

AMERICAN EMBASSY, DHAKA
MADANI AVENUE, BARIDHARA
DHAKA-1212, BANGLADESH

REQUEST FOR BIDS

SUBJECT: Terms of Reference and Scope of Work for Request for a South Asia Security Dialogue organizer

A. Background Information and Objectives

1. The goal of the South Asia Security Dialogue is to bring together civil society leaders, government officials and law enforcement agency representatives for two security dialogues organized by a Bangladeshi think tank.
2. The objectives of the Dialogue are as follows:
 - a. To provide a forum for policy-makers to respond to growing calls for a regional approach to security issues.
 - b. To provide a forum for South Asian experts to discuss security policy and legislation, capacity building of and cooperation between intelligence agencies/police, money laundering, and radicalization of youth.
 - c. To create an environment in which South Asian law enforcement agencies and governments can better work together to deter extremists from engaging in international terrorist acts.
 - d. To present research papers that will be used by governments to devise cooperative, regional strategies to respond jointly to the transnational threat of terrorism in South Asia
3. The program will include two separate security dialogues. The initial one will include about 20 participants from India and Bangladesh and will be held in Bangladesh. The second will include about 20-30 representatives from Bangladesh, India, Pakistan and, if possible, Sri Lanka and Nepal. It will be held in Bangladesh.

B. Scope of Services/Scope of Work

1. To achieve the overarching goals and objectives of the project, the specific tasks of the Dialogue organizer are as follows:

- a. Select a partner think tank from India to be involved in all tasks below
- b. Develop a program for the Dialogue. The first dialogue will focus on border security and regional security strategies; the second dialogue will focus on regional approaches to countering terrorist financing and terrorist groups that operate regionally.
- c. Choose participants for the Dialogue
- d. Commission papers to be presented at the Dialogue
- e. Do all logistical work for the Dialogue
- f. Produce a document at the end of the Dialogue that includes recommendations for improving regional security cooperation, based on Dialogue papers and discussion. This document must be of sufficiently high quality to present to heads of government
- g. The Dialogue must be concluded and the final documents presented to the Embassy within three months of the date the contract is awarded

2. Specific activities for the Dialogue organizer are as follows:

- a. Consult with the U.S. Embassy Political Section in choosing a partner think tank and in selecting Dialogue participants and paper presenters; the Embassy must approve these decisions
- b. Inform the Embassy Political Section of any issues or concerns that may arise during the period of the contract
- c. Provide electronic and hard copies of the final document
- d. Provide regular updates to the Embassy Political Section
- e. Provide bi-weekly financial reports on the project to the Embassy Political Section.

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C. Bid Requirements

1. All bid requirements must have the following information:
 - a. Proof of ability to complete the task, including evidence of regional networks to get the most appropriate participants and of prior experience in successfully organizing multinational workshops on security issues
 - b. Names of all people who will be involved in the project and their contact information
 - c. A detailed budget
 - d. A detailed proposal of procedures to accomplish the required tasks
 - e. Please respond to each and every request for information. Selection will be based on the most responsible (Cost and proof of capacity) proposal. The deadline for receiving bids is 5 p.m. on June 9.

D. Embassy Coordinators

1. Please feel free to contact Embassy coordinators at any time for any questions or concerns.
2. The points of contact for this memo are Dan Biers and Jon Danilowicz at 885-5500 ext 2306 and ext 2151 respectively
3. Email queries should go to Dan Biers at biersdl@state.gov

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