

# Request for Proposals No: 2026-04-19

## CONSULTANCY TO SUPPORT DATA COLLECTION FOR THE ECONOMIC ANALYSIS OF THE BANGLADESH COSTED ANAEMIA ACTION PLAN

**Issued by Nutrition International  
Location of consultancy: Bangladesh**

**Date of Issue: 19<sup>th</sup> April 2026**

**Deadline for receipt of proposals:**

**DATE: May 04, 2026**

**TIME: 11:59 PM BST (Bangladesh Standard Time)**

**Correspondence via e-mail sent to:**

[proposalsbangladesh@nutritionintl.org](mailto:proposalsbangladesh@nutritionintl.org)

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## **SECTION 1.0 – OVERVIEW AND PROCEDURES**

### **1.1. Request for Proposals – Service Notice**

- 1.1.1. Nutrition International (NI), a non-profit agency dedicated to delivering proven nutrition interventions to those who need them most, invites proposals from competent agencies/consultants to support data collection for the Development of an Economic Analysis of the Bangladesh Costed Anaemia Action Plan.

### **1.2. Background**

- 1.2.1. Nutrition International (NI) is an international not-for-profit organization dedicated to transforming the lives of vulnerable people, especially women, adolescent girls, and children, by improving their nutritional status.
- 1.2.2. NI is in a consortium implementing the Realizing Gender Equality, Attitudinal Change & Transformative Systems in Nutrition (REACTS-IN) project in Kenya, Tanzania and Bangladesh.
- 1.2.3. This Request for Proposals (RFP) and particularly the Guidelines for Preparing Proposals that follow, are designed to help respondents to produce quality proposals. The respondents should provide full information requested by the client, and in formats specified in this RFP.

### **1.3. RFP Timetable**

- 1.3.1. The estimated schedule for the RFP and contract approval is as follows, except for the Closing Date and Time, which is a Mandatory Requirement.

<i>RFP available for distribution</i>	<b>2026-04-19</b>
<i>Deadline for Receipt of Questions</i>	<b>2026-04-30</b>
<i>Closing Date and Time</i>	<b>2026-05-04 11:59 PM BST</b>
<i>Evaluation Process Completion</i>	<b>2026-05-15</b>
<i>Projected Contract Award Date</i>	<b>2026-06-02</b>

ppp

### **1.4. Proposal Communications**

- 1.4.1. For the purpose of requesting information and clarification or for any other purpose relating to this RFP including the RFP process, proponents only contact the Contracting Authority for this RFP.

Correspondence via e-mail sent to: [proposalsbangladesh@nutritionintl.org](mailto:proposalsbangladesh@nutritionintl.org)

Subject: RFP: 2026-04-19 Information/clarification

- 1.4.2. All communication concerning this RFP should be in writing, clearly marked with the name and title of the Contracting Authority and the number of this RFP. The request will specify the RFP section and page number as applicable.
- 1.4.3. All communication concerning this RFP should be sent to the Contracting Authority by e-mail at the above noted e-mail address. NI will not be responsible for delivery of any communication. NI recommends the Proponent confirm receipt of all communications with the Contracting Authority.

## 1.5. Proposal Preparation and Submission Process

- 1.5.1. Questions from proponents
- a) All inquiries regarding this RFP must be submitted in writing by the date specified in Section 1.3.1
  - b) All questions posed and answers provided will be shared by email with all proponents and/or posted on the [Local HE Consultant RFPs Q&A](#) document without attribution.
- 1.5.2. Submission of Proposal
- a) Complete Technical and Commercial/financial Proposals must be received no later than the date and time specified in section 1.3.1.
  - b) Submissions must be sent electronically via email as per section 1.4.1.
  - c) All the attachments must be labelled and referenced corresponding to the document type and Annexes accordingly
  - d) Proposals must be clearly labelled as follows:
    - PROPONENT'S NAME: TECHNICAL PROPOSAL (RFP: 2026-04-19)
    - PROPONENT'S NAME: COMMERCIAL/FINANCIAL PROPOSAL (RFP: 2026-04-19)
  - e) The email subject line should be as follows:
    - PROPONENT'S NAME: TECHNICAL AND COMMERCIAL/FINANCIAL PROPOSAL (RFP: 2026-04-19)
  - f) Late proposals will not be accepted under any circumstances. Proposal submissions received after the deadline stated above will be disqualified.
- 1.5.3. Modifications and withdrawals
- a) All modifications to proposals must be received by NI prior to the submission deadline. The proponent must clearly state the changes from the original proposal and indicate that the revised proposal supersedes the earlier version.
  - b) A proposal may be withdrawn by email by the proponent prior to the submission deadline.
  - c) Negligence on the part of the proponent confers no right for the withdrawal of the proposal after it has been opened.
  - d) Modifications and/or withdrawals of proposals must be sent by email as per section 1.4.1.

## **SECTION 2.0 – EVALUATION AND SELECTION**

### **2.1. Evaluation and Selection Process**

- 2.1.1. The objective of the Evaluation and Selection Process is to identify the Proposal that effectively meets the requirements of this RFP, and provides the best value to NI. A Proposal may be deemed non-compliant if it is not submitted in the requested format or if requested information is not submitted. All decisions are made at the sole discretion of NI.
- 2.1.2. The following criteria will be adopted to shortlist the proposals and identify suitable agencies/consultants to support the data collection for the development of the costed anaemia

action plan in Bangladesh. Out of the total scores, 70% of weighting will be assigned to technical and 30% to the commercial proposal.

Scoring of Proposals		
SL No.	Assessment Category: Technical Proposal	Relative scores
<b>1</b>	<b>Qualification of Firm/consultant (A)</b>	
1.a.	Agency's/consultant's previous experience on undertaking similar assignments	30
1.b.	Availability of adequate and skilled (education and work experience) team members for carrying out the assignment, including reasonable timelines	30
1.c.	Demonstrated ability, through proposal, to fulfill the technical components of the proposal	40
<b>2</b>	<b>Total Score - Technical Proposal</b>	<b>100</b>
<b>3</b>	<b>Overall weight – Technical:</b>	<b>70%</b>
<b>4</b>	<b>Assessment Category: Commercial/Financial Proposal</b>	
4.a.	Demonstrated consideration of all potential expenses (i.e., no major omissions)	40
4.b.	Reasonable estimate for each of the activities	40
4.c.	Reasonable estimate for consultant's administrative & indirect costs	20
<b>5</b>	<b>Total Score - Commercial/Financial Proposal</b>	<b>100</b>
<b>6</b>	<b>Overall weight – Commercial/Financial:</b>	<b>30%</b>
<b>7</b>	<b>Total Weighted Score (Technical &amp; Commercial/Financial)-maximum possible:</b>	<b>100</b>

## 2.2. The Evaluation Stages

Stage 1: Review of Mandatory Requirements

Stage 2: Review of Technical Proposal

Stage 3: Review of Commercial/Financial Proposal

Stage 4: Overall Ranking and Final Selection

**2.2.1.** Review of Mandatory Requirements, in section 3 - Each proposal first will be evaluated for completeness of the submission. Failure to comply with any of the terms and conditions contained in the RFP including, but not limited to, failure to provide all the required information or documentation, may result in disqualification.

**2.2.2.** Once confirmed that the proponent has met the mandatory submission requirements of the RFP, Technical Proposal will be evaluated by NI based on their compliance with the requirements set out in Section 4.1 of this RFP.

**2.2.3.** Commercial/Financial Proposals will be evaluated based on their compliance with the requirements as set out in Section 4.2 of this RFP. Evaluation considerations include but are not limited to:

- a) competitiveness of pricing;
- b) compatibility of delivery schedule with needs;
- c) prior performance (for previously contracted proponents);
- d) risk assessment and identification; and

- e) managerial and financial ability to complete the tasks set out in the RFP.
- 2.2.4. Proponents may be requested to correct errors or inconsistencies identified by NI during the proposal evaluation process. Proponents who do not comply with such requests within the timeframe communicated will be disqualified.
- 2.2.5. All the terms and conditions of this RFP and its Annex, including the proponent's response to this RFP will form a part of the award unless otherwise negotiated. The proponent understands that if it proposes an amendment or additional terms to the award, these must be clearly detailed in the proposal and may affect the evaluation of the proposal.
- 2.2.6. Notification: All proponents will be notified of the outcomes of the tender process via email by the date specified in section 1.3.1.

## **SECTION 3.0 – MANDATORY SUBMISSION REQUIREMENTS**

### **3.1. Mandatory Requirements**

- 3.1.1. Mandatory Requirements must be met by all Proponents, failing which their Proposals will be disqualified. Where requested, the Proponent must demonstrate compliance to the Mandatory Requirement or submit the substantiating information requested.

### **3.2. Preparation of Proposals**

- 3.2.1. In response to this RFP, proponents will prepare proposals composed of two proposals: a) a Technical Proposal in accordance with the requirements as stated in Section 4.1 of this RFP; a Commercial//Financial proposal, in accordance with the requirements as stated in Section 4.2 of this RFP.
- 3.2.2. All proposals and required documentation must be provided in English.
- 3.2.3. Proponents must indicate the validity period of their proposals. Proposal must be valid at least 60 days from the submission deadline.
- 3.2.4. Proponents are responsible for all costs associated with proposal preparation and submission.
- 3.2.5. Where any certifications submitted as part of this RFP expire before or during the period of the award, the proponent will be required to submit renewed certificates. Any costs associated with this will be borne by the proponent.
- 3.2.6. Proponents must disclose any circumstances, including personal, financial, and business activities that will or might give rise to a conflict of interest. This disclosure must extend to all personnel proposed to undertake the work should the proponent receive an award. Where proponents identify any potential conflicts, they must state how they intend to avoid any impact arising from such conflicts.
- 3.2.7. Proponents must disclose if they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency, or the financial standing of the proponent including, but not limited to, the appointment of any officer such as a receiver in relation to the proponent's personal or business matters or an arrangement with creditors or of any other similar proceedings.
- 3.2.8. Proponents must disclose if the company or key management have been convicted of, or are the subject of any proceedings relating to a criminal offence or other offence, a serious offence involving the activities of a criminal organization, found by any regulator or professional body to

have committed professional misconduct; corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract with NI, or any other contracting body or authority; failure to fulfil any obligations in any jurisdiction relating to the payment of taxes.

- 3.2.9.** Proponents must submit a 2-page curriculum vitae (CV) of the proposed consultant(s) as part of the Technical Proposal. Each CV should clearly outline the consultant's educational qualifications, relevant professional experience, analytical and technical skills, and previous work related to this RFP. Nutrition International reserves the right to request additional information or references to verify qualifications and experience.
- 3.2.10.** The Mandatory documents submitted for this RFP are:
- Complete Technical Proposal as per section 4.1.
  - Complete Commercial/Financial Proposal as per section 4.2.

## **SECTION 4.0 – TECHNICAL AND COMMERCIAL/FINANCIAL REQUIREMENTS**

### **4.1. Technical Proposal Requirements**

**4.1.1.** Letter of offer

Proponents are required to submit a letter of offer (using the template in Annex C) expressing:

- a) Interest in participating in the RFP
- b) Confirming that all information submitted is true and correct,
- c) The proponent meets the technical requirements for this RFP, and can adhere to the timeline of the Work Plan.
- d) The proposal (Technical and Commercial/Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other Respondent to or recipient of this RFP from the NI.
- e) All the financial information submitted in the proposal is true and correct
- f) Any required disclosures or conflicting interests have been fully described in the proposal
- g) Personnel named in the proposal are aware of this proposal and will be available to undertake the services during the proposed time period.
- h) The person submitting has authority for the agency to submit this proposal and to clarify any details on its behalf.

**4.1.2** Technical concept note (maximum 1 page)

Based on the required activities and deliverables outlined in Annex A – Project Description

**4.1.3** Work Plan with all required activities (assume contract will commence 2-3 weeks after selection).

**4.1.4** Team qualifications (maximum 2-3 pages)

- a) Related experience in implementing similar projects.
- b) Details of existing staff in a matrix format.
- c) Proposed oversight for field staff training, hiring and supervision.

#### 4.1.5 Required Qualifications of the Consultant/Agency:

Nutrition International seeks to contract a consultant/agency with expertise in the costing of public health interventions in Bangladesh. The consultant/agency selected for this consultancy must have the following mix of qualifications/expertise:

##### **Education**

- a) Postgraduate degree in economics, health economics, public financial management, public health, or a related discipline.

##### **Experience**

- a) 5-10 years of relevant experience in assignments such as conducting desk reviews on costing of interventions, performing key informant interviews to gather costing data, synthesizing and presenting information, consolidating discussions and capturing insights, identifying and managing high-level stakeholders, and sourcing hard-to-find information.
- b) Prior experience supporting national health or nutrition action plans and organizing high-level stakeholder meetings is an asset
- c) Knowledge of public health issues in Bangladesh, especially in anaemia, micronutrient deficiencies, infectious diseases, gynaecological and obstetric conditions, and inherited red blood cell disorders.
- d) Experience liaising with programme managers, finance officers, and government stakeholders to gather and validate costing information
- e) Knowledge of Bangladesh's public health and nutrition programmes, data systems, and government planning/budget processes and experience working in the subject area of anaemia and/or in multisectoral interventions that address anaemia is preferred.

##### **Skills and competencies**

- 1.1. Demonstrated strong listening skills, the ability to ask insightful follow-up questions, and effectively engage with stakeholders to gather comprehensive and relevant information.
- 1.2. Innovative in finding alternative sources and methods to obtain information that is not readily available through conventional channels.
- 1.3. Proficient in clearly presenting complex information concisely and understandably to diverse audiences.
- 1.4. Experienced in collaborating with stakeholders to ensure their perspectives are captured in interviews.
- 1.5. Ability to work in cross-disciplinary and cross-cultural teams.
- 1.6. Ability to work effectively and harmoniously with colleagues to achieve project goals.
- 1.7. Proven organizational and administrative skills.
- 1.8. Ability to work well with minimal supervision.
- 1.9. Excellent written communication skills in English.
- 1.10. Proficient with Microsoft Office Suite (Excel, Word, PowerPoint).
- 1.11. High-level logical, analytical, and planning skills.
- 1.12. Ability to work in different time zones, if required for a meeting.

## 4.2 Commercial/Financial Proposal Requirements

### 4.2.1 Required Documents

The following documents must be submitted along with the proposal documents. Failure to do so may result in proposal disqualification.

- a) Audited financial Statements for the previous Fiscal year.
- b) Legal corporate registration or any similar official documentation that shows the full corporate name, corporate status, jurisdiction, and date of registration.
- c) References - Provide 3 client references, listing the client phone number, contact person, contact's e-mail and a description of the service provided.
- d) The Nutrition International Vendor Registration Form ([available here](#)), filled out and signed by an authorized representative.

### 4.2.2 Pricing

Expected budget for accomplishing the complete work with sufficient details including daily rate, travel expenses, taxes etc. (if applicable) and justifications, in spreadsheet format (see format in

- a) **Annex B**).
- b) All amounts quoted must be in local currency.
- c) Fees should be inclusive of all insurance and standard business overhead/ indirect costs. Please note that no fees are payable for travel days except as appropriate for travel for interviewing key stakeholders.

## **SECTION 5.0 – CONTRACT AWARD**

### **5.2 Contract Award**

- 5.2.1 Any contract award made pursuant to this RFP is conditional upon the Selected Proponent entering into a contract with NI and conditional upon formal approval by NI in accordance with NI's Decision Making Practices. The contract terms will be as per the contract template in Annex D. The Proponent must clarify any concerns with the contract terms before the Deadline for Receipt of Questions.
- 5.2.2 NI shall advise the Selected Proponent once NI is ready to commence negotiations. The negotiations shall be concluded within a timeframe mandated by NI, acting reasonably. At the conclusion of negotiations, NI shall endeavour as expeditiously as possible to prepare and provide to the Selected Proponent the execution copy of the contract, signed by NI, in PDF format. The Selected Proponent shall sign the contract within a reasonable time frame.
- 5.2.3 In the event that one or more of the following situations occur, NI shall invoke one of the options stated in Section 5.1.4.
  - a) The negotiations with the Selected Proponent are not successful and NI, in its sole discretion, does not think that a contract on terms satisfactory to NI can be reached; or
  - b) The Selected Proponent fails to employ best efforts to finalize the contract during the timeframe mandated by NI; or
  - c) The Selected Proponent fails or refuses to enter into the contract within the timeframe mandated by NI.
- 5.2.4 NI without liability, cost or penalty, may, in its sole discretion:
  - a) Extend the period for negotiation or execution; or
  - b) Cease negotiations with the Selected Proponent; or
  - c) Exercise NI's rights pursuant to Section 6.1.1 to cancel the RFP; or
  - d) Enter into negotiations with another Proponent.

## **SECTION 6.0 – RIGHTS OF NUTRITION INTERNATIONAL AND ADDITIONAL INFORMATION**

### **6.2 Nutrition International's Rights**

- 6.2.1 NI's Right to Amend, Supplement or Cancel the RFP without liability, cost or penalty, may in its sole discretion:
  - a) Alter any dates in the RFP, as they relate to the RFP Process, at any time prior to or after the Closing Date and Time;



### **6.3 Disqualification of Proposals on Grounds of Faulty Submission**

- 6.3.1 NI, without liability, cost or penalty, in its sole discretion, may disqualify any Proposal at any time during the RFP process if, in the opinion of NI, one or more of the following events occur:
- a) it contains incorrect information.
  - b) it is unresponsive to this RFP;
  - c) the Proponent fails to cooperate with NI in its attempts to clarify information or evaluate the Proposal;
  - d) the Proponent misrepresents any information provided in its Proposal;
  - e) it is incomplete;
  - f) the Proposal, on its face, reveals a conflict of interest or unfair advantage; or
  - g) a change has occurred in the management or ownership structure of the Selected Proponent.

### **6.4 Costs Incurred by Proponents**

- 6.4.1 Nothing in this RFP, receipt by NI of a response to this RFP, or subsequent negotiations by NI of terms of a contract to supply, shall in any way impose an obligation on NI to reimburse any Proponent or to pay any compensation for costs incurred in the preparation of a response to this RFP, presentations, or the negotiation of a proposed contract except to the extent that such obligation is contained in the formal written contract containing terms and conditions satisfactory to NI and executed by the Proponent and NI.

### **6.5 No Obligation to Purchase**

- 6.5.1 Nothing in this RFP, receipt by NI of a response to this RFP, or subsequent negotiations by NI of terms of a contract to supply, shall in any way impose a legal obligation on NI to make any purchases from any Proponent.

### **6.6 Additional Information, Clarification and Addenda**

- 6.6.1 It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear in this RFP, including any attachments. NI will not be responsible for any misunderstanding on the part of the Proponent concerning this RFP, the RFP process or the attachments.
- 6.6.2 Proponents who wish to obtain further information and clarification about the RFP, the RFP attachments or the RFP process are to submit their questions in writing to the Contracting Authority at the e-mail address set out in section 1.4.1. of this RFP.
- 6.6.3 The Contracting Authority will accept written questions no later than the date and time indicated in the RFP Timetable in Section 1.3.1. (the "Deadline for Receipt of Questions"). The request will specify the RFP Section attachment and page number as applicable.
- 6.6.4 NI's responses to the questions will be provided or made available to all who requested or received the RFP, without identifying the source of the question.
- 6.6.5 Proponents are advised that the deadline for receipt of questions from potential Proponents is the final opportunity for Proponents to seek clarification with respect to this RFP.

- 6.6.6 If an addendum to the RFP is issued, the Proposal due date may be changed to allow additional time for Proponents to complete their Proposals. Proponents shall be advised of any new Proposal due date by addendum.
- 6.6.7 Communications - Contract Authority  
The Proponent is put on notice that:
- a) Only the Contracting Authority is authorized by and on behalf of NI to amend the requirements of this RFP, and that the Proponent is to rely only upon the information provided in writing by the Contracting Authority;
  - b) Any communication pertaining to this RFP with any employee of NI, other than the Contract Authority will constitute a breach of NI's procedures and may result in the disqualification of the Proponent as a potential supplier.
- 6.6.8 Any amendments or supplements to this RFP shall be made only by way of addenda issued by the Contracting Authority in the same manner in which this RFP was issued, and any amendments or supplements to this RFP made in any other manner, including any oral or written statement made by NI, the Contracting Authority, or their respective employees, agents, consultants or advisors, shall not constitute an addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum, the last addendum will prevail. Addenda will not be used to answer Proponent's questions. Answers to questions will follow the process outlined in Sections 6.5.2. to 6.5.4.
- 6.6.9 The addenda shall be binding on each Proponent, and NI has the right to assume that the Proponent in its Proposal has taken the information contained in the addenda into account.
- 6.6.10 The Proponent is solely responsible to ensure that it has received all addendums, if any, issued pursuant to this sub-section.

## 6.7 Litigation

- 6.7.1 If NI or any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives is made a party to any litigation arising out of or by reason of or attributable to this RFP, then the applicable Proponent(s) shall indemnify and save harmless NI and its officers, employees, assigns, independent contractors, subcontractors, agents or representatives in connection with such litigation, except to the extent that such litigation arose from the negligence or wilful act of NI, or any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives while acting within the scope of his, her or its employment or engagement. NI may, at its option, and at the expense of the Proponent, participate in or assume carriage of any litigation or settlement discussions relating to the foregoing, or any other matter for which the Proponent is required to indemnify NI and its officers, employees, assigns, independent contractors, subcontractors, agents or representatives. Alternatively, NI may require the Proponent to assume or maintain carriage of and responsibility for all or any part of such litigation or discussion, at the Proponent's expense.
- 6.7.2 This RFP, all referenced materials and all addenda constitute the entire RFP.

## **ANNEX A – PROJECT DESCRIPTION**

### **CONSULTANCY TO SUPPORT THE DEVELOPMENT OF AN ECONOMIC ANALYSIS FOR A COSTED ANAEMIA ACTION PLAN IN BANGLADESH**

#### **BACKGROUND**

##### ***About Nutrition International***

Founded in 1992, [Nutrition International](https://www.nutritionintl.org) is a global organization dedicated to delivering proven nutrition interventions to those who need them most. Working in partnership with countries, donors and implementers, our experts conduct cutting-edge nutrition research, support critical policy and program formulation and innovation, and integrate nutrition into broader development programs. In more than 60 countries, primarily in Asia and Africa, Nutrition International nourishes people to nourish life.

##### ***Background On Anaemia***

Anaemia is a significant global public health issue, particularly affecting adolescent girls, women of reproductive age, pregnant women, and children in low- and middle-income countries. In 2012, the World Health Assembly set an ambitious target to halve the prevalence of anaemia among women of reproductive age (WRA) by 2025, aiming to reduce the rate from 28.5% to 14.3%. The world is currently off-track in reaching this target. Estimates for 2019 indicate that 30% (571 million) of WRA are affected by anaemia. The global prevalence of anaemia in children aged 6-59 months is even higher, at nearly 40% (269 million). Unfortunately, there is currently no global target set for reducing anaemia in children. For both WRA and children, the World Health Organization (WHO) regions of Africa and South-East Asia are the most impacted. According to the Bangladesh MICS 2025 report, the prevalence of anaemia was 43.9% among children under five years of age and 53.1% among pregnant women. Both rates are considered to be of serious public health concern.

There are several reasons for the lack of progress in reducing anaemia rooted in the complexity of its etiology and the interventions required to address it. To significantly alter the stagnant or worsening trends in anaemia prevalence, decision-makers must understand the context-specific causes of anaemia and the current programmatic limitations in delivering existing interventions. This awareness is crucial for formulating improved and complementary actions to accelerate anaemia reduction.

Given the lack of progress in reaching global anaemia targets, the Anaemia Action Alliance was established in 2023 under the leadership of the World Health Organization (WHO) and UNICEF to foster accelerated and coordinated efforts for anaemia reduction. The Alliance supports the development, adaptation, and implementation of the WHO Comprehensive Framework for Action to accelerate anaemia reduction. Nutrition International has been a key member of the Anaemia Action Alliance since its inception, leading two background papers that informed the WHO Framework and chairing the Alliance's programmatic implementation working group. Nutrition International supports the alignment of global anaemia reduction efforts with regional and country-level actions. We support the development of costed national anaemia action plans that are comprehensive, and multisectoral, incorporating a robust monitoring and evaluation framework. Additionally, Nutrition International aids countries in advocating for funding, as well as in the implementation, monitoring, and evaluation of these action plans.

The anaemia action plans will serve countries in two primary ways: (1) by providing strategic, effective, and implementable actions to accelerate anaemia reduction, and (2) by acting as a tool to advocate for increased

investment in anaemia reduction efforts. A well-informed cost analysis of anemia interventions is the cornerstone for developing anaemia action plans that address local needs.

### ***Project Overview***

Nutrition International is part of a consortium of partners implementing the Realizing Gender Equality, Attitudinal Change & Transformative Systems in Nutrition (REACTS-IN) project in Kenya, Tanzania and Bangladesh. Under the REACTS-IN project, Nutrition International will collaborate with partners to implement evidence-based nutrition interventions. Additionally, we will support the governments of Kenya, Tanzania and Bangladesh in developing a context-specific national costed anaemia action plan that is comprehensive, and multisectoral. The scope of the REACTS-IN project includes the design of the costed anaemia action plan and its monitoring and evaluation framework. However, implementing, monitoring, and evaluating this plan falls outside this project's scope.

### **OBJECTIVE OF CONSULTANCY**

The objective of this consultancy is to support the data collection and collation for the development of a costed anaemia action plan for Bangladesh. Specifically, the consultant will collect and compile costing and related data on anaemia interventions in Bangladesh identified by a group of technical experts, and generate the necessary inputs for costing, cost-effectiveness, and cost-benefit analyses. The consultant will work closely with the Health Economics Consultant REACTS IN, who will conduct economic analyses across all three REACTS-IN project countries, and under the supervision of Nutrition International's Senior Research Analyst (Health Economics and Nutrition Financing Unit), in close collaboration with Anaemia Senior Technical Advisor, Anaemia Integrated Actions Consultant (Research and Development Unit), REACTS-IN project team (Programs Unit), and NI Bangladesh technical team.

The consultant will gather information to inform the costing of anaemia interventions identified by an existing high-level landscape analysis of anaemia in Bangladesh by:

(1) Gathering detailed costing data to support an ingredient-based (bottom-up) costing of anaemia interventions. This requires collecting information on all components of delivering anaemia programmes, including costs related to procurement of commodities, training, salaries, logistics and transport costs, and any other operational or administrative costs. Data will be obtained through a combination of document/report reviews, and, where necessary, key informant interviews with programme managers, financial officers, and other stakeholders who have access to relevant financial information.

Data sources may include:

- Studies or reports containing cost data on anaemia-related interventions (e.g., supplementation, fortification, behaviour change communication, health system strengthening).
- Datasets capturing programme costs and unit costs, including inputs such as commodities, supplies, fuel/transport, meeting and training expenses, and staff time/salaries.
- Official government documents and budgets related to anaemia policies and programmes that provide information on planned or actual expenditures.
- Financial reports, expenditure tracking records, and other costing or economic analyses relevant to anaemia programming in Bangladesh.

(2) Supporting the program officer in organizing a consultation with relevant stakeholders to get costing information

(3) Organizing the collected information into a structured costing dataset and repository, which will serve as a key input for the economic analyses to be developed by the health economics consultant. These economic analyses will inform the costed anaemia action plan for Bangladesh..

### SCOPE OF WORK

Location: Dhaka, Bangladesh

The consultant/agency will deliver a costing data package that will serve as a key input for the economic analyses of the costed national anaemia action plan in Bangladesh. The actual costing analysis, health impact modelling, and economic evaluation will be conducted by the health economics consultant and are not within the scope of this consultancy. This work is part of the broader effort to develop a Bangladesh Costed National Anaemia Action Plan. Phase I of the project will define the priority interventions. Phase II (costing) will focus on the costing and economic analysis of the pre-identified interventions.

The consultant/agency will work under the supervision of the Senior Research Analyst, Health Economics and Nutrition Financing unit with guidance from the lead international health economics consultant and support from the REACTS-IN project team. This consultancy is expected to start in June 2026 and end no later than Dec 2026. The consultant will complete the following activities and deliverables:

- **Activity 1.** In agreement with the NI team, develop a work plan detailing the breakdown of the activities, milestones, draft deliverables, final deliverables, and timelines.
- **Deliverable 1.** Final work plan incorporating input from NI.
- **Activity 2.** Conduct a desk review of intervention costing data utilizing sources such as government reports, peer-reviewed literature and any grey literature.
- **Deliverable 2.** Desk review report and intervention costing data sheets, with gaps identified.
- **Activity 3.** Based on the agreed information collection process, conduct desk reviews, document reviews, and, where necessary, key informant interviews with programme managers, financial officers, and other stakeholders to identify and obtain additional information on the costs, gaps, and programmatic limitations of anaemia-related interventions. The costing data will be based on the framework and templates elaborated by the health economics consultant. The consultant/agency will ensure inputs are organized to directly support the costing, cost-effectiveness, and cost-benefit analyses to be led by the international health economics consultant.
- **Deliverable 3.** Completed costing templates populated with relevant programme cost data, unit costs, and other financial information.
- **Activity 4.** Assist NI project team in Bangladesh in organizing and participating in a working session with key government stakeholders (e.g., programme managers) who understand bottlenecks, costs, and access to data to collaboratively formulate actions, activities, and sub activities of the identified interventions based on the existing theory of change and their related costs.
- **Deliverable 4.** Contribute to final report of the working session with key multisectoral stakeholders, including the agreed methodology, identified interventions, actions, activities, and subactivities needed
- **Activity 5.** Collect any other costing data, throughout the process of conducting the economic analyses, as needed. At the end of the consultancy, create a detailed report on the data collected.
- **Deliverable 5.** A consolidated repository of all information collected, including fully referenced sources, interview documentation, and supporting materials, to provide a comprehensive record for use in subsequent phases of the costed anaemia action plan process.

## Deliverables and Tentative Timelines

Deliverable	Tentative timeline
1. Final work plan incorporating input from NI	By June 2026
2. Desk review report and intervention costing data sheets, with gaps identified	By July 2026
3. Completed costing templates documentation, and supporting materials	By August 2026
4. Final working session report	By October 2026
5. A consolidated repository of all information collected	By Dec 2026

**ANNEX B- PRICING TEMPLATE**

Sl. No.	Cost Centers	Unit / days	Per Unit Cost	Total
<b>A</b>	Consultancy Fees			
<b>A1</b>				
<b>A2</b>				
<b>A3</b>				
<b>A4</b>				
	Total			
<b>B</b>	Field Expenses			
<b>B1</b>				
<b>B2</b>				
<b>B3</b>				
<b>B4</b>				
<b>B5</b>				
	Total			
<b>C</b>				
<b>C1</b>				
<b>C2</b>				
<b>D</b>				
<b>E</b>				
	Total			
<b>F</b>	Total pure program (A+B+C+D+E)			
<b>G</b>	Overhead (%)*			
<b>H</b>	Applicable tax, if any			
<b>I</b>	Grand Total (F+G+H)			

\* NOTE: overhead can only be calculated on expenses.

**ANNEX C - LETTER OF OFFER**

To: NUTRITION INTERNATIONAL  
180 Elgin Street, Suite 1000, Ottawa,  
Ontario, K2P 2K3, Canada

**Re: Letter of Offer - {INSERT TITLE} - {INSERT RFP NUMBER}**

We are submitting a Proposal in response to the referenced RFP, and hereby offer to provide the goods and/or services as indicated in the RFP in consideration of payment by Nutrition International (NI).

The Proponent acknowledges that responses to the RFP must be stand-alone documents, complete and integral in their own right, containing everything necessary to allow NI to evaluate them fully, subject to any need NI may have for clarification in respect of any given response. Previously submitted information cannot be considered.

We have carefully examined the RFP documents and have a clear understanding of the requirements of the RFP and the RFP Process. By submitting the Proposal, we acknowledge that we have read and understood and will comply with Sections 1, 2 and 3 of the RFP and with all the Mandatory Requirements as stated in Section 4.0 of the RFP and have submitted all substantiating information as requested. Failure to submit requested substantiating information or if the substantiating information does not meet the Mandatory Requirements will result in disqualification of the Proposal.

We, or any of our sub-contractors, or any of our employees or any of our sub-contractor's employees do not and will not have any conflict of interest (actual or potential) in submitting this Proposal or, if selected, with our contractual obligations as the vendor under contract.

We are not aware of any potential conflict of interest where an employee or family member of an employee of Nutrition International has an interest in our organization (the Proponent), or in any of our sub-contractors or any Proponent that may be included in the RFP submission.

If we are in a Conflict of Interest (Actual or Potential) we have completed the Declaration of (Actual or Potential) Conflict of Interest document located in this Annex C.

We have no knowledge of or ability to avail ourselves of Confidential Information of NI other than the Confidential Information, which may have been disclosed by NI to the Proponents in the normal course of this RFP.

We are not involved in collusion or arrangement with any other Proponents in connection with this RFP. We have no knowledge of and have made no comparison of the information in our Proposal with the information contained in any other Proposal.

We certify that the submitted financial information is true and correct.

We understand that our submitted Proposal may be accepted by Nutrition International in whole or in part, within the Validity Period, and is irrevocable during that period.

In the event NI selects our Proposal, in whole or in part, we agree to finalize and execute the Agreement in accordance with procedures stated in the RFP. We understand that the Proposal must be a standalone document complete in its own right containing everything necessary to allow NI to evaluate us fully.

We hereby consent to NI performing checks with the references listed in the Proposal.

We acknowledge and understand that NI may disqualify the Proposal of any Proponent where the Proponent fails to provide information or makes misrepresentations regarding any of the information included in the Letter of Offer. Further, we acknowledge and understand that NI will have the right to rescind any contract resulting from this RFP with the Selected Proponent in the event that NI, in its sole discretion, determines that the Selected Proponent has failed to provide information or made misrepresentations regarding any of the information in the Letter of Offer or the Proponent, in addition to or in lieu of any other remedies that NI has in law or in equity.

SIGNED

---

Consultant / Organization Name

---

Print Name and Title

---

Signature

---

Date

I have authority to bind the Proponent

**Attachment to Letter of Offer**

Declaration of (Actual or Potential) Conflict of Interest:

## **CONSULTING AGREEMENT**

**THIS AGREEMENT** made effective as of the date referred to below (the “Effective Date”)

**BETWEEN:**

NUTRITION INTERNATIONAL, a corporation under the laws of Canada, having its head office at 180 Elgin Street, Suite 1000, Ottawa, Ontario, K2P 2K3, Canada  
(herein called “NI”)

- and -

`formula(UPPER($company_name))` having its head office at  
`formula($location_id.address_1_and_2_comma_formatted)`,  
`formula($location_id.city)`, `formula($location_id.state_province)`,  
`formula($location_id.zip_or_postal_code)`, `formula($location_id.country0)`  
(herein called “the Firm”)

Singly or jointly hereinafter called “the Party” or “the Parties”.

**WHEREAS** NI has requested the Firm to provide certain consulting services related to “`formula($contract_title1)`” as more particularly described in this Agreement;

**THEREFORE** in consideration of the terms and conditions set forth in this Agreement, the Parties agree as follows:

### **SECTION 1 - INTERPRETATION**

#### 1.1 Definitions

The words in this Agreement that are capitalized have the following meanings:

- a) “Agreement” means this agreement including all attachments referred to herein;
- b) “Completion Date” means the last day of the Term described in Section 2.2;
- c) “Effective Date” means the date on which the Firm signs this Agreement;
- d) “Services” means the services and deliverables described in Attachment A;
- e) “Personnel” means persons hired or engaged by the Firm and assigned to the performance of the Service or any part thereof, the names/designations of whom are set out in Attachment B.1.
- f) “Intellectual Property” includes, without limitation, any right, or associated right to all copyrights, trade-marks, services marks, database rights, design rights, trade secrets, and patents.
- g) “Force Majeure” includes without limitation decrees of Government, acts of God, strikes or other concerted acts of workers, inability to procure materials or labour, fires, floods, explosions, riots, war, rebellion, sabotage and atomic or nuclear incidents.

1.2 **Attachments**

The following Attachments referred to in, and appended to this Agreement form a part of this Agreement.

- Attachment A – Description of Services
- Attachment B – Personnel and Expenses
- Attachment C – Schedule of Deliverables and Payments
- Attachment D – Banking Information Form
- $\$startif(\$air\_travel\_required \neq \text{"None"})$
- Attachment E – Travel Policy

$\$endif$

1.3 **Working Currency of the Agreement** $\$startif(\$contract\_amount \geq 25000)$  **and Canadian Dollar Liability** $\$endif$

1. The working currency of the Agreement is  $\$formula(\$contract\_currency\_)$  ( $\$formula(\$contract\_currency\_short\_)$ ).  $\$startif(\$contract\_amount \geq 25000)$  Notwithstanding the working currency of the Agreement, NI limits its Canadian dollar liability with respect to this Agreement to CAD  $\$formula(\$canadian\_dollar\_liability\_value)$ . $\$endif$

2.

**3. Section 2 – Services**

2.1 **Services to Perform**

The Firm agrees to perform the services and provide the deliverables set out in Attachment A.

Any change in the Services shall be mutually agreed in writing.

2.2 **Term**

The Services shall start on  $\$formula(dateformat("MMMMMM dd, yyyy", \$contract\_start\_date))$  and continue until  $\$formula(dateformat("MMMMMM dd, yyyy", \$contract\_end\_date))$  unless terminated earlier by either Party in accordance with this Agreement. The term of this Contract may be extended by mutual written agreement.

2.3 **Personnel**

The Firm will assign performance of all work under this Agreement to the Personnel described in Attachment B.1. Written authorization of NI must be obtained in advance for any substitution of Personnel. The Firm will take any steps necessary to ensure such Personnel are bound by the provisions of this Agreement.

### Section 3 – Financial Arrangements

#### 3.1 Fees

NI shall pay the Firm the daily rates of the Personnel as set out on Attachment B.1, on the basis of time actually spent by such Personnel in the performance of the Services after the Effective Date. No fees will be paid while en route to or from the place of assignment. The maximum amount payable for fees under this Agreement is \$formula(\$contract\_currency\_short\_) \$formula(\$fee\_amount\_contract\_currency), i.e., the “Total Payment”. NI has no responsibility to pay the Firm for work performed by the Firm that would result in any payment in excess of the Total Payment. \$startif(\$expenses\_required == “Yes”)

#### 3.2 Expenses

While performing the Services, the Firm shall be entitled to be reimbursed for the expenses listed in Attachment B.2 up to the maximum amounts described therein.

\$endif

#### 3.3 Tax

It is the Firm’s responsibility to comply with the applicable tax laws in its country of domicile. NI is in no way responsible for any tax related issues.

\$startif(\$advance\_required != “None”)

#### 3.4 Advance

\$endif \$startif(\$advance\_required == “Single”)

Upon the Firm’s request and following the signature of this Agreement, NI will provide the Firm with an advance of \$formula(\$contract\_currency\_short\_) \$formula(\$advance\_amount) to cover a portion of the expenses detailed in Attachment B.2. The Firm will account for this advance on its first invoice (and if the advance exceeds the amount of the first invoice, any subsequent invoices) and will show all amounts that have been spent using the advance as required by NI under Section 3.5 (invoicing). \$endif \$startif(\$advance\_required == “Multiple”)

Upon the Firm’s request and following the signature of this Agreement, NI will provide the Firm with an advance of \$formula(\$contract\_currency\_short\_) \$formula(\$advance\_amount) to cover a portion of the expenses detailed in Attachment B. The Firm will account for this advance on its first invoice (and if the advance exceeds the amount of the first invoice, any subsequent invoices) and will show all amounts that have been spent using the advance as required by the NI under Section 3.5 (invoicing). Subsequent advances may also be provided once the amount of the preceding advance has been fully adjusted.

\$endif

#### 3.5 Invoicing

The Firm shall submit signed invoices to NI in accordance with the Schedule of Deliverables and Payments in Attachment C. Each invoice shall:

- (a) show the NI Contract number as shown in the subject header of this letter; \$startif(\$advance\_required != “None”)
- (b) show the amount of any advance by NI;
- (c) \$endifshow the number of days worked on each task or project (if applicable), as well as the total number of days worked during the period covered by the invoice, and the corresponding fees; \$startif(\$expenses\_required == “Yes”)

- (d) and list all recoverable expenses for which the Consultant is claiming reimbursement in accordance with Attachment B. NI reserves the right to request copies of receipts for reimbursable expenses being claimed. The reserved right will be actioned where NI considers it appropriate to meet donor requirements. Failure to provide receipts upon request will result in NI's refusal to pay for those expenses.

\$endif

### 3.6 Payment of Invoices

NI agrees to pay the Firm within 30 days after receipt in NI's office of the Firm's invoice provided that:

- (a) the invoice includes all required information as described above; and  
(b) NI is completely satisfied with the deliverables to which the invoice relates.

\$startif(\$advance\_required != "None")NI shall set off any amount owed by the Firm to NI against any amount owing to the Firm under this Contract. If any advance has been paid by NI, it will be deducted by NI from the total amount due to the Firm under the Contract. \$endif, for any reason, the amount of any payment is found to exceed the total amount due to the Firm under this Agreement, the Firm shall refund the amount of the overpayment to NI no later than 30 days following the expiration or earlier termination of the Agreement.

It is understood that NI is not responsible for differences related to exchange rate fluctuations or bank charges. NI's liability for the payment of fees (Section 3.1/Attachment B.1)\$startif(\$expenses\_required == "Yes") and expenses (Section 3.2/Attachment B.2)\$endif is limited to the amounts quoted in \$formula(\$contract\_currency\_) (\$formula(\$contract\_currency\_short\_)).

### 3.7 Banking Information

The Firm, having previously provided banking information to NI, shall review the details in Attachment D. Only upon confirming the accuracy of the banking information will the Firm proceed to sign this Agreement. By signing this agreement, the Firm certifies that the banking information therein is accurate. This will facilitate electronic payment to the Firm's account.

### 3.8 Inspection And Audit of Books And Records

**3.8.1 The Firm shall keep accurate and systematic accounts, files and records ("the Records"). The Firm shall keep the Records throughout the duration of this agreement and for seven years following its termination.**

**3.8.2 NI may, at its cost, inspect and audit the Firm's work in furtherance of the assignment and other matters relating to the Firm's obligations under this Agreement for the purpose of determining compliance with the terms of this Agreement. The Firm will make available for inspection by NI's auditor, those of its documents and records which contain information regarding the Firm's performance of its obligations under this Agreement. NI shall provide reasonable notice of an audit to the Firm and conduct the audit during regular business hours.**

**3.8.3 NI reserves the right to request additional financial reporting, documentation, or update its financial reporting templates as required.**

**SECTION 4 – REPRESENTATIVES AND NOTICES**

Any notice or request required under the Agreement shall be deemed to be given when it has been delivered by hand, registered mail, email or facsimile to the attention of the designated representatives of the Parties identified below. The Parties shall notify one another of any change in their representatives.

**For NI:**

**For the Firm:**

<p>\$FORMULA(\$PROGRAM_OFFICER)  \$FORMULA(\$PROGRAM_OFFICER_ID.TITLE)  \$FORMULA(\$PROGRAM_OFFICER_ID.EMAIL)</p>	<p>\$FORMULA(\$PARTY_MAIN_CONTACT)  \$FORMULA(\$PARTY_MAIN_CONTACT_ID.TITLE)  \$FORMULA(\$PARTY_MAIN_CONTACT_ID.EMAIL)</p>
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**SECTION 5 – REPRESENTATIONS AND WARRANTIES**

The Firm represents and warrants that it:

- (a) has the status, capacity and authority to enter into this Agreement and that it is unaware of any facts which would prevent it from performing its obligations under this Agreement;
- (b) will perform all services under this Agreement in a competent manner that meets or exceeds the standards for such work as are generally accepted in the industry.

**SECTION 6 – CONFIDENTIAL INFORMATION**

**6.1 Confidential Information**

The Firm will keep confidential any and all information, trade secrets, data or material belonging to NI and which the Firm acquires from NI as a result of this Agreement and will not disclose the same to others without the prior written approval of NI. The Firm will not use any information or data acquired from NI as a result of this Agreement for any other purpose than to carry out the Agreement.

**6.2 Maintenance of Confidential Information**

The Firm’s employees, permitted sub-contractors, successors and assignees will not, without authority, use or disclose, or assist the use or disclosure of any such confidential information belonging to NI. The Firm will at all times use all reasonable precautions (and in any event, efforts that are no less than those used to protect its own confidential information) to protect confidential information from disclosure, unauthorized use, dissemination or publication. The Firm shall, on request, promptly return to NI any information or material provided by NI and in the Firm's possession.

**6.3 Limitation**

The obligations of confidentiality assumed by the Firm here do not apply to any information: (i) that was known by the Firm before disclosure to the Firm by NI as evidenced by prior written records; (ii) which becomes part of the public domain through no fault of the Firm; (iii) which was obtained by the Firm from a third Party under no obligation to NI not to disclose the information, (iv) which is developed by the Firm independently of disclosures made hereunder as

shown by written documentation, or (v) which is required to be disclosed by law, court order or audit standards. This confidentiality provisions in this section shall survive the termination of this Agreement for a period of 5 years.

#### 6.4 Accuracy of Information

The Firm is responsible to NI for the accuracy and completeness of any statements made by it in any documents, articles, reports or other material prepared by it for delivery to NI or to a third party at NI's request. NI or any third party authorized by NI to receive this information is relying on the accuracy of the information provided by the Firm and shall not be required to make any independent verification of this information.

Notwithstanding the foregoing, NI shall notify the Firm in writing of any errors, omissions or clarification required in any report, and the Firm shall remedy such errors or omissions or provide such clarification within 10 days of receiving such notification from NI. NI may withhold any further payments until it is satisfied with the content of the report submitted by the Firm.

#### 6.5 Intellectual Property

Design documents, specifications, reports and all relevant data such as maps, diagrams, plans, statistics and supporting records and materials compiled or prepared in the course of the Services shall remain the property of NI. The Firm may retain a copy thereof, provided that such copy shall not be used for purposes unrelated to the Agreement without the approval of NI. \$startif(\$training\_materials\_required == "Yes")

One copy of any training materials, manuals, curricula and other materials compiled or prepared for training purposes under this Agreement shall always be sent to NI. NI shall be entitled to use such material for any purpose related to its operations. In cases where the copyright of material rests elsewhere the Firm shall be responsible for securing the approval of the holder of the copyright for use of this material.

\$endif

### **SECTION 7- TERMINATION**

#### 7.1 Termination at End of Term

In the event that the parties do not extend the term as provided for in Section 2.2, this Agreement shall terminate and be of no further force or effect at the end of the term.

#### 7.2 Termination for Cause

If the Firm fails to perform or fulfill any material obligation or condition required under this Agreement (including, without limitation, the failure to submit a deliverable by the date specified in Attachment C) and if the Firm fails to remedy the default or to provide a plan satisfactory to NI to remedy the default within five (5) days after written notice thereof from NI specifying the nature of the default, NI shall have the right at the end of the said five (5) day period to terminate this Agreement immediately. In the event of any such termination, NI is not liable to the Firm for any undelivered work and may request the repayment of any advance payments related to that work.

#### 7.3 Termination without Cause

Either NI or the Firm may terminate this Agreement at any time by giving 30 days written notice. Upon termination of the Agreement, the Firm shall take immediate steps to conclude the Services in a prompt and orderly manner, and to

reduce losses and keep further costs to a minimum. Upon termination of the Agreement, the Firm shall be entitled to payment for fees and reimbursable expenses that have been incurred prior to the date of the termination.

## SECTION 8 - SAFEGUARDING, SOCIAL RESPONSIBILITY AND HUMAN RIGHTS

### 8.1 Responsibilities of the Firm and the Firms' Downstream Partners

Safeguarding, social responsibility and respect for human rights are central to NI's expectations of the Firm and the Firms' downstream partners supporting this agreement. It is the responsibility of the Firm to ensure that its downstream partners comply with Section 8 in its entirety. The Firm must ensure that robust procedures are adopted and maintained to eliminate the risk of poor human rights practices within their delivery chain environments. These practices include: sexual exploitation, abuse and harassment; all forms of child abuse; inequality or discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.

The Firm and their downstream partners supporting any NI activities must place an emphasis on the control of these and further unethical and illegal employment practices, such as modern-day slavery, forced and child labour and other forms of exploitative and unethical treatment of workers and aid recipients.

The Firm declares and guarantees that neither the Firm, nor its employees involved in the Agreement:

- (a) **have been convicted during a period of three (3) years prior to and since the submission of the proposal, by a court of law in Canada or in any other jurisdiction for an offence involving fraud, bribery, corruption, sexual misconduct, harassment, assault, or any related offense;**  
**or**
- (b) **are under sanction, for an offence involving fraud, bribery, corruption, sexual misconduct, harassment, assault, or any related offense, imposed by a government, an international governmental organization, or an organization providing development assistance.**

### 8.2 Child Safeguarding

The Firm fully acknowledges the duty of care to protect and promote the welfare of children and young people. The Firm will be committed to ensuring child safeguarding practice reflects statutory, legal, legislative responsibilities, as well as current guidance and advice, and complies with NI's child safeguarding policy. Should the Firm not have a child safeguarding policy, then [NI's Global Child Safeguarding Policy](#) shall be the guiding document, taking into consideration best practices and any specific local requirements. The Firm will promptly notify NI of any changes to any specific statutory, legal, legislative child safeguarding responsibilities or organizational child safeguarding policy changes.

### 8.3 Anti-Terrorism

- a) The Firm hereby certifies that consistent with Local and International, including Canadian and United Nations Security Council resolutions, both NI and the Firm are fully committed to the international fight against terrorism and that the Firm does not advocate, support, assist or engage in, and has not advocated, supported, assisted or engaged in, any terrorist activity.
- b) The Firm will seek to ensure that none of the funds or assets provided under this Agreement are made available or used to provide support to individuals, groups or entities associated with terrorism including those named on the following lists as updated from time to time.

**Government of Canada – Office of the Superintendent of Financial Institutions:** <http://www.osfi-bsif.gc.ca/Eng/fi-if/amlc-clrpc/atf-fat/Pages/default.aspx>

**Government of Canada – Public Safety Canada:**  
<https://www.publicsafety.gc.ca/cnt/ntnl-scr/cntr-trrrsm/lstd-ntts/crrnt-lstd-ntts-en.aspx>

**United Nations:** <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>

- c) The Firm shall immediately notify NI in writing if it becomes aware of any breach of Clause 8.3, or has reason to believe that it has or any of the Firms' Personnel, servants, agents or sub-contractors, or any person acting on their behalf have:
- (i) been subject to an investigation or prosecution which relates to an alleged infringement of Clauses 8.3;
  - ii) been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in programs or contracts.
- d) In the event of material breach of this clause, NI will reserve the right to terminate this Agreement in accordance with clause 7.2, suspend payment to the Firm or sanction the Firm and any of its related or affiliate parties or take any other corrective action as necessary, including reimbursement of funds utilized in contravention of this section of the Agreement.
- e) The Firm shall include a corresponding provision related to Anti-Terrorism in any sub-contract or sub-agreement that the Firm enters into for the purposes of this Agreement.

#### 8.4 Anti-Fraud and Corruption

- a) Nutrition International has zero tolerance for fraud and corruption and expects the Firm to share NI's values of integrity and transparency as a trusted partner. The Firm therefore commits to preventing and detecting corruption and bribery in accordance with Nutrition International's Anti-Fraud and Corruption Policy.
- b) The Firm, through its employees, agents, representatives or subcontractors, will not make or cause to be made, or receive or seek to receive, any offer, gift or payment, consideration or benefit of any kind, which would or could be construed as an illegal or corrupt practice, either directly or indirectly to any party, as an inducement or reward in relation to the execution of this agreement or any arrangement or provision of funds in relation to its operations.

**Information with respect to any actual or suspicious corrupt or fraudulent practice in relation to this Agreement can be forwarded to [confidential@nutritionintl.org](mailto:confidential@nutritionintl.org)**

- c) In the event of actual or suspected fraud and corruption, the Firm will notify NI within five (5) business days of such occurrence and any remedial actions or steps taken.
- d) The Firm will fully co-operate with any investigation into events covered under this section, whether led by NI or their authorized agents in accordance with Section **3.8** – Inspection and Audit of Books and Records.

- e) The Firm will use its best endeavors to ensure that any employee, agent, representative or other entity it is responsible for will comply with this section.
- f) Any actual or proven amounts of fraud and corruption will be considered an ineligible expenditure under this Agreement. The Firm is required to reimburse NI any amount misappropriated through Fraudulent and Corrupt Activities.
- g) In the event of an actual or suspected fraudulent or corrupt practices, NI will reserve the right to terminate this Agreement in accordance with clause 7.2, suspend payment to the Firm or sanction the Firm and any of its related or affiliate parties or take any other corrective action as necessary.
- h) The Firm shall include a corresponding provision related to Anti-Fraud and Corruption in any sub-contract or sub-agreement that the Firm enters into for the purposes of this Agreement.

#### 8.5 International Sanctions

The Firm declares and guarantees that any fees paid for the services provided under this Contract will not knowingly be used, either directly or indirectly, to do business with countries or persons subject to sanctions imposed by Canada or the United Nations under the Special Economic Measures Act, S.C. 1985, c.17, the United Nations Act, S.C. 1985, c. U-2, the Export and Import Permits Act, S.C. 1985, c. E-19, and all other international conventions related to sanctions to which Canada has adhered. A general list of, and information about, sanctions in effect can be accessed via the link below:

[Click here to access a list of current sanctions](#)

#### 8.6 Gender Equality

The Firm acknowledges that it has a Gender Equality Policy which aims to promote gender equality in all its operations to prevent gender discrimination. Should the Firm not have a Gender Equality Policy, then [NI's Gender Equality Policy](#) shall be the guiding document. The Firm will promptly notify NI of any changes to any specific statutory, legal, legislative responsibilities in relation to gender equality or organizational Gender Equality Policy changes.

#### 8.7 Whistleblower Protection

The Firm will ensure that it has a Whistleblower Protection Policy in place that supports its employees, whereby acting in good faith and on the basis of reasonable belief, it employees becomes aware of actual, suspected or intended misconduct, unlawful activity, suspicious financial management, or other accountability concerns, are given the opportunity to report such misconduct or incidents without reprisal to their senior management. Should the Firm not have a Whistleblower Protection Policy, then [NI's Whistleblower Protection Policy](#) shall be the guiding document.

#### 8.8 Sexual Harassment

The Firm acknowledges that it has a Sexual Harassment Policy which provides and maintains a work environment in which all employees are free from sexual harassment. Furthermore, the Firm is committed to creating a healthy and safe work environment that enables its employees to work free from unwelcome, offensive and discriminatory behaviour. Sexual harassment at the workplace is a form of discrimination. Protection against sexual harassment and right to work with dignity are universally recognized human rights by international conventions and instruments. The Firm will ensure that its rules and procedures for the prevention, prohibition and punishment of sexual harassment of Individuals at the workplace are strictly enforced. Should the Firm not have a Sexual Harassment Policy, then [NI's Sexual Harassment Policy](#) shall be the guiding document.

### 8.9 Sexual Exploitation

The Firm acknowledges that it has a Sexual Exploitation Policy, and any such policy will ensure that any person working for, or representing, the Firm must respect the rights and dignity of the individuals and communities in which the Firm serves. In upholding these rights, the Firm will promote an environment free of sexual exploitation and sexual abuse. Sexual exploitation includes, but is not limited to:

- a) Any act or type of harassment that could cause physical, sexual or psychological harm or suffering to individuals, especially women and children.
- b) Any act or behaviour that exploits the vulnerability of beneficiaries or that allows them to be put in compromising situations.
- c) Engaging in sexual activity with persons under the age of 18.
- d) Engaging in sexual exploitation or abuse of beneficiaries under any circumstances.
- e) Any act or behaviour that seeks sexual acts or favours in exchange for access to participate in – or to receive benefit from – any Nutrition International program or activity.

The Firm will use its best endeavors to ensure that any employee, agent, representative or other entity it is responsible for will comply with this paragraph. The Firm will promptly notify NI of any suspected or detected exploitation or abuse and the actions taken by the Firm in response. Should the Firm not have a Sexual Exploitation Policy, then [NI's Sexual Exploitation Policy](#) shall be the guiding document.

### **SECTION 9 - BRAND VISIBILITY**

At no additional cost to Nutrition International, the Firm agrees to take specific measures to ensure the visibility of Nutrition International in all communications activities related to the activity, project, program or social marketing campaign being funded. This will include, inter alia, the compulsory use of Nutrition International logo on all relevant print and electronic communications materials, as well as on product packaging for various commodities provided and paid by Nutrition International. It also includes the explicit and direct acknowledgement of Nutrition International funding at public facing activities.

The complete Brand Visibility Guidelines are available at:

[Nutrition-International-Brand-Visibility-Guidelines-for-Grantees.pdf \(nutritionintl.org\)](#)

## **4. Section 10 - Limitation of Liability**

### 10.1 Limitation

NI shall have no liability with respect to any accident to any person causing personal injury or death or any loss or damage to any person or property arising out of the Firm's performance of the Services under this Agreement. The Firm is responsible for any third party liability that might arise due to the Firm's activities, acts, or omissions. The Firm's insurance should be sufficient to cover any third party claims resulting from work performed by the Firm in carrying out the Services.

## 10.2 Indemnification

The Firm shall indemnify NI against all actions, proceedings, claims, demands, loss, costs, damages and expenses whatsoever which may be brought against or suffered by NI or which it may sustain, pay or incur as a result of or in connection with the performance, purported performance or non-performance of this Agreement by the Firm but excluding any such actions, proceedings, claims, demands, loss, costs, damages and expenses to the extent that they are sustained, paid or incurred by reason of, or are otherwise attributable to, the negligence of NI, its servants, agents, or employees.

## SECTION 11 – GENERAL TERMS

### 11.1 Travel Policy

The Firm will only travel as is necessary to carry out the Services. NI will only reimburse travel expenses included in this agreement. Expenses not included will not be reimbursed by NI. Furthermore, the Firm will abide by NI's air travel policy as described in Attachment E. Furthermore, the Firm will abide by NI's air travel policy as described in Attachment E.

### 11.2 Information Systems and Electronic Communication Networks

During the course of this Agreement, the Firm may be provided with access to NI information systems and electronic communication networks. The Firm will abide by NI policies concerning use of its information systems and networks. NI will provide the Firm with any such policies at the start of this Agreement, or when policies are put into effect, and the Firm will take the necessary steps to ensure compliance with these policies

### 11.3 Independence of Parties

There is no relationship of joint venture, partnership or agency between the Parties. Neither Party will have any right or authority to assume, create, or incur any liability or other legal obligation of any kind, express or implied, in the name of, or on behalf of, the other Party.

### 11.4 Conflict of Interest

The Firm shall not engage, directly or indirectly, in any other work, business or professional activities that may conflict with the performance of the Services. The Firm warrants that to the best of its knowledge at the date of signing this Agreement no conflict of interest exists. If during the course of this Agreement, a conflict or risk of conflict of interest should arise, the Firm will notify NI immediately in writing.

### 11.5 Assignment or Subcontracting

The Firm may not, except with the prior approval of NI, assign or transfer the Agreement or any part of the Services nor may it engage any sub-consultant to perform any part of the Services. NI's approval of the

assignment or transfer of any part of the Agreement, or of the engagement of any sub-consultant to perform any part of the Services, shall not relieve the Firm of any of its obligations under the Agreement.

#### 11.6 Force Majeure

If the performance of this Agreement, in the reasonable opinion of either Party, is made impossible by force majeure, then either Party shall so notify the other in writing and NI shall either (a) terminate the Agreement, or (b) authorize the Firm to complete the Services with such adjustments as are required by the existence of the force majeure and are agreed upon by the Parties.

#### 11.7 Compliance with Laws, Applicable Law and Jurisdiction

In carrying out the work under this Contract, the Parties shall be responsible for complying with all applicable laws and regulations of the locations/countries in which the work will be carried out and to which the Personnel may have to travel to as part of the Services. This Agreement shall be interpreted in accordance with, and governed by, the law of the Province of Ontario and the laws of Canada applicable thereto. Any claim under this Agreement shall be filed and tried within the jurisdiction of the courts of the Province of Ontario.

#### 11.8 Dispute Resolution

If there is a dispute between NI and the Firm regarding any matter, prior to the initiation of any formal proceedings, the Parties shall first attempt to resolve any dispute or controversy informally. If the dispute cannot be resolved informally, the matter shall be referred for arbitration by a single arbitrator in Ontario pursuant to the *International Commercial Arbitration Act* (Ontario) whose decision shall be final.

#### 11.9 Transmission by Facsimile or Other Electronic Means

Delivery of this agreement by facsimile or electronic transmission constitutes valid and effective delivery.

#### 11.10 Survival

The following provisions survive the termination or expiry of this agreement and continue in full force and effect for an additional two (2) years: Section 3.8 - Inspection and Audit of Books and Records, Section 6 - Confidential Information, Section 10 - Limitation of Liability, Section 11.7 - Compliance with Laws, Applicable Law and Jurisdiction, and Section 11.8 - Dispute Resolution

#### 11.11 Entire Agreement and Amendments

This Agreement constitutes the entire agreement between NI and the Firm with respect to the subject matter contained herein and supersedes all prior oral and written communications not specifically referred to herein. This Agreement may be amended or modified by means of a written agreement executed by authorized signatories of the Parties.

#### 11.12 Use of Nutrition International's Logo

Where the Firm wishes to affix NI's (or NI Donor's) corporate identity (logo) on publications, banners, or any other form of material or products, the Firm should contact an NI representative to obtain: a) approval for each use of the logo and, b) an authorized version of these logos.

#### 11.13 Execution

This Agreement may be executed in counterparts and such counterparts together shall constitute a single instrument. Delivery of an executed counterpart of this Agreement by electronic means, including, without limitation, by facsimile transmission or by electronic delivery in portable document format (".pdf"), shall be equally effective as delivery of a manually executed counterpart thereof. \$startif(\$donor\_grant\_flow\_down\_clause != "")

**SECTION 12 – DONOR SPECIFIC CLAUSES**

`$donor_grant_flow_down_clause_text $endif`

The undersigned agrees to all the terms and conditions herein. Please sign the electronic copy of this Agreement.

`$formula(UPPER($company_name))`

Signature	<code>{{ Sig_es_:signer2:signature }}</code>
Name	<code>{{N_es_:signer2:fullname }}</code>
Title	<code>{{Ttl_es_:signer2:title }}</code>
Date	<code>{{Dte_es_:signer2:date}}</code>

**NUTRITION INTERNATIONAL**

Signature	<code>{{ Sig_es_:signer1:signature }}</code>
Name	<code>\$formula(\$internal_signer_full_name)</code>
Title	<code>\$formula(\$internal_signer_title)</code>
Date	<code>{{Dte_es_:signer1:date}}</code>

ATTACHMENT A

*STATEMENT OF SERVICES AND DELIVERABLES*

**ATTACHMENT B**  
**PERSONNEL AND EXPENSES**

**B.1 PERSONNEL**

Names/designations and daily rates of individuals who will perform the Services under the Agreement.

Name/Designation	Unit	No. of Days	Daily Rates in (CURRENCY)	Total (state CURRENCY)
	days			
	days			
	days			
<b>Total</b>				

**B.2 EXPENSES**

NI agrees to reimburse the following expenses to a maximum of \_\_\_\_\_.

Activity	Description	Maximum Amount (Name Currency)
1.	Up to zzz days travel allowance at (Currency and Amount) per day for every 24 hours travel stay in COUNTRY NAME. This allowance is intended to cover the cost of accommodation, meals and incidentals. The number of person-days payable will be adjusted to fit actual travel dates.  Receipts not required; however, <b>consultants are required to submit reasonable proof of travel</b> that may include hotel bills, flight tickets, minutes of meetings etc. to establish days of overnight travel eligible for daily allowances.	
2.	Ground transportation: up to (Currency and Amount) will be paid to cover expenses related to (Enter Reason Here). <b>Receipts are to be kept by the consultant and NI reserves the right to request a copy of receipts on an ad hoc basis.</b>	
3.	Domestic Air ticket expense (Economy Class) will be paid up to (Currency and Amount) for (X) trips to & from (Location) <b>Proof is required: Ticket purchase receipt and including but not limited to one of the following: Boarding Pass /or a Copy of Passport stamp arriving at the country of travel /or Accommodation receipt in the country of travel.</b>	
4.	Up to (Currency and Amount) will be paid to cover the expenses related stationery and communication	

	<b>Receipts are to be kept by the consultant and NI reserves the right to request a copy of receipts on an ad hoc basis.</b>	
	Total Expense	

**B.3 TOTAL COSTS**

Total direct costs (B.1 + B.2)	
Indirect Cost Recovery (on Expenses only) X%	
Total	

Any additional purchases or expenses must be approved in writing by NI representative prior to being made. Compensation will be made after submission of receipts

**ATTACHMENT C**  
**SCHEDULE OF DELIVERABLES AND PAYMENTS**

*\$relatedd9b49e6cac1f1dc475add3d3048b5d82*

Milestone	Milestone Description	Due Date	Submitted by	NI Payment Amount (Up to)
\$milestone	\$milestone_description	\$due_date	\$submitted_by	\$amount

**ATTACHMENT D**  
**BANK INFORMATION FORM**

**Complete banking information must be provided here for every new agreement to enable NI to make any payments.** **RECIPIENT DETAILS**

Name: {{\*nameForBk\_es\_:signer2:string}}

Beneficiary or company name as held by your bank

Explanation: {{\*explanation\_es\_:signer2:string}}

Explanation if Name is different than the name on the contract

Address (no P.O. box) {{\*addrForBk\_es\_:signer2:string}}, {{\*cityForBk\_es\_:signer2:string}}

Street name and number, house number, etc. City

{{\*provAndCoForBk\_es\_:signer2:string}} {{\*CodeForBk\_es\_:signer2:string}}

Contact Information: {{\*phone\_es\_:signer2:string}} {{\*email\_es\_:signer2:string}}

Province (if applicable), Country Postal Code

{{\*companyContact\_es\_:signer2:string}}

Phone number (incl. country and area code) Email address

Company contact person

Tax Information: {{\*beneficiaryTaxId\_es\_:signer2:string}}

Beneficiary Tax ID (where applicable):

**BANK DETAILS**

Bank Name: {{\*bkName\_es\_:signer2:string}}

Full bank name

Branch {{\*branch\_es\_:signer2:string}}

Branch where beneficiary account is held

Branch Address (no P.O. box) {{\*branchAddress\_es\_:signer2:string}}

Complete branch address (please include street name & number, city, postal code)

Account Number: {{\*accountNum\_es\_:signer2:string}}

Currency of Account: {{\*accountCurrency\_es\_:signer2:string}}

SWIFT Code: {{\*swiftCode\_es\_:signer2:string}}

Other Bank Codes: {{\*otherBankCodes\_es\_:signer2:string}}

(IFSC, IBAN, ABA, NTN Number, Transit, etc., that are applicable to your country's requirements)

**INTERMEDIARY BANK**

**IMPORTANT:** Intermediary information is required only when the account currency is foreign to the receiving bank's local currency. (Ex.: To wire a payment to a US \$\$ bank account held within a Brazilian Bank, a US Intermediary Bank is needed)

Bank Name: {{\*intBkName\_es\_:signer2:string}}

Bank Address: {{\*intBkAdd\_es\_:signer2:string}}

SWIFT Code {{\*intBkSwiftCode\_es\_:signer2:string}}

Account Number: {{\*intBkAccountNum\_es\_:signer2:string}}

(If applicable)

**I hereby certify that the information provided on this attachment is correct and complete. I am an authorized officer for the purpose of completing this form. I authorize NI to deposit, by electronic funds transfer, to the bank account designated above for any payments.**

Signature	{{Sig_es_:signer2:signature}}	Title	{{Ttl_es_:signer2:title}}
Name	{{N_es_:signer2:fullname}}	Date	{{Dte_es_:signer2:date}}
Phone Number	{{phone_es_:signer2:required}}		

**\$startif(\$air\_travel\_required != "None")ATTACHMENT E\$endif**

**\$startif(\$air\_travel\_required == "International")**

**AIR TRAVEL POLICY**

NI's Air Travel Policy requires travel via economy class by the most direct and economical routing. NI will only reimburse up to the total amounts specified in Attachment B. The Firm is free to reroute or upgrade at his/ her own expense.

When the Firm's travel includes destinations not covered under the scope of this Contract, the Firm is responsible for any costs that he/she may incur that are unrelated to this Contract. NI shall not be held liable for any additional air travel costs incurred by the Firm that are outside the scope of this agreement.

For any approved air travel expenses incurred as per Attachment B under this contract, the Firm is required to provide a copy of the boarding passes, with their invoice for NI review and acceptance.

**\$endif**

**\$startif(\$air\_travel\_required == "Domestic")**