

Terms of Reference for Consultancy Service to Develop Provident Fund and Gratuity Fund Regulations for Helvetas Bangladesh

1. Background

Helvetas Bangladesh (INGO) has been working in Bangladesh since 2000, to support local communities, marginalised groups and disadvantaged people to improve their livelihoods through better access to basic services and life opportunities. Helvetas Bangladesh operates a Provident Fund and Gratuity Fund to ensure the welfare and security of its employees.

Helvetas Bangladesh seeks consultant/consultancy firms to review its existing Provident Fund (PF) and Gratuity Fund (GF) regulations and develop updated, comprehensive regulations to serve its employees' needs better and ensure compliance with evolving legal and regulatory frameworks.

The Provident Fund (PF) and Gratuity Fund (GF) regulations are referred as PF/GF regulations.

2. Objectives

Drafting and finalizing the PF and GF regulations to simplify based on the needs of Helvetas Bangladesh.

3. Scope of Work / Key Tasks

The consultant will be responsible for the following tasks:

- Conducting kick-off meeting with Helvetas Bangladesh and preparing meeting minutes
- Review existing PF/GF regulations and procedures to ensure compliance with the government law of Helvetas Bangladesh.
- Providing expert opinions on the open questions.
- Developing draft regulations for PF/GF including contribution rates, eligibility criteria, Loan management and fund management guidelines.
- Presenting the draft regulations to Helvetas Bangladesh for feedback and incorporating necessary revisions based on feedback received.
- Finalizing the Provident Fund and Gratuity Fund regulations document incorporating all revisions and recommendations.

4. Deliverables

The consultant is expected to deliver the following:

- Preparing the kick-off meeting minutes outlining all the requirements and expectations of Helvetas.
- Drafting and finalizing PF/GF regulation incorporating feedback from Helvetas Bangladesh.

5. Duration

The consultancy is expected to be not more than **5 workdays** and be completed within 10 working days from the date of contract signing.

6. Eligibility Criteria

The consultant should possess the following qualifications and expertise:

- The Consulting Firm should have updated valid registration from the Concerned Authorities as a Proprietorship / Partnership/ Private Limited Company. (Mandatory)
- TIN Certificate and Taxpayer documents. (Mandatory)
- VAT Registration Certificates/ Business Identification number (BIN) Supplier should have ability to process invoice in Musak 6.3 (Mandatory)
- Technical proposal & financial proposal should submit in separate file (Mandatory)
- Terms of Reference (ToR) each page seal and signed
- Minimum 5 years working experience in developing Provident Fund and Gratuity Fund regulations, preferably for non-profit organizations or similar entities.

7. Evaluation Criteria

EVALUATION CRITERIA	DESCRIPTION	WEIGHT (%)
Criteria 01: Eligibility (Documents/Certifications)	Refers to applicant's ability to demonstrate that they have valid business registration, vat & tax certificate/ registration as mandatory required by local law. Please follow the documents list asked for this bidding process in section 6. Applicants who will submit all mandatory documents, those are only qualify for next level of evaluation.	Pass/Fail
Criteria 02: Past Experience	Refers to Bidders/service providers ability to demonstrate relevant experience and technical knowledge on provident fund and gratuity fund regulations experience working with UN, I/NGO. Only valid proof (PO/Contract/Agreement reference) of relevant evaluation experience certificate/contracts/Purchase orders will be considered for evaluation scoring. (3 mark will be considered for each of the organization's PO/contract, Maximum 5 POs/Contracts/Work Completion reports will get highest score-15)	15%
Criteria 03: Methodology and Approach	The Methodology and approach section will be assessed on the detailed and systematic plan for activity implementation. A strong methodology should outline a step-by-step process that demonstrates a clear understanding of the technical aspects of the project, efficient resource allocation, and risk management strategies.	25%
Criteria 05: Team Composition	Please submit the company profile along with key personnel CV. (PF & GP Regulation Working Experience with 5 Years- 5 marks, 8 Years- 10 Marks, 10 Years- 15 Marks)	15%
Criteria 06: Work Plan and Timeline	Consultants need to provide a detailed work plan with a timeline on what activity will start when and by when work will be completed. The shortest timeframe will get the highest score.	5%

EVALUATION CRITERIA	DESCRIPTION	WEIGHT (%)
Criteria: 09 Financial Proposal	Offer as per Price list (all prices should be inclusive of VAT & Tax charges as per the government policy and rules) as per details mentioned in scope of service requirements. Lowest price offer will get highest score.	40%

8. Financial Proposal

SL#	Description	Qty	Unit	Total Price (Included VAT, Tax, & other costs) in BDT.	Remarks
1	Consultancy Service for Provident Fund and Gratuity Fund Regulations	1	Package		

In Word:

9. Proposal Submission

Interested consultants or consulting firms are invited to submit their proposals by **06 July 2024** to the following email address: recruitmentbd@helvetas.org.

Proposals must include:

- **A detailed methodology and approach**
- **Description of relevant experience**
- **Work plan with a timeline**
- **CVs of key personnel**
- **All required legal documents**
- **Financial proposal**

Please mention in the E-mail subject line: "PF/GF Regulations"