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REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: 09.07.2014
	REFERENCE: RFP/2014-CHTDF08

Dear Sir / Madam:

We kindly request you to submit your Proposal for "Conducting Baseline survey for the Agriculture and Food Security Project (AFSP II) in the Chittagong Hill Tracts of CHTDF, UNDP"

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

Proposals shall be submitted on or before 4.30 p.m. (local time) on Wednesday, July 23, 2014 and to the address below:

CHTDF, UNDP Rangamati Office
Rajbari Road, Rangamati-4500

Attention to: Operations Manager

Your Proposal must be expressed in the English language and valid for a minimum period of 90 days. The bidders must submit the Technical and Financial proposal in two separate sealed envelopes clearly marked on the envelope either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL" and the 2(two) envelopes shall then be sealed in an outer envelope bearing RFP Reference, Subject, the address of UNDP, Proposer's name and address. It must be taken care that the Technical proposal must not mention any information related to financial proposal, otherwise the submission will be rejected.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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

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

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

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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 4.

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/procurement/protest.shtml>

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,

Kenae Ramodimoosi
Operations Manager
CHTDF, UNDP

Description of Requirements

Context of the Requirement	Conducting Baseline survey for the Agriculture and Food Security Project (AFSP II) in the Chittagong Hill Tracts of CHTDF, UNDP in 2014
Implementing Partner of UNDP	UNDP Bangladesh
Brief Description of the Required Services ¹	<p>Scope of Work</p> <p>The scope of the assignment will be to look into the project proposal including log-frame, overall project objective, expected results and project implementation strategy, and based on which the appropriate methodology and survey questionnaire/tools will be developed. The survey team should review the available related documents including the Results Assessment undertaken in 2012 and 2011 under the first phase of Agriculture and Food Security Project (AFSP). During implementation of the survey, the contracted agency will closely work with the Project Team and is expected to coordinate with CHTDF offices in the region, districts and Upazilas in the CHT.</p> <p>The contracted agency/research firm must provide the research methodology to be utilized in the survey as well as operational plan which should be reflected in detail in their proposal and will be a key determinant in deciding between bids. While the contracted agency/research firm will propose the research methodology, it is expected that both quantitative and qualitative methods will be used in relation with data collection and analysis. The contracted agency/research firm is expected to coordinate its activities with CHTDF, UNDP offices on a regular basis and CHTDF staff members will be assigned to work closely with the contracted firm/agency, monitor progress and review findings.</p> <p>Period of service</p> <p>The contract will be for a period of 3 months from the date of commencement</p>

List and Description of Expected Outputs to be Delivered	AS PER TOR
Person to Supervise the Work/Performance of the Service Provider	Chief, Community Empowerment, CHTDF, UNDP
Frequency of Reporting	<i>As specified in the ToR</i>
Progress Reporting Requirements	<i>As specified in the ToR</i>
Location of work	<i>As specified in the ToR</i>
Expected duration of work	The study should be completed within a period of maximum three months from the commencement of the contract. Earlier completion date, if realistic, would be viewed favorably in the evaluation process.
Target start date	16 August 2014
Latest completion date	15 November 2014
Travels Expected	<input checked="" type="checkbox"/> As per the ToR

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Special Security Requirements	<input type="checkbox"/> Not applicable												
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A [pls. specify]												
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required												
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required (at least for Team Leader, FFS Expert and Statistical Processing and Analysis Expert)												
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (BDT)												
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes												
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.												
Partial Quotes	<input checked="" type="checkbox"/> Not permitted												
Payment Terms ³	<p><u>Tentative Payment schedule</u></p> <table border="1"> <thead> <tr> <th>Deliverables</th> <th>Tentative Timeline</th> <th>% of payment</th> </tr> </thead> <tbody> <tr> <td>Inception report that includes the detailed methodology of the baseline survey, data collection tools (questionnaire, checklist etc.) including proposed sources of data, data collection procedures and stakeholders to be met and detailed work plan, approved by CHTDF. The survey questionnaire needs to be prepared considering gender disaggregated data analysis during report writing.</td> <td>In 2 weeks - following effective date of the contract</td> <td>30% of total value</td> </tr> <tr> <td>Draft report of the Baseline survey: A draft report will be submitted to CHTDF, UNDP for feedback and comments. The report will present gender disaggregated data and information..</td> <td>In (8) weeks - following effective date of the contract</td> <td>35% of total value</td> </tr> <tr> <td>Final survey report: The contracted</td> <td>Before completion</td> <td>35% of</td> </tr> </tbody> </table>	Deliverables	Tentative Timeline	% of payment	Inception report that includes the detailed methodology of the baseline survey, data collection tools (questionnaire, checklist etc.) including proposed sources of data, data collection procedures and stakeholders to be met and detailed work plan, approved by CHTDF. The survey questionnaire needs to be prepared considering gender disaggregated data analysis during report writing.	In 2 weeks - following effective date of the contract	30% of total value	Draft report of the Baseline survey: A draft report will be submitted to CHTDF, UNDP for feedback and comments. The report will present gender disaggregated data and information..	In (8) weeks - following effective date of the contract	35% of total value	Final survey report: The contracted	Before completion	35% of
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Final survey report: The contracted	Before completion	35% of											

²VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

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	agency will submit both hard and soft copy of the final report reflecting CHTDF's feedback on draft report. The contracted agency will also submit the complete cleaned data file(s) in MS Access/suitable statistical package format, including variables labeled in English. .	of the contract period (within one week after receiving feedback/comments from CHTDF)	total value
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Chief, Community Empowerment, CHTDF, UNDP		
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract for Institutional Services <input checked="" type="checkbox"/> Contract for Professional Services		
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.		
Criteria for the Assessment of Proposal	<p>Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:</p> <p>Minimum Eligibility Criterion:</p> <ul style="list-style-type: none"> • Minimum of 5 years in existence conducting similar or related assignments • The organization/firm should have produced a minimum of 1 (one) baseline survey or similar survey within last three years. <p>Note: All Proposers must submit necessary documentations to substantiate above qualifications/criteria. Proposals that will not meet above qualifications/criteria shall not be considered for the next step of the procurement process".</p> <p>Proposals meeting the eligibility criterion mentioned above will be considered for technical evaluation as per the criteria mentioned below:</p> <p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Qualification and experience of the organization/firm <input checked="" type="checkbox"/> Adequacy and comprehensiveness of the proposal (concept, approach, methodology, work plan) <input checked="" type="checkbox"/> Qualifications and competence of the key staffs for the Assignment		

BASIS OF TECHNICAL EVALUATION

Criteria	Weight	Max. Points
Technical	700	
• Qualification and experience of the organization/firm		175
• Adequacy and comprehensiveness of the proposal (concept, approach, methodology, work plan)		300
• Qualifications and competencies of the key staffs for the Assignment		225
Financial	300	
Total	1000	

	Technical Proposal Evaluation (Form 1)	Points obtainable
1	Qualification and experience of the organization/firm	
1.1	Organisation/firm background information	25
1.2	Financial strength	50
1.3	Experience in conducting similar survey	100
Total		175

	Technical Proposal Evaluation (Form 2)	Points Obtainable
2	Adequacy and comprehensiveness of the proposal (concept, approach, methodology, work plan)	
2.1	Extent of understanding of the assignment requirements	60
2.2	Practicality and appropriateness of the proposed methodology relative to the context of the service	150
2.3	Planning, appropriateness of the implementation schedule to the assignment timelines (realistic timeline to complete the assignments required)	50
2.4	Project quality assurance measures	40
		300

	Technical Proposal Evaluation (Form 3)	Points Obtainable
3	Qualifications and competencies of the key staffs for the Assignment	
3.1	Individual qualification (educational) of the team members	80
3.2	Experience and technical skills / expertise of the key persons to be involved	120
3.3	Key managerial skills	25
		225

Financial Proposal (30%)

	<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): $TP \text{ Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$</p> <p>Rating the Financial Proposal (FP): $FP \text{ Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$</p> <p>Total Combined Score: $(TP \text{ Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (FP \text{ Rating}) \times (\text{Weight of FP, e.g., 30\%})$ = 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 Proposer only <input type="checkbox"/> One or more Proposers, depending on the following factors :
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 1) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 2)⁵ <input checked="" type="checkbox"/> Detailed TOR Annex 3 <input checked="" type="checkbox"/> Project Working Areas as Annex 3.1 <input checked="" type="checkbox"/> Logical Framework as Annex 3.2 <input type="checkbox"/> Others ⁶ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Protul Dewan Procurement Associate CHTDF, UNDP</p> <p>Email: protul.dewan@undp.org <i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 3 days before the submission date</i></p> <p>"Queries on RFP/2014-CHTDF08"</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information	<ul style="list-style-type: none"> A pre-bid meeting will be held on Wednesday 16 July 2014 at 10:30 am at CHTDF, UNDP Dhaka Office (IDB Bhaban, 7th Floor, Sher-e-Bangla Nagar, Dhaka). All interested Organizations/firms are requested to participate at the meeting. Maximum two (2) participants from each organization are allowed.

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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Annex 1

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸
(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) 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.

B. Management structure and qualifications of key personnel

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

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

C. 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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

D. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

Note: The above one is a suggested template for submitting Financial Offer. However, the proposers may submit the Financial Proposal based on their own consideration regarding the all cost components to accomplish the entire task of the TOR.

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

[Designation]

[Date]

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Annex 2

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



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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,



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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.

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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:

13.2.2.1a 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.

A handwritten signature, possibly 'JCP', is written in the bottom right corner of the page.



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- 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.



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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.

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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.

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Annex 3

Terms of Reference (ToR) for Baseline Survey

Agriculture and Food Security Project (AFSP) Phase II Chittagong Hill Tracts Development Facility (CHTDF), UNDP

A. Project Title:
Chittagong Hill Tracts Development Facility (CHTDF)
B. Description of the Assignment:
Conduct baseline survey of the Agriculture and Food Security Project in the CHT (AFSP II) of CHTDF, UNDP in 25 upazilas of 3 Hill Districts.
C. Project Description:
<p>Background:</p> <p>The Chittagong Hill Tracts (CHT) is a unique region of Bangladesh in terms of topography, culture and tradition of the people, consists of three hill districts of Rangamati, Khagrachari and Bandarban, located in the south-east corner of Bangladesh with the total area of 13,344 square kilometers¹⁰ and the estimated population of 1.58 million¹¹. Apart from the mainstream Bengalis, there are eleven indigenous communities living with distinctive cultures, livelihood patterns and agricultural practices. Most of the people in CHT depend mainly on agriculture for their livelihood and traditionally the indigenous communities practice Jhum (shifting) cultivation. The majority of CHT people live in chronic poverty with very limited access to the services in remote places for their basic needs with high degree of under-employment, low literacy and limited economic opportunities.</p> <p>In partnership with the Government of Bangladesh (The Ministry of Chittagong Hill Tracts Affairs-MoCHTA) and local Government institutions (like, the CHT Regional Council, three Hill District Councils and 3 Traditional Circle Offices) as well as CHT communities and NGOs, UNDP supports the Promotion of Development and Confidence Building in the Chittagong Hill Tracts through its Chittagong Hill Tracts Development Facility (CHTDF) since 2003. The Facility, with the support from DANIDA, implements the Agriculture and Food Security Project (AFSP) since October 2009 to improve living conditions of poor marginal and small farmer households through enhanced, integrated and sustainable agricultural productivity in CHT. The first phase of the AFSP was implemented from October 2009 to 30 June 2013 in 20 out of 25 Upazilas in the CHT through establishing 690 Farmers Field Schools (FFS) at community level in partnership with 3 HDCs. With the learning of the first phase of AFSP, the AFSP II, in partnership with 3 Hill District Councils (HDCs), is being implemented for five years starting from July 2013 to June 2018. The AFSP II covers 45,000 households) through Integrated Farm Management approach establishing 1800 new Farmer Field School (FFS) in 25 Upazilas of 3 Hill districts(Annex 3.1). The project aims, through HDCs, to train 450 farmers as Farmer Facilitators (FF) and each of them will cover 3-5 FFS. The duration of FFS is planned for 15 months with one year follow-up supports and monitoring after completion of the FFS cycle. The plan for establishing FFS under AFSP II is:</p>

¹⁰Bangladesh Population and Housing Census, 2011

¹¹ Bangladesh Population and Housing Census, 2011

Year:	2014	2015	2016	2017	Total
Number of FFS	217	645	850	88	1,800
Number of beneficiary farmers	5,425	16,125	21,250	2,200	45,000

The main objective of the AFSP II is to "Increase pro-poor and inclusive growth and sustainable employment creation in the Chittagong Hill Tracts (CHT) through improved agricultural practices and accelerated implementation of the 1997 peace accord".

The specific objectives of the action are:

- to increase agricultural production of female and male marginal and small farm households and diversify through IFM FFS in the Chittagong Hill Tracts
- to accelerate the Implementation of the CHT 1997 Peace Accord through further devolution of agricultural services to the Hill District Councils.

Under this overall objective and specific objectives, the project aims to the targets of increasing agricultural production and income; diversifying agricultural practices; increasing food stock and intake that will lead to reduce food shortage period; increasing employment in agricultural fields; strengthening capacity of HDCs for managing transferred subjects etc. The project log frame is attached herewith.

Through the proposed baseline survey, the project aims to establish a benchmark of the project in line with the project log frame (Annex 3.2) and to assess the situation of the participating farmers prior to joining the project. The baseline data will serve as benchmarks against which changes and progress of achievements and results can be measured and evaluated using verifiable indicators presented in the logical framework during the project implementation phase.

D. Scope of Work

The scope of the assignment will be to look into the project proposal including log-frame, overall project objective, expected results and project implementation strategy, and based on which the appropriate methodology and survey questionnaire/tools will be developed. The survey team should review the available related documents including the Results Assessment undertaken in 2012 and 2011 under the first phase of Agriculture and Food Security Project (AFSP). During implementation of the survey, the contracted agency will closely work with the Project Team and is expected to coordinate with CHTDF offices in the region, districts and Upazilas in the CHT.

E. Expected Outputs

The offeror will have to achieve the following deliverables:

Deliverables	Tentative Timeline	% of payment
Inception report that includes the detailed methodology of the baseline survey, data collection tools (questionnaire, checklist etc.) including proposed sources of data, data collection procedures and stakeholders to be met and detailed work plan, approved by CHTDF. The survey questionnaire needs to be prepared considering gender disaggregated data analysis during report writing.	In 2 weeks - following effective date of the contract	30% of total value



Draft report of the Baseline survey: A draft report will be submitted to CHTDF, UNDP for feedback and comments. The report will present gender disaggregated data and information.	In 8 weeks - following effective date of the contract	35% of total value
Final survey report: The contracted agency will submit both hard and soft copy of the final report reflecting CHTDF's feedback on draft report. The contracted agency will also submit the complete cleaned data file(s) in MS Access/suitable statistical package format, including variables labeled in English.	Before completion of the contract period (within one week after receiving feedback/comments from CHTDF)	35% of total value
F. Impact of Results		
The key results have an impact on the overall success of the country programme and reaching UNDAF goals.		
G. Institutional Arrangement		
From CHTDF, UNDP - Mr. Biplab Chakma, Chief, Community Empowerment, CHTDF, UNDP Email: biplab.chakma@undp.org		
H. Duration of the Work and Duty Station		
The assignment duration will be for 3 months during the period 16 August 2014 to 15 November 2014 .		
I. Final Products/Services		
<ul style="list-style-type: none"> Delivery of the above-mentioned (section E) deliverables by the stipulated time. 		
J. Qualification of the successful contractor		
<ul style="list-style-type: none"> The organization/firm should have minimum 1 (one) experience in baseline survey within last three years. 		
Personnel Requirements:		
The survey team, led by a Team Leader, is expected to consist of 3 (three) members (Team Leader-Agricultural Economist/ Agriculture Rural Impact Assessment Expert, FFS Expert and Statistical Processing and Analysis Expert). CV of the key team members containing their experience on relevant issues must be submitted with detailed proposal.		
The Team Leader must have at least Masters Degree or equivalent (PhD would be an advantage) in Agriculture/Agriculture Economics with at least 10 years' experience including past experience as a team leader in the related assignments and produced at least 5 survey/baseline/evaluation report for donor/UN agencies/international agencies. Prior research experience of the Team Leader in the CHT region is highly desirable. Other key team members have Master/equivalent degree in the relevant field and must have adequate survey/baseline/evaluation experience with excellent report writing and data interpretation skills in the related fields.		
The organization needs to fulfill the following criteria:		
<ul style="list-style-type: none"> Reputed consultancy organization with having good track record/practical experiences in working with national and international organization on similar assignments; The organization should have considerable documented experience from undertaking rural baseline and impact surveys in Bangladesh as well as statistical data processing and analysis, and be able to mobilise an adequate number of qualified and trained field enumerators for the questionnaire 		

survey.

- Recent experiences in designing Baseline survey methodology and conducting big scale surveys by using both qualitative and quantitative methods;
- Excellent survey report writing skills;
- Has experienced human resources in data collection, data entry, editing and analysis;
- Expertise in providing necessary training to appropriate human resources for administering data collection, quality control of data, data entry and management;
- Experience in reaching difficult-to-access populations, maintaining high standards in data and data collection, managing survey logistics and training;
- Familiarity with the management structures in CHT;
- Willingness and ability to travel to the CHT area, including to certain remote areas;
- Experience working with UN/DANIDA and international development agencies is desirable;
- Displaying cultural, gender, religion, race, nationality, age sensitivity and adaptability and knowledge of Indigenous Peoples rights and policy issues;

K. Scope of Bid Price and Schedule of Payment

Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all HR costs, travel costs, subsistence and ancillary expenses.

UNDP shall effect payments, by bank transfer to the organization/firm's bank account, upon acceptance by UNDP (in consultation with LPAD) of the deliverables specified in the ToR. Payments will be made in tranches based on the following percentages and milestones.

Deliverables	Tentative Timeline	% of payment
Inception report that includes the detailed methodology of the baseline survey, data collection tools (questionnaire, checklist etc.) including proposed sources of data, data collection procedures and stakeholders to be met and detailed work plan, approved by CHTDF. The survey questionnaire needs to be prepared considering gender disaggregated data analysis during report writing.	In 2 weeks - following effective date of the contract	30% of total value
Draft report of the Baseline survey: A draft report will be submitted to CHTDF, UNDP for feedback and comments. The report will present gender disaggregated data and information..	In 8 weeks - following effective date of the contract	35% of total value
Final survey report: The contracted agency will submit both hard and soft copy of the final report reflecting CHTDF's feedback on draft report. The contracted agency will also submit the complete cleaned data file(s) in MS Access/suitable statistical package format, including variables labeled in English. .	Before completion of the contract period (within one week after receiving feedback/comments from CHTDF)	35% of total value

Terms:

- Payment for services of the contractor will be made upon certification by the Chief, Community

Empowerment of CHTDF, UNDP.

L. Responsibilities of the Contractor regarding cost component

In order to produce deliverables stipulated in the ToR, the organization/firm will bear all necessary costs relating to required HR, logistics, travel, programme cost and also the cost of office premises for themselves. UNDP will only pay the Lump Sum cost for this assignment mentioned in the contract.

M. Identification of Risk and Risk Mitigation Plan

Some risks have been identified by the project which may affect in producing outputs as stipulated in this ToR. The project has also identified a few mitigation options to address those identified risks described below:

- **Timely delivery of planned outputs:** During conduction of the survey the study team may face some natural constraints such as flash flood, landslides, heavy rainfall and the team may not be able to reach some areas particularly the remote areas of CHT. Due to this the firm may not be able to produce outputs as per the plan. To mitigate such risk, regular coordination, progress review meeting will be held between two parties to explore the ways and strategies for producing outputs in time.
- **Quality outputs:** It is a common risk and challenge to ensure quality of outputs/deliverables up to an expected level. The assigned project staffs of CHTDF will meet once a quarter to review and check the outputs/deliverables quality for further improvement.
- **Clear understanding:** Clear understanding of the organization/firm about this assignment could be one of the potential risks. To mitigate this risk, CHTDF will organize a briefing session with the organization to clarify the objective and outputs of this assignment. Moreover, CHTDF will be monitoring the capacity building trainings to be provided by the organisation to the data collectors so that they understand the need and are able to produce quality outputs.

N. Key Performance Indicator

The quality of works and deliverables to be produced by the contractor according to the ToR will also be monitored by the contract administrator. The proposed performance indicators of the contractor's deliverables are illustrated below:

- Milestones achieved as per the plan submitted by the contractor



Annex-3.1 : Project Working Areas

Sl#	Name of the district	Name of the Upazilas	# of Unions	Remarks
1.	Bandarban	Alikadam	2	Existing working upazila
		Bandarban Sadar	5	Do
		Lama	7	Do
		Naikhyongchari	5	This upazila will be covered newly
		Rowangchari	4	Existing working upazila
		Ruma	4	Do
		Thanchi	4	Do
	Subtotal:	7	31	
2.	Khagrachari	Khagrachari Sadar	5	Existing working upazila
		Dighinala	5	Do
		Laxmichari	3	Do
		Manikchari	4	This upazila will be covered newly
		Matiranga	8	Existing working upazila
		Mohalchari	5	Do
		Panchari	5	Do
		Ramgarh	3	This upazila will be covered newly
	Subtotal:	8	38	
3.	Rangamati	Baghaichari	8	Existing working upazila
		Barkal	5	Do
		Bilaichari	3	Do
		Jurachari	4	Do
		Kaptai	5	Do
		Kawkhali	4	This upazila will be covered newly
		Langadu	7	Existing working upazila
		Naniarchar	4	This upazila will be covered newly
		Rajasthali	3	Existing working upazila
		Rangamati Sadar	6	Do
	Subtotal:	10	49	
	Grand Total:	25	118	

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Annex 3.2 : LOGICAL FRAMEWORK

Agriculture and Food Security Project (AFSP) II

OBJECTIVE HIERARCHY	INDICATORS	TARGETS	MEANS OF VERIFICATION	ASSUMPTIONS
<p>Overall Objective</p> <p>Increased pro-poorⁱ and inclusive growthⁱⁱ and sustainableⁱⁱⁱ employment creation in the Chittagong Hill Tracts (CHT), and <i>accelerated implementation of the 1997 CHT Peace Accord.</i></p>				
<p>Immediate objective I:</p> <p>Agricultural production of female and male marginal and small farm households increased and diversified through IFM FFS in the Chittagong Hill Tracts</p>	<ul style="list-style-type: none"> • % of beneficiary HH in target communities with increased agricultural production (disaggregated by male and female headed HH) • % of beneficiary HH in target communities that increased level of income^{iv} (disaggregated by male and female headed HH) • % of Annual net 	<p>70 % increase from baseline</p> <p>80% from baseline</p> <p>25 % from baseline</p> <p>90% from baseline</p>	<ul style="list-style-type: none"> • Baseline Report to be compiled during the inception of the project • Periodic Results Assessment Reports • Midterm Review 	<p>Market conditions facilitate income improvements and improved returns in agriculture.</p> <p>Social conditions allow for full participation of female and male members of households in AFSP activities</p>

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OBJECTIVE HIERARCHY	INDICATORS	TARGETS	MEANS OF VERIFICATION	ASSUMPTIONS
	<p>income increase from agriculture (BDT)</p> <ul style="list-style-type: none"> % of beneficiary HH in target communities that diversified/integrated agricultural farm practices^v within 6 months of receiving training (disaggregated by male and female headed HH) 	50%		
	<ul style="list-style-type: none"> % of beneficiary HH in target communities with increased food intake¹² 	To be determined		
	<ul style="list-style-type: none"> % of beneficiary HH in target communities reporting increased duration (by month) of food stocks 	60%		

¹²Calculated as food intake i.e. Kilo Calorie per capita per day

25

OBJECTIVE HIERARCHY	INDICATORS	TARGETS	MEANS OF VERIFICATION	ASSUMPTIONS
	<ul style="list-style-type: none"> % of beneficiary HH in target communities that experienced reduction in food shortage¹³ months Food expenditure budget share of total household expenditure % of beneficiary HH in target communities with increased employment (in month) in the agricultural sector 	<p>To be determined following collection of baseline data during the Inception Period</p> <p>75%</p>		
<p>Immediate Objective II Implementation of the CHT 1997 Peace Accord accelerated through further devolution of agricultural services to the Hill</p>	<ul style="list-style-type: none"> % of CHT people surveyed who believe that capacity of HDCs have been 	<p>To be determined following collection of baseline data during the Inception</p>	<ul style="list-style-type: none"> Baseline Report to be compiled during the inception of the project Periodic Results 	<p>Policies continue to develop in the current direction, including implementation of the CHT Peace Accord and integration of Hill</p>

¹³ Food shortage means: non- availability of food per day according to the family demand

OBJECTIVE HIERARCHY	INDICATORS	TARGETS	MEANS OF VERIFICATION	ASSUMPTIONS
District Councils.	<p>strengthened to manage transferred agriculture services as per CHT Peace Accord</p> <ul style="list-style-type: none"> ▪ Extent to which HDCs' coordination and management system transferred for agricultural departments enhanced with proper guidelines or sub-rules. (coordination mechanism/s and sub-guidelines and sub-rules in place to accelerate the implementation of CHT Accord) • Sustainable CHT Agriculture Strategy or CHT Agricultural Investment Plan approved and being implemented through required HR and financial 	<p>Period</p> <p>1 CHT Agricultural Investment plan in place</p>	<p>Assessment Report/Midterm Review</p>	<p>District extension services of crop, livestock and fisheries.</p> <p>Market conditions facilitate income improvements and improved returns in agriculture.</p>

See

OBJECTIVE HIERARCHY	INDICATORS	TARGETS	MEANS OF VERIFICATION	ASSUMPTIONS
	arrangements			
Output 1: Community groups and stakeholders mobilized through establishment of IFM-FFS	<p>Output indicator:</p> <ul style="list-style-type: none"> # of PDC and PNDG members participated in IFM-FFS mobilization initiatives (orientation/workshops/training) Ratio of women to men participated in IFM-FFS mobilization initiatives # of FFS formed/established <p>Sample activity indicator:</p> <ul style="list-style-type: none"> # NGO contracts entered to support the mobilization # of Para Development Committee formed and mobilized 	<p>45,000 PDC and PNDG member participants</p> <p>50:50</p> <p>1800 FFS (50% women selection)</p> <p>3 NGO contracts</p> <p>250 PDCs (with 50% women in Executive Committee)</p>	<ul style="list-style-type: none"> Progress Report M&E reports Workshop and training reports FFS Baseline reports 	
Activity 1.1: Establishment of and Support to Para Development Committees (PDC) for the five new Upazilas				

OBJECTIVE HIERARCHY	INDICATORS	TARGETS	MEANS OF VERIFICATION	ASSUMPTIONS
Activity 1.2: Grants for income generation to the PDC and Women's Groups for five new Upazila	<ul style="list-style-type: none"> # of Women Group formed 	250 women groups		
Activity 1.3: Stakeholder (UnFC, UzAC, HDC, GoB etc.) mobilisation meeting on IFM-FFS at Upazila level + district				
Activity 1.4: Training for PDC members on IFM-FFS implementation process, monitoring and role of PDCs/CBO				
Activity 1.5: Formation of FFS and Selection of FFS participants	<ul style="list-style-type: none"> # of FF recruited and developed 	450 FF (40% women)		
Activity 1.6: Recruitment and Selection of Farmer Facilitators				
Activity 1.7 Profiling of FFS participating HHs				
Output 2: IFM-FFS Curricular Developed and Promoted	<p>Output indicator:</p> <ul style="list-style-type: none"> # of Modules developed % of those trained on IFM-FFS (Trainer, FF, and HH) that believe the IFM-FFS curricula 	<p>15 modules 90%</p> <p>Curricula and mechanism in place</p>	<ul style="list-style-type: none"> Progress Reports Workshop Reports Draft and printed Curricula Research Reports Periodic Result Assessment Report 	Actual need (including demand for high value crops) of the farmers is reflected in the module.

See

OBJECTIVE HIERARCHY	INDICATORS	TARGETS	MEANS OF VERIFICATION	ASSUMPTIONS
	<p>developed are useful, addressing CHT farmers' needs</p> <ul style="list-style-type: none"> Curricula drafted and mechanisms in place to ensure that the curricula is updated as required <p>Sample activity indicator:</p>	for updates		
Activity 2.1 Identify high-value crop, livestock and fishery activities for new curricula development				
Activity 2.2 Develop and <u>regularly update</u> curricula for IFM FFS menu modules as well as other related training				
Activity 2.3 Field testing and piloting of the draft curricula for IFM menu of modules				
Activity 2.4 IFM-FFS Modules finalised and printed	<ul style="list-style-type: none"> On farm research conducted in Hill context Research trials established 			
Activity 2.5: On Farm Research conducted and disseminated				
<u>Output 3: Knowledge and skills of CHT stakeholders (Master trainers, FFS Trainers /</u>	<p>Output indicator:</p> <ul style="list-style-type: none"> % of trained CHT 	95%	<ul style="list-style-type: none"> Training Reports Progress Reports 	Sufficient number of qualified

for

OBJECTIVE HIERARCHY	INDICATORS	TARGETS	MEANS OF VERIFICATION	ASSUMPTIONS
Facilitators on IFM-FFS, GoB Officers) enhanced	stakeholders who believe their knowledge and skills on IFM-FFS have increased after training			candidates for the FFS facilitator role can be found at the CHT.
Activity 3.1 ToT for Master Trainers on IFM-FFS	Sample activity indicator:	30 Master Trainers		Sufficient interest and availability among GoB line department officer for the IFM-FFS roles.
Activity 3.2: ToT for FFs on IFM-FFS	<ul style="list-style-type: none"> • # of Master Trainers completing the training. 	450 FF		
Activity 3.3 Training for AFSP staffs on IFM-FFS (at District and Upazila level)	<ul style="list-style-type: none"> • # of FFs completing TOT on IFM-FFS 	70 staffs		
Activity 3.4 Training for GoB Officer's (DAE, DLS & DoF) on IFM-FFS	<ul style="list-style-type: none"> • # of AFSP Staffs trained on IFM-FFS 	200 GoB officers		
Activity 3.5 Refreshers training on IFM-FFS for FFs	<ul style="list-style-type: none"> • # of GoB officers trained on IFM-FFS 	450 FSs		
Activity 3.6 Capacity building training ^{vi} for project staff (i.e. community mobilization, supervision, monitoring & reporting)	<ul style="list-style-type: none"> • # of FFs received refresher training 	70 staff		
	<ul style="list-style-type: none"> • # of project staffs trained 	2 venues		
		90 officers		

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OBJECTIVE HIERARCHY	INDICATORS	TARGETS	MEANS OF VERIFICATION	ASSUMPTIONS
Activity 3.7 Renovation of Training Venues in Rangamati	<ul style="list-style-type: none"> # Training venues renovated # of GoB officers trained on specific technical subjects 			
Activity 3.8 Capacity Building Training for GoB field officers on High Value crops				
Output 4: IFM-FFS implemented through participatory and 'learning by doing approach'.	<p>Output indicator:</p> <ul style="list-style-type: none"> % of IFM-FFS participants completed full modules (disaggregated by sex and age) % of GoB Line Department Officers provided follow upsupport 	<p>95% of 45,000 members (40-50% female)</p> <p>60%</p>	<ul style="list-style-type: none"> Progress Reports M&E Report Result Assessment Report 	Sufficient number of interested paraand farming households are found at CHT
Activity 4.1 Conduct FFS sessions at community level;	<p>Sample activity indicator:</p> <ul style="list-style-type: none"> IFM-FFS completed their sessions # of FFS session conducted at community level 	<p>1800 IFM-FFS</p> <p>To be determined</p>		
Activity 4.2 Organise Farmers Field Days	<ul style="list-style-type: none"> # of Farmers Field Days organized # of farmers participated in 	<p>354</p> <p>35,000</p>		

OBJECTIVE HIERARCHY	INDICATORS	TARGETS	MEANS OF VERIFICATION	ASSUMPTIONS
<p>Activity 4.3: Organize exchange visits on IFM-FFS learning (all relevant stakeholders)</p> <p>Activity 4.4: Management support to FFS Implementation</p> <ul style="list-style-type: none"> Organize Bi-monthly FF Coordination meeting at Upazila level Organize Monitoring visits by GoB officers, MTs and other stakeholders (UnFC, and UzAcetc)/Support the technical sessions in the FFS (2 sessions in each FFS) bySAAO/VFA/FA Organize FFS Learning Sharing workshop at District and Regional level Organize coordination meeting with HDC Project staff and other relevant stakeholders. (MT/GoB/etc) <p>Activity 4.5: Develop promotional materials on IFM-FFS</p>	<p>Farmers Field Days</p> <ul style="list-style-type: none"> # of exchange visits organised # of people participated in exchange visits (disaggregated by sex and age) # of monitoring visits conducted by GoB officers and other stakeholders in the FFS # of people participated in learning sharing workshops (disaggregated by sex and age) 	<p>9 visits</p> <p>150 persons(30% will be women)</p> <p>3600 visits</p> <p>To be determined</p>	<ul style="list-style-type: none"> Visit Reports 	<p>Adequate staffing of GoB line departments.</p> <p>GoB officers motivated to visit, monitor and backstop FFS activities in the communities</p>

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