

REQUEST FOR PROPOSAL (RFP-BD-2019-040)

NAME & ADDRESS OF FIRM	DATE: September 18, 2019
	REFERENCE:

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring firm(s) to support an initiative aimed at empowering youth to counter threats of Violent Extremism online messaging, fake news and hate speech through Package-A (Dhaka) and Package-B (Khulna), Partnerships for a Tolerant, Inclusive Bangladesh (PTIB), UNDP Bangladesh**

Proposals shall be submitted on or before 04.30 pm (local BD Time) on Wednesday, 2 October 2019

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

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

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

Username: event.guest

Password: why2change

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

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days. You kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation” in the system. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted into the system within deadline. e system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents *(with file name less than 60 characters)* in PDF format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, will not be considered for evaluation.

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

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

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

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

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

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

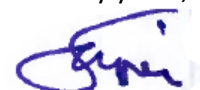
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures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

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



OIC Operations Manager
18 Sept. 2019

Description of Requirements

Context of the Requirement	Hiring firm(s) to support an initiative aimed at empowering youth to counter threats of Violent Extremism online messaging, fake news and hate speech through Package-A (Dhaka) and Package-B (Khulna), Partnerships for a Tolerant, Inclusive Bangladesh (PTIB), UNDP Bangladesh						
Implementing Partner of UNDP	Partnerships for a Tolerant, Inclusive Bangladesh (PTIB), UNDP Bangladesh						
Brief Description of the Required Services	<p>The United Nations Development Program Bangladesh (UNDP) “Partnerships for a Tolerant, Inclusive Bangladesh” (PTIB) project promotes diverse and constructive narratives already present in the country in support of tolerance. UNDP aims to build a better understanding of the challenges to peaceful narratives face in Bangladesh and helps Bangladeshis develop platforms and media for disseminating their ideas to promote peace, tolerance, and inclusivity. UNDP partners with youth groups, interfaith activists, the private sector, civil society organizations, multinational companies (including Facebook), government agencies and international donors to maximize the capacity and appeal of local organizations that support peaceful development. UNDP has responded thus far by conducting a series of pilot projects that are being upscaled into a full project in 2018. The project has three streams:</p> <ul style="list-style-type: none"> • Research Facility: to improve knowledge, understanding and provide insights into the drivers of violence in Bangladesh; • Social Engagement: to enhance inclusivity and tolerance of Bangladeshis through social engagement and positive online narratives; • Government Engagement: to assist the government in implementing policies that promote inclusion and tolerance. <p>Overall Objectives and Scope of Work</p> <p>With the overarching view to empower youth to counter threats of VE online messaging, fake news and hate speech in Bangladesh, this initiative aims to:</p> <ul style="list-style-type: none"> • Provide context to UNDP and its Partner’s current VE online monitoring and deepen understanding of the threats of VE online messaging, fake news and hate speech for youth through engagement with inclusive and diverse youth panels at Dhaka and Khulna • Increase understanding on threats of VE online messaging, fake news and hate speech among youth and identify ways to respond. <p>Scope of Work (same in both Dhaka and Khulna):</p> <ol style="list-style-type: none"> 1 Selection of youth panel members 2. Two-day Residential training program to build understanding of the threats caused by VE online messaging, hate speech and fake news, and to learn about global practices for building resilience and promoting digital literacy and citizenship 3. Five quarterly meetings with youth panels to discuss VE online monitoring findings, reflect on Partner, starting from January 2020 to December 2020 5. Evaluation and final reporting 						
List and Description of Expected Outputs to be Delivered	<p style="text-align: center;">Applicable for Package-A and B</p> <table> <tr> <th>Deliverables/ Output</th><th>Target Timeline (may vary during the original contract award)</th></tr> <tr> <td>Methodological Report at project inception, including detailed work plan</td><td>October 2019</td></tr> <tr> <td>Residential training and training report</td><td>December 2019</td></tr> </table>	Deliverables/ Output	Target Timeline (may vary during the original contract award)	Methodological Report at project inception, including detailed work plan	October 2019	Residential training and training report	December 2019
Deliverables/ Output	Target Timeline (may vary during the original contract award)						
Methodological Report at project inception, including detailed work plan	October 2019						
Residential training and training report	December 2019						

	First quarterly meeting report	January 2020
	Second quarterly meeting report, and 3 monthly reports (Jan-March)	April 2020
	Third quarterly meeting report, and 3 monthly reports (Apr-June)	July 2020
	Fourth quarterly meeting report, and 3 monthly reports (July-Sept)	October 2020
	Annual progress report 2019 - 2020	December 2020
	Fifth quarterly meeting report, 3 monthly reports (Oct – Dec),	January 2021
	Evaluation and final report	February 2021
	Provide UNDP information on emerging trends that require follow up in VE online monitoring	As and when required (no monetary impact)
	Total	17 Months
Details are available in the Terms of Reference		
Person to Supervise the Work/Performance of the Service Provider	The activities will be overseen and supervised by the PTIB Project Manager. Contractual oversight will be provided by UNDP Operations Manager and cluster.	
Frequency of Reporting	<i>As indicated in the TOR under the Main Deliverable</i>	
Progress Reporting Requirements	As indicated in the TOR	
Location of work	<input checked="" type="checkbox"/> As indicated in the TOR <ul style="list-style-type: none"> • Dhaka (Package-A) • Khulna (Package-B) 	
Expected duration of work	The duration of the assignment will be total maximum period of 17 Months	
Target start date	October, 2019	
Latest completion date	February, 2021	
Travels Expected	As indicated in the ToR – Package-A (Dhaka) and Package-B (Khulna)	
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others Not Applicable	
Facilities to be Provided by UNDP (i.e., must be	All costs related to this assignment including logistics, office arrangements, accommodation, travel etc. shall be borne by the contractor. Whereas UNDP will pay the lump sum amount as per contract.	

excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency BDT
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <u>Must be exclusive of VAT and other applicable indirect taxes</u>
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted (Package-wise vendor can only participate either of the Package) <u>Important Note: Bidder MUST disclose which package they are willing to participate</u>

Payment Terms	<table border="1"> <thead> <tr> <th data-bbox="451 226 764 260">Installment and %</th><th data-bbox="764 226 1240 260">Condition</th><th data-bbox="1240 226 1463 260">Target timeline</th></tr> </thead> <tbody> <tr> <td data-bbox="451 260 764 359">1st Instalment 15% of total contract value</td><td data-bbox="764 260 1240 359">After submission and acceptance of the Methodological report at inception and workplan</td><td data-bbox="1240 260 1463 359">October 2019</td></tr> <tr> <td data-bbox="451 359 764 457">2nd Installment 10% of the Total Contract Value</td><td data-bbox="764 359 1240 457">After submission and acceptance of the training report</td><td data-bbox="1240 359 1463 457">December 2019</td></tr> <tr> <td data-bbox="451 457 764 556">3rd Installment 25% of Total Contract Value</td><td data-bbox="764 457 1240 556">After submission and acceptance of the first, second and third Quarterly Report</td><td data-bbox="1240 457 1463 556">July 2020</td></tr> <tr> <td data-bbox="451 556 764 655">4th Installment 25% of Total Contract Value</td><td data-bbox="764 556 1240 655">After submission and acceptance of the fourth Quarterly Report and annual progress report 2019 2020</td><td data-bbox="1240 556 1463 655">December 2020</td></tr> <tr> <td data-bbox="451 655 764 753">Final Installment 25% of Total Contract Value</td><td data-bbox="764 655 1240 753">After submission and acceptance of the fifth Quarterly Report and final report</td><td data-bbox="1240 655 1463 753">February 2021</td></tr> </tbody> </table> <p>(i) The financial proposal shall specify a total delivery amount (in BDT) including consultancy fees and all associated costs and overhead charges.</p> <p>(ii) In order to assist UNDP in the comparison of financial proposals, the financial proposal will include a breakdown of this amount, disclosing the key assumption employed in costing the working. This must at least specify: the daily rates and number of anticipated working days (for each professional team member), any travel costs and overhead charges. Payments will be based upon output, i.e. upon delivery of the services specified in the ToR.</p>	Installment and %	Condition	Target timeline	1st Instalment 15% of total contract value	After submission and acceptance of the Methodological report at inception and workplan	October 2019	2nd Installment 10% of the Total Contract Value	After submission and acceptance of the training report	December 2019	3 rd Installment 25% of Total Contract Value	After submission and acceptance of the first, second and third Quarterly Report	July 2020	4 th Installment 25% of Total Contract Value	After submission and acceptance of the fourth Quarterly Report and annual progress report 2019 2020	December 2020	Final Installment 25% of Total Contract Value	After submission and acceptance of the fifth Quarterly Report and final report	February 2021
Installment and %	Condition	Target timeline																	
1st Instalment 15% of total contract value	After submission and acceptance of the Methodological report at inception and workplan	October 2019																	
2nd Installment 10% of the Total Contract Value	After submission and acceptance of the training report	December 2019																	
3 rd Installment 25% of Total Contract Value	After submission and acceptance of the first, second and third Quarterly Report	July 2020																	
4 th Installment 25% of Total Contract Value	After submission and acceptance of the fourth Quarterly Report and annual progress report 2019 2020	December 2020																	
Final Installment 25% of Total Contract Value	After submission and acceptance of the fifth Quarterly Report and final report	February 2021																	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p><i>The activities will be overseen and supervised by the PTIB Project Manager. Contractual oversight will be provided by UNDP Operations Manager and cluster.</i></p>																		
Type of Contract to be Signed	<p><input checked="" type="checkbox"/> Purchase Order</p> <p><input checked="" type="checkbox"/> Institutional Contract</p> <p><input type="checkbox"/> Contract for Professional Services</p> <p><input type="checkbox"/> Long-Term Agreement <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i></p> <p><input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i></p>																		
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>																		

	<p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Criteria for the Assessment of Proposal	<p>Evaluation Process:</p> <p>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. The tender selection committee will first evaluate the technical proposal of the institutions/firms. Any institutions/firms getting more than 70% of the maximum achievable points (i.e. 49 points out of 70) in the technical proposal will be considered for financial appraisal.</p> <p>The total scoring points for both the evaluations will be 100; the technical evaluation will be based on 70 points and the rest 30 points are to be allotted to the bidder proposing cost effective financial offers.</p> <p>A cumulative analysis weighted-scoring 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:</p> <ol style="list-style-type: none"> 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 specific to this solicitation, with the ratio set at 70:30 respectively.
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One or more Service Provider, depending on following factors</p> <p>Firm can submit any 1 proposal - either in Package-A or Package-B. Not both packages.</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 4)</p> <p><input checked="" type="checkbox"/> Others [Written Self-Declaration] (Annex 5)</p>
Contact Person for Inquiries (Written inquiries only)	<p>UNDP Procurement Cluster, UNDP Bangladesh bd.procurement@undp.org</p> <p>If any potential company has any query about the RFP document, that has to be submitted to the UNDP contact person mentioned above through email ID bd.procurement@undp.org within 25 September by 4.30 pm.</p> <p><i>"Attn. BD Procurement- Queries on RFP-BD-2019-040- Hiring firm(s) to support an initiative aimed at empowering youth to counter threats of Violent Extremism online messaging, fake news and hate speech through Package-A (Dhaka) and Package-B (Khulna), Partnerships for a Tolerant, Inclusive Bangladesh (PTIB), UNDP Bangladesh"</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Other Information <i>[pls. specify]</i>	<p><u>* For attention:</u></p> <p>The Financial Proposal and the Technical Proposal files <u>MUST BE SEPARATE</u> and uploaded <u>SEPARATELY</u>. Financial proposal must be 'password' protected.</p>
Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past <input checked="" type="checkbox"/> Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Applicable for both Packages

Evaluation Point Distribution

Criteria	Weight (%)	Max Points
Technical	70	70
1. Expertise of firm		
Relevant experience of research, documentation and reporting on social issues, with preference in the areas of prevention of violent extremism, social cohesion and/or peacebuilding	10	10
Experience/ extensive exposure of working with youth on social issues in the assigned area (Dhaka or Khulna)	10	10
Experience in training design, implementation and evaluation.	10	10
2. Expertise of Team Leader		
Professional experience in research on social issues, with preference in the fields of prevention of violent extremism, social cohesion and/or peacebuilding	10	10
3. Expertise of Trainer/facilitator		
Experience in training and youth engagement	5	5
4. Expertise of Reporting Officer		
Experience in documentation and report writing in social science related research	5	5
5. Methodology		
Quality and relevance of proposed methodology and approach.	10	10
Quality of proposed analytical framework.	10	10
Financial	30	30
Total	100	100

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

Applicable for both Packages**A. Qualifications of the Service Provider****Minimum eligibility criteria of the consultancy firm:**

- The firm will have all legal papers e.g. valid trade license, latest audit report, TIN and other updated documents to run a business in a legal way, NGOs do have government registration to receive UN/foreign funding.
- Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured)- describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Latest Audited Financial Statement- income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
- At least 5 years' experience of research, documentation and reporting on social issues, with preference in the areas of prevention of violent extremism, social cohesion and/or peacebuilding
- Experience of working with youth on social issues in the assigned area (Dhaka or Khulna Division)
- Experience in training design, implementation and evaluation.
- Must have an office in the assigned area (Dhaka or Khulna Division).
- Experience of working with any UN entity or international organization

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

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a

detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

Team leader:

- At least postgraduate degree in Social Science related subject
- At least 5 years of professional experience in research on social issues, with preference in the fields of prevention of violent extremism, social cohesion and/or peacebuilding
- Demonstrable knowledge of working with youth
- Good English writing and verbal communications skills

Trainer/facilitator/s:

- At least four years of experience in training and youth engagement

Reporting officer:

- At least four years of experience in documentation and report writing in social science related research.

The Service Provider must provide:

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

D. Cost Breakdown per Deliverable (This Section Should be submitted as Password Protected Document)

Applicable for both Packages

SL No.	Outputs and deliverables	Payments (% of total)	Value
1.	1st Instalment of the Total Contract Value to be paid after submission and acceptance of Inception Report	10%	
2.	2 nd Instalment will be made after submitting the rough cut of video productions	15%	
3.	3 rd Instalment after submission and acceptance of 03 reports under 03 targeted cities/town.	30%	
4.	Final Payment of the production will be paid after submission and acceptance of rest 05 Cities/Towns with National level report.	45%	
	Total	100 %	

E. Cost Breakdown by Cost Component **(This Section Should be submitted as Password Protected Document):**

Applicable for both Packages

SI	Item	Unit	No. of unit	Unit cost	Total cost BDT
A	<i>Organize and conduct 2 days residential training for 20 youth (cost include venue, food, lodging, conveyance, resource person/trainers fee, rapporteur, translator etc.)</i>	Number	1		
A1	Training venue				
A2	Lodging for participants				
A3	Food				
A4	Material, logistics, stationaries				
A5	conveyance/transport				
A6	Resource person/trainers' fee				
A7	Rapporteur				
A8	Translator				
A9	Others (Please specify and add rows if required)				
	Subtotal A				
B	<i>Five quarterly meetings with youth panels to discuss VE online monitoring findings</i>	Number	5		
B1	Venue				
B2	Food				
B3	Material, logistics				
B4	conveyance/transport				
B5	Rapporteur				
B6	Translator				
B7	Others (Please specify and add rows if required)				
	Subtotal B				
D	<i>Personnel</i>	Month	17		
D1	Remuneration/honorarium for Team Leader (1) [specify the % of time the person will spent for this project]	Month			
D2	Remuneration/honorarium for Reporting Officer (1) [specify the % of time the person will spent for this project]	Month			
	Subtotal D				

SI	Item	Unit	No. of unit	Unit cost	Total cost BDT
F	Operation cost	Month	17		
F1	Office space (partial)				
F2	Phone, internet				
F3	Stationaries and supplies				
F4	Local conveyance				
F5	Others (Please specify and add rows if required)				
	Subtotal F				
	Grand Total				

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

[Designation]

[Date]

*General Terms and Conditions for Services***1.0 LEGAL STATUS:**

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

2.0 SOURCE OF INSTRUCTIONS:

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

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

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

4.0 ASSIGNMENT:

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

5.0 SUB-CONTRACTING:

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

6.0 OFFICIALS NOT TO BENEFIT:

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

7.0 INDEMNIFICATION:

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

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

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

9.0 ENCUMBRANCES/LIENS:

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

10.0 TITLE TO EQUIPMENT:

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

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

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

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

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

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

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

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

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

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

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

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

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

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

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

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

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

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

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

17.0 PRIVILEGES AND IMMUNITIES:

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

18.0 TAX EXEMPTION

- 18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and

charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

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

19.0 CHILD LABOUR

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

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

20.0 MINES:

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

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

21.0 OBSERVANCE OF THE LAW:

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

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the

Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

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

Terms of Reference

Hiring two organizations to support an initiative aimed at empowering youth to counter threats of Violent Extremism online messaging, fake news and hate speech in Dhaka and Khulna: Partnerships for a Tolerant, Inclusive Bangladesh (PTIB), UNDP Bangladesh

Location: Dhaka and Khulna Divisions, Bangladesh

Additional Category: Partnerships for a Tolerant, Inclusive Bangladesh (PTIB)

Expected Duration of Assignment: 17 months (October 2019 to February 2021)

A. Project Title

Partnerships for a Tolerant, Inclusive Bangladesh: empowering youth to counter threats of VE online messaging, fake news and hate speech in Dhaka and Khulna

B. Project Description

United Nations Secretary-General United Nations Strategy and Plan of Action on Hate Speech is to deepen understanding on the part of all United Nations entities about the insidious impact of hate speech and how they can more effectively address it in their work. It calls for stronger support to Member States, as well as stronger engagement with private companies, civil society and media. The Strategy also provides ideas on how to address the root causes and drivers of hate speech and how to reduce its impact on societies. "Hate speech is in itself an attack on tolerance, inclusion, diversity and the very essence of our human rights norms and principles. More broadly, it undermines social cohesion, erodes shared values and can lay the foundation for violence, setting back the cause of peace, stability, sustainable development and the fulfilment of human rights for all (UNSG)."

The United Nations Development Program Bangladesh (UNDP) "Partnerships for a Tolerant, Inclusive Bangladesh" (PTIB) project promotes diverse and constructive narratives already present in the country in support of tolerance. UNDP aims to build a better understanding of the challenges to peaceful narratives face in Bangladesh and helps Bangladeshis develop platforms and media for disseminating their ideas to promote peace, tolerance, and inclusivity. UNDP partners with youth groups, interfaith activists, the private sector, civil society organizations, multinational companies (including Facebook), government agencies and international donors to maximize the capacity and appeal of local organizations that support peaceful development.

UNDP has responded thus far by conducting a series of pilot projects that are being upscaled into a full project in 2018. The project has three streams:

- Research Facility: to improve knowledge, understanding and provide insights into the drivers of violence in Bangladesh;

- **Social Engagement:** to enhance inclusivity and tolerance of Bangladeshis through social engagement and positive online narratives;
- **Government Engagement:** to assist the government in implementing policies that promote inclusion and tolerance.

Building on the findings of the violent extremism (VE) online monitoring in Bangladesh carried out by UNDP and its partner, which is presented in quarterly reports, UNDP aims to further empower Bangladeshi youth to counter threats of VE online messaging, fake news and hate speech by forming diverse and inclusive youth panels in Dhaka and Khulna. Quarterly meetings with the youth panels will be held to discuss the findings of VE online monitoring, share personal experiences of the youth panel members, and discuss possible counter narratives and ways to build resilience against VE threats on social media. UNDP and its Partner's VE online monitoring findings will feed into the discussions of the youth panels, at the same time outcomes of discussions and observations by the youth panels will further improve UNDP monitoring. Following selection youth panel members will receive training to develop a strong understanding on the threats of VE online messaging, hate speech and fake news, and to learn about global practices for building resilience and promoting digital literacy and citizenship that are applicable in the context of Bangladesh. Selection criteria for the youth panel members will be agreed upon by UNDP and contracted organizations and will ensure that youth panels are diverse in ethnicity and religion, gender balanced, diverse in occupational background (students, young professionals, skilled workers, government employees, etc.), and include youth working on social media issues and representatives of populations at risk to online radicalization. All youth panel members will be frequent users of social media.

In support of this effort, UNDP is looking to hire two firms/NGOs: one assigned in Dhaka and the other in Khulna. Both assignments will begin on the 1st of October 2019, with a three-month inception phase that will include finalization of respective workplans, the selection of youth panel members, and a two-day residential training programme. Five quarterly meetings will be held beginning in mid-January 2020 and running through to mid-January 2021, followed by an evaluation and reporting phase that will last for 1.5 months and end in February 2021.

C. Overall Objectives and Scope of Work

With the overarching view to empower youth to counter threats of VE online messaging, fake news and hate speech in Bangladesh, this initiative aims to:

- Provide context to UNDP and its Partner's current VE online monitoring and deepen understanding of the threats of VE online messaging, fake news and hate speech for youth through engagement with inclusive and diverse youth panels at Dhaka and Khulna
- Increase understanding on threats of VE online messaging, fake news and hate speech among youth and identify ways to respond.

Scope of Work (same in both Dhaka and Khulna):

1. Selection of youth panel members
 - Determine and agree on selection process and criteria with UNDP
 - Share information on the initiative, pre- and final selection of 20 youth panel members
2. Two-day Residential training program to build understanding of the threats caused by VE online messaging, hate speech and fake news, and to learn about global practices for building resilience and promoting digital literacy and citizenship

- Preparation of training plan and modules in Bangla, with support from UNDP and its Partner.
 - Organize and conduct training program
 - Prepare training report, including evaluation and lessons learned
3. Five quarterly meetings with youth panels to discuss VE online monitoring findings, reflect on experiences of the youth panel members, and discuss possible counter narratives and ways to build resilience against social media threats, starting from January 2020 and running until January 2021.
 - Prepare agenda and presentations following UNDP and its Partner's quarterly reports, with support from UNDP
 - Organize and facilitate full-day quarterly meetings
 - Record discussions and draft meeting reports
 4. Provide platform and facilitate knowledge exchange among youth panel members on VE contents, hate speech and fake news
 - Setup a platform/system for youth panel members to share and report messages with VE contents, hate speech and fake news
 - Orient and support youth panel members to report and share messages
 - Draft and submit monthly reports on messages shared by panel members to UNDP and its Partner, starting from January 2020 to December 2020
 5. Evaluation and final reporting
 - Agree with UNDP on a monitoring and evaluation framework
 - Submit annual progress report 2019 2020
 - Submit final report

Youth panel members:

In both Dhaka and Khulna, each panel will consist of 20 youth members. Selection criteria for the youth panel members will be agreed upon by UNDP and contracted organizations. Youth panels will be diverse in ethnicity and religion, gender balanced, diverse in occupational background (students, young professionals, skilled workers, government employees, etc.), and include youth working on social media issues and youth representatives of populations at risk to online radicalization. All youth panel members will be frequent users of social media

Geographic coverage:

Youth panel members will be selected from Dhaka and Khulna Divisions, and training and quarterly meetings will be organized at central locations in both cities that are easily accessible to all participants. In Dhaka panel members should include both urban and peri-urban youth. In Khulna panel members will include urban and rural youth, including from areas with a history of radicalization.

D. Expected Results and Deliverables

The expected results of this assignment will be:

- VE online monitoring findings verified and contextualized;
- VE online monitoring informed by social media users (youth);
- Increased awareness among youth of threats caused by VE online messaging, fake news and hate speech and on ways to respond;

The deliverables will be:

- Inception report with selection process and criteria for youth panel members, workplan, as well as M&E framework. The organization must explain in the inception report how they will ensure youth panel members from different backgrounds and gender can fully participate in training and quarterly meetings, and if required how allowances or other support will be provided to overcome barriers to participation;
- Training plan and modules in Bangla for two-day residential training developed, with support from UNDP and its strategic Partner;
- 20 youth panel members (at each location) selected and trained;
- Five full-day quarterly meetings organized and documented
- Platform/system at each location established for sharing of VE messages, fake news and hate speech among youth panel members. Messages compiled in monthly reports, submitted to UNDP.
- Emerging trends that require follow up in VE online monitoring reported for follow up by UNDP/ its Partner, including response on adhoc requests for information from UNDP/ its Partner
- Whole process evaluated and well documented

E. Deliverables/Outputs/Payment schedule

Deliverables/Outputs	Target Due Dates (Tentative)	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Methodological Report at project inception, including detailed work plan;	31/10/2019	Payment will be made upon confirmed acceptance by the UNDP Project Manager; Need approval of work plan to be prepared and submitted with inception report.
Residential training and training report	10/12/2019	
First quarterly meeting report	31/01/2020	
Second quarterly meeting report, and 3 monthly reports (Jan-March)	30/04/2020	
Third quarterly meeting report, and 3 monthly reports (Apr-June)	31/07/2020	
Fourth quarterly meeting report, and 3 monthly reports (July-Sept)	31/10/2020	
Annual progress report 2019 - 2020	10/12/2020	
Fifth quarterly meeting report, 3 monthly reports (Oct – Dec),	31/01/2021	
Evaluation and final report	28/02/2021	
Provide UNDP information on emerging trends that require follow up in VE online monitoring	As required within valid contract duration. No additional cost implication	
F. Institutional Arrangement		
The activities will be overseen and supervised by the PTIB Project Manager. Contractual oversight will be provided by UNDP Operations Manager and cluster. Formation of youth panels and residential training from October till 10 th December 2019, holding of quarterly meetings from 31 st January 2020 to 31 st January 2021, and submission of monthly reports on youth panel social media findings from 1 st January 2020 till 31 st December 2020.		
G. Duration of the Work and Duty Stations		
This assignment will be for tentatively 17 months started from October 2019. All work will be undertaken in respectively Khulna and Dhaka Divisions.		
H. Qualifications of the Successful Contractor		
The key qualifications of the Firm/NGO are listed below. Firms/NGOs are welcome to propose team members, and to provide their CVs to demonstrate how they will meet the objectives of the consultancy within the allotted time period. Proposals must be tailored to demonstrate competence against these requirements. Failure to demonstrate the experience of the firm and possible team members against these eligibility criteria will result in proposals being discarded.		

Minimum Eligibility Criteria:**Firm/NGO**

- The firm will have all legal papers e.g. valid trade license, latest audit report, TIN and other updated documents to run a business in a legal way, NGOs do have government registration to receive UN/foreign funding.
- Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured)- describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Latest Audited Financial Statement- income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
- At least 5 years' experience of research, documentation and reporting on social issues, with preference in the areas of prevention of violent extremism, social cohesion and/or peacebuilding
- Experience of working with youth on social issues in the assigned area (Dhaka or Khulna Division)
- Experience in training design, implementation and evaluation.
- Must have an office in the assigned area (Dhaka or Khulna Division).
- Experience of working with any UN entity or international organization

Key personnel**Team leader:**

- At least postgraduate degree in Social Science related subject
- At least 5 years of professional experience in research on social issues, with preference in the fields of prevention of violent extremism, social cohesion and/or peacebuilding
- Demonstrable knowledge of working with youth
- Good English writing and verbal communications skills

Trainer/facilitator/s:

- At least four years of experience in training and youth engagement

Reporting officer:

- At least four years of experience in documentation and report writing in social science related research.

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

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 PTIB/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 the Methodological report at inception and workplan (October 2019);

2nd payment: 10% of total contract value will be paid after submission and acceptance of the training report (December 2019);

3rd payment: 25% of total contract value will be paid after submission and acceptance of the first, second and third Quarterly Report (July 2020);

4th payment: 25% of total contract value will be paid after submission and acceptance of the fourth Quarterly Report and annual progress report 2019 2020 (December 2020).

5th payment: 25% of total contract value will be paid after submission and acceptance of the fifth Quarterly Report and final report (February 2021)

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

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

INSERT TITLE OF THE SERVICES

Name of Proposing Organization / Firm:

	<p>Country of Registration:</p> <p>Name of Contact Person for this Proposal:</p> <p>Address: _____ Phone / Fax: _____ Email: _____</p>																					
	<p>SECTION 1: EXPERTISE OF FIRM/ ORGANISATION</p> <p><i>This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.</i></p> <p>Brief Description of Proposer as an Entity:</p> <p><i>Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organization / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.</i></p> <p>Track Record and Experiences:</p> <p><i>Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Name of project</th> <th style="width: 10%;">Client</th> <th style="width: 10%;">Contract Value</th> <th style="width: 10%;">Period of activity</th> <th style="width: 15%;">Types of activities undertaken</th> <th style="width: 15%;">Status or Date Completed</th> <th style="width: 35%;">References Contact Details (Name, Phone, Email)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)														
Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)																
	<p>SECTION 2 - APPROACH AND IMPLEMENTATION PLAN</p> <p><i>This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.</i></p> <p>2.1. Approach to the Service/Work Required:</p> <p><i>Please provide a detailed description of the methodology for how the organization/ firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Please include a sampling plan.</i></p> <p>2.2. Technical Quality Assurance Review Mechanisms:</p> <p><i>The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.</i></p> <p>2.3 Implementation Timelines:</p> <p><i>The Proposer shall submit a Gantt Chart indicating the detailed sequence of activities that will be undertaken and their corresponding timing.</i></p> <p>2.4. Sub-contracting:</p> <p><i>Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.</i></p>																					

2.5. Risks / Mitigation Measures:

Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate the risks. Include a plan to tackle non-response error which will arise during survey implementation. Please note that this will be reviewed carefully during the review process.

2.6. Anti-Corruption Strategy:

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

2.7. Partnerships:

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

2.8. Other:

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

SECTION 3: PERSONNEL**3.1 Management Structure:**

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

3.2 Staff Time Allocation:

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

3.3 Qualifications of Key Personnel:

Provide the CVs for key personnel that will be provided to support the implementation of this assignment. CVs should demonstrate qualifications in areas relevant to the Scope of Services and include signed declaration.

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 files). 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	70
1. Expertise of firm		
Relevant experience of research, documentation and reporting on social issues, with preference in the areas of prevention of violent extremism, social cohesion and/or peacebuilding	10	10
Experience/ extensive exposure of working with youth on social issues in the assigned area (Dhaka or Khulna)	10	10
Experience in training design, implementation and evaluation.	10	10
2. Expertise of Team Leader		
Professional experience in research on social issues, with preference in the fields of prevention of violent extremism, social cohesion and/or peacebuilding	10	10
3. Expertise of Trainer/facilitator		
Experience in training and youth engagement	5	5
4. Expertise of Reporting Officer		
Experience in documentation and report writing in social science related research	5	5
5. Methodology		
Quality and relevance of proposed methodology and approach.	10	10
Quality of proposed analytical framework.	10	10
Financial	30	30
Total	100	100
L. Identification of Risk and Risk Mitigation Plan		
The firm/NGO will be solely responsible for the deliverables and will be responsible to achieve the milestones. Any delay should be reported prior the time point of the milestones as per the submitted work plan. The firm must identify the risks to delivery and outline how it will mitigate against them i.e. outline risk management strategies.		
M. Responsibilities of the Contractor regarding cost component		
All costs related to this assignment including logistics, office arrangements, etc. shall be borne by the contractor		
N. 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 UNDP team along with a plan to remedy the delay		

Declaration

Date:

United Nations Development Programme

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

Assignment: “_____”

Reference: [RFP-BD-2019-040](#)

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,