

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: IC-NAT/2014-CHTDF11

Date: 30 September 2014

Project name: Chittagong Hill Tracts Development Facility (CHTDF)

Country: Bangladesh

Description of the assignment: National Consultant - National Governance Advisor.

Duty Station: Dhaka

Period of assignment/services: The assignment is for maximum of 100 working days spread over a period of 6 months

Proposal should be submitted at the following address: ebidbox-ctddf.bd@undp.org no later than **October 15, 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-CHTDF11**”

Any request for clarification must be sent in writing to hiroshi.kuwata@undp.org and mariam.rikta@undp.org CHTDF, UNDP will respond in writing by standard electronic mail including an explanation of the query.

1. BACKGROUND

Capacity Development is one of the components of the development initiative “Promotion of Development and Confidence Building in Chittagong Hill Tracts” undertaken by Chittagong Hill Tracts Development Facility (CHTDF). The objective of the Capacity Development Cluster is to enhance the skills and capacities of the CHT Institutions – notably Ministry of Chittagong Hill Tracts Affairs (MoCHTA), CHT Regional Council (RC), Hill District Councils (HDC), and Upazila and Union Parishad and Traditional leaders (Circle Chief, Headmen and Karbaris) in support of grassroots & multi-community development. The intervention is to help strengthen and streamline the local governance system in order to ensure effective community outreach and support services from the CHT institutions. Over the years, there have been some inconsistencies and changes which have occurred along the line of mandates and functions of different institutions, the harmonization of which has become essential for better coordination, and for the discharging of the respective roles by the institutions as envisaged in the CHT Accord 1997.

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

MoCHTA, Regional Council, and HDCs are the leading institutions in the initiative for enhancement of CHT sub-national governance; CHTDF facilitates the process and provides technical support in view of the following objectives:

- Acts, Rules, Regulations, Executive Orders of CHT government institutions harmonized and rules of business approved and activated
- Specific CHT governance structure acknowledged and included in relevant national acts and policies
- CHT government institutions have updated rules, regulations, executive orders, policies and practices in place to ensure smooth functioning, transparency and accountability
- Full subjects (functions) transferred to CHT institutions in accordance with the provisions of the HDC Acts and the CHT Accord.

The study recently conducted on the harmonization of the CHT laws pointed out inconsistencies in different laws and acts applicable to the Chittagong Hill Tracts and suggested recommendations for correcting these. This requires amending CHT specific and national laws and acts. The study also includes recommended follow up actions in support of the actual implementation process of harmonization, which includes drafting of rules and regulations and review of organograms. The objectives of this follow up study are:

- Identify processes and activities required for the harmonization of laws and acts.
- Identify and mobilize actors and stakeholders of the harmonization process.
- Agree with actors and stakeholders on a “road-map” for the implementation of harmonization of laws and acts.

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

There will be a team of 3 national consultants; CHT Governance Advisor, National Governance Advisor and Junior Governance Consultant. The National Governance Advisor will be based in Dhaka. Under the supervision of the CHTDF Chief Implementation and, in close consultation with the CHT Governance Advisor, CHTDF CD&SD cluster and CHTDF Chief of Policy, the Consultant will perform the following tasks:

- Chart out from the recent study findings the processes and activities for the harmonization of laws and Acts, which cover amendments of laws and Acts, drafting of rules and regulations and review of organograms.
- Identify and mobilize the stakeholders/parties involved in the harmonization process. This includes organizing a workshop with all stakeholders/parties involved
- Identify the sequence and requirements for synchronization of harmonization processes and activities.
- Identify advocacy requirements and draft an appropriate advocacy strategy to bring in all stakeholders and have a common understanding on the necessity of harmonization.

Specific inputs of the National Governance Advisor in the above mentioned tasks include:

- Provide inputs and advice related to harmonization processes at national level.
- Identification of national parties and stakeholders, national stakeholder analysis and inputs for advocacy strategy at national level.
- Liaison with MoCHTA, ministries and other stakeholders at national level.
- Preparation of national workshop, facilitation of workshop sessions.

The above mentioned tasks will also include gathering of relevant documents, desk reviews and meetings with relevant government institutions in Dhaka and Chittagong Hill Tracts. Furthermore, the

consultant will attend the meetings of UNDP-CHTDF Technical Advisory Committee on Decentralized and Local Governance (chaired by MoCHTA, with membership of national ministries and CHT institutions), to share and discuss the assignment findings.

Deliverables/Outputs of the assignment/service:

1. Inception report

Common inception report (Detailed work plan) on the assigned tasks for the 3 consultants, in consultation with UNDP-CHTDF, and relevant CHT government institutions

2. National workshop and workshop report

3. Final report

Comprehensive Roadmap;

- Formulate a comprehensive roadmap of the Harmonization process with a clear goal of intervention, milestones, activities, timeframe and budget estimation based on the analysis and activity prioritization of the study
 - Logical Framework
 - Operation Plan
 - Budget Framework

Advocacy Strategy Paper;

- Stakeholder analysis.
- Formulate the Advocacy Strategy Paper, which is about the approach to bring in all stakeholders of MoCHTA, line ministries, the cabinet, and CHT institutions to a common understanding on the relevant CHT laws and the necessity of the harmonization.

4. Regular reporting

Documentation of the initiatives taken under the assignment and reports on the progress status regularly as and when required.

Tentative Payment Schedule:

Deliverables	Tentative time line	Payment
Inception report	Within 1 month of contract commencement	10% of the contract value
<ul style="list-style-type: none"> • National workshop and workshop report • Regular reporting 	Within 2 months of contract commencement	30% of the contract value
<ul style="list-style-type: none"> • 1st draft of the final report <ul style="list-style-type: none"> ○ Comprehensive roadmap ○ Advocacy strategy plan • Regular reporting 	Within 4 months of contract commencement	30% of the contract value
Final report <ul style="list-style-type: none"> • Comprehensive roadmap • Advocacy strategy plan 	Within 6 months, end of the contract period	30% of the contract value

Period of assignment/service:

The assignment is for maximum of 100 working days spread over a period of 6 months

Inputs:

From CHTDF

- CHTDF will provide office space and necessary logistics to the consultant.
- Any travel within the CHT related to work assigned will be arranged and cost covered by CHTDF
- Workshops/meetings/trainings will be organized according to work plan submitted.
- Other costs in relation to this contract will be borne by the consultant

From the consultant

- All deliverables mentioned in this TOR as per work plan will be achieved by time specified.
- Bring own laptop computer.

For detailed information, please refer to the Terms of Reference(TOR) in Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced university degree in Law, Business Administration, Public administration, Social studies or a related area;

II. Experiences:

- At least 7 years of experience in governance and/or development related field;
- Must have experience in working with government.
- Working experience in decentralization and local governance,

III. Competencies:

- Knowledge in good governance practices
- Excellent speaking and writing skills in Bengali and English are necessary;
- Excellent analytical skills;
- Strong IT skills, including ability to work with MS Word, MS Excel, Outlook and PowerPoint;
- Proven cross-cultural communication;
- Thorough familiarity with policies, laws and regulations on Bangladesh governance;
- Knowledge on CHT development and governance system;

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 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.

<u>Eligibility Criteria</u>	
<ul style="list-style-type: none">Advanced university degree/graduation in, Law, Business Administration, Public administration, Social studies or a related area;	(Yes/No)
<ul style="list-style-type: none">At least 7 years of experience in governance and/or development related field;	(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 including the timeline.	20
2. Experience in working with government.	15

3.Working experience in decentralization and local governance,	20
4.Knowledge on CHT development and governance system;	15
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

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)

National Consultant

On

National Governance Advisor

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