

Request for Proposal

Developing Safeguarding Training Module for Staff Capacity Building

Section -1: Background

Bandhu Social Welfare Society (Bandhu), founded in 1996, is devoted to addressing human rights violations, advocating for health rights, and delivering a rights-based approach to health and social services for Hijra and marginalized communities in Bangladesh. As a national community-based organization, Bandhu currently extends its services throughout the country. Through its enduring efforts, Bandhu aspires to foster a more inclusive and equitable society for all. The organization has been diligently serving the Hijra and marginalized communities in Bangladesh for the past 27 years.

Rationale

The Space to Lead program seeks to build an inclusive civic environment in Bangladesh where children and young people, particularly girls and those from marginalized groups, are able to participate meaningfully, be protected from violence, and exercise their sexual and reproductive health and rights. The program will be implemented over 39 months from October 2025 to December 2028 in five districts: Bhola, Barguna, Dhaka, Kurigram, and Sunamganj. The overall aim is to strengthen civil society and empower youth and youth-led organizations to influence policies and social norms.

Bandhu Social Welfare Society, as an implementing partner, is contributing to this vision by strengthening institutional capacity and promoting youth leadership. Under Outcome 1, the project emphasizes enhancing the organizational and advocacy capacity of CSOs and youth-led organizations.

As part of this effort, Bandhu conducted an Organizational Capacity Assessment (OCA) using Plan International's standardized tool, facilitated by Plan International Bangladesh. Based on the findings, an Organizational Capacity Development (OCD) Plan has been developed to address identified gaps. One key priority emerging from this plan is the need to 'Development of Safeguarding Training Module for Staff Capacity Building'.

To reinforce this commitment, Bandhu aims to strengthen its organizational culture through the development of a comprehensive training/orientation module on Safeguarding and PSEAH (Prevention of Sexual Exploitation, Abuse and Harassment) and Child Safeguarding.

This module will serve as a practical tool for building awareness, improving knowledge, and guiding behavior change among all staff and associates. To achieve this, Bandhu seeks to hire an experienced consultant or consultancy firm with expertise in safeguarding, gender equality, and adult learning methodologies.

Section -2: Proposed Consultancy:

<p>2.1 Scope of the work</p>	<p>The consultant will be responsible for the following:</p> <ul style="list-style-type: none"> • Conduct desk review of organizational and international safeguarding standards (UN, IASC, CHS Alliance). • Review existing safeguarding policies, guidelines, and training materials from internal and external sources. • Identify key learning needs of staff and gaps in current safeguarding knowledge and practices. • Design the structure, content, and flow of the training module. • Incorporate participatory orientation techniques such as case studies, group work, and role-play.
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	<ul style="list-style-type: none"> • Integrate gender and inclusion-sensitive perspectives in examples and exercises. • Ensure the orientation materials are bilingual (Bangla and English) and adaptable for both in-person and virtual delivery.
2.2 Objective of the consultancy	<p>The primary objective of this assignment is To develop a Safeguarding, PSEAH and child Safeguarding Policy based Training Module for Bandhu. The specific objectives include:</p> <ol style="list-style-type: none"> 1. To develop an interactive training module suitable for all staff levels (management, field, support, volunteers). 2. To Develop facilitator and participant guidance, PowerPoint slides, and supporting reading materials. 3. To Create two separate versions in Bangla and English as well, suitable for use in capacity-building of various level. 4. To Finalize the module based on feedback and validation workshop outcomes.
2.3 Target Participants	All staff levels (management, field, support, volunteers).
2.4 Methodology	The assignment will be implemented through a combination of meeting and focus group discussions (FGDs) with HR staffs, Safeguarding focal, project staff. Review existing safeguarding policies, guidelines, and training materials from internal and external sources. The draft module will be shared with the relevant stakeholders for feedback before finalization.
2.5 Deliverables	<ol style="list-style-type: none"> 1. Inception Report including work plan, methodology, and outline of the training content. 2. Share Draft training Module with learning objectives, session plans, facilitator guide, participant handbook, PowerPoint slides, and evaluation tools. 3. Pilot the module with a small group of staff and collect feedback. 4. Finalize and share Safeguarding, PSEAH and child safeguarding training module Package incorporating all revisions and ready for organizational rollout. 5. Prepare facilitation guidelines and a plan for regular rollout by the safeguarding team.
2.6 Logistic Note	The consultant is solely responsible for administering the assessment work. All logistical support like Travel arrangements, Food, Accommodation, Conveyance, FGD arrangement cost, and others should be organized by the Consultant (If needed)
2.7 Key Deliverables	<ul style="list-style-type: none"> • Inception Report including work plan, methodology, and outline of the training content. • Share Draft training Module with learning objectives, session plans, facilitator guide, participant handbook, PowerPoint slides, and evaluation tools. • Pilot the module with a small group of staff and collect feedback. • Finalize and share Safeguarding, PSEAH and child safeguarding

	<p>training module Package incorporating all revisions and ready for organizational rollout.</p> <ul style="list-style-type: none"> • Prepare facilitation guidelines and a plan for regular rollout by the safeguarding team.
2.8 Time frame	<ul style="list-style-type: none"> • Deadline for submission of proposals: May 21, 2026 • Shortlisting of consultants: May 24, 2026 • Interviews: June 02, 2026 • Selection of consultant: June 03, 2026 • Consultancy duration: June, 04 - June 21, 2026 • Draft Report Submission: June 16, 2026 • Submission of all deliverables: June 21, 2026

Section -3: Reporting:

The Consultant will report directly to the Executive Director of Bandhu and will submit any required reports. Moreover, he/she will also communicate with the Director- Finance & Administration, Project Coordinator and Program Officer-Safeguarding & Safety Security or other relevant staff. After the completion of task, the Consultant shall submit one copy final version of completion report to Bandhu for reviewing from Bandhu's end. After reviewing, the final deliverables will be submitted in accordance with the clauses mentioned in 'Deliverables' section

Section -4: Requirement of the Individual Consultant:

4.1 In case of Individual/freelance Consultant:

- Advanced degree in Social Sciences, Gender Studies, Human Rights, or related discipline.
- Minimum 5–7 years of professional experience in safeguarding, PSEAH, or protection-related policy, training and tools development.
- Proven track record in designing adult learning materials and conducting capacity-building training for NGOs or development agencies.
- Strong understanding of gender diversity and cultural contexts in Bangladesh.
- Excellent facilitation, writing and communication skills in English and Bangla
- A selection committee from Bandhu will review all proposals and shortlist qualified consultants. Shortlisted consultants will be invited for an interview. The selection committee will make the final decision based on the qualifications of the consultant and the quality of the proposal.

Section -5: Basis of Payment

Consultancy fee have to be based on qualifications and experience as well as the length and complexity of the assignment. The progress of payments is associated to each output and based on acceptance of the deliverables. The payment is paid based on 3 installments of signing of the contract.

- After submitting the inception report, 1st installment (30% of the total payment) will be paid;
- After submitting the 1st draft of the module , 2nd installment (40% of total payment) will be paid;
- After incorporation final feedback and submitting the final module, 3rd installment (30% of the total payment) will be paid

Payment shall be made through bank cheque and after deduction of tax and VAT as per the applicable rate under the law being in force at that time.



Section -6: Guideline for Proposal Writing

The proposal (duly signed) should comprise only the following sections and given page limit. The proposal will be accepted in both **hard and soft copy**. **Consultants shall submit a technical proposal and financial proposal separately**. In case of hard copy, the offer should be dropped in the following address: **The Procurement Team, Bandhu Social Welfare Society, 99 Kakrail, 2nd Floor, Dhaka 1000, Bangladesh** (please mention 'Consultancy Proposal' on top of the envelope) and soft copy only through email procurement-4@bandhu-bd.org in soft copy form (signed scanned copy mentioning 'Consultancy Proposal' in the subject line).

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	1 Page
Table of Content	1/2 Page
Understanding of the Assignment	1 page
Methodology	½ Pages (Maximum)
Proposed Work Schedule	1/2 page
Team composition along with its rationale / role and CVs of persons involved	As required (but not more than 2 pages)
Any other relevant information (if required only)	1/2 page
Financial Proposal & Budget detailing out	1 page (additional)
<ul style="list-style-type: none"> • Consultancy days and fees (in case of more than one-person team, days should be mentioned for every member of the team) • Any other expenditure (please mention nature of expenditure) • VAT and taxes • Total amount including VAT and Tax (it should be BDT) 	
Required annexure	
<ul style="list-style-type: none"> • Organizational profile (in case of firm/org) (submission of interest in org letter head pad) • Curriculum vitae for main persons involvement (in case of individual consultant/team) • Legal Status: Registration/ TIN/ VAT certificate • Please submit the proof copy of last return submission 	
Evaluation criteria:	
We will follow the quality cost-based selection (QCBS). Technical and financial proposal will be evaluated through following criteria:	
-Technical proposal 80% (education 10% of consultant or focal person, related experience 30%, idea and brief writing 40%)	
- Financial proposal 20%	

Section -7: Data Sheet

Request for Proposal	<Study Title>
Submissions required	Proposal including Technical Submissions and Financial Submission
Contact details for all conceptual /contextual queries including any clarifications	If the consultant needs to know anything related to this consultancy please mail at procurement-4@bandhu-bd.org
Language	English for proposal
Currency for Financial Submission	Bangladeshi Taka (BDT)
Eligibility to apply	As Instructed in Section 4
Address for proposal	The Procurement Team Bandhu Social Welfare Society 99 Kakrail, 2 nd Floor, Dhaka-1000, Bangladesh Phone: +88 02 9339898, 9356868,



	Email: procurement-4@bandhu-bd.org
Last date of proposal submission	May 21, 2026

Section -8: Withdrawal/Termination of Agreement

The agreement shall be effective between dates mentioned in the agreement, unless otherwise earlier terminated. Bandhu may terminate the agreement with immediate effect on the occurrence of any irregularities, anomalies relating to project implementation, and non-compliance with any terms and conditions as agreed upon in the agreement. In the event of a major natural disaster, war, or major civil or political unrest the agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.

Section -8: Miscellaneous:

- 8.1 All the terms & conditions of this agreement are binding upon the parties and once executed this agreement no provision of this agreement can be questioned.
- 8.2 Any modification and amendment to the present agreement shall be made in writing with the consent of both the parties.
- 8.3 Both parties assume that this assignment does not go against the rules and regulations of the Government of Bangladesh.
- 8.4 This agreement shall be subject to Bangladeshi Law. Before undertaking legal steps, the parties shall enter into discussion to find an acceptable settlement of such dispute by direct negotiation.
- 8.5 Anti-Bribery & Corruption: Bandhu's suppliers/consultants must immediately report any suspicions of fraud or dishonesty in confidence to the Director-Finance & Administration (shahid@bandhu-bd.org) / Executive Director (shale@bandhu-bd.org) through email.
- 8.6 Bandhu reserves the right to accept or reject in part or full/one or all quotations/ offers/proposals without assigning any reason whatsoever.
- 8.7 The consultant must sign Bandhu's PSEA policy, child safeguarding policy & Code of Conduct and be willing to adhere to its principles and expected practices. If a breach of the policy or code of conduct takes place the consultancy will be terminated immediately without any financial burden on Bandhu.
- 8.8 All information about this assignment will belong to Bandhu, which the consultant may come into contact with the performance of his/her duties under this assignment. These will remain the property of Bandhu, and Bandhu shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of Bandhu. The national & International Copyright Laws are sustained wherever applicable.



MD. SHAHIDUL ALAM
Director-Finance Administration
Bandhu Social Welfare Society