

Issued on: 23-04-2026

To

Ms./Mr.

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Hiring Consultant/ Consulting firm for Comprehensive Assessment of Integrated Waste Management and Community Engagement in FDMN Settlements of Bhasan Char, Bangladesh.**

Dear Madam/Sir,

For this reason, we are looking for a suitable consultant/ consultancy firm to serve the purpose.

Here we are enclosing the ToR for the consultancy service. We are looking forward to receive (i) CV/ Profile of the Individual mentioning the required experiences as per the attached ToR (ii) a technical proposal describing the methodology (iii) a budget for the assignment

RFP No: BPD/2026/RFP-937

Closing Date & Time: 07-05-2026 02:30 PM (Dhaka Local Time)

Please submit the Proposal **on 07-05-2026 02:30 PM (Dhaka Local Time)** in **tender.brac.net**. **Any offer via email or hard copy is treated as non-responsiveness.**

BRAC recognizes the empowerment of women and girls as fundamental to the organization's vision and mission. Women and gender-diverse individuals are encouraged to participate in the procurement. Without compromising organizational compliance in procurement, the selection of the supplier/vendor would be finalized.

Payment Condition:

Mode of payment will follow the below conditions :

Payment would be made to the Consultant after acceptance/recommendation by the programme through an automatic Bank transfer directly into any scheduled Bank in Bangladesh in favour of consultant. For payment, consultant has to submit an invoice duly describing the agreed accomplishment. It is noted that the Firm must fill up their accounts information as per instruction i) **Account name** ii) **A/C number** iii) **Bank name** iv) **Branch name** v) **E-mail address** vi) **Routing Number**.

Payments will be subject to deduction of VAT & Tax at source as per Govt. Rule. (If applicable).

Payment will be disbursed within 45 days after vetting by Programme.

Consultanting firm must submit 13 digits new BIN, Trade license (Applicable for firm) & TIN (applicable for both firm & Individual) with proposal and Mushok 6.3 (Applicable for firm) with invoice.

Please note: Invoice date and Mushak 6.3 date must be the same. (Invoice submission time).

For approval of your account during the supplier registration process, and for any other clarification, please contact with Mohammed Shahidul Islam, BRAC Procurement Department (BPD), HCMP, Cox's Bazar, Phone: +8801847455595, Email: shahidul.is@brac.net.



STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

Section 4: Financial Submission Form (BPD 5-15)

To:

BRAC Procurement Department
BRAC Head Office
BRAC Centre, 6th Floor
75, Mohakhali, Dhaka 1212

Date:

Ladies/Gentlemen:

We agree to be bound by the **Letter of Invitation** and we hereby submit our attached Financial Proposal for the sum of:

<insert currency and amount in both, words and figures>

The amount is including of local taxes & vat.

We confirm that our Proposal shall remain valid, from the closing date, for the period stated in the RFP.

Our Financial Proposal is binding upon us and shall be subject to any modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents/Recipient	Amount and Currency	Purpose of Commission or Gratuity

We understand you are not bound to accept any or all Proposals you receive..

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Firm's Seal or Stamp:

Terms of Reference (ToR)
for
**"Consultancy for Comprehensive Assessment of Integrated Waste Management and
Community Engagement in FDMN Settlements of Bhasan Char, Bangladesh"**

Background

Since August 25, 2017, the Rohingya crisis has led to the displacement of over 700,000 people from Myanmar to Bangladesh. As of February 2026, approximately 1,184,864 Rohingya refugees are residing in Cox's Bazar and Bhasan Char. Among them, around 34,052 forcibly displaced Myanmar nationals (FDMN) are currently living in 7,675 households in Bhasan Char, including 9,263 girls and 9,465 boys under 18, and 7,174 adult males and 8,150 adult females.

Bhasan Char, a remote island located approximately 40 kilometers from mainland Bangladesh, has been developed as a planned settlement to accommodate relocated FDMN populations. However, its geographical isolation and unique environmental conditions pose significant challenges to service delivery, environmental management, and the sustainability of essential systems.

To support the population, Bhasan Char has been equipped with key infrastructure, including shelter clusters, water supply systems, sanitation facilities, drainage networks, and solid waste management services. The solid waste management system follows the 3R (Reduce, Reuse, Recycle) approach, where waste is segregated, collected by community volunteers, and transported to a centralised facility for composting, recycling, and disposal. Hygiene promotion activities are also conducted to encourage safe practices and environmental cleanliness. Despite these interventions, increasing population density and changing consumption patterns have led to a rise in solid waste generation. Challenges remain in ensuring effective source segregation, improving recycling efficiency, maintaining consistent collection services, and ensuring long-term sustainability.

Inadequate waste management poses significant environmental and public health risks, including drainage blockage, soil and water contamination, and increased vector breeding. These risks are further intensified by the climate-vulnerable nature of Bhasan Char. However, community engagement is critical to the success and sustainability of waste management systems. Active participation, awareness, and behavioral change at the household and community levels are essential to improve waste handling and reduce environmental risks. In this context, the study aims to assess the existing integrated waste management system and community engagement practices in Bhasan Char and to develop evidence-based, practical, and sustainable recommendations to improve environmental management and public health outcomes.

Study Overview

This consultancy under the BRAC WASH Programme, to be completed by 15 December 2026, aims to strengthen the integrated Solid Waste Management (SWM) system in Bhasan Char through assessment, technical support, and capacity development. The assignment will include an inception phase followed by periodic field visits every three months to provide hands-on guidance, monitor progress, and support implementation.

The consultant will develop a context-specific SWM strategy, design training modules, conduct capacity-building workshops, and provide follow-up support to BRAC staff and community stakeholders. The assignment will also incorporate learning from established practices, including exposure to the Cox's Bazar SWM plant, to improve system efficiency and sustainability.

Scope of the Study

The selected agency will fulfil the following objectives

General Objectives

To assess and strengthen the integrated Solid Waste Management (SWM) system and community engagement practices in Bhasan Char by developing sustainable, context-specific strategies and building the capacity of staff and volunteers through targeted training on integrated waste management, the 3R policy, Occupational Health and Safety (OHS), and Environmental and Social Standards (ESS) compliance to improve environmental management and public health outcomes.

Specific Objectives

- To assess solid waste generation, composition, and existing SWM practices in Bhasan Char.
- To identify gaps and challenges in infrastructure, service delivery, and community engagement related to waste management.
- To develop a context-specific and sustainable Integrated Solid Waste Management (SWM) strategy based on the 3R approach.
- To design and deliver training modules and capacity-building activities on SWM, 3R policy, Occupational Health and Safety (OHS), and Environmental and Social Standards (ESS) for staff and community volunteers.
- To provide technical support, follow-up, and facilitate learning through workshops and exposure to best practices (e.g., the Cox's Bazar SWM plant) to ensure effective implementation.

Methodology

BRAC
BRAC CENTRE
75 Mohakhali
Dhaka 1212

T: 880-2-9881265
F: 880-2-8824525
E: procurement.hcmp@brac.net
W: www.brac.net

Registered in
Bangladesh under
The societies
Registration Act of 1860

The assignment will follow a qualitative approach to understand existing Solid Waste Management (SWM) practices, operational challenges, and capacity gaps in Bhasan Char. Data will be collected through consultations with BRAC staff and community volunteers, along with field observations. An inception phase will finalize the work plan and tools, followed by periodic field visits (every three months, 4-5 days each) to provide technical support and monitor progress. Based on the findings, a Training Needs Assessment will be conducted, and relevant training modules and workshops on SWM, 3R policy, Occupational Health and Safety (OHS), and Environmental and Social Standards (ESS) will be delivered. Learning through exposure to best practices (e.g., Cox's Bazar SWM plant) will also be incorporated to develop practical and sustainable recommendations.

Deliverables of the Study

The study will produce the following key deliverables:

- **Inception Report:** Outline of study design, methodology, work plan, and tools for assessing integrated SWM and community engagement in Bhasan Char.
- **Assessment Report & Integrated SWM Strategy:** Findings on solid waste generation, composition, infrastructure, service delivery, and community engagement, along with a context-specific, sustainable SWM strategy based on the 3R approach and ESS.
- **Capacity-Building Outputs:** Training modules and workshops for BRAC staff and community volunteers on SWM, 3R policy, Occupational Health and Safety (OHS), and ESS compliance.
- **Technical Support & Recommendations:** Documentation of follow-up support, lessons learned from exposure visits (e.g., Cox's Bazar SWM plant), and practical recommendations for improving SWM and community engagement.
- **Final Consolidated Report:** One comprehensive report consolidating all findings, strategies, technical support outcomes, and recommendations for submission to BRAC.

Time frame for the Study

The assignment shall be carried out from the date of contract issuance until 15 December 2026. The Consultant(s)/consultancy/Research firm will propose a detailed work plan schedule, which BRAC will finalise. The tentative schedule is as follows:

Activity	Deliverables	Timeframe	Remarks
Inception & Planning	Inception report with work plan, methodology, and data collection tools	Month 1	Submitted for review and approval before fieldwork
Qualitative Assessment of SWM & Community Engagement	Consultation notes, observation reports, interviews with BRAC staff and volunteers	Months 2-4	Include community volunteers, staff, and stakeholders; focus on SWM practices, gaps, and challenges
Secondary Data & Policy Review	Review report on operational records,	Months 2-4	Review relevant documents, guidelines, and

	existing policies, and best practices		3R implementation
Training Needs Assessment	Training needs report	Month 4	Identify capacity gaps and required modules for staff and volunteers
Development of SWM Strategy & Recommendations	Draft integrated SWM strategy and practical recommendations report	Months 5-7	Focus on 3R approach, community engagement, and environmental sustainability
Capacity-Building Activities	Training modules and workshops for staff and community volunteers	Month 6-8	Conduct workshops and apply learning from exposure visit (e.g., Cox's Bazar SWM plant)
Technical Support & Follow-up	Documentation of field visits, technical guidance, and lessons learned	Months 6-8	Periodic follow-up to ensure effective implementation
Final Report & Dissemination	Consolidated final report and presentation materials	By 15 December 2026	Submit final report to BRAC and stakeholders; present key findings and recommendations

Note: The awarded bidder will have to take the required approval/permission from relevant authorities (RRRC and/ CiC) for visiting the Bhasanchar.

Payment Schedule

1st Instalment - 33% payment will be made upon submission and approval of the **Inception Report**, including finalized study design, methodology, work plan, and data collection tools (English).

2nd Instalment - 33% payment will be made upon submission and acceptance of the **Assessment Report & Draft Integrated SWM Strategy**, including key findings and preliminary recommendations.

3rd Instalment - 34% payment will be made upon submission and approval of the **Final Consolidated Report**, incorporating all finalized findings, SWM strategy, capacity-building outputs, technical support outcomes, and recommendations.

The consultant(s)/consultancy/Research firm will be responsible for procuring all necessary equipment, materials, and other resources required for conducting the study.

Management and Reporting Arrangements

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The consultant(s)/consultancy/Research firm will report to the Programme Coordinator, WASH, DRR, Shelter and CCCM, under the Humanitarian Crisis Management Programme (HCMP), BRAC. The Consultant/Firm will liaise with respective WASH Project Managers in Bhasan Char.

Travelling and Accommodation to Bhasan Char

All necessary approvals from the relevant government authorities for travel to Bhasan Char will be arranged by the consultant. The BRAC Bhasan Char team will provide full guidance and support to the consultant regarding the study requirements and procedures. The consultant(s)/consultancy/Research firm will arrange his/her own travel cost in Bhasan Char. In line with BRAC policy, accommodation for the consultant will be provided by BRAC during their stay in Bhasan Char.

BRAC's Policies and Guidelines

BRAC has an organizational Code of Conduct and other relevant policies. These have been developed to ensure the maximum protection of program participants from exploitation and to clarify the responsibilities of BRAC staff and consultants (individual/agency) to the program and partner organization and the expected behavior standards. In this context, a consultant (individual/agency) has a responsibility to the organization to strive to maintain the highest standards in the day-to-day conduct of their workplace, following BRAC's core values and mission. Any consultants (individual/agency) offered a task with BRAC would expect to sign the BRAC Staff Code of Conduct and other relevant policies as an appendix to their employment contract. By signing the Code of Conduct, consultants (individual/agency) acknowledge that they have understood the content of the BRAC Code of Conduct and other policies and agree to conduct themselves by the provisions of these policies.

Intellectual Property

BRAC shall, solely and exclusively, own all rights in and to any work created in connection with this agreement, including all data, documents, information, copyrights, patents, trademarks, trade secrets or other proprietary rights in and to the work. The Contractor is not allowed to withhold any information related to this agreement, as this will become public information.

Risk Management

The contractor must keep this in their prime consideration as to how to manage any unexpected situation like a strike and political uprising, natural disaster, or pandemic that may affect the evaluation. They should keep options for contingency plans and alternatives without compromising the overall quality, purpose and timeline.

Safeguarding Clauses

BRAC is committed to safeguarding its people (staff, volunteers, and programme participants, including children, adolescents, and adults with special needs) from all forms of abuse, such as sexual harassment, intimidation, violence, bullying, humiliation, discrimination, neglect and

exploitation.

BRAC's Safeguarding Policy and other subset policies and procedures (Sexual Harassment Elimination policy, Child and Adolescent Protection policy, Whistleblowing policy, Prevention of Workplace Bullying and Violence policy, Adults with Special Needs policy and Code of Conduct) are an essential part of any contract and mandatory for anyone associated with BRAC.

While working with BRAC as a Consultant(s), it is a requirement to adhere to all the above policies and Code of Conduct (CoC) of BRAC. BRAC takes a zero-tolerance approach towards safeguarding violations and misconduct and reserves the right to terminate the contract in case of any safeguarding breaches. Also, the Consult will adhere to the following:

BRAC's vision is: for a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realise their potential.

The mission of BRAC is: to empower people and communities in situations of poverty, illiteracy, disease and social injustice. Our interventions aim to achieve large-scale, positive changes through economic and social programmes that enable women and men to realise their potential.

BRAC's values are Integrity, Innovation, Inclusiveness, and Effectiveness.

Confidentiality and Non-Transferability

Any data, information, documents and other materials related to the work shall remain the property of BRAC and shall be kept confidential by the Consultant/Firm. The consultant(s)/consultancy/Research firm is not allowed to print, publish, transfer or divulge any information to any other person or organization without prior approval of BRAC, unless it is necessary by the laws in Bangladesh. The consultant(s)/consultancy/Research firm is not allowed to assign sub-contract, delegate or otherwise transfer or dispose of any of its rights or obligations under this agreement.

Copyright and Ownership of the Assignment

BRAC-HCMP reserves the copyright of all information, findings and the final documents produced through this process. BRAC shall, solely and exclusively, own all rights in and to any work created in connection with this agreement, including all data, documents, photographs, information, copyrights, patents, trademarks, trade secrets or other proprietary rights in and to the work. The Contractor is not allowed to withhold any information related to this agreement.

Termination of Contract

Notwithstanding any statement contained in the agreement or these conditions, BRAC may at any time terminate this agreement in whole or in part by requiring the Consultant/ Consulting firm to stop performing the work or any part thereof. In this event, the Consultant/Firm shall have no claim against BRAC 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.

Application Guideline

- The team lead of the Consultant(s)/consultancy/Research firm profile or CV An application letter explaining why the Individual consultant is the most suitable for the work.
- The financial proposal shall specify a total lump sum amount broken down into detailed budget components, i.e., the professional fees, travel costs, and field data collection costs. Attach the price offer (in BDT) with your signature.

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Required Qualifications of the Consultant(s)/consultancy/Research firm

The Consultant(s)/consultancy/Research firm is expected to have the following competencies:

Qualification:

The team lead of the Consultant(s)/consultancy/Research firm should have a minimum Master's in Public Health/ Environmental Science/ Environmental Engineering/ Waste Management or a related discipline.

Experience:

- At least 5-7 years of experience in public health, WASH, or solid waste management, including in humanitarian or refugee settings.
- Proven experience in community engagement, capacity building, and integrated SWM interventions.
- Strong knowledge of 3R principles, Occupational Health & Safety (OHS), and Environmental & Social Standards (ESS).
- Demonstrated ability to conduct assessments, analyze findings, and develop practical, evidence-based recommendations.
- Excellent report writing, presentation, and stakeholder coordination skills.

Consultant(s)/consultancy/Research firm Selection Criteria:

The selection of the Consultant(s)/consultancy/Research firm will be based on the following weighted

criteria: The weightage for the technical proposal is 70%, and the financial proposal is 30%.

a) Technical evaluation:

- Technical evaluation for the Consultant(s)/consultancy/Research firm selection will be based on the following 6 criteria containing 100 marks where passing mark is 60. Obtained marks will then be converted to 70%. Based on passing the technical evaluation, then will evaluate the financial proposal.

b) Financial evaluation: Submit break down budget

- Financial proposal and marks breakdown:
- The ToR should mention that the financial proposal must include VAT and tax.
- The formula for determining the financial score is the following:
- $Sf = 100 \times Fm / F$,
- Here, Sf= Financial score,
- Fm= The price of the lowest proposal and
- F= The price of the proposal under evaluation.

The final marks will be calculated by aggregating the weighted scores from the technical and financial proposals.

Scoring Criteria

SL.	Scoring Criteria	Marks
1	Demonstrate a clear understanding of the context and specific task as outlined in this ToR	20
2	Quality and feasibility of the proposed methodology.	15
3	Clarity and completeness of the project plan, including timeline and deliverables	15
4	Demonstrated experience in working on similar types of assignments	20
5	Experience in the Ukhia Refugee Camp region or humanitarian context.	15
6	Experience letter/work order/completion certificate from 2 previous Solid Waste Management (SWM) assignments.	15
	Total	100

Thanking You
For BRAC



MD. ABDUL MALEK
Senior Manager, Procurement