



Empowered lives
Resilient nations

REQUEST FOR PROPOSAL (RFP-BD-2017-015)

NAME & ADDRESS OF FIRM	DATE: July 13, 2017
	REFERENCE: RFP-BD-2017-015

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring Firm for Mahalla and Resource Mapping and Urban Profiling and Poverty Assessments in 05 Cities**.

Proposals shall be submitted on or before 04.30 pm (local BD Time) on Thursday, 27 July 2017

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before the deadline indicated by UNDP e-Tendering system. Bid must be submitted using online e-Tendering system at the link furnished below:

<https://etendering.partnersgencies.org>; by using your username and password. If you have not registered in the system before, you can register now by logging in using

Username: event.guest

Password: why2change

And follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days. You kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted into the system within deadline. e system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (with file name less than 60 characters) in PDF format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, will not be considered for evaluation.

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements. The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

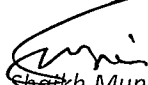
Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3. Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: http://www.undp.org/content/undp/en/home/operations/_procurement/protestandsanctions/

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP. UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Shaikh Munir Hossain
Operations Manager a.i.
7/13/2017



Description of Requirements

Context of the Requirement	<p>The National Urban Poverty Reduction Programme (NUPRP) is a six-year programme that targets sustainable improvements in the livelihoods and living conditions of the urban poor across towns and cities of Bangladesh. Funded by the Department for International Development (DFID) and the Government of the United Kingdom, it is being implemented by the Local Government Division (LGD) of the Government of Bangladesh together with the United Nations Development Programme (UNDP). At its heart NUPRP is a governance programme. NUPRP seeks to address urban poverty issues not through the direct implementation of infrastructure improvements, or charitable giving to selected urban poor beneficiaries; rather to influence the environment in which poverty reduction policies and thinking take place, and thereby having a potentially much more widespread and lasting effect. In order to bring about improvements in living conditions and the livelihoods of the urban poor, NUPRP's task is to work together with national and local governments, empowering urban poor communities to understand issues and advocate for their needs, and to improve urban governance overall. Ultimately the design and implementation of pro-poor policymaking and planning will rely on key stakeholders of the programme, that include urban poor communities, civil society, the private sector, and local and national governments. This programme sees its goal to develop tools, methods, and facilitate processes that can help to build capacity, experience, and confidence to do that, at the community-, city-, and national-levels.</p> <p>NUPRP will reduce urban poverty through both direct, and indirect, means, and in doing so positively improve the lives of over four million of Bangladesh's urban poor. NUPRP will work in up to 36 cities, in twelve cities during a first phase (2016-2018), and then between twenty-three and thirty-three further cities in a second phase (2018 to 2021). These towns and cities range in size and location, from tertiary and secondary cities, to the large city corporations, and are spread all over the country. As such NUPRP will be touching the lives of people in different urban poverty contexts, all throughout Bangladesh.</p>
Implementing Partner of UNDP	the Local Government Division (LGD) of the Government of Bangladesh
Brief Description of the Required Services	<p>Hiring Firm for Mahalla and Resource Mapping and Urban Profiling and Poverty Assessments in 05 Cities.</p> <p>In order to implement programme activities in NUPRP Cities/Towns, Urban Profiles and Poverty Assessments will be prepared by conducting field level surveys. The data collection will contribute to the mapping of Mahalla boundaries and the mapping and data collection of resources that provide urban data and mapping resources at the following scales: Mahalla, Ward and City. The Urban Profiling process employs a</p>

	<p>participatory approach that will ensure that Mahalla and community people at the centre of the process.</p> <p>Mahallas (the smallest administrative unit) within a Ward is widely used in various national level survey purposes, such as the Population Census. While the number of Wards in Bangladeshi cities is known, the sub-division of Wards into their Mahallas has not been previously mapped in Bangladesh. As the smallest administrative unit, mapping and data collection at the Mahalla level will provide a more fine grain, and therefore accurate, representation of the city, for example describing levels of poverty and distribution of services; therefore it offers a more nuanced understanding of poverty within Wards.</p> <p>As the mapping of Mahallas has never been fully completed in Bangladesh, one of the objectives of this consultancy is to map their boundaries, their geographic location, size, and location of infrastructure and community resources. Data will be collected including socio-economic, demographic, basic services and infrastructure, using a crowd-sourced method, and be aggregated. The Mahalla and Resource Mapping of each Ward in the selected cities together will generate a more complete picture of the city. This will help NUPRP and Local Government officials to better understand the context of each city, through various dimensions, as well as gain a better understanding of the city's overall poverty situation. Mapping the data will support pro-poor planning and policy at the Local Government level by visualizing trends and phenomena associated with urban poor settlements. The data and maps generated through this exercise are expected to be used by the NUPR Programme, local government as well as other development actors operating in the cities and municipalities.</p>
List and Description of Expected Outputs to be Delivered	<p>The main expected results of this Consultancy will be as following:</p> <ul style="list-style-type: none"> • All <i>Mahallas</i> are demarcated in each Ward of each city and visualized using ward-level maps that demonstrate selected indicators. • Multidimensional poverty data of all <i>Mahallas</i> and urban poor settlements are collected • Communities and LGIs contribute to prepare the city-level Urban Profiling and Poverty Assessment at <i>Mahalla</i>-, Ward-, and City-levels • Results validated and endorsed by Local Government Institutions. • Data, maps and assessments are made publicly available. <p>The main deliverables will be:</p> <ul style="list-style-type: none"> • Inception Report including detailed work plan; • 05 complete datasets and GIS shape files from selected Cities, includes: base maps with satellite image (soft copy in DVD); raw data, raw maps, GIS Shape files and database

	<ul style="list-style-type: none"> • Reports from each Ward-Level workshop according to NUPRP format with photographs and participant lists); • Ward Atlases for each ward in each city (poster template). Three printed copies for each ward must be provided. • 05 City Profiles and Urban Poverty Assessment Reports: city profile report for 05 cities. 4 printed copies for each city must be provided. <p>Final reports from Urban Profiling and Poverty Assessment Workshops from each of 05 cities. 4 printed copies for each city must be provided.</p>
Person to Supervise the Work/Performance of the Service Provider	International Project Manager of NUPRP, Project
Frequency of Reporting	<i>As indicated in the TOR</i>
Progress Reporting Requirements	As indicated in the TOR
Location of work	<input checked="" type="checkbox"/> As indicated in the TOR Dhaka North City Corporation (36), Faridpur Municipality (9), Kushtia Municipality (21), Patuakhali Municipality (9), and Sirajgonj Municipality (15). <input type="checkbox"/> At Contractor's Location
Expected duration of work	75 work days over a period of 6 months
Target start date	14 August 2017
Latest completion date	13 February 2018
Travels Expected	As indicated in the ToR
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	All costs related to this assignment including logistics, office arrangements, accommodation, travel etc. shall be borne by the contractor. Whereas UNDP will pay the lump sum amount as per contract.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars

	<input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency BDT																	
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																	
Payment Terms	<table border="1"> <thead> <tr> <th>Deliverables/Outputs</th><th>Estimated Duration to Complete (business days)</th><th>Target Due Dates</th><th>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</th></tr> </thead> <tbody> <tr> <td>Raw data and maps for 2 Cities (cities 1-2)</td><td>15 days</td><td>19 September 2017</td><td rowspan="4">Payment will be made upon confirmed acceptance by the International Project Manager; Need approval of work plan to be prepared and submitted with inception report</td></tr> <tr> <td>Raw data and maps for 3 Cities (cities 3-5)</td><td>15 days</td><td>26 October 2017</td></tr> <tr> <td>Ward ATLAS and City Profile for 5 Cities (cities 1-5)</td><td>20 days</td><td>15 December 2017</td></tr> <tr> <td>Urban Profiling and Poverty Assessments for 5 cities (cities 1-5)</td><td>25 days</td><td>13 February 2018</td></tr> </tbody> </table> <ul style="list-style-type: none"> 1st payment: 25% of total contract value will be paid after submission and acceptance of Raw data and maps for 2 Cities (cities 1-2) upon certification of the Contract Administrator; 2nd payment: 25% of total contract value will be paid after submission and acceptance of Raw data and maps for 3 Cities (cities 3-5) upon certification of the Contract Administrator; 3rd payment: 25% of total contract value will be paid after submission 	Deliverables/Outputs	Estimated Duration to Complete (business days)	Target Due Dates	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)	Raw data and maps for 2 Cities (cities 1-2)	15 days	19 September 2017	Payment will be made upon confirmed acceptance by the International Project Manager; Need approval of work plan to be prepared and submitted with inception report	Raw data and maps for 3 Cities (cities 3-5)	15 days	26 October 2017	Ward ATLAS and City Profile for 5 Cities (cities 1-5)	20 days	15 December 2017	Urban Profiling and Poverty Assessments for 5 cities (cities 1-5)	25 days	13 February 2018
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	<p>and acceptance of Ward ATLAS and City Profile for 5 Cities (cities 1-5) upon certification of the Contract Administrator;</p> <ul style="list-style-type: none"> Final payment: 25% of total contract value will be paid after submission and acceptance of Urban Profiling and Poverty Assessments for 5 cities (cities 1-5) upon certification of the Contract Administrator.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	International Project Manager, NUPRP Project
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ¹ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below.</p> <p><u>Minimum Eligibility Criteria of the firm:</u></p> <p>The firm should be able to demonstrate that it has the capacity and skills of community based participatory mapping and assessment with experience of managing partners. Implementation of this work requires engagement of local partners (i.e. NGO, CBO, University, Firm operating locally) to complete the main field work. Therefore, the firm should be able to demonstrate that they have well connection with the local organizations. Along with all other information, the organization should demonstrate in the Proposal.</p> <ul style="list-style-type: none"> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured Business Licenses – Registration Papers, Tax Payment Certification, etc.

	<ul style="list-style-type: none"> • Legally registered under concerned department of Government of Bangladesh. • At least 3 years of working experience, with focus on community-based participatory mapping and assessment with experience of managing partners. • Two recent examples of similar assignment types in an urban context (attached, or with website link provided). • Previous experience of working with a UN agency / International NGO / bilateral donor / Government. • Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List.; (Annex 5). <p><u>Minimum Eligibility Criteria of key personnel:</u></p> <p>Along with other manpower required for carrying out the assignment, the firm should provide detailed information and curriculum vitae of the following key personnel with the Proposal:</p> <p>The Team Leader/Lead Researcher will be a key liaison point between NUPRP and the firm. It is expected he/she will have overall responsibility for the consultancy work, the training and oversight of national team and oversee qualitative analysis and reporting.</p> <ul style="list-style-type: none"> • Master's degree in any relevant discipline in Social Sciences, with specific experience on urban development, mapping and research; • At least fifteen years of experience in undertaking quantitative/qualitative research, including participatory methodologies in relevant field in the urban context. • Examples of at least five key publications through his/her leadership. 2 samples should be submitted. <p>GIS and Database Expert:</p> <p>The GIS and Database Expert will be responsible for the overseeing and providing technical support on map digitalization, data input, area demarcation and map production.</p> <ul style="list-style-type: none"> • Bachelor degree in Urban Planning/Geography/Civil Engineering/computer science or related degree, with strong background in GIS mapping (academic background or certification in Geographic Information System (GIS) and database management). • At least 10 years of experience in mapping, database management and satellite image processing. Experience in the urban context is an asset.
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City Coordinators (minimum two):

There should be a City Coordinator assigned to the city when activities take place. He/she should coordinate the overall field activities, work with NUPRP Town Team and liaise with representatives from the local government.

- Bachelor's degree in Public Management, Project Management, Urban planning/studies or relevant social science degree.
- At least 5 years of experience in coordinating projects, field activities. Experience working with local government is highly desirable.

City Level Local Partners (at least one in each city):

The firm should engage with at least one local partner at each city to conduct the main field-level activities (Mahalla mapping and data collection through workshops). While partner profiles are not required at this point, the firm is expected to meet this requirement. One page partner profiles outline the relevant experience will be required in the inception report.

- Experience in community-based participatory mapping and data collection.

Note: Proposer must submit necessary documents to substantiate above eligibility criteria. Proposals which shall not submit/meet above mentioned eligibility criteria will not be considered for further evaluation.

Technical Proposal (70%)

☒ Expertise of the Firm **15%**

☒ Management Structure and Qualification of Key Personnel **25%**

☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan **30%**

Criteria	Weight
Technical Proposal Evaluation (Form 1)	70
1. Overall experience and qualifications of the firm	
1.1 At least 3 years of working experience with focus on community based participatory mapping and assessment with experience of managing partners.	10
1.2 Previous experience of working with a UN agency / International NGO / bilateral donor / Government	5
2. Overall Experience and Qualifications of Experts Nominated	
2.1 Expertise of Team Leader/Lead Researcher	
Qualifications and experience of the Team Leader/ Lead Researcher	10
2.2 Expertise of GIS and Database Expert	
Qualifications and experience of the GIS and Database Expert	10
2.3 Expertise of City Coordinators (minimum 2)	
Qualifications and experience of the City Coordinators (Min. 2)	5

	3. Proposed Methodology and Workplan	
	3.1 Quality and relevance of proposed approach	15
	3.2 Quality of proposed analytical framework	15
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received as follows, (Lowest priced offer / Price of the offer being reviewed) X 100</p> <p><u>Total combined score:</u></p> <p>(Percentage obtained on technical proposal X 70%) + (Percentage obtained on financial proposal X 30%) = Total combined and final percentage obtained</p>	
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider	
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Others [Written Self-Declaration] (Annex 5)	
Contact Person for Inquiries (Written inquiries only)	<p>UNDP Procurement Cluster, UNDP Bangladesh bd.procurement@undp.org If any potential company has any query about the RFP document, that has to be submitted to the UNDP contact person mentioned above through email ID bd.procurement@undp.org within 20th July by 4.30 pm. <u>"Attn. BD Procurement- Queries on RFP-BD-2017-015- Hiring Firm for Mahalla and Resource Mapping and Urban Profiling and Poverty Assessments in 05 Cities"</u></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>	
Other Information [pls. specify]	<p><u>* For attention:</u> The Financial Proposal and the Technical Proposal files <u>MUST BE SEPARATE</u> and uploaded <u>SEPARATELY</u>.</p>	

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a. *Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured*
- b. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c. *Legally registered under concerned department of Government of Bangladesh.*
- d. *At least 3 years of working experience, with focus on community-based participatory mapping and assessment with experience of managing partners.*
- e. *Two recent examples of similar assignment types in an urban context (attached, or with website link provided).*
- f. *Previous experience of working with a UN agency / International NGO / bilateral donor / Government.*
- g. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide :

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]



General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1 Name UNDP as additional insured;
 - 8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents,



copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1 The recipient ("Recipient") of such information shall:
 - 13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
 - 13.2.1 any other party with the Discloser's prior written consent; and,



13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing



to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 **Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 **Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.



17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

Terms of Reference

Mahalla and Resource Mapping and Urban Profiling and Poverty Assessments in 05 Cities

Location:	5 cities in BANGLADESH
Application Deadline:	As per RFP
Additional Category:	National Urban Poverty Reduction Programme (NUPRP)
Type of Contract:	Firm Contract
Languages Required:	English and Bangla
Expected Duration of Assignment:	75 days over the 6 months

A. Project Title

National Urban Poverty Reduction Programme (NUPRP)

B. Project Description

The National Urban Poverty Reduction Programme (NUPRP) is a six-year programme that targets sustainable improvements in the livelihoods and living conditions of the urban poor across towns and cities of Bangladesh. Funded by the Department for International Development (DFID) and the Government of the United Kingdom, it is being implemented by the Local Government Division (LGD) of the Government of Bangladesh together with the United Nations Development Programme (UNDP). At its heart NUPRP is a governance programme. NUPRP seeks to address urban poverty issues not through the direct implementation of infrastructure improvements, or charitable giving to selected urban poor beneficiaries; rather to influence the environment in which poverty reduction policies and thinking take place, and thereby having a potentially much more widespread and lasting effect.

In order to bring about improvements in living conditions and the livelihoods of the urban poor, NUPRP's task is to work together with national and local governments, empowering urban poor communities to understand issues and advocate for their needs, and to improve urban governance overall. Ultimately the design and implementation of pro-poor policymaking and planning will rely on key stakeholders of the programme, that include urban poor communities, civil society, the private sector, and local and national governments. This programme sees its goal to develop tools, methods, and facilitate processes that can help to build capacity, experience, and confidence to do that, at the community-, city-, and national-levels.

NUPRP will reduce urban poverty through both direct, and indirect, means, and in doing so positively improve the lives of over four million of Bangladesh's urban poor. NUPRP will work in up to 36 cities, in twelve cities during a first phase (2016-2018), and then between twenty-three and thirty-three further cities in a second phase (2018 to 2021). These towns and cities range in size and location, from tertiary and secondary cities, to the large city corporations, and are spread all over the country. As such NUPRP will be touching the lives of people in different urban poverty contexts, all throughout Bangladesh.

Mahalla and Resource Mapping

In order to implement programme activities in NUPRP Cities/Towns, Urban Profiles and Poverty Assessments will be prepared by conducting field level surveys. The data collection will contribute to the mapping of *Mahalla* boundaries and the mapping and data collection of resources that provide urban data and mapping resources at the following scales: *Mahalla*, Ward and City. The Urban Profiling process employs a participatory approach that will ensure that *Mahalla* and community people at the centre of the process.

Mahallas (the smallest administrative unit) within a Ward is widely used in various national level survey purposes, such as the Population Census. While the number of Wards in Bangladeshi cities is known, the sub-division of Wards into their *Mahallas* has not been previously mapped in Bangladesh. As the smallest administrative unit, mapping and data collection at the *Mahalla* level will provide a more fine grain, and therefore accurate, representation of the city, for example describing levels of poverty and distribution of services; therefore it offers a more nuanced understanding of poverty within Wards.

As the mapping of *Mahallas* has never been fully completed in Bangladesh, one of objective of this consultancy is to map their boundaries, their geographic location, size, and location of infrastructure and community resources. Data will be collected including socio-economic, demographic, basic services and infrastructure, using a crowd-sourced method, and be aggregated. The *Mahalla* and Resource Mapping of each Ward in the selected cities together will generate a more complete picture of the city. This will help NUPRP and Local Government officials to better understand the context of each city, through various dimensions, as well as gain a better understanding of the city's overall poverty situation. Mapping the data will support pro-poor planning and policy at the Local Government level by visualizing trends and phenomena associated with urban poor settlements. The data and maps generated through this exercise are expected to be used by the NUPR Programme, local government as well as other development actors operating in the cities and municipalities.

C. Scope of Work and Overall Objectives

Under the direct guidance of the International Project Manager of NUPRP, the work of the Consultancy firm aims to (i) conduct Mahalla and Resource Mapping and data collection and (ii) Prepare Ward Atlas, City Profile and Urban Profiling and Poverty Assessment Report.

Scope of Work:

Consultancy will entail the following scope of work under two different but interlinked sets of works:

1. Mahalla and Resource Mapping and Data Collection

- Create or collect the most up-to-date base maps with ward boundaries and major roads, infrastructures and landmarks
- Collect the latest available satellite images where possible
- Prepare ward-level maps for survey with overlaying base maps on satellite images to use in workshop/field to demarcate *Mahalla* boundaries and existing resources within the Mahalla. Other required materials for Mahalla profiling (*i.e.* score card and logistics for all Mahalla representatives) will have to be prepared

- Contract and engage local partners to conduct fieldwork (*i.e. Ward level workshop and participatory mapping and data collection in the workshop*)
- Conduct a consultation meeting with the City Corporation/Municipality of each respective city (Mayor, councilors and key staff) to inform them of the process and seek their support
- Engage representatives from each Mahalla to participate in Ward Level Workshops.
- Conduct workshops in each Ward to brief *Mahalla* representatives and other participants about how to: (i) demarcate *Mahalla* boundaries; (ii) locate and map *Mahalla* resources (e.g. educational institutions, religious institutions, health facilities, recreation facilities, solid waste etc.); and (iii) collect demographic, socio-economic, and infrastructural, information from each *Mahalla* using the score card
- Provide a one-page report after each Ward level workshop (photographs and list of participants as per format shared by NUPRP)
- Organize the data and generate maps using GIS
- Convene and facilitate a city-level workshop to share maps and data, and solicit inputs with city officials and other stakeholders
- Incorporate additional information and finalize the data and maps
- Produce weekly progress reports, as per format to be provided by NUPRP

2. Preparation of Ward Atlas, City Profile and Urban Profiling and Poverty Assessment Report (*will commence after the completion of all Mahalla and Resource Mapping and Data collection*)

- Overlay the Mahalla and Resource mapping with urban poor settlement data and maps (this study will be conducted by another organization and the spatial data and information will be provided)
- Analyze the settlement and *Mahalla* datasets and maps
- Using a prepared template create: (i) a Ward Atlas for each Ward in each city; and (ii) a City Profile for each city
- Conduct a multi-stakeholder city-level Workshop on Urban Profiling and Poverty Assessment in each city. The participants should include: the Mayor, councilors, city planners, local government officials, community members and organizations, local NGOs, etc.... to share the results of the survey, facilitate discussion, and solicit further inputs
- Prepare Urban Profile and Poverty Assessment Report as per format to be given by NUPRP. The report will incorporate an analysis of the data, the results of the Mahalla and Resource mapping, Urban Poor Settlement mapping, inputs and feedback from workshop participants, and relevant findings from other assessments (if available or if provided by NUPRP).
- Assist NUPRP to ensure the endorsement of the final products by the local government: (i) the Ward Atlases, through the WLCCs, (ii) and the Urban Profile and Poverty Assessment, through the TLCC.
- Produce bi-weekly progress reports, as per format to be provided by NUPRP.

Objectives:

The overall objective of the exercise is to produce Ward-level and city-level maps and profiles in selected NUPRP cities and municipalities. The specific objectives of the assignment are:

- Identify and map the *Mahallas* across each of the six cities
- Promote citizen participation in the urban profiling and poverty assessment process
- Collect and organize a range of urban data for all *Mahallas*
- Involve stakeholders in the verification and analysis of urban data and maps
- Strengthen NUPRP interventions in programme cities and municipalities

Geographic Location of the work areas:

This work will be carried out in 05 cities with approximately up to 90 Wards. It is anticipated that these five cities are: Dhaka North City Corporation (36), Faridpur Municipality (9), Kushtia Municipality (21), Patuakhali Municipality (9), and Sirajgonj Municipality (15).

D. Expected Results and Deliverables

The main expected results of this Consultancy will be as following:

- All *Mahallas* are demarcated in each Ward of each city and visualized using ward-level maps that demonstrate selected indicators.
- Multidimensional poverty data of all *Mahallas* and urban poor settlements are collected
- Communities and LGIs contribute to prepare the city-level Urban Profiling and Poverty Assessment at *Mahalla*-, Ward-, and City-levels
- Results validated and endorsed by Local Government Institutions.
- Data, maps and assessments are made publicly available.

The main deliverables will be:

- Inception Report including detailed work plan;
- 05 complete datasets and GIS shape files from selected Cities, includes: base maps with satellite image (soft copy in DVD); raw data, raw maps, GIS Shape files and database
- Reports from each Ward-Level workshop according to NUPRP format with photographs and participant lists);
- Ward Atlases for each ward in each city (poster template). Three printed copies for each ward must be provided.
- 05 City Profiles and Urban Poverty Assessment Reports: city profile report for 05 cities. 4 printed copies for each city must be provided.

Final reports from Urban Profiling and Poverty Assessment Workshops from each of 05 cities. 4 printed copies for each city must be provided.

E. Methodology

The Consultancy will undertake the following methodology to achieve the objective of this assignment:

- **Strong team mobilization:** This work requires deployment of substantial human resources and outreach efforts, especially at the community-level. The firm must ensure that qualified field-level personnel, and capable community surveyors, with proper orientation, are in place to conduct the survey and mapping activities. In order to carry out the exercise at town-level, the firm must identify, contract and engage with at least one local partner organization (*i.e. NGO, CBO, Firm, University etc.*) who, under the guidance of the firm, will complete the fieldwork (*i.e. conducting workshop and participatory mapping*). The firm will oversee all activities, monitor and ensure quality control, and complete will complete the technical activities (*i.e. GIS mapping at preparation stage to final delivery stage, data automation and linking with GIS Shapefile, provide training to the local partners to efficiently conduct the ward level workshops etc.*)
- **Desk work and review:** The team will collect the necessary base maps, satellite images, as well as other materials, and will conduct desk work to prepare field maps for Wards and urban poor settlement mapping. Some of the UPPR documents, including maps and database of Settlement and Land Maps (SLM), prepared under UPPR, may also be used by the team.
- **Participatory consultation meeting and workshops:** The firm, upon engaging local partners, will conduct and facilitate consultation meetings at the city-level, and follow-up ward-level workshops with local stakeholders. The workshops and mapping process must be done in an inclusive participatory manner, and engage community members (*i.e. Mahalla representatives*). Crowd-sourced information, focus group discussions, participatory rapid appraisal etc. can also be used during different stages of communication, mapping and data collection. In order to finalize the result on consensus basis a result sharing workshop must be organized to validate the result by the City Corporation/municipality.

Deliverables/Outputs

Deliverables/Outputs	Estimated Duration to Complete (business days)	Target Due Dates	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
Raw data and maps for 2 Cities (cities 1-2)	15 days	19 September 2017	<ul style="list-style-type: none"> • Payment will be made upon confirmed acceptance by the International Project Manager;
Raw data and maps for 3 Cities (cities 3-5)	15 days	26 October 2017	
Ward ATLAS and City Profile for 5 Cities (cities 1-5)	20 days	15 December 2017	

Urban Profiling and Poverty Assessments for 5 cities (cities 1-5)	25 days	13 February 2018	Need approval of work plan to be prepared and submitted with inception report
F. Institutional Arrangement The study will be overseen by the International Project Manager (IPM) of NUPRP. Contractual oversight will be provided by UNDP Operations Manager.			
G. Duration of the Work and Duty Stations This consultancy will require 75 work days over a period of 6 months. The expected start date is 14 August 2017 . The Firm is expected to work from their own offices, attend meetings at NUPRP HQ as required, and visit field sites.			
H. Qualifications of the Successful Contractor The key qualifications of the Firm, Team Leader, GIS and Database Expert and City Coordinators are listed below. Firms are welcome to propose additional team members in order to meet the objectives of the consultancy within the allotted time period. CVs must be tailored to demonstrate competence against these requirements. Failure to demonstrate the experience of the firm and individual team members against these eligibility criteria will result in proposals being discarded. <u>Minimum Eligibility Criteria:</u> <u>Firm</u> The firm should be able to demonstrate that it has the capacity and skills of community based participatory mapping and assessment with experience of managing partners. Implementation of this work requires engagement of local partners (<i>i.e. NGO, CBO, University, Firm operating locally</i>) to complete the main field work. Therefore, the firm should be able to demonstrate that they have well connection with the local organizations. Along with all other information, the organization should demonstrate in the Proposal: <ul style="list-style-type: none"> • Legally registered under concerned department of Government of Bangladesh • At least 3 years of working experience, with focus on community-based participatory mapping and assessment with experience of managing partners • Two recent examples of similar assignment types in an urban context (attached, or with website link provided) • Previous experience of working with a UN agency / International NGO / bilateral donor / Government Along with other manpower required for carrying out the assignment, the firm should provide detailed information and curriculum vitae of the following key personnel with the Proposal: <u>Team Leader/Lead Researcher:</u>			

The Team Leader/Leader Researcher will be a key liaison point between NUPRP and the firm. It is expected he/she will have overall responsibility for the consultancy work, the training and oversight of national team and oversee qualitative analysis and reporting.

- Master's degree in any relevant discipline in Social Sciences, with specific experience on urban development, mapping and research;
- At least fifteen years of experience in undertaking quantitative/qualitative research, including participatory methodologies in relevant field in the urban context.
- Examples of at least five key publications through his/her leadership. 2 samples should be submitted.

GIS and Database Expert:

The GIS and Database Expert will be responsible for the overseeing and providing technical support on map digitalization, data input, area demarcation and map production.

- Bachelor degree in Urban Planning/Geography/Civil Engineering/computer science or related degree, with strong background in GIS mapping (academic background or certification in Geographic Information System (GIS) and database management).
- At least 10 years of experience in mapping, database management and satellite image processing. Experience in the urban context is an asset.

City Coordinators (minimum two):

There should be a City Coordinator assigned to the city when activities take place. He/she should coordinate the overall field activities, work with NUPRP Town Team and liaise with representatives from the local government.

- Bachelor's degree in Public Management, Project Management, Urban planning/studies or relevant social science degree.
- At least 5 years of experience in coordinating projects, field activities. Experience working with local government is highly desirable.

City Level Local Partners (at least one in each city):

The firm should engage with at least one local partner at each city to conduct the main field-level activities (Mahalla mapping and data collection through workshops). While partner profiles are not required at this point, the firm is expected to meet this requirement. One page partner profiles outline the relevant experience will be required in the inception report.

- Experience in community-based participatory mapping and data collection.

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace,
- understanding between peoples and nations, tolerance, integrity, respect, and impartiality;
- Promotes the vision, mission, and strategic goals of UNDP;

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Demonstrates openness to change, flexibility, and ability to manage complexities;
- Proven strong written, analytical and communication skills.

I. Scope of Price Proposal and Schedule of Payments

Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all HR costs and professional fees, travel costs, subsistence and ancillary expenses. The financial proposal shall specify the total lump sum amount and must be all inclusive (professional fees, travel costs, living allowances, medical allowances, communications costs etc.)

UNDP shall affect payments, by bank transfer to the consultancy firm's bank account, upon acceptance by NUPRP/UNDP of the deliverables specified in the ToR. Payments will be based on milestone deliverables upon submission of invoice and upon certification of the work completed.

1st payment: 25% of total contract value will be paid after submission and acceptance of Raw data and maps for 2 Cities (cities 1-2);

2nd payment: 25% of total contract value will be paid after submission and acceptance of Raw data and maps for 3 Cities (cities 3-5);

3rd payment: 25% of total contract value will be paid after submission and acceptance of Ward ATLAS and City Profile for 5 Cities (cities 1-5);

4th payment: 25% of total contract value will be paid after submission and acceptance of Urban Profiling and Poverty Assessments for 5 cities (cities 1-5).

J. Recommended Presentation of proposal

Interested firm must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

Technical Proposal

1. Firm information – Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable;
2. Relevant Experience – Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in undertaking large scale data collection, and list of current and past assignments of the Firm;

3. Process - The Technical Proposal needs to contain a detail description of the process the contractor intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon by the Project in consultation with the Advisory Panel of Experts in the early stages of the commencement.
4. Human Resources - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. survey analysis, field management, etc.
5. Tools and Methodologies – Outlining how your firm’s specific approach to qualitative research, including participatory methods, are relevant to the questions under study and meet the highest research standards. This should also include a detailed approach to qualitative data analysis.
6. Sampling strategy – The firm must give a detailed overview of what sampling strategy it will use to select a sample for this study.
7. Quality assurance – The firm must outline how it will ensure quality at all stages of the project but with a particular emphasis on sampling; data collection; data analysis; and reporting. This will be subject to review by UPPR during project implementation.
8. Risk management – The firm must identify key risks and outline how it will mitigate against them. Particular attention should be paid to how political disruption will be handled, especially Hartals and blockades.

Two references must be provided by the contractor from firms previous work has been undertaken. These should be from the past two years and should relate to projects on which proposed team members worked.

Financial Proposal (including fee, travel cost, DSA, and other relevant expenses)

- (i) The Financial Proposal shall specify a total delivery amount (in USD or BDT) including consultancy fees and all associated costs, i.e. travel cost, subsistence per diems, printing costs, consultation workshop costs and overhear recharges.
- (ii) In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

K. Evaluation

In response to the invitation of tender, the contractor will have to submit a Technical Proposal as per the Terms of Reference of the scheme and a Financial Proposal separately (in 2 separate envelopes). The tender selection committee will first evaluate the technical proposal of the firms/institutions. Any firms/institutions getting more than 70% of the maximum achievable points in the technical proposal will be considered responsive for financial appraisal, and ultimately therefore, for contracting. The financial proposal will be evaluated based on lowest price.

A cumulative analysis weighted-score method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria to this solicitation, with the ratio at 70:30 respectively.

Criteria	Weight (%)	Max Points
Technical	70	70
1. Expertise of firm		
At least 3 years of working experience with focus on community based participatory mapping and assessment with experience of managing partners.	10	10
Previous experience of working with a UN agency / International NGO / bilateral donor / Government	5	5
2. Expertise of Team Leader/Lead Researcher		
At least fifteen years of experience in undertaking quantitative/qualitative research, including participatory methodologies in relevant field in the urban context.	10	10
3. Expertise of GIS and Database Expert		
At least 10 years of experience in mapping, database management and satellite image processing Experience in the urban context is an asset.	10	10
3. Expertise of City Coordinators (minimum 2)		
At least 5 years of experience in coordinating projects, field activities. Experience working with local government is highly desirable.	5	5
2. Methodology		
Quality and relevance of proposed approach	15	15
Quality of proposed analytical framework	15	15
Financial	30	30
Total	100	100

L. Responsibilities of the Contractor regarding cost component

All costs related to this assignment including logistics, office arrangements, accommodation, etc. shall be borne by the contractor

M. Responsibilities of UNDP regarding cost component

UNDP shall pay the lump sum amount quoted in the financial proposal and shall be paid as achievement of milestones as per the ToR

Achieving the deliverables shall be the sole responsibility of the contractor. Any delay shall be communicated to the NUPRP team along with a plan to remedy the delay

N. Identification of Risk and Risk Mitigation Plan

The firm will be solely responsible for the deliverables and will be responsible to achieve these milestones. Any delay should be reported prior the time point of the milestones as per the submitted work plan.



Declaration

Date:

United Nations Development Programme

UNDP Registry, IDB Bhaban, Agargaon

Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: **Hiring Firm for Mahalla and Resource Mapping and Urban Profiling and Poverty Assessments in 05 Cities**

Reference: RFP-BD-2017-015

Dear Sir,

I declare that is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

