"/> Vendor credit terms/payment acceptable YES <input type="checkbox"/>

Procurement Committee Approval (Procurement Vendors Only):

_____	_____	_____	_____
Name	Title	Signature	Date
_____	_____	_____	_____
Name	Title	Signature	Date
_____	_____	_____	_____
Name	Title	Signature	Date

Add/Change Approved by:

_____	_____	_____	_____
Name	Title	Signature	Date

Add/Change Entered by:

_____	_____	_____	_____
Name	Title	Signature	Date

Vendor Naming Convention

<p>Enter the vendor's full name using the Vendor Naming Standards provided in the next worksheet tab.</p>	<p><i>Following the suggested naming standards: Example 1 - JONES, MARY JANE Example 2 - UNITED PARCEL SERVICES, INC. Example 3 - UNIVERSITY of NEW YORK Example 4 - IBM, CORP</i></p>
<p>The Vendor Short Name is a ten-character abbreviation of the vendor's full name.</p> <p>This field is being use to help in searching a particular vendor. It should, therefore, include keywords to identify the vendor.</p> <p>The vendor short name should be in UPPER CASE format. It does not have to be unique for each vendor as PeopleSoft makes the short name unique by automatically adding a numeric value at the end of the name. See examples of some vendor short names set up.</p>	<p><i>Example 1- Vendor Name: SMITH, JOHN Vendor Short Name: SMITH Once entered into PeopleSoft, the vendor short name will show SMITH-001</i></p> <p><i>Example 2- Vendor Name: SAVE the CHILDREN Vendor Short Name: SAVECHILD Once entered into PeopleSoft, the vendor short name will show SAVECHILD-001</i></p> <p><i>Example 3- Vendor Name: UNITED PARCEL SERVICES, INC. Vendor Short Name: UPS Once entered into PeopleSoft, the vendor short name will show UPS-001</i></p> <p><i>Example 4 Vendor Name: SMITH, MARY Vendor Short Name: SMITH Once entered into PeopleSoft, the vendor short name will show SMITH-002</i></p>