



18 March 2020

REQUEST FOR PROPOSAL (RFP-BD-2020-007)

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring a Firm to Establish a Digital Risk Information Platform (DRIP) Interface**

Proposals shall be submitted on or before 4.30 p.m. (local time) on Tuesday, April 07, 2020

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

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link: <https://etendering.partneragencies.org>; using your username and password. If you have not registered in the system before, you can register now by logging in using

Username: event.guest

Password: why2change

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

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

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

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

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

The Proposal that complies with all of the requirements meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Yonah Samo

**International Operations Manager
March 18, 2020**

Annex 1**Description of Requirements**

Context of the Requirement	<p>The Digital Risk Information Platform (DRIP), a specialized software application, aims to strengthen the institutional capacity of the Government of Bangladesh for assessing, understanding and communicating disaster and climate related risks, with the goal of integrating disaster risk information into development planning & budgeting, policies and programs. The specific objectives are to:</p> <ul style="list-style-type: none"> – Integrate disaster and climate risk information into development projects, plans, programs and policies to ensure risk-informed public investment; – Facilitate access to risk information from a common platform; – Assist the Planning Officials in different ministries with available risk information in different sectors.
Implementing Partner of UNDP	National Resilience Programme (NRP)
Brief Description of the Required Services	<p>Although Bangladesh has made significant progress in disaster risk management, the country is still at risk of growing loss and damage due to disaster and climate stresses. The evidence shows that the current and likely future impact of disaster and climatic stresses on the economy, livelihoods and assets of the country has been pointedly increased in the past decades. Between 1970 and 2013, the country reported over USD180.3 million in economic losses from natural disasters. In addition to that, the country has earned global reputation in many areas of the Millennium Development Goals (MDGs) and Hyogo Framework of Action (HFA), and currently development agenda is highly focused in achieving the SDGs, Paris Climate Agreement and SFDRR. However, the application of disaster and climate risk knowledge and information in the public and private planning and investment is severely hampered due to lack of capacity, information and understanding risk. Limitations are found in incorporating disaster and climate change risks in all stages of development planning. This extensive linkages between disaster and development generates an urgency to establish a risk information platform/interface to access disaster and climate risk information and tools for risk-informed planning and investment.</p> <p>At present the available databases for managing development project life cycles, and climate risk screening tools are quite fragmented and lacks contextual data and information on disaster and climate change risks. Databases related to development planning and management located within the Government of Bangladesh do not supply necessary data and information for DPP preparation addressing disaster and climate change risks, rather mainly focusing on DPP submission to implementation, budget management and monitoring. In Contrast, most of the risk screening tools are about physical hazards and risks, and do not follow any integrated approach for risk and vulnerability assessment. Considering the gaps and challenges, the NRP-Programming Division part will adopt a novel approach to establish tools and database for disaster and climate change related risks to generate a detail analysis in order to inform development projects, plans and programmes of relevant key sectors. For Bangladesh, to assist in the budgeting process of development projects, a climate risk screening tool has been developed under the project titled “Establishing a Climate Risk Screening System for Mainstreaming Climate Change Adaptation into National Development Budgeting Activities”, funded by Asian Development Bank (ADB) which can help Planning</p>

	<p>Commission officials to ascertain the impact of climate change in a development project, its economic losses and adaptation need.</p> <p>As of the specific objective and the continuation of one of the objectives of the ADB funded project mentioned above, the NRP-Programming Division Part will establish a digital risk information platform/interface adopting a data ecosystem approach connecting existing initiatives for digital Bangladesh. This platform/interface will be designed to provide necessary disaster and climate risk data and information to carry out Disaster Impact Assessment (DIA), a tool proposed by the National Disaster Management Council of Bangladesh headed by the Prime Minister, to ensure disaster resilient development. However, as such, there is no comprehensive database comprising tools and knowledge product to assist the planners to integrate disaster and climate risk data and information into development projects, plans and programmes for decision making and planning for risk-informed public investment. This platform will provide data and information for disaster and climate risk and vulnerability assessment, and potential climate change adaptation options as well as disaster risk mitigation measures to address identified risks and vulnerabilities caused by the project and also in project implementing areas.</p> <p>(a) SCOPE OF THE WORK</p> <p>This DRIP is intended to provide planners with guidance on how to consider climate and natural hazards in the project development and appraisal, particularly for agriculture and industry sector, as well as access to the necessary climate and disaster information for them to utilize. The platform will be developed following a data ecosystem approach, linking up with other digitalization initiatives, such as the Planning Information System (PLIS) of Bangladesh Planning Commission, Aspire to Innovate project(a2i), the Digital ECNEC project, the Disaster Management and Information Centre of Department of Disaster Management, and the Ministry of Environment and Forests' online climate database, Bangladesh Delta Plan 2100 Project's knowledge portal, as well as Programming Division's Climate Risk Screening Tool & database.</p> <p>The contract holder will be required to deliver the following services:</p> <ul style="list-style-type: none"> – Consult with Programming Division of Bangladesh Planning Commission and UNDP to determine platform/interface needs and functionality; – Review challenges and opportunities to link up with risk information platform/interface, existing disaster and climate databases and digitized information; – Develop digital platform/interface for planners to access disaster and climate risk information and tools for risk-informed planning; – Present and facilitate beta testing of the platform/interface with end users and super users; – Deliver training to relevant government officials for operation and maintenance of platform/interface; – Produce manual on operation and maintenance of platform/interface; – Finalize platform/interface following beta testing.
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List and Description of Expected Outputs to be Delivered		
	Deliverables	Days required (Estimated)
	1. Inception report detailing the workplan and methodology, risks and risk mitigation strategies, and any necessary literature reviewed; including a Stakeholder Engagement Plan and Training Plan.	End of 10 days
	2. Develop DRIP outline and Platform design Conceptual framework development, review existing local and global platforms in the context of Bangladesh, identify gaps and challenges, and conduct stakeholder analysis for sustainability plan.	End of 1month
	3. Platform Design System, User Interface and Database design – One hard copy and one soft copy; with GIS/Data files and metadata in shapefile format (geodatabases);, tables and other converted data in appropriate digital file formats for platform - in soft copy Draft User Satisfaction Test Survey and User Acceptance Test and Training Evaluation Survey- A soft copy submission for review and approval.	End of 02 month
	Development and testing Database Demo version of platform application presented and execution of tests. Test scenarios and results – soft copy Final User Satisfaction Survey and User Acceptance Test (UAT) - soft copy submission for approval.	End of 2.5month
	4. Completed platform and deployment (corrected after prior iterations of platform development including a demo) Execution of tests and successful User Acceptance Test and User Satisfaction Survey reports – hard and soft copy; Submission of drafts for training manuals and related materials, technical and user manuals are required with platform, before training is conducted.	End of 3 month
	5. Training Completed Training manuals & execution of trainings with at representation from each target group. Training Reports - These reports must include a copy or original register of	End of 4 Month

		participants and must be submitted with one electronic and one hard copy format.	
	6.	Technical and User Manuals DRIP Technical & User Manuals; and Use/content management policy and standards (Final versions after correction of prior submission of drafts) Draft submission of proposed costed plan for maintenance of platform.	End of 5 Month
	7.	Final Consultancy Report This report should include a description of key outputs and activities, associated challenges and risk mitigation strategies, lessons learnt, recommendations and any unintended outcomes if applicable. Final Source codes must be submitted for software documentation.	End of 6 month
	8.	Maintenance and Support The firm will provide maintenance and support services for a year since activation of the site. A report providing information on the resolution of requests, errors, queries and concerns stated by users is required at the end of this period. Submission of Final Documentation of Fee and Cost structure for maintenance of platform.	For a year since activation of the site.
	<ul style="list-style-type: none"> – Trainings of stakeholders (super users and end-users) and production of manual for super users. A detail of training is given in annex 1. Please note that selection of training participants and training related cost (Venue rent, Participants' DSA and food) will be provided by NRP-PD; – All products to be transferred to the Programming Division, Bangladesh Planning Commission upon completion. 		
Person to Supervise the Work/Performance of the Service Provider	The Planning Specialist, NRP-PD		
Frequency of Reporting	As indicated in the ToR		
Progress Reporting Requirements	As indicated in the ToR		
Location of work	<input checked="" type="checkbox"/> Exact Address/es As indicated in the ToR		
Expected duration of work	Duration of the assignment will be 06 months		
Target start date	April 15 2020		
Latest completion date	October 15 2020		
Travels Expected	As indicated in the ToR		
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training		

	<input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Others <i>[pls. specify]</i>																						
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others As per ToR																						
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																						
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																						
Currency of Proposal	<input checked="" type="checkbox"/> USD																						
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT																						
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>																						
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																						
Payment Terms	<table border="1"> <thead> <tr> <th>Key tasks</th><th>Timeline</th><th>Payment Schedule</th></tr> </thead> <tbody> <tr> <td>Inception report</td><td>End of 10 days</td><td>10%</td></tr> <tr> <td>Develop DRIP outline and platform design</td><td>End of 1.5 month</td><td rowspan="2">20%</td></tr> <tr> <td>Platform Design & Development, Testing and Database</td><td>End of 02 month</td></tr> <tr> <td>Completed platform and deployment</td><td>End of 03 month</td><td>30%</td></tr> <tr> <td>Training, and Technical and User Manuals</td><td>End of 5 month</td><td rowspan="2">30%</td></tr> <tr> <td>Final consultancy report</td><td>End of 06 Month</td></tr> <tr> <td>Maintenance and Support</td><td>End of a year after DRIP activation</td><td>10%</td></tr> </tbody> </table>	Key tasks	Timeline	Payment Schedule	Inception report	End of 10 days	10%	Develop DRIP outline and platform design	End of 1.5 month	20%	Platform Design & Development, Testing and Database	End of 02 month	Completed platform and deployment	End of 03 month	30%	Training, and Technical and User Manuals	End of 5 month	30%	Final consultancy report	End of 06 Month	Maintenance and Support	End of a year after DRIP activation	10%
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, NRP-PD																						
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract																						

Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% Technical Offer and 30% Price Weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:</p> <p>Minimum eligibility criteria of the consultancy firm:</p> <ol style="list-style-type: none"> I. The firm must be a registered entity. Updated Registration Papers, Tax Payment Certification, etc. must be submitted; II. Company profile, which should not exceed 10 pages including any printed brochure relevant to the services being procured; III. The bidder shall have a cadre of consultants trained and experience in developing websites, web application design and development, database development, and other open-source platforms, GIS database and analysis, training and maintenance, and other relevant fields. IV. Must have 10 years of demonstrated experiences in developing web-based disaster and climate change related database and/or interface preparation, interpretation and maintenance, and experiences in international/national technical assistance projects focusing on disaster and climate change risk assessment using digital computational models; V. The bidder should have undertaken at least 03 similar projects locally and regionally in last 05 years; international experience is a plus. VI. The bidder must have strong project management skills and good understanding of Disaster Vulnerability and Risk Reduction, and the use of geospatial datasets for analysis and decision-making. VII. Knowledge of the operations of UNDP project policies would be a distinct advantage. VIII. Three (3) latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc Not less than 30 lacs BDT. IX. 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. X. Only qualified national firms are eligible to participate. However, the firm can propose international consultants in team as specialist to ensure the quality of project proposal. <p>Note: Firms that do not meet the above eligibility criteria shall not be considered for further evaluation. Necessary documentation must be submitted to substantiate the above eligibility criteria.</p> <p>Following categories of Human Resources may be required for accomplishing the proposed assignment:</p>

	<p>a) Project Manager/Team Leader– (Number of Position 01)</p> <ul style="list-style-type: none"> – • Minimum graduate in CS/ CSE/ ICT or IT; • 10 years of progressive experience with at least 05 years’ experience in managing large scale National Level IT projects in Whole of Government Domain; • Experience in leading such an assignment, role including software design and development, preferably in Bangladesh Government IT projects; • Must have excellent report writing skills and experiences in writing and presenting reports to a highly professional and policy level. <p>b) Disaster Risk Management Specialist - (Number of Position 01)</p> <ul style="list-style-type: none"> • Minimum graduate in Climate Science/Disaster Management or related discipline • At least 5 years’ experience in climate change adaptation or disaster risk reduction. • This expert should be familiar with the DRM sector of Bangladesh, have sound knowledge of GIS, sound knowledge of the development or use of hazard, vulnerability, exposure, and risk data, experience developing risk profiles and conducting DRR related research. • Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV. <p>c) Systems Analyst - (Number of Position 01)</p> <ul style="list-style-type: none"> – Minimum graduate in CS/ CSE/ ICT or IT. – Minimum 5 years’ experience analyzing systems requirements. – Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV. <p>d) GIS Programmer/Analyst - (Number of Position 01)</p> <ul style="list-style-type: none"> – At least a bachelor’s degree in GIS, geography, computer science, engineering, planning, natural resources or related field – A minimum of 5 years’ experience, extensive knowledge and experience with GIS techniques, technology, and principles, GIS analysis, application design, development, and testing of GIS software, hardware, and geospatial data management systems. – Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV. <p>e) Software Engineer / Web Developer - (Number of Position 01)</p>
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	<ul style="list-style-type: none"> – Minimum graduate in Computer Science and Engineering/ICT – 3 years of progressive experience in the IT related field. – Must have progressive experience in developing GIS Related Project. – Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV. <p>f) Web/User Interface Designer - (Number of Position 01)</p> <ul style="list-style-type: none"> – Minimum graduate in Computer Science and Engineering/ICT with Graphic Designing Certification; – Minimum of 3 years' experience in designing web-page layouts and determining technical requirements for user-friendly interfaces. – Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV. <p>g) Database Expert- (Number of Position 01)</p> <ul style="list-style-type: none"> – Minimum graduate in Computer Science and Engineering/ICT; – 3 years of progressive experience in GIS based analysis, data analysis and Multi-criteria Analysis (MCA); – Experience of database develop and report generation; – Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV. <p>h) Technical Writer - (Number of Position 01)</p> <ul style="list-style-type: none"> – At least a bachelor's degree in GIS, geography, computer science, engineering, planning, natural resources or related field – 3 years of progressive experience in the IT related field on Technical Documentation – Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV. <p>i) Test/QC Expert- (Number of Position 01)</p> <ul style="list-style-type: none"> – Minimum graduate in Computer Science and Engineering/ICT – 2 years of progressive experience in the IT related field. – Experiences of using software based quality assurance tool. – Experience of completing at least two assignment in similar field. List of completed researches/publication to be enclosed in CV.
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Note: Necessary documentation must be submitted to substantiate the above eligibility criteria.

Consultancy firms that do not meet the above eligibility criteria shall not be considered for further evaluation.

The firm must provide CVs of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function and other related information.

Technical Proposal (70%)

- ☒ Background experience/ Expertise of Firm
- ☒ Adequacy and comprehensiveness of the proposal (concept, approach, work plan, Methodology)
- ☒ Qualifications and competence of the key staff for the Assignment

BASIS OF TECHNICAL EVALUATION

Criteria	Weight	Max. Points
Technical	70%	
Bidder's qualification, capacity and experience		225
Proposed Method, Working Approach and Implementation Plan		430
Management Structure & Skills and experience of Key Personnel		345
Total		1000 (70%)

Financial Proposal (30%)

In the Second Stage, the price proposal of all Firms, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the "best value for money". The contract will be awarded to the Contractor based on the cumulative method. The formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

=Total Combined and Final Rating of the Proposal

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Written Self-Declaration (Annex 5)
Contact Person for Inquiries (Written inquiries only)	<p>bd.procurement@undp.org</p> <p><i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 2nd April 2020.</i></p> <p><i><u>"Queries on RFP-BD-2020-007"</u></i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information	<p>Pre-Bid Meeting</p> <p>Date: Monday, 30 March 2020</p> <p>Time: 1:00 AM Bangladesh time</p> <p>Venue: ONLINE (Through Skype)</p> <p>E-mail: bd.procurement@undp.org</p> <p><i>Please send your SKYPE ID via bd.procurement@undp.org if you wish to join through SKYPE. Dedicated skype meeting ID will be created during Pre-Bid conference allowing all bidders to join the Pre-Bid Meeting virtually</i></p>

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

Minimum eligibility criteria of the consultancy firm:

The Vendor must have adequate technical ability, resources, human resources and processes. As such, following are defined as minimum eligibility criteria:

- The firm must be a registered entity. Updated Registration Papers, Tax Payment Certification, etc. must be submitted;
- Company profile, which should not exceed 10 pages including any printed brochure relevant to the services being procured;
- The bidder shall have a cadre of consultants trained and experience in developing websites, web application design and development, database development, and other open-source platforms, GIS database and analysis, training and maintenance, and other relevant fields.
- Must have 10 years of demonstrated experiences in developing web-based disaster and climate change related database and/or interface preparation, interpretation and maintenance, and experiences in international/national technical assistance projects focusing on disaster and climate change risk assessment using digital computational models;
- The bidder should have undertaken at least 03 similar projects locally and regionally in last 05 years; international experience is a plus.
- The bidder must have strong project management skills and good understanding of Disaster Vulnerability and Risk Reduction, and the use of geospatial datasets for analysis and decision-making.
- Knowledge of the operations of UNDP project policies would be a distinct advantage.
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc Not less than 30 lacs BDT.
- 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.
- Only qualified national firms are eligible to participate. However, the firm can propose international consultants in team as specialist to ensure the quality of project proposal.

Note: Firms that do not meet the above eligibility criteria shall not be considered for further evaluation. Necessary documentation must be submitted to substantiate the above eligibility criteria.

Following four categories of human resources may be required for accomplishing the proposed assignment:

j) Project Manager/Team Leader– (Number of Position 01) –

- Minimum graduate in CS/ CSE/ ICT or IT;
- 10 years of progressive experience with at least 05 years' experience in managing large scale National Level IT projects in Whole of Government Domain;
- Experience in leading such an assignment, role including software design and development, preferably in Bangladesh Government IT projects;

- Must have excellent report writing skills and experiences in writing and presenting reports to a highly professional and policy level.

k) Disaster Risk Management Specialist - (Number of Position 01)

- Minimum graduate in Climate Science/Disaster Management or related discipline
- At least 5 years' experience in climate change adaptation or disaster risk reduction.
- This expert should be familiar with the DRM sector of Bangladesh, have sound knowledge of GIS, sound knowledge of the development or use of hazard, vulnerability, exposure, and risk data, experience developing risk profiles and conducting DRR related research.
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

l) Systems Analyst - (Number of Position 01)

- Minimum graduate in CS/ CSE/ ICT or IT.
- Minimum 5 years' experience analyzing systems requirements.
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

m) GIS Programmer/Analyst - (Number of Position 01)

- At least a bachelor's degree in GIS, geography, computer science, engineering, planning, natural resources or related field
- A minimum of 5 years' experience, extensive knowledge and experience with GIS techniques, technology, and principles, GIS analysis, application design, development, and testing of GIS software, hardware, and geospatial data management systems.
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

n) Software Engineer / Web Developer - (Number of Position 01)

- Minimum graduate in Computer Science and Engineering/ICT
- 3 years of progressive experience in the IT related field.
- Must have progressive experience in developing GIS Related Project.
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

o) Web/User Interface Designer - (Number of Position 01)

- Minimum graduate in Computer Science and Engineering/ICT with Graphic Designing Certification;
- Minimum of 3 years' experience in designing web-page layouts and determining technical requirements for user-friendly interfaces.
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

p) Database Expert- (Number of Position 01)

- Minimum graduate in Computer Science and Engineering/ICT;
- 3 years of progressive experience in GIS based analysis, data analysis and Multi-criteria Analysis (MCA);
- Experience of database develop and report generation;
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

q) Technical Writer - (Number of Position 01)

- At least a bachelor's degree in GIS, geography, computer science, engineering, planning, natural resources or related field
- 3 years of progressive experience in the IT related field on Technical Documentation

- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

r) **Test/QC Expert- (Number of Position 01)**

- Minimum graduate in Computer Science and Engineering/ICT
- 2 years of progressive experience in the IT related field.
- Experiences of using software-based quality assurance tool.
- Experience of completing at least two assignment in similar field. List of completed researches/publication to be enclosed in CV.

**** CVs not more than 5 pages**

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria.

The firm must provide CVs of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function and other related information.

A. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

B. Qualifications of Key Personnel

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

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

C. Cost Breakdown per Deliverable* (The file with the “FINANCIAL PROPOSAL” must be encrypted with a password)

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
	Total	100%	

**This shall be the basis of the payment tranches*

D. Cost Breakdown by Cost Component [This is only an Example] (The file with the “FINANCIAL PROPOSAL” must be encrypted with a password):

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>

Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs (*)

Description	UOM	Quantity	Unit Price	Total Amount
Flights (international/domestic) *	R/T			
Subsistence allowance	Day			
Miscellaneous travel expenses	Lump sum			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
All TAX and VAT				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
1. Inception report				
2. Developing DRIP outline				
3. Platform Requirements Report, Platform Design & Development, Testing and Database				
4. Completed platform and deployment				
5. Training and Technical and User Manuals				
6. Final consultancy report				
7. Post assignment maintenance and support				
Total:				

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

[Designation]

[Date]

Annex 3

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's

compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how,

or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
 - 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
 - 13.2.1** any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in

excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official

Terms of Reference (TOR)

Establishment of Digital Risk Information Platform (DRIP) Interface

(a) BACKGROUND

Although Bangladesh has made significant progress in disaster risk management, the country is still at risk of growing loss and damage due to disaster and climate stresses. The evidence shows that the current and likely future impact of disaster and climatic stresses on the economy, livelihoods and assets of the country has been pointedly increased in the past decades. Between 1970 and 2013, the country reported over USD180.3 million in economic losses from natural disasters. In addition to that, the country has earned global reputation in many areas of the Millennium Development Goals (MDGs) and Hyogo Framework of Action (HFA), and currently development agenda is highly focused in achieving the SDGs, Paris Climate Agreement and SFDRR. However, the application of disaster and climate risk knowledge and information in the public and private planning and investment is severely hampered due to lack of capacity, information and understanding risk. Limitations are found in incorporating disaster and climate change risks in all stages of development planning. This extensive linkages between disaster and development generates an urgency to establish a risk information platform/interface to access disaster and climate risk information and tools for risk-informed planning and investment.

At present the available databases for managing development project life cycles, and climate risk screening tools are quite fragmented and lacks contextual data and information on disaster and climate change risks. Databases related to development planning and management located within the Government of Bangladesh do not supply necessary data and information for DPP preparation addressing disaster and climate change risks, rather mainly focusing on DPP submission to implementation, budget management and monitoring. In Contrast, most of the risk screening tools are about physical hazards and risks, and do not follow any integrated approach for risk and vulnerability assessment. Considering the gaps and challenges, the NRP-Programming Division part will adopt a novel approach to establish tools and database for disaster and climate change related risks to generate a detail analysis in order to inform development projects, plans and programmes of relevant key sectors. For Bangladesh, to assist in the budgeting process of development projects, a climate risk screening tool has been developed under the project titled “Establishing a Climate Risk Screening System for Mainstreaming Climate Change Adaptation into National Development Budgeting Activities”, funded by Asian Development Bank (ADB) which can help Planning Commission officials to ascertain the impact of climate change in a development project, its economic losses and adaptation need.

As of the specific objective and the continuation of one of the objectives of the ADB funded project mentioned above, the NRP-Programming Division Part will establish a digital risk information platform/interface adopting a data ecosystem approach connecting existing initiatives for digital Bangladesh. This platform/interface will be designed to provide necessary disaster and climate risk data and information to carry out Disaster Impact Assessment (DIA), a tool proposed by the National Disaster Management Council of Bangladesh headed by the Prime Minister, to ensure disaster resilient development. However, as such, there is no comprehensive database comprising tools and knowledge product to assist the planners to integrate disaster and climate risk data and information into development projects, plans and programmes for decision making and planning for risk-informed public investment. This platform will provide data and information for disaster and climate risk and vulnerability assessment, and potential climate change adaptation options as well as disaster risk mitigation measures to address identified risks and vulnerabilities caused by the project and also in project implementing areas.

(b) OBJECTIVE OF THE ASSIGNMENT

The Digital Risk Information Platform (DRIP), a specialized software application, aims to strengthen the institutional capacity of the Government of Bangladesh for assessing, understanding and communicating disaster and climate related risks, with the goal of integrating disaster risk information into development planning & budgeting, policies and programs. The specific objectives are to:

- Integrate disaster and climate risk information into development projects, plans, programs and policies to ensure risk-informed public investment;
- Facilitate access to risk information from a common platform;
- Assist the Planning Officials in different ministries with available risk information in different sectors.

(c) SCOPE OF THE WORK

This DRIP is intended to provide planners with guidance on how to consider climate and natural hazards in the project development and appraisal, particularly for agriculture and industry sector, as well as access to the necessary climate and disaster information for them to utilize. The platform will be developed following a data ecosystem approach, linking up with other digitalization initiatives, such as the Planning Information System (PLIS) of Bangladesh Planning Commission, Aspire to Innovate project(a2i), the Digital ECNEC project, the Disaster Management and Information Centre of Department of Disaster Management, and the Ministry of Environment and Forests' online climate database, Bangladesh Delta Plan 2100 Project's knowledge portal, as well as Programming Division's Climate Risk Screening Tool & database.

The contract holder will be required to deliver the following services:

- Consult with Programming Division of Bangladesh Planning Commission and UNDP to determine platform/interface needs and functionality;
- Review challenges and opportunities to link up with risk information platform/interface, existing disaster and climate databases and digitized information;
- Develop digital platform/interface for planners to access disaster and climate risk information and tools for risk-informed planning;
- Present and facilitate beta testing of the platform/interface with end users and super users;
- Deliver training to relevant government officials for operation and maintenance of platform/interface;
- Produce manual on operation and maintenance of platform/interface;
- Finalize platform/interface following beta testing.

(d) DETAIL of THE TASKS:

The selected firm thoroughly study the TOR and discuss with the UNDP and GOB counterparts. In consultation with UNDP and Project Director of NRP-PD, the entity will prepare an elaborated work plan detailing the composition of a team with detail ToR. The NRP-PD will organize an orientation/meeting for the entity to present in detail and ensure a shared understanding. The orientation will cover among others the background to the assignment, objectives, rationale, discussion of the research framework and study methodology, reporting formats and obligations as well as team organization/coordination and logistical arrangements for various missions. The detail of activities is as follows.

Task 01: Inception report

- The selected firm/agency will prepare an inception report incorporating the understanding of the objectives and tasks, a brief conceptual framework of risk information platform, the application development approach, schedule, staffing, project management approach and the control process, including critical path, to ensure the project reaches its goals.
- The firm will present the inception report in a workshop to be arranged by the NRP-PD with the participation of all key stakeholders. The report will be modified based on the comments to be generated in the workshop.

Task 02: Develop the DRIP outline

- Develop a thorough knowledge of the “Concept for the Development of a Digital Risk Information Platform” for Bangladesh to gain an understanding of the objectives of the platform, content, key stakeholders and the concept for the design, implementation and use;
- Review other available literature and other risk information platforms/databases developed worldwide/locally to understand the existing and potential challenges with DRIP in Bangladesh;
- Design and refine the DRIP's architectural design for appropriate scalability, interoperability and functionality determined by identified user and system requirements;
- Develop an inventory of existing data sets that are available to be uploaded and published on the platform. This should be done in consultation with Project Director, NRP-PD, DIA consultants and UNDP Bangladesh;
- Assess the data processing that may be required to adapt existing risk information data to the format specified in/required for the platform;
- Conduct a stakeholder analysis to identify and prepare a gap assessment of data, human resources, hardware, software, institutional readiness and other resources required to successfully establish and sustain the platform;
- Sharing the above findings with key stakeholders to develop and implement the platform using the agreed upon design;

- Identify any challenges related to the sharing or transfer of data and recommend solutions to acquire the data.

Task 03: Develop the users and system requirement for DRIP

- The firm will liaise with the DIA consultants, the NRP-PD and end-users of disaster and climatic risk data to conduct system requirement assessment for the platform;
- Identify DRIP's functional requirement as determine by the DIA consultants and stakeholder for decision making;
- Identify user interface requirements and functionalities, especially outputs for decision-making;
- Identify and define tools to manipulate the data on the platform such as; search and discover features, query builders and toolboxes;
- Integrate modules and tools of the supplied Risk Atlas identified from NRP-PD and in the Concept for DRIP Portal for Bangladesh;
- Ensure that DRIP can interface with existing local platforms or portals where relevant;
- Provide specifications for the procurement of new hardware and software and upgrade of existing hardware and software or other resources or materials required for the establishment of the platform. (Please consult with Project Director of NRP-PD in this regard);
- Identify any short comings in the extent to which the data requirements are being met and proposed system requirements;
- Propose how the data needs can be met, distinguishing those that can be met by the platform (include this in Gap Analysis);
- Develop a policy note for enhancing data sharing between agencies (public and private);
- In consultation with stakeholders, the selected bidder will recommend the priority resources and capacities that should be implemented for the deployment of DRIP and where they should be located;
- Review Existing Hardware and Hosting environment and Provide guideline as well as fix the data server location/hosting/storage in consultation with NRP-PD.

Task 04: Design, develop and deploy the platform

The Consulting Firm will make presentations to stakeholders as required to seek feedback and finalize the system design and functional graphic user interface.

- Develop and ensure functionality of user-interface components as identified from needs assessment in Task 2;
- Design and create diagrams to describe the information structures in the platform as well as the communication with its users to propose options for implementation;
- Develop, integrate and ensure functionality of modules and tools identified in Task 2 for the designated end-user, based on the end-user's requirements and with respective user access restrictions;
- Develop and ensure functionality of tools to monitor the use of the platform and provide user feedback;
- Design and perform tests on the platform including white box testing (backend of platform), and black box testing (frontend of platform) to ensure functionality;
- Implement the design agreed upon as an integrated platform and establish levels of user access/restrictions within platform as identified in Task 2;
- Develop a list of system roles and responsibilities;
- Oversee the successful upload of all data required and provide documentation for replicability;
- Develop a training plan and material including training manual with relevant exercises.
- In collaboration with stakeholders, test and deploy DRIP;
- Undertake training for government officials in the use of the platform for end-users;
- Develop training material and submit draft and final material prior to trainings;
- Versions of the platform, associated drafts of manuals, tests and other documentation are to be provided as required under the supervision of Project Director of NRP-PD;
- Conduct a User Satisfaction Assessment and the User Acceptance Test to determine successful platform.

Task 05: Data conversion

- After signing contract, the consulting firm will receive Hazard, Exposure, Vulnerability and Risk (HEVR) maps with datasets and climatic projection maps (for RCP 4.5 and 8.5) from programming division.
- If any other data support will be required to prepare map layers for DRIP, the consulting firm will produce/collect the data by their own arrangement.
- From the data sources identified in task 2 the selected bidder will identify and convert a list of data into digital formats. As far as possible, data should be converted into a geo-spatial form (if required);
- Identify and perform transformation of coordinate systems, and/or conversion of data formats on existing spatial datasets to meet requirements of input on the platform;
- Create metadata for the converted data and update metadata for existing spatial data where this is incomplete;
- Upload, or facilitate the upload of the converted data to the platform;
- Provide a complete geodatabase with associated metadata for each dataset;
- In consultation with data sources, develop data standards for data uploaded to the platform including periods for updating, and data processing required for transforming available and newly collected data into the format required by the platform.

Task 06: Develop technical and user manuals

- Use/content management policies and standards
 - I. Include Data standards for inputs to the platform created in Task 2;
 - II. Provide procedures for interaction with and use of data and custodians of the data;
 - III. Include information, disclaimers and guidelines based on relevant MoUs, policies, data sharing agreements and roles related to the inputs and manipulation of output data from the DRIP.
- DRIP Technical Manual
 - I. Outline data file types, formats and quality requirements for all inputs with respect to the platform modules/tools and updating procedures;
 - II. Include information on the basic technical requirements for hardware and software for potential users to access the full capabilities of the platform as intended for their access;
 - III. Provide a section for troubleshooting to resolve issues identified from the white box and black box test reports and user training conducted.
 - IV. Technical manual will be both English and Bangla
- DRIP User Manual
 - I. Develop an operational manual of the DRIP with specific roles, data sharing agreements, updating procedures etc.;
 - II. Provide illustrated instructions to navigate users through the platform;
 - III. Include tips and instructions to use the various modules to avoid challenges in comprehension observed from System and User testing and training feedback.
 - IV. User manual will be both English and Bangla.

Task 07: Sustainability of the platform

- Undertake training of key stakeholders in the use and maintenance of the Platform. This should include stakeholders with responsibilities to upload data to the platform, maintain the platform and update the platform after implementation;
- Undertake knowledge transfer to select stakeholders identified during the design and development phases of the platform;
- Provide one-year maintenance support after activation of DRIP as part of contractual deliverable to ensure platform and system is working properly;
- Develop a sustainability plan and maintenance policy for the platform;
- Submit all source codes to programming Division of Bangladesh Planning Commission related to the development and final implemented platform and associated software;

- Develop a Training Plan and Training of Trainers (TOT) manual for end-user training;
- Develop costed plan for maintenance of the platform;
- Provide a Policy Guideline (*Nitimala*) for best uses of the platform.

(e) TRANSFER OF KNOWLEDGE

- Transfer of knowledge will be facilitated through:
- Close consultation with the Planning Commission, Ministry of Disaster Management and Relief, and other stakeholders to build ownership and ensure that the final product meet their needs;
- Trainings of stakeholders (super users and end-users) and production of manual for super users. A detail of training is given in annex 1. Please note that selection of training participants and training related cost (Venue rent, Participants' DSA and food) will be provided by NRP-PD;
- All products to be transferred to the Programming Division, Bangladesh Planning Commission upon completion.

(f) DELIVERABLES AND TMEFRAMES

The consulting firm will present appropriate work modality/approach, detail ToR. Other interim reports may be produced to facilitate the completion of the assignment, at the discretion of the consulting firm. The firm will ensure comprehensive, coherent, high quality reporting, in clear and professional format. In case of doubt, the project manager will determine the format of reporting. However, payments will be made in accordance with the submission and acceptance of the platform as outlines below:

	Deliverables	Days required (Estimated)
1.	Inception report detailing the workplan and methodology, risks and risk mitigation strategies, and any necessary literature reviewed; including a Stakeholder Engagement Plan and Training Plan.	End of 10 days
2.	Develop DRIP outline and Platform design Conceptual framework development, review existing local and global platforms in the context of Bangladesh, identify gaps and challenges, and conduct stakeholder analysis for sustainability plan.	End of 1month
3.	Platform Design System, User Interface and Database design – One hard copy and one soft copy; with GIS/Data files and metadata in shapefile format (geodatabases);, tables and other converted data in appropriate digital file formats for platform - in soft copy Draft User Satisfaction Test Survey and User Acceptance Test and Training Evaluation Survey- A soft copy submission for review and approval.	End of 02 month
4.	Development and testing Database Demo version of platform application presented and execution of tests. Test scenarios and results – soft copy Final User Satisfaction Survey and User Acceptance Test (UAT) - soft copy submission for approval.	End of 2.5month
	Completed platform and deployment (corrected after prior iterations of platform development including a demo) Execution of tests and successful User Acceptance Test and User Satisfaction Survey reports – hard and soft copy; Submission of drafts for training manuals and related materials, technical and user manuals are required with platform, before training is conducted.	End of 3 month
5.	Training	End of 4 Month

	Completed Training manuals & execution of trainings with at representation from each target group. Training Reports - These reports must include a copy or original register of participants and must be submitted with one electronic and one hard copy format.	
6.	Technical and User Manuals DRIP Technical & User Manuals; and Use/content management policy and standards (Final versions after correction of prior submission of drafts) Draft submission of proposed costed plan for maintenance of platform.	End of 5 Month
7.	Final Consultancy Report This report should include a description of key outputs and activities, associated challenges and risk mitigation strategies, lessons learnt, recommendations and any unintended outcomes if applicable. Final Source codes must be submitted for software documentation.	End of 6 month
8.	Maintenance and Support The firm will provide maintenance and support services for a year since activation of the site. A report providing information on the resolution of requests, errors, queries and concerns stated by users is required at the end of this period. Submission of Final Documentation of Fee and Cost structure for maintenance of platform.	For a year since activation of the site.

(g) INSTITUTIONAL ARRANGEMENT

The Firm/Agency/Organization will be contracted by the UNDP Bangladesh (on behalf of the Government of Bangladesh) under UNDP's standard rules, condition and regulations. The contracted firm will report to project Manager, NRP-PD in close coordination with Programme Specialist (Climate change & Disaster Risk Management), Resilience and Inclusive Growth cluster of UNDP Bangladesh and Project Director of NRP-PD. Project Manager will provide oversight and quality assurance who will also carry out performance evaluation after successful completion of the assignment.

Any Firm/Agency/organization/university/Institute/Think Tank/NGO that has relevant professional experiences of conducting GIS based web portal development and associated assignment will be eligible for this assignment. A firm or institute or university will be awarded the contract based on their competency prior to quality of technical proposal and the financial proposal. The reputation, track record and capacity of carrying out such assignment would also be considered in selection process.

(h) DURATION OF THE WORK AND DUTY STATION

The duration of the assignment will be for 06 months of consulting services starting from 15 April 2020 to 15 October 2020. The Firm/Agency/Institution will incorporate costs of field visits and domestic travel (if required) in their proposal. The assignment will be done mostly in desk review, field visits, data collection through consultation with relevant stakeholders, data analysis, stakeholder consultation etc. The consultants will be based in selected firm's office and travel for data collection and other related activities to perform their tasks, as required.

(i) QUALIFICATION OF THE FIRM

The services of a National Firm will be hired through competitive bidding to complete the assignment. This assignment requires senior and professional advice based on substantive experience and qualifications of the contracting firm, based on a team approach comprising several experts.

The Research institutes, Universities, NGOs, think-tanks and consulting firms having proven expertise and experience of conducting researches are encouraged to apply.

Minimum eligibility criteria of the firm:

- The firm must be a registered entity. Updated Registration Papers, Tax Payment Certification, etc. must be submitted;
- Company profile, which should not exceed 10 pages including any printed brochure relevant to the services being procured;
- The bidder shall have a cadre of consultants trained and experience in developing websites, web application design and development, database development, and other open-source platforms, GIS database and analysis, training and maintenance, and other relevant fields.
- Must have 10 years of demonstrated experiences in developing web-based disaster and climate change related database and/or interface preparation, interpretation and maintenance, and experiences in international/national technical assistance projects focusing on disaster and climate change risk assessment using digital computational models;
- The bidder should have undertaken at least 03 similar projects locally and regionally in last 05 years; international experience is a plus.
- The bidder must have strong project management skills and good understanding of Disaster Vulnerability and Risk Reduction, and the use of geospatial datasets for analysis and decision-making.
- Knowledge of the operations of UNDP project policies would be a distinct advantage.
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc Not less than 30 lacs BDT.
- 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.
- Only qualified national firms are eligible to participate. However, the firm can propose international consultants in team as specialist to ensure the quality of project proposal.

Note: Firms that do not meet the above eligibility criteria shall not be considered for further evaluation. Necessary documentation must be submitted to substantiate the above eligibility criteria.

Following four categories of human resources may be required for accomplishing the proposed assignment:

s) Project Manager/Team Leader– (Number of Position 01) –

- Minimum graduate in CS/ CSE/ ICT or IT;
- 10 years of progressive experience with at least 05 years’ experience in managing large scale National Level IT projects in Whole of Government Domain;
- Experience in leading such an assignment, role including software design and development, preferably in Bangladesh Government IT projects;
- Must have excellent report writing skills and experiences in writing and presenting reports to a highly professional and policy level.

t) Disaster Risk Management Specialist - (Number of Position 01)

- Minimum graduate in Climate Science/Disaster Management or related discipline
- At least 5 years’ experience in climate change adaptation or disaster risk reduction.
- This expert should be familiar with the DRM sector of Bangladesh, have sound knowledge of GIS, sound knowledge of the development or use of hazard, vulnerability, exposure, and risk data, experience developing risk profiles and conducting DRR related research.
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

u) Systems Analyst - (Number of Position 01)

- Minimum graduate in CS/ CSE/ ICT or IT.
- Minimum 5 years’ experience analyzing systems requirements.
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

v) GIS Programmer/Analyst - (Number of Position 01)

- At least a bachelor’s degree in GIS, geography, computer science, engineering, planning, natural resources or related field

- A minimum of 5 years' experience, extensive knowledge and experience with GIS techniques, technology, and principles, GIS analysis, application design, development, and testing of GIS software, hardware, and geospatial data management systems.
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

w) Software Engineer / Web Developer - (Number of Position 01)

- Minimum graduate in Computer Science and Engineering/ICT
- 3 years of progressive experience in the IT related field.
- Must have progressive experience in developing GIS Related Project.
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

x) Web/User Interface Designer - (Number of Position 01)

- Minimum graduate in Computer Science and Engineering/ICT with Graphic Designing Certification;
- Minimum of 3 years' experience in designing web-page layouts and determining technical requirements for user-friendly interfaces.
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

y) Database Expert- (Number of Position 01)

- Minimum graduate in Computer Science and Engineering/ICT;
- 3 years of progressive experience in GIS based analysis, data analysis and Multi-criteria Analysis (MCA);
- Experience of database develop and report generation;
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

z) Technical Writer - (Number of Position 01)

- At least a bachelor's degree in GIS, geography, computer science, engineering, planning, natural resources or related field
- 3 years of progressive experience in the IT related field on Technical Documentation
- Experience of completing at least three assignment in similar field. List of completed researches/publication to be enclosed in CV.

aa) Test/QC Expert- (Number of Position 01)

- Minimum graduate in Computer Science and Engineering/ICT
- 2 years of progressive experience in the IT related field.
- Experiences of using software based quality assurance tool.
- Experience of completing at least two assignment in similar field. List of completed researches/publication to be enclosed in CV.

Competencies required for all proposed human resources:

- Excellent skills in writing, editing and oral communication skills in English, and Bangla is must for proposed position a, b, c, d, f and h;
- Ability to hold discussion with government senior officials, private sector and development partners;
- Must have good track record in good financial management and reporting mechanism;
- Experience of working in Bangladesh.

(j) Scope of bid price and schedule of payment

Key tasks	Timeline	Payment Schedule
Inception report	End of 10 days	10%
Develop DRIP outline and platform design	End of 1.5 month	20%
Platform Design & Development, Testing and Database	End of 02 month	
Completed platform and deployment	End of 03 month	30%
Training, and Technical and User Manuals	End of 5 month	30%
Final consultancy report	End of 06 Month	
(Post Project) Maintenance and Support	End of a Year since activation of the site	10%

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, instrument rent, travel costs, DSA, subsistence, all TAX and VAT charges and ancillary expenses.

UNDP shall affect payments, by bank transfer to the consultancy firm's/organization's bank account, upon acceptance by UNDP of the deliverables specified in the ToR. Invoices shall indicate the milestones achieved and corresponding amount payable.

The contracting agency should follow the plan and procedures as outlined in the work contract. Payment will be made through Electronically Fund Transfer (EFT) to the account of the consulting firm/institute. For each installment the firm has to submit a request letter duly signed and describing the agreed accomplishment. The final payment will be made upon acceptance of the final reports, and draft training manual.

(k) Recommended Presentation of Proposal

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

1. Technical Proposal

The entire technical proposal should be limited to 15 pages maximum, plus relevant annexes.

Section 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
 - 1.3.1 *Description of experience in developing web-based platforms and /or interface of a comparable nature, with specific description of technical specialization of the Offeror in the field of disaster and climate change related web-platform and/or interface, and list of current and past assignments of the Offeror.*
 - 1.3.2 *03 references to be provided by previous work has been undertaken.*
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

Section 2: Proposed method, working approach and implementation plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methods meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methods shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

Offer should provide the following information:

- Process - The Technical Proposal needs to contain a detail description of the process the firm/organization intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product (the updated and revised text of the BD code) which, after selection of the firm/organization, will be agreed upon by the project.
- Tools and Methods- The technical Proposal must detail tools and methods that will be used to ensure the accuracy of the update and revision by the firm/organization. In particular, in order to deliver the task to the highest standard, checks using processes including software- built processes should be applied by the selected firm/organization. Please note that a detail methodology has to be submitted in the technical proposal. However, firm will have the liberty to propose more robust research methods to conduct the study

This section must provide following:

- Understanding of the assignment (Max 2 pages)
- Proposed working approach and methods according to each task (Max 4 pages)
- Proposed tools in brief to be employed in alignment with the assignment (Max 3 Pages)
- Operation Plan (Max 2 pages)
- Proposed time bound work plan (Max 1 Page)
- Quality assurance plan (0.5 page)
- Risk factors and mitigation measures (0.5 page)
- Detail post-contract maintenance plan (02 page)

Section 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Offer should provide the following information:

- *The technical proposal needs to contain a list and detailed information on the proposed Human Resources/experts (with detail cv) which will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. legal, linguistic, drafting and editing expertise, among others.*
- *CVs of team members with identification of one as project manager or team lead*
- *Role & responsibilities of proposed team members in line with proposed methodology (Max 2 page)*
- *03 references to be provided by previous work has been undertaken.*

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[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.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	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)

Technical Evaluation criteria

Evaluation Matrix

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1	Bidder's qualification, capacity and experience	225
2	Proposed Method, Working Approach and Implementation Plan	430
3	Management Structure and Key Personnel	345
	Total	1000 (70%)

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Firm Organization and Staff Credibility / Reliability / Industry Standing / Litigation and Arbitration History (up to 30 points)	30
1.2	Demonstrated experience in in developing web-based disaster and climate change related database and/or interface preparation, interpretation and maintenance, and experiences in international/national technical assistance projects focusing on disaster and climate change risk assessment using digital computational models (not less than 10 years) (up to 80 points)	80
1.3	Number of contracts of similar value, nature and complexity implemented over the last 5 years which demonstrate proven experience in developing web-based disaster and climate change related database and/or interface preparation, interpretation and maintenance, and experiences in international/national technical assistance projects focusing on disaster and climate change risk assessment using digital computational models (3 contracts: 40 points, for each additional contract – 5 points, up to 60 points)	60
1.4	Demonstrated experience in strong project management skills and good understanding of Disaster Vulnerability and Risk Reduction, and the use of geospatial datasets for analysis and decision-making. (up to 30 points)	30
1.5	Experience working with the United Nations or similar mission-driven organizations (1-2 similar contracts: 15 points, 3 or more similar contracts: 25 points)	25
Total Section 1		225

Section 2. Proposed Method, Working Approach and Implementation Plan		Points obtainable
2.1	Description of the Bidder's working approach and methods for meeting or exceeding the requirements of the Terms of Reference	100
2.2	Description of the Bidder's approach to the assignment (Establishing disaster and climate change risks Information Platform (DRIP))	70
2.3	Description of the Bidder's tools to be employed in for establishing DRIP	70
2.4	Quality of provided operation plan	50
2.5	Assessment of the work plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
2.6	Description of post-contract maintenance plan	40
2.7	Quality of provided case studies demonstrating similar projects	50
Total Section 2		430

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	50
3.2	Qualifications of key personnel proposed	295
3.2.1	Project Manager or Team Leader	85
	<i>Expert Name</i>	
	Proven experience in the relevant areas (10 years: 30 points; 11 -15 years: 35 points; 16 years or more: 40 points)	40
	National experiences in conducting climate/disaster risk and vulnerability, assessment, multi-hazard assessment, disaster warning & dissemination, environmental impact assessment (up to 25 points)	25
	Proven experience in leading relevant projects/activities (5 years: 10 points; 6-7 years: 15 points and more than 8 years: 20 points)	20
3.2.2	Expert #1 – Disaster Risk Management Specialist, System Analyst, GIS Programmer/Analyst	115
	<i>Expert Name</i>	
	Proven experience in the relevant areas (05 years: 35 points; 5.5 – 7.5 years: 40 points; 8 years or more: 45 points)	45
	Experience in GIS based analysis, establishing web-based database and disaster & climate change risk information platform	30
	Knowledge and experience of the Bangladesh context	10
	Proven experience in the similar assignments (not less than 3 assignments)	30
3.2.3	Expert #2- Software engineer/Web developer, Web/User Interface designer, database expert and technical writer	80
	<i>Expert Name</i>	
	Proven experiences in in respective areas (3 years: 20 points; 4-5 years: 25 points; 6 years or more: 30 points)	40
	Experience in GIS related projects, designing web-page layouts and identifying technical requirements, database development, multi-criteria analysis, technical documentation and report writing	20
	Proven experience in the similar assignments (not less than 3 assignments)	20
3.2.4	Other personnel: Test/QC Expert	15
	<i>Personnel's Name</i>	
	Experiences in IT related field	10
	Experience of completing at least 02 similar assignment	05
Total Section 4		345

2. Financial proposal

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.

The Financial Proposal shall specify a total delivery amount (in USD) consultation workshop costs and all associated costs, i.e. travel cost, survey, DSA, printing costs, and overhead recharges. Please not that training related costs (i.e. teaching material, venue cost, participants' honorarium) will bear by the project.

In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a detail breakdown of this amount disclosing the key assumption employed in costing the working. source text submitted or finished updated and revised text.

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

Currency of the proposal: USD

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs (*)

Description	UOM	Quantity	Unit Price	Total Amount
Flights (international/domestic) *	R/T			
Subsistence allowance	Day			
Miscellaneous travel expenses	Lump sum			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
All TAX and VAT				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
8. Inception report				
9. Developing DRIP outline				
10. Platform Requirements Report, Platform Design & Development, Testing and Database				

11. Completed platform and deployment				
12. Training and Technical and User Manuals				
13. Final consultancy report				
14. Post assignment maintenance and support				
Total:				

M. Evaluation

The evaluation method will apply the combined scoring method which will be based on a combination of the technical and financial score. In response to RFP, the firm/organization will have to submit a Technical Proposal as per the Terms of Reference and a Financial Proposal separately. The tender selection committee will first evaluate the technical proposal of the institutions/firms. Any institutions/firms getting more than 70% of the maximum achievable points (i.e. 49 points) in the technical proposal will be considered for financial appraisal, and ultimately therefore, for contracting. The financial proposal will be evaluated based on lowest price. The total scoring points for both the evaluations will be 100; the technical evaluation will be based on 70 points and the rest 30 points are to be allotted to the bidder proposing lowest price.

The formula of combined scoring method will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

Annex -1: List of training of Risk Information Platform

SL	Description	Types of training	No of training	Total no of trainees
1	TOT on how to use the risk information platform.	02 day's non-residential	01	20
2	Training on how to use the risk information platform. (Prodoc activity reference: 1.2.1)	02 day's non-residential	01	25

Annex 5

Declaration

Date:

United Nations Development Programme

UNDP Registry, IDB Bhaban, Agargaon

Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment _____

Reference: RFP-BD-2020-007

Dear Sir,

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

Yours Sincerely,