

Issued on: 18-01-2026

To

Ms./Mr.

Individual Consultant/Consultancy firm

Subject: **Letter of Invitation for Biodiversity and Ecosystem Value Assessment for the project "Addressing Climate Mitigation through Mangrove Plantation.**

Dear Madam/Sir,

BRAC and the HSBC Bank, along with the support from the BEZA have planted a mangrove patch on the coast of National Special Economic Zone, Mirsarai. The plantation has created habitat for biodiversity. The first phase of the plantation was done in the year 2011 in a newly accredited sandy land which was actually a sea land in the mouth of the river Feni to the Bay of Bengal. Currently 71 acres land has been planted; 54 acres of that plantation is 4 years old and rest part is one and half years old only.

The objective of the consultancy service is to assess the Biodiversity and Ecosystem Value using the appropriate methodologies.

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-117

Closing Date & Time: 01-02-2026 02:30 PM (Dhaka Local Time)

Please submit the Proposal on **01-02-2026 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.

During the participation in any tendering/enlistment process, if any Consultant/Consulting firm provides fake document, they will be banned from business with BRAC for certain years as per BRAC Procurement Guideline

Payment Condition:

Mode of payment will follow the below conditions :

1 st instalment	20%	Upon Submission of Inception Report
2 nd instalment	40%	Upon Submission of Draft Report
3 rd instalment	40%	Upon Submission of Final Report

All payment will be made through bank transfer. VAT and Tax will be deducted at source when applicable.

Payment would be made to the Consultant/Consultancy firm after acceptance/recommendation by the programme through an automatic Bank transfer directly into any scheduled Bank in

BRAC
BRAC CENTRE
75 Mohakhali
Dhaka 1212

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W:www.brac.net

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Bangladesh in favour of consultant/consultancy firm.

For payment, Consultant/consultancy firm 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. 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/Consultancy Firm must submit 13 digits new BIN, Updated Trade license (Applicable for firm) & TIN, updated income tax certificate (applicable for both firm & Individual) with proposal and Mushok 6.3 Applicable for firm and updated income tax certificate (applicable for both firm & Individual) with invoice.

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,

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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 Tazkia Razekin, BRAC Procurement Department (BPD), Phone: +8801325070202, Email: tazkia.razekin@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

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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 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 Gratuity

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)
for

Biodiversity and Ecosystem Value Assessment for the project "Addressing Climate Mitigation through Mangrove Plantation

ASSIGNMENT:	Biodiversity and Ecosystem Value Assessment for the project "Addressing Climate Mitigation through Mangrove Plantation
LOCATION:	Bangladesh
DURATION:	(1 month)

PROJECT BACKGROUND AND OBJECTIVE

BRAC and the HSBC Bank, along with the support from the BEZA have planted a mangrove patch on the coast of National Special Economic Zone, Mirsarai. The plantation has created habitat for biodiversity. The first phase of the plantation was done in the year 2011 in a newly accredited sandy land which was actually a sea land in the mouth of the river Feni to the Bay of Bengal. Currently 71 acres land has been planted; 54 acres of that plantation is 4 years old and rest part is one and half years old only.

The objective of the consultancy service is to assess the Biodiversity and Ecosystem Value using the appropriate methodologies.

SCOPE OF WORK

List and identify the biodiversity including plants, wildlife, fish, mollusk, insect etc. of the mangrove plantation area, assess the Ecosystem Value of the plantation at its current stage.

DELIVERABLES

- a. Biodiversity and Ecosystem Value Assessment Report
- b. Raw data in Excel format
- c. Photographs

SUPPORT FROM BRAC

- Relevant literature and background documents on the project will be shared
- Learning objective of each page of the book will be detailed.

REPORTING

Name: Tapas Ranjan Chakraborty

Designation: Senior Programme Manager

Programme: Climate Change Programme (CCP)

REQUIREMENTS

Experiences

- Have proven experience in biodiversity assessment and ecosystem value assessment
- Leading positions will have life science qualifications of training and atleast 5 years of working experience.
- Assessment team must have wildlife biologist and plant taxonomist.

DISCLAIMER: All materials generated in the research remain property of BRAC.

**PAYMENT MILESTONE:**

1 st instalment	20%	Upon Submission of Inception Report
2 nd instalment	40%	Upon Submission of Draft Report
3 rd instalment	40%	Upon Submission of Final Report

All payment will be made through bank transfer. VAT and Tax will be deducted at source when applicable.

Thanking You
For BRAC

Tashnuba Binte Anwar
Senior Manager, Procurement