

MRDI/2025-2026/039

11 August 2025

**Monzurul Haque**

Chairman & Managing Director  
Org-Quest Research Limited  
DH Tower, Level - 7 (Suite 701)  
6 Panthapath, Dhaka - 1215  
Email: [mhaque@orgquest.com](mailto:mhaque@orgquest.com)

**Subject: Work order for conducting CAPI survey of “National survey on people’s awareness on RTI”**

Dear Mr. Monzurul Haque,

Greetings! You will be happy to know that after following the competitive bidding process your organization has been selected by MRDI procurement committee for conducting the CAPI survey (3,200 respondents) as part of the National survey on people’s awareness on RTI under the project ‘Strategic Togetherness for Inclusive Development (STID)’ in partnership with Nagorikata: Civic Engagement Fund (CEF), managed by GFA Consulting Group and supported by the Embassy of Switzerland and Global Affairs Canada. This survey aims to assess the current state of awareness on RTI Act among the public, designated officers (DOs), and other key stakeholders.

**1. Objectives of the Assignment*****Overall Objective***

The objective of the survey would be to provide insights into progress and facilitate the Information Commission to develop their next strategic plan, facilitate the coordination and reform unit of the Cabinet Division in implementation of the RTI act at the field level and civil society organizations for improvement and implementation of RTIA in future. The findings will also support MRDI strategic plan by providing directions on where to launch interventions, identifying areas of need, and determining potential allies for these initiatives.

***Specific Objectives***

1. To provide an empirical evidence of information needs, awareness level and experience of the people in accessing information from the authorities, status of implementation and use of the RTI Act in Bangladesh, that is relevant for policy makers and RTI activists for future use
2. To identify the challenges in the use of the RTI Act in seeking information by the citizens and providing information by the designated officers, appellate authorities and the Information Commission under the law
3. To generate quantitative data and formulate recommendations to strengthen the implementation of the RTI Act in Bangladesh

**2. Methodology of the Survey**

As mentioned in technical proposal submitted by you.

**3. Survey Area and sample size**

As mentioned in technical proposal and with modification, if needed, in consultation with MRDI.

#### 4. Scope of Work

Org-Quest Research Limited will perform the following task:

- ✓ Reviewing of previous survey's methodology and questionnaire
- ✓ Design the sampling, time plan, roles and responsibilities of the team members etc.
- ✓ Develop draft survey questionnaire/tools/instruments and finalize them after getting feedback from MRDI team and RTI Forum members
- ✓ Pre-testing of the survey tools in one or two communities and if needed make necessary changes in the tools based on the field findings
- ✓ Preparation of training plan for the enumerator and supervisor, field work protocols according to agreed methodologies
- ✓ Recruitment and implementation of training for enumerators
- ✓ Data collection, cleaning, validation, entry, analysis and synthesis
- ✓ MRDI may randomly check the data collection process
- ✓ Generate results and findings and prepare report
- ✓ The survey will be conducted applying CAPI technology
- ✓ Any other task as required for the survey

#### 5. Key Deliverables

Org-Quest Research Limited will provide the following deliverables:

- ✓ An inception report with the detailed work plan, appropriate methodology, sampling, timing, roles and responsibilities of researchers of the particular assignment
- ✓ The whole set of survey questionnaires
- ✓ Final tools/instruments of the survey
- ✓ Data entry and analysis plan
- ✓ A draft but comprehensive survey report and raw data of the survey
- ✓ Provide analysis of data as per requirement of MRDI
- ✓ Final survey report in English incorporating comments and feedback

#### 6. Duration of the Assignment

Org-Quest Research Limited will complete the assignment within 3 months from the date of signing. The firm must ensure that the whole process of the survey work including preparation, development of the survey tools, testing and reviewing of the tools, actual field work, data analysis and delivery of the key findings & report can be completed within this time frame.

#### 7. Payment for the Assignment

The total payment for this assignment will be **Taka 2,400,000/=** (Taka Twenty-four lac) only excluding VAT. Tax will be deducted at source at the prescribed rates and tax documents will be provided.

#### 8. Mode & schedule of Payment

Payment will be made by A/C payee cheque or through bank transfer on submission of invoice. Payment will be made in 3 following installments:

Installments	Description	Percentage	Amount in BDT
1 <sup>st</sup>	Acceptance of the work order	25%	600,000
2 <sup>nd</sup>	After finalization & MRDI acceptance of the tools	40%	960,000
3 <sup>rd</sup>	After submission & MRDI acceptance of final deliverables	35%	840,000
<b>Total amount excluding VAT</b>			<b>2,400,000</b>

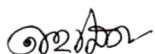
**9. General**

For any deviation of the planned task, both parties will inform its counterpart in writing with justification and implement the deviation with consensus.

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

**11.** Require acknowledging the Child Protection Code of Conduct and Gender Code of Conduct as per MRDI Policy.

Thanking you in anticipation.



**Tahmina Ferdowsy**

Senior Accounts Officer



Accepted by: **Monzurul Haque**

Date: 12 August 2025

## Child Protection Code of Conduct

I, **Monzurul Haque, Chairman & Managing Director, Org-Quest Research Limited**, 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: 12 August 2025

## Gender Code of Conduct

I, **Monzurul Haque**, Chairman & Managing Director, Org-Quest Research Limited, acknowledge that I have read and understood MRDI's *Gender Code of Conduct* aligned with the Gender Policy and organization's strategic objective on gender transformation, and agree that during my association with MRDI, I **must**:

- uphold the principle of gender equality & equity
- not discriminate against any gender
- adhere to a zero-tolerance policy on sexual harassment, exploitation, and abuse
- not perpetuate gender stereotypes and bias
- treat all genders with respect regardless of race, colour, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- promote equal opportunities for all genders, including equal participation in decision-making, leadership roles, and access to services.
- must refrain from sharing, publishing, or promoting any news, photos, videos, or content—on social media or other platforms—that are derogatory, harmful, or undermine the dignity & rights and exploit or harass individuals.
- not use language or behaviors towards any gender that is inappropriate, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate.
- acknowledge and abide by relevant national laws, rules, and policies, including labor laws concerning gender
- immediately disclose all charges, convictions, and other outcomes of an offence, which may have occurred before or occurred during my association with MRDI that relates to gender issues
- 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 gender discrimination and abuse.

Signature: 

Date: 12 August 2025