



*Empowered lives.  
Resilient nations.*

## **REQUEST FOR PROPOSAL**

### **Hiring a firm to conduct Public Perception Survey - Partnership for a Tolerant, Inclusive Bangladesh (PTIB), UNDP Bangladesh**

RFP No.: RFP-BD-2019-034

Project: Partnership for a Tolerant, Inclusive Bangladesh (PTIB), UNDP  
Bangladesh

Country: Bangladesh

Issued on: 22 August 2019

# Contents

Section 1. Letter of Invitation.....	4
A.    GENERAL PROVISIONS.....	5
1.    Introduction.....	5
2.    Fraud & Corruption, Gifts and Hospitality.....	5
3.    Eligibility .....	5
4.    Conflict of Interests .....	6
B.    PREPARATION OF PROPOSALS.....	6
5.    General Considerations.....	6
6.    Cost of Preparation of Proposal.....	6
7.    Language.....	6
8.    Documents Comprising the Proposal .....	6
9.    Documents Establishing the Eligibility and Qualifications of the Bidder.....	7
10.   Technical Proposal Format and Content.....	7
11.   Financial Proposals .....	7
12.   Proposal Security .....	7
13.   Currencies .....	8
14.   Joint Venture, Consortium or Association.....	8
15.   Only One Proposal.....	9
16.   Proposal Validity Period.....	9
17.   Extension of Proposal Validity Period .....	9
18.   Clarification of Proposal.....	9
19.   Amendment of Proposals.....	9
20.   Alternative Proposals .....	10
21.   Pre-Bid Conference.....	10
C.    SUBMISSION AND OPENING OF PROPOSALS .....	10
22.   Submission.....	10
23.   Deadline for Submission of Proposals and Late Proposals .....	11
24.   Withdrawal, Substitution, and Modification of Proposals.....	11
25.   Proposal Opening.....	12
D.    EVALUATION OF PROPOSALS .....	12
26.   Confidentiality .....	12
27.   Evaluation of Proposals .....	12
28.   Preliminary Examination .....	12
29.   Evaluation of Eligibility and Qualification.....	12
30.   Evaluation of Technical and Financial Proposals.....	13
31.   Due Diligence .....	14

32.	Clarification of Proposals .....	14
33.	Responsiveness of Proposal.....	14
34.	Nonconformities, Reparable Errors and Omissions .....	14
E.	AWARD OF CONTRACT .....	15
35.	Right to Accept, Reject, Any or All Proposals .....	15
36.	Award Criteria .....	15
37.	Debriefing .....	15
38.	Right to Vary Requirements at the Time of Award.....	15
39.	Contract Signature .....	15
40.	Contract Type and General Terms and Conditions .....	15
41.	Performance Security.....	15
42.	Bank Guarantee for Advanced Payment.....	16
43.	Liquidated Damages .....	16
44.	Payment Provisions.....	16
45.	Vendor Protest .....	16
46.	Other Provisions .....	16
	Section 3. Bid Data Sheet.....	17
	Section 4. Evaluation Criteria.....	20
	Section 5. Terms of Reference .....	24
	Section 6: Returnable Bidding Forms / Checklist.....	29
	<b>Form A:</b> Technical Proposal Submission Form.....	30
	<b>Form B:</b> Bidder Information Form .....	31
	<b>Form C:</b> Joint Venture/Consortium/Association Information Form .....	33
	<b>Form D:</b> Qualification Form.....	34
	<b>Form E:</b> Format of Technical Proposal .....	36
	<b>Form F:</b> Financial Proposal Submission Form .....	41
	<b>Form G:</b> Financial Proposal Form.....	1
	<b>Form H:</b> Self Declaration that the company is not in the UN Security Council 1267/1989 List.....	3

## SECTION 1. LETTER OF INVITATION

---

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form
  - o Form H: Self Declaration that the company is not in the UN Security Council 1267/1989 List

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet. Please acknowledge receipt of this RFP by utilizing the "Accept Invitation" function in e-Tendering system. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP. **Pre-Bid meeting will be held on August 29, 2019, 11.30 am, UNDP Bangladesh.**

**Bid submission dead line – September 17, 2019, 4.30 PM (Bangladesh Local Time/ NY Time in E-Tender)**

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Financial Proposal must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical Evaluation as per the criteria established and disclosed in the solicitation document. The Proposer shall assume the responsibility for not encrypting the financial proposal.

**DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS BDT 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.**

Issued by:



Title: Procurement Associate

Date: **August 22, 2019**

Approved by:



Title: OIC Operations

Date: **August 22, 2019**

## Section 2. Instruction to Bidders

### A. GENERAL PROVISIONS

<p><i>1. Introduction</i></p>	<p><b>1.1</b> Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p><b>1.2</b> Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p><b>1.3</b> As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<p><i>2. Fraud &amp; Corruption, Gifts and Hospitality</i></p>	<p><b>2.1</b> UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p><b>2.2</b> Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p><b>2.3</b> In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p><b>2.4</b> All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
<p><i>3. Eligibility</i></p>	<p><b>3.1</b> A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p><b>3.2</b> It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. <i>Conflict of Interests</i></p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p><b>B. PREPARATION OF PROPOSALS</b></p>	
<p>5. <i>General Considerations</i></p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. <i>Cost of Preparation of Proposal</i></p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. <i>Language</i></p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p>8. <i>Documents</i></p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<p><i>Comprising the Proposal</i></p>	<p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;  b) Technical Proposal;  c) Financial Proposal;  d) Proposal Security, if required by BDS;  e) Any attachments and/or appendices to the Proposal.</p>
<p><i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i></p>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<p><i>10. Technical Proposal Format and Content</i></p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p><i>11. Financial Proposals</i></p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p><i>12. Proposal Security</i></p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p>

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. <i>Currencies</i></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p>14. <i>Joint Venture, Consortium or Association</i></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>



<p><i>15. Only One Proposal</i></p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<p><i>16. Proposal Validity Period</i></p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p><i>17. Extension of Proposal Validity Period</i></p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p><i>18. Clarification of Proposal</i></p>	<p><b>18.1</b> Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p><b>18.2</b> UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p><i>19. Amendment of Proposals</i></p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission</p>

	of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
<i>20. Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<i>21. Pre-Bid Conference</i>	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<i>22. Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p>



<p><i>Proposals</i></p>	<p>Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<p>25. <i>Proposal Opening</i></p>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<p><b>D. EVALUATION OF PROPOSALS</b></p>	
<p>26. <i>Confidentiality</i></p>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<p>27. <i>Evaluation of Proposals</i></p>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ol>
<p>28. <i>Preliminary Examination</i></p>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<p>29. <i>Evaluation of Eligibility and Qualification</i></p>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's</li> </ol>

	<p>list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;</p> <ul style="list-style-type: none"> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<p><i>30. Evaluation of Technical and Financial Proposals</i></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

<p>31. <i>Due Diligence</i></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<p>32. <i>Clarification of Proposals</i></p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. <i>Responsiveness of Proposal</i></p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. <i>Nonconformities, Reparable Errors and Omissions</i></p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion</li> </ul>

	<p>of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. <i>Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. <i>Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. <i>Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. <i>Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract



	effective.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
43. <i>Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. <i>Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. <i>Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
46. <i>Other Provisions</i>	46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. 46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. 46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a>



## SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: [Thursday, 29<sup>th</sup> August 2019, 11.30 AM BST] Venue: UNDP Meeting Room, IDB Bhaban, Dhaka</p> <p>The UNDP focal point for the arrangement is: [Ehsanul K Chowdhury] Telephone: [+880255667788] E-mail: [bd.procurement@undp.org]</p> <p><b><i>[Bidders required to carry NID/ Passport/Photo ID for access permission into IDB Bhaban and participate in the Pre-Bid Meeting in time. UNDP will not be responsible for access permission of the prospective bidders.]</i></b></p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows:

			Percentage of contract price per day of delay: 0.1% Max. number of days of delay 7, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	<u>Local currency BDT</u>
11	31	Deadline for submitting requests for clarifications/ questions	<b>August 29, 2019, 4.30 PM BST</b>
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: <b>[Ehsanul K Chowdhury]</b> E-mail address: <b>[bd.procurement@undp.org]</b> <i>Please mention RFP Ref. number during email communication otherwise responses cannot be confirmed.</i>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering  Will be Uploaded in the system (e-Tender, UNDP Procurement Notice and UNGM). Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via system generated email that changes have occurred. <b>It is the responsibility of the Proposers to view the respective changes and clarifications in the system.</b>
14	23	Deadline for Submission	Tuesday, 17 <sup>th</sup> September 2019, 4.30 PM BST <b><u>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</u></b> <b>PLEASE NOTE</b> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. <b>Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</b>
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> <b><u>e-Tendering</u></b>
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  <b><u>BU CODE- BGD10/ EVENT ID – RFP-19-034</u></b>
16	22	Electronic submission (email or eTendering) requirements	▪ Format: PDF files only

			<ul style="list-style-type: none"> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</li> <li>▪ Max. File Size per transmission: [Not exceeding <b>45 MB</b>] <b>ZIP format files</b> allowed in case large volume of document – but not <b>RAR formats</b> and <b>not to exceed 45 MB</b></li> </ul>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>October 3, 2019</i>
19		Maximum expected duration of contract	20 Months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
23		Other Information Related to the RFP	<p>* <i>Contract effectiveness linked with following condition:</i></p> <p>◆ Technical and Financial proposals should be submitted in separate PDF files and financial proposal must be password protected</p> <p><b>Note:</b></p> <p><b>While entering financial proposal in the e-Tendering system, always mention your bid price as BDT 1. Please do not mention value of your financial proposal in the e-Tendering system. It should only be mentioned in the Password Protected File/ Attachment of Financial Proposal Submission Form (Form-F) and Financial Proposal Form (Form-G). The proposals of those organizations who would reveal their financial proposal value in the e-Tendering system will be disqualified</b></p>

## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Financial Proposal – **PASSWORD PROTECTED**
- Bid Validity

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
	Any additional criteria if required	Refer to <b>ToR</b>
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts</b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	At least 5 years' experience of research on social issues using mixed methods and in the areas of community development, social cohesion, peacebuilding, and/or humanitarian affairs	Form D: Qualification Form
	Experience of conducting at least 3 surveys where data were collected using Android devices utilizing Survey CTO/ODK or other relevant software	Form D: Qualification Form
	Minimum <u>2</u> contracts of similar value, nature and complexity implemented over the last <u>2 (two)</u> years. <i>(For JV/Consortium/Association, all Parties cumulatively should</i>	Form D: Qualification Form

	<i>meet requirement).</i>	
<b>Financial Standing</b>	Minimum average annual turnover of USD <u>300,000</u> for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

## Technical Evaluation Criteria

The key qualifications of the Firm are listed below. Firms are welcome to propose team members, and to provide their CVs to demonstrate how they will meet the objectives of the consultancy within the allotted time period. Proposals must be tailored to demonstrate competence against these requirements. Failure to demonstrate the experience of the firm and possible team members against these eligibility criteria will result in proposals being discarded.

### **Eligibility Criteria:**

#### **Firm**

- The firm will have all legal papers e.g. valid trade license, latest audit report, TIN and other updated documents to run a business in a legal way.
- Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured)- describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Latest Audited Financial Statement- income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
- At least 5 years' experience of research on social issues using mixed methods and in the areas of community development, social cohesion, peacebuilding, and/or humanitarian affairs
- Experience of conducting at least 3 surveys where data were collected using Android devices utilizing SurveyCTO/ODK or other relevant software
- Experience of having undertaken surveys within Cox's Bazar District among host population and experience of undertaking at least one survey within the Refugee Camps. Having long-term experience of working in Rohingya camps, i.e.- experience of working both before and after the August 2018 influx is a plus
- Experience of using mixed methods (both qualitative and quantitative) in studies including Rohingya population
- Experience of hiring and training data collectors/enumerators who speak Cox's Bazar and Rohingya dialect
- Experience of working with any UN entity or international organization involving Rohingya population
- Experience of conducting local/national level representative surveys

#### **Key personnel**

##### **Team leader:**

- At least postgraduate degree in Anthropological Studies, Social Sciences, Development studies, or Political Science
- At least 8 years of professional experience in research and evaluation in the fields of community development, social cohesion, peacebuilding, and/or humanitarian affairs with demonstrable knowledge of working with affected populations

##### **Data Scientist:**

- A postgraduate degree in a relevant subject
- At least four years of experience in quantitative and qualitative data collection and analysis.
- Proven experience of working with relevant statistical analytical tools e.g. Stata, SPSS, R

**Data Collector:**

- At least 4 years of experience in quantitative and qualitative data collection. Experienced in community development-related data collection and able to interact effectively and professionally with affected populations, including community members, local elites etc. Able to record data precisely based on questionnaire.
- Ability to understand and speak Cox's Bazar/Rohingya dialect fluently

**Data Quality Assurance Officer:**

- At least 5 years of experience in the field of data collection, evaluation, and assessment in the field of social sciences, development studies, or political science. At least 3 years' experience in similar type of job. Capable of ensuring data quality and accuracy, team leading and able to provide quick decisions to data collectors

**If any of the key personnel in proposed team is a regular employee of any organization, s/he have to attach consent letter from the person's employer in favour of her/his engagement/service in this assignment.**

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. The tender selection committee will 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:

- Responsive/compliant/acceptable with reference to this ToR, and;
- 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
<b>Technical</b>	<b>70</b>	<b>70</b>
<b>1. Expertise of firm</b>		
Working experience in Cox's Bazar and having worked on at least one survey within the camp	10	10
Previous experience of working with a UN agency	5	5
Previous experience in undertaking public perceptions surveys, including addressing security perceptions	10	10
<b>2. Management Structure and Key Personnel Requirement</b>		
<b>Expertise of Team Leader/Lead Researcher</b>	10	10
Educational qualification and competency		
<b>Expertise of Data Scientist</b>	5	5
Educational qualification and competency		
<b>Expertise of Data Collector</b>	5	5
Educational qualification and competency		
<b>Expertise of Data Quality Assurance Officer</b>	5	5
Educational qualification and competency		
<b>3. Proposed Methodology, Approach, Activities and Implementation Plan</b>		
Quality and relevance of proposed methodology and approach.	10	10
Quality of proposed analytical framework.	10	10
<b>Financial</b>	<b>30</b>	<b>30</b>
<b>Total</b>	<b>100</b>	<b>100</b>

## SECTION 5. TERMS OF REFERENCE

<b>Location:</b>	<b>Cox's Bazar, Bangladesh</b>
<b>Project Name:</b>	<b>Partnerships for a Tolerant, Inclusive Bangladesh (PTIB)</b>
<b>Expected Duration of Assignment:</b>	<b>20 months</b>

### **A. Project Title**

Partnerships for a Tolerant, Inclusive Bangladesh: Cox's Bazar Analysis and Research Unit

### **B. Project Description**

The Partnerships for a Tolerant, Inclusive Bangladesh (PTIB) project is a multi-year UNDP-led initiative that seeks to understand and prevent violence and extremism in Bangladesh. Operating under PTIB, the Analysis and Research Unit is supporting the wider efforts of the UN in Bangladesh in its joint response to the Rohingya Crisis. The scale of the emergency, with an additional 671,000 people fleeing to Bangladesh since August 2017, has significant implications for the region. More Rohingya now live in Bangladesh than in Myanmar, shifting the crisis' centre of gravity to the border region between the two countries. The project intends to benefit the international community and national stakeholders from a clearer understanding of the complex drivers of tensions among the Rohingya and their host communities, and the potential ramifications, to contribute to early warning and prevention.

Through careful monitoring and analysis of the evolving situation in Cox's Bazar, the Analysis and Research Unit is working to improve the UN's response by equipping agencies with the information needed to: i) identify gaps in programming; ii) adapt existing programming to better suit the rapidly unfolding situation on the ground; and iii) better coordinate agency activities to ensure effective programming that benefits affected populations and the community at large.

In recognition of the current tensions that exist among and between various populations in Cox's Bazar district; the key role that affected populations play in ensuring effective program design, development, and delivery; and the importance of narratives and perceptions in sustaining peace, promoting tolerance, and ensuring social cohesion, UNDP has identified the need to hire a professional survey company to conduct a series of public perception surveys.

### **C. Overall Objectives and Scope of Work**

The public perception surveys will provide a platform for affected populations, including members of the local population living in affected Upazilas and Rohingya refugees living in camps in Teknaf and Ukhiya, to voice their concerns and opinions on the unfolding social, economic, and political situation in Cox's Bazar district.

The survey will use a questionnaire, developed and designed by the UNDP sub-office in collaboration with the implementing partner and various UN actors, across the three affected Upazilas: Teknaf, Ukhiya and Cox's Bazar. A sample questionnaire is attached in Annex I. Data will be collected using Android devices (mobile phones/tablets) and uploaded to a server so that it is available to UNDP researchers instantaneously.

#### **Scope of Work:**

1. Design of a sampling methodology
  - Design an appropriate random sampling method that ensure representation, authenticity and viability.
2. Training of linguistically and gender appropriate enumerators
  - Preparation of training plan for the enumerator and supervisor, survey manual, field work protocols according to agreed methodologies
  - Recruitment and implementation of training for enumerators



3. Preparing necessary software and procuring hardware for data collection
  - Prepare a data collection application using ODK, Survey CTO or any other software of vendor's choice
  - Procure the Android devices to be used for data collection
  - Find a server to store the data collected. The vendor will be responsible for the security of the server
  - Keep provisions in the data collection application so that it can store data offline as well as online. This is important because internet connectivity is disruptive in the target locations and that should not hamper data collection process. In case of offline storage, data should be uploaded to the server as soon as the data collector/enumerator gets access to internet which is expected to be within the same day
  - Any cost related to using/subscribing to the data collection and/or management tools will have to be borne by the selected firm and not UNDP
  
4. Undertake the quarterly surveys and collect the data
  - Finalize the data collection tools (questionnaires) which will be largely prepared by UNDP
  - Pre-testing of the questionnaires, data collection application and Android devices in one or two communities and if needed take necessary actions to correct the tools based on the field findings
  - Data collection, cleaning, validation, analysis and synthesis
  - Develop and submit survey report on quarterly basis
5. Organize Focus Groups Discussions
  - Select, contact and ensure participation of Focus Group members
  - Facilitation of Focus Group session jointly with UNDP
  - Documentation and reporting of discussion
  
6. Joint analysis of each quarterly survey resulting in a public report
  - Undertake analysis of each quarterly survey jointly with UNDP and UN staff
  - Prepare public reports based on the analysis

**Survey Participants:**

There will be three groups of survey participants. They are: Rohingyas living in the refugee camps, host community population who have received benefits from UNDP projects and host community population who are yet to receive any benefit from a UNDP project.

**Geographic Location of the work areas:**

The working location will be in Teknaf, Ukhiya and Cox's Bazar Sadar. This will include both the Rohingya camps and host communities.

The Public Perception Surveys will be conducted in 10 unions and 2 municipalities of 3 impacted Upazilas in Cox's Bazar district which have refugee camps, as well as in Cox's Bazar Sadar.

The table below shows the targeted locations in the project working area:

Division	District	Upazila	Union Parisad/Municipality
Chattogram	Cox's Bazar	Teknaf,	Whykong*, Baharchara*, Sabrang, Nhilla*, Teknaf, Teknaf Municipality
		Ukhiya	Palong Khali*, Ratna Palong, Raja Palong*, Jalia Palong, Haldia Palong*
		Cox's Bazar Sadar	Cox's Bazar Municipality
1 Division	1 District	3 Upazila	10 Union Parisads and 2 Municipalities

- C2RP Beneficiary Unions

Estimated host community and Rohingya population figures in Teknaf and Ukhiya are given below to provide an idea about potential number of people who needs to be represented through a random sampling method. Please note that estimate for Cox's Bazar upazila is not included here but will of course be included in the survey.

Upazila and Union	Host Community (2011 Census) Y1	Y8 (2018)	Rohingya population (August 2018)
Ukhiya - Palong Khali	32,843	39,040	708,329
Ukhiya- Jalia Palong	47,656	56,648	1,296
Ukhiya - Raja Palong	56,895	67,630	16,964
Ukhiya- Haldia Palong	47,708	56,710	181
Ukhiya- Ratna Palong	22,524	26,774	131
<b>Ukhiya (total)</b>	<b>207,626</b>	<b>246,802</b>	<b>726,901</b>
Teknaf – Nhillia	46,896	55,745	132,028
Teknaf – Whykong	50,863	60,460	35,762
Teknaf - Baherchara	28,805	34,240	13,306
Teknaf- Sabrang	58,358	69,369	2,170
Teknaf- Teknaf	47,708	56,710	788
Teknaf Paurashava	25,056	29,784	625
<b>Teknaf (total excluding St. Martins)</b>	<b>257,686</b>	<b>306,308</b>	<b>184,679</b>

#### D. Expected Results and Deliverables

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

- Data on the public perceptions of a statistically proportionate number of people living across selected Upazilas is collected, compiled, and disaggregated by ethnicity, gender and location. Disaggregated by location means data will have to be disaggregated into upazila, union and wards. Data must also include tags indicating if it is from Rohingya camps, non-camp UNDP beneficiary or non-UNDP beneficiary. This data has to be stored in a server instantaneously (in case of availability of internet) or daily (in terms of unavailability of internet on the field). This data must be always accessible by designated UNDP personnel
- Professional quarterly reports including survey results and FGD are produced analysing and summarizing the data, and elaborating on key dynamics and themes;
- Results validated and endorsed by UNDP and other stakeholders;

The deliverables will be:

- A methodological report on sampling at inception;
- Seven statistically valid survey (one every quarter) during the twenty-two (22) months;
- Eighty four (84) focus group discussions (twelve (12) per quarter) in twenty-one (21) months;
- Seven reports (One (1) every quarter) and final progress report based on the above;

## E. Methodology

The tendering entity will be expected to design a statistically valid sample of the local population based on the 2011 Bangladesh National Census (with extrapolation based on anticipated population increase in the period since the census was taken) and the most recent UNHCR data on the refugee population. The sample will need to be representative of gender, ethnicity and age and the data collected will need to be available in both aggregated and disaggregated form. Each Questionnaire Interview will need to have a GPS location recorded. The tendering entity will then undertake surveys. The implementing partner will be expected to collate the data and work with the UNDP Sub-Office on undertaking a preliminary analysis of data and to assist the UNDP in presenting the data to workshops in both Dhaka and Cox's Bazar. In addition, twelve focus groups will need to be used to analyse the data collected and a summary of each focus group discussion produced. The implementing partner will then work with the UNDP Sub Office in analysing the data collected and also work with UN GIS teams in ensuring that the data can be appropriately presented in a visual format where relevant.

## Deliverables/Outputs

Deliverables/Outputs	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Methodological Report at project inception, including detailed work plan;	15/10/2019	Payment will be made upon confirmed acceptance by the UNDP Project Manager; Need approval of work plan to be prepared and submitted with inception report.
1 <sup>st</sup> quarterly report based on survey and FGD	10/12/2019	
2 <sup>nd</sup> quarterly report based on survey and FGD	15/03/2020	
3 <sup>rd</sup> quarterly report based on survey and FGD	15/06/2020	
4 <sup>th</sup> quarterly report based on survey and FGD	15/09/2020	
5 <sup>th</sup> quarterly report based on survey and FGD	15/12/2020	
6 <sup>th</sup> quarterly report based on survey and FGD and final report.	15/03/2021	
<b>NON-COST ACTIVITY COMPONENT</b>		
Complete datasets in CSV format, if requested by UNDP or partners;	When required within contract period. (No cost implication)	
Additional information on ethical or methodological considerations, as required by UNDP;	When required within contract period. (No cost implication)	

## F. Institutional Arrangement

The study will be overseen by the Lead of the Analysis and Research Unit under supervision of the PTIB Project Manager. Contractual oversight will be provided by UNDP Operations Manager and cluster. It is not advisable to disclose in the field that this is a UNDP survey. The selected firm will be responsible for obtaining all relevant government permits/access cards.

## G. Duration of the Work and Duty Stations

This assignment will be for 20 months started from October 2019. The data collection will be undertaken in Cox's Bazar and the contractor will be expected to work on the analysis with the UNDP Sub-Office in Cox's Bazar.

## **H. 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 affect payments, by bank transfer to the consultancy firm's bank account, upon acceptance by PTIB/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.

1<sup>st</sup> payment: 15% of total contract value will be paid after submission and acceptance of the Methodological and first Quarterly Report (15th December 2019);

2<sup>nd</sup> payment: 15% of total contract value will be paid after submission and acceptance of the second Quarterly Report (29<sup>th</sup> March 2020);

3<sup>rd</sup> payment: 15% of total contract value will be paid after submission and acceptance of the third Quarterly Report (31<sup>st</sup> June 2020);

4<sup>th</sup> payment: 15% of total contract value will be paid after submission and acceptance of the fourth Quarterly Report (31<sup>st</sup> September 2020).

5<sup>th</sup> payment: 15% of total contract value will be paid after submission and acceptance of the fifth Quarterly Report (30<sup>th</sup> December 2020)

6<sup>th</sup> payment: 15% of total contract value will be paid after submission and acceptance of the sixth Quarterly Report (30th March 2021)

## **I. Identification of Risk and Risk Mitigation Plan**

The firm will be solely responsible for the deliverables and will be responsible to achieve the milestones. Any delay should be reported prior the time point of the milestones as per the submitted work plan. The firm must identify the risks to delivery and outline how it will mitigate against them i.e. outline risk management strategies.

## **J. 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. 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.

## **K. 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 UNDP team along with a plan to remedy the delay

## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Declaration	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate and password protected PDF File)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

## FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

*We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.*

*We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference*

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

We understand and recognize that you are not bound to accept any Proposal you receive.

*I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## FORM B: BIDDER INFORMATION FORM

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ 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</li> <li>▪ Trade name registration papers</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> <li>▪ Latest audited financial statements (income statement and balance sheet) including auditor's report for the past 3 years</li> </ul>

- Statement of satisfactory performance from the top 3 clients in terms of contract value of the past 3 years for the reference. Note: Please provide the Latest contract details of the focal point at client for which performance certificate will be provided
- Copies of 2 contracts of similar nature and complexity implemented over the last 2 years



## FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture      **OR**       JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

--	--	--	--	--

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

<b>Annual Turnover for the last 3 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

<b>1. Expertise of firm</b>
Working experience in Cox's Bazar and having worked on at least one survey within the camp
Previous experience of working with a UN agency
Previous experience in undertaking public perceptions surveys, including addressing security perceptions
<b>2. Management Structure and Key Personnel Requirement</b>
<b>Expertise of Team Leader/Lead Researcher</b>
Educational qualification and competency
<b>Expertise of Data Scientist</b>
Educational qualification and competency
<b>Expertise of Data Collector</b>
Educational qualification and competency
<b>Expertise of Data Quality Assurance Officer</b>
Educational qualification and competency
<b>3. Proposed Methodology, Approach, Activities and Implementation Plan</b>
Quality and relevance of proposed methodology and approach.
Quality of proposed analytical framework.

### Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]

	<p>[INSERT]</p>
<p>PROFESSIONAL CERTIFICATIONS</p>	<p>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</p> <hr/> <ul style="list-style-type: none"> <li>▪ NAME OF INSTITUTION: [INSERT]</li> <li>▪ DATE OF CERTIFICATION: [INSERT]</li> </ul>
<p>EMPLOYMENT RECORD/ EXPERIENCE</p>	<p>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</p> <hr/> <p>[INSERT]</p>

REFERENCES

*[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]*

---

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

---

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

-----

-----

---

Signature of Personnel

Date (Day/Month/Year)



## FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

**Note: This Financial Proposal Submission Form must be password protected and should not be included as part of the technical proposal.**

## FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Note: This Financial Proposal Submission Form must be password protected and should not be included as part of the technical proposal.**

### BUDGET TEMPLATE

Standard Sample size with 5% interval and 5% margin of error: 400 for each upazila, total 1200 in 3 upazila						
Budget						
Sl	Head of expenditure/Activities	Description/Breakdown	Unit of Measure	Unit cost (BDT)	No. of unit	Cost
1	Team Leader	01 person Full time	Person/month		20	
2	Data Scientist	01 person Full time	Person/month		20	
3	Data Quality Assurance Officer	01 person Full time, based in CXB	Person/month (including local travel allowance)		20	
4	Data collector; 05	05 person Full time based in CXB total 5*20=100 months	Person/month (including local travel allowance)		100	
5	Recruitment of Data Collectors and DQAOs	Advertisement, accommodation and travel for interviewers	Event		1	
6	Training for Data Collectors and DQAOs	Venue, food, travel and per diem for Team Leader	Activity		1	
7	Android Tab for Data Collectors, 5 sets	Android phone	Number		5	
8	Development of Coding, GIS system, Data visualization software	Software etc.			1	
9	Travel and per diem for Team Leader, Data Scientist		Month		20	
10	Equipment	Computer	Number		3	
11	Communications, logistics, Mobile data	per/month	Month		20	
12	Operation/management cost	per/month	Month		20	
	<b>Total BDT</b>					

**Breakdown of Price per Deliverable/Activity (should be total of Budget Template)**

<b>Deliverable/ Activity description</b>	<b>Target Date</b>	<b>Amount in BDT)</b>
1 <sup>st</sup> Installment 15% of total contract value to be paid after submission and acceptance of the Methodological and first Quarterly Report	15 <sup>th</sup> December 2019	
2 <sup>nd</sup> installment 15% of total contract value will be paid after submission and acceptance of the second Quarterly Report	29 <sup>th</sup> March 2020	
3 <sup>rd</sup> Installment 15% of total contract value will be paid after submission and acceptance of the third Quarterly Report	31 <sup>st</sup> June 2020	
4 <sup>th</sup> Installment 15% of total contract value will be paid after submission and acceptance of the fourth Quarterly Report	31 <sup>st</sup> September 2020	
5 <sup>th</sup> Installment 15% of total contract value will be paid after submission and acceptance of the fifth Quarterly Report	30 <sup>th</sup> December 2020	
6 <sup>th</sup> Installment 15% of total contract value will be paid after submission and acceptance of the sixth Quarterly Report	30 <sup>th</sup> March2021	

**FORM H: SELF DECLARATION THAT THE COMPANY IS NOT IN THE UN SECURITY COUNCIL 1267/1989 LIST**

---

## **Declaration**

Date:

**United Nations Development Programme**

UNDP Registry, IDB Bhaban, Agargaon  
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: **Hiring a firm to conduct Public Perception Survey - Partnership for a Tolerant, Inclusive Bangladesh (PTIB), UNDP Bangladesh**

**Reference:** [RFP-BD-2019-034](#)

Dear Sir/Madam

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

Yours Sincerely,