

Issued on: 02-08-2026

To

Ms./Mr.

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for the consultancy of Organizing flood preparedness simulation.**

Dear Madam/Sir,

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

RFP No: BPD/2026/RFP-1899

Closing Date & Time: 17-08-2026 02:30 PM (Dhaka Local Time)

Please submit the Proposal **on 17-08-2026 02:30 PM (Dhaka Local Time)** in **tender.brac.net**. Any offer via email or hard copy is treated as non-responsiveness.

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

Participants under same proprietorship or family: Only one organization can participate in the bidding process under the same proprietorship or family. If found more than one organization under the above condition, both the organizations will be termed as non-responsive.

Payment Condition:

Mode of payment will follow the below conditions :

- The first instalment (50% of the total amount) will be made after first simulation is conducted.
- The last instalment (rest 50% of the amount) will be made after submission and acceptance of the final deliverables by BRAC.
- The payment of the assignment will be subject to deduction of VAT and Tax of source as per Govt. rules.

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

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Payments will be subject to deduction of VAT & Tax at source as per Govt. Rule. (If applicable).
Payment will be disbursed within 45 days after vetting by Programme.
Consultant must submit 13 digits new BIN, Trade license (Applicable for firm) & TIN (applicable for both firm & Individual) with proposal and Mushok 6.3 (Applicable for firm) with invoice.
Please note: Invoice date and Mushak 6.3 date must be the same. (Invoice submission time).

The **liquidated damage** should be 0.5% per week or part thereof delay until actual delivery, up to a maximum deduction of 5% the contract price.

As per the Income Tax Act-2023, the rate of tax shall be fifty percent (50%) higher if the payee (Vendors) fails to submit the latest PSR at the time of making the payment
Please note: Invoice date and Mushak 6.3 date must be the same. (Invoice submission time). No stamp needed: if paid electronically (bank transfer, Mobile wallets) BDT 10 stamp: For Bills >500 taka paid by cash, check or pay order, No stamp needed: for bills 500 taka paid by cash, check or pay order Please provide team composition details with consultant's name and role for this project. CV's are required for the consultants who will work for consultancy Firm
For approval of your account during the supplier registration process, and for any other clarification, please contact with Noor Jannat Sharnaly, BRAC Procurement Department (BPD), Phone: +8801335080256, Email: jannat.sharnaly@brac.net.

STANDARD REQUEST FOR PROPOSALS (RFP) DOCUMENTS

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

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

Date:

Ladies/Gentlemen:

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

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

The amount is including of local taxes & vat.

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

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

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal

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and Contract execution, if we are awarded the Contract, are listed below:

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

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Firm's Seal or Stamp:

Terms of Reference (ToR)

Organizing flood preparedness simulation

1. Background

BRAC Disaster Risk Management Programme (DRMP) will carry out flood simulations ahead of the 2027 flood season in the flood and flash flood prone region of Kurigram and Sunamganj districts. This initiative aims to enhance local preparedness, response, and coordination efforts specifically tailored to the unique challenges posed by the flood and flash floods in Kurigram and Sunamganj districts.

2. Objectives of the assignment:

The objectives of the assignment to facilitate flood preparedness simulations exercises through engaging vulnerable communities for creating awareness and readiness for flood preparedness, response and recovery at the community and household level

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2.1 Specific objectives:

- To facilitate participatory flood simulation exercises, providing community members with first-hand experience in responding to a flood emergency through hands-on approach to empower individuals with practical knowledge and skills.
- To equip the community with the necessary knowledge and tools to respond effectively during flood emergencies, fostering a sense of self-reliance and community resilience.
- To educate community about BRAC's role in various phases of flood situation, including needs assessment and relief distribution.

3. Geographical area to be covered:

A total of 2 flood simulation exercises will be conducted in the flood prone northern and flash flood north-eastern districts of Bangladesh. The simulations will be conducted in the following upazilas of the respective districts:

Districts	Upazila
Kurigram	Kurigram Sadar
Sunamganj	Sunamganj Sadar/Derai

4. Role of the Consultant:

The Consultant will ensure that the following things are included into the flood preparedness simulations:

4.1 Script Development and Sharing:

- The Consultant will develop scenarios based on the script on different flood situations including scenarios before, during, and post-flood events.
- Scenarios will highlight critical aspects such as evacuation, search & rescue, first aid services for injuries during floods (e.g., drowning, snake bites), the importance of learning swimming.
- Along with different flood situation the script will include the roles of BRAC's staff, community volunteer, local Disaster Management Committee (DMCs) etc. during emergency.

4.2 Community engagement:

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During the depiction of different stages of the flood situation, the community from the vulnerable region will play various roles during normal times, flood situations, and post-flood recovery situation and they will be assigned roles that reflect their daily lives and responsibilities. The Consultant will ensure their participation, rehearsals, and other related activities of simulations.

4.3 Rehearsals and Preparatory work:

- Consultant will conduct necessary rehearsals (minimum 3 days for each event) and background preparations well in advance of the agreed-upon simulation dates at selected locations.
- Consultant -will ensure for sharing a checklist of all logistical and technical aspects are in place in advance so that BRAC can arrange these for a smooth and impactful simulation.

4.4: All travel, food, and accommodation costs for the consultant and their team will be the consultant's responsibility.

5.Key Deliverables

- Final report

6.Role of BRAC

6.1 Set Design and Props:

- BRAC will be responsible for arranging the logistics for creating a realistic village setting in an open field/selected site, including homes, flood shelters, schools, ponds, trees, agricultural activities, and livestock according to the guidance of consultant.
- BRAC will be responsible to procure or create necessary props and banners to enhance the visual depiction of the simulated community.

6.2 Liaison with distinguished guests, and invitations

Invitations are a priority when conducting a simulation. The event should be graced with the presence of distinguished guests such as organisation heads, district and subdistrict level government representatives, press authority and if possible, celebrities. Their presence will ensure media coverage and spectators. This will boost local coordination and liaison between humanitarian actors. Their speech and ceremonial participation will improve understanding among the actors. The display of organisations' activities will become opportunities to coordinate response activities during actual disasters.

6.3 Coordination and Collaboration:

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It is the responsibility of BRAC to ensure all the coordination with the local government and relevant government agencies.

6.4 Community Engagement:

BRAC will provide support (food, travel allowance etc.) to engage community volunteers for organizing simulations. The selected participants will play different role in the simulation exercise.

7. Timeline

The total assignment will be 3 months from the signing date. Tentative timelines are as follows:

- Kick off the agreement - By September 2026
- Conduct 1st and 2nd simulations -By June 2027
- Final draft report submission - 30th June 2027

8. Academic Qualifications of the Lead Consultant

The Consultant should have at least the following qualification:

- The applicant (lead consultant) must be an individual or institution with the legal status (trade license, TIN/BIN, etc.) to work in Bangladesh.
- Master's degree or PhD in Disaster Management/ Environmental Science and Engineering/ Sociology/ Economics/ or equivalent fields
- Demonstrated experience in organizing and facilitating simulations/drills on flood/fire/cyclone preparedness.
- Proficiency in Bengali and English, with a focus on presentation/reporting skills
- Good communication and relationship-building skills
- Working experience with BDRCS/CPP/FSCD will be an advantage.

9. Application Process and Documents to Submit

The consultant/firm must submit the following documents along with the Technical & Financial Proposal including VAT and TAX as per Govt. Rules:

For consultancy Firm:

- Maximum 2-page Firm profile highlighting related assignments completed with client name, contact person and contact number.
- Lead Consultant (who will lead the assignment) must provide a maximum 2-page CV highlighting related assignment completed, role in the completed assignment.
- Team members (who will be involved in the assignment) must provide a short CV highlighting related assignments completed and role.

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- Firm's Certificate, TIN and VAT registration

For individual consultants:

- Maximum 2-page profile highlighting related assignments completed with client name, contact person and contact number along with detailed CV
- Team members (who will be involved in the assignment) must provide a short CV highlighting related assignments completed and role
- TIN certificate and any other relevant document (if necessary)

10.Evaluation Criteria:

The evaluation process for scoring each of the Non-Price criteria will use the following scoring system:

- Exceptional (gives added value and shows high quality on the whole) = 100%.
- Good (adequate and well suited to the purpose) = 80%;
- Satisfactory (sufficient but lacks substantial advantages and may have very minor concerns) = 50%.
- Poor (not addressed or not sufficient, high risk) = 0%.

The pass mark will be 50 for the technical proposal.

The formula for determining the Price score is the following:

$S_f = 100 \times F_m / F$, in which 'Sf' is the financial score, 'Fm' is the price of the lowest proposal, and 'F' is the price of the proposal under evaluation.

Selection criteria will be based on the Weighted Method. The evaluation shall be based on a combination of Price Criteria & Non Price Criteria.

Weightage for non-price criteria is 70%, and price criteria is 30%

Sl.	Criteria	Points
01.	Understanding of the assignment	20
02.	Technical Approach, methodology and work plan	35
03.	Team Profile and relevant similar experience	25
04.	Qualifications and CVs of the Team Lead and Associates/Key experts	20
Total Points		100
Pass Mark: 50		

11.Confidentiality and non-transferability

Any data, information, documents and other materials related to the work shall remain the property of BRAC and shall be kept confidential by the Consultant. They are not allowed to transfer or divulge any information to any

other person or organization without prior approval from BRAC unless it is necessary by the laws in Bangladesh. They are not allowed also to assign subcontract, delegate or otherwise transfer or dispose of any of its rights or obligation under this agreement.

12. Intellectual property

All the outputs such as script, recordings reports, documents, information etc. produced by simulation will be treated as a work for hire, for BRAC and the mentioned outputs or any part of it cannot be sold, used or reproduced in any manner by the assigned organization / individual without prior permission from BRAC Disaster Risk Management Programme.

13. Payment

- The payment will be made in two instalments.
- The first instalment (50% of the total amount) will be made after first simulation is conducted.
- The last instalment (rest 50% of the amount) will be made after submission and acceptance of the final deliverables by BRAC.
- The payment of the assignment will be subject to deduction of VAT and Tax of source as per Govt. rules.

14. Management and Coordination:

The Consultant will report to the Senior Programme Manager, BRAC Disaster Risk Management Programme as per the approved work plan. He/ she will initiate rehearsals, location selection, provide logistical support and conduct the entire simulation.

15. Termination

Both parties, either BRAC or the Consultant, can terminate this contract by giving notice fifteen days earlier. Termination of the contract (if) will make the payment invalid automatically.

Thanking You
For BRAC



Tashnuba Binte Anwar
Senior Manager, Procurement