

Request for Proposals No: P7-04

Hiring an agency/firm for conducting meetings/workshops/ Joint field visits at the National level with government and non-government stakeholders of Adolescent Nutrition Intervention.

Issued by Nutrition International (NI)

Date of Issue: May 05,2026

Deadline for receipt of proposals:

DATE: Wednesday May 20,2026

TIME: 11:59pm Dhaka BST (Bangladesh Standard Time)

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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 eliminating vitamin and mineral deficiencies worldwide, invites proposals from competent agencies to **“Hiring an agency/firm for conducting meetings/workshops/ Joint field visits at the National level with government and non-government stakeholders of Adolescent Nutrition Intervention ”**

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.** Nutrition International is a global nutrition organization headquartered in Ottawa, Canada. For more than 30 years, we have focused on delivering low-cost, high-impact nutrition interventions to people in need. Working alongside governments as an expert ally, we combine deep technical expertise with a flexible approach, increasing impact without increasing complexity or cost. In more than 60 countries, primarily in Asia and Africa, Nutrition International nourishes people to nourish life.

Since 1995, Nutrition International has been working in Bangladesh to address the burden of malnutrition. As a trusted partner, Nutrition International supports the Government of Bangladesh to deliver various nutrition-related programs

Nutrition International – Bangladesh Office has decided to relocate to a new commercial office space. The new premises consist of an open-plan layout with provisions for several meeting rooms and a pantry. To make the space operational, it will require installation, construction, and renovation work. Consequently, an interior design plan (floor plan) is needed to facilitate cost estimation, bidding, contracting, and supervision processes.

- 1.2.3.** This Request for Proposals (RFP) and particularly the Guidelines for Preparing Proposals that follow, are designed to help Respondents to produce proposals that are acceptable to the NI, and to ensure that all proposals are given equal consideration. It is essential, therefore, that Respondents provide the complete information that is requested, and in the formats and on the terms specified.

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>Activity</i>	<i>Date Required</i>
<i>RFP available for distribution</i>	May 05,2026
<i>Deadline for Receipt of Questions</i>	May 15,2026
<i>Closing Date and Time</i>	May 20,2026 by 11:59pm
<i>Evaluation Process Completion</i>	June 05,2026
<i>Projected Contract Award Date</i>	June 20,2026

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 are to contact only the Contracting Authority for this RFP.

Correspondence via e-mail sent to: proposalsbangladesh@nutritionintl.org

- 1.4.2. All communication concerning this RFP is to 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 is to be sent to the Contracting Authority by courier or hand delivery at the above noted address, by facsimile at the above noted facsimile number, or by e-mail at the above noted e-mail address. NI will not be responsible for the 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 NI website without attribution.
- 1.5.2. Confirmation of intent to submit
 - a) Proponents will inform NI of their intention to submit a proposal in response to this RFP, by the date specified in section 1.3.1. Confirmation should be sent by email as per section 5.1.
- 1.5.3. Submission of Proposal
 - a) Proponents' complete Technical and Commercial 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 labeled and referenced corresponding to the document type and Annexes accordingly
 - d) Proposals must be clearly marked in the subject line as follows:
 - PROPONENT'S NAME: TECHNICAL PROPOSAL (RFP: P7-04)
 - PROPONENT'S NAME: COMMERCIAL/FINANCIAL PROPOSAL (RFP: P7-04)
 - e) Late proposals will not be accepted under any circumstances. Proposal submissions received after the deadline stated above will be disqualified.
- 1.5.4. 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 determinations are made at the sole discretion of NI.
- 2.1.2.** Following criteria will be adopted to sort list the proposals and identify suitable agencies for the baseline survey/s. Out of the total scores 70% of weighting will be assigned to technical and 30% to the commercial proposal.

SL No.	Assessment Category: Technical Proposal	Relative scores
1	Qualification of Firm (A)	
1.a.	Agency's previous experience on undertaking similar assignments including working with government (MoE, MoHFW, MoWCA), development partners and adolescents	40
1.b.	Availability of adequate and skilled (education and work experience) team members for carrying out the assignment	30
1.c.	Demonstrated ability to fulfill the logistical tasks outlined in the proposal including reasonable timelines	30
2	Total Score - Technical Proposal	100
3	Overall weight – Technical:	70%
4	Assessment Category: Commercial Proposal	
4.a.	Takes into consideration of all potential expenses (i.e. no major omissions)	25
4.b.	Reasonable estimate for each of the activities	30
4.c.	Reasonable estimate for Agency/ consultant's administrative & indirect costs	45
5	Total Score - Commercial Proposal	100
6	Overall weight – Commercial:	30%
7	Total Weighted Score (Technical & Commercial)-maximum possible:	100

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 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 that 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 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 fulfill any obligations in any jurisdiction relating to the payment of taxes.

3.2.9. 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 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) 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. Required Qualifications of the agency

- a) 5 years of experience in conducting similar assignments and a proven track record in organizing such workshops/ training.
- b) Experience in working with the government, particularly with MoE, MoHFW, MoWCA and development partners.
- c) Prior experience in of organizing advocacy and technical meetings/ workshops/ seminars/ trainings with the stakeholders.
- d) Previous successful work experience with NI will be an advantage.

4.1.3. Technical concept notes (maximum 5-7 pages)

- a) The required activities and deliverables outlined in Annex A.1 – Project Description

4.1.4. Team qualifications (maximum 3-5 pages) if applicable

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

4.1.5. Work Plan with all required activities (assume contract will commence 2 weeks after selection): ethics submission, questionnaire translation, testing, training, hiring, general survey areas and final report).

4.2. Commercial 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 current customer references, listing customer, phone number, contact person, contact's e-mail and a description of the product or service provided.

4.2.2. Pricing

- a) Expected budget for accomplishing the complete work with sufficient details and justifications, in spreadsheet format (see format in 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 between survey locations.

SECTION 5.0 – CONTRACT AWARD

5.1. Contract Award

- 5.1.1. 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.
- 5.1.2. 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.
- 5.1.3. 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.
- 5.1.4. 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

6.1. Nutrition Internationals Rights

- 6.1.1.** 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;
 - b)** Cancel this RFP at any time, whether prior to or after the Closing Date and Time, and NI may, but need not, in its sole discretion, issue a new RFP;
 - c)** Amend or supplement this RFP at any time prior to the Closing Date and Time.
- 6.1.2.** This is a request for Proposal to supply NI's needs for the requirements described in this RFP. NI is not bound to accept the lowest priced proposal, or any, proposal. While price is an important element in the selection process, Proponents should recognize that there are other criteria in this RFP that NI will consider in evaluating Proposals and in making its decision as to contract award(s).
- 6.1.3.** NI, without liability, cost or penalty, may, in its sole discretion, waive irregularities in Proposals or in the submission of Proposals.
- 6.1.4.** NI, through the Contracting Authority, without liability, cost or penalty, may, in its sole discretion and at any time after Proposal submission, seek clarification from any Proponent, either in writing or during the Oral Presentation, Demonstration or Site Visits as applicable, with respect to its Proposal. Without limiting the generality of the foregoing, NI may, in its sole discretion, request a Proponent to confirm in writing any statement made by the Proponent during the Oral Presentation, Demonstration or Site Visits in which case the Proponent will promptly provide such written confirmation to NI, within the time specified by the Contracting Authority.
- 6.1.5.** Any written information received by NI from a Proponent in response to a request for clarification from NI will be considered as an integral part of the Proponent's Proposal.
- 6.1.6.** Without prejudice to this right, NI may request clarification where any Proponent's intent is unclear, or may waive or request amendments where, in the opinion of NI, there is an irregularity or omission in the information that has been submitted in the Proposal. NI reserves the right to conduct negotiations on any portion of the Proponent's Proposal.
- 6.1.7.** NI may verify any Proponents statement or claim by whatever means NI deems appropriate, including contacting references other than those offered by the Proponent, and may reject any Proponent statement or claim if, in the judgment of NI, the statement or claim is unwarranted or not credible. The Proponent will co-operate with NI in its attempts to verify any such statement or claim.
- 6.1.8.** NI may, in its sole discretion, visit the proponents' existing place or places of business for purposes of clarification or verification. Such a visit will take place at a date mandated by NI, acting reasonably.
- 6.1.9.** NI reserves the right to accept a Proposal in whole or in part, and to split or divide the total requirement among proponents at the sole discretion of NI.
- 6.1.10.** NI may negotiate with one or more technically compliant Proponents and seek a best and final offer from technically compliant proponents on any part the technical or price/cost proposals submitted, as part of this RFP process.
- 6.1.11.** NI may reject any proposal received from a proponent that, in the sole opinion of NI, has previously failed to perform satisfactorily or complete contracts or purchase orders on time, or that NI believe is not in a position to meet the requirements of the RFP.
- 6.1.12.** NI may reject any proposal that, in the sole opinion of NI fails to meet the requirements and instructions stated in this RFP.

- 6.1.13. NI may suspend negotiations or withdraw an award to a proponent at any time up. NI is not required to provide any justification, but will give notice prior to any such suspension of negotiations or withdrawal of award
- 6.1.14. NI will exercise its discretionary rights under this RFP in a reasonable manner.

6.2. Disqualification of Proposals on Grounds of Faulty Submission

- 6.2.1. 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.

6.3. Costs Incurred By Proponents

- 6.3.1. 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.

6.4. No Obligation to Purchase

- 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 a legal obligation on NI to make any purchases from any Proponent.

6.5. Additional Information, Clarification and Addenda

- 6.5.1. 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.
- 6.5.2. 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.
- 6.5.3. 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.
- 6.5.4. 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.
- 6.5.5. 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.

- 6.5.6.** 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.
- 6.5.7.** 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.
- 6.5.8.** 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.
- 6.5.9.** 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.
- 6.5.10.** The Proponent is solely responsible to ensure that it has received all addendums, if any, issued pursuant to this sub-section.

6.6. Litigation

- 6.6.1.** 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.
- 6.6.2.** This RFP, all referenced materials and all addenda constitute the entire RFP.

ANNEX A.1 – PROJECT DESCRIPTION

1. Background

Nutrition International is committed to improving survival, health and well-being of vulnerable people, especially women, newborns, children and adolescent girls, such that everyone, everywhere, is free from malnutrition and able to reach their full potential. In Bangladesh, NI continues to focus on the priority of saving lives and improving the health of women and children. NI in Bangladesh has integrated nutrition across sectors, strengthening public health system, and delivering low-cost, high-impact nutrition interventions at scale. In Bangladesh, although specific data for adolescent girls is not abundant, prevalence of anemia among 'Non-Pregnant, Non-Lactating' (NPNL) women is 28.9% according to the National Micronutrient Survey 2019-2020.

Nutrition International has been at the forefront of developing adolescent nutrition programs as a technical partner for the government at the national level. Nutrition International has been working with Directorate of Secondary Higher education (DSHE) Ministry of Education and Institute of Public Health and Nutrition (IPHN) to implement school-based nutrition interventions for adolescents in Bangladesh since 2021. Nutrition International also supported the development of national policy on adolescent nutrition, as well as the implementation of adolescent nutrition program in selected districts of Bangladesh including Weekly Iron Folic Acid Supplementation (WIFAS) and nutrition education program. Nutrition International (NI) collaborates with DSHE and IPHN to implement the national adolescent nutrition and WIFAS programs through the school platform across 10 districts (Jamalpur, Kishoreganj, Sherpur, Habiganj, Nilphamari, Joypurhat, Bagerhat, Pirojpur, Chandpur, and Laksmipur) of Bangladesh.

To strengthen the implementation of the adolescent nutrition programme, stakeholders' meetings and program activities will be organized at both national and sub-national level with government officials. These meetings will help to inform and update National level officials of Ministry of Education (MoE), Ministry of Health and Family welfare (MoHFW), Ministry of Women and Child Affairs (MoWCA) as well as other relevant stakeholders from government and non-government stakeholders on Nutrition International's adolescent nutrition interventions. In addition, joint monitoring visits will be conducted with national level officials of DSHE and IPHN to provide technical guidance and strengthen programme implementation and outcome.

2. Objectives

To hire a qualified agency to provide logistical support for organizing program events including meetings, workshops, field visits at the national and subnational level with government departments of MoE, MoHFW, and MoWCA, and other relevant stakeholders in FY2026-27.

3. Scope of Work

The selected agency is expected to organize the following activities with guidance from NI team:

1. Handle all logistics of the meetings/workshops/ field visits with DSHE, MoHFW, MoWCA and other relevant stakeholders regarding the following activities:

Sl no	Meeting name	No of meeting	Tentative participants	Place
1.	AWHN Alliance group meeting	3	Approx. 20-25	National level
2.	Annual review meeting for School-based adolescent interventions	1	Approx. 60-70	National level

3.	Field visits of DSHE/ MoHFW officials from national level to visits school-based adolescents nutrition program in Nutrition International (NI's) working area	4	Approx.12-16	National level
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Note: The number of meetings / Visits might vary depending on the government's decision.

Logistical support

- Pay the honorarium per diem, travel costs of govt. officials for meeting.
- Arrange the meeting venue
- Prepare attendance sheet and ensure participant's signature.
- Design and print banner, and other communications materials for the advocacy meetings ensuring approval from the Nutrition International concern team.
- Arrange tea, healthy refreshments and meals for the participants of the mentioned meeting.
- Ensure logistics (folder, pen, notebook, etc.) and other materials (screen, projector etc) needed for the meeting.
- Take photos of all participants and the meeting activities during advocacy meeting.

4. Timeline

May 2026 to March 2027

5. Deliverables

- Financial report (as per NI's template) and invoice along with supporting bills and receipts as required.
- Attendance sheet
- High-resolution (at least 12 MP) photos (25 max. per meeting) of different activities of the meeting (group photo with banner, speaker photos, group work photos etc.)
- Event report (Annual review meeting)

ANNEX B- PRICING TEMPLATE

EXPENSES	Unit	Per Unit Cost	Total
Approved Budget Items			
1. Human Resource Costs			
Fee/Honorarium			297,000
Travel Cost			255,000
Accommodation Cost			396,000
Total Human Resource Costs			948,000
2. Total Meeting Cost : (2.1 & 2.2)			467,100
2.1. Annual Review meeting at National Level			
Venue Cost			50,000
Morning Snacks/ Lunch			222,100
Meeting supplies per person/Event cost (Folder, note pad, pen, Brochure)			31,000
Photocopy & others, Banner, Printing etc			2,000
Total Annual Review meeting at National Level			305,100
2.2 AWHN Alliance meeting			
Venue Cost			30,000
Morning Snacks/ Lunch			112,500
Meeting supplies per person/Event cost (Folder, note pad, pen, Brochure)			15,000
Photocopy & others, Banner, Printing etc.			4,500
Total AWHN Alliance meeting			162,000
2.3: Joint field visit			
Fee/Honorarium			Added in the Human Resource Costs section 1
Travel Cost			
Total program Expense (1 & 2)			1,415,100
3. MANAGEMENT FEE			
Agency Cost/Management Fee			
TDS/VAT on Agency Cost/Management Fee			-
Subtotal Agency Cost/Management Fee			-
Grand Total			1,415,100

* NOTE: 1. overhead can only be calculated on expenses.

2. Total program cost is fixed as it is, agency will provide only Management cost

Annex C - Letter of offer

To: NUTRITION INTERNATIONAL
Nasrin Casabella | House 2A | Level 4 | North Avenue
Gulshan -2 | Dhaka 1212 | Bangladesh

Re: Letter of Offer - Hiring an agency/firm for conducting meetings/workshops/ Joint field visits at the National level with government and non-government stakeholders of Adolescent Nutrition Intervention - {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 Canada Post 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.

RFP No: P7-04

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

Company Name

Print Name and Title

Signature of Proponent

Date

I have authority to bind the Proponent

RFP No: P7-04

Attachment to Letter of Offer

Declaration of (Actual or Potential) Conflict of Interest:

ANNEX D – DRAFT CONTRACT TEMPLATE

MEETING/EVENT MANAGEMENT SERVICES AGREEMENT

THIS AGREEMENT made effective as of the date it is signed by both Parties,

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 the “NI”)

- and -

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

THE PARTIES AGREE AS FOLLOWS:

1. SERVICES

The Firm agrees to perform the services and provide the deliverables related to “ $\text{\$formula(\$contract_title1)}$ ” set out in Attachment A to this Agreement (the “Services”). All Attachments referred to herein are made an integral part of this Agreement. Any change in the Services shall be mutually agreed in writing.

2. TIME OF PERFORMANCE

The Services shall start on $\text{\$formula(dateformat(“MMMMMM dd, yyyy”,\$contract_start_date))}$ and continue until $\text{\$formula(dateformat(“MMMMMM dd, yyyy”,\$contract_end_date))}$. The term of this Agreement may be extended by mutual written agreement.

3. EVENT COSTS

For the services performed under this Agreement, NI agrees to pay the Firm up to $\text{\$formula(\$contract_currency_short_) \$formula(\$contract_amount_contract_currency)}$, inclusive of expenses, agency fee and taxes in accordance with the Budget in Attachment B, which shall remain firm for the duration of the Agreement. NI shall not be responsible for any service fees incurred by the Firm in managing the Event which are not specifically listed in the Budget in Attachment B. The Firm must obtain prior written approval from NI to exceed the amount of any budget line item in Attachment B

4. TERMS OF PAYMENT

NI shall pay the Event Funds to the Firm in accordance with the Schedule of Milestones and Payments in Attachment C. The amount of the final payment by NI to the Firm shall be adjusted to take into account

the Firm's actual expenses incurred in carrying out the Project up to the maximum amount payable under this Agreement.

5. PAYMENT OF INVOICES

NI agrees to pay the Firm within 30 days after receipt in NI's office of the Firm's signed 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.

If, 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 payment is limited to the amounts quoted in $\$formula(\$contract_currency_)$ ($\$formula(\$contract_currency_short_)$). $\$startif(\$contract_amount \geq 25000)$ For the purpose of this Contract, NI's Canadian dollar liability is limited to CAD $\$formula(\$canadian_dollar_liability_value)$. $\$endif$

6. RETURN OF MEETING FUNDS

If the Firm carries out the Event for less than the budgeted amount, the Firm shall return this amount to NI within 30 days of submission of the Firm's financial report. If the Event are cancelled, the Firm shall return any unspent amount of the Event Funds to NI within 30 days of The Firm's notification of workshop cancellation.

7. RECOGNITION

The Firm will recognize the support of NI and the Canadian government by including the following acknowledgement in all publications, and any form of material related to the Project: *"This work was carried out with the aid of a grant from Nutrition International, Ottawa, Canada through the financial assistance of the Government of Canada through the Global Affairs Canada and other generous donors."*

8. REPORTS

The Firm will provide NI with a compiled final Event Report, high quality digital photographs from the launching event and field visit, digital copies of all media coverage in English and a financial report (using the template in Attachment E) along with the invoices and receipts within 5 working days following completion date of the Event.

9. SOFT FORM FINANCIAL REPORT

A copy of the Financial Report in MS Excel, where amounts reported are linked to transaction report (General Ledger Entries) to reconcile all transactions and breakdowns to amounts reported in the financial report. Transaction reports should specify at minimum the date, payee, description, amount and any project or nature of expense coding used by

the Firm. Where the firm uses a computerized accounting software then lists generated by such systems shall be provided.

The Firm shall provide separate breakdowns in soft form for payments to multiple recipients such as payroll, per diems, allowances etc. recorded as single journal entries.

10. REPRESENTATIVES AND NOTICES

Any notice or request required under the Agreement shall be effective when delivered by hand, 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 Nutrition International:	For The Firm:
\$FORMULA(\$PROGRAM_OFFICER) \$FORMULA(\$PROGRAM_OFFICER_ID.TITLE) \$FORMULA(\$PROGRAM_OFFICER_ID.EMAIL)	\$FORMULA(\$PARTY_MAIN_CONTACT) \$FORMULA(\$PARTY_MAIN_CONTACT_ID.TITLE) \$FORMULA(\$PARTY_MAIN_CONTACT_ID.EMAIL)

11. OWNERSHIP OF MATERIAL

Any studies, reports or other material, graphic, software or otherwise, presented during meetings belong to and remain the property of NI. The Firm shall not use any of this material without NI's prior written permission.

12. 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.

13. 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.

14. DOMESTIC AIR TRAVEL POLICY

The Firm will only travel as may be required 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 domestic air travel policy as described in Attachment E.

15. INSPECTION AND AUDIT OF BOOKS AND RECORDS

15.1. 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.

15.2. 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.

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

16. LIABILITY AND INSURANCE

The Firm retains full responsibility for any third party liability that might arise due to the Firm's or its Personnel's negligence or errors.

The Firm is responsible for taking out at its own expense any insurance (travel, hospitalization, medical or third party liability) that the Firm considers to be necessary during the term of this Agreement.

17. CONFIDENTIALITY

The Firm, and its Personnel, shall not, during the term of this Agreement, and within five years after its expiration, disclose any proprietary or confidential information relating to the Services, this Agreement or NI's business or operation without the prior written consent of NI.

18. 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.

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.

19. 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 be 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 Project training purposes shall always be sent to NI. NI shall be entitled to use such material for any purpose related to its operations. This includes the right to reproduce or publish such material. 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`

20. ASSIGNMENT AND CONFLICT OF INTEREST

The Firm may not, except with the prior approval of NI, assign or transfer this 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, shall not relieve the Firm of any of its obligations under the Agreement.

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.

21. TERMINATION

21.1. NI may terminate this Agreement at any time by providing the Firm with 30 days written notice, without any further obligation or compensation.

21.2. The Firm may terminate this Agreement on giving 30 days prior notice of termination, which may be waived in whole or in part in the sole discretion of NI. During the 30 day notice period, the Firm is required to continue providing the services outlined in this agreement. Upon the expiry of the notice period (or that part of the notice period which is not waived), or if the Firm fails to serve a portion /or all of the required working days within the notice period, NI's sole liability to the Firm shall be to pay to the Firm any compensation up to the last day on which the Firm performs the services.

21.3. NI shall have the right to terminate this Contract effective immediately in the event of any default/breach by the Firm of the terms and conditions of this Contract. 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.

21.4. the Firm agrees that upon any termination of this Agreement for whatever reason, the Firm shall at once deliver or cause to be delivered to NI all books, documents, effects, monies, securities or other property belonging to NI or for which NI is liable to others which are in the possession, charge, control or custody of the Firm.

21.5. The parties confirm that the notice provisions in this Agreement are valid and reasonable and are fair and equitable. The parties agree that upon any termination of this Agreement in compliance with this Agreement, the payments made by NI in accordance with this Agreement shall satisfy all of the obligations that NI has to the Firm, and that upon the making of any such payments the Firm shall not have any action, cause of action, claim or demand against NI or any other person as a consequence of this Agreement or the termination of this Agreement, whether such claim arises pursuant to any applicable legislation, pursuant to this Agreement or otherwise at law.

22. SAFEGUARDING, SOCIAL RESPONSIBILITY AND HUMAN RIGHTS

22.1. 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 22 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.**

22.2. 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.

22.3. 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/crnt-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 22.3, 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 22.3;
 - 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 21.3, 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.

22.4. 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

- 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 15 – 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 20.3, 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.

22.5. 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](#)

22.6. 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.

22.7. 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, if employees become 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.

22.8. 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.

22.9. 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.

23. 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 \(nutritionintl.org\)](https://www.nutritionintl.org/Nutrition-International-Brand-Visibility-Guidelines-for-Grantees.pdf)

24. COMPLIANCE WITH LAWS, APPLICABLE LAW AND JURISDICTION

In carrying out the work under this Agreement, the Parties shall be responsible for complying with all applicable laws and regulations of the location/countries in which the work will be carried out. 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.

25. 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.

26. TRANSMISSION BY FACSIMILE OR OTHER ELECTRONIC MEANS

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

27. 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 15 - Inspection and Audit of Books and Records, Section 16 – Liability and Insurance, Section 17 - Confidentiality, Section 19 - Intellectual Property, Section 24 - Compliance with Laws, Applicable Law and Jurisdiction, and Section 25 - Dispute Resolution.

28. NUTRITION INTERNATIONAL REPRESENTATIVES

For the purposes of this Agreement, NI will be represented by \$formula(\$program_officer). Administrative and non-technical matters (signed copy of this agreement, bank information, invoices, notices, instructions, and the like) can be referred to \$formula(\$program_assistant).

29. 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.

30. 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 != "")

31. 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 and return it to the attention of \$formula(\$program_assistant).

\$formula(UPPER(\$company_name))

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

NUTRITION INTERNATIONAL

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

ATTACHMENT A

STATEMENT OF SERVICES AND DELIVERABLES

ATTACHMENT B
BUDGET

Code	Description	Unit	Quantity	Unit price	Total
A.	Activity				
A.1.	Sub Activity A.1.				
1.1					
1.1					
	Sub Total A.1				
A.2	Sub Activity A.2.				
2.1					
2.2					
2.3					
	Sub Total A.2				
	Total Activity A				
B.	Activity				
B.1.	Sub Activity B.1.				
1.1					
1.1					
	Sub Total B.1				
B.2	Sub Activity B.2.				
2.1					
2.2					
2.3					
	Sub Total B.2				
	Total Activity B				
Subtotal Direct Cost A + B					
Indirect Cost/Agency Fee					
Total Cost					

PER DIEM PAYMENTS:

1. All individuals attending the Event must sign a daily attendance sheet, for each day of attendance, showing the participants full name, signature, phone number, ID number, and date of attendance.
2. All individuals receiving a per diem must sign a daily, sheet acknowledging the total amount of the per diem received for the duration of the Event based upon signed attendance sheets. The sheet should provide space to show the participants' full names, signatures, phone number, ID numbers, amount received and date when the amount was received.
3. The Firm will retain copies of both the signed per diem payment sheets, and the signed attendance sheets, for submission to NI as part of The Firm's Final Reporting obligations under this agreement.

RFP No: P7-04

Within 30 days of NI review and acceptance of final deliverable (submission of Daily Attendance Sheets and Per Diem payment sheets upon request by NI).

ATTACHMENT C

SCHEDULE OF MILESTONES 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}}
	Province (if applicable), Country Postal Code
Contact Information:	{{*phone_es_:signer2:string}} {{*email_es_:signer2:string}}
	Phone number (incl. country and area code) Email address
	{{*companyContact_es_:signer2:string}}
	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}}		

ATTACHMENT E
FINANCIAL REPORT TEMPLATE