



19 March 2019

## REQUEST FOR PROPOSAL (Re-RFP-BD-2019-009)

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring Firm for Needs Assessment Towards a Sustainable and Ethical Tea Sector in Bangladesh-HRP**

**Proposals shall be submitted on or before 4.30 p.m. (local time) on Thursday, March 28, 2019**

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

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering 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 60 days.

You are 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 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 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, shall 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.**

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:

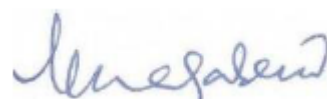
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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  
March 19, 2019

## Description of Requirements

Context of the Requirement	<p>The tea industry in Bangladesh is a significant contributor to global tea production: the country is the tenth largest producer of tea in the world, and the ninth largest exporter. At present, internal consumption accounts for 98% of what is produced and is growing because production capacity is not growing fast enough. This is reducing the amount of exportable surplus. It is expected that by the end of 2021 internal demand will reach 76 million kg while production will only reach 70 million kg at this current rate.</p> <p>Against this backdrop, the Bangladeshi Government has passed the Tea Act 2016 and unveiled “Vision-2021” and “Road Map: Bangladesh Tea Industry” to ensure the industry meets domestic demand and reaches full export potential by increasing the production of quality tea. “Vision-2021” has highlighted a target to produce 100 million kg of tea by 2021. Linked with the Vision, the Road Map outlines a short-term, mid-term and long-term action plan for overall development of Bangladesh tea industry with special emphasis on strengthening the Bangladesh Tea Board and Bangladesh Tea Research Institute (BTRI). These entities support the production, certification and exportation of tea under the Ministry of Commerce.</p> <p>There are over 100,000 tea workers active in more than 160 tea gardens in Bangladesh, and approximately 64% of all workers are female. The total population of people living in tea gardens (workers and their family members) is approximately 400,000. Tea workers and their families often lag behind the rest of the population in human development indicators such as infant and under-five mortality, child malnutrition due to poor living conditions. Long working hours, low pay, inadequate accommodation, and very limited education and healthcare facilities are not uncommon. Tea garden workers also are socially and economically excluded in Bangladesh, because they are typically low caste, and live and work in the tea gardens and have little interaction with the mainstream population. They have negligible opportunities to find alternative work. According to a study conducted by ILO, there is a high degree of gender division of labour practiced in tea estate where women are mainly engaged in tea plucking which is the lowest paying, while the somewhat better</p>
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paid factory work, supervisory work and security guards are dominated by men. Women often have to carry on working through the last stages of pregnancy; they have poor access to pre and post-natal care, limited maternity leave, and limited access to childcare facilities. Women's safety and security issues are pressing, and the absence of shelter close to the workplace, no safety kits, no toilet facility and long working hours in a harsh environment are amongst the challenges highlighted by the workers. Working mothers therefore are forced to keep their children with them in the open spaces around or leave young infants at home in the care of their older siblings, often the daughter. Parents engage their daughters in household activities such as cooking, taking care of siblings, collecting firewood and as a result, they are unable to attend school. Child marriage is also common, and this also leads to girls dropping out of school.

Tea garden workers are covered by labour legislation, notably the Bangladesh Labour Act 2006, which provides significant rights. However, there is a significant gap in enforcement of the laws. Despite having strong labour legislation in place, lack of enforcement and grievance redress means tea garden workers are forced to accept exploitative working conditions. There is also no effective union representation of the workers. A number of non-governmental organizations (NGOs) are operating some schools and health facilities in tea gardens, but on the whole, there have been few initiatives or programmes to support tea workers. Tea worker's unions have insufficient reach and limited capacity, and workers lack awareness of basic rights and grievance mechanisms available.

Taking into account the potential that the tea industry can play in furthering development and the Sustainable Development Goals in Bangladesh—including SDG 1, No poverty; SDG 5, Gender Equality and; SDG 8, Decent work and economic growth, among others—and given the number of adverse impacts on women's rights on some tea gardens, it is of utmost importance to bring together key industry and development actors to jointly identify gaps and address pressing issues on gardens and encourage the tea industry to develop in accordance with international ethical sourcing standards. As such, Unilever, UNDP, UN Women are jointly commissioning a needs assessment to develop a detailed understanding of gender and human rights concerns in the Bangladesh tea sector and identify possible priority actions that

	could maximize the industry's contribution to sustainable development.
Implementing Partner of UNDP	Human Rights Programme
Brief Description of the Required Services	<p>The agency will design and carry out a needs assessment to fulfil the above-mentioned objectives through desk review, stakeholder interviews and field research in a select number of tea gardens, while following standard research ethics and protocols. The agency will design the needs assessment and field research in close consultation with UNDP and UN Women. The specific services to be rendered by the selected agency are mentioned below:</p> <ul style="list-style-type: none"> <li>• Conduct a desk review and stakeholder interviews to identify a preliminary list of gender and human rights related concerns to be explored further through field research.</li> <li>• Prepare and present the desk review findings in a PowerPoint and a narrative report</li> <li>• Design the requisite research instruments in consultation with project secretariat.</li> <li>• Translate the instruments into local language (develop bilingual questionnaires) before moderators training</li> <li>• Recruit and train field recruiters</li> <li>• Recruit and train high quality moderators who are fluent with the local language, who have more than 3 years of on field experience (we would prefer researchers) (both male and female) for conducting the fieldwork</li> <li>• Undertake field data collection at the 10 tea gardens selected by UNDP &amp; UN Women to assess conditions of tea pickers (with a focus on women tea pickers), potential for engagement, including beneficiary participation, while also defining potential risks and risk management strategies.</li> <li>• Design quality control protocols for ensuring quality in data collection</li> <li>• Deploy personnel for implementing the data quality control protocols</li> <li>• Scrutinize and content analyse , and enter the collected data into electronic medium</li> <li>• Present topline and detailed findings of the study to the secretariat and program teams in PowerPoint</li> <li>• Develop a comprehensive report on the</li> </ul>

	<p>assessment that includes a situational analysis of tea garden workers, existing policies and practices to address the key gender and human rights related concerns, findings and recommendations at macro (government and industry) and micro (tea garden) level for next steps.</p> <ul style="list-style-type: none"> <li>• Present the assessment findings and recommendations to stakeholders at a validation workshop and finalize the report based on feedback.</li> <li>• Submit a detailed powerpoint and a narrative report with findings and recommendations</li> </ul> <p><b>TARGET GROUP</b></p> <ul style="list-style-type: none"> <li>• Tea estate owners/management</li> <li>• Women tea pickers</li> <li>• Men tea pickers</li> <li>• Supervisors</li> <li>• Key informants</li> <li>• Government representatives (Tea board, Ministry of Commerce, among others)</li> <li>• Other relevant stakeholders</li> </ul>																				
List and Description of Expected Outputs to be Delivered	<table border="1"> <thead> <tr> <th data-bbox="772 1133 1331 1205"><b>Deliverables</b></th> <th data-bbox="1331 1133 1442 1205"><b>Lime line</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="772 1205 1331 1240">Project activity plan</td> <td data-bbox="1331 1205 1442 1240">3 days</td> </tr> <tr> <td data-bbox="772 1240 1331 1317">Inception report with detailed study design, methodology and workplan</td> <td data-bbox="1331 1240 1442 1317">4 days</td> </tr> <tr> <td data-bbox="772 1317 1331 1393">Desk Review Report and field research plan based on desk review</td> <td data-bbox="1331 1317 1442 1393">5 days</td> </tr> <tr> <td data-bbox="772 1393 1331 1429">Research instruments, quality protocols</td> <td data-bbox="1331 1393 1442 1429">7 days</td> </tr> <tr> <td data-bbox="772 1429 1331 1505">Presentation of preliminary findings</td> <td data-bbox="1331 1429 1442 1505">30 days</td> </tr> <tr> <td data-bbox="772 1505 1331 1541">First draft report</td> <td data-bbox="1331 1505 1442 1541">5 days</td> </tr> <tr> <td data-bbox="772 1541 1331 1617">Presentation of findings at validation workshop</td> <td data-bbox="1331 1541 1442 1617">1 day</td> </tr> <tr> <td data-bbox="772 1617 1331 1653">Final report and PowerPoint presentation</td> <td data-bbox="1331 1617 1442 1653">5 days</td> </tr> <tr> <td data-bbox="772 1653 1331 1720"><b>Total</b></td> <td data-bbox="1331 1653 1442 1720"><b>60 days</b></td> </tr> </tbody> </table>	<b>Deliverables</b>	<b>Lime line</b>	Project activity plan	3 days	Inception report with detailed study design, methodology and workplan	4 days	Desk Review Report and field research plan based on desk review	5 days	Research instruments, quality protocols	7 days	Presentation of preliminary findings	30 days	First draft report	5 days	Presentation of findings at validation workshop	1 day	Final report and PowerPoint presentation	5 days	<b>Total</b>	<b>60 days</b>
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Person to Supervise the Work/Performance of the Service Provider	Project Manager, HRP																				
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/es <i>As indicated in the ToR</i>																				
Expected duration of work	Duration of the assignment will be 1.5 months																				
Target start date	April 2019																				
Latest completion date	May 2019																				

Travels Expected	<i>As indicated in the ToR</i>
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"/> Not applicable <input type="checkbox"/> Others <i>[pls. specify]</i>
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"/> <b>United States Dollars</b> <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency, BDT</b>
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 <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<p>1st Installment- 30%, after submission of:</p> <ul style="list-style-type: none"> <li>▪ Inception report (including detail work plan, methodology, etc.)</li> <li>▪ Desk Review Report</li> </ul> <p>2nd Installment- 40%, after submission of:</p> <ul style="list-style-type: none"> <li>▪ Preliminary findings through a presentation</li> <li>▪ First draft report</li> </ul> <p>Final Installment- 30%, after completion of:</p> <ul style="list-style-type: none"> <li>▪ a validation workshop Final report</li> </ul>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, HRP
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> <b>Contract for Services</b>

	<input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
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>Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:</p> <p><b>Minimum eligibility criteria of the consultancy firm:</b></p> <ul style="list-style-type: none"> <li>• Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>• Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>• Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</li> <li>• Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past 2 Years</li> <li>• The Firm must have proven ten years of experience in social and development sector</li> <li>• The firm must have proven 5 years of experience in conducting qualitative research</li> <li>• The firm must have minimum 3 years of experience of conducting primary research on gender and/or human rights issues;</li> <li>• Documented successful track record (for newly formed organizations, the personnel to be assigned to lead the research should have a proven track record of at least 10 years of social and policy research experience);</li> </ul> <p><b>For Key personnel:</b></p> <p>Team leader</p> <ul style="list-style-type: none"> <li>• Team leader must have at least 10 years of experience with action-oriented qualitative research. The team leader will be supported by research assistant(s).</li> </ul>



Research team

- Must have at least 5 years of experience with qualitative research on social and development issues.

**Note:** Necessary documentation must be submitted to substantiate the above eligibility criteria.

Consultancy firms that do not meet the above eligibility criteria shall not be considered for further evaluation.

The firm must provide CVs of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function and other related information.

**Technical Proposal (70%)**

Background experience/ Expertise of Firm

Adequacy and comprehensiveness of the proposal (concept, approach, work plan)

Qualifications and competence of the key staff for the Assignment

**BASIS OF TECHNICAL EVALUATION**

Criteria	Weight	Max. Points
<b><u>Technical</u></b>	70	
<b>1. Methodology proposed in the technical proposal</b>		<b>35</b>
Overall understanding of the assignment & proposed research methodology		20
Appropriateness and relevance of tools and methodology		10
Proposed work plan and timeline relevant to the assignment as per the Terms of Reference		5
<b>2. Overall experience and Expertise of the organization/Firm</b>		<b>20</b>
Experience in qualitative research on social and development issues, including gender and human rights issues		15
Experience in Working with UN and other international development organizations		5
<b>2. Expertise of Key personnel</b>		<b>15</b>
Experience in conducting action-oriented qualitative research		10
Relevant experience of Team		5

	<p><b>Financial Proposal (30%)</b>  In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the 'best value for money'. The contract will be awarded to the Contractor based on the cumulative method. The formula for the rating of the Proposals will be as follows:</p> <p>Rating the Technical Proposal (TP):  TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100  Rating the Financial Proposal (FP):  FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100  Total Combined Score:  (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)  =Total Combined and Final Rating of the Proposal</p> <p>The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> 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 24 March 2019.</i></b> <u><b>"Queries on Re-RFP-BD-2019-009"</b></u> 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.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

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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 of the consultancy firm:**

- Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 Years
- The Firm must have proven ten years of experience in social and development sector
- The firm must have proven 5 years of experience in conducting qualitative research
- The firm must have minimum 3 years of experience of conducting primary research on gender and/or human rights issues;
- Documented successful track record (for newly formed organizations, the personnel to be assigned to lead the research should have a proven track record of at least 10 years of social and policy research experience);

**For Key personnel:**

Team leader

- Team leader must have at least 10 years of experience with action-oriented qualitative research. The team leader will be supported by research assistant(s).

Research team

- Must have at least 5 years of experience with qualitative research on social and development issues.

**Note:** Necessary documentation must be submitted to substantiate the above eligibility criteria. Consultancy firms that do not meet the above eligibility criteria shall not be considered for further evaluation.

The firm must provide CVs of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function and other related information.

**A. 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.*

**B. 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.

**C. Cost Breakdown per Deliverable\* (This portion to be provided in separate sealed envelope)**

	<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	....		
	Total	100%	

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

**D. 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]*

### ***General Terms and Conditions for Services***

#### **1.0 LEGAL STATUS:**

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

#### **2.0 SOURCE OF INSTRUCTIONS:**

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

#### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

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

#### **4.0 ASSIGNMENT:**

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

#### **5.0 SUB-CONTRACTING:**

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

#### **6.0 OFFICIALS NOT TO BENEFIT:**

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

#### **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices,

copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

#### **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

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

#### **9.0 ENCUMBRANCES/LIENS:**

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

#### **10.0 TITLE TO EQUIPMENT:**

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

#### **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under

the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

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

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

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

## **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

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

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

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

- 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
- 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
- 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar



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

## 15.0 TERMINATION

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

## 16.0 SETTLEMENT OF DISPUTES

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

## **17.0 PRIVILEGES AND IMMUNITIES:**

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

## **18.0 TAX EXEMPTION**

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

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

## **19.0 CHILD LABOUR**

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

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

## **20.0 MINES:**

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

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

## **21.0 OBSERVANCE OF THE LAW:**

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

## **22.0 SEXUAL EXPLOITATION:**

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

## **23.0 AUTHORITY TO MODIFY:**

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

## Terms of Reference

### Needs Assessment Towards a Sustainable and Ethical Tea Sector in Bangladesh

#### I. BACKGROUND

The tea industry in Bangladesh is a significant contributor to global tea production: the country is the tenth largest producer of tea in the world, and the ninth largest exporter. At present, internal consumption accounts for 98% of what is produced and is growing because production capacity is not growing fast enough. This is reducing the amount of exportable surplus. It is expected that by the end of 2021 internal demand will reach 76 million kg while production will only reach 70 million kg at this current rate.<sup>1</sup>

Against this backdrop, the Bangladeshi Government has passed the Tea Act 2016 and unveiled “Vision-2021” and “Road Map: Bangladesh Tea Industry” to ensure the industry meets domestic demand and reaches full export potential by increasing the production of quality tea.<sup>2</sup> “Vision-2021” has highlighted a target to produce 100 million kg of tea by 2021. Linked with the Vision, the Road Map outlines a short-term, mid-term and long-term action plan for overall development of Bangladesh tea industry with special emphasis on strengthening the Bangladesh Tea Board and Bangladesh Tea Research Institute (BTRI). These entities support the production, certification and exportation of tea under the Ministry of Commerce.

There are over 100,000 tea workers active in more than 160 tea gardens in Bangladesh, and approximately 64% of all workers are female<sup>3</sup>. The total population of people living in tea gardens (workers and their family members) is approximately 400,000.<sup>4</sup> Tea workers and their families often lag behind the rest of the population in human development indicators such as infant and under-five mortality, child malnutrition due to poor living conditions. Long working hours, low pay, inadequate accommodation, and very limited education and healthcare facilities are not uncommon<sup>5</sup>. Tea garden workers also are socially and economically excluded in Bangladesh, because they are typically low caste, and live and work in the tea gardens and have little interaction with the mainstream population. They have negligible opportunities to find alternative work. According to a study conducted by ILO,<sup>6</sup> there is a high degree of gender division of labour practiced in tea estate where women are mainly engaged in tea plucking which is the lowest paying, while the somewhat better paid factory work, supervisory work and security guards are dominated by men. Women often have to carry on working through the last stages of pregnancy; they have poor access to pre and post-natal care, limited maternity leave,<sup>7</sup> and limited access to childcare facilities. Women’s safety and security issues are pressing, and the absence of shelter close to the workplace, no safety kits, no toilet facility and long working hours in a harsh environment are amongst the challenges highlighted by the workers. Working mothers therefore are forced to keep their children with them in the open spaces around or leave young infants at home in the care of their older siblings, often the daughter. Parents engage their daughters in household activities such as cooking, taking care of siblings, collecting firewood and as a result, they are unable to attend school. Child marriage is also common, and this also leads to girls dropping out of school.<sup>8</sup>

Tea garden workers are covered by labour legislation, notably the Bangladesh Labour Act 2006, which provides significant rights. However, there is a significant gap in enforcement of the laws. Despite having strong labour legislation in place, lack of enforcement and grievance redress means tea garden workers are forced to accept exploitative working conditions. There is also no effective union representation of the workers. A number of

<sup>1</sup> Bangladesh Tea Research Institute, Ministry of Commerce (2016), Five Year Plan Bangladesh Tea Research Institute FY2017-2021. [http://btri.portal.gov.bd/sites/default/files/files/btri.portal.gov.bd/page/8bb05a54\\_8c0b\\_42ca\\_9f70\\_574ff47d2ee4/FYP\\_BTRI\\_2017-2021.pdf](http://btri.portal.gov.bd/sites/default/files/files/btri.portal.gov.bd/page/8bb05a54_8c0b_42ca_9f70_574ff47d2ee4/FYP_BTRI_2017-2021.pdf)

<sup>2</sup> *ibid*

<sup>3</sup> A Study Report on Working Conditions of Tea Plantation Workers in Bangladesh, Faisal Ahmmmed, PhD and Md. Ismail Hossain PhD, ILO, 2016: p. 7

<sup>4</sup> Ahmmmed & Hossein, 2016: p.6

<sup>5</sup> Idris, I. (2018). *Modern slavery within the tea industry in Bangladesh*. K4D Helpdesk Report. Brighton, UK: Institute of Development Studies. p.2;

UNICEF (2016). *Analysis of the Situation of Children and Women in Bangladesh 2015*, p. 68

[https://www.unicef.org/bangladesh/Analysis\\_of\\_the\\_Situation\\_of\\_Children\\_and\\_Women\\_in\\_Bangladesh\\_Low\\_23-06-2016.pdf](https://www.unicef.org/bangladesh/Analysis_of_the_Situation_of_Children_and_Women_in_Bangladesh_Low_23-06-2016.pdf)

<sup>6</sup> Ahmmmed & Hossein, 2016

<sup>7</sup> Masum, M. R. A. (2016). *Rights of Tea Garden Workers in Sylhet, Bangladesh*. Bangladesh Legal Aid and Services Trust (BLAST) and Research Initiatives, Bangladesh (RIB). <https://www.slideshare.net/MdMasum7/rights-of-dalit-tea-garden-workers-in-sylhet-bangladesh>

<sup>8</sup> Ahmmmed & Hossein, 2016: p. 14

non-governmental organizations (NGOs) are operating some schools and health facilities in tea gardens, but on the whole, there have been few initiatives or programmes to support tea workers. Tea worker's unions have insufficient reach and limited capacity, and workers lack awareness of basic rights and grievance mechanisms available.

Taking into account the potential that the tea industry can play in furthering development and the Sustainable Development Goals in Bangladesh—including SDG 1, No poverty; SDG 5, Gender Equality and; SDG 8, Decent work and economic growth, among others—and given the number of adverse impacts on women's rights on some tea gardens, it is of utmost importance to bring together key industry and development actors to jointly identify gaps and address pressing issues on gardens and encourage the tea industry to develop in accordance with international ethical sourcing standards. As such, Unilever, UNDP, UN Women are jointly commissioning a needs assessment to develop a detailed understanding of gender and human rights concerns in the Bangladesh tea sector and identify possible priority actions that could maximize the industry's contribution to sustainable development.

## **II. OBJECTIVES**

- To assess the key human rights and gender concerns in the tea sector;
- To identify gaps in ongoing interventions aimed at promoting ethical sourcing in the Tea industry;
- To provide policy recommendations and identify strategic actions at the macro (government and industry) and micro (tea garden) level to improve compliance of the tea gardens with human rights standards, women empowerment principles and promote ethical business practices.

## **III. SCOPE OF WORK**

The agency will design and carry out a needs assessment to fulfil the above-mentioned objectives through desk review, stakeholder interviews and field research in a select number of tea gardens, while following standard research ethics and protocols. The agency will design the needs assessment and field research in close consultation with UNDP and UN Women. The specific services to be rendered by the selected agency are mentioned below:

- Conduct a desk review and stakeholder interviews to identify a preliminary list of gender and human rights related concerns to be explored further through field research.
- Prepare and present the desk review findings in a PowerPoint and a narrative report
- Design the requisite research instruments in consultation with project secretariat.
- Translate the instruments into local language (develop bilingual questionnaires) before moderators training
- Recruit and train field recruiters
- Recruit and train high quality moderators who are fluent with the local language, who have more than 3 years of on field experience (we would prefer researchers) (both male and female) for conducting the fieldwork
- Undertake field data collection at the 10 tea gardens selected by UNDP & UN Women to assess conditions of tea pickers (with a focus on women tea pickers), potential for engagement, including beneficiary participation, while also defining potential risks and risk management strategies.
- Design quality control protocols for ensuring quality in data collection
- Deploy personnel for implementing the data quality control protocols
- Scrutinize and content analyse , and enter the collected data into electronic medium
- Present topline and detailed findings of the study to the secretariat and program teams in PowerPoint
- Develop a comprehensive report on the assessment that includes a situational analysis of tea garden workers, existing policies and practices to address the key gender and human rights related concerns, findings and recommendations at macro (government and industry) and micro (tea garden) level for next steps.
- Present the assessment findings and recommendations to stakeholders at a validation workshop and finalize the report based on feedback.

- Submit a detailed powerpoint and a narrative report with findings and recommendations

**TARGET GROUP**

- Tea estate owners/management
- Women tea pickers
- Men tea pickers
- Supervisors
- Key informants
- Government representatives (Tea board, Ministry of Commerce, among others)
- Other relevant stakeholders

**IV. DELIVERABLES**

**As per RFP document**

After field research has been conducted, a presentation of preliminary findings will be given. Feedback on this presentation will be incorporated in the first draft report. A multi-stakeholder workshop will be conducted to validate the draft report. The report will then be revised and finalized to reflect the conclusions of the workshop. The final report should be no more than 40 pages (excluding annexes) and accompanied by a PowerPoint presentation summarizing the findings.

**V. TIMEFRAME AND LOCATION**

The total duration of the engagement is from 15 March to 31 May. All activities take place in Bangladesh. The field research will be conducted at 10 tea estates identified by UNDP.

Action
Prepare inception report with detailed research design, methodology and workplan
UN Women, UNDP and Unilever review and approve research design
Perform desk review and prepare field research plan based on desk review
UN Women, UNDP and Unilever review and approve field research plan
Field research including IDIs,FGDs, KIIs
Prepare presentation of preliminary findings
Prepare first draft report
UN Women, UNDP and Unilever review first draft report
Prepare presentation of findings at validation workshop
Prepare final report and PowerPoint presentation

**VI. INPUTS**

- UN Women and UNDP will assist in identifying existing available research and documents available w.r.t. the subject of study;
- UN Women and UNDP will share contact information of relevant stakeholders;
- UN Women and UNDP will share a list of 10 tea gardens selected for field data and will facilitate access to these gardens;
- UN Women and UNDP will provide input for and final approval of the research design;
- UN Women and UNDP will provide technical inputs to the preliminary findings and draft report submitted by research agency to ensure quality.

**VII. SUPERVISION**

UN Women and UNDP will jointly supervise the technical aspects of the work of the research team engaged under research firm/agency selected through procurement process. The agency will assign a focal point for the research team. Contractual supervision will be done by UNDP who will be the contracting entity.

**VIII. REQUIREMENTS FOR THE ORGANIZATION**

As per RFP documents

**IX. PROPOSAL REQUIREMENTS**

The agencies are invited to submit a technical and financial proposal-detailing out the research design including methodology, sample size and spread, timelines, activity plan and costing for the study. UNDP and UN Women invites detailed proposals that should include the following:

**X. EVALUATION CRITERIA AND MARKING POINTS**

**Technical Evaluation (Total 70 marks)**

As per RFP documents

**Payment Milestone**

As per RFP document

**Declaration**

Date:

**United Nations Development Programme**

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

Assignment \_\_\_\_\_

**Reference:** Re-RFP-BD-2019-009

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,