

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: IC-NAT/2014-CHTDF08

Date: 17 July 2014



Empowered lives.
Resilient nations.

Project Name: Chittagong Hill Tracts Development Facility (CHTDF)

Country: Bangladesh

Description of the assignment: National Consultant Senior Advisor on CHT Accord Implementation and Confidence Building

Duty Station: Dhaka with frequent visits to 3 hill districts of CHT.

Period of assignment/services: Assignment will be for 90 working days spread over a maximum period of 10 months.

Proposal should be submitted at the following address: ebidbox-htdf.bd@undp.org no later than **August 01, 2014**. Proposal submitted to any other email address or location or submitted in hard copy shall not be accepted.

Email subject line should contain the IC reference "**IC-NAT/2014-CHTDF08**"

Any request for clarification must be sent in writing to hossain.shahid@undp.org and protul.dewan@undp.org CHTDF, UNDP will respond in writing by standard electronic mail including an explanation of the query.

1. BACKGROUND

Twenty five years of protracted conflict in the Chittagong Hill Tracts (CHT) have left the majority of its inhabitants in conditions of extreme poverty, and tensions over land tenure, resource access, and ethno-demographics remain challenges to sustainable development. Three quarters of the population live below the national poverty line; 50% of primary-enrolled children drop out in their first few years; and it is estimated that 40% of the CHTs' workforce is either unemployed or underemployed.

A CHT Peace Accord was signed in December 1997 and was recognized as a significant political achievement for the region which is home to 11 distinctive indigenous groups and Bengalis. It raised high expectations that it would serve as the cornerstone of a successful peace building process and as a means for opening up new opportunities for development. Relevant institutions have been established to support this process although not all subjects as per the CHT Peace Accord have yet been transferred to them, and several parts of the Peace Accord are yet to be implemented.

In partnership with the central and local Government of Bangladesh as well as CHT communities and NGOs, UNDP supports the Promotion of Development and Confidence Building in the Chittagong Hill Tracts through the Chittagong Hill Tracts Development Facility (CHTDF). Following the Preparatory Assistance phase (2003/2004), the initial phase of the Facility ran from December 2005 to September 2009. Building on this initial phase and as agreed in the National Steering Committee of the project conveyed in August 2008, the extended phase runs from October 2009 to September 2013 with an increased emphasis on providing capacity building support to all partner institutions as a prelude to eventual handover of project activities.

“Supporting Local Development in the Chittagong Hill Tracts” project funded by the European Union (EU) and implemented by the UNDP CHT Development Facility was signed by the donor (EU) in October 2011 under the umbrella framework of the CHT Development Facility with an implementation timeframe of January 2011 and September 2013. The preliminary set of project activities began in January 2011.

The overall objective of the “Supporting Local Development in the Chittagong Hill Tracts” project is to create an enabling environment for local development, contributing to the achievement of local MDG targets in the CHT.

To reach the goal, the project has 2 (two) specific objectives and 5 (five) expected results.

These are;

Specific Objective 1: CHT Institutions have increased capacity to deliver services and support community development.

Expected Result 1.1: Capacities of local government institutions to advocate on CHT issues strengthened, in particular implementation of the CHT Peace Accord, resulting in enhanced clarity and consensus on CHT issues;

Expected Result 1.2: Capacities of local government institutions in the CHT strengthened, resulting in improved management systems for decentralized service delivery;

Expected Result 1.3: Participatory planning, budgeting, monitoring mechanisms among CHT institutions and stakeholders enhanced to contribute towards achievement of MDGs;

Specific Objective 2: Local organizations and communities empowered and their capacity enhanced to manage their own development

Expected Result 2.1: Communities are empowered to plan and implement small scale community projects;

Expected Result 2.2: Communities have increased access to economic opportunities and local services.

More specifically, through this project, the CHTDF intends to ensure a successful peace building process and improve the development conditions of the Chittagong Hill Tracts (CHT) peoples through community empowerment, economic development, capacity development of CHT institutions, confidence building, multi-level participatory planning and implementation, health and awareness-raising on gender and other cross cutting issues.

The accord suffers from clear policy standard and objectives and there is perceived lack of information and political commitment towards the implementation. The failures of successive Governments to fully implement the CHT Peace Accord have risks of destabilizing the region again. There is no visible coherent policy for CHT Peace Accord implementation and bringing sustainable peace and stability in the region. Moreover, personal and institutional interests of elites, conflict between different tribal organizations and distrust between Bengali-tribal people are affecting the implementation of the Peace Accord.

This consultancy assignment is to develop institutional arrangement with agreement for hiring a competent individual who has better understanding of the political context, security issues, different approaches to build political will, deep-rooted causes of the impediments to the CHT Peace Accord implementation as well as able to provide the means of political interaction by indigenous peoples with the government establishments.

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

Main objective:

- To promote political and institutional support for further implementation of the CHT Accord by ensuring communal harmony, tolerant and peaceful environment in the CHT.
- Understand and define current perceptions, obstacles and opportunities for peace building in CHT;
- Analyze and articulate the elements and process of dialogue and reconciliation essential for implementing the Peace Accord in the CHT;
- Analyze scope of undertaking joint initiatives with the security sector for building peace and confidence in the region:
- Define a practical strategy for peace and confidence building in the CHT, including what activities to be carried out by CHTDF for facilitating the peace process and achieving the results.
- To proactively engage with important stakeholders to speed-up the process of CHT Peace Accord implementation.

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

The consultant will report to the CHTDF Director and work day to day closely with the Chief of Policy as well as with the Policy Advocacy & Confidence Building Cluster within the scope of work mentioned below. The consultancy will be partly home-based, partly based in Dhaka (CHTDF office) with frequent travel to the Chittagong Hill Tracts and significant time spent working within MoCHTA and offices of CHT institutions. The Senior Advisor will perform a range of functions that contribute to develop commitment from the part of the Government for implementing the CHT Peace Accord, including civil and military bureaucracy. The functions are (not exclusive):

- Reviewing the existing laws, policies and other legal instruments related to CHT and recommend necessary adjustment, reforms or formulation
- Advise MoCHTA and UNDP-CHTDF for undertaking necessary peace building initiatives.
- Advise CHTDF for possible cooperation/ collaboration with security sector.
- Facilitate dialogues with security sector e.g. military and police for undertaking joint initiatives.
- Raise and promote issues related to CHT (through interviews and engagement with print media and TV , policy dialogue, seminars) to bring long lasting changes in public policies related to the full implementation of the CHT Peace Accord.
- Engage with the security sector on issues of a democratic culture and diversity.
- Creating additional channels to address the diverse interests within and outside CHT.
- Engaging with the government, security sectors, multilateral institutions and regional organizations on further implementation of the CHT Peace Accord.

4. Deliverables/Outputs of the assignment/service

1. Detailed inception report and work plan including: <ul style="list-style-type: none">• Detailed conceptual understanding of the task, methodology and work plan• Detailed list of stakeholders to be consulted	Within 2 weeks of commencement of the contract.
2. Prepare/submit a business plan for CHTDF <ul style="list-style-type: none">• Tentative list of issues/ concerns and opportunities for peace and confidence building in the region.• Scope of engagement with security sector e.g. military establishment and police• Identify the security issues and peace building measures• Prepare plan	Within 2 months of the assignment
3. Review the existing engagement of CHTDF and advise adjustment(if needed)	Within 3 months of

for peace and confidence building in the CHT, this will address the major issues of conflicts and mistrusts.	the assignment
4. A strategic guideline (maximum 20-30 pages) setting out key idea/opportunities and possible processes for achieving effective policy dialogue and reconciliation of long pending post-conflict issues;	Within 4 months of the assignment
5. Facilitate dialogue and provide recommendations for CHTDF to strengthen relationship with the high level policy makers.	Continuous throughout the assignment
6. Political Strategy for Peace Building in CHT: setting out clear and realistic goals; action plan and step-by-step process; expected results; identified benchmarks and progress/results indicators; etc. The strategy paper should clearly define which actions need to be undertaken at which level i.e. at regional level or at national level.	Within 6 months of the assignment

5. Tentative Payment Schedule for each:

Deliverables/Outputs	Payment Schedule
After submission and acceptance of inception report and work plan (Output 1)	20 %of the total contract value
After achieving and certification of Outputs 2, 3 & 4 and partial completion of Output 5	50 % of the total contract value
After achieving and certification of completion of Outputs 5 & 6 and the whole assignment.	30%of the total contract value
Total	100%

6. Period of assignment/service

The assignment will be for 90 working days spread over a maximum period of 10 months from the commencement of the contract. A realistic earlier completion would be preferred.

7. INPUTS

The successful consultant will bring all necessary inputs including the expertise in different areas to complete the assignment. In addition to consultancy fee, the consultant should include all the necessary costs in his/her financial proposal.

CHTDF will provide transport facilities for project related visits within the CHT. All other inputs to carry out the service will have to be borne by the consultant

8. BUDGET

The interested individual/consultant will include a financial proposal along with the technical proposal considering all inputs required to accomplish the assignment (as mentioned above).

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Postgraduate degree in defense studies, public administration or a related subject of social science;

II. Experience:

- At least 20 years of work experience with the military or related function among which at least 3 years at senior level.
- Strong policy analysis and research skills;
- Past experience working in the CHT will be an advantage;
- An experienced professional with a demonstrated track record in providing sound technical support and policy advice to the government.
- S/he has excellent written English and capacity to provide high quality reports in a professional and timely manner.

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

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 should include a breakdown of the lump sum amount including travel, per diems, and number of anticipated working days.

Travel:

All envisaged travel costs, to achieve the deliverables, must be included in the financial proposal (except transport for the consultant only within the CHT which will be provided by the project). This includes all travel to join duty station/repatriation travel. 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.

Eligibility Criteria

• Postgraduate degree in defense studies, public administration or a related subject of social science;	(Yes/No)
• At least 20 years of work experience with the military or related function among which at least 3 years at senior level.	(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.

<u>Technical Evaluation (70%)</u>	Points
1. Appropriateness of the proposed methodology.	30
2. Experience in policy analysis and of working at policy level	20
3. Experience of working in CHT and/or understanding of CHT issues	10
4. Working experience with UN/international agencies	10
Total =	70

Applicants may also be invited for a face to face or 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 in the technical evaluation 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 I - TERMS OF REFERENCES (TOR)

Terms of Reference (ToR)

Senior Advisor on CHT Accord Implementation and Confidence Building

1. Background:

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Main objective:

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- Strong policy analysis and research skills;
- Past experience working in the CHT will be an advantage;
- An experienced professional with a demonstrated track record in providing sound technical support and policy advice to the government.
- S/he has excellent written English and capacity to provide high quality reports in a professional and timely manner.

Inputs from UNDP-CHTDF

CHTDF will provide working space in its offices, transport facilities for project related visits within the CHT. All other inputs to carry out the service will have to be borne by the consultant.