



Date: 22 November 2018

**REQUEST FOR PROPOSAL (RFP-BD-2018-045)**

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring firm for conducting and preparing 1 Social Protection Diagnostics: Urban Diagnostics for Urban Poverty and the Social Security Needs of the Urban Poor.**

**Proposals shall be submitted on or before 4.30 p.m. (local time) on Sunday, December 02, 2018**

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

Proposals must be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> 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 90 days

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation".

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

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 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.**

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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:

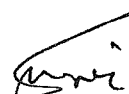
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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](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  
Head of Finance  
22 November 2018

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## Description of Requirements

Context of the Requirement	<p>Bangladesh was a global leader in the achievement of the Millennium Development Goals (MDGs) and shaping the discourse for the Post 2015 development, resilience, urban poverty reduction and social protection agendas. In the Sustainable Development Goals (SDGs) era, UNDP Bangladesh (UNDP) looks to continue to act on its portfolio of programs to achieve the national objectives of Bangladesh and eliminate poverty. It has originated many of the most exciting and innovative solutions to development challenges. UNDP's mission is to help create open and inclusive civic spaces, within which the government and people are empowered to realize national development goals and fully engage in global sustainable development efforts.</p> <p>In the area of improved governance, UNDP and the Department of Foreign Affairs and Trade (DFAT: Australia) is partnering with the Government of Bangladesh in significant ways, particularly in improved institutional development in social protection and aid effectiveness. Specifically, Social Protection Policy Support (SPPS) Programme, through expert, evidence-based support, is working with the government to reconfigure the current social security system so that economic growth is achieved in a more inclusive manner, with economic opportunities reaching the rural and urban poor and the protection of vulnerable groups against shocks. The programme is supporting the government in two areas namely governance of social protection and strengthening of systems. This work includes enacting a national Single Registry Management Information System to improve social protection delivery, improving upon the country's Grievance Redress System to ensure accountability and transparency, develop holistic Monitoring &amp; Evaluation approaches to measuring social protection outcomes, strengthening Government to Person (G2P) delivery of social protection cash benefits, and work to streamline and consolidate the current social security programme portfolio.</p> <p>UNDP, DFAT, and the Government of Bangladesh recognize that a coherent and effective social protection system is central to Bangladesh's future economic and social development, the Government of Bangladesh (GoB) has committed itself to a process of reviewing its social</p>
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*Annex*

	<p>protection portfolio and therefore developed a comprehensive social security strategy. The Cabinet Division took the lead role to take forward developing a national strategy and gave responsibility to the General Economics Division (GED) of the Planning Commission to lead the process of formulating a National Social Security Strategy (NSSS), which is overseen by an inter-ministerial committee, widely called Central Monitoring Committee (CMC) for Social Safety Net Programmes, convened by the Cabinet Division. This process has yielded a strategy that has been approved by the Cabinet.</p> <p>The NSSS was approved in mid-2015 and on-going reforms have been taking place since.</p> <p>As part of on-going NSSS technical work, a series of professional, evidence-based research / diagnostic studies will be carried out to inform current and future reforms and serve as evidence for policy and decision-makers.</p>
Implementing Partner of UNDP	Social Protection Policy Support (SPPS)
Brief Description of the Required Services	<p>Under this assignment, the company will work to achieve the following tasks: 1 Urban Diagnostics for Urban Poverty and the Social Security Needs of the Urban Poor (indicative name)</p> <ul style="list-style-type: none"> <li>• The final diagnostics output must (with small variations acceptable): <ul style="list-style-type: none"> <li>○ have a current and relevant, academically published lead author;</li> <li>○ identify key factors contributing to the topic of discussion, relevant actors, current state of affairs in relation to the topic, and contextual analysis;</li> <li>○ be evidence-based, including fully sourced with citations;</li> <li>○ where and if applicable, make use of proper statistical methods;</li> <li>○ engage a local Bangladesh team member (if not the lead author);</li> <li>○ undergo an independent peer review (outside author's team) <ul style="list-style-type: none"> <li>▪ *This reviewer must be approved by the SPPS Project Team (this criteria will not be assessed during the technical evaluation).</li> </ul> </li> </ul> </li> <li>• *the output is expected to be produced at an academic quality level, providing rigorous and well researched supporting evidence, sound and logical analysis, contextualized to Bangladesh, and be</li> </ul>

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	<p>clear and concise in written format (jargon language and hyperbole phrasing are unacceptable). The author and support team for the diagnostic study must provide bibliographies and correct APA (or agreed upon formatting) formatting for all work.</p> <ul style="list-style-type: none"> <li>a. 1 pre-assignment meeting with the SPPS project team to ensure that all parties are in specific agreement on the detailed diagnostic / research areas to be conducted.</li> <li>b. 1 methodology briefing meeting with the SPPS project team to approve planned activities. <ul style="list-style-type: none"> <li>i. concept note including work plan for the assignment, outlining consultant's proposed building blocks, methodological approach, directions and activities with timelines of the urban diagnostics report</li> </ul> </li> <li>c. Analysis of urban issues affecting the urban poor in Bangladesh, with an emphasis on Dhaka, Chittagong, and Khulna cities; and including structural barriers, resources availability, current state of affairs between the urban poor and the social security system, and pressing challenges facing the lives of urban poor citizens.</li> <li>d. At least 10 Key Informant Interviews with NSSS related GoB officials (to be selected by SPPS project and taking place in Dhaka only). <ul style="list-style-type: none"> <li>i. Consult with key stakeholders through individual or group discussions and suggest urban data required to inform the design of an NSSS urban policy and to track changes occurring from implementation of the policy; propose ways and means to capture such data; extract key data from statistical sources available</li> </ul> </li> <li>e. Secondary literature review (at least 3 resources) that relate to and provide</li> </ul>
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	<p>information on completing the urban diagnostics.</p> <ul style="list-style-type: none"> <li>i. Review relevant background papers/documents including Government policy documents with relevance to the national social security system and programmes and various study reports. This review will in particular include an assessment of how urban aspects have been addressed and articulated in the approved National Social Security Strategy.</li> <li>f. Comparative, in-depth analysis of best international practices in terms of implementing and operating national urban social security programmes with a focus on examining at least 1 developed country and at least 2 developing countries that can be contextualized to Bangladesh.</li> <li>g. On the basis of accumulated knowledge conduct a urban-poor needs analysis and prepare recommendations for an NSSS urban policy.</li> <li>h. Prepare a draft report and present it in a roundtable with key stakeholders (to be organized by SPPS project team and take place in Dhaka)</li> <li>i. Prepare the final urban diagnostics report based on feedback from the roundtable presentation.</li> <li>j. Prepare a policy brief (tentatively four pages) for policy makers, on the major findings and recommendations of the report.</li> </ul> <p><b>*NOTE:</b> Bidders may present a revised methodology that is different than the above; such methodology should focus on the best way, based on the bidder's professional expertise, on producing a high-quality urban diagnostics in relation to social protection in Bangladesh. This may include removing or revising survey numbers, focus group discussions, key informant interviews, and / or presenting other data collection methods for the output of the diagnostics, and / or a combination thereof. UNDP is</p>
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	seeking out an expert firm and team to provide evidence-based research in completing the urban diagnostics.								
List and Description of Expected Outputs to be Delivered	<p>Total Duration of the assignment will be 3.5 months. Deliverables and timeline are as follows:</p> <table border="1"> <thead> <tr> <th>Output</th><th>Tentative Deadline</th></tr> </thead> <tbody> <tr> <td>Inception Report detailing planned methodology and timeline</td><td>5 days</td></tr> <tr> <td>Draft "Urban Diagnostics" Research</td><td>55 days</td></tr> <tr> <td>Final "Urban Diagnostics" Research</td><td>45 days</td></tr> </tbody> </table>	Output	Tentative Deadline	Inception Report detailing planned methodology and timeline	5 days	Draft "Urban Diagnostics" Research	55 days	Final "Urban Diagnostics" Research	45 days
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Final "Urban Diagnostics" Research	45 days								
Person to Supervise the Work/Performance of the Service Provider	Project Manager of SSPS								
Frequency of Reporting	<i>As indicated in the TOR</i>								
Progress Reporting Requirements	<i>As indicated in the TOR</i>								
Location of work	<input type="checkbox"/> Exact Address As indicated in the TOR.								
Expected duration of work	Duration of the assignment will be 3.5 months.								
Target start date	December 2018								
Latest completion date	March 2019								
Travels Expected	As indicated in the TOR.								
Special Security Requirements	<input 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 checked="" type="checkbox"/> N/A								
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others as per TOR.								
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 checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency (BDT)								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT								
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input 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								
Payment Terms	<table border="1"> <thead> <tr> <th>Output</th><th>Payment %</th></tr> </thead> <tbody> <tr> <td>1<sup>st</sup> payment will be made after submission of Inception Report detailing planned methodology and timeline</td><td>20%</td></tr> <tr> <td>2<sup>nd</sup> payment will be made after submission of Draft "Urban Diagnostics"</td><td>40%</td></tr> <tr> <td>Final payment will be made after submission of Final "Urban Diagnostics"</td><td>40%</td></tr> </tbody> </table>	Output	Payment %	1 <sup>st</sup> payment will be made after submission of Inception Report detailing planned methodology and timeline	20%	2 <sup>nd</sup> payment will be made after submission of Draft "Urban Diagnostics"	40%	Final payment will be made after submission of Final "Urban Diagnostics"	40%
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Final payment will be made after submission of Final "Urban Diagnostics"	40%								
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager of SSPS								
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>1</sup> (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>This is a national project with utmost importance towards the social protection policy system of Bangladesh goal so the bidder must prove that they have solid technical research background and operational strength to undertake and take this work forward without any hindrances. Bidder must also have adequate technical ability, resources, human resources and processes. As such, following are defined as minimum eligibility criteria:</p> <p><b>Minimum Eligibility Criteria for the Firm:</b></p> <ul style="list-style-type: none"> <li>• Business Licenses – Registration Papers, Tax Payment Certification, etc.;</li> </ul>								

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	<ul style="list-style-type: none"> <li>• Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured;</li> <li>• Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report;</li> <li>• 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;</li> <li>• The firm must have experience of at least 3 similar works (high level social protection research and / or diagnostic studies of a nationally important scope) within the last 5 years.</li> <li>• The company must have at least 5 years of business under the same name from the day of Certification of Incorporation till the day of submission of the bid</li> <li>• The firm must have experience of working with Government/International organizations/ UN organizations on the relevant field.</li> <li>• The firm must provide at least 2 members for the assignment: 01 TEAM LEADER and 01 PRIMARY SUPPORTING TEAM MEMBER</li> </ul> <p><b><u>Minimum Eligibility Criteria for the Key personnel:</u></b></p> <p>CVs of the Team Leader and Primary Supporting Team member(s) containing their experiences on relevant issues must be submitted with detailed proposal. Beside that the evaluation team is expected to fulfil the following qualifications:</p> <p>Team Leader</p> <ul style="list-style-type: none"> <li>• Minimum Master's degree.</li> <li>• Minimum 5 years of experience in the research field.</li> </ul> <p>Primary Supporting Team Member</p> <ul style="list-style-type: none"> <li>• Minimum Bachelor's degree.</li> <li>• Minimum 3 years of experience in the research field.</li> </ul>
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	<p>Note: Necessary document must be submitted to substantiate the above eligibility criteria. Consultancy firm that do not meet the above eligibility criteria shall not be considerate for further evaluation. The firm must provide CV's of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function or other related information.</p> <p><b>Technical Proposal (70%)</b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</p> <p><input checked="" type="checkbox"/> Qualification and Expertise of Team</p> <p><i>Basis of Technical evaluation:</i></p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Weight</th> <th>Max. Points</th> </tr> </thead> <tbody> <tr> <td><b>Technical</b></td> <td></td> <td></td> </tr> <tr> <td><b>Overall experience and Expertise of the organization/Firm</b></td> <td></td> <td>5</td> </tr> <tr> <td><i>Specific experience of working on high-level social protection research or diagnostics outputs or related development fields (where outputs on social protection, urban poverty, poverty, social security programmes are weighted more)</i></td> <td></td> <td>5</td> </tr> <tr> <td><b>Expertise of Key personnel</b></td> <td></td> <td>30</td> </tr> <tr> <td>Team Leader: Level and relevance of education</td> <td>70</td> <td>10</td> </tr> <tr> <td>Team Leader: Experience working in similar assignments / research outputs as a leading role</td> <td></td> <td>10</td> </tr> <tr> <td>Primary Supporting Team Member(s): Experience working in similar assignments / research outputs</td> <td></td> <td>10</td> </tr> <tr> <td><b>Methodology proposed in the technical proposal</b></td> <td></td> <td>35</td> </tr> <tr> <td>Quality and relevance of proposed approach and methodology</td> <td></td> <td>35</td> </tr> </tbody> </table> <p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>	Criteria	Weight	Max. Points	<b>Technical</b>			<b>Overall experience and Expertise of the organization/Firm</b>		5	<i>Specific experience of working on high-level social protection research or diagnostics outputs or related development fields (where outputs on social protection, urban poverty, poverty, social security programmes are weighted more)</i>		5	<b>Expertise of Key personnel</b>		30	Team Leader: Level and relevance of education	70	10	Team Leader: Experience working in similar assignments / research outputs as a leading role		10	Primary Supporting Team Member(s): Experience working in similar assignments / research outputs		10	<b>Methodology proposed in the technical proposal</b>		35	Quality and relevance of proposed approach and methodology		35
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UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without</i></p>																														

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	<i>indicating the parameters for awarding to multiple Service Providers]</i>
Annexes to this RFQ	<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"/> Written Self Declaration (Annex-5)
Contact Person for Inquiries (Written inquiries only)	bd.procurement@undp.org <b><i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 28 November 2018.</i></b> <b><i>"Queries on RFP-BD-2018-045"</i></b> 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.
Other Information <i>[pls. specify]</i>	A pre-bid meeting will be held at IDB Bhaban, (19 <sup>th</sup> floor), meeting room, for the clarification on the bidding document and ToR <b><u>on 28 November 2018 at 2:00 PM.</u></b>  <b>Note: Bidder needs to carry a valid Passport/NID/Credit or Debit card with photo/Original driving license in order to enter into IDB Bhaban for the pre-bid meeting.</b>

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)*

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[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:

### **Minimum Eligibility Criteria for the Firm:**

- Business Licenses – Registration Papers, Tax Payment Certification, etc.;
- Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured;
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report;
- 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;
- The firm must have experience of at least 3 similar works (high level social protection research and / or diagnostic studies of a nationally important scope) within the last 5 years.
- The company must have at least 5 years of business under the same name from the day of Certification of Incorporation till the day of submission of the bid
- The firm must have experience of working with Government/International organizations/ UN organizations on the relevant field.
- The firm must provide at least 2 members for the assignment: 01 TEAM LEADER and 01 PRIMARY SUPPORTING TEAM MEMBER

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<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*Adma*

**Minimum Eligibility Criteria for the Key personnel:**

CVs of the Team leader and Supporting Member containing their experiences on relevant issues must be submitted with detailed proposal. Beside that the evaluation team is expected to fulfil the following qualifications:

**Team Leader**

- Minimum Master's degree.
- Minimum 5 years of experience in the research field.

**Supporting Member**

- Minimum Bachelor's degree.
- Minimum 3 years of experience in the research field.

Note: Necessary document must be submitted to substantiate the above eligibility criteria. Consultancy firm that do not meet the above eligibility criteria shall not be considerate for further evaluation. The firm must provide CV's of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function or other related information.

**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) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) 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.*

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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\***

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

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

*[Designation]*

*[Date]*

*Amor*

## ***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

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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..

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## 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.

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## **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

### For

**Hiring a National Firm for conducting and preparing 1 Social Protection Research Paper: Social Security Programme Comparative Analysis to Increase Efficiency and economics of programme consolidation**

<b>Location:</b>	Dhaka
<b>Project Name:</b>	Social Protection Policy Support (SPPS)
<b>Expected Duration:</b>	December 2018 to March 2019

**A. Project Title:** Social Protection Research – Social Security Programme Comparative Analysis to Increase Efficiency and economics of programme consolidation

**B. Project Description:**

Bangladesh was a global leader in the achievement of the Millennium Development Goals (MDGs) and shaping the discourse for the Post 2015 development, resilience, urban poverty reduction and social protection agendas. In the Sustainable Development Goals (SDGs) era, UNDP Bangladesh (UNDP) looks to continue to act on its portfolio of programs to achieve the national objectives of Bangladesh and eliminate poverty. It has originated many of the most exciting and innovative solutions to development challenges. UNDP's mission is to help create open and inclusive civic spaces, within which the government and people are empowered to realize national development goals and fully engage in global sustainable development efforts.

In the area of improved governance, UNDP and the Department of Foreign Affairs and Trade (DFAT: Australia) is partnering with the Government of Bangladesh in significant ways, particularly in improved institutional development in social protection and aid effectiveness. Specifically, Social Protection Policy Support (SPPS) Programme, through expert, evidence-based support, is working with the government to reconfigure the current social security system so that economic growth is achieved in a more inclusive manner, with economic opportunities reaching the rural and urban poor and the protection of vulnerable groups against shocks. The programme is supporting the government in two areas namely governance of social protection and strengthening of systems. This work includes enacting a national Single Registry Management Information System to improve social protection delivery, improving upon the country's Grievance Redress System to ensure accountability and transparency, develop holistic Monitoring & Evaluation approaches to measuring social protection outcomes, strengthening Government to Person (G2P) delivery of social protection cash benefits, and work to streamline and consolidate the current social security programme portfolio.

UNDP, DFAT, and the Government of Bangladesh recognize that a coherent and effective social protection system is central to Bangladesh's future economic and social development, the Government of Bangladesh (GoB) has committed itself to a process of reviewing its social protection portfolio and therefore developed a comprehensive social security strategy. The Cabinet Division took the lead role to take forward developing a national strategy and gave responsibility to the General Economics Division (GED) of the Planning Commission to lead the process of formulating a National Social Security Strategy (NSSS), which is overseen by an inter-ministerial committee, widely called Central Monitoring Committee

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(CMC) for Social Safety Net Programmes, convened by the Cabinet Division. This process has yielded a strategy that has been approved by the Cabinet.

The NSSS was approved in mid-2015 and on-going reforms have been taking place since.

As part of on-going NSSS technical work, a series of professional, evidence-based research / diagnostic studies will be carried out to inform current and future reforms and serve as evidence for policy and decision-makers.

***Urban Diagnostics for Urban Poverty and the Social Security Needs of the Urban Poor*** will Therefore, this diagnostic study will try to explore how existing social institutions in relation to social protection can best utilized to benefit the urban poor in Bangladesh, which, in turn, can contribute to the development of a national social security urban policy for social protection. The overall approach of the consultancy will be participatory. The consultant will work with relevant GoB and other stakeholders, including NGOs and civil society groups, where applicable. This will include:

- Collecting and reviewing key documents and papers relevant for the National Social Security Strategy in the development of an urban policy;
- Consultations with relevant stakeholders within and outside GoB; civil society and in particular Development Partners etc.;
- Analysing how power structures and structural barrier imbedded in social institutions impact the urban needs of the power and their access to, or lack of, accessing social security programmes, and what it would take to overcome these and create an enabling environment that contributes to an improvement in urban social security programmes;
- Coming up with recommendations informing the development of an urban policy to guide implementation of the National Social Security Strategy in relation to the needs of the urban poor.

#### **Audience and use of findings**


The audience for the diagnostics will be senior Government of Bangladesh officials, including the Central Management Committee, UNDP, and bilateral partners.

The diagnostics will be part of a larger output on social protection research, published together as background and policy research for further NSSS reforms. Information will be used to assess policy decisions and implement operational and programmatic policy reforms related to social security programmes in Bangladesh.

This specific diagnostics will be used to inform a larger research study on urban poverty in relation to the social security needs of the urban poor.

The output will be expected to be in print format, however, an in-person presentation to a Government committee upon completion of the research output will be required (PowerPoint presentation with speaker).

#### **Suggested Research Methods**



The diagnostics should consist of secondary literature review on the topic of urban poverty and its relation to citizens for accessing social security programmes in Bangladesh [some non-Bangladesh secondary literature may be used], key informant interviews, and data analysis. The diagnostics should be a quantitative and qualitative output, looking at sources of data from and building practical insight that can be inputted into the development of a larger urban poverty policy research output.

### **Research management**

The primary focal point from the SPPS project will be the National Project Manager. The firm must communicate progress on the assignment to the Manager at least once every 15 days and all outputs will be verified by the Manager.

All data, research, notes, reports, and information collected during this assignment will be the property of UNDP.

#### **C. Scope of work:**

Under this assignment, the company will work to achieve the following tasks: 1 Urban Diagnostics for Urban Poverty and the Social Security Needs of the Urban Poor (indicative name)

- The final diagnostics output must (with small variations acceptable):
  - have a current and relevant, academically published lead author;
  - identify key factors contributing to the topic of discussion, relevant actors, current state of affairs in relation to the topic, and contextual analysis;
  - be evidence-based, including fully sourced with citations;
  - where and if applicable, make use of proper statistical methods;
  - engage a local Bangladesh team member (if not the lead author);
  - undergo an independent peer review (outside author's team)
    - \*This reviewer must be approved by the SPPS Project Team (this criteria will not be assessed during the technical evaluation).
- \*the output is expected to be produced at an academic quality level, providing rigorous and well researched supporting evidence, sound and logical analysis, contextualized to Bangladesh, and be clear and concise in written format (jargon language and hyperbole phrasing are unacceptable). The author and support team for the diagnostic study must provide bibliographies and correct APA (or agreed upon formatting) formatting for all work.
  - a. 1 pre-assignment meeting with the SPPS project team to ensure that all parties are in specific agreement on the detailed diagnostic / research areas to be conducted.
  - b. 1 methodology briefing meeting with the SPPS project team to approve planned activities.
    - i. concept note including work plan for the assignment, outlining consultant's proposed building blocks, methodological approach, directions and activities with timelines of the urban diagnostics report
  - c. Analysis of urban issues affecting the urban poor in Bangladesh, with an emphasis on Dhaka, Chittagong, and Khulna cities; and including structural barriers, resources availability, current state of affairs between the urban poor and the social security system, and pressing challenges facing the lives of urban poor citizens.

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- d. At least 10 Key Informant Interviews with NSSS related GoB officials (to be selected by SPPS project and taking place in Dhaka only).
  - ii. Consult with key stakeholders through individual or group discussions and suggest urban data required to inform the design of an NSSS urban policy and to track changes occurring from implementation of the policy; propose ways and means to capture such data; extract key data from statistical sources available
- e. Secondary literature review (at least 3 resources) that relate to and provide information on completing the urban diagnostics.
  - iii. Review relevant background papers/documents including Government policy documents with relevance to the national social security system and programmes and various study reports. This review will in particular include an assessment of how urban aspects have been addressed and articulated in the approved National Social Security Strategy.
- f. Comparative, in-depth analysis of best international practices in terms of implementing and operating national urban social security programmes with a focus on examining at least 1 developed country and at least 2 developing countries that can be contextualized to Bangladesh.
- g. On the basis of accumulated knowledge conduct a urban-poor needs analysis and prepare recommendations for an NSSS urban policy.
- h. Prepare a draft report and present it in a roundtable with key stakeholders (to be organized by SPPS project team and take place in Dhaka)
- i. Prepare the final urban diagnostics report based on feedback from the roundtable presentation.
- j. Prepare a policy brief (tentatively four pages) for policy makers, on the major findings and recommendations of the report.

\*NOTE: Bidders may present a revised methodology that is different than the above; such methodology should focus on the best way, based on the bidder's professional expertise, on producing a high-quality urban diagnostics in relation to social protection in Bangladesh. This may include removing or revising survey numbers, focus group discussions, key informant interviews, and / or presenting other data collection methods for the output of the diagnostics, and / or a combination thereof. UNDP is seeking out an expert firm and team to provide evidence-based research in completing the urban diagnostics.

**D. Expected Outputs:**

Output	Tentative Deadline
• Inception Report detailing planned methodology and timeline	5 days
• Draft "Urban Diagnostics" Research	55 days
• Final "Urban Diagnostics" Research	45 days

**E. Institutional Arrangement:**

- The company will work under the guidance of the Project Manager of SPPS.
- The company will facilitate its own logistics, and any other related costs needed for conducting the urban diagnostics.
- The company will report bi-weekly (every 15 days) from the day of contract signing to the Project Manager.
- The company will interact and receive instructions from the above on an as needed basis until the contract is completed.

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- The company is responsible for all travel to and from work sites, including meeting any study team or focal points for discussion. All envisaged travel costs must be included in the financial proposal.

**F. Duration of the Work:**

3.5 months after contract signing.

**G. Duty Station:**

The Firm is expected to work from their own offices, attend meetings at SPPS office as required, and visit field sites when required.

**H. Qualifications of the Successful Contractor:**

As per RFP documents

**I. Evaluation process:**

As per RFP documents

**J. Scope of Bid Price and Schedule of Payments:**

As per RFP documents

**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

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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 (for any surveys, where applicable).
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 SPPS during project implementation.

*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 overhead 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.

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.

**Declaration**

Date:

**United Nations Development Programme**

UNDP Registry, IDB Bhaban, Agargaon  
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment \_\_\_\_\_

**Reference:** RFP-BD-2018-045

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,

