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REQUEST FOR PROPOSAL

Hiring firm(s) for Urban Poor Settlement Mapping in 09 Cities through Package-A [5 Cities] and Package-B [4 Cities]

RFP No.: **RFP-BD-2019-022**

Project: **Livelihoods Improvement of Urban Poor Communities (LIUPC)**

Project

Country: **Bangladesh**

Issued on: **22 May 2019**

Contents

Section 1. Letter of Invitation.....	4
Section 2. Instruction to Bidders.....	5
A. GENERAL PROVISIONS 5	
1. Introduction	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility	5
4. Conflict of Interests	6
B. PREPARATION OF PROPOSALS 6	
5. General Considerations	6
6. Cost of Preparation of Proposal	6
7. Language	6
8. Documents Comprising the Proposal.....	6
9. Documents Establishing the Eligibility and Qualifications of the Bidder	7
10. Technical Proposal Format and Content.....	7
11. Financial Proposals	7
12. Proposal Security	7
13. Currencies	8
14. Joint Venture, Consortium or Association.....	8
15. Only One Proposal.....	9
16. Proposal Validity Period.....	9
17. Extension of Proposal Validity Period	9
18. Clarification of Proposal	9
19. Amendment of Proposals.....	9
20. Alternative Proposals.....	10
21. Pre-Bid Conference.....	10
C. SUBMISSION AND OPENING OF PROPOSALS 10	
22. Submission.....	10
23. Deadline for Submission of Proposals and Late Proposals	11
24. Withdrawal, Substitution, and Modification of Proposals.....	11
25. Proposal Opening.....	12
D. EVALUATION OF PROPOSALS 12	
26. Confidentiality	12
27. Evaluation of Proposals	12
28. Preliminary Examination	12
29. Evaluation of Eligibility and Qualification.....	12
30. Evaluation of Technical and Financial Proposals.....	13
31. Due Diligence	14

32. Clarification of Proposals	14
33. Responsiveness of Proposal.....	14
34. Nonconformities, Reparable Errors and Omissions	14
E. AWARD OF CONTRACT 15	
35. Right to Accept, Reject, Any or All Proposals	15
36. Award Criteria	15
37. Debriefing	15
38. Right to Vary Requirements at the Time of Award.....	15
39. Contract Signature	15
40. Contract Type and General Terms and Conditions	15
41. Performance Security.....	15
42. Bank Guarantee for Advanced Payment.....	16
43. Liquidated Damages	16
44. Payment Provisions.....	16
45. Vendor Protest	16
46. Other Provisions	16
Section 3. Bid Data Sheet.....	17
Section 4. Evaluation Criteria.....	20
Section 5. Terms of Reference	24
Section 6: Returnable Bidding Forms / Checklist.....	46
form a: technical proposal submission form.....	47
form b: bidder information form.....	48
form c: joint venture/consortium/association information form	49
form d: qualification form	50
form e: format of technical proposal.....	52
form f: financial proposal submission form.....	54
form g: financial proposal form.....	1
form h: Written Self Declaration	5

SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP-BD-2019-022) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- o Form A: Technical Proposal Submission Form
- o Form B: Bidder Information Form
- o Form C: Joint Venture/Consortium/Association Information Form
- o Form D: Qualification Form
- o Form E: Format of Technical Proposal
- o Form F: Financial Proposal Submission Form
- o Form G: Financial Proposal Form
- o Form H: Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List
- o Annex
- a) E-Tender User Guide
- b) General Terms and Conditions
- c) Cocontract for Professional Service

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet. Please acknowledge receipt of this RFP by utilizing the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP. Pre-Bid meeting will be held on May 27, 2019, 11.00 am, UNDP Bangladesh.

Bid submission dead line – June 11, 2019, 4.30 PM (Bangladesh Local Time/ NY Time in E-Tender)

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Financial Proposal must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical Evaluation as per the criteria established and disclosed in the solicitation document. The Proposer shall assume the responsibility for not encrypting the financial proposal. **DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.**

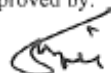
Issued by:



Title: Procurement Associate

Date: May 22, 2019

Approved by:



Title: OIC Operations

Date: May 22, 2019

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
<i>1. Introduction</i>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<i>2. Fraud & Corruption, Gifts and Hospitality</i>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
<i>3. Eligibility</i>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. <i>Conflict of Interests</i></p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. <i>General Considerations</i></p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. <i>Cost of Preparation of Proposal</i></p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. <i>Language</i></p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p>8. <i>Documents</i></p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<i>Comprising the Proposal</i>	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<i>10. Technical Proposal Format and Content</i>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<i>11. Financial Proposals</i>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<i>12. Proposal Security</i>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. <i>Currencies</i></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p>14. <i>Joint Venture, Consortium or Association</i></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. <i>Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. <i>Pre-Bid Conference</i>	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. <i>Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

<i>Proposals</i>	<p>Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. <i>Proposal Opening</i>	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. <i>Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. <i>Preliminary Examination</i>	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's

	<p>list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</p> <ul style="list-style-type: none"> b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

<p>31. <i>Due Diligence</i></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. <i>Clarification of Proposals</i></p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. <i>Responsiveness of Proposal</i></p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. <i>Nonconformities, Reparable Errors and Omissions</i></p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion

	<p>of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract

	effective.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. <i>Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. <i>Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. <i>Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. <i>Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Allowed [if yes, describe below how, and ensure that requirements properly define the sub-parts] Proposal shall be submitted based on Packages and each Firm can submit for Any 1 (one) of the Package only
3	20	Alternative Proposals <i>Note: Proposal shall be submitted based on Packages and each Firm can submit for Any 1 (one) of the Package only</i>	Shall be considered.
4	21	Pre-proposal conference	Will be Conducted Provide details below if “Will be Conducted” is selected, otherwise delete the below Time: 11.00 AM Bangladesh Standard Time Date: May 27, 2019 11:00 AM Venue: UNDP Office, IDB Bhaban, Dhaka The UNDP focal point for the arrangement is: Ehsanul Karim Chowdhury Telephone: [+880255667788; Ext-1925] E-mail: [bd.procurement@undp.org] [Bidders required to carry NID/ Passport/Photo ID for access permission into IDB Bhaban and participate in the Pre-Bid Meeting in time. UNDP will not be responsible for access permission of the prospective bidders.]
5	10	Proposal Validity Period	120 Days
6	14	Bid Security	Not Required

7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.1% Max. number of days of delay 7, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	<u>Bangladeshi Taka/ USD (Reference date for determining UN Operational Rate of Exchange June 11, 2019 (Bid Closing date))</u>
11	31	Deadline for submitting requests for clarifications/ questions	May 27, 2019, 4.30 PM Bangladesh Standard Time (as mentioned below Sl. 12)
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: [Ehsanul K Chowdhury] E-mail address: [bd.procurement@undp.org] <i>Please mention RFP Ref. number during email communication otherwise responses cannot be confirmed.</i>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering Will be Uploaded in the system (e-Tender, UNDP Procurement Notice and UNGM). Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via system generated email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
14	23	Deadline for Submission	[June 11, 2019, 4.30 PM Bangladesh time zone] Please follow e-Tendering time zone. For eTendering submission - system time zone is in EST/EDT (New York) time zone. PLEASE NOTE:- 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
14	22	Allowable Manner of Submitting Proposals	✓ e-Tendering
15	22	Proposal Submission Address	<u>[For eTendering method, keep link below and insert Event ID information]</u> https://etendering.partneragencies.org <u>BGD10-RFP-19-022</u>

			<p>If you have not registered in the system yet, you can register now by logging in using</p> <p>Username: event.guest</p> <p>Password: why2change</p> <p>And follow the registration steps as steps as specified in the attached instruction to bidders/ user guide.</p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for technical proposal <u>must</u> not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>) Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP Max. File Size per transmission: [Should not exceed 45 MB] Mandatory subject of communications: [RFP-BD-2019-022] ZIP format files allowed in case large volume of document – but not RAR formats and not to exceed 45 MB
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	July 15, 2019
19		Maximum expected duration of contract	<p>Package-A- 85 business days over the period of 5 months</p> <p>Package-B- 90 business days over the period 5 months</p>
20	35	UNDP will award the contract to:	<p>One or more Proposers, depending on the following factors : (a) Package-A and (b) Package-B separately based on following factor:</p> <p>Proposal shall be submitted based on Packages and each Firm can submit for Any 1 (one) of the Package only</p>
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<p>Proposal shall be submitted based on Packages and each Firm can submit for Any 1 (one) of the Package only</p>

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Technical and Financial Proposals submitted separately with Financial Proposal being password protected pdf file.
- Bid Validity 120 days from the bid submission deadline
- CVs of Key Personnel
- The firm will have all legal papers e.g. valid trade license, TIN and other updated documents to run a business legally in Bangladesh.
- The firm will have a permanent presence in Bangladesh, so as to be able to provide support and maintenance services on an ongoing basis.
- Latest Audited Financial Statement – income statement and balance sheet for last two (2) years.
- 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
- Minimum 3 years relevant experience

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
	Any additional criteria if required	
QUALIFICATION		
History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default for the last 2 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should	Form D: Qualification Form

	<i>meet requirement).</i>	
Financial Standing	<p>Minimum average annual turnover of USD50,000.00 for the last 3 years.</p> <p>The Financial statements will be analyzed to review the Quick Ratio (QR). QR tests the company's financial strength and liquidity by calculating a company's liquid assets in proportion to its liabilities. The QR shall be 1 or more.</p> <p>UNDP shall verify financial capacity of the bidder and had the authority to seek references from concerned parties & banks on the bidder's financial standing. UNDP has the right to reject any bid if submitted by a bidder where investigation leads to a result that this bidder is not financially capable of performing the contract and/or had serious financial problems</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	Any additional criteria if required	

Technical Evaluation Criteria (Package-A and Package-B)

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing – -Company profile – 30 points -Legally registered under concerned department of Government of Bangladesh – 20 points	50
1.2	General Organizational Capability which is likely to affect implementation: -Management structure – 25 points -Financial stability - 25 points -Project financing capacity - 15 points -Project management strength - 25 points	90
1.3	-At least 3 years of working experience, with focus on community-based participatory mapping and assessment – 40 points -Demonstrate that the firm has well connection with various types of stakeholders (like community surveyors, leaders of community organizations, elected public representatives, and city authority at the local level) and the local organizations. – 20 points -Two recent examples of similar assignment types in an urban context (attached, or with website link provided) – 10 points	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points <i>for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</i>	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: -Have the important aspects of the task been addressed in sufficient detail? -Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology:	100

	Is the scope of task well defined and does it correspond to the TOR? – 50 points Is the conceptual framework adopted appropriate for the task? – 50 points	
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader cum Survey Specialist		120
	- Master's degree in any relevant discipline in Social Sciences/Urban Planning/Geography/Development Studies, with demonstrated knowledge on urban poverty and participatory poverty mapping	30	
	- At least fifteen years of experience in urban poverty and participatory poverty mapping, managing diverse work teams and partners, quality reporting	50	
	- Prior experience to work with UN Project in a leading position	30	
	- Excellent command in both English and Bangla	10	
3.2 b	GIS and Database Officer cum Deputy Team Leader		80
	- Bachelor degree in Urban Planning/Geography/Civil Engineering/Computer Science/GIS or related degree, with strong background in GIS mapping (academic background or certification in Geographic Information System (GIS) and database management)	10	
	- At least 10 years of experience in mapping, database management and satellite image processing.	40	
	- Experience in the urban context	20	
	- Excellent command in both English and Bangla	10	
3.2 c	City Coordinator – (Minimum 2)		40
	- At least Bachelor's degree with sound knowledge in managing participatory surveys and mapping in urban areas	5	
	- At least 5 years of experience in coordinating projects, field survey and mapping activities in urban context.	15	
	- Experience of working with local government	10	
	- Excellent command in both English and Bangla	10	
Total Section 3			300

SECTION 5. TERMS OF REFERENCE

PACKAGE-A

Hiring a Firm/organization for Urban Poor Settlement Mapping in 05 Cities (Package A)

Location: 5 Cities in BANGLADESH
Additional Category: Livelihoods Improvement of Urban Poor Communities (LIUPC) Project
Type of Contract: Firm hiring
Languages Required: English and Bangla
Expected Duration of Assignment: 85 business days over 5 months

A. Project Title

Livelihoods Improvement of Urban Poor Communities Project (LIUPCP)

B. Project Description

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

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

LIUPCP will reduce urban poverty through both direct, and indirect, means, and in doing so positively improve the lives of over four million of Bangladesh's urban poor. LIUPCP will work in up to 35 cities, in twelve cities during a first phase (2016-2018), and then between twenty-three and thirty-three further cities in a second phase (2018 to 2021). These towns and cities range in size and location, from tertiary and secondary cities, to the large city corporations, and are spread all over the country. As such LIUPCP will be touching the lives of people in different urban poverty contexts, all throughout Bangladesh.

Urban Poor Settlement Mapping

Through Urban Poor Settlement Mapping all poor settlements in terms of income, socioeconomic and physical conditions of the settlements including slums and squatters will be mapped and surveyed to determine their geographic location, size, shape and distribution pattern as well as conditions of

various socioeconomic indicators related to urban poverty. A group of at least five households living in a certain parcel of land with a sense of togetherness and homogeneity will be considered for defining a settlement. The urban poor settlement mapping will help programme to identify the priority target settlements for its intervention through demarcating the settlement boundaries and collecting data on 16 different poverty indicators for each of the settlements. The data and maps are expected to be used by the NUPR Programme, local government as well as other development actors operating in the cities and municipalities.

C. Scope of Work and Overall Objectives

Under the direct guidance of the Project Manager of LIUPCP, the work of the NGO aims to conduct Urban Poor Settlement Mapping and data collection of each of the demarcated urban poor settlements.

Scope of Work:

Consultancy will entail the following scope of work:

1. City level consultation meeting

- Conduct an initial Consultation Meeting with City corporation/Municipality to inform the city stakeholders about the mahalla and urban poor settlements mapping and its definitions, purpose, step-by-step-processes, and finally to take consent from the city authority to start the activities in the city. In this meeting Mayor, all Ward Counselors, relevant city officials, community leaders, representative of different government and non-government agencies shall be present.
- Develop a plan for ward level meeting and survey to conduct the urban poor settlements mapping in discussion with the Ward Counselors

2. Mahalla and Resources Mapping

- Create or collect the most up-to-date base maps with Ward boundaries and major roads, infrastructures and landmarks
- Collect good quality satellite images of the city from free sources
- Prepare ward-level maps for survey with overlaying base maps on satellite images to use in workshop/field to demarcate *Mahalla* boundaries and existing resources within the Mahalla.
- Organize meeting/workshop at Ward-level with the Ward Counselors and Mahalla representatives to demarcate the Mahalla boundaries and resources on the Ward map. In the meeting/workshop the number of participants might be 10 to 12 including few CDC/Cluster /Federation leaders.
- At the end of the meeting/workshop, select Community Surveyor preferably from poor communities for urban poor settlements mapping. From each ward 6 community surveyors will have to be selected. These 6 surveyors will form 3 survey teams; each survey team consists of 2 surveyors. Engage CDC Town Federation in poverty mapping process. CDC Town Federation (in UPPR cities) in collaboration with the Ward Counselors will select 6 Community Surveyors from each Ward.
- Prepare schedule for the settlements mapping and survey which includes confirming the date for training to the community surveyors and plan for field survey.
- Digitize the mahalla boundaries and the resources as identified in the meeting/workshop.

3. Urban Poor Settlements Mapping

- Prepare maps for poor settlements survey with overlaying base maps and Mahalla boundary on satellite images. Maps should be prepared at Ward-level (one 3ft x 4ft in PVC, and three in A3 offset paper) and Mahalla-level (A3 Offset paper) to use in the field to demarcate settlement boundaries. Other required materials for settlements survey (*i.e.* score card and logistics for each survey team) will have to be prepared as well.
- Conduct Orientation Training at Ward level to brief the surveyors and other participants on (i) the process of demarcating settlement boundary in map, (ii) the process of collecting socio-economic and infrastructural data using score card, and (iii) piloting demarcation of urban poor settlement mapping and data collecting using score card. After completing every Workshop, one-page ward level Report on the Orientation Workshop for each ward with workshop photographs and list of participants as annex should be produced and submitted as per format to be given by LIUPCP.
- Undertake field survey and mapping to (i) demarcate boundaries of settlements on map, (ii) collect data using score card. Field survey will be done Mahalla by Mahalla. Once mapping and data collection in one Mahalla is complete, the concerned survey team will only then move to the next Mahalla.
- The implementing organization will deploy 4 or 5 qualified Mapping and Survey Supervisors for a city either locally or nationally as per their convenience and betterment of the project. The remuneration to pay to each Community Surveyor is BDT 500 per day. It is estimated that on an average 2 to 3 days are required to complete the field survey and data collection in each Ward.
- Engage city officials with the Urban Poor Settlement Mapping (UPSM) process. Involve and motivate community leaders, Ward Counselors, City Officials so that they get actively engaged in the process, feel ownership of the process and the products coming out of the processes.
- Ensure regular cross-checking during the field survey. Take 8 to 10 photos with good quality and resolution during the survey on various indicators of the score card including social conditions, social problems, local economic conditions, physical and infrastructural conditions, land tenure and housing conditions etc.
- Validate demarcated settlement boundaries and collected data with Ward Councillor and other people of the concerned Ward after completing survey in each ward.
- Digitize the settlement boundaries in GIS and clean the shapefiles. Shapefile data structure will be provided by LIUPCP. Enter score card data into database (database file structure will be provided by LIUPCP). Join score card data and settlement shapefile and produce ward level poor settlements map and get the Ward level poor settlements map endorsed by the Ward Counselor.
- Produce city level maps and charts for result sharing with city authority and other local stakeholders.
- Conduct result sharing workshop at city level and record comments and feedback of the participants.
- Finalize maps and database of the settlement incorporating the comments and feedback of the result sharing workshop and prepare Ward-level map (if there is change proposed by the participants) and city level poor settlements maps. Get the city level map endorsed by Mayor.
- Submit raw maps, raw data, GIS shapefiles and other files, database and printed ward level and city level settlement maps to LIUPCP.

Objectives:

Overall objective:

Conduct urban poor settlement mapping in LIUPCP cities that will help establish a baseline of the urban poor settlements and will contribute to strategize the investments to improve the livelihood and living conditions of urban poor community of the cities of Bangladesh.

Specific objectives

- Collect multi-dimensional poverty data from urban poor settlements
- Promote a participatory and inclusive approach to the poverty assessment
- Mobilise community, policy makers and civil society to participate in collecting, understanding, validating and using maps and data to promote community development
- Strengthen the capacity of Community Organizations like CDC Town Federations to conduct participatory urban poor settlement mapping and data collection
- Strengthen LIUPCP intervention in the program cities and towns

Geographic Location of the work areas (Package A):

This work will be carried out in **5 cities with 117 Wards**. The cities are:

Name of the City	Number of wards
City 1: Rangpur City Corporation	33
City 2: Rajshahi City Corporation	30
City 3: Cumilla City Corporation	27
City 4: Cox's Bazar Municipality	12
City 5: Sayedpur Municipality	15

D. Expected Results and Deliverables

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

- All mahallas and urban poor settlements of **5 cities** are visible in maps
- Multidimensional poverty data of all urban poor settlements are available
- Communities assess their own poverty
- Results validated by LGIs
- Data and maps are publicly available

The main deliverables will be:

- Inception Report including detailed work plan
- Mahalla and Urban Poor Settlement Mapping and Data Collection on selected Cities: raw data, raw maps, GIS Shape files and database; report on each Ward Level workshop according to LIUPCP format with photographs and participant lists, Photos of various poverty indicators, Mahalla-wise poor settlement maps (soft copy only), Ward and city level maps and datasets (soft and hard copy).

E. Methodology

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

- Strong team mobilization: This work requires deployment of high efficient man-power. The Consultant will place the proposed man-power on board and will ensure engaging qualified Mapping and Survey Supervisors and capable community surveyors with proper orientation to conduct the survey and mapping exercise step by step.

- Desk work and review: The team will collect necessary base maps, satellite images as well as other materials and will do the desk work to prepare field maps for urban poor settlement mapping and survey. Some of the UPPR documents including maps and database of Settlement and Land Maps (SLM) prepared under UPPR may also be used by the team during the desk work.
- Participatory consultation meeting and workshops: The organization will conduct consultation meeting at city level following up ward level workshops in participatory manner and engaging community people in the survey and mapping processes. Proper motivation is one of the major prerequisites to make the workshops and field activities participatory and effective. Crowd-sourced information, focus group discussion, participatory rapid appraisal etc. are also to use in different stages of communication, mapping and data collection. In order to finalize the result on consensus basis ward level validation needs to be done immediately after completing the urban poor settlement demarcation and data collection. A result sharing workshop must be organized to validate the result by the City Corporation/municipality before finalization.
- Reporting: In order to track the progress and ensure the work is on right track the organization will have to produce and submit the reports as outlined in the Expected Results and Deliverables section of this ToR.

Deliverables/Outputs	Estimated Duration to Complete (business days)	Target Due Dates	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
1. Inception Report including detailed work plan	5 days	30 Jul 2019	<ul style="list-style-type: none"> • Payment will be made upon confirmed acceptance by the Project Manager; • Need approval of work plan to be prepared and submitted with inception report;
2. Data and maps for City 1	15 days	15 Aug 2019	
3. Data and maps for City 2	15 days	29 Aug 2019	
4. Data and maps for City 3	15 days	15 Sep 2019	
5. Data and maps for City 4	15 days	30 Sep 2019	
6. Data and maps for City 5	15 days	15 Oct 2019	
7. Completion Report	5 days	31 Oct 2019	

F. Institutional Arrangement

The study will be overseen by the Project Manager (PM) of LIUPCP. Contractual oversight will be provided by **Operations Manager**.

G. Duration of the Work and Duty Stations

This mapping work will require **85 work days over a period of 5 months**.

The expected start date is **July 2019**. The Organization is expected to work from their own offices, attend meetings at LIUPCP HQ as required, and visit field sites.

H. Qualifications of the Successful Contractor

The key qualifications required of the Firm, Team Leader, GIS and Database Expert cum Deputy Team Leader and City Coordinators are listed below. Firms are welcome to propose additional team members in order to meet the objectives of the consultancy within the allotted time period. CVs must

be tailored to demonstrate competence against these requirements. Failure to demonstrate the experience of the firm and individual team members against these eligibility criteria will result in proposals being discarded.

Minimum Eligibility Criteria:

Firm

The firm should be able to demonstrate that it has the capacity and skills of community based participatory mapping and assessment with experience of managing partners. Implementation of this work requires engagement of various types of stakeholders like community surveyors, leaders of community organizations, elected public representatives, and city authority at the local level to complete the main field work. Therefore, the firm should be able to demonstrate that they have well connection with the local organizations. Along with all other information, the organization should demonstrate in the Proposal:

- Legally registered under concerned department of Government of Bangladesh
- At least 3 years of working experience, with focus on community-based participatory mapping and assessment
- Two recent examples of similar assignment types in an urban context (attached, or with website link provided)
- Previous experience of working with a UN agency / International NGO / bilateral donor / Government

Along with other manpower required for carrying out the assignment, the firm should provide detailed information and curriculum vitae of the following key personnel with the Proposal:

Team Leader cum Survey Specialist:

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

- Master's degree in any relevant discipline in Social Sciences/Urban Planning/Geography/Development Studies, with demonstrated knowledge on urban poverty and participatory poverty mapping.
- At least fifteen years of experience in urban poverty and participatory poverty mapping, managing diverse work teams and partners, quality reporting.
- Prior experience to work with UN Project in a leading position is an added advantage.

GIS and Database Officer cum Deputy Team Leader:

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

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

City Coordinators (minimum two):

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

- At least Bachelor's degree with sound knowledge in managing participatory surveys and mapping in urban areas
- At least 5 years of experience in coordinating projects, field survey and mapping activities in urban context. Experience of working with local government is highly desirable.

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, and impartiality)
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

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

I. Scope of Price Proposal and Schedule of Payments

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

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

1st payment: 15% of total contract value will be paid after submission and acceptance of Inception Report including detailed work plan;

2nd payment: 15% of total contract value will be paid after submission and acceptance of Raw and final data, maps, report and photos for City 1;

3rd payment: 15% of total contract value will be paid after submission and acceptance of Raw and final data, maps, report and photos for City 2;

4th payment: 15% of total contract value will be paid after submission and acceptance of Raw and final data, maps, report and photos for City 3;

5th payment: 15% of total contract value will be paid after submission and acceptance of Raw and final data, maps, report and photos for City 4;

6th payment: 15% of total contract value will be paid after submission and acceptance of Raw and final data, maps, report and photos for City 5;

7th payment: 10% of total contract value will be paid after submission and acceptance of Assignment Completion Report.

J. Recommended Presentation of proposal

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

Technical Proposal

1. Firm information – Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable;
2. Relevant Experience – Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in undertaking large scale data collection, and list of current and past assignments of the Firm;
3. Process - The Technical Proposal needs to contain a detail description of the process the contractor intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon by the Project in consultation with the Advisory Panel of Experts in the early stages of the commencement.
4. Human Resources - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. survey analysis, field management, etc.
5. Tools and Methodologies – Outlining how your firm’s specific approach to qualitative research, including participatory methods, are relevant to the questions under study and meet the highest research standards. This should also include a detailed approach to qualitative data analysis.
6. Quality assurance – The firm must outline how it will ensure quality at all stages of the project with a particular emphasis on mapping, data collection; data analysis; and reporting. This will be subject to review by LIUPCP during project implementation.
7. Risk management – The firm must identify key risks and outline how it will mitigate against them. Particular attention should be paid to how political disruption will be handled, especially Hartals and blockades, local unrest in the city etc.

Two references of previous works must be provided by the contractor firms. These should relate to projects on which proposed team members worked.

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

- (i) The Financial Proposal shall specify a total delivery amount (in USD or BDT) including consultancy fees and all associated costs, i.e. travel cost, subsistence per diems, printing costs, consultation workshop costs and overheard recharges.

- (ii) In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

Please use the following template to prepare your budget estimate:

Template for Budget Estimate.

No	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
1	2	3	4	5	6	
Direct Programme Cost						
A Human Resources						
1	Team Leader / Survey Specialist	person-day	1	85		
2	GIS and Database Officer cum Deputy Team Leader	person-day	1	85		
3	Assistant GIS and Database Officer	person-day	1	85		
4	City Coordinators	person-day	2			
5	Monitoring Officer	person-day	1			
6	Survey Supervisors	person-day				
7	Data Entry Operator	person-day				
Sub Total						
B Town Level Workshop						
1	Town Level Consultation Meeting/Workshop - 1 in each city	lump-sum		5		
2	Town Level Result Sharing Workshop - 1 in each city	lump-sum		5		
Sub Total						
C Ward Level Workshop and Survey						
1	Ward Level Meeting/Workshops to demarcate mahalla and resources - (117 Wards, 16 persons in each workshop)	Nos./ward		117		
2	Ward Level Workshops - (117 Wards, 12 persons in each workshop)	Nos./ward		117		
3	Field Survey for mapping urban poor settlements (2 Surveyors X 3 teams X 3 days X 117 Wards X BDT 500/Surveyors)	person-days/ward		117	9000	1,053,000
Sub Total						
D Allowances						
1	Daily Allowances for Project Staffs	Lump-sum				
2	Travel Allowance	lump-sum				
3	Mobile phone allowances for project staffs	lump-sum				
4	Internet allowances for concerned project staffs	lump-sum				
Sub Total						
E Printing and photo copying						

1	Report printing	lump-sum		
2	Map printing	lump-sum		
3	Questionnaire Printing	lump-sum		
Sub Total				
F Total Programme Cost (A+B+C+D+E)				
G Management Cost (Maximum 10%) (all admin and other costs of vendor HQ office related to this work will have to bear from the overhead/management cost)				
Grand Total				1,158,300

In Word:

Note: Where necessary, please provide detail estimate of some of the line items (like workshops, allowances, printing etc.) in separate tables.

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

K. Evaluation

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

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

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

Criteria	Weight	Max Points
Technical	70	
1. Expertise of firm		
Profile of the firm and list of clients	5	
Experience of conducting relevant assessment/mapping/studies/surveys	5	
Previous experience of working with a UN agency / International NGO / bilateral donor / Government	5	
2. Team Leader cum Survey Specialist		
Relevance of education experience in urban poverty and participatory poverty mapping,	5	

managing diverse work teams and partners, quality reporting.	5	
3. GIS and Database Officer cum Deputy Team Leader		
Relevance of education	8	
Years of experience in GIS, mapping, database management and satellite image processing Experience in the urban context is an asset.		
3. Expertise of City Coordinators (minimum 2)		
Relevance of education	7	
Years of experience in coordinating projects, field survey and mapping activities in urban context.		
2. Methodology		
Quality and relevance of proposed approach and methodology	20	
Quality of proposed analytical framework	10	
Financial	30	
Total	100	

L. Responsibilities of the Contractor regarding cost component

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

M. Responsibilities of UNDP regarding cost component

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

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

N. Identification of Risk and Risk Mitigation Plan

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

PACKAGE-B

Hiring a National Firm for Urban Poor Settlement Mapping in 04 Cities (Package B)

Location: 4 Cities in BANGLADESH
Additional Category: Livelihoods Improvement of Urban Poor Communities (LIUPC) Project
Type of Contract: National Firm
Languages Required: English and Bangla
Expected Duration of Assignment: 90 business days over 5 months

A. Project Title

Livelihoods Improvement of Urban Poor Communities Project (LIUPCP)

B. Project Description

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

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

LIUPCP will reduce urban poverty through both direct, and indirect, means, and in doing so positively improve the lives of over four million of Bangladesh's urban poor. LIUPCP will work in up to 35 cities, in twelve cities during a first phase (2016-2018), and then between twenty-three and thirty-three further cities in a second phase (2018 to 2021). These towns and cities range in size and location, from tertiary and secondary cities, to the large city corporations, and are spread all over the country. As such LIUPCP will be touching the lives of people in different urban poverty contexts, all throughout Bangladesh.

Urban Poor Settlement Mapping

Through Urban Poor Settlement Mapping all poor settlements in terms of income, socioeconomic and physical conditions of the settlements including slums and squatters will be mapped and surveyed to determine their geographic location, size, shape and distribution pattern as well as conditions of various socioeconomic indicators related to urban poverty. A group of at least five households living

in a certain parcel of land with a sense of togetherness and homogeneity will be considered for defining a settlement. The urban poor settlement mapping will help programme to identify the priority target settlements for its intervention through demarcating the settlement boundaries and collecting data on 16 different poverty indicators for each of the settlements. The data and maps are expected to be used by the NUPR Programme, local government as well as other development actors operating in the cities and municipalities.

C. Scope of Work and Overall Objectives

Under the direct guidance of the Project Manager of LIUPCP, the work of the NGO aims to conduct Urban Poor Settlement Mapping and data collection of each of the demarcated urban poor settlements.

Scope of Work:

Consultancy will entail the following scope of work:

4. City level consultation meeting

- Conduct an initial Consultation Meeting with City corporation/Municipality to inform the city stakeholders about the mahalla and urban poor settlements mapping and its definitions, purpose, step-by-step-processes, and finally to take consent from the city authority to start the activities in the city. In this meeting Mayor, all Ward Counselors, relevant city officials, community leaders, representative of different government and non-government agencies shall be present.
- Develop a plan for ward level meeting and survey to conduct the urban poor settlements mapping in discussion with the Ward Counselors

5. Mahalla and Resources Mapping

- Create or collect the most up-to-date base maps with Ward boundaries and major roads, infrastructures and landmarks
- Collect good quality satellite images of the city from free sources
- Prepare ward-level maps for survey with overlaying base maps on satellite images to use in workshop/field to demarcate *Mahalla* boundaries and existing resources within the Mahalla.
- Organize meeting/workshop at Ward-level with the Ward Counselors and Mahalla representatives to demarcate the Mahalla boundaries and resources on the Ward map. In the meeting/workshop the number of participants might be 10 to 12 including few CDC/Cluster /Federation leaders.
- At the end of the meeting/workshop, select Community Surveyor preferably from poor communities for urban poor settlements mapping. From each ward 6 community surveyors will have to be selected. These 6 surveyors will form 3 survey teams; each survey team consists of 2 surveyors. Engage CDC Town Federation in poverty mapping process. CDC Town Federation (in UPPR cities) in collaboration with the Ward Counselors will select 6 Community Surveyors from each Ward.
- Prepare schedule for the settlements mapping and survey which includes confirming the date for training to the community surveyors and plan for field survey.
- Digitize the mahalla boundaries and the resources as identified in the meeting/workshop.

6. Urban Poor Settlements Mapping

- Prepare maps for poor settlements survey with overlaying base maps and Mahalla boundary on satellite images. Maps should be prepared at Ward-level (one 3ft x 4ft in PVC, and three in A3 offset paper) and Mahalla-level (A3 Offset paper) to use in the field to demarcate settlement boundaries. Other required materials for settlements survey (*i.e.* score card and logistics for each survey team) will have to be prepared as well.
- Conduct Orientation Training at Ward level to brief the surveyors and other participants on (i) the process of demarcating settlement boundary in map, (ii) the process of collecting socio-economic and infrastructural data using score card, and (iii) piloting demarcation of urban poor settlement mapping and data collecting using score card. After completing every Workshop, one-page ward level Report on the Orientation Workshop for each ward with workshop photographs and list of participants as annex should be produced and submitted as per format to be given by LIUPCP.
- Undertake field survey and mapping to (i) demarcate boundaries of settlements on map, (ii) collect data using score card. Field survey will be done Mahalla by Mahalla. Once mapping and data collection in one Mahalla is complete, the concerned survey team will only then move to the next Mahalla.
- The implementing organization will deploy 4 or 5 qualified Mapping and Survey Supervisors for a city either locally or nationally as per their convenience and betterment of the project. The remuneration to pay to each Community Surveyor is BDT 500 per day. It is estimated that on an average 2 to 3 days are required to complete the field survey and data collection in each Ward.
- Engage city officials with the Urban Poor Settlement Mapping (UPSM) process. Involve and motivate community leaders, Ward Counselors, City Officials so that they get actively engaged in the process, feel ownership of the process and the products coming out of the processes.
- Ensure regular cross-checking during the field survey. Take 8 to 10 photos with good quality and resolution during the survey on various indicators of the score card including social conditions, social problems, local economic conditions, physical and infrastructural conditions, land tenure and housing conditions etc.
- Validate demarcated settlement boundaries and collected data with Ward Councillor and other people of the concerned Ward after completing survey in each ward.
- Digitize the settlement boundaries in GIS and clean the shapefiles. Shapefile data structure will be provided by LIUPCP. Enter score card data into database (database file structure will be provided by LIUPCP). Join score card data and settlement shapefile and produce ward level poor settlements map and get the Ward level poor settlements map endorsed by the Ward Counselor.
- Produce city level maps and charts for result sharing with city authority and other local stakeholders.
- Conduct result sharing workshop at city level and record comments and feedback of the participants.
- Finalize maps and database of the settlement incorporating the comments and feedback of the result sharing workshop and prepare Ward-level map (if there is change proposed by the participants) and city level poor settlements maps. Get the city level map endorsed by Mayor.
- Submit raw maps, raw data, GIS shapefiles and other files, database and printed ward level and city level settlement maps to LIUPCP.

Objectives:

Overall objective:

Conduct urban poor settlement mapping in LIUPCP cities that will help establish a baseline of the urban poor settlements and will contribute to strategize the investments to improve the livelihood and living conditions of urban poor community of the cities of Bangladesh.

Specific objectives

- Collect multi-dimensional poverty data from urban poor settlements
- Promote a participatory and inclusive approach to the poverty assessment
- Mobilise community, policy makers and civil society to participate in collecting, understanding, validating and using maps and data to promote community development
- Strengthen the capacity of Community Organizations like CDC Town Federations to conduct participatory urban poor settlement mapping and data collection
- Strengthen LIUPCP intervention in the program cities and towns

Geographic Location of the work areas (Package B):

This work will be carried out in **4 cities with 132 Wards**. The cities are:

Name of the cities	Number of the Wards
City 1: Dhaka South City Corporation	57
City 2: Gazipur City Corporation	57
City 3: Noakhali Municipality	9
City 4: Gopalganj Municipality	9

D. Expected Results and Deliverables

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

- All mahallas and urban poor settlements of **4 cities** are visible in maps
- Multidimensional poverty data of all urban poor settlements are available
- Communities assess their own poverty
- Results validated by LGIs
- Data and maps are publicly available

The main deliverables will be:

- Inception Report including detailed work plan
- Mahalla and Urban Poor Settlement Mapping and Data Collection on selected Cities: raw data, raw maps, GIS Shape files and database; report on each Ward Level workshop according to LIUPCP format with photographs and participant lists, Photos of various poverty indicators, Mahalla-wise poor settlement maps (soft copy only), Ward and city level maps and datasets (soft and hard copy).

E. Methodology

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

- Strong team mobilization: This work requires deployment of high efficient man-power. The Consultant will place the proposed man-power on board and will ensure engaging qualified Mapping and Survey Supervisors and capable community surveyors with proper orientation to conduct the survey and mapping exercise step by step.

- Desk work and review: The team will collect necessary base maps, satellite images as well as other materials and will do the desk work to prepare field maps for urban poor settlement mapping and survey. Some of the UPPR documents including maps and database of Settlement and Land Maps (SLM) prepared under UPPR may also be used by the team during the desk work.
- Participatory consultation meeting and workshops: The organization will conduct consultation meeting at city level following up ward level workshops in participatory manner and engaging community people in the survey and mapping processes. Proper motivation is one of the major prerequisites to make the workshops and field activities participatory and effective. Crowd-sourced information, focus group discussion, participatory rapid appraisal etc. are also to use in different stages of communication, mapping and data collection. In order to finalize the result on consensus basis ward level validation needs to be done immediately after completing the urban poor settlement demarcation and data collection. A result sharing workshop must be organized to validate the result by the City Corporation/municipality before finalization.
- Reporting: In order to track the progress and ensure the work is on right track the organization will have to produce and submit the reports as outlined in the Expected Results and Deliverables section of this ToR.

Deliverables/Outputs	Estimated Duration to Complete (business days)	Target Due Dates	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
8. Inception Report including detailed work plan	5 days	30 Jul 2019	<ul style="list-style-type: none"> • Payment will be made upon confirmed acceptance by the Project Manager; • Need approval of work plan to be prepared and submitted with inception report; • Based on the convenience of the field, the sequence of the deliverables 2, 3, and 4 can be interchangeable
9. Data and maps for City 1 (Dhaka South or Gazipur)	30 days	15 Aug 2019	
10. Data and maps for City 2 (Dhaka South or Gazipur)	30 days	29 Aug 2019	
11. Data and maps for City 3 & 4 (Noakhali and Gopalganj)	20 days	15 Sep 2019	
12. Completion Report	5 days	30 Sep 2019	

F. Institutional Arrangement

The study will be overseen by the Project Manager (PM) of LIUPCP. Contractual oversight will be provided by Project Operations Manager.

G. Duration of the Work and Duty Stations

This mapping work will require 90 work days over a period of 5 months.

The expected start date is **July 2019**. The Organization is expected to work from their own offices, attend meetings at LIUPCP HQ as required, and visit field sites.

H. Qualifications of the Successful Contractor

The key qualifications required of the Firm, Team Leader, GIS and Database Expert cum Deputy Team Leader and City Coordinators are listed below. Firms are welcome to propose additional team members in order to meet the objectives of the consultancy within the allotted time period. CVs must be tailored to demonstrate competence against these requirements. Failure to demonstrate the experience of the firm and individual team members against these eligibility criteria will result in proposals being discarded.

Minimum Eligibility Criteria:

Firm

The firm should be able to demonstrate that it has the capacity and skills of community based participatory mapping and assessment with experience of managing partners. Implementation of this work requires engagement of various types of stakeholders like community surveyors, leaders of community organizations, elected public representatives, and city authority at the local level to complete the main field work. Therefore, the firm should be able to demonstrate that they have well connection with the local organizations. Along with all other information, the organization should demonstrate in the Proposal:

- Legally registered under concerned department of Government of Bangladesh
- At least 3 years of working experience, with focus on community-based participatory mapping and assessment
- Two recent examples of similar assignment types in an urban context (attached, or with website link provided)
- Previous experience of working with a UN agency / International NGO / bilateral donor / Government

Along with other manpower required for carrying out the assignment, the firm should provide detailed information and curriculum vitae of the following key personnel with the Proposal:

Team Leader cum Survey Specialist:

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

- Master's degree in any relevant discipline in Social Sciences/Urban Planning/Geography/Development Studies, with demonstrated knowledge on urban poverty and participatory poverty mapping.
- At least fifteen years of experience in urban poverty and participatory poverty mapping, managing diverse work teams and partners, quality reporting.
- Prior experience to work with UN Project in a leading position is an added advantage.

GIS and Database Officer cum Deputy Team Leader:

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

- Bachelor degree in Urban Planning/Geography/Civil Engineering/Computer Science/GIS or related degree, with strong background in GIS mapping (academic background or certification in Geographic Information System (GIS) and database management).

- At least 10 years of experience in mapping, database management and satellite image processing. Experience in the urban context is an asset.

City Coordinators (minimum two):

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

- At least Bachelor's degree with sound knowledge in managing participatory surveys and mapping in urban areas
- At least 5 years of experience in coordinating projects, field survey and mapping activities in urban context. Experience of working with local government is highly desirable.

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, and impartiality)
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

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

I. Scope of Price Proposal and Schedule of Payments

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

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

1st payment: 25% of total contract value will be paid after submission and acceptance of Inception Report including detailed work plan;

2nd payment: 20% of total contract value will be paid after submission and acceptance of Raw and final data, maps, report and photos for City 1 (Dhaka South or Gazipur);

3rd payment: 20% of total contract value will be paid after submission and acceptance of Raw and final data, maps, report and photos for City 2 (Dhaka South or Gazipur);

4th payment: 20% of total contract value will be paid after submission and acceptance of Raw and final data, maps, report and photos for City 3 & 4 (Noakhali and Gopalganj);

5th payment: 15% of total contract value will be paid after submission and acceptance of Assignment

Completion Report.

J. Recommended Presentation of proposal

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

Technical Proposal

8. Firm information – Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable;
9. Relevant Experience – Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in undertaking large scale data collection, and list of current and past assignments of the Firm;
10. Process - The Technical Proposal needs to contain a detail description of the process the contractor intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon by the Project in consultation with the Advisory Panel of Experts in the early stages of the commencement.
11. Human Resources - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. survey analysis, field management, etc.
12. Tools and Methodologies – Outlining how your firm’s specific approach to qualitative research, including participatory methods, are relevant to the questions under study and meet the highest research standards. This should also include a detailed approach to qualitative data analysis.
13. Quality assurance – The firm must outline how it will ensure quality at all stages of the project with a particular emphasis on mapping, data collection; data analysis; and reporting. This will be subject to review by LIUPCP during project implementation.
14. Risk management – The firm must identify key risks and outline how it will mitigate against them. Particular attention should be paid to how political disruption will be handled, especially Hartals and blockades, local unrest in the city etc.

Two references of previous works must be provided by the contractor firms. These should relate to projects on which proposed team members worked.

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

- (i) The Financial Proposal shall specify a total delivery amount (in USD or BDT) including consultancy fees and all associated costs, i.e. travel cost, subsistence per diems, printing costs, consultation workshop costs and overheard recharges.

- (ii) In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

Please use the following template to prepare your budget estimate:

Template for Budget Estimate.

No	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
1	2	3	4	5	6	7
Direct Programme Cost						
A Human Resources						
1	Team Leader / Survey Specialist	person-day	1	90		
2	GIS and Database Officer cum Deputy Team Leader	person-day	1	90		
3	Assistant GIS and Database Officer	person-day	1	90		
4	City Coordinators	person-day	2			
5	Monitoring Officer	person-day	1			
6	Survey Supervisors	person-day				
7	Data Entry Operator	person-day				
Sub Total						
B Town Level Workshop						
1	Town Level Consultation Meeting/Workshop - 1 in each city	lump-sum		4		
2	Town Level Result Sharing Workshop - 1 in each city	lump-sum		4		
Sub Total						
C Ward Level Workshop and Survey						
1	Ward Level Meeting/Workshops to demarcate mahalla and resources - (132 Wards, 16 persons in each workshop)	Ward		132		
2	Ward Level Workshops - (132 Wards, 12 persons in each workshop)	Ward		132		
3	Field Survey for mapping urban poor settlements (2 Surveyors X 3 teams X 3 days X 132 Wards X BDT 500/Surveyors)	Ward		132	9000	1,053,000
Sub Total						
D Allowances						
1	Daily Allowances for Project Staffs	Lump-sum				
2	Travel Allowance	lump-sum				
3	Mobile phone allowances for project staffs	lump-sum				
4	Internet allowances for concerned project staffs	lump-sum				
Sub Total						
E Printing and photo copying						

1	Report printing	lump-sum		
2	Map printing	lump-sum		
3	Questionnaire Printing	lump-sum		
Sub Total				
F Total Programme Cost (A+B+C+D+E)				1,053,000
G Management Cost (Maximum 10%) (all admin and other costs of vendor HQ office related to this work will have to bear from the overhead/management cost)				
Grand Total				1,158,300

In Word:

Note: Where necessary, please provide detail estimate of some of the line items (like workshops, allowances, printing etc.) in separate tables.

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

K. Evaluation

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

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

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

Criteria	Weight	Max Points
Technical	70	
1. Expertise of firm		
1.1 Profile of the firm and list of clients	10	
1.2 Experience of conducting relevant assessment/mapping/studies/survey		
1.3 Previous experience of working with a UN agency / International NGO / bilateral donor / Government	5	
2. Team Leader cum Survey Specialist		
2.1 Relevance of education	5	
2.2 Experience in urban poverty and participatory poverty mapping,	5	

managing diverse work teams and partners, quality reporting.		
3. GIS and Database Officer cum Deputy Team Leader		
3.1 Relevance of education	3	
3.2 Experience in GIS, mapping, database management and satellite image processing Experience in the urban context is an asset.	5	
4. Expertise of City Coordinators (minimum 2)		
4.1 Relevance of education	3	
4.2 Years of experience in coordinating projects, field survey and mapping activities in urban context.	4	
5. Methodology		
5.1 Quality and relevance of proposed approach and methodology	20	
5.2 Quality of proposed analytical framework	10	
Financial	30	
Total	100	

L. Responsibilities of the Contractor regarding cost component

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

M. Responsibilities of UNDP regarding cost component

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

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

N. Identification of Risk and Risk Mitigation Plan

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

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Self Declaration Form	<input type="checkbox"/>
▪ [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be password protected)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☒ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 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 and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> Name of institution: [Insert] Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [BDT]

PACKAGE-A

Table 1: Summary of Overall Prices¹

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

No	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
1	2	3	4	5	6	
Direct Programme Cost						
A Human Resources						
1	Team Leader / Survey Specialist	person-day	1	90		
2	GIS and Database Officer cum Deputy Team Leader	person-day	1	90		
3	Assistant GIS and Database Officer	person-day	1	90		
4	City Coordinators	person-day	2			
5	Monitoring Officer	person-day	1			
6	Survey Supervisors	person-day				
7	Data Entry Operator	person-day				
Sub Total of professional fee						

Table 3: Breakdown of Other Costs

¹ **Note:** Where necessary, please provide detail estimate of some of the line items (like workshops, allowances, printing etc.) in separate tables. 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.

No	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
1	2	3	4	5	6	
B	Town Level Workshop					
1	Town Level Consultation Meeting/Workshop - 1 in each city	lump-sum		4		
2	Town Level Result Sharing Workshop - 1 in each city	lump-sum		4		
	Sub Total					
C	Ward Level Workshop and Survey					
1	Ward Level Meeting/Workshops to demarcate mahalla and resources - (117 Wards, 16 persons in each workshop)	Nos./ward		117		
2	Ward Level Workshops - (117 Wards, 12 persons in each workshop)	Nos./ward		117		
3	Field Survey for mapping urban poor settlements (2 Surveyors X 3 teams X 3 days X 117 Wards X BDT 500/Surveyors)	person-days/ward		117	9000	1,053,000
	Sub Total					
D	Allowances					
1	Daily Allowances for Project Staffs	Lump-sum				
2	Travel Allowance	lump-sum				
3	Mobile phone allowances for project staffs	lump-sum				
4	Internet allowances for concerned project staffs	lump-sum				
	Sub Total					
E	Printing and photo copying					
1	Report printing	lump-sum				
2	Map printing	lump-sum				
3	Questionnaire Printing	lump-sum				
	Sub Total					
G	Management Cost (Maximum 10%) (all admin and other costs of vendor HQ office related to this work will have to bear from the overhead/management cost)					
	Grand Total					1,158,000

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1 Inception Report including detailed work plan	5			
Deliverable 2 Data and maps for City 1	15			
Deliverable 3 Data and maps for City 2	15			
Deliverable 4 Data and maps for City 3	15			
Deliverable 5 Data and maps for City 4	15			
Deliverable 5 Data and maps for City 5	15			
Final Deliverable Completion report	5			

PACKAGE-B

Table 1: Summary of Overall Prices²

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

No	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
1	2	3	4	5	6	
Direct Programme Cost						
A Human Resources						
1	Team Leader / Survey Specialist	person-day	1	85		
2	GIS and Database Officer cum Deputy Team Leader	person-day	1	85		
3	Assistant GIS and Database Officer	person-day	1	85		
4	City Coordinators	person-day	2			
5	Monitoring Officer	person-day	1			
6	Survey Supervisors	person-day				
7	Data Entry Operator	person-day				
Sub Total of professional fee						

² **Note: Where necessary, please provide detail estimate of some of the line items (like workshops, allowances, printing etc.) in separate tables.** 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.

Table 3: Breakdown of Other Costs

No	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
1	2	3	4	5	6	
B	Town Level Workshop					
1	Town Level Consultation Meeting/Workshop - 1 in each city	lump-sum		5		
2	Town Level Result Sharing Workshop - 1 in each city	lump-sum		5		
	Sub Total					
C	Ward Level Workshop and Survey					
1	Ward Level Meeting/Workshops to demarcate mahalla and resources - (132 Wards, 16 persons in each workshop)	Ward		132		
2	Ward Level Workshops - (132 Wards, 12 persons in each workshop)	Ward		132		
3	Field Survey for mapping urban poor settlements (2 Surveyors X 3 teams X 3 days X 132 Wards X BDT 500/Surveyors)	Ward		132	9000	1,053,000
	Sub Total					
D	Allowances					
1	Daily Allowances for Project Staffs	Lump-sum				
2	Travel Allowance	lump-sum				
3	Mobile phone allowances for project staffs	lump-sum				
4	Internet allowances for concerned project staffs	lump-sum				
	Sub Total					
E	Printing and photo copying					
1	Report printing	lump-sum				
2	Map printing	lump-sum				
3	Questionnaire Printing	lump-sum				
	Sub Total					
G	Management Cost (Maximum 10%) (all admin and other costs of vendor HQ office related to this work will have to bear from the overhead/management cost)					
	Grand Total					1,158,000

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1 Inception Report including detailed work plan	5			
Deliverable 2 Data and maps for City 1 (Dhaka South or Gazipur)	30			
Deliverable 3 Data and maps for City 2 (Dhaka South or Gazipur)	30			
Deliverable 4 Data and maps for City 3 & 4 (Noakhali and Gopalganj)	20			
Final Deliverable Completion report	5			

FORM H: WRITTEN SELF DECLARATION

Date:

United Nations Development Programme

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

Assignment: **Hiring firm(s) for Urban Poor Settlement Mapping in 09 Cities through Package-A [5 Cities] or Package-B [4 Cities]**

Reference: [RFP-BD-2019-022](#)

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,