



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF  
BANGLADESH**

**Request for Application (RFA)  
Selection of Researcher (Individual/Group/Organization)**

(Lump-Sum Based)

Bangladesh National Social Welfare Council  
Ministry of Social Welfare  
224/1 New Eskaton Road  
Dhaka-1000, Bangladesh

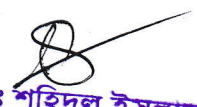
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ফারহানা আক্তার  
উপপরিচালক (মূল্যায়ন)



মোঃ শহিদুল ইসলাম  
নির্বাহী সচিব  
(যুগ্মসচিব)  
বাংলাদেশ জাতীয় সমাজকল্যাণ পরিষদ  
সমাজকল্যাণ সন্ত্রাণালয়

# Section 1. Information to the Applicants

## A. General

1. Scope of assignment
  - 1.1 The Client has been allocated public fund for **Bangladesh National Social Welfare Council** and intends to select Researcher (Individual/ Group/ Organization) for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant
  - 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
  - 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.  
*[ Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2 ]*
3. Eligible Applicants
  - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions
  - 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement rules, 2008
  - 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc. must have written certification from their employer confirming that they are capable for the research. Such certification shall be provided to the Client by the Consultant as part of his/her Applications.
  - 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.
  - 3.5 The Applicant has the legal capacity to enter into the Contract
  - 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
  - 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.

  
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- 3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5
4. Corrupt, Fraudulent, Collusive or Coercive Practices
- 4.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
- 4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4**
- 4.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
- 4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
- (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
- (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.
5. Conflict of Interest
- 5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 5.3 Pursuant to Rule 55 of the Public Procurement Rule 2008, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.
- 5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.



## B. Preparation, Submission & Modification or Substitution of Applications

6. Preparation of Application
- 6.1 Applications shall be typed or written in indelible ink in **Bangla language** and shall be signed by the Applicant. Applicants are required to complete the following Forms:
- (a) Form 3A: Application Submission Form;
  - (b) Form 3B: CV of the Applicant; and
  - (c) Form 3C: Remuneration and Reimbursable
- 6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.
7. Submission of Application
- 7.1 Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement.
- 7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.
- 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
- 7.4 The closing date for submission of Application is 02 January 2023 up to 12.00 pm Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.
- 7.5 Applications may be modified or substituted before the deadline for submission of Applications.
- 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

## C. Evaluation of Applications

8. Evaluation of applications
- 8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.



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8.2 The points to be given under each of the evaluation Criteria are:

Criteria	Points
• Research Concept Note (Min.1500 Words in Bangla)	40 points
• Qualification of the Main Researcher	15 points
• Relevant Working Experience and its adequacy for the assignment	20 points
• Educational Qualification of the Research Assistant	10 points
• Publication of the concern field	10 points
<b>Total points:</b>	<b>95 points</b>

8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points 70 [seventy] shall be considered disqualified.

8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants on each field.

8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC and shall be rated with five (5) points.

8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared on each field.

8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.

8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee(POC)

8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.

8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.

## 9. Application Negotiations

9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.


9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful


negotiations are concluded

- 9.3 During negotiations, the Client and the Applicant shall finalize the “Terms of Reference”, work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services”
- 9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.
- 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

## D. Award of Contract

10. Award of Contract 10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.
11. Debriefing 11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.
- 11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.
12. Commencement of Services 12.1 The applicants are expected to commence the assignment on 1<sup>st</sup> November 2023. The duration of the contract shall be 05 Months from the date of commencement.

  
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উপপরিচালক (মূল্যায়ন)

  
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## Section 2. Terms of Reference (ToR)

Researcher (Individual/ Group/ Organization)  
For the 'Bangladesh National Social Welfare Council

The 'Terms of reference' as stated in Section 2, shall be modified at the time of Negotiation as "Description of Services" in Annex 'A' of the Contract Agreement.

### 1.0 Basic Information

<b>Job Title</b>	Researcher (Individual/Group/Organization)
<b>Location</b>	Any convenient Place of the Researcher
<b>Reports to</b>	Executive Secretary
<b>Appointment</b>	Local Hire
<b>Duration</b>	05 (Five) Months
<b>Salary</b>	Lump sum for the research BDT 7,80,000/- (negotiable) (including of all applicable Taxes and VAT as per Govt. law)
<b>Experience</b>	As per the EOI circular and the Rules of the Research-2023-2024 of BNSWC.
<b>Language Requirements</b>	Bangla for EOI and primary report, Bangla & English for final report.
<b>Computer literacy</b>	MS Word, MS Excel & MS PowerPoint

### 2.0 Background and General Description

Bangladesh National Social Welfare Council is an organization that works for the backwards communities of Bangladesh. Since its inception in 1956, it has been undertaking many social welfare programs and has also been coordinating a self-funded research program since 2016-17 fiscal year. Currently, the programs are coordinated according to Section 5(gha) of Bangladesh National Social Welfare Law - 2019. Up until now, 20 research programs have been coordinated and the recommendations have been addressed to the pertinent departments/institutions with the aim of undertaking the necessary activities. In the 2023-2024 fiscal year, the following research programs have been determined to be coordinated:

1. Evaluating allowance programs for the elderly that are meant to ensure their socio-economic welfare and social safety.
2. Scrutinizing the activities of Sheikh Russel Training and Rehabilitation Centre for Poor Children.
3. Evaluating the programs of Mobile One-stop Therapy service for the handicapped community.
4. Evaluating the utilization of the grant provided by Bangladesh Social Welfare Council to the volunteer organization.
5. The barriers, challenges, and possibilities of the accessibility of the oppressed into the population - a sociological assessment.



### 3.0 Objectives of the Services required

Identifying social problems, determining the causes of the problems and devising solutions of those problems.

### 4.0 Duties and Responsibility

Annex- E

### 5.0 Selection Criteria

Annex- E



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সমাজকল্যাণ মন্ত্রণালয়


## Section 3. Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable

  
ফারহানা আক্তার  
উপপরিচালক (মূল্যায়ন)

  
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সমাজকল্যাণ মন্ত্রণালয়

## Form 3A.Application Submission

[Location: dd/mm/yy]

To:

Executive Secretary  
Bangladesh National Social Welfare Council  
Ministry of Social Welfare  
224/1 New Eskaton Road  
Dhaka-1000, Bangladesh.

Dear Sir,

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

**Signature**

**Print name**

**Address:**

**Tel:**

**Attachments:**

- 1.
- 2.
- 3.
- ...
- ...
- ...

## Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>								
2	NAME OF PERSON :	<i>[state full name]</i>								
3	DATE OF BIRTH :	<i>[ dd/mm/yy]</i>								
4	NATIONALITY :									
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>								
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].</i>								
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>								
8	LANGUAGES & DEGREE OF PROFICIENCY	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Language</u></td> <td style="text-align: center;"><u>Speaking</u></td> <td style="text-align: center;"><u>Reading</u></td> <td style="text-align: center;"><u>Writing</u></td> </tr> <tr> <td style="text-align: center;"><i>e.g. English</i></td> <td style="text-align: center;"><i>Fluent</i></td> <td style="text-align: center;"><i>Excellent</i></td> <td style="text-align: center;"><i>Excellent</i></td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>							
<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>							
9	COUNTRIES OF WORK EXPERIENCE									
10	EMPLOYMENT RECORD	<p><i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i></p> <p><b>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</b></p> <p><i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i></p>								
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i> TO: <i>[e.g. December 2001]</i>								
	EMPLOYER 2	FROM: TO:								
	EMPLOYER 3	FROM: TO:								
	EMPLOYER 4 (etc)	FROM: TO:								

11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT

[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].

12 COMPUTER SKILL

#### CERTIFICATION

[Do not amend this Certification].


I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

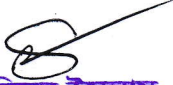
Signature

Print name

Date of Signing

dd / mm / yyyy

  
ফারহানা আক্তার  
উপপরিচালক (মূল্যায়ন)

  
মোঃ শহিদুল ইসলাম  
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## Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1. Finally after negotiation Remuneration & Reimbursable will be part of fixed lump-sum amount as per agreed deliverable in the contract.**

### (1) Remuneration

Rate (Lump sum/per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

**Note:** A month consists of 30 calendar days.

The Maximum Remuneration will be lump sum BDT 7,80,000/- (Seven lac eighty thousand) for the research including applicable VAT and Taxes.

### (2) Reimbursable (as applicable)

Description	Rate per unit	Total unit	Total Amount (TK)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (to be listed)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
----------------------------	--



## Section 4. Contract Forms

The *Contract Agreement*, which once completed and signed by the Client and the Consultant, clearly defines the Client's and Consultants' respective responsibilities.

### 4.1 Contract Agreement (Lump-sum)

THIS CONTRACT ("the Contract") is entered into this day of [dd/mm/yy], by and between [insert name of Client] ("the Procuring Entity") having its office at [insert address of Client], and [insert name of Consultant] ("the Consultant") having his/her address at [insert address of Consultant].

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

#### General

1. Services	1.1 The Consultant shall perform the Services specified in Annex A (National Consultant), which are made an integral part of the Contract.
2. Duration	2.1 The Consultant shall perform the Services during the period commencing from [dd/mm/yy] and continuing until [dd/mm/yy], or any other period as may be subsequently agreed by the parties in writing.
3. Corrupt, Fraudulent, Collusive or Coercive Practices	3.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
	3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the <b>Sub-Clause 3.5</b>
	3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
	3.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:  (a) Exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and



	(b) Declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.
	<p>3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:</p> <p><b>“corrupt practice”</b> means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a Procurement proceeding or Contract execution;</p> <p><b>“fraudulent practice”</b> means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;</p> <p><b>“collusive practice”</b> means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Client the benefits of competitive price arising from genuine and open competition; or</p> <p><b>“coercive practice”</b> means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders, Applications, Proposals or Quotations.</p>
4. Applicable Law	4.1 The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh
5. Governing Language	5.1 The language governing the Contract shall be Bangla. But the final report should be both Bangla and English.
6. Modification of Contract	6.1 The Contract shall only be modified by agreement in writing between the Client and the Consultant.
7. Ownership of Material	7.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client.
	7.2 The Consultant may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract.
8. Relation between the Parties	8.1 Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the Client and the Consultant.
9. Contractual Ethics	9.1 No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution.



<b>Payments to the Consultant</b>	
10. Ceiling Amount	<p>10.1 The Client shall pay the Consultant for the Services rendered pursuant to 'Description of Services' 'a ceiling amount not to exceed Tk7,80,000/-', which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant.</p> <p>10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B</p>
11. Lump-sum Payment	11.1 The Total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs( <b>Remuneration &amp; Reimbursable</b> ) required to carry out the services described in <b>Annex A</b>
12. Payment Conditions	<p>12.1 <b>Currency:</b> Payments shall be made in Bangladesh Taka.</p> <p>12.2 <b>Payments:</b> Payments in respect of the Services shall be made in line with outputs according to the Consultant's Reporting Obligations &amp; Payment schedule as specified in <b>Annex C</b></p> <p>12.3 The Consultant shall submit an Invoice at the periods specified in <b>Annex C</b> after fulfilling the reporting obligations and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.</p> <p>12.4 <b>Final Payment:</b> The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.</p>
<b>Obligations of the Consultant</b>	
13. Medical Arrangements	13.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.
14. Performance Standard	14.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
15. Contract Administration	<p>15.1 <b>Client's Representative</b> The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.</p> <p>15.2 <b>Reports:</b> During the course of the assignment, the Consultant shall submit to the Procuring Entity reports as listed in <b>Annex C</b>, which shall be type-written or computer composed, and will constitute the basis for the payments to be made under Clause 12.</p>



16. Confidentiality	16.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.
17. Consultant's Liabilities	17.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant.
	17.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.
18. Consultant not to be engaged in Certain Activities	18.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.
<b>Obligations of the Client</b>	
19. Services, Facilities and Property	19.1 The Client shall, free of any charge to the Consultant, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.
<b>Termination and Settlement of Disputes</b>	
20. Termination	<p>20.1 <b>By the Client</b></p> <p>The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, Such notice to be given after the occurrence of any event necessitating such termination.</p> <p>20.2 <b>By the Consultant</b></p> <p>The Consultant may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant pursuant to the Contract.</p>
21. Dispute Resolution	<p>21.1 <b>Amicable Settlement</b></p> <p>The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.</p>
	<p>21.2 <b>Arbitration</b></p> <p>If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.</p>



ফারহানা আক্তার  
উপপরিচালক (মূল্যায়ন)



মোঃ শহিদুল ইসলাম  
নির্বাহী সচিব  
(মুদ্রাসচিব)  
বাংলাদেশ জাতীয় সমাজকল্যাণ পরিষদ  
সমাজকল্যাণ মন্ত্রণালয়

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Consultant's Reporting Obligations



ফারহানা আক্তার  
উপপরিচালক (মূল্যায়ন)



মোঃ শহিদুল ইসলাম  
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সমাজকল্যাণ মন্ত্রণালয়

## ANNEX A: Description of the Services


As per EOI circular and the Rules of the Research-2023-2024 of BNSWC.


(a) Address of the Client:

Executive Secretary  
Bangladesh National Social Welfare Council  
Ministry of Social Welfare  
224/1 New Eskaton Road  
Dhaka-1000, Bangladesh.

(b) Address of the Consultant:

Name :  
Address :  
  
Contract No. :  
Email :

  
ফারহানা আক্তার  
উপপরিচালক (মূল্যায়ন)

  
মোঃ শহিদুল ইসলাম  
শির্বাহী সচিব  
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## ANNEX B: Cost estimates of Services and Schedule of Rates

### (A) Remuneration


Name of Consultant	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [state monthly, daily or hourly] rate		Sub-Total (A)	

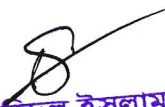
The Maximum Remuneration will be lump sum BDT 7,80,000/- (Seven lac eighty thousand) for the research including applicable VAT and Taxes.

### (B) Reimbursable

Items of reimbursable	Unit	Qty	Rate(Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
Supporting documents and vouchers must be attached with the invoice		Sub-total (B) =		

<b>CONTRACT CEILING (A) +(B)=</b>	<b>Total =</b>
-----------------------------------	----------------

  
**ফারহানা আক্তার**  
 উপপরিচালক (মূল্যায়ন)

  
**মোঃ শহিদুল ইসলাম**  
 নির্বাহী সচিব  
 (মুদ্রাসচিব)  
 বাংলাদেশ জাতীয় সমাজকল্যাণ পরিষদ  
 সমাজকল্যাণ মন্ত্রণালয়

## ANNEX C: Consultant's Reporting Obligations

As per EOI circular and the Rules of the Research-2023-2024 of BNSWC.



ফারহানা আক্তার  
উপপরিচালক (মূল্যায়ন)



মোঃ শহিদুল ইসলাম  
নির্বাহী সচিব  
(মুগ্ধসচিব)  
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সমাজকল্যাণ মন্ত্রণালয়

## ANNEX D:

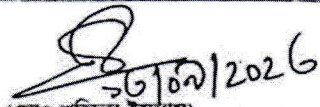
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
বাংলাদেশ জাতীয় সমাজকল্যাণ পরিষদ  
সমাজকল্যাণ মন্ত্রণালয়  
২২৪/১ নিউইন্সটন, ঢাকা-১০০০  
www.bnswc.gov.bd

স্মারক নং ৪১.০৩.০০০০.০৮৪.০২.০০৬(৩).২৩-৬৮০

তারিখ: ২৯ ডায়, ১৪০০ বঙ্গাব্দ  
১৩ সেপ্টেম্বর, ২০২৩ খ্রিষ্টাব্দ

### গবেষণা প্রস্তাবনার আগ্রহব্যক্তকরণের অনুরোধ সহলিত (EOI) বিজ্ঞপ্তি

০১.	মন্ত্রণালয়/বিভাগ	: সমাজকল্যাণ মন্ত্রণালয়
০২.	বাস্তবায়নকারী সংস্থা	: বাংলাদেশ জাতীয় সমাজকল্যাণ পরিষদ
০৩.	EOI আহ্বানকারী	: নির্বাহী সচিব (যুগ্মসচিব), বাংলাদেশ জাতীয় সমাজকল্যাণ পরিষদ
০৪.	EOI আহ্বানের কারণ	: নির্বাচিত শিরোনামে সামাজিক গবেষণার জন্য গবেষক (ব্যক্তি/দল/প্রতিষ্ঠান) নির্বাচন
০৫.	EOI বিজ্ঞপ্তির সূত্র ও তারিখ	: নং-৪১.০৩.০০০০.০৮৪.০২.০০৬(৩).২৩-৬৮০, তারিখ: ১৩ সেপ্টেম্বর, ২০২৩
০৬.	ক্রয় পদ্ধতি	: নির্দিষ্ট বাজেটের অধীন ব্যক্তিভিত্তিক পরামর্শক/গবেষক নির্বাচন পদ্ধতি
০৭.	অর্থের উৎস	: রাজস্ব
০৮.	EOI বিজ্ঞপ্তি প্রকাশের তারিখ	: ১৭/০৯/২০২৩ খ্রি:
০৯.	EOI জমা প্রদানের সর্বশেষ তারিখ ও সময়	: ০৩/১০/২০২৩ খ্রি: দুপুর ১২.০০ টা
১০.	EOI দাখিলের ঠিকানা	: বাংলাদেশ জাতীয় সমাজকল্যাণ পরিষদ, ২২৪/১ নিউ ইন্সটন, ঢাকা-১০০০
১১.	গবেষণার শিরোনামসমূহ	: ০১. বয়স্ক জনগোষ্ঠীর আর্থ-সামাজিক উন্নয়ন ও সামাজিক নিরাপত্তা বিধান বয়স্ক ভাতা কার্যক্রম মূল্যায়ন ০২. সমাজকল্যাণ মন্ত্রণালয় পরিচালিত শেখ রাসেল দুঃস্থ শিশু প্রশিক্ষণ ও পুনর্বাসন কেন্দ্রের কার্যক্রমের ওপর সমীক্ষা ০৩. প্রতিবন্ধী জনগোষ্ঠীর সেবা প্রদানে ভ্রাম্যমাণ ওয়ানস্টপ খোরাপি সার্ভিস সেবা কার্যক্রমের মূল্যায়ন ০৪. বাংলাদেশ জাতীয় সমাজকল্যাণ পরিষদ কর্তৃক স্বৈচ্ছাসেবী সংগঠনকে প্রদত্ত অনুদানের কার্যক্রম মূল্যায়ন ০৫. দলিতদের জনপরিসরে অভিজগমাতায় প্রতিবন্ধকতার ধরন, চ্যালেঞ্জ ও সম্ভাবনা একটি সমাজতাত্ত্বিক সমীক্ষা
১২.	প্রধান শর্তসমূহ	: ১। প্রতিটি গবেষণা কাজের প্রাক্কলিত ব্যয় ৭,৮০,০০০ (সাত লক্ষ আশি হাজার) টাকা (ভ্যাট ও আয়করসহ)। ভ্রাম্যমাণে ১,০০,০০০/ (এক লক্ষ) টাকা গবেষণা সংশ্লিষ্ট সেমিনার ও মূল্যায়ন বাবদ বরাদ্দ থাকবে। ২। গবেষক/গবেষণা প্রতিষ্ঠান উল্লিখিত যে কোনো একটি শিরোনাম নির্বাচন করে বাংলাদেশভাষায় ১৫০০ শব্দের একটি গবেষণা সারসংক্ষেপ অনুরোধ সহলিত আবেদনপত্রের সাথে দাখিল করবেন। ৩। গবেষণায় বাংলাদেশ জাতীয় সমাজকল্যাণ পরিষদ-এর নীতিমালা অনুসরণ করতে হবে। নীতিমালা ও অনুরোধ সহলিত আবেদনপত্র পরিষদের ওয়েবসাইট www.bnswc.gov.bd এ পাওয়া যাবে। ৪। গবেষক/গবেষণা প্রতিষ্ঠানের প্রধান গবেষকের যোগ্যতা, অভিজ্ঞতা, সহায়ক গবেষক বা জনবলের যোগ্যতা/তথ্য, গবেষণার সামর্থ্য, শিরোনাম সংশ্লিষ্ট প্রকাশনা ইত্যাদির তথ্য অনুরোধ সহলিত আবেদনপত্রের সাথে দাখিল করতে হবে। ৫। মূলসহ ০৩(তিন) সেট অনুরোধ সহলিত আবেদনপত্র দাখিল করতে হবে।
১৩.	EOI আহ্বানকারী কর্মকর্তার নাম	: মোঃ শহিদুল ইসলাম
১৪.	EOI আহ্বানকারী কর্মকর্তার পদবী	: নির্বাহী সচিব (যুগ্মসচিব)
১৫.	EOI আহ্বানকারী কর্মকর্তার ঠিকানা	: নির্বাহী সচিব (যুগ্মসচিব), বাংলাদেশ জাতীয় সমাজকল্যাণ পরিষদ ২২৪/১ নিউ ইন্সটন, ঢাকা-১০০০, ফোন : ২২২২২৮১২৫

  
 (মোঃ শহিদুল ইসলাম)  
 নির্বাহী সচিব (যুগ্মসচিব)  
 ফোন : ২২২২২৮১২৫  
 ইমেইল : es@bnswc.gov.bd



## ANNEX E:



গবেষণা নিয়মাবলী ২০২৩-২০২৪