

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: IC-IN/2014-CHTDF02

Date: 16 Mar 2014

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**Project name:** Chittagong Hill Tracts Development Facility (CHTDF)

**Country:** Bangladesh

**Description of the assignment:** International Consultant–(Team Leader) for Preparing Project Document on CHT Watershed Co-Management Activity (CHTWCA) under UNDPs 'Adaptive Environmental Governance for the Poor (AEGP) Programme

**Duty Station:** Rangamati, Bangladesh (frequent field visits to other hill districts of CHT and Dhaka).

**Period of assignment/services:** The assignment is for 30 working days during the Month of May 2014 to June 2014.

Proposal should be submitted at [ebidbox-ctddf.bd@undp.org](mailto:ebidbox-ctddf.bd@undp.org) no later than **23<sup>rd</sup> April, 2014**. Proposal submitted to any other email address or location or submitted in hard copy shall not be considered.

Email subject line should contain the reference number "IC-IN/2014-CHTDF02"

Any request for clarification must be sent in writing to [mariam.rikta@undp.org](mailto:mariam.rikta@undp.org) and [habibur.rahman@undp.org](mailto:habibur.rahman@undp.org) CHTDF, UNDP will respond in writing by standard electronic mail including an explanation of the query.

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### 1. BACKGROUND

The Chittagong Hill Tracts (CHT) located in south-eastern corner of Bangladesh, is recognized as one of the most diverse areas in the country. The CHT is unique with hilly and remote terrain, poor rural communication infrastructure, ethnic & cultural diversity, scattered settlements on the isolated and remote places, and a history of political unrest that ended through the Peace Accord signed in 1997.

Following the signing of Peace Accord in 1997, UNDP responded to the development needs, with the support of international Donors and Government of Bangladesh through the project titled *Promotion of Development and Confidence Building in the CHT* – which started in 2003. The Community Empowerment programme (CEP) is one of the components of the project that manages Agriculture and Food Security Project (AFSP), community empowerment, rural women empowerment, marketing and economic development and recently signed agreement with USAID to implement a project titled "CHT Watershed Co-Management Activity (CHTWCA)" under UNDP's "Adaptive Environmental Governance for the Poor (AEGP)" programme.

The apex of the problems and challenges relating to natural resources and community livelihood in the CHT region broadly reflects a two-fold crisis: (i) an increasingly unsustainable land use system, and (ii)

the associated stress and insecurity in maintaining livelihood for the poor local communities. The mainstay of hill agriculture and land use has of late become unsustainable both in terms environmental conservation and livelihood security for the local communities.

“Adaptive Environmental Governance for the Poor (AEGP)” – a new programming endeavour of UNDP Bangladesh. The programme will apply adaptive co-management approach to ecosystem based adaptive NRM for biodiversity conservation and community resilience benefits.

This proposed programme will build on the work over the recent years to develop existing and new local institutions as a means of empowering user communities and improving natural resource sustainability through community based management and co-management.

The programme aims to develop adaptive co-management arrangements across ecologically significant areas of Bangladesh and will operate through the following five components:

1. Co-management of wetlands, coastal forests, Ecologically Critical Areas (ECAs) and common-pool resources
2. Chittagong Hill Tracts Watershed Co-management
3. Pro-poor enabling policy reform in the natural resources sector
4. Capacity Building for community based NRM
5. Environmental monitoring and compliance

These components are focused on building the capacity of the communities and institutions to manage critical ecosystems in a sustainable manner and to improve their livelihoods. This in turn, will enhance the resilience of both ecosystems and communities. The second component of AEGP covers both Reserved Forest (RF) and Village Common Forest (VCF) of CHT.

Specific *purposes* of CHTWCA (component two) are:

- (i) to secure well-functioning community based management for targeted VCFs, small streams and associated watersheds that delivers restored habitats and biodiversity and improved livelihoods for a majority of poor in those communities;
- (ii) to clarify and streamline the policy and institutional roles and mandates towards effective management of mouza forests/HDC forests including VCFs and small streams;
- (iii) to restore and enhance stocking of the selected RFs through community participation;
- (iv) to demonstrate sustainable hill farming practices for resilient livelihoods and watershed.

The AEGP CHT Watershed Co-management activity will deal with both VCF and RF management through the following three sub-components. CHTWCA will cover necessary efforts in line with its purposes under component 3, 4 and 5 as well.

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|------------------|--|
| Sub-component 1: | Sustainable Management of Village Common Forests (VCFs), Small Streams and Associated Watersheds for Livelihood Improvements |
| Sub-component 2: | Support to the Forest Department in RF management activities in CHT  |
| Sub-component 3: | Promoting sustainable hill farming practices for resilient ecosystems and livelihoods  |

In general, the AEGP CHT Watershed Co-management Activity will focus on creating and sustaining a participatory forest management model for VCFs and initiate RF management activities in CHT. According to the Peace Accord of 1997, the VCFs are managed by traditional institutions and communities that falls under HDC's jurisdiction while the RFs remain under jurisdiction of the FD. One of the major challenges to initiate any forestry based NRM program is the low level of confidence and trust between the key actors: Forest Department, MoEF, MoCHTA, CHTRC, HDCs and traditional institutions and IP leadership of CHT. UNDP's Chittagong Hill Tracts Development Facility (CHTDF) has successfully engaged with the CHT institutions and leadership for development and confidence building in the CHT. Hence, the CHT Development Facility will implement the VCF related activities in CHT under AEGP programme, while the AEGP programme will coordinate with Forestr Department and relevant institutions at national level. UNDP has initiated discussion with relevant parties to ensure smooth implementation of proposed activities.

It is noteworthy to mention that a project document has been prepared earlier capturing broader aspects, submitted to USAID and agreed accordingly. Now, the component documents, particularly the component of CHTWCA (VCF and RF parts) needs to be elaborated to translate into workable version with detailed inputs.

The International Consultant / Team Leader will work under the supervision of Chief, CEP Programme of CHTDF, UNDP – while s/he will take overall guidance from the Programme Analyst (Environment) of CCED Cluster of UNDP Country Office-.

## **2. MAIN OBJECTIVES, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The objective of the assignment is to review and further develop the Project (Component) Document on CHT Watershed Co-Management Activity in collaboration with National Consultants. The specific objectives are: (i) developing VCF component document and (ii) RF component document with detailed project formats.

## **3. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The scope of the assignment remains to review the existing project document and further develop it with providing substantial intellectual inputs, facilitating stakeholder consultations and reflecting those in the document.

- Review existing relevant documents available including AEGP programme document and existing CHTWCA documents;
- Consult with relevant stakeholders (includes, but not limited to the traditional leaders of 3 circles, Ministry of CHT Affairs, CHT Regional Council, Hill District Councils, Forest Depart, Ministry of Forest and Environment, NGOs etc.);
- Prepare a detailed project document covering VCF and RF parts strengthening the points/arguments where CHTWCA will be contributing in peace building process in CHT and addressing the needs of institutional capacity building in line with the peace accord;

**Technical inputs and supports in the following areas:**

- Careful review of relevant laws/policies and provide substantial inputs both on VCF and RF parts considering specific governance structure established through the spirit of Peace Accord signed in 1997.
- S/he will review both “Adaptive Environmental Governance for the Poor (AEGP)” of UNDP and CHTWCA project documents, consult with relevant personnel from UNDP Country Office and CHTDF, conduct consultative workshops, meetings with relevant stakeholders in order to get their valuable opinion and input on the project;
- Guide the national consultant to facilitate stakeholder consultations/discussions/FGDs.
- Revisit the logframe and provide inputs to improve with SMART indicators.
- Provide substantial inputs to the finalization of a quality project document.

The International Consultant will be based in Rangamati with frequent field visits to other hill districts of CHT and Dhaka.

**Tentative Payment Schedule:**

SN	Deliverable Assignment	Tentative Timeline	% of payment
1	<ul style="list-style-type: none"> <li>▪ Detailed work plan following the introductory/inception meeting with CHTDF-UNDP</li> <li>▪ Review of key documents</li> <li>▪ Submitting project component document on VCF part</li> </ul>	7 working days	20 % of total
2	<ul style="list-style-type: none"> <li>▪ Guide and lead the national consultant in consultative meetings/workshops with relevant stakeholders.</li> <li>▪ Finalising the reports on different consultations obtained from national consultant with necessary guidance/feedback considering CHT context.</li> <li>▪ Developing the draft project document (VCF and RF parts together) based on inputs from different consultations and presentation to CHTDF-UNDP management for feedback.</li> </ul>	20 working days	50% of total
3	Submission of final project document to CHTDF-UNDP after incorporating the feedbacks.	3 working days	30% of total

**Period of assignment/service:**

30 working days during the Month of May 2014 to June 2014.

**Inputs:**

CHTDF will provide working space in its offices, transport facilities for project related visits and necessary supports for the workshops and meetings. CHTDF will bear the costs of any travel outside duty station if required. All other inputs to carry out the service will have to be borne by the consultant including travel costs to duty station

**For detailed information, please refer to the Terms of Reference (TOR) in Annex I**

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **I. Academic Qualifications:**

- Advance degree in relevant disciplines such as development studies, natural resources management, community forestry or any relevant earth/life/social sciences discipline.

#### **II. Experiences:**

- At least 10 years' experience including in programme design and implementation in the areas of environment, climate change and natural resources management including experience in designing environmental governance programmes.
- Working experience in CHT or on forestry in areas inhabited by indigenous peoples will be an added advantage.
- Working experience in cross cultural team environment with international organizations and specific knowledge of Bangladesh context in the programme area is desirable
- Extensive experience in developing UNDP project documents is desirable
- Experience in participatory Natural Resources Management including experience in biodiversity conservation and/or environmental governance.
- Extensive experience in problem analysis, programme appraisal, M&E systems and logical framework development

#### **III. Competencies:**

- Working as team leader in different assignments will be an added advantage.
- Knowledge on decentralized governance and socio-political context of CHT is desirable
- Excellent writing skills in English including good oral communication capability;
- Strong interpersonal skills and ability to work in a multicultural setting.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

#### 1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology, including a timeline, on how they will approach and conduct the work

#### 2. Financial proposal (should be submitted in USD)

#### 3. Personal CV including past experience in similar projects and at least 3 references

### 5. FINANCIAL PROPOSAL

#### **Lump sum contracts:**

The financial proposal shall specify a total lump sum amount and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days). The financial proposal should be submitted in US Dollar.

#### **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using

their own resources. In the case of unforeseeable travel not mentioned in the TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

Proposal of Individual consultants will be evaluated based on the following methodologies:

### **Preliminary Evaluation:**

Prior to the technical evaluation all proposals will be screened based on the eligibility criteria mentioned in the table below. To be eligible for technical evaluation a proposal must meet both the criteria. Any proposal not meeting either of these criteria will be rejected from the evaluation. There is no scoring in this stage and screening will be done pass/fail basis.

<b><u>Eligibility Criteria</u></b>	
<ul style="list-style-type: none"> <li>Advance degree in relevant disciplines such as development studies, natural resources management, community forestry or any relevant earth/life/social sciences discipline.</li> </ul>	(Yes/No)
<ul style="list-style-type: none"> <li>At least 10 years' experience including in programme design and implementation in the areas of environment, climate change and natural resources management including experience in designing environmental governance programmes.</li> </ul>	(Yes/No)

### **Technical Evaluation: (Total obtainable score – 70)**

All proposals that passed through the preliminary evaluation will be scored out of 70 based on the criteria mentioned in the table below. To qualify in the technical evaluation a proposal must obtain minimum 70% of the total obtainable technical score or at least 49 points. Any proposal obtaining a score less than the minimum required score (49) will be technically disqualified. Proposals achieving 70% or more points in the technical evaluation will be considered for financial evaluation.

<b><u>Technical Evaluation (70%)</u></b>	<b>Total obtainable score</b>
1. Appropriateness of the proposed methodology including the timeline.	15
2. Experience in participatory Natural Resources Management including experience in biodiversity conservation and/or environmental governance.	20
3. Extensive experience in problem analysis, programme appraisal, M&E systems and logical framework development	20
4. Working experience in CHT or on forestry in areas inhabited by indigenous peoples will be an added advantage.	15
<b>Total =</b>	<b>70</b>

Applicants may also be invited for a face to face/telephone interview as part of the technical evaluation process. The interview shall not bear any additional score but shall be used to validate the scores given above by assessing the knowledge on the subject matter.

**Financial Evaluation: (Total obtainable score – 30)**

All technically 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 receive 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

**Final Selection:**

The final selection will be completed through the cumulative calculation of obtained points from Technical and Financial Evaluation. The highest cumulative scorer will be awarded the contract.

**ANNEX****ANNEX I - TERMS OF REFERENCES (TOR)****Annex II – GENERAL TERMS & CONDITIONS****Annex III - Template for Confirmation of Interest and Submission of Financial Proposal**

## **ANNEX I - TERMS OF REFERENCES (TOR)**

**International Consultant (Team Leader)**

**for**

**Preparing Project Document on CHT Watershed Co-Management Activity (CHTWCA) under UNDPs  
'Adaptive Environmental Governance for the Poor (AEGP) Programme'**

*Duty Station: Rangamati*

### **Background**

The Chittagong Hill Tracts (CHT) located in south-eastern corner of Bangladesh, is recognized as one of the most diverse areas in the country. The CHT is unique with hilly and remote terrain, poor rural communication infrastructure, ethnic & cultural diversity, scattered settlements on the isolated and remote places, and a history of political unrest that ended through the Peace Accord signed in 1997.

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### **Deliverables/Outputs of the Assignment**

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#### Inputs

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