

Appendix-I : Scope of Work for hiring Job Advertisement firm

- 1. Scope of Work.** The Contractor shall perform the following duties and complete the following work, as requested by CARE Bangladesh pursuant to the terms hereof:

1.1 Background:

CARE is one of the world's leading international humanitarian and development organizations, committed to helping people in poor communities improve their lives and alleviate poverty. Founded in 1945, CARE is working over 100 countries to fight global poverty and marginalization. CARE has been active in Bangladesh since 1949 and is one of the largest programs in CARE confederation. Women and girls are at the core of all CARE programs because they represent half of the marginalized group and it is not possible to overcome poverty until all people have equal rights and opportunities. CARE Bangladesh works to implement programs with long-term impacts that result in sustainable changes for the extreme poor and marginalized communities. CARE Bangladesh has seven Regional and Field Offices throughout the country with the Head Office being located at Dhaka. The organization currently has around 600 staff in its employment.

1.2 Objective:

The selected firm will provide services and assistances i.e. Job advertisement for CARE Bangladesh. CARE Bangladesh is seeking the support from the Service Provider to get the support within a short time frame. Upon request by CARE, the selected firm will also forward potential CVs in case of very less applicants for a position or in case of lacking sufficient potential candidates.

2. Deliverables:

The Service Provider will deliver the following for CARE Bangladesh:

SL.	Description	UOM	Unit Price (BDT) Inclusive VAT & TAX
1	1 Job Position	Per position	
2	2 Job Positions	Per position	
3	3 Job Positions	Per position	
4	4 Job Positions	Per position	
5	5 Job Positions	Per position	
6	More than 5 Job Positions	Per position	

3. Scope of Services:

- Conduct an initial consultation to understand our company culture, values, and specific recruitment needs.
- Create visually appealing and content-rich job advertisements for online and offline distribution.
- Identify and negotiate with suitable advertising platforms, including job boards, social media, and industry-specific channels.
- Monitor and analyze the performance of advertisements, providing insights and recommendations for continuous improvement.
- Stay informed about industry trends and recruitment best practices to ensure our strategy remains competitive.

4. Timeline

The engagement is expected for 02 years and to commence on February 01, 2026, and conclude on January 31, 2028. The job advertisement firm will work closely with our internal recruitment team to ensure a seamless and efficient process.

5. Proposal Submission:

Interested firms are invited to submit a detailed proposal outlining their approach, relevant experience, and a breakdown of costs.

7. Evaluation Criteria: Proposals will be evaluated based on:

Technical Proposal: 70

Overall suitability proposal:

- Experience and track record (Minimum 3) of the firm in similar projects -40 Marks
- References from previous clients (Minimum 3 Reference) – 30 Marks

Financial Proposal: 30

8. Contact Information: All inquiries and proposals should be directed to Procurement Department

9. Manner of Payment: The Contractor's compensation and reimbursable expenses shall be paid:

- The payment will be made within 30(thirty) days from the date of completion to delivery of all items/services mentioned under the purchase order.
- All invoice/bill(s) are to be sent to CARE Bangladesh, Accounts Section, RAOWA Complex, Level: 7-8, VIP Road, Mohakhali, Dhaka-1206, Bangladesh. Failure to do so may delay your payment.
- A copy of the Purchase Order and Mushok-6.3 must be submitted with all invoices / bills. Without these papers, Invoice / Bill will be returned.
- CARE may withhold ten percent (10%) from payment of the final invoice to ensure that all Goods/Services conform to this Order and all necessary documentation has been properly received.
- At the time of payment VAT and Tax will be deducted at source as per government rule. VAT coupon also may be given against deduction of VAT as & when needed.