

REQUEST FOR PROPOSAL (RFP-BD-2019-019)
(For Low-Valued Services)



Empowered lives.
Resilient nations.

NAME & ADDRESS OF FIRM	DATE: August 8, 2019
	REFERENCE: RFP-BD-2019-019

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring Firm for preparing Ward Poverty Atlas and Urban Poverty Profile for 09 Cities for Livelihoods Improvement of Urban Poor Communities Project (LIUPCP)**

Proposals shall be submitted on or before 04.30 pm (local BD Time) on Thursday, 29 August 2019

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

Proposals may be submitted on or before the deadline indicated by UNDP e-Tendering system. Bid must be submitted using online e-Tendering system at the link furnished below:

<https://etendering.partneragencies.org>; by using your username and password. If you have not registered in the system before, you can register now by logging in using

Username: event.guest

Password: why2change

And follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of **120 days**. You kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted into the system within deadline. e system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (*with file name less than 60 characters*) in PDF format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, will not be considered for evaluation.

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

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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.

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 3.

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/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Operations Manager- OIC
8/8/2019



Description of Requirements

Context of the Requirement	Hiring Firm for preparing Ward Poverty Atlas and Urban Poverty Profile for 09 Cities
Implementing Partner of UNDP	
Brief Description of the Required Services	<p>C. Scope of Work and Overall Objectives</p> <p>Under the direct guidance of the Project Manager of LIUPCP, the work of the Consultancy firm aims to prepare (i) Ward Poverty Atlas, and (ii) Urban Poverty Profile for each of the city.</p> <p>Scope of Work: Consultancy will entail the following scope of work:</p> <p>1. Prepare and submit the Inception Report with detailed Work Plan</p> <ul style="list-style-type: none"> Consult with LIUPCP/UNDP and develop the draft Work Plan and share with UNDP. Prepare and submit the Inception Report including the final Work Plan incorporating the comments and feedback of UNDP. <p>2. Prepare Ward Poverty Atlas</p> <ul style="list-style-type: none"> Collect necessary GIS files and database related to Mahalla and Resources Mapping and Urban Poor Settlements Mapping from UNDP. Collect template/design of (i) Ward Poverty Atlas and (ii) Urban Poverty Profile from UNDP. If the Firm has more ideas, share with UNDP and upon consultation finalize the template for Ward Poverty Atlas and Urban Poverty Profile. Collect other necessary information/documents from different sources related to the poverty and the concerned city that will fit into UPP and Ward Poverty Atlas. UNDP may also supply other information to the Firm based on the availability of data / completion of some other assessment in the cities to use in preparing the Ward Atlas and UPP. Overlay the Mahalla and Resource mapping with urban poor settlements data and maps (the spatial data and information will be provided by the Project) Analyse the settlement and Mahalla datasets and maps as well as all other available datasets. Using some excel sheet prepare the texts and figures (that should go into the Ward Poverty Atlas) for all the Wards of a city both in English and Bangla. Prepare 2/3 Ward Poverty Atlas in both English and Bangla and submit them to UNDP for review and feedback.

	<ul style="list-style-type: none"> Finalize the template and prepare the Ward Poverty Atlas for all the Wards of the city in Bangla incorporating the comments and feedback provided by UNDP. <p>3. Prepare Urban Poverty Profile (UPP)</p> <ul style="list-style-type: none"> Visit city, meet community and city officials to collect more information and take photos necessary for the Urban Poverty Profile as identified during the analysis of the poverty mapping of the concerned city. Photos should be taken with high resolution professional camera to maintain the publication quality resolution. Photos should cover each of the poverty indicators as found in the city. Conduct a pin-up session with selected staffs of LIUPCP town team (4/5), selected city officials (1/2) and few community leaders (4/5) during the visit to gather robust information and develop more comprehensive ideas about the city. Pin-up session in the city may reflect on identifying the typology of the poor settlements with their characteristics, city context in terms of geographic location, livelihoods and income opportunities in different parts of the city, demographic characteristics in various parts of the city, and any other concern associated with the city poverty. Pin-up session should be short and a maximum of 2 hours. Sufficient number of maps (5/6) preferably 3ft by 4ft size should be developed and printed as a part of preparation of the pin-up sessions. Collect necessary information from secondary sources (if available) as deemed to be fit for the UPP. Develop necessary charts, maps and select photos for the UPPs. Prepare draft Urban Poverty Profile as per the agreed template and submit it to UNDP for review and feedback. Firm should agree to work on multiple drafts on UPPs. Finalize UPP incorporating the comments and feedback and submit to UNDP.
List and Description of Expected Outputs to be Delivered	<p>The main expected results of this Consultancy will be as following:</p> <ul style="list-style-type: none"> Multidimensional poverty data of the cities (poor settlements and mahalla mapping) are well organized and analysed Ward Poverty Atlas are prepared considering the poverty data of poverty mapping City-level Urban Poverty Profile prepared through analysing the poverty mapping data and consulting the local team, local government and the communities of the city. Data, maps, assessments reports are made publicly available. <p>The final deliverables will be:</p> <ul style="list-style-type: none"> 01 Inception Report including detailed work plan;

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- 249 Final Ward Poverty Atlas of nine cities (3 copies of Ward Poverty Atlas for each Ward, PVC print, size 2ft X 3ft, with hanger/stick to hang on the wall)
- 09 Final Urban Poverty Profiles for nine cities (3 copies of each Urban Poverty Profile with good printing quality)
- 01 Assignment Completion Report (3 copies)
- Soft copy of the all printed deliverables (Inception report – PDF and Word format; Ward Poverty Atlas – PDF, Illustrator, TIF and GIS format; Urban Poverty Profile – Adobe InDesign, PDF, Word format; Assignment Completion Report – PDF and Word format)
- Soft copy of the all charts, maps, photos that have been used in Ward Poverty Atlas and UPP with high quality and resolution as per format agreed upon by UNDP and the Firm.

Soft copy of all other the photos that were taken from the field during visit.

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates
1. Inception Report	5 working days	8 Sep 2019
2. Ward Poverty Atlas and Urban Poverty Profile for 2 Cities (cities 1-2)	25 working days	24 Oct 2019
3. Ward Poverty Atlas and Urban Poverty Profile for 2 Cities (cities 3-4)	20 working days	27 Nov 2019
4. Ward Poverty Atlas and Urban Poverty Profile for 2 Cities (cities 5-6)	20 working days	31 Dec 2019
5. Ward Poverty Atlas and Urban Poverty Profile for 3 Cities (cities 7-9)	30 working days	20 Feb 2020
6. Assignment Completion Report	5 working days	29 Feb 2020

Geographic Location of the work areas:

This work will be carried out in 09 cities with 249 Wards. The cities are:

1. Cox's Bazar Municipality- 12 wards
2. Cumilla City Corporation -27 wards
3. Dhaka South City Corporation- 57 wards
4. Gazipur City Corporation- 57 wards
5. Gopalganj Municipality- 09 wards
6. Noakhali Municipality- 09 wards
7. Rajshahi City Corporation-30 wards
8. Rangpur City Corporation-33 wards
9. Sayedpur Municipality-15 wards

Methodology

The Consultancy will undertake the following methodology to achieve the objective of this assignment:

- Strong team mobilization: This work requires deployment of substantial human resources and outreach efforts, and knowledge on urban poverty. They should

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	<p>demonstrate that the team members are capable enough to capture the required information for Urban Poverty Profile through field visit and pin-up sessions.</p> <ul style="list-style-type: none"> • <u>Desk work and review</u>: The team will collect the necessary base maps, satellite images, as well as other materials, and will conduct desk work to prepare field maps for Wards and urban poor settlement mapping. Some of the UPPR documents, including maps and database of Settlement and Land Maps (SLM), prepared under UPPR, may also be used by the team. • <u>Producing high quality Atlas and UPP</u>: The firm, upon engaging the qualified team members put special team members to analyse the data and maps for the poverty mapping and extract information from various secondary sources. Engage good quality research team to produce high level UPPs for cities reflecting the real scenarios of the city so that it is accepted by the city stakeholders. 																		
Person to Supervise the Work/Performance of the Service Provider	The study will be overseen by the Project Manager (PM) of LIUPCP. Contractual oversight will be provided by Operations Coordinator - LIUPCP.																		
Frequency of Reporting	<i>As indicated in the TOR</i>																		
Progress Reporting Requirements	As indicated in the TOR																		
Location of work	<input checked="" type="checkbox"/> As indicated in the TOR																		
Expected duration of work	This consultancy will require 105 working days over a period of 06 months.																		
Target start date	September, 2019																		
Latest completion date	February 2020																		
Travels Expected	As indicated in the ToR																		
Special Security Requirements	<input checked="" type="checkbox"/> Others Not Applicable																		
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	All costs related to this assignment including logistics, office arrangements, accommodation, travel etc. shall be borne by the contractor. Whereas UNDP will pay the lump sum amount as per contract shall be paid as achievement of milestones as per the ToR.																		
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <table border="1"> <thead> <tr> <th>Items</th><th>Unit name</th><th>Qty</th><th># Units</th><th>Unit Cost (BDT)</th><th>Total (BDT)</th></tr> </thead> <tbody> <tr> <td>I. Personnel Services</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Team Leader/Lead Researcher</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)	I. Personnel Services						Team Leader/Lead Researcher					
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	City Coordinator cum Sr. Researcher														
	GIS and Database Expert														
	II Out of Pocket expenses														
	Daily Allowances for Project Staffs														
	Travel Allowance														
	III Other related costs														
	Town Level pin-up session														
	Reports and UPP printing														
	Map and Ward Atlas printing														
	Meeting at the selected communities (5 to 6 communities in each city)														
	Sub-Total (I+II+III)														
	Add : VAT														
	Grand-Total														
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required														
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency BDT														
Value Added Tax on Price Proposal	<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"/> 120 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	<table border="1"> <thead> <tr> <th>Outputs and deliverables</th><th>Payments (% of total)</th></tr> </thead> <tbody> <tr> <td>1st payment will be paid after submission and acceptance of Inception Report</td><td>10%</td></tr> <tr> <td>2nd Payment will be paid after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 1 & 2) and accepted by the Contract Administrator</td><td>20%</td></tr> <tr> <td>3rd Payment will be paid after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 3 & 4) and accepted by the Contract Administrator;</td><td>20%</td></tr> </tbody> </table>							Outputs and deliverables	Payments (% of total)	1 st payment will be paid after submission and acceptance of Inception Report	10%	2nd Payment will be paid after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 1 & 2) and accepted by the Contract Administrator	20%	3rd Payment will be paid after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 3 & 4) and accepted by the Contract Administrator;	20%
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	5th Payment will be paid after after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 7, 8 & 9) and accepted by the Contract Administrator;	20%
	Final payment after submission of Assignment Completion Report and accepted by the Contract Administrator;	10%
	Total	100 %
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, LIUPCP Payment for services of the contractor will be made upon satisfactory certification by the contract administrator.	
Type of Contract to be Signed	<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 criterion 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	Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below: Minimum eligibility criteria of the consultancy firm: <ul style="list-style-type: none"> • Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured • Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List • Legally registered under concerned department of Government of Bangladesh • At least 3 years of working experience, with focus on community-based participatory mapping and assessment with experience of managing partners • At least 02 recent examples of similar assignment types in an urban context (attached, or with website link provided) • Previous experience of working with a UN agency / International NGO / bilateral donor / Government • Latest Audited Financial Statement along with the audited report for last two fiscal years– (income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.) 	

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- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.

Along with other manpower required for carrying out the assignment, the firm should provide detailed information and curriculum vitae of the following key personnel with the Proposal:

Minimum Eligibility Criteria for the Human resource:

This assessment requires senior and professional advice based on substantive experience and qualifications of the contracting entity, that call for a professional team that comprise of one team leader/lead researcher, GIS and Database expert and City Coordinators cum Sr. Researcher. The firm will be invited to submit a detailed proposal alongside CVs for the team leader, experts and any associate/assistant staff/s (see below).

Team Leader/Lead Researcher:

The Team Leader/Leader Researcher will be a key liaison point between LIUPCP and the firm. It is expected he/she will have overall responsibility for the consultancy work, the training and oversight of national team and oversee qualitative analysis and reporting.

- Minimum Master's degree in any relevant discipline in Social Sciences, with specific experience on urban development, mapping and research;
- At least 15 (fifteen) years of working experience in undertaking quantitative/qualitative research, including participatory methodologies in relevant field in the urban context.
- Examples of at least 5 (five) key publications through his/her leadership. 2 (two) samples should be submitted.

GIS and Database Expert:

The GIS and Database Expert will be responsible for the overseeing and providing technical support on map digitalization, data input, area demarcation and map production.

- Minimum Bachelor's degree in Urban Planning/Geography/Civil Engineering/computer science or related degree, with strong background in GIS mapping (academic background or certification in Geographic Information System (GIS) and database management).
- At least 10 years of experience in mapping, database management and satellite image processing. Experience in the urban context is an asset.

City Coordinators cum Sr. Researcher (minimum two):

There should be a City Coordinator assigned to the city. He/she should coordinate the overall activities associated with the city, work with LIUPCP Town Team and liaise with representatives of the local government, LIUPCP town team and the communities.

- Minimum Bachelor's degree in Public Management, Project Management, Urban planning/studies or relevant social science degree.

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	<ul style="list-style-type: none"> At least 5 years of experience in coordinating projects, field activities. Experience working with local government is highly desirable. <p>Note: Necessary document must be submitted to substantiate the above eligibility criteria. Consultancy firm that do not meet the above eligibility criteria shall not be considered for further evaluation. The firm must provide CV's of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function or other related information.</p> <p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise of the Firm <i>[indicate percentage]</i></p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel</p> <table border="1"> <thead> <tr> <th>Criteria</th><th>Weight</th></tr> </thead> <tbody> <tr> <td>Technical Proposal Evaluation</td><td>70</td></tr> <tr> <td>1. Expertise of firm</td><td></td></tr> <tr> <td>At least 3 years of working experience with focus on community based participatory mapping and assessment with experience of managing partners.</td><td>10</td></tr> <tr> <td>Previous experience of working with a UN agency / International NGO / bilateral donor / Government</td><td>5</td></tr> <tr> <td>2. Expertise of Team Leader/Lead Researcher</td><td></td></tr> <tr> <td>At least 15 years of experience in undertaking quantitative/qualitative research, including participatory methodologies in relevant field in the urban context.</td><td>10</td></tr> <tr> <td>3. Expertise of City Coordinator cum Sr. Researcher (minimum 2)</td><td></td></tr> <tr> <td>At least 5 years of experience in coordinating research projects, field activities. Experience working with local government, communities and multiple donors, excellent report writing skills are highly desirable.</td><td>10</td></tr> <tr> <td>4. Expertise of GIS and Database Expert</td><td></td></tr> <tr> <td>At least 10 years of experience in mapping, database management and satellite image processing experience in the urban context is an asset.</td><td>5</td></tr> <tr> <td>5. Methodology</td><td></td></tr> <tr> <td>Quality and relevance of proposed approach</td><td>15</td></tr> <tr> <td>Quality of proposed analytical framework</td><td>15</td></tr> <tr> <td>Financial</td><td>30</td></tr> <tr> <td>Total</td><td>100</td></tr> </tbody> </table>	Criteria	Weight	Technical Proposal Evaluation	70	1. Expertise of firm		At least 3 years of working experience with focus on community based participatory mapping and assessment with experience of managing partners.	10	Previous experience of working with a UN agency / International NGO / bilateral donor / Government	5	2. Expertise of Team Leader/Lead Researcher		At least 15 years of experience in undertaking quantitative/qualitative research, including participatory methodologies in relevant field in the urban context.	10	3. Expertise of City Coordinator cum Sr. Researcher (minimum 2)		At least 5 years of experience in coordinating research projects, field activities. Experience working with local government, communities and multiple donors, excellent report writing skills are highly desirable.	10	4. Expertise of GIS and Database Expert		At least 10 years of experience in mapping, database management and satellite image processing experience in the urban context is an asset.	5	5. Methodology		Quality and relevance of proposed approach	15	Quality of proposed analytical framework	15	Financial	30	Total	100
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Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Written Self-Declaration (Annex 5)																																

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<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>UNDP Procurement Cluster, UNDP Bangladesh <u>bd.procurement@undp.org</u> If any potential company has any query about the RFP document, that has to be submitted to the UNDP contact person mentioned above through email ID <u>bd.procurement@undp.org</u> within 20 August 2019 by 4.30 pm.</p> <p><u>"Attn. BD Procurement- Queries on RFP-BD-2019-019, Hiring Firm for preparing Ward Poverty Atlas and Urban Poverty Profile for 09 Cities for Livelihoods Improvement of Urban Poor Communities Project (LIUPCP)"</u></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>
<p>Other Information [pls. specify]</p>	<p>* For attention: The Financial Proposal and the Technical Proposal files <u>MUST BE SEPARATE</u> and uploaded <u>SEPARATELY</u>. Financial proposal must be 'password' protected.</p> <p>A pre-bid meeting will be held at IDB Bhaban, meeting room, for the clarification on the bidding document and ToR on 20 August 2019 at 11.00 AM.</p> <p>Note: Bidder needs to carry a valid Passport/NID/Credit or Debit card with photo/Original driving license to enter IDB Bhaban for the pre-bid meeting.</p>

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

[insert: Location].

[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**Minimum eligibility criteria of the consultancy firm:**

- Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List
- Legally registered under concerned department of Government of Bangladesh
- At least 3 years of working experience, with focus on community-based participatory mapping and assessment with experience of managing partners
- Two recent examples of similar assignment types in an urban context (attached, or with website link provided)
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Minimum eligibility criteria of key personnel:**Minimum Eligibility Criteria for the Human resource:**

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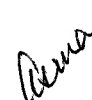
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City Coordinators cum Sr. Researcher (minimum two):

There should be a City Coordinator assigned to the city. He/she should coordinate the overall activities associated with the city, work with LIUPCP Town Team and liaise with representatives of the local government, LIUPCP town team and the communities.

- Minimum Bachelor's degree in Public Management, Project Management, Urban planning/studies or relevant social science degree.
- At least 5 years of experience in coordinating projects, field activities. Experience working with local government is highly desirable.

CV of the Team Leader/Lead Researcher, GIS and Database Expert and City Coordinators cum Sr. Researcher must be attached with the commitment letter.

Note: Proposers must submit necessary documents to substantiate above eligibility criteria. Proposals which shall not submit/meet above mentioned eligibility criteria will not be considered for further evaluation.

B. 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.

C. Qualifications of Key Personnel

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

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

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D. Cost Breakdown per Deliverable (The file with the "FINANCIAL PROPOSAL" must be encrypted with a password)

SL No.	Outputs and deliverables	Payments (% of total)	Value
1.	1 st payment will be paid after submission and acceptance of Inception Report	10%	
2.	2nd Payment will be paid after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 1 & 2) and accepted by the Contract Administrator	20%	
3.	3rd Payment will be paid after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 3 & 4) and accepted by the Contract Administrator;	20%	
4.	4th Payment will be paid after after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 5 & 6) and accepted by the Contract Administrator;	20%	
5.	5th Payment will be paid after after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 7, 8 & 9) and accepted by the Contract Administrator;	20%	
6.	Final payment after submission of Assignment Completion Report and accepted by the Contract Administrator;	10%	
	Total	100 %	

E. Cost Breakdown by Cost Component (The file with the "FINANCIAL PROPOSAL" must be encrypted with a password)

Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
I. Personnel Services					
Team Leader/Lead Researcher					
City Coordinator cum Sr. Researcher					
GIS and Database Expert					
II Out of Pocket expenses					
Daily Allowances for Project Staffs					
Travel Allowance					
III Other related costs					
Town Level pin-up session					
Reports and UPP printing					
Map and Ward Atlas printing					
Meeting at the selected communities (5 to 6 communities in each city)					
Sub-Total (I+II+III)					
VAT					
Grand Total					

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



*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 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, 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.

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:

13.2.2.1 a 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.

- 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.

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.

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.

A handwritten signature in black ink, appearing to be 'Amm', is located in the lower right quadrant of the page.

TERMS OF REFERENCE (ToR)

Hiring Firm for preparing Ward Poverty Atlas and Urban Poverty Profile for 09 Cities

Location: 9 Cities in BANGLADESH
Additional Category: Livelihoods Improvement of Urban Poor Communities Project (LIUPCP)
Type of Contract: Hiring Firm
Languages Required: English and Bangla
Expected Duration of Assignment: 105 working days over a period of 06 months

A. Project Title

Livelihoods Improvement of Urban Poor Communities Project (LIUPCP)

B. Project Description

The Livelihoods Improvement of Urban Poor Communities Project (LIUPCP) is a six-year programme that targets sustainable improvements in the livelihoods and living conditions of the urban poor across towns and cities of Bangladesh. Funded by the Department for International Development (DFID) and the Government of the United Kingdom, it is being implemented by the Local Government Division (LGD) of the Government of Bangladesh together with the United Nations Development Programme (UNDP). At its heart LIUPCP is a governance programme. LIUPCP seeks to address urban poverty issues not through the direct implementation of infrastructure improvements, or charitable giving to selected urban poor beneficiaries; rather to influence the environment in which poverty reduction policies and thinking take place, and thereby having a potentially much more widespread and lasting effect.

In order to bring about improvements in living conditions and the livelihoods of the urban poor, LIUPCP's task is to work together with national and local governments, empowering urban poor communities to understand issues and advocate for their needs, and to improve urban governance overall. Ultimately the design and implementation of pro-poor policymaking and planning will rely on key stakeholders of the programme, that include urban poor communities, civil society, the private sector, and local and national governments. This programme sees its goal to develop tools, methods, and facilitate processes that can help to build capacity, experience, and confidence to do that, at the community-, city-, and national-levels.

LIUPCP will reduce urban poverty through both direct, and indirect, means, and in doing so positively improve the lives of over four million of Bangladesh's urban poor. LIUPCP will work in up to 35 cities, in twelve cities during a first phase (2016-2018), and then between twenty-three and thirty-three further cities in a second phase (2018 to 2021). These towns and cities range in size and location, from tertiary and secondary cities, to the large city corporations, and are spread all over the country. As such LIUPCP will be touching the lives of people in different urban poverty contexts, all throughout Bangladesh.

Preparing Ward Poverty ATLAS and Urban Poverty Profile

In order to implement programme activities in LIUPCP Cities/Towns, it is required to get the city's poverty scenario at city- and ward-level with consensus understanding of all relevant stakeholders at Ward and City level. As a result, LIUPCP intends to accomplish participatory poverty mapping at the beginning of the Project where information is collected on 16 different poverty indicators for each of the urban poor settlements. Information collected through poverty mapping then is used to develop a number of materials that helps as a tool to guide the local government, communities as well as the project to invest its resources in a more effective manner.

Ward Poverty Atlas and Urban Poverty Profile for the cities will be prepared following the participatory poverty mapping. Ward Atlas is for the ward level stakeholders like Ward Counselors, community leaders, different govt. and non-govt. organizations who are active the concerned Wards. Ward Atlas tells the overall conditions of the ward in terms of different poverty indicators and gives some indication what needs to be done where within the Ward for effective poverty reduction. Urban Poverty Profile is a city-level very informative tool which shows the overall poverty conditions throughout the city. It shows which Wards are more sensitive from different lenses of poverty, then it gives some broader guidance what needs to do in which part of the city and what will be role of different city-level active stakeholders to make an impact on poverty reduction. The broader stakeholders of the UPP are the Local Government, CDC Town Federation, other govt. and non-govt. organizations, LIUPCP town teams and so on.

Both the Ward Poverty Atlas and Urban Poverty Profile (UPP) will help LIUPCP and Local Government officials to better understand the context of each city, through various dimensions, as well as gain a better understanding of the city's overall poverty situation. Poverty mapping the data will support pro-poor planning and policy at the Local Government level by visualizing trends and phenomena associated with urban poor settlements. The data and maps generated through this exercise are expected to be used by the LIUPC Project local government as well as other development actors operating in the cities and municipalities.

Objectives:

The overall objective of the exercise is to produce Ward-level and city-level maps and profiles in selected LIUPCP cities and municipalities. The specific objectives of the assignment are:

- Follow participatory process in producing the UPPs and build the common understanding among the LIUPCP HQ and city/town team, local government council and officials, and the community leaders
- Collect and organize a range of urban data for the cities
- Involve stakeholders in the verification and analysis of urban data and maps
- Strengthen LIUPCP interventions in programme cities and municipalities

C. Scope of Work and Overall Objectives

Under the direct guidance of the Project Manager of LIUPCP, the work of the Consultancy firm aims to prepare (i) Ward Poverty Atlas, and (ii) Urban Poverty Profile for each of the city.

Scope of Work:

Consultancy will entail the following scope of work:

1. Prepare and submit the Inception Report with detailed Work Plan

- Consult with LIUPCP/UNDP and develop the draft Work Plan and share with UNDP.
- Prepare and submit the Inception Report including the final Work Plan incorporating the comments and feedback of UNDP.
- **Prepare Ward Poverty Atlas**
- Collect necessary GIS files and database related to Mahalla and Resources Mapping and Urban Poor Settlements Mapping from UNDP.
- Collect template/design of (i) Ward Poverty Atlas and (ii) Urban Poverty Profile from UNDP. If the Firm has more ideas, share with UNDP and upon consultation finalize the template for Ward Poverty Atlas and Urban Poverty Profile.
- Collect other necessary information/documents from different sources related to the poverty and the concerned city that will fit into UPP and Ward Poverty Atlas.
- UNDP may also supply other information to the Firm based on the availability of data / completion of some other assessment in the cities to use in preparing the Ward Atlas and UPP.
- Overlay the Mahalla and Resource mapping with urban poor settlements data and maps (the spatial data and information will be provided by the Project)
- Analyse the settlement and Mahalla datasets and maps as well as all other available datasets.
- Using some excel sheet prepare the texts and figures (that should go into the Ward Poverty Atlas) for all the Wards of a city both in English and Bangla.
- Prepare 2/3 Ward Poverty Atlas in both English and Bangla and submit them to UNDP for review and feedback.
- Finalize the template and prepare the Ward Poverty Atlas for all the Wards of the city in Bangla incorporating the comments and feedback provided by UNDP.

2. Prepare Urban Poverty Profile (UPP)

- Visit city, meet community and city officials to collect more information and take photos necessary for the Urban Poverty Profile as identified during the analysis of the poverty mapping of the concerned city. Photos should be



taken with high resolution professional camera to maintain the publication quality resolution. Photos should cover each of the poverty indicators as found in the city.

- Conduct a pin-up session with selected staffs of LIUPCP town team (4/5), selected city officials (1/2) and few community leaders (4/5) during the visit to gather robust information and develop more comprehensive ideas about the city. Pin-up session in the city may reflect on identifying the typology of the poor settlements with their characteristics, city context in terms of geographic location, livelihoods and income opportunities in different parts of the city, demographic characteristics in various parts of the city, and any other concern associated with the city poverty. Pin-up session should be short and a maximum of 2 hours. Sufficient number of maps (5/6) preferably 3ft by 4ft size should be developed and printed as a part of preparation of the pin-up sessions.
- Collect necessary information from secondary sources (if available) as deemed to be fit for the UPP.
- Develop necessary charts, maps and select photos for the UPPs.
- Prepare draft Urban Poverty Profile as per the agreed template and submit it to UNDP for review and feedback. Firm should agree to work on multiple drafts on UPPs.
- Finalize UPP incorporating the comments and feedback and submit to UNDP.

Geographic Location of the work areas:

This work will be carried out in 09 cities with 249 Wards. The cities are:

1. Cox's Bazar Municipality- 12 wards
2. Cumilla City Corporation -27 wards
3. Dhaka South City Corporation- 57 wards
4. Gazipur City Corporation- 57 wards
5. Gopalganj Municipality- 09 wards
6. Noakhali Municipality- 09 wards
7. Rajshahi City Corporation-30 wards
8. Rangpur City Corporation-33 wards
9. Sayedpur Municipality-15 wards

D. Expected Results and Deliverables

The main expected results of this Consultancy will be as following:

- Multidimensional poverty data of the cities (poor settlements and mahalla mapping) are well organized and analysed
- Ward Poverty Atlas are prepared considering the poverty data of poverty mapping
- City-level Urban Poverty Profile prepared through analysing the poverty mapping data and consulting the local team, local government and the communities of the city.
- Data, maps, assessments reports are made publicly available.

The final deliverables will be:

- 01 Inception Report including detailed work plan;
- 249 Final Ward Poverty Atlas of nine cities (3 copies of Ward Poverty Atlas for each Ward, PVC print, size 2ft X 3ft, with hanger/stick to hang on the wall)
- 09 Final Urban Poverty Profiles for nine cities (3 copies of each Urban Poverty Profile with good printing quality)
- 01 Assignment Completion Report (3 copies)
- Soft copy of the all printed deliverables (Inception report – PDF and Word format; Ward Poverty Atlas – PDF, Illustrator, TIF and GIS format; Urban Poverty Profile – Adobe InDesign, PDF, Word format; Assignment Completion Report – PDF and Word format)
- Soft copy of the all charts, maps, photos that have been used in Ward Poverty Atlas and UPP with high quality and resolution as per format agreed upon by UNDP and the Firm.
- Soft copy of all other the photos that were taken from the field during visit.

E. Methodology

The Consultancy will undertake the following methodology to achieve the objective of this assignment:

- Strong team mobilization: This work requires deployment of substantial human resources and outreach efforts, and knowledge on urban poverty. They should demonstrate that the team members are capable enough to capture the required information for Urban Poverty Profile through field visit and pin-up sessions.

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- **Desk work and review:** The team will collect the necessary base maps, satellite images, as well as other materials, and will conduct desk work to prepare field maps for Wards and urban poor settlement mapping. Some of the UPPR documents, including maps and database of Settlement and Land Maps (SLM), prepared under UPPR, may also be used by the team.
- **Producing high quality Atlas and UPP:** The firm, upon engaging the qualified team members put special team members to analyse the data and maps for the poverty mapping and extract information from various secondary sources. Engage good quality research team to produce high level UPPs for cities reflecting the real scenarios of the city so that it is accepted by the city stakeholders.

Deliverables/Outputs	Estimated Duration to Complete (business days)	Target Due Dates	Review and Approvals Required
1. Inception Report	5 days	8 Sep 2019	Payment will be made upon confirmed acceptance by the Project Manager;
2. Ward Poverty Atlas and Urban Poverty Profile for 2 Cities (cities 1-2)	25 days	24 Oct 2019	
3. Ward Poverty Atlas and Urban Poverty Profile for 2 Cities (cities 3-4)	20 days	27 Nov 2019	
4. Ward Poverty Atlas and Urban Poverty Profile for 2 Cities (cities 5-6)	20 days	31 Dec 2019	
5. Ward Poverty Atlas and Urban Poverty Profile for 3 Cities (cities 7-9)	30 days	20 Feb 2020	
6. Assignment Completion Report	5 days	29 Feb 2020	

F. Institutional Arrangement

The study will be overseen by the Project Manager (PM) of LIUPCP. Contractual oversight will be provided by Operations Coordinator - LIUPCP.

G. Duration of the Work and Duty Stations

This consultancy will require 105 working days over a period of 6 months.

The expected start date is September 2019. The Firm is expected to work from their own offices, attend meetings at LIUPCP HQ as required, and visit field sites.

H. Qualifications of the Successful Contractor

The key qualifications of the Firm, Team Leader, GIS and Database Expert and City Coordinators are listed below. Firms are welcome to propose additional team members in order to meet the objectives of the consultancy within the allotted time period. CVs must be tailored to demonstrate competence against these requirements. Failure to demonstrate the experience of the firm and individual team members against these eligibility criteria will result in proposals being discarded.

Minimum Eligibility Criteria:

For Firm

The firm should be able to demonstrate that it has the capacity and skills of community based participatory mapping and assessment with experience of managing partners. Implementation of this work requires engagement of local partners (*i.e. NGO, CBO, University, Firm operating locally*) to complete the main field work. Therefore, the firm should be able to demonstrate that they have well connection with the local organizations. Along with all other information, the organization should demonstrate in the Proposal:

- Legally registered under concerned department of Government of Bangladesh
- At least 3 years of working experience, with focus on community-based participatory mapping and assessment with experience of managing partners
- Two recent examples of similar assignment types in an urban context (attached, or with website link provided)
- Previous experience of working with a UN agency / International NGO / bilateral donor / Government

Along with other manpower required for carrying out the assignment, the firm should provide detailed information and curriculum vitae of the following key personnel with the Proposal:

Team Leader/Lead Researcher:

The Team Leader/Leader Researcher will be a key liaison point between LIUPCP and the firm. It is expected he/she will have overall responsibility for the consultancy work, the training and oversight of national team and oversee qualitative analysis and reporting.

- Minimum Master's degree in any relevant discipline in Social Sciences, with specific experience on urban development, mapping and research;
- At least 15 (fifteen) years of working experience in undertaking quantitative/qualitative research, including participatory methodologies in relevant field in the urban context.
- Examples of at least 5 (five) key publications through his/her leadership. 2 (two) samples should be submitted.

GIS and Database Expert:

The GIS and Database Expert will be responsible for the overseeing and providing technical support on map digitalization, data input, area demarcation and map production.

- Minimum Bachelor's degree in Urban Planning/Geography/Civil Engineering/computer science or related degree, with strong background in GIS mapping (academic background or certification in Geographic Information System (GIS) and database management).
- At least 10 years of experience in mapping, database management and satellite image processing. Experience in the urban context is an asset.

City Coordinators cum Sr. Researcher (minimum two):

There should be a City Coordinator assigned to the city. He/she should coordinate the overall activities associated with the city, work with LIUPCP Town Team and liaise with representatives of the local government, LIUPCP town team and the communities.

- Minimum Bachelor's degree in Public Management, Project Management, Urban planning/studies or relevant social science degree.
- At least 5 years of experience in coordinating projects, field activities. Experience working with local government is highly desirable.

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace,
- understanding between peoples and nations, tolerance, integrity, respect, and impartiality;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Demonstrates openness to change, flexibility, and ability to manage complexities;
- Proven strong written, analytical and communication skills.

I. Scope of Price Proposal and Schedule of Payments

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 and professional fees, travel costs, subsistence and ancillary expenses. The financial proposal shall specify the total lump sum amount and must be all inclusive (professional fees, travel costs, living allowances, medical allowances, communications costs etc.)



UNDP shall effect payments, by bank transfer to the consultancy firm's bank account, upon acceptance by LIUPCP/UNDP of the deliverables specified in the ToR. Payments will be based on milestone deliverables upon submission of invoice and upon certification of the work completed.

1st payment: 10% of total contract value will be paid after submission of Inception Report and accepted by the Contract Administrator;

2nd payment: 20% of total contract value will be paid after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 1-2) and accepted by the Contract Administrator;

3rd payment: 20% of total contract value will be paid after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 3-4) and accepted by the Contract Administrator;

4th payment: 20% of total contract value will be paid after submission of Ward ATLAS and Urban Poverty Profile for 2 Cities (cities 5-6) and accepted by the Contract Administrator;

5th payment: 20% of total contract value will be paid after submission of Ward ATLAS and Urban Poverty Profile for 3 Cities (cities 7-9) and accepted by the Contract Administrator;

Final payment: 10% of total contract value will be paid after submission of Assignment Completion Report and accepted by the Contract Administrator;

J. Recommended Presentation of proposal

Interested firm must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

Technical Proposal

1. Firm information – Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable;
2. Relevant Experience – Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in undertaking large scale data collection, and list of current and past assignments of the Firm;
3. Process - The Technical Proposal needs to contain a detail description of the process the contractor intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon by the Project in consultation with the Advisory Panel of Experts in the early stages of the commencement.
4. Human Resources - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. survey analysis, field management, etc.
5. Tools and Methodologies – Outlining how your firm's specific approach to qualitative research, including participatory methods, are relevant to the questions under study and meet the highest research standards. This should also include a detailed approach to qualitative data analysis.

6. Sampling strategy – The firm must give a detailed overview of what sampling strategy it will use to select a sample for this study.
7. Quality assurance – The firm must outline how it will ensure quality at all stages of the project but with a particular emphasis on sampling; data collection; data analysis; and reporting. This will be subject to review by UPPR during project implementation.
8. Risk management – The firm must identify key risks and outline how it will mitigate against them. Particular attention should be paid to how political disruption will be handled, especially Hartals and blockades.

Two references must be provided by the contractor from firms previous work has been undertaken. These should be from the past two years and should relate to projects on which proposed team members worked.

Financial Proposal (including fee, travel cost, DSA, and other relevant expenses)

- (i) The Financial Proposal shall specify a total delivery amount (in BDT) including consultancy fees and all associated costs, i.e. travel cost, subsistence per diems, printing costs, consultation workshop costs and overhauled recharges.
- (ii) In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

Please use the following template to prepare your budget estimate:

Template for Budget Estimate.

Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
I. Personnel Services					
Team Leader/Lead Researcher					
City Coordinator cum Sr. Researcher					
GIS and Database Expert					
II Out of Pocket expenses					
Daily Allowances for Project Staffs					
Travel Allowance					
III Other related costs					
Town Level pin-up session					
Reports and UPP printing					
Map and Ward Atlas printing					
Meeting at the selected communities (5 to 6 communities in each city)					
Sub-Total (I+II+III)					
Add : VAT					
Grand-Total					

In Word:

Note: Where necessary, please provide detail estimate of some of the line items (like pin-up sessions, allowances, printing etc.) in separate tables.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

K. Evaluation

In response to the invitation of tender, the contractor will have to submit a Technical Proposal as per the Terms of Reference of the scheme and a Financial Proposal separately (in 2 separate envelopes). The tender selection committee will

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first evaluate the technical proposal of the firms/institutions. Any firms/institutions getting more than 70% of the maximum achievable points in the technical proposal will be considered responsive for financial appraisal, and ultimately therefore, for contracting. The financial proposal will be evaluated based on lowest price.

A cumulative analysis weighted-score method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria to this solicitation, with the ratio at 70:30 respectively.

Criteria	Weight	Max Points
Technical	70	
1. Expertise of firm		
At least 3 years of working experience with focus on community based participatory mapping and assessment with experience of managing partners.	10	
Previous experience of working with a UN agency / International NGO / bilateral donor / Government	5	
2. Expertise of Team Leader/Lead Researcher		
At least 15 years of experience in undertaking quantitative/qualitative research, including participatory methodologies in relevant field in the urban context.	10	
3. Expertise of City Coordinator cum Sr. Researcher (minimum 2)		
At least 5 years of experience in coordinating research projects, field activities. Experience working with local government, communities and multiple donors, excellent report writing skills are highly desirable.	10	
4. Expertise of GIS and Database Expert		
At least 10 years of experience in mapping, database management and satellite image processing experience in the urban context is an asset.	5	
2. Methodology		
Quality and relevance of proposed approach	15	
Quality of proposed analytical framework	15	
Financial	30	
Total	100	

L. Responsibilities of the Contractor regarding cost component

All costs related to this assignment including logistics, office arrangements, accommodation, etc. shall be borne by the contractor

M. Responsibilities of UNDP regarding cost component

UNDP shall pay the lump sum amount quoted in the financial proposal and shall be paid as achievement of milestones as per the ToR

Achieving the deliverables shall be the sole responsibility of the contractor. Any delay shall be communicated to the LIUPCP team along with a plan to remedy the delay

N. Identification of Risk and Risk Mitigation Plan

The firm will be solely responsible for the deliverables and will be responsible to achieve these milestones. Any delay should be reported prior the time point of the milestones as per the submitted work plan.

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Declaration

Date:

United Nations Development Programme
UNDP Registry, IDB Bhaban, Agargaon
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: Hiring Firm for preparing Ward Poverty Atlas and Urban Poverty Profile for 09 Cities

Reference: RFP-BD-2019-19

Dear Sir,

I declare that is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

