

MRDI/2024-2025/371

30 April 2025

Engr. M. Jakir Ahammad
Managing Director and CEO
GRM Resources Management Ltd
House #05, Road #01/D, South Pallabi,
Mirpur-11, Dhaka-1216.
Email: mjakir.grm@gmail.com, mjakir@grm.com.bd

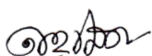
Subject: Work Order for conducting a primary survey

Dear Mr. Ahammad,

Greetings! I am pleased to inform you that MRDI has decided to issue a work order to conduct a primary survey on “Why the Solar Home Systems in Bangladesh Has been Declining?” in accordance with the proposal you submitted.

The Procurement committee of MRDI went through your proposal and after analysing your offer has decided to assign the task to you with the following terms and conditions:

1. Work in direct supervision of the Manager Programme and Project Coordinator for ‘Climate, Energy and the Media’ project Syed Samiul Basher Anik of MRDI in coordination with the Executive Director.
2. Work under the guidance of a research team led by Dr. Khondaker Golam Moazzem, Research Director of Centre for Policy Dialogue (CPD).
3. Coordinate and supervise the whole process of data collection and final data submission in line with two ready-to-use, structured, and translated questionnaires already coded and prepared for data collection by the research team in accordance with the proposal submitted to MRDI.
4. Convert the provided questionnaires into KoboToolbox or SurveyCTO format to ensure correct mapping of questions and coding for seamless data entry.
5. Conduct training sessions on survey tools, ethical considerations, and data collection procedures. Provide hands-on practice with digital survey tools to minimise errors.
6. Conduct field surveys targeting 480 Households across different regions.
7. Ensure high-quality data collection, cleaning, and delivery while adhering to ethical and methodological standards set by the research team.
8. Submit the final dataset to the research team in a structured format (MS Excel and Stata).
9. The duration of your assignment will be from **01 May 2025 to 29 May 2025**.



10. An amount of BDT 5,99,625.00 (Five lac ninety-nine thousand six hundred and twenty-five) including VAT & Tax will be paid for conducting the survey.

11. In line with the discussion with the firm, payment will be made in three instalments as follows:

Installments	Description	Percentage of Project	Amount in BDT
1 st	Advance upon receiving the work order	40%	239,850.00
2 nd	After submission of the final data to the research team	40%	239,850.00
3 rd	After satisfactory completion of the assignment	20%	119,925.00
Total amount including VAT & Tax			599,625.00

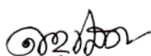
12. Payments will be made through bank transfer (A/C Name: GRM Resource Management Ltd, Bank Name: Islami Bank PLC, Branch: Mirpur-01 Branch, Dhaka, A/C No: 20502100100486412, Routing Number: 125263106)

13. VAT and Tax as admissible will be deducted at source as per Govt. rules.

14. MRDI will have the right to reject the work order if the terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or the quality of the work is not satisfactory.

15. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Tahmina Ferdowsy

Senior Accounts Officer



Accepted by: **Engr. M. Jakir Ahammad**

Date: 30 April 2025


Child Protection Code of Conduct

I, **Engr. M. Jakir Ahammad**, Managing Director and CEO, GRM Resources Management Ltd, acknowledge that I have read and understood MRDI's *Child Protection Policy* under the Financial and Administrative Manual and agreed that in the course of my association with MRDI, I must:

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic, or social origin, property, disability, birth or other status
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with MRDI that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- I understand that the obligation is on me, as a person associated with MRDI, to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signature: 

Date: 30 April 2025