

CARE Bangladesh

Scope Of Work

District, Upazila and Union Level Inception Meetings for PROTISTHAA Project

1. Background

The Protocols and Trigger-based Institutional Systems for Timely Humanitarian & Anticipatory Action (PROTISTHAA) project is a 24-month DG ECHO-funded initiative implemented by a consortium led by CARE Bangladesh in partnership with ACTED, ACF, RIMES, ESDO, Uttaran, and NSS. The project aims to strengthen multi-hazard anticipatory action systems, impact-based early warning systems, government preparedness mechanisms, and community resilience across flood-prone, flash flood-prone, cyclone-prone areas and Rohingya camps in Bangladesh.

To formally introduce the project, build stakeholder ownership, and establish coordination mechanisms with local government institutions and relevant stakeholders, inception meetings will be conducted at District, Upazila, and Union levels.

2. Purpose of the Assignment

The purpose of this assignment is to organize and facilitate District, Upazila, and Union Level Inception Meetings to officially launch the PROTISTHAA project at the local level and orient stakeholders on project objectives, expected results, implementation approach, roles and responsibilities, planned interventions, and coordination mechanisms.

3. Objectives of the Inception Meetings

The inception meetings will aim to:

- Introduce the PROTISTHAA project to relevant stakeholders.
- Share project objectives, expected outcomes, implementation modalities, and geographical coverage.
- Strengthening coordination and collaboration among government departments, disaster management committees, local government institutions, humanitarian actors, and community stakeholders.
- Clarify the roles and responsibilities of implementing partners, local administration, and project stakeholders.
- Gather feedback and recommendations from stakeholders to support effective project implementation.
- Promote ownership of project activities among local government institutions and community structures.
- Establish communication and coordination channels among relevant stakeholders.

Event Coverage

The inception events will be organized across the PROTISTHAA intervention areas covering flood-prone, flash flood-prone, and cyclone-prone locations. A total of 30 inception meetings will be conducted as follows:

Event Level	Number of Events
District Level Inception Meetings	06
Upazila Level Inception Meetings	03
Union Level Inception Meetings	14
Total	23

District-Level Inception Meetings (06)

- Gaibandha
- Jamalpur
- Bogura
- Sylhet
- Sunamganj
- Sherpur

Upazila-Level Inception Meetings (03)

- Ulipur (Kurigram)
- Fulchhari (Gaibandha)
- Dewanganj (Jamalpur)

Union-Level Inception Meetings (14)

1. Hatia, Ulipur, Kurigram
2. Begumgonj, Ulipur, Kurigram
3. Kanchipara, Fulchhari, Gaibandha
4. Fazlupur, Fulchhari, Gaibandha
5. Char Amkhaoa, Dewanganj, Jamalpur
6. Bahadurabad, Dewanganj, Jamalpur
7. Chaluabari, Sariakandi, Bogura
8. Karnibari, Sariakandi, Bogura
9. Rustampur, Gowainghat, Sylhet
10. Lengura, Gowainghat, Sylhet

11. Jagadal, Derai, Sunamganj
12. Charnarchar, Derai, Sunamganj
13. Sadia Chandpur, Chauhali, Sirajganj
14. Khas Kaulia, Chauhali, Sirajganj

5. Scope of Work

The selected third-party service provider will organize inception meetings at District, Upazila, and Union levels in the project intervention locations.

The service provider shall be responsible for:

Event Management

- Coordinate logistical arrangements with implementing partners.
- Organize venue booking and venue management.
- Arrange stage setup and venue decoration.
- Prepare and display project banners and branding materials.
- Arrange seating and registration facilities.
- Ensure adequate sound system and public address equipment.
- Arrange multimedia projector and screen where required.
- Ensure uninterrupted power supply during the event.

Branding and Visibility

- Design and produce event banners following CARE Bangladesh and donor visibility requirements.
- Display branding materials according to guidance provided by CARE Bangladesh.

Guest Hospitality

- Arrange tea/snacks for participants.
- Arrange lunch for participants and guests.
- Arrange drinking water and refreshments throughout the event.

Guest Appreciation Items

- Procure and distribute suitable guest appreciation items for invited dignitaries and key guests,

Item List

Category	S/L	Item	Location	Description	Qty
Guest Appreciation Items	1	Clear Bag - A4	14 Unions, 08 Upazilas, 08 Districts	Material: Plastic; Colour: Any Colour	1230 PCS
	2	Notebook (One side Branding)	14 Unions, 08 Upazilas, 08 Districts	50 Pages; 80 GSM; Hard Paper Cover	1230 PCS

	3	Pen	14 Unions, 08 Upazilas, 08 Districts	Premium ball point pen with oil gel ink; 0.7mm nib; Black ink	1230 PCS
Event Management	1	Banners	14 Unions, 08 Upazilas, 08 Districts	Based on the venue, if needed it will be fixed later	30
	2	Sound System	14 Unions, 08 Upazilas, 08 Districts	Based on the venue, if needed it will be fixed later	23
	3	Multimedia Projector	14 Unions, 08 Upazilas, 08 Districts	Based on the venue, if needed it will be fixed later	23
	4	Generator / IPS	14 Unions, 08 Upazilas, 08 Districts	At least 4 hours backup	23
	5	Other Logistics	14 Unions, 08 Upazilas, 08 Districts	Need Based	23
Food	1	Lunch Item	14 Unions, 08 Upazilas, 08 Districts	Plain Polao, Chicken Roast, Boiled Egg, Vegetable, Water Bottle	1230 PCS

Delivery location: Delivery Location wise Qty Will Be Shared.

Event Time: The event date is yet to be finalized. Once the date is confirmed, it will be shared accordingly, as the event is being coordinated in alignment with the government personnel's schedule.

****Physical samples of the Guest Appreciation Items must be submitted**

***** All gift items must be approved by CARE Bangladesh prior to final production.**

6. Responsibilities

Implementing Partners

The implementing partners (ESDO, Uttaran, NSS, and relevant consortium partners) will:

- Liaise with local administration.
- Obtain confirmation of event dates.
- Coordinate with District Administration, Upazila Administration, Union Parishad, and other stakeholders.
- Support participant mobilization.
- Share finalized participant list with the service provider.
- Maintain participant registration records.
- Take event photographs.
- Prepare a brief event completion report including:
 - Participant list
 - Event photos
 - Key discussion points
 - Challenges and recommendations

Third-Party Event Management Firm

The service provider will:

- Manage all event logistics.
- Ensure quality arrangements.
- Deliver all materials and services within the agreed timeline.
- Coordinate closely with implementing partners and CARE Bangladesh.

CARE Bangladesh

CARE Bangladesh will:

- Provide overall guidance and coordination.
- Approve agendas, branding materials, banners, and gift items.
- Review event arrangements.
- Provide technical inputs and facilitate project presentations.
- Monitor event quality and compliance.

7. Tentative Participants

District Level

Approximately 50–70 participants including:

- Deputy Commissioner (DC)
- Additional Deputy Commissioners
- District Disaster Management Committee members
- Line Departments
- Department of Disaster Management
- Department of Agricultural Extension
- Livestock Department
- Fisheries Department
- Water Development Board
- Fire Service and Civil Defense
- NGOs and humanitarian actors
- Local media representatives
- Project partners

Upazila Level

Approximately 40–60 participants including:

- Upazila Nirbahi Officer (UNO)
- Upazila Disaster Management Committee members
- Sectoral government departments
- Union Parishad representatives
- CPP/FPP representatives

- Community leaders
- NGOs and project partners

Union Level

Approximately 30–50 participants including:

- Union Parishad representatives
- UDMC members
- Community-Based Organizations
- CPP/FPP volunteers
- Women's groups
- Youth representatives
- Persons with disabilities representatives
- Local community leaders
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8. Deliverables

The service provider shall submit:

Before the Event

- Event management plan.
- Venue and logistics confirmation.
- Draft banner design.
- List of proposed gift items.

During the Event

- Complete logistical support.

After the Event

Within 15 working days after each event:

- Final expenditure breakdown.
- Soft copies of all event materials.

9. Duration of Assignment

The assignment will be completed according to the approved inception meeting schedule provided by CARE Bangladesh and the implementing partners.

10. Payment Terms

Payments will be made upon satisfactory completion of the events and submission of approved deliverables, as certified by CARE Bangladesh.

11. Reporting Line

The service provider will report directly to the designated PROTISTHAA Project Team of CARE Bangladesh and coordinate closely with the respective implementing partner in each project location.

12. Compliance and Visibility Requirements

- All arrangements must comply with CARE Bangladesh policies and procedures.
- Donor visibility and branding requirements must be followed.
- The service provider must ensure professional conduct and quality service delivery.
- Any changes to approved arrangements must receive prior approval from CARE Bangladesh.

13. Duration of Assignment and Tentative Timeline

The assignment will be implemented by **30 September 2026**. The selected service provider will be responsible for organizing and managing all approved District, Upazila, and Union level inception meetings within the agreed project locations according to the schedule finalized by CARE Bangladesh and the respective implementing partners.

The timeline may be adjusted in consultation with local administration and CARE Bangladesh if required.

Key Milestones

- Event management plan approved by CARE Bangladesh.
- All venues and logistics confirmed before each event.
- District, Upazila and Union level inception meetings successfully completed.
- Event reports and documentation submitted for all events.
- Final consolidated report submitted by **30 September 2026**.

TECHNICAL EVALUATION		70%
Criteria	Description	Score
Relevant Organizational Experience	Experience in organizing workshops, seminars, inception meetings, government events, donor-funded project events, or stakeholder consultations within the last 5 years. (1-3 Similar Assignments – 05 Marks, 4- 5 Similar Assignments – 15 Marks, more than 5 Similar Assignments – 25 Marks)	25
Implementation Approach & Work Plan	Quality of proposed event management approach, coordination mechanism, timeline, logistical arrangements, risk mitigation measures, and reporting process.	25
Sample Evaluation	Physical Sample Evaluation of Guest Appreciation Items (Each Sample obtain maximum 5 Number)	20
Total Technical Score		70

FINANCIAL SCORE CRITERIA		30%
Financial Offer	Financial Proposal: The lowest technically qualified bidder receives the full marks for financial score; subsequent bidders receive proportionate lower scores, converted to 30% of total.	30%
Total		100%

The total score derived from the submitted proposals (technical and financial) will be the final score and converted to the score of 100. CARE Bangladesh also reserves the right to cancel, disqualify any proposal without explaining any reason whatsoever.

Note: Implementing partners will coordinate with local administration to obtain suitable dates and ensure participation of relevant stakeholders. The service provider shall remain flexible and responsive to any scheduling adjustments required by local authorities, implementing partners, or CARE Bangladesh.

Technical Proposal

- Organizational profile with legal documents: Latest Trade License (FY26-27), E-TIN Certificate, latest Tax Return copy, BIN Certificate, copy of bank cheque, and signed Vendor Questionnaire and Vendor Disclosure Form.
- Completed and signed CARE RFQ Template and this SoW (Scope of Work), acknowledged and signed.

Financial Proposal

Financial Proposal on the firm/company's letterhead, per the attached SoW.

Terms and Conditions

- CARE Bangladesh reserves the right to cancel, terminate, or halt the procurement process at any stage without justification to bidders, notwithstanding any time or resources the bidder has invested in preparing a proposal.
- CARE Bangladesh reserves the right to monitor the quality and progress of work throughout the delivery period.
- No advance payment will be made against the PO.
- All quoted prices must be inclusive of VAT, tax, transportation, and all associated costs. Applicable tax rules and regulations will be strictly followed.
- Mushak 6.3 must be provided with each bill and challan. VAT and Tax will be deducted at source in accordance with Government of Bangladesh (GoB) rules.
- CARE Bangladesh reserves the right to accept or reject, partially or fully, any or all quotations without assigning any reason, and is not obligated to select the lowest bidder.

- CARE Bangladesh is not obligated to accept any quotation or award a Work Order, and bears no responsibility for any costs incurred by a supplier in preparing or submitting a quotation, regardless of the outcome of the process.
- The selected vendor(s) shall be solely responsible for ensuring that no child labor is employed at any stage of the supply chain, in compliance with the Bangladesh Labour Act and applicable national and international labor standards.