

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: IC-NAT/2015-CHTDF07

Date: 24 March 2015



Empowered lives.  
Resilient nations.

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

**Country:** Bangladesh

**Description of the assignment:** National Consultant - Short Term Policy Advisor – Sustainable Forest Management in CHT Chittagong Hill Tracts Watershed Co-management Activity (CHTWCA)

**Duty Station:** Rangamati with visits to others 2 hill districts of CHT.

**Period of assignment/services:** Assignment will be for 30 working days over a 4 months period.

**Proposal should be submitted at the following address:** [ebidbox-htdf.bd@undp.org](mailto:ebidbox-htdf.bd@undp.org) no later than **March 31, 2015**. 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/2015-CHTDF07**”

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

### 1. BACKGROUND

More than two decades of protracted conflict in the 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. More than 50% 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 peoples 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 Government, 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). The CHTDF plays a very important role ensuring a successful peace building process and improving the development conditions of the CHT people. The support is focused on:

- CHT governance institutions functioning and national systems developed in support of Peace Accord implementation;
- Confidence is built to solve long-standing problems critical to sustainable development and peace in CHT;
- Economic development opportunities enhanced for CHT;
- Literacy increased through an education scheme adapted to local context;
- Access to quality preventive and curative health services at the community level;
- Local organizations and communities empowered and their capacities enhanced to manage their own development;

UNDP-Bangladesh has a funding agreement with USAID to work on improving the CHT forests and watershed conditions. The CHT contains about 43 percent of forest coverage of Bangladesh and is rich in biodiversity. However, the CHT suffers from a high degree of forest degradation and deforestation due to high population growth, excessive timber

extraction, expansion of agricultural areas and improper management of forest. Due to rapid loss of forest coverage and watersheds, people face water scarcity during the dry season adversely affecting agricultural growth and livelihoods – particularly in remote places where basic services are hardly available. The project has two main aspects: working in (i) RF areas and (ii) working in Mouza Forests or VCF in CHT. The CHTWCA plans to work through a partnership with the Forest Department to develop forest conservation models in the RF and the second part is to be managed through CHT institutions and communities with the objective of introducing and strengthening a co-management system for the VCF and improving livelihood of the forest dependent communities.

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

The objective of having a National Policy Advisor for a period of four months will be to support the CHTWCA in the development of Technical Documents for Policy Consultation, Dialogue and Advocacy for Sustainable Forest and Environment Management in the Chittagong Hill Tracts (CHT). The specific objectives of the assignment are:

A review report on existing policies, legal frameworks and the governance on CHT forest and environment management including recommendations for way forward to ensure effective forest and environment management and conservation in CHT; and

Strategy/ies on policy level intervention for the Village Common Forests (VCF) and Reserved Forests (RF) in CHT based on the report findings and subsequent consultations at the regional and national levels.

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

Under the supervision and guidance of the Chief, Community Empowerment Program (CEP) and support from the Program Specialist, the National Policy Advisor is expected to deliver key results in following priority areas:

1. Review relevant GOB Policies, Acts, Rules, Strategies, Guidelines and plans as they relate to the governance of natural resource, environment and climate change in the CHT.
2. Review the current management status of the RF and VCFs as it relates to the CHT governance systems (such as the traditional leadership, FD, CHTRC and HDCs);
3. Develop a position paper on the current management needs in CHT related to VCF, associated watersheds and RF that will include expert advice and concrete recommendations on (a) desirable reforms in applicable national laws, policies, rules, administrative guidelines, etc.; (b) need for framing of new regulations, governance and management guidelines, etc. by district-level authorities; (c) issuance of orders, resolutions and other documents to formalize tenure security over VCFs;
4. Facilitate and lead the process on regional level consultation meetings in preparation for a national Policy Dialogue on natural resource co-management in the CHT with a particular emphasis on the VCF and RF;
5. Work closely with the other national and International policy experts.

### (a) Expected Deliverables:

The key products to be delivered are as follows:

Item	Number of working days	Timeline
Report on Policy Analysis, Legal Frameworks and Governance related to CHT forest and environment management and protection.	5	In the first two weeks of signing the contract
Regional Consultation meeting (planning and implementation)	5	During first month of signing the contract
RF and VCF Position Papers for national level dialogue	5	2 weeks before national dialogue
Facilitate national level dialogue(s) and produce report with follow up action plan and submitting final report	15	2 weeks after national dialogue

**Payment Schedule:**

The Short Term National Consultant shall receive payment in two installments from UNDP as follows:

1. 30% following the submission of reports on first two deliverables on policies, legal frameworks and regional level workshop.
2. 70% upon submission of an acceptable final report.

**Period of assignment/service:**

The total number of working days will be 30 days spread over a maximum of 4 months from the signing of the contract.

**Duty station:**

The consultant will be based in CHTDF Rangamati Office

**Inputs:**From CHTDF

The consultant will be provided with office space. For official travels transport and allowance as per UNDP rules and regulations will be followed.

From the Consultant:

All other inputs to complete the deliverables will be taken care of by the consultant.

**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). The financial proposal should cover all resources required to complete the work as per the TOR and work plan. Costs to travel to CHT and within CHT will be covered by CHTDF and therefore should not be included in the financial proposal

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS****Requirements of the Consultant-Team Leader****I. Academic Qualifications:**

- Masters or post graduate degree in any relevant field.

**II. Years of experience:**

- At least 20 (Twenty) years of relevant experience at the high level policy works.
- Expertise in the area of policies on forest conservation, environment, and indigenous peoples in the context of CHT.
- Proven record of experience working on community based forest management, environment management, climate change adaptation and mitigation.
- Relevant working experience with UN agencies or INGO is an added advantage;
- Ability to critically review relevant technical materials and recommend appropriate measures to overcome the issues.
- Experience of working in the CHT (or any comparable region) is an added advantage.

**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 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**

• Masters or post graduate degree in any relevant field.	(Yes/No)
• At least 20 (Twenty) years of relevant experience at the high level policy works	(Yes/No)

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

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

<b><u>Technical Evaluation (70%)</u></b>	<b>Points</b>
1. Appropriateness of the proposed methodology	15
2. Proven experience of high level policy works	15
3. Expertise in the area of policies on forest conservation, environment, and indigenous peoples in the context of CHT	15
4. Experience working on community based forest management, environment management, climate change adaptation and mitigation	15
5. Work Experience with UN and CHT institutions	10
<b>Total =</b>	<b>70</b>

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

$\mu$  = 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) For Short Term Policy Advisor – Sustainable Forest Management in CHT Chittagong Hill Tracts Watershed Co-management Activity (CHTWCA)**

#### **1. TERMS OF REFERENCE (TOR)**

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(b) **Objectives:** The objective of having a National Policy Advisor for a period of four months will be to support the CHTWCA in the development of Technical Documents for Policy Consultation, Dialogue and Advocacy for Sustainable Forest and Environment Management in the Chittagong Hill Tracts (CHT). The specific objectives of the assignment are:

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- Strategy/ies on policy level intervention for the Village Common Forests (VCF) and Reserved Forests (RF) in CHT based on the report findings and subsequent consultations at the regional and national levels.

**Background:** More than two decades of protracted conflict in the 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. More than 50% 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.

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**(c) Scope of work and expected Deliverables:**

Under the supervision and guidance of the Chief, Community Empowerment Program (CEP) and support from the Program Specialist, the National Policy Advisor is expected to deliver key results in following priority areas:

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**(d) Expected Deliverables:**

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**(e) Duty Station:**

Rangamati with visits to others 2 hill districts of CHT.

**(f) Supervision and Performance Evaluation:**

The above task will be monitored and evaluated under the supervision of Chief Cluster, CEP – CHTDF/UNDP and working closely with the Program Specialist.

**(g) Timeframe and deadlines:**

Duration of the assignment is 30 working days spread over a maximum of 4 months from the signing of the contract.

**(h) Payment Schedule:**

The Short Term National Consultant shall receive payment in two installments from UNDP as follows:

1. 30% following the submission of reports on first two deliverables on policies, legal frameworks and regional level workshop.
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**2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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