



## REQUEST FOR PROPOSAL (RFP-BD-2019-006)

NAME & ADDRESS OF FIRM	DATE: February 6, 2019
	REFERENCE: RFP-BD-2019-006

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring firm/ CSO/ NGO for conducting a baseline survey under 'Enhancing adaptive capacities of coastal communities, especially women, to cope with climate change induced salinity' project**

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

**Proposals shall be submitted on or before 04.30 pm (local BD Time) on Sunday, 17 February 2019**

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

Proposals to 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.partneragencies.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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Sonia Mehzabeen  
Operations Manager  
2/6/2019

## Description of Requirements

Context of the Requirement	<b>Enhancing adaptive capacities of coastal communities, especially women, to cope with climate change induced salinity Project</b>																																				
Implementing Partner of UNDP	Government of Bangladesh																																				
Brief Description of the Required Services	Hiring firm/ CSO/NGO for conducting a baseline survey under ‘Enhancing adaptive capacities of coastal communities, especially women, to cope with climate change induced salinity’ project																																				
List and Description of Expected Outputs to be Delivered	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ADD8E6;">EXPECTED OUTPUTS</th> <th style="background-color: #ADD8E6;">DELIVERABLES</th> <th colspan="2" style="background-color: #ADD8E6;">NO. OF DAYS REQUIRED (ESTIMATED)</th> </tr> </thead> <tbody> <tr> <td>Develop and Finalize the Baseline Planning (Variables, Indicators, Scale, Data Plan and a Framework)</td> <td rowspan="3">Inception Report- Whole Assignment</td> <td>3 days</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">7 days</td> </tr> <tr> <td>Finalising methodology, sampling and data collection tools &amp; protocols</td> <td>2 days</td> </tr> <tr> <td>Enumerators’ training and field test</td> <td>2 days</td> </tr> <tr> <td>Baseline survey in treatment and control areas including data entry, compilation and data quality control</td> <td rowspan="2">Final Baseline Data Set</td> <td colspan="2" style="text-align: center;">10 days</td> </tr> <tr> <td>Data Editing and Error Correction</td> <td colspan="2" style="text-align: center;">5 days</td> </tr> <tr> <td>Data Analysis, Presentation and Validation</td> <td rowspan="2">Draft Analysis Report-Baseline</td> <td colspan="2" style="text-align: center;">7 days</td> </tr> <tr> <td>Draft Report</td> <td colspan="2" style="text-align: center;">7 days</td> </tr> <tr> <td>Final Report</td> <td>Final Report-Baseline</td> <td colspan="2" style="text-align: center;">5 days</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Baseline Survey Total Days</b></td> <td colspan="2" style="text-align: center;"><b>41 days</b></td> </tr> </tbody> </table> <p>Based on the scope of the work outlined above, the following are the deliverables from the consultancy firm/institution:</p> <ol style="list-style-type: none"> <li>1. An inception report that will include...       <ol style="list-style-type: none"> <li>(i) indicator framework, methodology, data mapping, analytical framework, data template, field testing and a final online and offline version of the survey questionnaire templates;</li> <li>(ii) detailed baseline survey implementation plan including data collection, data editing, validation and error correction, data analysis, data presentation, draft report, validation of analysis and draft report and final report.</li> </ol> </li> <li>2. A statistically sound sample frame for data collection and detailed analytical framework including software-based analysis.</li> <li>3. Data collection tools/instruments (Both in Bangla &amp; English) both online and offline versions.</li> <li>4. Provide softcopy (SPSS format) of dataset, data analysis (excel/access/SPSS/others) application software, and all analysis outputs (tables, graphs, charts, diagrams, etc.) in editable formats and versions.</li> <li>5. Draft study report (5 copies) hard copies and soft copies in MS Word &amp; PDF format</li> <li>6. Final Study report of both versions (soft copy in MS Word &amp; PDF format).</li> <li>7. Validation Workshop Report</li> <li>8. Printed final Baseline Study report (English) along with executive summary as mentioned below.       <ul style="list-style-type: none"> <li>• Abridged version- 500 copies</li> <li>• Detail report- 200 copies</li> </ul> </li> </ol>			EXPECTED OUTPUTS	DELIVERABLES	NO. OF DAYS REQUIRED (ESTIMATED)		Develop and Finalize the Baseline Planning (Variables, Indicators, Scale, Data Plan and a Framework)	Inception Report- Whole Assignment	3 days	7 days	Finalising methodology, sampling and data collection tools & protocols	2 days	Enumerators’ training and field test	2 days	Baseline survey in treatment and control areas including data entry, compilation and data quality control	Final Baseline Data Set	10 days		Data Editing and Error Correction	5 days		Data Analysis, Presentation and Validation	Draft Analysis Report-Baseline	7 days		Draft Report	7 days		Final Report	Final Report-Baseline	5 days		<b>Baseline Survey Total Days</b>		<b>41 days</b>	
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Expected duration of work	41 days over the period of 2 Months (March to April 2019).																																																																																																																																																																																		
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Travels Expected	<p>The table below shows the targeted Unions in the project working area:</p> <table border="1"> <thead> <tr> <th>Division</th> <th>District</th> <th>Upazila</th> <th></th> <th>Union</th> <th>Ward</th> </tr> </thead> <tbody> <tr> <td rowspan="9">Khulna</td> <td rowspan="9">Khulna</td> <td rowspan="9">Dacope</td> <td>1</td> <td>Bajua</td> <td>8,9</td> </tr> <tr> <td>2</td> <td>Banishanta</td> <td>2,8</td> </tr> <tr> <td>3</td> <td>Dacope Sadar</td> <td>1,2,6</td> </tr> <tr> <td>4</td> <td>Kailashganj</td> <td>5,6,7</td> </tr> <tr> <td>5</td> <td>Kamarkhola</td> <td>6,8,9</td> </tr> <tr> <td>6</td> <td>Laudubi</td> <td>1,3,9</td> </tr> <tr> <td>7</td> <td>Pankhali</td> <td>4</td> </tr> <tr> <td>8</td> <td>Sutarkhali</td> <td>1,2,4</td> </tr> <tr> <td>9</td> <td>Tildanga</td> <td>1,3</td> </tr> <tr> <td colspan="4">Sub-total</td> <td>9</td> <td>22</td> </tr> <tr> <td rowspan="7"></td> <td rowspan="7"></td> <td rowspan="7">Koyra</td> <td>1</td> <td>Amadi</td> <td>6,7</td> </tr> <tr> <td>2</td> <td>Bagali</td> <td>2</td> </tr> <tr> <td>3</td> <td>Dakshin Bedkashi</td> <td>3,8</td> </tr> <tr> <td>4</td> <td>Koyra Sadar</td> <td>2,4</td> </tr> <tr> <td>5</td> <td>Moheshwaripur</td> <td>1,8,9</td> </tr> <tr> <td>6</td> <td>Uttar Bedkashi</td> <td>1,7,9</td> </tr> <tr> <td>7</td> <td>Moharajpur</td> <td>2,7,8</td> </tr> <tr> <td colspan="4">Sub-total</td> <td>7</td> <td>16</td> </tr> <tr> <td rowspan="5"></td> <td rowspan="5"></td> <td rowspan="5">Paikgacha</td> <td>1</td> <td>Chandkhali</td> <td>1,2,3</td> </tr> <tr> <td>2</td> <td>Deluti</td> <td>1,5,6</td> </tr> <tr> <td>3</td> <td>Garuikhali</td> <td>3,7</td> </tr> <tr> <td>4</td> <td>Soladana</td> <td>3,6</td> </tr> <tr> <td>5</td> <td>Lata</td> <td>3,4</td> </tr> <tr> <td colspan="4">Sub-total</td> <td>5</td> <td>12</td> </tr> <tr> <td rowspan="10"></td> <td rowspan="10">Satkhira</td> <td rowspan="10">Assassuni</td> <td>1</td> <td>Anulia</td> <td>2,4,7,9</td> </tr> <tr> <td>2</td> <td>Assassuni Sadar</td> <td>2,9</td> </tr> <tr> <td>3</td> <td>Baradal</td> <td>1,4,7</td> </tr> <tr> <td>4</td> <td>Budhata</td> <td>1,2,8</td> </tr> <tr> <td>5</td> <td>Durgapur</td> <td>4,6,9</td> </tr> <tr> <td>6</td> <td>Kadakati</td> <td>2,3,5</td> </tr> <tr> <td>7</td> <td>Khajra</td> <td>2,3,9</td> </tr> <tr> <td>8</td> <td>Kulla</td> <td>5,6,9</td> </tr> <tr> <td>9</td> <td>Protapnagar</td> <td>6,7,8</td> </tr> <tr> <td>10</td> <td>Sreeula</td> <td>1,2,4</td> </tr> <tr> <td colspan="4">Sub-total</td> <td>10</td> <td>30</td> </tr> <tr> <td rowspan="8"></td> <td rowspan="8"></td> <td rowspan="8">Shymnagar</td> <td>1</td> <td>Atulia</td> <td>4,5,7,8</td> </tr> <tr> <td>2</td> <td>Burigoalini</td> <td>1,4,7</td> </tr> <tr> <td>3</td> <td>Gabura</td> <td>4,5,7</td> </tr> <tr> <td>4</td> <td>Kashimari</td> <td>6,9</td> </tr> <tr> <td>5</td> <td>Koikhali</td> <td>6,8</td> </tr> <tr> <td>6</td> <td>Munshiganj</td> <td>6,9</td> </tr> <tr> <td>7</td> <td>Padma Pukur</td> <td>3,4,7</td> </tr> <tr> <td>8</td> <td>Ramjannagar</td> <td>4,9</td> </tr> <tr> <td colspan="4">Sub-total</td> <td>8</td> <td>21</td> </tr> <tr> <td colspan="4">Overall</td> <td>39</td> <td>101</td> </tr> </tbody> </table>					Division	District	Upazila		Union	Ward	Khulna	Khulna	Dacope	1	Bajua	8,9	2	Banishanta	2,8	3	Dacope Sadar	1,2,6	4	Kailashganj	5,6,7	5	Kamarkhola	6,8,9	6	Laudubi	1,3,9	7	Pankhali	4	8	Sutarkhali	1,2,4	9	Tildanga	1,3	Sub-total				9	22			Koyra	1	Amadi	6,7	2	Bagali	2	3	Dakshin Bedkashi	3,8	4	Koyra Sadar	2,4	5	Moheshwaripur	1,8,9	6	Uttar Bedkashi	1,7,9	7	Moharajpur	2,7,8	Sub-total				7	16			Paikgacha	1	Chandkhali	1,2,3	2	Deluti	1,5,6	3	Garuikhali	3,7	4	Soladana	3,6	5	Lata	3,4	Sub-total				5	12		Satkhira	Assassuni	1	Anulia	2,4,7,9	2	Assassuni Sadar	2,9	3	Baradal	1,4,7	4	Budhata	1,2,8	5	Durgapur	4,6,9	6	Kadakati	2,3,5	7	Khajra	2,3,9	8	Kulla	5,6,9	9	Protapnagar	6,7,8	10	Sreeula	1,2,4	Sub-total				10	30			Shymnagar	1	Atulia	4,5,7,8	2	Burigoalini	1,4,7	3	Gabura	4,5,7	4	Kashimari	6,9	5	Koikhali	6,8	6	Munshiganj	6,9	7	Padma Pukur	3,4,7	8	Ramjannagar	4,9	Sub-total				8	21	Overall				39	101
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Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others The contractor is expected to largely work from their own offices and attend meetings at UNDP/Project Office as required																																																																																																																																																																																		
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																																																																																																																																																																																		

activities/sub-activities	
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"/> Local Currency [BDT]
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" 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
Payment Terms	Payments will be made in tranches based on milestone deliverables upon submission of invoice and upon certification of the work completed: <ul style="list-style-type: none"> <li>▪ <b>1<sup>st</sup> Payment:</b> 30% of contract value will be paid on submission and acceptance of the inception report.</li> <li>▪ <b>2<sup>nd</sup> Payment:</b> 50% of contract value will be paid on submission of final baseline dataset.</li> <li>▪ <b>3<sup>rd</sup> Payment:</b> 20% of contract value will be paid on submission and acceptance of the final baseline reports (Printed version).</li> </ul>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The contracted firm (study team) will work under supervision of the UNDP/Project and the guidance of the UNDP Climate Change Specialist.
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
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 criterion 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

**Minimum Eligibility and Qualifications of the firm:**

- The firm/ will have all legal papers e.g. Business Registration/ NGO Registration Bureau/valid trade license, latest audit report, TIN and other updated documents to run a business in a legal way.
- Profile (which should not exceed ten (10) pages including any printed brochure relevant to the services being procured)- describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Latest Audited Financial Statement- income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- 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.
- At least 5 years’ experience of research on social issues using mixed methods and in the areas of climate resilience specific emphasis on local climate governance, adaptation in Bangladesh.

**Minimum Eligibility and Qualifications of the key personnel:**

**Team leader:**

- At least postgraduate degree in Climate Change, Development studies, Economics or any related field.
- At least 10 years of professional experience in research and evaluation in the fields of local development, environment and climate change adaptation with a specific experience of leading national level study on climate resilience.

**Statistician:**

- At least graduation in Statistics or IT
- At least 5 years’ experience of quantitative & qualitative research methodologies, real-time/online data collection, working in WASH and/or climate change program.

**Climate resilient livelihood Change Expert:**

- Postgraduate degree in Climate Change, Development studies, Economics or related fields
- At least 7 years of professional experience in the fields of livelihood especially in environment fragile, climate change and disaster risk context.

**WASH Expert:**

- Postgraduate degree in public health, Development studies, Social science or related fields.
- At least 7 years of professional experience in the fields of climate change, public health, WASH or any related field.

***If any of the key personnel in proposed team is a regular employee of any organization, s/he have to attach consent letter from the person's employer in favor of her/his engagement/service in this assignment. The key personnel proposed will have to remain available for the entire duration of the assignment.***

**Technical Proposal (70%)**

Criteria	Score	Weightage
<b>Technical</b>	<b>70</b>	<b>70%</b>
<b>Experiences of the Firm:</b>		
<ul style="list-style-type: none"> <li>• Experience in designing and managing impact evaluations using mixed methods and in the areas of climate resilience specific emphasis on local climate governance, adaptation in Bangladesh.</li> <li>• Sample of two similar kind of previous study report produced for any international organization</li> </ul>	15	15%
<b>Methodology and work plan</b>		
Quality and relevance of proposed study methodology & approach	25	25%
<b>Expertise of the Study Team:</b>		
Team leader and CC Expert	10	30%
Statistician/Data Scientist	10	
Climate resilient livelihood Change Expert	5	
Climate Change Adaptation (WASH) Expert	5	

**Financial Proposal (30%)**

To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed Terms of Reference (Annex-3) <input checked="" type="checkbox"/> 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-4) <input checked="" type="checkbox"/> Model Contract Face Sheet and General Terms and Conditions (Annex-5)
Contact Person for Inquiries (Written inquiries only)	Ehsanul K Chowdhury, UNDP Procurement Cluster, UNDP Bangladesh <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a> 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 <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a> <b>within 10 February by 4.30 pm.</b>  <i><b><u>"Attn. BD Procurement- Queries on RFP-BD-2019-006- Hiring firm/ CSO/ NGO for conducting a baseline survey under 'Enhancing adaptive capacities of coastal communities, especially women, to cope with climate change induced salinity' project"</u></b></i>  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 [pls. specify]	<b>* For attention:</b> The Financial Proposal and the Technical Proposal files <u>MUST BE SEPARATE</u> and uploaded <u>SEPARATELY</u> . Financial proposal must be 'password' protected.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSA

*(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:*

**Minimum Eligibility and Qualifications of the firm:**

The firm will have all legal papers e.g. valid trade license, latest audit report, TIN and other updated documents to run a business in a legal way.

Profile (which should not exceed Ten (10) pages including any printed brochure relevant to the services being procured)- describing the nature of business, field of expertise, licenses, certifications, accreditations.

Latest Audited Financial Statement- income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.

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.

At least 5 years' experience of research on social issues using mixed methods and in the areas of climate resilience specific emphasis on local climate governance, adaptation in Bangladesh.

Corporate Competencies:

Demonstrates integrity by modeling 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.

Interested firm/institution must submit a detailed proposal to demonstrate its minimum eligibility, to enable appraisal of competing bids.

### 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

*The key qualification of the firm and study team are mentioned below. CVs must be tailored to demonstrate competence against these requirements. Failure to demonstrate the competencies of the firm and individual team members against these eligibility criteria will result in proposals being discarded.*

**Team leader:**

- At least postgraduate degree in Climate Change, Development studies, Economics or any related field.
- At least 10 years of professional experience in research and evaluation in the fields of local development, environment and climate change adaptation with a specific experience of leading national level study on climate resilience.

**Statistician:**

- At least graduation in Statistics or IT
- At least 5 years' experience of quantitative & qualitative research methodologies, real-time/online data collection, working in WASH and/or climate change program.

**Climate resilient livelihood Change Expert:**

- Postgraduate degree in Climate Change, Development studies, Economics or related fields
- At least 7 years of professional experience in the fields of livelihood especially in environment fragile, climate change and , disaster risk context. reduction or any related field.

**WASH Expert:**

- Postgraduate degree in public health, Development studies, Social science or related fields.
- At least 7 years of professional experience in the fields of climate change, public health, WASH or any related field.

If any of the key personnel in proposed team is a regular employee of any organization, s/he have to attach consent letter from the person's employer in favor of her/his engagement/service in this assignment.

D. **Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	1 <sup>st</sup> Installment after submission and acceptance of the inception report	30% of the Contract Value	
2	2 <sup>nd</sup> Installment after submission of final baseline dataset	50% of the Contract Value	
3	Final Installment after submission and acceptance of the final baseline reports (Printed version)	20% of the Contract Value	
	Total	100%	

*\*This shall be the basis of the payment tranches and should be in Financial Proposal (password protected)*

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]*

## Terms of Reference for Baseline Survey

Location:	Dhaka, Bangladesh
Additional Category:	Enhancing adaptive capacities of coastal communities, especially women, to cope with climate change induced salinity.
Languages Required:	English
Expected Duration of Assignment:	41 Days in 2 Months (March to April 2019).

<b>A. PROJECT TITLE:</b>
Enhancing adaptive capacities of coastal communities, especially women, to cope with climate change induced salinity
<b>B. DESCRIPTION OF THE ASSIGNMENT</b>
<p>The Term of Reference (TOR) has been designed to conduct a baseline study under ‘Enhancing adaptive capacities of coastal communities, especially women, to cope with climate change induced salinity’ project as part of UNDP’s decentralized evaluation process. The project baseline study will be undertaken prior to the implementation of large project interventions to serve as a starting point of reference for measuring progress, achievements and success of the project. This would provide a sound basis for assessing the project’s progress and achievements by comparing the ‘before-after’ scenario. Furthermore, the baseline study will provide a situation analysis of existing scenario of the project that would assist the project management to determine the priorities accordingly for revising the operational plan, in case of necessity. The project seeks expertise in qualitative and quantitative data collection and analysis techniques to develop the baseline design, and implement the baseline survey. The expected start date of the study is February 2019.</p>
<b>C. PROJECT DESCRIPTION:</b>
<p>Climate change, manifesting in the form of intensified cyclones, storm surges, and sea-level rise (SLR), is accelerating saltwater intrusion into the fresh water resources of the coastal belt of Bangladesh. Climate change-induced soil and water salinity is projected to adversely impact freshwater dependent agricultural livelihoods (leading to loss of productivity or livelihoods) as well as the availability and quality of drinking water in the vulnerable coastal communities. Furthermore, given the crucial role that women play in water security and household level resilience, and their socio-economic marginalization, the climate change-induced threat to agricultural livelihoods and drinking water security of the affected coastal communities disproportionately affects women and girls.</p> <p>Therefore, the key objective of the proposed project is to support the Government of Bangladesh (GoB) in strengthening the adaptive capacities of coastal communities, especially women, to cope with impacts of climate change-induced salinity on their livelihoods and water security. UNDP resources will be combined with GoB co-financing to address information, technical, financial and institutional barriers to implementing and managing resilient livelihoods and drinking water solutions for the vulnerable communities in the Southwestern coastal districts of Khulna and Satkhira. An estimated 719,229 people (about 245,516 direct and 473,713 indirect) will benefit from the proposed project interventions.</p> <p>The proposed project will empower target communities, especially women, as ‘change-agents’ to plan, implement, and manage resilient livelihoods and drinking water solutions. The project will enable those communities to address climate change risks on livelihood and drinking water security to promote synergistic co-benefits. It will enhance the adaptive capacities of these communities in the face of worsening impacts of climate-change induced salinity on their freshwater resources which in turn adversely affect livelihood and drinking water requirements. UNDP resources will be invested in promoting a diversification from currently non-adaptive, freshwater-reliant livelihoods of small-scale farmers, fishers, and agro-labourers towards climate-resilient agricultural livelihoods. GoB co-financing is leveraged to support adoption and scale of these alternative, climate-resilient agricultural livelihoods through strengthened value-chains and market linkages for their long-term viability in the face of increasing salinity and extreme weather. The project also utilizes UNDP and GoB resources to support investments in and management of climate-resilient drinking water solutions to secure year-round, safe drinking water supplies for the targeted communities. Access to reliable, safe drinking water enables the communities, especially women and girls in targeted households, to invest the resulting time and cost savings and health co-benefits in enhanced livelihoods and income generating and/or educational opportunities. In turn, the enhanced incomes and livelihoods will enable the communities to sustain the investments in the drinking water supply solutions in the long-term. Finally, through investments in institutional capacities, knowledge dissemination and evidence-based learning, the project will enable pathways for replication and scale of project impact to secure livelihoods and drinking water across the vulnerable districts of the southwest coast of Bangladesh. The project yields significant environmental, social (including gender), and economic co-benefits including enhanced integrity of coastal ecosystems and freshwater resources; improved gender norms and women empowerment; and increased income and health benefits, estimated at USD15 million and USD4 million respectively over the project lifetime.</p> <p>The project contributes towards GoB’s achievement of priorities outlined in the Nationally Determined Contributions (NDC) and its climate change strategies. The project objective speaks to the top five key near-term areas of intervention identified by the INDC to</p>

address adverse impacts of climate change including: 1) Food security, livelihood and health protection (incl. water security); 2) Comprehensive disaster management, 3) Coastal Zone Management, including Salinity Intrusion control, 4) Flood Control and Erosion protection, 5) Building Climate Resilient Infrastructure. Directly aligned to six of the fourteen broad adaptation actions prioritized by INDC, the project is implementing improved EWS, supporting climate resilient infrastructure, Tropical cyclones and storm surge protection, stress-tolerant variety improvement and cultivation, and Capacity Building at Individual and institutional level to plan and implement adaptation programmes and projects.

The proposed project is prioritized for inclusion in the country's UNDP Country Work Programme, currently under development and is part of UNDP's Work Programme as an Accredited Entity. The project is designed through extensive stakeholder consultations, including with civil society, bi-lateral donors, and communities, which informed the project design. The current design of the project was reviewed as per GoB's internal process led by the NDA, involving relevant government ministries, civil society, and representatives of key donors. The NDA has issued a no-objection letter.

#### **Project Strategy:**

Firstly, the project will address the barriers related to low awareness of and access to resilient livelihood practices, lack of technical and financial capacities, and limited adoption and scalability hindering the small-scale farmers, fishers, and agro-laborers to diversify to climate-resilient livelihoods and implement adaptive livelihood strategies. UNDP resources, combined with leveraged GoB co-financing, will ensure that (i) communities, especially women, adopt and implement climate-resilient livelihoods; (ii) value-chains/market linkages for these alternative, resilient livelihoods are strengthened to ensure their adoption, sustainability, and scale; and (iii) communities have knowledge and capacity to continue to monitor, safeguard and adapt livelihoods and livelihood strategies to evolving climate risks. The proposed project facilitates the formation of peer-to-peer support groups (Women Livelihood Groups – WLGs) to empower women to identify, plan for, and implement climate-resilient livelihoods through awareness raising, skills development, knowledge transfer, and investments into livelihood assets. GoB resources will be directed towards enabling value-chain and market linkages development to spur adoption, sustainability, and scale of these alternative, resilient livelihoods. The proposed project will build the capacities of beneficiaries to implement climate risk reduction strategies (including through improved last-mile dissemination of EWs) and continually adapt and safeguard their livelihoods and assets as climate risks evolve. The project will, thereby, capacitate women to diversify to resilient livelihoods and implement adaptive livelihood strategies in face of worsening salinity. These investments are enabled by the time and cost savings and health co-benefits resulting from drinking water security promoted by the project.

Secondly, the project will address the barriers of limited understanding and, technical know-how and the constraints on vulnerable communities to safeguard against the deterioration of their drinking water resources due to climate change-induced salinity. Particularly, the project supports women and girls who are burdened with providing water for their families and additionally suffer from drinking water insecurity. UNDP resources will be used to invest in (i) formulating and facilitating establishment of women-based, Water User Groups (WUGs) to support participatory, gender responsive planning for distribution of and access to safe, year-round water supply; (ii) implementing gender-responsive, reliable and climate-resilient drinking water solutions including rainwater harvesting systems (at household, community, and institutional scales) and pond water systems; and (iii) strengthen community-centric capacities to plan for, operate, and manage the provision of drinking water as climate risks evolve. Community and GoB resources are leveraged to ensure sustained O&M of the resilient water supply systems, including a commitment to co-manage the systems beyond the project lifetime. The Project promotes synergistic benefits between the livelihood and water user groups as the same communities will be targeted for the interventions to jointly address climate change-induced salinity risks to the community freshwater resources. Access to reliable, year-round, safe drinking water enables the communities, especially women (including those supported through livelihood interventions) and girls in targeted households, to invest the resulting time and cost savings and health co-benefits in income generating and/or educational opportunities further reducing their vulnerabilities to climate change.

Finally, UNDP resources will be invested in building technical and coordination capacities of 2 implementing ministries; facilitating knowledge generation and exchange; and establishing learning frameworks to sustain, replicate, and scale resilient livelihood and drinking water solutions for coastal communities. The project will: (i) strengthen institutional capacities for integrating climate risks in coastal livelihoods support efforts – the key implementing ministry will benefit from technical capacity to support coastal communities in adaptive livelihood planning and implementation along with coordination capacities to integrate climate change and gender into cross-sectoral socio-economic activities. This will directly support the continued planning and effective implementation of the livelihood interventions in the targeted communities. It will also enable upward linkages to ensure that key implementing Ministry, in coordination with key ministries, is able to support replication and scale of climate-resilient livelihoods across the climate change affected communities along the Southwestern coast; (ii) enhance institutional capacities for technical innovation, design and implementation of climate-resilient drinking water solutions – the project will support key implementing agency on water related activities in building their technical capacity for innovation, design, and implementation of climate-resilient drinking water solutions for the Southwestern coast of Bangladesh. The enhanced technical capacities will ensure that DPHE is able to directly support the targeted communities and local government staff with the implementation and sustained O&M of the project investments in the light of evolving climate risks. Improved institutional capacities to assess and incorporate climate risks will also enable key implementing agency on water related activities to replicate and scale project interventions across the southwest coast; and (iii) improve knowledge management and learning for gender-based, climate-resilient livelihood and water security – the project will promote knowledge codification and dissemination and evidence-based learning through generation of knowledge related to climate risks and gender-responsive management of livelihood and drinking water solutions and impact evaluation designed to enable systemic learning, replication and scale of project impact. The

project will also foster adaptive capacities of youth (boys and girls) through targeted behavioural change and awareness raising campaigns.

The project will empower communities, especially women, as ‘change-agents’ to plan, implement, and manage resilient livelihoods and drinking water solutions in the face of worsening climate change impacts on their freshwater resources. The paradigm shift is to move away from focus on short-term responses and technology-led interventions towards community-centric solutions that build ownership and capacities across multiple stakeholders to sustain and scale up adaptive responses to safeguard livelihoods and water security. Community-centric awareness, skills building, value-chain and market linkages support can promote a transformational switch from current, non-adaptive livelihoods to climate-resilient livelihoods that can, in turn, reduce the vulnerabilities of the extreme poor against future climate change risks. Climate-resilient water technologies, such as rainwater harvesting and pond water systems, provide the communities with a means to shift away from their dependence on ground-water to surface water systems that can address seasonal variability and cope with slow- and sudden-onset changes. Within the same communities, the benefits of the livelihoods and water security are synergistic and can mutually reinforce the resilience of the populations in coping with climate change-induced salinity impacts on their freshwater resources. Strengthened capacities across the government, Non-Governmental Organisations (NGOs), and private sector to incorporate climate change risks into implementation and management of livelihood and drinking water solutions are critical support long-term adaptive capacities of the coastal communities. Strengthening key implementing’s capacity to integrate gender and climate change into policies and programs particularly improves social targeting and climate-risk informed development across other sectors.

### **Impact Potential**

#### Mitigation / adaptation impact potential

The project will contribute to following Impacts for adaptation: (i) “increased resilience and enhanced livelihoods of the most vulnerable people, communities and regions” through the promotion of climate-resilient, sustainable and diversified livelihoods for 25,425 women in targeted coastal districts (Fund-Level Impact A1.0) and (ii) “Increased resilience of health and well- being, and food and water security” for vulnerable coastal communities through provision of year-round, safe and reliable drinking water supply benefiting 136,110 people. Overall, the project will benefit 719,229 direct and indirect beneficiaries in vulnerable coastal districts of Khulna and Satkhira (about 16.25 per cent of the total population of the two districts) with 245,516 people directly benefiting from the project interventions in building resilience across water and livelihoods through household, community, government, and partner capacities. The interventions will provide indirect benefits to 473,713 people to the nearby communities in the targeted Wards and other unions in the 5 Upazilas through integration of climate change concerns into planning and implementation of the mandated agencies as well as the pathways established for replication to other communities through knowledge and learning mechanisms.

Specifically: 25,425 women will directly benefit from the interventions to switch to (or phase in) climate-resilient livelihoods with associated 500 people benefiting from capacity building and support to value-chain and market actors.

245,516 people benefit from timely, gender-responsive early warning information and climate risk reduction strategies, facilitated through the women and girl volunteer groups established by the project at each of the targeted wards.

The project benefits 68,327 females and 67,783 males through year-round access to safe and reliable drinking water improving their health and safety, and significantly decreasing the unpaid time burden of women in regards of water collection and thereby creating opportunities for education and/or enhanced income generation.

525 number of Government staff benefit from improved capacities for climate-risk informed planning and implementation of resilient solutions for water and livelihood security.

The project support to women groups for climate resilient livelihoods options in aquaculture and agriculture yields increased income benefits and enables participation in the formal economy, for a total expected increase in income of USD15 million (over the full life of the project). By providing an alternate higher quality source of water, salt intake by the population in the target communities will substantially decrease deaths and averting quality adjusted life years (the rainwater harvesting technologies have sufficient capacity to provide for basic drinking water needs even in times of low precipitation), for net benefits measuring USD4 million.

The project outcome will strengthen the adaptive capacity and reduce exposure of vulnerable coastal households, especially women, to climate change induced salinity risks and impacts on their freshwater-dependent lives and livelihoods through a switch to climate-resilient livelihoods for enhanced capacities of communities, focusing on women and those adolescent girls who are solely responsible for household income generation; gender-responsive access to year-round, safe and reliable climate-resilient drinking water solutions; and strengthened institutional capacities, knowledge, and learning for climate-resilient drinking water and livelihoods security. The project directly benefits 245,516 women and men through use of gender-responsive livelihoods and water security strategies and activities to respond to climate change and variability.

## **D. STUDY METHODOLOGY DESIGN**

The firm/organization is expected to develop appropriate methodology in response to the objectives mentioned above. The methodology will be robust and employ mixed methods (qualitative & quantitative) and include field-tested tools to collect statistically robust information from different stakeholders, for example, households, Local Government Institutions and Govt. Officers. Given the

need to capture relevant dimensions of the context in which the project seeks to make an impact, a representative sample survey with households (at least 662 household for both treatment and control) across the targeted project areas as well as control areas will be necessary. The sample should be define considering 99% confidence level. The sampling frame of “control” will need ensure disaggregated analysis based on geographical location and climate hazards.

The project is designed to support an estimated 719,229 people (about 245,516 direct and 473,713 indirect) of the vulnerable communities in the Southwestern coastal districts of Khulna and Satkhira. The firm/organization is expected to draw sample based on target households. The treatment and control group need to select from working unions and neighboring unions/upazila with proper justifications. Overall, a valid sample size and sampling process should be explained in the methodology section of technical proposal.

The contracted firm will detail when and how data will be collected with workplan, appropriate triangulation in data collection methods is also anticipated in the proposed methodology.

It will be important for the study team to review project documents during this process. Where possible, results should be disaggregated by sex, disability, age, disaster risk reduction, climate change adaptation and socio-economic status. In addition, cross-cutting themes such as gender and local governance should be considered. Findings will not be meaningful without disaggregation and other explanatory information including changes in households, community or local government services. Reported figures, particularly 'headline numbers' must be adequately explained and qualified where necessary. So, the data analysis framework and reporting outline should me mentioned in the methodology section of technical proposal.

The project result framework will be the basis for baseline. The tentative list of indicators is attached (annex-1). The baseline data collection will form an important component of project’s M&E system. Bidders should demonstrate how they will ensure data quality, verification and credibility. Bidders will also need to explain how they will manage data protection and confidentiality issues.

## E. SCOPE OF WORK

The consultancy team will be responsible for Baseline study of the project. The study is to be undertaken in 2 districts (Khulna and Satkhira) within the parameters of expected results of the project described earlier pertaining to household and Community Level baseline survey and capacity assessment. The survey will establish benchmarks of the prevailing situation of the adaptive capacity of the vulnerable households and other stakeholders before the introduction of project interventions. The end-line study will be conducted to measure changes based on the indicators building on the baseline.

The study team is expected to perform the following activities:

1. Participate in planning meetings with UNDP/project staff of and review relevant project documents.
2. Submit detailed work plan along with timeframe and responsible parties for this assignment.
3. Finalize study methodology and approach including data collection methods and sampling.
4. Finalize data collection tools (questionnaire, checklist, guidelines) for the study in consultation with UNDP team. The study team will be responsible for pre-test and finalization of tools and techniques for the survey. The data collection tools will be in both Bengali and English language.
5. Engage qualified enumerators, train them on quantitative and qualitative data collection and quality control.
6. Administer data collection in the study areas that includes supervision, cross validation, quality control and data transcription.
7. Data management and analysis in terms of coding, computer entry, cleaning, transcription and analysis as per study themes in the objectives.
8. Provide soft copy of data (SPSS), both clean and unclean and also output tables with ‘do file’ (syntax files).
9. Submit draft report of the study to UNDP/project team prior to submission of final report. UNDP/project team will review the draft report and provide necessary feedback. The study team will submit the final report addressing the feedback received from UNDP/project team.

### Study Population:

The project will be implemented in 101 vulnerable wards in 39 Unions of 5 Upazila in 2 districts and an estimated 719,229 people (about 245,516 direct and 473,713 indirect) will be benefited from the proposed project interventions. Also, 525 number of Government staff will be the beneficiary of this project.

The table below shows the targeted Unions in the project working area:

Division	District	Upazila		Union	Ward
Khulna	Khulna	Dacope	1	Bajua	8,9
			2	Banishanta	2,8
			3	Dacope Sadar	1,2,6
			4	Kailashganj	5,6,7

			5	Kamarkhola	6,8,9
			6	Laudubi	1,3,9
			7	Pankhali	4
			8	Sutarkhali	1,2,4
			9	Tildanga	1,3
Sub-total			9		22
		Koyra	1	Amadi	6,7
			2	Bagali	2
			3	Dakshin Bedkashi	3,8
			4	Koyra Sadar	2,4
			5	Moheshwaripur	1,8,9
			6	Uttar Bedkashi	1,7,9
			7	Moharajpur	2,7,8
Sub-total			7		16
		Paikgacha	1	Chandkhali	1,2,3
			2	Deluti	1,5,6
			3	Garuikhali	3,7
			4	Soladana	3,6
			5	Lata	3,4
Sub-total			5		12
	Satkhira	Assassuni	1	Anulia	2,4,7,9
			2	Assassuni Sadar	2,9
			3	Baradal	1,4,7
			4	Budhata	1,2,8
			5	Durgapur	4,6,9
			6	Kadakati	2,3,5
			7	Khajra	2,3,9
			8	Kulla	5,6,9
			9	Protapnagar	6,7,8
			10	Sreeula	1,2,4
Sub-total			10		30
		Shymnagar	1	Atulia	4,5,7,8
			2	Burigoalini	1,4,7
			3	Gabura	4,5,7
			4	Kashimari	6,9
			5	Koikhali	6,8
			6	Munshiganj	6,9
			7	Padma Pukur	3,4,7
			8	Ramjannagar	4,9
Sub-total			8		21
Overall			39		101

F. EXPECTED OUTPUTS	DELIVERABLES	NO. OF DAYS REQUIRED (ESTIMATED)	
Develop and Finalize the Baseline Planning (Variables, Indicators set out in project's result framework, Scale, Data Plan and a Framework)	Inception Report- Whole Assignment	3 days	7 days
Finalising methodology, sampling and data collection tools & protocols		2 days	
Enumerators' training and field test		2 days	
Baseline survey in treatment and control areas including data entry, compilation and data quality control	Final Baseline Data Set	10 days	
Data Editing and Error Correction		5 days	
Data Analysis, Presentation and Validation	Draft Analysis Report-Baseline	7 days	
Draft Report		7 days	
Final Report	Final Report- Baseline	5 days	
<b>Baseline Survey Total Days</b>		<b>41 days</b>	

## G. INSTITUTIONAL ARRANGEMENT

The contracted firm (study team) will work under supervision of the UNDP/Project and the guidance of the UNDP Climate Change Specialist.

All costs related to this assignment including logistics, office arrangements, accommodation, etc. shall be borne by the contractor. 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 UNDP/Project team along with a plan to remedy the delay.

The contractor is expected to largely work from their own offices and attend meetings at UNDP/Project Office as required.

## H. DURATION OF THE WORK AND DUTY STATION

Duration of the assignment (Baseline survey) will be maximum 41 working days within 2 Months (March-April 2019).

The working location will be in Satkhira and Khulna Districts for data collection and in Dhaka for other relevant tasks of the assignment.

## I. FINAL DELIVERABLES /SERVICES FROM CONTRACTOR

Based on the scope of the work outlined above, the following are the deliverables from the consultancy firm/institution:

1. An inception report that will include...
  - (i) indicator framework, methodology, data mapping, analytical framework, data template, field testing and a final online and offline version of the survey questionnaire templates;
  - (ii) detailed baseline survey implementation plan including data collection, data editing, validation and error correction, data analysis, data presentation, draft report, validation of analysis and draft report and final report.
2. A statistically sound sample frame for data collection and detailed analytical framework including software-based analysis.
3. Data collection tools/instruments (Both in Bangla & English) both online and offline versions.
4. Provide softcopy (SPSS format) of dataset, data analysis (excel/access/SPSS/others) application software, and all analysis outputs (tables, graphs, charts, diagrams, etc.) in editable formats and versions.
5. Draft study report (5 copies) hard copies and soft copies in MS Word & PDF format
6. Final Study report of both versions (soft copy in MS Word & PDF format).
7. Validation Workshop Report
8. Printed final Baseline Study report (English) along with executive summary as mentioned below.
  - Abridged version- 500 copies
  - Detail report- 200 copies

## J. SCHEDULE OF PAYMENTS

Remuneration will be fixed for the successful contractor. No adjustment will be made on the assignment period and price determined by the signed contract. The price should take into account all HR costs and professional fees, travel costs, daily allowances, subsistence and ancillary expenses.

For each Phase, UNDP will make payments, by bank transfer to the contractor's bank account, upon acceptance by UNDP according to the deliverables specified in the ToR. Payments will be made in tranches based on milestone deliverables upon submission of invoice and upon certification of the work completed:

- **1<sup>st</sup> Payment:** 30% of contract value will be paid on submission and acceptance of the inception report.
- **2<sup>nd</sup> Payment:** 50% of contract value will be paid on submission of final baseline dataset.
- **3<sup>rd</sup> Payment:** 20% of contract value will be paid on submission and acceptance of the final baseline reports (Printed version).

## K. COMPETENCIES & PRESENTATION OF PROPOSAL

The key qualification of the firm and study team are mentioned below. CVs must be tailored to demonstrate competence against these requirements. Failure to demonstrate the competencies of the firm and individual team members against these eligibility criteria will result in proposals being discarded.

### K.1. Minimum Eligibility and Qualifications of the firm:



- The firm will have all legal papers e.g. valid trade license, latest audit report, TIN and other updated documents to run a business in a legal way.
- Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured)- describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Latest Audited Financial Statement- income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.
- 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.
- At least 5 years' experience of research on social issues using mixed methods and in the areas of climate resilience specific emphasis on local climate governance, adaptation in Bangladesh.

**Corporate Competencies:**

- Demonstrates integrity by modeling 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.

*Interested firm/institution must submit a detailed proposal to demonstrate its minimum eligibility, to enable appraisal of competing bids.*

**K.2. Minimum Eligibility and Qualifications of the key personnel:**

**Team leader:**

- At least postgraduate degree in Climate Change, Development studies, Economics or any related field.
- At least 10 years of professional experience in research and evaluation in the fields of local development, environment and climate change adaptation with a specific experience of leading national level study on climate resilience.

**Statistician:**

- At least graduation in Statistics or IT
- At least 5 years' experience of quantitative & qualitative research methodologies, real-time/online data collection, working in WASH and/or climate change program.

**Climate resilient livelihood Expert:**

- Postgraduate degree in Climate Change, Development studies, Economics or related fields
- At least 7 years of professional experience in the fields of livelihood especially in environment fragile, climate change and disaster risk context.

**WASH Expert:**

- Postgraduate degree in public health, Development studies, Social science or related fields.
- At least 7 years of professional experience in the fields of climate change, public health, WASH or any related field.

***If any of the key personnel in proposed team is a regular employee of any organization, s/he have to attach consent letter from the person's employer in favor of her/his engagement/service in this assignment.***

**K.3. Technical Proposal Design – NO MORE THAN 10 Pages.**

*Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope/format.*

**INSERT TITLE OF THE SERVICES**

**Name of Proposing Organization / Firm:**

**Country of Registration:**

**Name of Contact Person for this Proposal:**

**Address:**

**Phone / Fax:**

**Email:**

**SECTION 1: EXPERTISE OF FIRM/ ORGANISATION**

*This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.*

**Brief Description of Proposer as an Entity:**

Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organization / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

**Track Record and Experiences:**

Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

**SECTION 2 - APPROACH AND IMPLEMENTATION PLAN**

This section should demonstrate the Proposer’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

**2.1. Approach to the Service/Work Required:**

Please provide a detailed description of the methodology for how the organization/ firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

**2.2. Technical Quality Assurance Review Mechanisms:**

The methodology shall also include details of the Proposer’s internal technical and quality assurance review mechanisms.

**2.3 Implementation Timelines:**

The Proposer shall submit a Gantt Chart indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.4. Sub-contracting:**

Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

**2.5. Risks / Mitigation Measures:**

Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate the risks.

**2.6. Anti-Corruption Strategy:**

Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

**2.7. Partnerships:**

Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

**2.8. Other:**

Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 3: PERSONNEL**

**3.1 Management Structure:**

Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

**3.2 Staff Time Allocation:**

Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement. (Note: This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project coordinator, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.)

### 3.3 Qualifications of Key Personnel:

Provide the CVs for key personnel (Team Leader, Statistician, Climate Change Expert & WASH Expert) that will be provided to support the implementation of this assignment. CVs should demonstrate qualifications in areas relevant to the Scope of Services and include signed declaration.

#### Expected qualification of team:

Team leader and Climate Change Expert: Postgraduate degree in Climate Change, Development studies, Economics or other related fields. At least 10 years of professional experience in research and evaluation in the fields of local development, environment and climate change adaptation with a specific experience of leading national level study on climate resilience. (Major engagement).

Data Scientist: Graduation preferably in statistics or IT. At least 5 years' experience with the design of qualitative and quantitative methodologies including studies that involve qualitative/quantitative integration; experience real-time monitoring/online data collection in longitudinal monitoring and impact evaluations, particularly in the areas of WASH and climate resilience. (Major engagement).

Climate Change Adaptation (Livelihood) Expert: Postgraduate degree in aquaculture or agriculture related issues. Additional degree in Environmental Science, Climate Change, Economics or other related fields is an added advantage. At least 7 years of professional experience in the fields of climate change, disaster risk reduction or any related field. (Medium engagement).

Climate Change Adaptation (WASH) Expert: Postgraduate degree in public health, Development studies, Social science or related fields. At least 7 years of professional experience in the fields of climate change, public health, WASH or any related field (Medium engagement).

Data Collectors: Minimum graduation. At least 3 years of experience in quantitative and qualitative data collection. Experienced in climate change/WASH related data collection effectively and professionally with the community as well as different stakeholders like Govt. Officials, community people, local elites etc. Able to record data precisely based on questionnaire. (Minor engagement).

Data Quality Assurance Officer: At least graduation in any field of Social Science or Statistics. Have at least 3 years' experience in similar type of job. Capable to ensure data quality and accuracy, team leading and able to provide quick decisions to data collectors (Minor engagement).

#### K.4. 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 and overhead charges.
- (ii) In order to assist UNDP in the comparison of financial proposals, the financial proposal will include a breakdown of this amount, disclosing the key assumption employed in costing the working. This must at least specify: the daily rates and number of anticipated working days (for each professional team member), any travel costs and overhead charges. Payments will be based upon output, i.e. upon delivery of the services specified in the ToR.

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.

## L. EVALUATION

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. 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 specific to the solicitation, with the ratio set at 70:30 respectively (this is to reflect the high-level skills mix required).
- c. Only firms obtaining a minimum of 70% of maximum obtainable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

Criteria	Score	Weightage
<b>Technical</b>	<b>70</b>	<b>70%</b>
<b>Experiences of the Firm:</b> <ul style="list-style-type: none"><li>• Experience in designing and managing impact evaluations using mixed methods and in the areas of climate resilience specific emphasis on local climate governance, adaptation in Bangladesh.</li><li>• Sample of two similar kind of previous study report produced for any international organization.</li></ul>	15	15%
<b>Methodology and work plan</b> Quality and relevance of proposed study methodology & approach	25	25%
<b>Expertise of the Study Team:</b>		30%

Team leader and CC Expert	10	
Statistician/Data Scientist	10	
Climate Change Adaptation (Livelihood) Expert	5	
Climate Change Adaptation (WASH) Expert	5	
<b>Financial</b>	<b>30</b>	<b>30%</b>
<b>Total=</b>	<b>100</b>	<b>100%</b>

**M. IDENTIFICATION OF RISK AND RISK MITIGATION PLAN**

The firm will be solely responsible for the deliverables and will be responsible to achieve the milestones. Any delay should be reported prior the time point of the milestones as per the submitted work plan. The firm must identify the risks to delivery and outline how it will mitigate against them i.e. outline risk management strategies.

Annex i. The indicators for the project are described below.

## Project Results Framework

<p><b>This project will contribute to the following Sustainable Development Goal (s):</b>          Goal 1. End poverty in all its forms everywhere          Goal 5. Achieve gender equality and empower all women and girls          Goal 13. Take urgent action to combat climate change and its impacts</p>					
<p><b>This project will contribute to the following country outcome included in the UNDAF/Country Programme Document:</b>  <b>UNDAF Outcome 2:</b> By 2020, relevant state institutions, together with their respective partners, enhance effective management of natural and man-made environment focusing on improved sustainability and increased resilience of vulnerable individuals and groups.  <b>CPD Outcome 3:</b> Enhance effective management of the natural and man-made environment focusing on improved sustainability and increased resilience of vulnerable individuals and groups.  <b>CPD Output 3.1:</b> Government institutions have improved capacities, and institutional and legal frameworks to respond to and ensure resilient recovery from earthquakes, weather extremes, and environmental emergencies.  <b>CPD Output 3.2:</b> The Government has the capacity to set up regulatory and to implement a range of pro-poor, resilience-focused green economic initiatives.</p>					
<p><b>This project will be linked to the following output of the UNDP Strategic Plan:</b>          Output 1.3.1 (Resilience): National capacities and evidence-based assessment and planning tools enable gender-responsive and risk-informed development investments, including for response to and recovery from crisis          Output 1.4.1 (Sustainable Planet): Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains          Output 2.1.1 (Poverty): Low emission and climate resilient objectives addressed in national, sub-national and sectoral development plans and policies to promote economic diversification and green growth          Output 2.3.1 (Resilience): Data and risk-informed development policies, plans, systems and financing incorporate integrated and gender-responsive solutions to reduce disaster risks, enable climate change adaptation and mitigation, and prevent risk of conflict          Output 3.1.1 (Poverty): Core government functions and inclusive basic services restored post-crisis for stabilisation, durable solutions to displacement and return to sustainable development pathways within the framework of national policies and priorities          Output 3.3.1 (Resilience): Evidence-based assessment and planning tools and mechanisms applied to enable implementation of gender-sensitive and risk-informed prevention and preparedness to limit the impact of natural hazards and pandemics and promote peaceful, just and inclusive societies          Output 3.6.1 (Gender): Women's leadership and participation ensured in crisis prevention and recovery planning and action</p>					
<p><b>Paradigm shift objectives: Increased climate-resilient sustainable development</b>          The paradigm shift for the project is to move away from focus on short-term responses and technology-led interventions towards community-centric solutions that build ownership and capacities for sustainable, long-term adaptive responses to safeguard water security and livelihoods. Awareness, enhanced livelihood asset base, skills building, value-chain and market linkages will promote a transformational switch from current, non-adaptive livelihoods to climate-resilient livelihoods that can, in turn, reduce the vulnerabilities of the extreme poor against future climate change risks. Climate-resilient water technologies provide the communities with a means to shift away from their dependence on ground-water to surface water systems that can address seasonal variability and cope with slow- and sudden-onset changes. Institutional capacities, knowledge, and learning builds capacities across a variety of stakeholders for evidence-based implementation of adaptive solutions and creates an enabling environment to support communities, particularly, women as 'change-agents' for climate action.</p>					
	<b>Objective and Outcome Indicators</b>	<b>Baseline</b>	<b>Mid-term Target</b>	<b>End of Project Target</b>	<b>Assumptions</b>
<b>SDG indicators</b>	<p>1.b.1 Proportion of government recurrent and capital spending to sectors that disproportionately benefit women, the poor and vulnerable groups</p> <p>5.4.1 proportion of time spent on unpaid domestic and care work, by sex, age and location.</p> <p>13.3.2 Number of countries that have communicated the strengthening of institutional, systemic and individual capacity-</p>	<p>0.698 [HDI Female]</p> <p>TBD</p>	<p>0.7</p> <p>Male [10% more than baseline] Female [10% less than baseline]</p>	<p>0.72</p> <p>Male [15% more than baseline] Female [15% less than baseline]</p>	<p>Government remains committed in climate change as a national priority despite changes in the political regimes.</p> <p>Paris Agreement remain politically sustained. The commitment of 100b USD from 2021 remain realistic and the different climate funds are delivering to meet the Paris Agreement.</p>

	<p>building to implement adaptation, mitigation and technology transfer, and development actions</p> <p>13.b Promote mechanisms for raising capacity for effective climate change-related planning and management in least developed countries and small island developing States, including focusing on women, youth and local and marginalized communities</p> <p>13.b.1 Number of least developed countries and small island developing States that are receiving specialized support, and amount of support, including finance, technology and capacity-building, for mechanisms for raising capacities for effective climate change-related planning and management, including focusing on women, youth and local and marginalized communities</p>				
<b>UNDP Strategic Plan IRRF Indicators</b>	Indicator 1.3.1.2 Existence of new development, risk reduction and recovery intervention(s) that are informed by multi-hazard and other risk assessments	No	Yes	Yes	Government remains committed in climate change and disaster risk reduction as national priorities despite changes in the political regimes.
	Indicator 1.4.1.1 Number of micro, small and medium-sized enterprises utilizing supplier development platforms for inclusive and sustainable value chains.	TBD	TBD	TBD	Private sector's interest sustained and increase in climate change related investments, especially on adaptation and green jobs.
	Indicator 2.1.1.1 Existence of targets for low emission and/or climate-resilient development in: a) Development plans and strategies	No	Yes	Yes	Government remains committed in climate change and disaster risk reduction as national priorities despite changes in the political regimes.
	Indicator 2.3.1.1 Existence of data-informed development and investment plans that incorporate integrated solutions to reduce disaster risks and enable climate change adaptation and mitigation.	No	No	Yes	The effort of whole of Government on National Resilience Statistics is continuing beyond UNDP initiatives.
	Indicator 3.1.1.3 Number of people benefitting from jobs and improved livelihoods in crisis or post-crisis settings, disaggregated by sex and other characteristics	TBD	43,000	60,000	GoB's investment on climate change remain at least 8% of the public investment and private investment increase.
	Indicator 3.3.1.1 Existence of operational end-to-end multi-sectoral early warning systems (EWS) to limit the gender-differentiated impact of: a) Natural hazards c) Economic crises d) Other risk factors (slow onset changes: salinities)	a) Yes c) No d) No	a) Yes c) No d) No	a) Yes c) Yes d) Yes	Government remains committed in climate change and disaster risk reduction as national priorities despite changes in the political regimes.
	Indicator 3.6.1.1 Proportion of women in leadership positions within prevention and recovery mechanisms.	TBD	TBD	TBD	Government's commitment to reduce gender inequality and promote women leadership policy sustained.
<b>FUND LEVEL IMPACT:</b>					
A1.0 Increased resilience and enhanced livelihoods of the most vulnerable people, communities and regions					

A2.0 Increased resilience of health and well- being, and food and water security					
Increased resilience and enhanced livelihoods of the most vulnerable people, communities and regions	Total Number of direct and indirect beneficiaries; Number of beneficiaries relative to total population; disaggregated by gender	57,737 <sup>1</sup>	136,110 <sup>2</sup>	245,516 direct <sup>3</sup> ; 473,713 <sup>4</sup> indirect;	<ul style="list-style-type: none"> <li>- Community-buy in and adoption of livelihoods.</li> <li>- Completed infrastructure and sustained maintenance for water supply systems</li> </ul>
Increased resilience of health and well- being, and food and water security	Number of males and females benefiting from the adoption of diversified, climate- resilient livelihood options (including fisheries, agriculture, etc.); Number of males and females with year - round access to reliable and safe water supply despite climate shocks and stresses	0 <sup>5</sup>  737 <sup>6</sup> people with year- round access to safe drinking water	19,069 <sup>7</sup> women (of which 50.2% are female)  136,110(of whom 68,327 are women)	719,229 Total (50.2% female) (around 16.25% of the total population the two districts <sup>8</sup> ) 25,425 <sup>9</sup> women 136,110 <sup>10</sup> (of whom 68,327 are women)	<ul style="list-style-type: none"> <li>Uptake of training and capacity building by community and women on water management and climate-resilient livelihoods.</li> <li>Uptake by government institutions of capacity for climate-risk informed management of livelihood and drinking water solutions.</li> </ul>

<sup>1</sup> Aggregate based on the baseline value for the water interventions and EWs (conservatively chose the higher if the two numbers)

<sup>2</sup> The aggregate of mid-term beneficiaries was used (the superset of the number of beneficiaries under livelihoods, water, and EWs – to avoid overlap).

<sup>3</sup> Direct beneficiaries consider the aggregated coverage of people targeted through the livelihood interventions, water interventions, and early warning systems (25,425\*4.4=83,904+ 600 value chain actors: 30,025 beneficiaries for livelihoods; 136,110 for water, and 245,516 for EWs). To aggregate the three constituent beneficiaries of direct water provision and livelihood interventions, a conservative approach was chosen. In the wards from Zone 2 for water provision, where 50 per cent of the ward is targeted for water supply, the aggregate direct beneficiary number is taken as the highest of the water and the livelihoods targets. Based on this, the total direct beneficiary number for just the water and livelihood interventions is 178,075 people. When considering the 100 per cent coverage of the ward population through the EWs interventions the aggregate total direct beneficiaries of Output 1 and 2 are 245,516 people, of which 50.2 per cent are women. The target is cumulative of the baseline.

<sup>4</sup> Indirect beneficiaries include (i) water users- including the existing baseline population with functioning water supply as the quality and quantity of their water supply could be improved (depending on water source, for example saline intrusion into groundwater could decrease when the extraction rate decreases) – 57,737 (see FN 16) ; and (iii) EWs beneficiaries – which include 80 per cent of the remaining population of the non-targeted wards of the targeted 39 unions (which is 719,229 people) as the project builds capacities of the Union level DMCs to support last-mile dissemination of EWs to the remaining wards. Aggregate, this is 80 per cent (see FN 83) of the total population of 899,036 of the targeted 39 unions minus the direct beneficiaries (719,229-245,516=473,713).

<sup>5</sup> Currently none of the targeted beneficiaries in the selected wards are practicing resilient livelihoods.

<sup>6</sup> The baseline for the existing safe drinking water supply is based on the people supplied by non-saline drinking water sources (e.g. deep tube wells rather than shallow tube wells) that provide year-round access of at least 2 LCPD drinking water to recipients. The baseline does not include water sources that are being used but are saline. Current baseline is 13,122 HHs (13,122 \* 4.4 = 57,737) in the target wards out of a total of 56,298 households as measured through the PRA process. This is equivalent to 23 per cent of the households in the target wards.

<sup>7</sup> The mid-term beneficiary figure of 19,069 is based on a conservative estimate of 75 per cent of the total target beneficiaries of 25,425 (see footnote 9 for more details on the computation of the total direct beneficiaries for livelihoods). Despite, the total target number of women will have received assets, tools, and inputs to start an alternative, resilient livelihood by mid-term, only 75 per cent will be considered due to the continued training the women receive throughout the entire project cycle and the perceived time it will take the women to develop capacities to sustainably and independent continue their livelihoods and access finance.

<sup>73</sup> The number of beneficiaries are the same for the mid-term and target and included. The project is expected to establish all infrastructure and provide access to year-round safe water by mid-term.

<sup>8</sup> The total direct and indirect beneficiaries is 719,229, which is 16.25 per cent of the population of the two targeted districts, which is (based on the 2011 BBS census data and a 4.4 people per household average): 4,427,662 people

<sup>9</sup> The target population for the livelihood interventions were identified based on current livelihood practices in the selected wards. The distribution of women and households currently engaged in non-adaptive livelihoods, e.g. fisheries, agriculture, agriculture day labourers (which ranged between 15-70 per cent of the entire ward population) were targeted as being direct beneficiaries. This led to an identified need to form 1017 women livelihood groups of 25 women to provide 25,425 women (1017\*25=25,425) with alternative, adaptive livelihoods.

**Declaration**

Date:

**United Nations Development Programme**

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

Assignment: **Hiring firm/ CSO/ NGO for conducting a baseline survey under ‘Enhancing adaptive capacities of coastal communities, especially women, to cope with climate change induced salinity’ project**

**Reference:** [RFP-BD-2019-006](#)

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,



## Model Contract Face Sheet and General Terms and Conditions (Annex-5)



Annex-5-Contract  
Face Sheet (Goods a



Annex-5 UNDP  
general terms and c