



29 October 2019

REQUEST FOR PROPOSAL (RFP-BD-2019-050)

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring a Firm for Baseline Study of SID-CHT Project**

Proposals shall be submitted on or before 4.30 p.m. (local time) on Tuesday, November 12, 2019

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

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link: <https://etendering.partneragencies.org>; using your username and password. If you have not registered in the system before, you can register now by logging in using

Username: event.guest

Password: why2change

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

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

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

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (*with file name less than 60 characters*) in pdf format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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

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

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a combination of letters and a flourish.

The Proposal that complies with all of the requirements meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Operations Manager
October 29, 2019

Description of Requirements

Context of the Requirement	<p>Signing of the Chittagong Hill Tracts (CHT) Peace Accord in 1997 was a major political achievement marking the end of a protracted low intensity conflict in the region. Progress on establishing local institutions outlined in the Peace Accord, the creation of an improved environment for dialogue between communities and an increase in social services have built important foundations for longer term stability and social inclusion in the region. Despite these efforts, the Chittagong Hill Tracts still experiences relatively low levels of development with economic and social progress being held back resulting in increased pressures on scarce resources including land, continued extreme poverty below the national average and a lack of economic development and opportunity in the region. In virtually all social and economic indicators of the region is disadvantaged with limited access to education, an absence of clear linkages between the capabilities and needs of communities and state institutions as well as a lack of understanding of key challenges (7th FYP page 680). One of the key government strategies outlined in the 7th Five-Year Plan for tackling these challenges is to fully implement the provisions of the Peace Accord. The government also aims at implementing accelerated development activities in the region.</p> <p>In collaboration with UNDP and other Development Partners, the Ministry of Chittagong Hill Tracts Affairs (MOCHTA) has implemented several projects in 3 Hill Districts during the last decade. The interventions of these projects mainly strengthened community stability and supported communities build resilience and collective actions. Therefore, measuring the key results of all of these interventions comparing to baseline data considering treatment and control information is crucial in order to understand whether this project is being created positive impacts to local livelihood and environment.</p> <p>The study aims to assess the overall inclusive development prescribed and implemented through SID-CHT project. The overall objective of the baseline study is to assess the pre-project conditions in terms of community land, resources and its management; how local people participate to influence decision making and how local governments are responsive to democratic governance and effective services. Along with this overall objective, the specific objectives of the baseline survey are to:</p> <ul style="list-style-type: none"> • Collect baseline data considering control and treatment groups from different components and indicators of the project; • Conduct initial analysis of the data collected from field; • Generate a set of benchmarks in terms of relevance, validity, efficiency, effectiveness, impact and sustainability that will assist making comparisons at the end of the project;
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	<ul style="list-style-type: none"> • Conduct a short gender analysis (overall women economic and social empowerment) from the sample data; • Provide programmatic recommendations on what needs to be considered in project implementation based on the major findings;
Implementing Partner of UNDP	Strengthening Inclusive Development project in CHT, UNDP Bangladesh
Brief Description of the Required Services	<p>The brief scope of work of this assignment is outlined below:</p> <ul style="list-style-type: none"> • <u>Review secondary document</u>: the SID-CHT project has a long-term vision to strengthen inclusive development in the CHT areas by engaging local government and Hill District Councils. The Prodoc of the project has explicit description of each objective linking with all activities; therefore, reviewing Prodoc and other key materials (project proposals) would help understand the project and its specific modalities. The SID-CHT team will provide all the key materials to the selected firm/agency. • <u>Prepare detailed methodology</u>: the prospective firm/agency will develop a detailed methodology for collecting treatment and control data including workplan, sample framework, data analysis, data quality assessment and reporting plan. The whole methodology will be reviewed and approved by the SID-CHT staff. This methodology is subject to approval/clearance from UNDP. • <u>Sample framework determination and strategy</u>: A total of 3,560 samples (2,810 treatment and 750 control) have been estimated considering different project's beneficiaries and groups. <u>Therefore, the prospective firm will make a geographical distribution (sampling framework) of the estimated samples according to the project's Upazila and Unions.</u> The SID-CHT team will provide technical support to make area wise sampling framework. • <u>Prepare the key questions/variables of this baseline study</u>: this will be a crucial task and needed multi-stakeholder engagement for preparing key questions/variables. This study requires project specific questionnaire due to different projects and indicators. The final questionnaire will be developed according to the key indicators and objectives of each project. Both quantitative and qualitative tools are suggested to prepare for capturing different benchmarks of all indicators. A significant number of KAP data (Knowledge, Attitude and Practice) will be collected against each indicator from all components of each project. The development of key questions is subject to approval/clearance from UNDP.

	<ul style="list-style-type: none">• <u>Baseline data collection</u>: After finalization of the questionnaire and conducting a proper field test, the selected firm will hire appropriate number of researchers/surveyors/data entry personnel with sufficient experiences in data collection, analysis and reporting. They will collect data from households, group, local government institution's, key project staff, and any other relevant organization's using appropriate data collection methods/tools. In order to ensure quality data collection, experienced field enumerators and survey coordinators will be trained proactively on the final questionnaire. Using of electronic/mobile based data collection tools is highly encouraged for this baseline study.• <u>Data Entry/Data Quality Control/Data Management</u>: The selected firm will design and implement a system for data entry and database management. Both offline and on-line based database management systems are encouraged to use. The firm needs to ensure the quality of data with a robust quality assurance mechanism in the whole data entry/management process. During data collection from field, representatives of SID-CHT project will conduct regular data quality assessment and provide feedback on-spot basis.• <u>Data analysis plan</u>: UNDP will seek/recommend using of different statistical analyses such as univariate, bivariate and multivariate for producing outputs. Therefore, a number of relevant statistical analyses and its outputs to be considered in the baseline report. In addition to this, different infographic, charts, and graphs will be highly recommended to add making the report meaningful. Gender is an important part of the project; hence this should be a sperate analysis to be included in the main report. Showing comparison between treatment and control groups is highly recommended.• <u>Final report and presentation</u>: The firm will share a draft report including the main findings with UNDP and other relevant stakeholders through a presentation. The feedback/recommendation received from this presentation will be incorporated for finalization of the baseline report. The final report should include a wide range of programmatic recommendations on what needs to be considered in project implementation based on the main findings of the study.						
List and Description of Expected Outputs to be Delivered	<table><tr><td>S</td><td>Output/Deliverables</td><td>Timeline</td></tr><tr><td>.</td><td></td><td></td></tr></table>	S	Output/Deliverables	Timeline	.		
S	Output/Deliverables	Timeline					
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	1	Detailed methodology of the assignment, include: 1) overall baseline study strategies, 2) detailed work plan, 3) sampling framework, 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender analysis plan; 8) reporting plan	Within 1st week from the signing of the contract.
	2	A set of data collection tools, including survey questionnaires, checklists, and guidelines (Bengali as well as English version);	Within 2nd week from the signing of the contract.
	3	An inception report including the methodology, sample framework, data collection, analysis and reporting plan etc;	Within 2nd week from the signing of the contract.
	4	Draft study report (5 set) hard copies and soft copies	Within 7th week from the signing of the contract.
	5	Final study report (English) along with a maximum of 3-page executive summary (10 set, binding) and in soft copy format (MS Word & PDF version)	Within 8th week from the signing of the contract.
	6	Raw datasets (STATA and SPSS formats);	Within 10th week from the signing of the contract
	7	Clean datasets in a user-friendly format (STATA and SPSS formats), including description of data structure, syntax file and output file.	Within 12th week from the signing of the contract
Person to Supervise the Work/Performance of the Service Provider	Project Manager, SID CHT		
Frequency of Reporting	As indicated in the ToR		
Progress Reporting Requirements	As indicated in the ToR		
Location of work	<input type="checkbox"/> Exact Address/es As indicated in the ToR		
Expected duration of work	Duration of the assignment will be 60 working days in 3 months period		
Target start date	November 2019		
Latest completion date	January 2020		
Travels Expected	As indicated in the ToR		

Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others As per ToR
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input 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"/> must be inclusive of VAT
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<ul style="list-style-type: none"> ▪ 1st payment: 20% of contract value will be paid on submission and acceptance of the inception report. ▪ 2nd payment: 40% of contract value will be paid on submission of draft study report. ▪ 3rd payment: 20% of contract value will be paid on submission of final study report and accepted by UNDP. ▪ Final payment: 20% of contract value will be paid on submission of workshop completion report and handing over clean datasets
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, SID CHT
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

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	<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>
Criteria for the Assessment of Proposal	<p>Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:</p> <p>Minimum eligibility criteria of the consultancy firm:</p> <ul style="list-style-type: none"> • Business Licenses – Registration Papers, Tax Payment Certification, etc. • 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; • Firm/agency profile (which should not be more than 15 pages) – describing the nature of business, field of expertise, licenses, certifications, accreditations; • At least 7 years' experience in conducting research on Local economic development/Social/ Governance/Agriculture/ Forestry/Social Cohesion/ conflict management or relevant issues; • Have experience of conducting at least 5 regional level research studies mainly based on sample survey; • Previous experience of working with a UN agency/International NGO/bilateral donor/Government <p>Minimum eligibility criteria of the key personnel:</p> <p>Team Leader/Lead Researcher:</p> <ul style="list-style-type: none"> • Minimum Master's in Social Sciences or Agriculture. Degree in Political Science, Economics, Public Administration, Governance and/or Development Studies • Minimum 7 years of experience in designing and conducting research, assessments, and baseline of similar nature; • Proven experience to develop baseline survey strategies, including data collection methodologies; • At least 5 assignments focusing agriculture and or livelihood related baseline/research as team lead or critical member. (List of completed research or links of publications to be enclosed); <p>Local Government Expert (CHT):</p> <ul style="list-style-type: none"> • Minimum Master's in Public Administration, Political Science and IR or any other discipline of Social Science; • Minimum 5 years of experience in local government/local economic development project, • Proven experience to develop baseline survey strategies,

including data collection methodologies considering the CHT context;

- experience in data collection, analysis and reporting

Statistician:

- Minimum Master's in Statistics, Economics, or any other discipline of Social Sciences;
- At least 5 years' experience in the design and implementation of MIS in development projects implemented by national/international NGOs/UN bodies/ Government;
- Proven experience to develop baseline survey strategies, including data collection methodologies;
- 5 years' experience on SPSS or Strata/other MIS software development;
- Have experience on report generation using statistical software;
- Have experience to work with Government Officials and Local Government representatives;

Social Cohesion/Gender Analyst:

- Minimum Master's in Social Sciences, IR, Political Science, Public Administration, Gender Studies, Development Studies or Sociology
- Minimum 5 years of experience in conducting/coordinating research, assessments, and reviews on gender inclusion, livelihoods, social rehabilitation, community development, employment generation, social conflict management, youth mobilization;
- Have experience of completing at least 3 assignments related to data collection and management of survey/research and baseline. (List of completed research to be enclosed.)

Field Coordinator:

- Minimum master's in social sciences, Political Science, Public Administration, Governance Studies, Development Studies and Sociology
- Minimum 5 years of experience in conducting/coordinating research, assessments, reviews and baseline;
- Must have experience of completing at least two assignments related to data collection and management of survey/research and baseline.

Data Enumerators:

(The selected firm will propose the number of data collectors that are needed to deploy)

- Bachelor's in Social Sciences, Political Science, Public Administration, Governance and/or Development Studies
- Minimum 2 years of experience in collecting data from field
- Must have experience of completing at least two assignments focusing quantitative and qualitative field

data collection from field

The firm must propose the number of data Enumerators that are needed to conduct survey.

**** CVs not more than 5 pages**

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

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

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

Technical Proposal (70%)

☒ Background experience/ Expertise of Firm

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

☒ Qualifications and competence of the key staff for the

Evaluation Criteria		Marks
1. Organizational strength and relevant expertise		
1.1	Overall working experience of a similar development project related surveys/evaluations / reviews at local and international level	10
1.2	Considerable experiences in undertaking rural-semi-urban Socioeconomic baseline as well as livelihood studies in Bangladesh	5
1.2	Experience in working with UN agencies and/or other development partners on similar assignments	5
Sub-total		20
2. Understanding of the assignment, proposed approach and methodology		
2.1	Technical quality and relevance of proposed approach and methodology, including selection of sampling framework and roles of personnel(s) will undertake	35
2.2	Appropriateness of proposed implementation timelines	5
Sub-total		40
3. Team composition, including CVs of each team member		
3.1	Team Leader related working experience in conducting high level surveys/evaluations / reviews on national strategies, action plans, or similar outputs	5
3.2	Team member: relevant background	5
Sub-total		10
Total Technical evaluation		70

Assignment

BASIS OF TECHNICAL EVALUATION

	<p>Financial Proposal (30%)</p> <p>In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the 'best value for money'. The contract will be awarded to the Contractor based on the cumulative method. The formula for the rating of the Proposals will be as follows:</p> <p>Rating the Technical Proposal (TP): TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p>Rating the Financial Proposal (FP): FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p>Total Combined Score: (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) =Total Combined and Final Rating of the Proposal</p> <p>The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Written Self-Declaration (Annex 5)
Contact Person for Inquiries (Written inquiries only)	bd.procurement@undp.org <i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 05 November 2019. "Queries on RFP-BD-2019-050"</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information	<p>A pre-bid meeting will be held at IDB Bhaban, (19th floor), meeting room, for the clarification on the bidding document and ToR <u>on 05 November 2019 at 11.00 AM.</u></p> <p>Note: Bidder needs to carry a valid Passport/NID/Credit or Debit card with photo/Original driving license in order to enter into IDB Bhaban for the pre-bid meeting.</p>



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:

Minimum eligibility criteria of the consultancy firm:

- Business Licenses – Registration Papers, Tax Payment Certification, etc.
- 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;
- Firm/agency profile (which should not be more than 15 pages) – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- At least 7 years' experience in conducting research on Local economic development/Social/Governance/Agriculture/ Forestry/Social Cohesion/ conflict management or relevant issues;
- Have experience of conducting at least 5 regional level research studies mainly based on sample survey;
- Previous experience of working with a UN agency/International NGO/bilateral donor/Government

Minimum eligibility criteria of the key personnel:**. Team Leader/Lead Researcher:**

- Minimum master's in social sciences or Agriculture. Degree in Political Science, Economics, Public Administration, Governance and/or Development Studies
- Minimum 7 years of experience in designing and conducting research, assessments, and baseline of similar nature;
- Proven experience to develop baseline survey strategies, including data collection methodologies;
- At least 5 assignments focusing agriculture and or livelihood related baseline/research as team lead or critical member. (List of completed research or links of publications to be enclosed);

Local Government Expert (CHT):

- Minimum Master's in Public Administration, Political Science and IR or any other discipline of Social Sciences;
- Minimum 5 years of experience in local government/local economic development project,
- Proven experience to develop baseline survey strategies, including data collection methodologies considering the CHT context;
- Experience in data collection, analysis and reporting

Statistician:

- Minimum Master's in Statistics, Economics, or any other discipline of Social Sciences;
- At least 5 years' experience in the design and implementation of MIS in development projects implemented by national/international NGOs/UN bodies/ Government;
- Proven experience to develop baseline survey strategies, including data collection methodologies;

- 5 years' experience on SPSS or Strata/other MIS software development;
- Have experience on report generation using statistical software;
- Have experience to work with Government Officials and Local Government representatives;

Social Cohesion/Gender Analyst:

- Minimum Master's in Social Sciences, IR, Political Science, Public Administration, Gender Studies, Development Studies and Sociology
- Minimum 5 years of experience in conducting/coordinating research, assessments, and reviews on gender inclusion, livelihoods, social rehabilitation, community development, employment generation, social conflict management, youth mobilization;
- Have experience of completing at least 3 assignments related to data collection and management of survey/research and baseline. (List of completed research to be enclosed.)

Field Coordinator:

- Minimum master's in social sciences, Political Science, Public Administration, Governance Studies, Development Studies and Sociology
- Minimum 5 years of experience in conducting/coordinating research, assessments, reviews and baseline;
- Must have experience of completing at least two assignments related to data collection and management of survey/research and baseline.

Data Enumerators:

(The selected firm will propose the number of data collectors that are needed to deploy)

- Bachelor's in Social Sciences, Political Science, Public Administration, Governance and/or Development Studies
- Minimum 2 years of experience in collecting data from field
- Must have experience of completing at least two assignments focusing quantitative and qualitative field data collection from field

The firm must propose the number of data Enumerators that are needed to conduct survey.

**** CVs not more than 5 pages**

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

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

A. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

B. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- 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.*

C. Cost Breakdown per Deliverable* (The file with the "FINANCIAL PROPOSAL" must be encrypted with

a password)

D.

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	1st payment: 20% of contract value will be paid on submission and acceptance of the inception report	20%	
2	2nd payment: 40% of contract value will be paid on submission of draft study report.	40%	
3	3rd payment: 20% of contract value will be paid on submission of final study report and accepted by UNDP.	20%	
4	Final payment: 20% of contract value will be paid on submission of workshop completion report and handing over clean datasets	20%	
	Total	100%	

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

E. Cost Breakdown by Cost Component *[This is only an Indicative Example. Bidder is expected to submit financial proposal according to proposed proposal]:*

Description of Activity	Daily Fees in BDT	Total Period of Engagement	No. of Personnel	Total Rate in BDT
I. Personnel Services				
Team Leader/Lead Researcher				
Local Government Expert (CHT)				
Statistician				
Social Cohesion/Gender Analyst				
Field Coordinator				
Data Enumerators				
Other staff related cost as applicable, i.e. interviewers, other office staff etc.				
TOTAL CONSULTANCY FEES IN BDT				

*The Firm could add other staff if required by the proposed proposal.

** Please indicate position as applicable.

II. Reimbursable Fees:

No.	Description	Unit	**QTY	No. of Personnel to Travel	Unit Price in BDT	Total Price in BDT
1	Workshop Costs (As applicable)					

2	Miscellaneous:					
2.1	Transportation (local)/Travel cost	Lump Sum				
2.2	Reproduction	Lump Sum				
2.3	Stationery and related costs	Lump Sum				
2.4	Equipment and related items	Lump Sum				
2.5	Communication	Lump Sum				
2.6	Other office cost; if any	As required				
Total Reimbursable Costs in BDT:						

*Reimbursable costs quoted will be subject to verification by UNDP during the financial evaluation.

** The company should indicate the quantity and number of Personnel required.

***The company should quote for any other reimbursable costs if required and as applicable.

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

[Designation]

[Date]

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

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

2.0 SOURCE OF INSTRUCTIONS:

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

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

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

4.0 ASSIGNMENT:

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

5.0 SUB-CONTRACTING:

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

6.0 OFFICIALS NOT TO BENEFIT:

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

7.0 INDEMNIFICATION:

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

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

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

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

9.0 ENCUMBRANCES/LIENS:

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

10.0 TITLE TO EQUIPMENT:

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

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

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

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

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

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

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

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

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

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

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

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

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

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

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

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

15.0 TERMINATION

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

16.0 SETTLEMENT OF DISPUTES

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

17.0 PRIVILEGES AND IMMUNITIES:

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

18.0 TAX EXEMPTION

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

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

19.0 CHILD LABOUR

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

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

20.0 MINES:

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

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

21.0 OBSERVANCE OF THE LAW:

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

22.0 SEXUAL EXPLOITATION:

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

23.0 AUTHORITY TO MODIFY:

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

Terms of Reference

Hiring a Firm for Baseline Study of SID-CHT Project

A. Description of the Assignment

The Term of Reference is prepared to conduct a baseline study under Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT) Project as a part of UNDP's decentralization evaluation process. This study will be commissioned to collect data from community land, resources and livelihood management; social participation and influence on decision-making; and demographic governance and their responsive effective services of 26 Upazilas and 121 Unions in the Chittagong Hill Tract (CHT) areas and 3 Upazilas of Cox's Bazar district. The key objective of this baseline study will be to generate a set of benchmarks against all indicators with respect to treatment and control groups, which will help to monitor and assess the results and achievements of SID-CHT project throughout its different implementation periods and at the end of the project.

B. Project Description:

Signing of the Chittagong Hill Tracts (CHT) Peace Accord in 1997 was a major political achievement marking the end of a protracted low intensity conflict in the region. Progress on establishing local institutions outlined in the Peace Accord, the creation of an improved environment for dialogue between communities and an increase in social services have built important foundations for longer term stability and social inclusion in the region. Despite these efforts, the Chittagong Hill Tracts still experiences relatively low levels of development with economic and social progress being held back resulting in increased pressures on scarce resources including land, continued extreme poverty below the national average and a lack of economic development and opportunity in the region. In virtually all social and economic indicators of the region is disadvantaged with limited access to education, an absence of clear linkages between the capabilities and needs of communities and state institutions as well as a lack of understanding of key challenges (7th FYP page 680). One of the key government strategies outlined in the 7th Five-Year Plan for tackling these challenges is to fully implement the provisions of the Peace Accord. The government also aims at implementing accelerated development activities in the region.

In collaboration with UNDP and other Development Partners, the Ministry of Chittagong Hill Tracts Affairs (MOCHTA) has implemented several projects in 3 Hill Districts during the last decade. The interventions of these projects mainly strengthened community stability and supported communities build resilience and collective actions. Therefore, measuring the key results of all of these interventions comparing to baseline data considering treatment and control information is crucial in order to understand whether this project is being created positive impacts to local livelihood and environment.

The study aims to assess the overall inclusive development prescribed and implemented through SID-CHT project. The overall objective of the baseline study is to assess the pre-project conditions in terms of community land, resources and its management; how local people participate to influence decision making and how local governments are responsive to democratic governance and effective services. Along with this overall objective, the specific objectives of the baseline survey are to:

- Collect baseline data considering control and treatment groups from different components and indicators of the project;
- Conduct initial analysis of the data collected from field;
- Generate a set of benchmarks in terms of relevance, validity, efficiency, effectiveness, impact and sustainability that will assist making comparisons at the end of the project;

- Conduct a short gender analysis (overall women economic and social empowerment) from the sample data;
- Provide programmatic recommendations on what needs to be considered in project implementation based on the major findings;

C. Scope of Work:

The brief scope of work of this assignment is outlined below:

1. Review secondary document: the SID-CHT project has a long-term vision to strengthen inclusive development in the CHT areas by engaging local government and Hill District Councils. The Prodoc of the project has explicit description of each objective linking with all activities; therefore, reviewing Prodoc and other key materials (project proposals) would help understand the project and its specific modalities. The SID-CHT team will provide all the key materials to the selected firm/agency.
2. Prepare detailed methodology: the prospective firm/agency will develop a detailed methodology for collecting treatment and control data including workplan, sample framework, data analysis, data quality assessment and reporting plan. The whole methodology will be reviewed and approved by the SID-CHT staff. This methodology is subject to approval/clearance from UNDP.
3. Sample framework determination and strategy: A total of 3,560 samples (2,810 treatment and 750 control) have been estimated considering different project's beneficiaries and groups. Therefore, the prospective firm will make a geographical distribution (sampling framework) of the estimated samples according to the project's Upazila and Unions. The SID-CHT team will provide technical support to make area wise sampling framework.
4. Prepare the key questions/variables of this baseline study: this will be a crucial task and needed multi-stakeholder engagement for preparing key questions/variables. This study requires project specific questionnaire due to different projects and indicators. The final questionnaire will be developed according to the key indicators and objectives of each project. Both quantitative and qualitative tools are suggested to prepare for capturing different benchmarks of all indicators. A significant number of KAP data (Knowledge, Attitude and Practice) will be collected against each indicator from all components of each project. The development of key questions is subject to approval/clearance from UNDP.
5. Baseline data collection: After finalization of the questionnaire and conducting a proper field test, the selected firm will hire appropriate number of researchers/surveyors/data entry personnel with sufficient experiences in data collection, analysis and reporting. They will collect data from households, group, local government institution's, key project staff, and any other relevant organization's using appropriate data collection methods/tools. In order to ensure quality data collection, experienced field enumerators and survey coordinators will be trained proactively on the final questionnaire. Using of electronic/mobile based data collection tools is highly encouraged for this baseline study.
6. Data Entry/Data Quality Control/Data Management: The selected firm will design and implement a system for data entry and database management. Both offline and on-line based database management systems are encouraged to use. The firm needs to ensure the quality of data with a robust quality assurance mechanism in the whole data entry/management process. During data collection from field, representatives of SID-CHT project will conduct regular data quality assessment and provide feedback on-spot basis.
7. Data analysis plan: UNDP will seek/recommend using of different statistical analyses such as univariate, bivariate and multivariate for producing outputs. Therefore, a number of relevant statistical analyses and its outputs to be considered in the baseline report. In addition to this,

different infographic, charts, and graphs will be highly recommended to add making the report meaningful. Gender is an important part of the project; hence this should be a separate analysis to be included in the main report. Showing comparison between treatment and control groups is highly recommended.

8. **Final report and presentation:** The firm will share a draft report including the main findings with UNDP and other relevant stakeholders through a presentation. The feedback/recommendation received from this presentation will be incorporated for finalization of the baseline report. The final report should include a wide range of programmatic recommendations on what needs to be considered in project implementation based on the main findings of the study.

Proposed Methodology:

One of the major technical recommendations is that the prospective firm/agency will deploy both quantitative and qualitative survey methodologies, including beneficiaries' perception survey, household & institutional surveys, key informant interviews, focus group discussions, as needed. An intensive quantitative survey will be carried out for collecting indicator wise information while qualitative data collection will be based on knowledge, attitude and practice (KAP). Both qualitative and quantitative data collected from field need to be as quantified or coded as possible using robust statistical software.

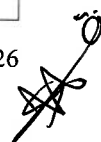
The prospective firm/agency needs to propose the most widely used data collection methodologies for both treatment and control groups in the proposal. It should be as much detailed as possible consisting strong concept and proactive statistical analyses. Using of mobile/tab-based (ODK/Kobo) application for collecting quantitative and qualitative data is highly encouraged. Before stating the data collection, the whole process should be participatory engaging local level government high officials, implementing partners, project concerns, key stakeholders and a wide cross-section of staff and beneficiaries incorporating gender equity approach.

Key Indicators of the Baseline Study:

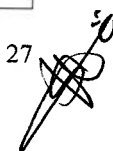
The key indicators of the project are listed below:

	Key indicators
AFSP III Project	
	Agricultural production of female and male marginal and small farm households increased and diversified through IFM-FFS in the Chittagong Hill Tracts
	% increase in yields and production of beneficiary Households (HH) (Vegetable, Fruits, Eggs, Chicken, Pig, Goat, Cow: milk in liter and Fish)
	% HH intake of diversified nutritious food
	% HH food intake KCAL (per person per day)
	% of beneficiary HH in target communities with increased access to decentralized extension services
	% of HH which adapted climate resilient technology
	% of HHs receiving livelihood co-benefits
	Knowledge and skill of CHT stakeholders (Master trainers, FFS Facilitators, Government of Bangladesh (GoB) Officers) enhanced
	% of trained CHT stakeholders (Master trainers, FFS Facilitators, Government of Bangladesh (GoB) Officers) who believe their knowledge and skills on IFM-FFS have increased after training
	IFM-FFS implemented through participatory and 'learning by doing approach'
	% of GoB Line Department Officers that provided follow up support
	Access to market linkages (input-output) promoted and facilitated
	% of HHs with access to quality agricultural inputs
	1.1 Percentage of small and marginal farm households in target communities improved food security through agricultural production.

	1.2 Percentage increase in yield and production (crops, livestock and fish) of beneficiary households in target communities.
	1.3 Percentage of small and marginal farm households in target communities that have improved farming skills.
	1.4 Percentage of poor households in target communities that have improved their living condition benefiting from community development projects.
	1.2 % of beneficiary HH in target communities who adapted at least 5 (five) Integrated Farm Management -Farmer Field School (IFM FFS) promoted technologies
	1.7 Number of rural and urban youths that have increased capacity in alternative livelihood skills
CCRP Project	% of households in targeted communities able to improve their livelihood in identified watersheds
	% of communities that have completed Community Climate Vulnerability Assessments
	% of selected communities with Local Resilience Plans
	% of communities (with nearly 50% women participation) that implemented prioritized and selective risk reduction actions
	% of community members perceiving difference in levels of risks
	% of communities supported (technical and/or financial) by CHT institutions
	1.8 % of households in targeted communities are better able to reduce loss of productive days and loss of stock and crops due to climate and environment induced hazards.
	1.9 % of communities that have completed community climate vulnerability assessments through a participatory way.
	1.10 % of communities that have local resilience plans as a result project intervention.
	1.11 % of communities that are able to implement prioritized and selective risk reduction actions.
	[CPD Indicator 3.1.3] Number of women and men with increased resilience at the household and community level
Support to host Community Project	
	Agricultural productions of poor households increased, diversified, income increased and livelihood stabilized
	% increase in yields and production of targeted Households (HH) (Vegetable, fruits, poultry, livestock and forest species)
	% of beneficiary HH in target communities with increased access to extension services;
	% of HHs increased Annual Income (Annual gross income & Annual Net income);
	% of HHs increased Annual Income from Agriculture (Annual gross income & Annual Net income from Agriculture);
	% of HHs with access to quality agricultural inputs
	% of participating farmers have access to high quality farming inputs (including agroforestry)
	% farmers linked to traders/buyers for selling their agricultural produces
	% of farmers implementing improved agroforestry systems;
	# of employment created for earning income
	% of participating household cope better with the situation of Rohingya influx
	% of beneficiary households applying at least one additional farming component
	% of households engaged in various community groups/ forums;
	Community groups and stakeholders mobilized and livelihood stabilization approaches adapted
	% of beneficiaries HHs adapted improved farming technologies



	% of HH with agroforestry plans
	% of HHs receiving livelihood co-benefits
Social cohesion	Improved community skills in conflict resolution, gender and youth engagement contributing to limiting negative effects of influx
	Number of disputes/conflicts resolved as consequence of the project
	% of participating households engaged in various community groups/ forums
	Number of community groups that are participating in decision making in dispute resolution process at Union and Upazila level
CIDA Project	
	Increased enrolment and retention rate for girls in primary, secondary and skilled based education in CHT
	% of enrolment rate increased for girls in primary and secondary education
	% of retention rate increased for girls in primary and secondary education against baseline
	% of girls and women in skilled based education against baseline
	Increased access and retention of girls and adolescent girls, particularly those from ethnic minorities and including those with disabilities, in primary and secondary education
	% of girls have access to safe learning environment
	% of retention rate of girls in education
	Improved quality of education in primary and secondary schools for girls, adolescent girls and women
	% of girls, adolescent girls/women with access to gender-responsive teaching materials
	# of teachers applying gender responsive teaching methods
	Increased employability and business opportunities for adolescent girls and women, particularly those from ethnic minorities and with disabilities
	% of girls and women contributing to household income through skilled based education followed by employment/ business opportunities
	# of employment/ business opportunities created for adolescent girls and women and WWD
	Increased skills and competencies among education stakeholders (teachers, parents, local communities, CSOs etc) to ensure equitable access to safe and inclusive education by girls from ethnic minorities and with disabilities.
	% of targeted education stakeholders that have increased understanding on reducing barriers for girls and women in access to education
	Increased capacity of girls and women to claim their rights of education and make their voices heard in decision-making processes
	% of girls and women that have increased capacity to claim their rights to education.
	Upgraded gender-responsive infrastructures and facilities in schools to create safe and inclusive learning spaces for girls
	# of girls benefited through upgraded gender responsive facilities in school
	Increased teaching skills of teachers to provide gender-sensitive and environmentally responsive education to girls, adolescent girls and women
	# of teachers increased technical knowledge to provide inclusive and gender sensitive education
	Increased vocational skills and job-related knowledge, including financial and digital literacy, of adolescent girls and women.
	% of girls and women increased in vocational / non-traditional field of employability (women in driver, welding, electrician, plumber, etc)
	# of teachers increased technical knowledge to provide inclusive and gender sensitive education



Expected output 3 from Prodoc	Democratic governance strengthened with responsive institutions and effective services:
	3.3 Level of public knowledge and confidence of the functions and services provided by the hill councils and local government offices.
	3.9 Number of disputes resolved employing mediation and alternative dispute mechanisms.
	3.11 Number of formal justice sector actors that have increased knowledge of tribal traditional forms of justice in CHT.
	3.12 Number of traditional leaders that have increased knowledge on human rights and traditional justice system.
CHT-WCA Project	
	% of increase in number of groups (LVMFs, VCFs, debate clubs, etc) who increased their knowledge, skills and capacity after receiving thematic training on peacebuilding and conflict resolution.
	% of increase in number of seedlings/saplings per ha in sample VCFs and RFs covered under the CHTWCA
	% of increase in number of trainees who increased their knowledge and skill after receiving thematic training on peacebuilding and conflict resolution, watershed management, climate change, livelihood skill development and project management
	% of increase in household income as a result of livelihood interventions
	% of increase in number of household awareness due to awareness raising activities on NRM practices
	Quantity of greenhouse gas emissions, measured in metric tons of CO ₂ e, reduced or sequestered as a result of USG assistance (Project team will help)

However, the final list of indicators will be decided with help of SID-CHT team.

D. Location

Requirement	Location		
Baseline study of SID-CHT Project	District	Upazila	Project
	Rangamati	26	AFSP III, CCRP, CHT-WCA, Host Community, CIDA
	Bandarban		
	Khagrachari		
	Cox's Bazar	3	Host Community

E. Expected Outputs:

Under this assignment, the prospective firm/organization will deploy necessary staff as per recommendation to implement the activities within the stipulated time. The major expected output of this assignment will be to collect quality data for preparing a final baseline report highlighting the key findings and recommendations of this survey. The final deliverables of this assignment are mentioned in the Annex 1.

F. Institutional Arrangement

The contracted firm/organization will work under overall guidance of National Project Manager and will get overall technical supervision by Team Leader- Planning, Monitoring and Reporting (PMR) of SID-CHT, UNDP.

All costs related to this assignment including logistics, office arrangements, accommodation etc. shall be borne by the contractor. UNDP shall pay the lumpsum amount quoted in the financial proposal and shall be paid as achievement of milestones as mentioned in the TOR. Achieving the deliverables shall be the sole responsibility of the contractor. Any delay shall be communicated to the UNDP/project team along with a plan to remedy the delay.

The contractor is expected to work most of the time from their own office and attend meetings at UNDP/Project Office as required. Regular liaison, coordination and reporting will be maintained directly through the assigned focal person of SID-CHT project. Moreover, the firm/organization will maintain close coordination with other implementing partners and field teams. The firm/Organization will complete all activities and submit the final report at least one month before the last date of contract.

G. Duration of the work:

This would be a 60 working day. The major tasks of this ToR are described below:

Key tasks	Duration
Review secondary literature	2 days
Prepare detailed methodology such as sampling size & strategy both for control and treatment groups, data collection procedure, analysis and reporting plan etc. This will have a gender analysis including a proper workplan.	3 days
Prepare the key variable/questions of this baseline study	7 days
Inception report highlighting detailed methodology, key questions, workplan etc	5 days
Final field data collection	30 days
Data analysis of control and treatment including infographic, diagrams etc	6 days
Share first draft by presentation	1 day
Incorporation of feedback	5 days
Final submission through workshop	1 day
Total	60 working days

H. Qualification of the prospective firm/agency:

As per RFP Documents

K. Final Deliverables / Services from the Firm/Organisation

The main deliverables are: **Follow the Annex 1**

As per RFP Documents

L. Schedule of Payments:

The cost of the contract will be fixed for the successful contractor. No adjustment will be made on the assignment period and price determined by the signed contract. The price should take into account all HR, operations, fees, travel, logistics, workshops, trainings etc. for all activities mentioned under outputs and deliverables.

For each phase, UNDP will make payments, by bank transfer to the contractor's bank account, upon acceptance of the deliverables achieved by the contractor. Payment will be made in tranches based on milestone deliverables upon submission of invoices and upon certification of the work completed.

1st payment: 20% of contract value will be paid on submission and acceptance of the inception report.

2nd payment: 40% of contract value will be paid on submission of draft study report.

3rd payment: 20% of contract value will be paid on submission of final study report and accepted by UNDP.

4th and final payment: 20% of contract value will be paid on submission of workshop completion report and handing over clean datasets

M. Qualifications of the Successful Contractor:

As per RFP Documents

J3. Technical Proposal Design – NO MORE THAN 10 Pages.

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

INSERT TITLE OF THE SERVICES

Name of Proposing Organization / Firm:

Country of Registration:

Name of Contact Person for this Proposal:

Address:

Phone / Fax:

Email:

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

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

Brief Description of Proposer as an Entity:

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

Track Record and Experiences:

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

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

SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

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

2.1. Approach to the Service/Work Required:

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

2.2. Technical Quality Assurance Review Mechanisms:

The implementation strategy shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines:

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

2.4. Sub-contracting:

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

2.5. Risks / Mitigation Measures:

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

2.6. Anti-Corruption Strategy:

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

2.7. Partnerships:

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

2.8. Other:

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

SECTION 3: PERSONNEL

3.1 Management Structure:

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

3.2 Staff Time Allocation:

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

3.3 Qualifications of Key Personnel:

Provide the CVs for key personnel (Project Coordinator, Community Mobiliser cum Infrastructure Repairing Expert, Monitoring and Reporting Officer) that will be provided to support the implementation of this assignment. CVs should demonstrate qualifications in areas relevant to the Scope of Services and include signed declaration.

Expected qualification of team:

As per RFP Documents

K.4. Financial Proposal in a separate sealed envelop (including fee, travel cost, DSA, and other relevant expenses)

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

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

I. Evaluation

The CVs must be tailored to demonstrate competence against these requirements. Failure to demonstrate the competence of the firm/organisation and individual team members against these eligibility criteria will result in proposals being discarded. 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 sealed envelopes). The tender selection committee will first evaluate the technical proposal of the

firms/organisation. Any firms/institutions getting at least 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.

Technical Evaluation Criteria (Total 70 marks)

As per RFP Documents

Financial Evaluation (Total 30 marks)

All technical qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals received points according to the following formula:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Declaration

Date:

United Nations Development Programme

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

Assignment _____

Reference: RFP-BD-2019-050

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,