



REQUEST FOR PROPOSAL (RFP-BD-2020-009)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Third Party Monitoring for COVID-19 Response for National Urban Poverty Reduction Programme**.

Proposals shall be submitted on or before 4.30 p.m. (local time) on Saturday, April 04, 2020

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

Proposals must be submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online eTendering 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 course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

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 the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

A handwritten signature in blue ink, appearing to be 'Diana'.

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

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

Date: 28/3/2020

Description of Requirements

Context of the Requirement	<p>UNDP Bangladesh, through its Strategic Plan, is committed to achieve the simultaneous eradication of poverty and significant reduction of inequalities and exclusion. The progress against the Sustainable Development Goals across the globe and particularly in Bangladesh has been impacted by the recent outbreak of the COVID-19 (corona virus). With the rapidly evolving COVID-19 around the globe, on 26th March 2020 the Institute of Epidemiology, Disease Control and Research (IEDCR), Bangladesh has confirmed the five deaths from the novel corona virus with a total of 39 people infected and brought a sub-district under lock-down situation.</p> <p>Unlike the rural settings in Bangladesh, the urban low-income communities are exposed to high risk in terms of infections due to dense population; the challenges are manifold in cities and towns. Millions of people are living in the urban low-income communities in overcrowded conditions with inadequate sanitation and WASH (water, sanitation and hygiene) facilities. High prevalence of chronic malnutrition coupled with inadequate access to health services makes the urban poor in the slums more vulnerable to various health problems. As they lack proper sanitation, when the common people are being advised to wash their hands repeatedly with soap and water to prevent COVID-19, they do not have adequate access to sources in reality to comply those advisories. In addition, they are often left out of disaster and epidemic preparedness planning during crises situations. If the corona virus spreads to the low-income community, the transmission will rapidly spread, resulting in a severe uncontrollable outbreak. In line with the Strategic Plan, UNDP plans to support the Government of Bangladesh to effectively respond to COVID-19, safeguard progress on the SDGs and deliver on the pledge to leave no one behind. UNDP programme framework is anchored in a three-pronged approach in responding simultaneously across the pre-surge, surge and recovery phases, with a focus on vulnerable and marginalized populations who are more susceptible to crisis situations.</p> <p>The DFID supported National Urban Poverty Reduction Programme (NUPRP) implemented by UNDP Bangladesh in partnership with the Local Government Division (LGD), Ministry of Local Government, Rural Development & Cooperatives (MLGRD&C), Government of Bangladesh would serve as key platform to respond to COVID 19 in line with National Preparedness and Response Plan for COVID-19 Bangladesh. NUPRP is closely working in partnership with 20 City Corporations/Paurashavas with around 2.16 million slum dwellers grouped under around 2300 Community Development Committee (CDC). Around 1200 community staffs work at the forefront of NUPRP's implementation on the ground through community mobilization process. Against the backdrop of current emergency scenario, NUPRP has engaged its network of community based organisations, community leaders and community workers in mobilizing is efforts towards the prevention of COVID-19 epidemic. The strong network and platform established at the City Corporation and Paurashava level can be used</p>
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	<p>effectively to engage in preparedness, preventive action and early rapid response for COVID-19.</p> <p>In view of the recent onset of the COVID outbreak and challenges in the operational environment, the CO would like to engage, on a long-term basis, the services of a Third Party for data collection, monitoring, research and evaluation. The NUPRP Team, both at HQ and Town level across 20 Cities/Towns will be geared to respond to the ongoing health crisis and thereby ensuring minimizing the adverse impact on the ongoing NUPRP workplan activities. While supporting the Local Government in responding to COVID, there is a need to systematically monitor and collect data to build the evidence base which can help inform the COVID response and dialogue with the Local government and Central Government. In view of the restricted movement, this exercise, through a third party, will ensure quality monitoring and collection of timely, complete and reliable data on a set of core indicators to enable evidence-based reporting. It will also form the basis for regular update and verification through appropriate tools onto the NUPRP online Management Information System.</p>
Implementing Partner of UNDP	National Urban Poverty Reduction Programme
Brief Description of the Required Services	<p>Scope of Work and Overall Objectives</p> <p>Specific objectives include:</p> <ul style="list-style-type: none"> • To develop an overall Monitoring and Evaluation Framework for the COVID Response including NUPRP and wider UNDP response at City and National level. • To develop a Methodology, qualitative and quantitative Data Collection Tools, a plan for data collection across 20 Towns/Cities. • To share evidence-based Reports against the M&E framework on a weekly basis to the Management Team • To develop an Evaluation Design and Methods to measure the impact of UNDP's contribution to the COVID response. • To identify and develop a quick Action Research for 1-2 priority areas of the COVID response. • To document NUPRP specific and overall good practices and lessons learned on the COVID Response in consultation with key Stakeholders • To facilitate and make a presentation on the findings with a wider Audience – both internally in UNDP and externally with key stakeholders <p>Objectives</p> <p>The overall objective of this exercise is to develop and implement a Monitoring and Evaluation Framework for the COVID Response keeping in mind the emergency context to ensure effective and evidence-based accountability and programming</p> <p>Methodology</p> <p>The Agency will work in consultation with the COVID Task Force through the following process</p>



	<ol style="list-style-type: none"> 1. Orientation with the COVID Task Force on the COVID Response, priorities and deliverables, 2. Based on the desk review of available documentation, the Agency will submit a brief Inception Report to spell out the M&E Framework, Methodology, Data collection tools, etc 3. The Agency will submit a Workplan and Schedule to visit the Towns to assess the situation, response and hold consultations with various stakeholders as required. 4. The Agency will in Consultation with NUPRP/Task Force identify and develop a quick Action Research for 1-2 priority areas of the COVID response. A detailed research Plan and methodology will be shared before implementation 5. The Agency will share weekly COVID Response Reports with the Task Force including skype calls to share recommendations to improve the quality support and response 												
List and Description of Expected Outputs to be Delivered	<p>The expected duration and deadlines for deliverables are as follows:</p> <table border="1"> <thead> <tr> <th>Deliverables</th><th>Expected Deadline</th></tr> </thead> <tbody> <tr> <td>Inception Report with detailed Workplan including the Final Monitoring and Evaluation Framework (methodology and tools); Research Design & Methodology</td><td>2nd week of April</td></tr> <tr> <td>Weekly Brief Implementation Reports (12 Reports)</td><td>Weekly after the signing the contract</td></tr> <tr> <td>Research Reports</td><td>April- May</td></tr> <tr> <td>Final Report on the Assignment</td><td>June</td></tr> <tr> <td>Presentation to UNDP/External</td><td>June- July</td></tr> </tbody> </table>	Deliverables	Expected Deadline	Inception Report with detailed Workplan including the Final Monitoring and Evaluation Framework (methodology and tools); Research Design & Methodology	2nd week of April	Weekly Brief Implementation Reports (12 Reports)	Weekly after the signing the contract	Research Reports	April- May	Final Report on the Assignment	June	Presentation to UNDP/External	June- July
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Research Reports	April- May												
Final Report on the Assignment	June												
Presentation to UNDP/External	June- July												
Person to Supervise the Work/Performance of the Service Provider	The COVID Task Force, under the guidance of the NUPRP M&E Specialist, will provide an overall oversight on the assignment. The Contract will be managed by the Managing for Impact Unit (M4i) under NUPRP.												
Frequency of Reporting	<i>As indicated in the ToR</i>												
Progress Reporting Requirements	<i>As indicated in the ToR</i>												
Location of work	<i>As indicated in the ToR</i>												
Expected duration of work	The duration of the contract will be over a period of 3 months												
Target start date	April 2020												
Latest completion date	July 2020												
Travels Expected	<i>As indicated in the ToR</i>												



Special Security Requirements	<input checked="" type="checkbox"/> Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others As per ToR
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency BDT
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<ul style="list-style-type: none"> • 1st payment: 10% of total contract value will be paid after submission and acceptance of the Inception Report with detailed Workplan including the Final Monitoring and Evaluation Framework (methodology and tools); Research Design & Methodology • 2nd payment: 20% of total contract value will be paid after submission and acceptance of Research Reports • 3rd payment: 20% of total contract value will be paid after submission and acceptance of Weekly Brief Reports • 4th payment: 20% of total contract value will be paid after submission and acceptance of Final Report on the Assignment • Final payment: 30% of total contract value will be paid after submission and acceptance Presentation to UNDP/External
Person(s) to review/inspect/ approve	The COVID Task Force, under the guidance of the NUPRP M&E Specialist, will provide an overall oversight on the assignment. The Contract will be managed by the Managing for Impact Unit (M4i) under NUPRP.



outputs/complete d services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<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> <ul style="list-style-type: none"> • Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations. • Business licenses- updated trade licenses, VAT, Tax and TIN certificate. • Latest Audited Financial Statement or audited report for last 02 fiscal years– (income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.) • Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List. • Minimum 6 years’ experience in related field work, i.e multi-disciplinary capacity on monitoring, experience working with UN or other international organizations is beneficial; • Experience of work with local communities’ thorough participatory approach; • Experience in data collection and analyses of humanitarian/development programmes in the emergency context • Minimum 10 years of experience in designing quantitative and qualitative evaluation studies. • Experience in WASH, Governance, Community Organisation and/or related fields. • Proven track record of conducting qualitative research including the development of interview schedules and qualitative data analysis required. • Proof of successful accomplishment of the contract with the similar nature, minimum of three reference letters; • Track record of working experience in Bangladesh



	<p>Minimum eligibility criteria of the key personnel:</p> <p><u>1.Team Leader:</u> The Team Leader will be a key liaison point between LIUPCP and the firm. It is expected he/she will have overall responsibility for the consultancy work including monitoring, research and oversee qualitative analysis and reporting through their national team.</p> <p>Educational Qualification: Minimum master's in development management, Public Health, Governance, Social Sciences, Statistics or any other related field.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of eight years progressively responsible work experience developing and implementing monitoring and evaluation systems in health emergency interventions • Extensive experience leading large scale integrated qualitative-quantitative evaluations in emergency context • Must have completed at least 6 projects of similar nature and scope; <p><u>2.Water and Sanitation Specialist:</u> Educational Qualification -Minimum Master's degree in Public Health, Water and Sanitation, Environmental Science, or Environmental Engineering is required.</p> <p>Experience:</p> <ul style="list-style-type: none"> • A minimum five years of progressively responsible experience implementing community WASH projects. Experience providing capacity building to urban local government and on improving access to WASH preferred. Experience managing and implementation of Community Led Total Sanitation approach desired. • A minimum of 3 years international humanitarian field experience. <p><u>3.Researcher</u> Education: The candidate must have a solid academic record, with a minimum Master's degree in a social science with a focus on social, economic, or political aspects of development or any other relevant field</p> <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 5 years of relevant work experience, preferably experience from working on research in developing countries; • Have a good grasp of substantive and policy issues related to the study of social and economic development, and of the human development and capabilities approach; • Very good writing skills and ability to produce memos and notes with very short notice. <p>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.</p>
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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%)

- ☒ Expertise of the Firm -20%
- ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30%
- ☒ Management Structure and Qualification of Key Personnel -20%

BASIS OF TECHNICAL EVALUATION

Criteria	Max Points
Technical Proposal Evaluation	70
<i>1.Expertise of the firm/Organization</i>	20
<i>1.1</i> Working experience	10
<i>1.2</i> Background in WASH, Governance, Community Organisation and/or related fields.	5
<i>1.3</i> Experience of work with UN and local Government	5
<i>2.Proposed Methodology, Approach and Implementation Plan</i>	30
2.1 Description of the methodology for implementing the project and overall quality of the proposal	
<i>3.Management Structure and Key Personnel</i>	20
3.1 Qualification and experience of the Team Leader	10
3.2 Qualification and experience of the Water and Sanitation Specialist	5
3.3 Qualification and experience of the Researcher	5
Financial	30
Total	100

Financial Proposal (30%)

In the Second Stage, the price proposal of all contractors, 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%)

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	<p>=Total Combined and Final Rating of the Proposal</p> <p>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</p>
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"/> Others 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 01 April, 2020.</i></p> <p><i><u>"Queries on RFP-BD-2020-009"</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. 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 [pls. specify]	Not Applicable



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 RFP-BD-2020-009 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

Minimum Eligible Criteria for the firm

- Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Business licenses- updated trade licenses, VAT, Tax and TIN certificate.
- Latest Audited Financial Statement or audited report for last 02 fiscal years– (income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.)
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List.
- Minimum 6 years' experience in related field work, i.e multi-disciplinary capacity on monitoring, experience working with UN or other international organizations is beneficial;
- Experience of work with local communities' thorough participatory approach;
- Experience in data collection and analyses of humanitarian/development programmes in the emergency context
- Minimum 10 years of experience in designing quantitative and qualitative evaluation studies.
- Experience in WASH, Governance, Community Organization and/or related fields.
- Proven track record of conducting qualitative research including the development of interview schedules and qualitative data analysis required.
- Proof of successful accomplishment of the contract with the similar nature, minimum of three reference letters;
 - Track record of working experience in Bangladesh

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

Team Leader

The Team Leader will be a key liaison point between LIUPCP and the firm. It is expected he/she will have overall responsibility for the consultancy work including monitoring, research and oversee qualitative analysis and reporting through their national team.

Educational Qualification

- Minimum master's in development management, Public Health, Governance, Social Sciences, Statistics or any other related



field.

Experience:

- Minimum of eight years progressively responsible work experience developing and implementing monitoring and evaluation systems in health emergency interventions
- Extensive experience leading large scale integrated qualitative-quantitative evaluations in emergency context
- Must have completed at least 6 projects of similar nature and scope;

Water and Sanitation Specialist

Educational Qualification

- Minimum Master's degree in Public Health, Water and Sanitation, Environmental Science, or Environmental Engineering is required.

Experience:

- A minimum five years of progressively responsible experience implementing community WASH projects. Experience providing capacity building to urban local government and on improving access to WASH preferred. Experience managing and implementation of Community Led Total Sanitation approach desired.
- A minimum of 3 years international humanitarian field experience.

Researcher

Education:

- The candidate must have a solid academic record, with a minimum Master's degree in a social science with a focus on social, economic, or political aspects of development or any other relevant field

Experience:

- Minimum 5 years of relevant work experience, preferably experience from working on research in developing countries;
- Have a good grasp of substantive and policy issues related to the study of social and economic development, and of the human development and capabilities approach;
- Very good writing skills and ability to produce memos and notes with very short notice.

Note:

a. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;

b. CVs demonstrating qualifications must be submitted if required by the RFP; and

c. Written confirmation from each personnel that they are available for the entire duration of the contract

D. Cost Breakdown per Deliverable*

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

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

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				

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a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[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.

Amor

TERMS OF REFERENCE**Third Party Monitoring for COVID-19 Response for National Urban Poverty Reduction Programme**

Location:	Dhaka, BANGLADESH
Application Deadline:	[Date]
Additional Category:	
Type of Contract:	Firm Contract
Languages Required:	English
Expected Duration of Assignment:	03 months, starts from April 2020

Background

UNDP Bangladesh, through its Strategic Plan, is committed to achieve the simultaneous **eradication of poverty and significant reduction of inequalities and exclusion**. The progress against the Sustainable Development Goals across the globe and particularly in Bangladesh has been impacted by the recent outbreak of the COVID-19 (corona virus). With the rapidly evolving COVID-19 around the globe, on 26th March 2020 the Institute of Epidemiology, Disease Control and Research (IEDCR), Bangladesh has confirmed the five deaths from the novel corona virus with a total of 39 people infected and brought a sub-district under lock-down situation.

Unlike the rural settings in Bangladesh, the urban low-income communities are exposed to high risk in terms of infections due to dense population; the challenges are manifold in cities and towns. Millions of people are living in the urban low-income communities in overcrowded conditions with inadequate sanitation and WASH (water, sanitation and hygiene) facilities. High prevalence of chronic malnutrition coupled with inadequate access to health services makes the urban poor in the slums more vulnerable to various health problems. As they lack proper sanitation, when the common people are being advised to wash their hands repeatedly with soap and water to prevent COVID-19, they do not have adequate access to sources in reality to comply those advisories. In addition, they are often left out of disaster and epidemic preparedness planning during crises situations. If the corona virus spreads to the low-income community, the transmission will rapidly spread, resulting in a severe uncontrollable outbreak.

In line with the Strategic Plan, UNDP plans to support the Government of Bangladesh to effectively respond to COVID-19, safeguard progress on the SDGs and deliver on the pledge to leave no one behind. UNDP programme framework is anchored in a three-pronged approach in responding simultaneously across the pre-surge, surge and recovery phases, with a focus on vulnerable and marginalized populations who are more susceptible to crisis situations.

The DFID supported National Urban Poverty Reduction Programme (NUPRP) implemented by UNDP Bangladesh in partnership with the Local Government Division (LGD), Ministry of Local Government, Rural Development & Cooperatives (MLGRD&C), Government of Bangladesh would serve as key platform to respond to COVID 19 in line with National Preparedness and Response Plan for COVID-19 Bangladesh. NUPRP is closely working in partnership with 20 City Corporations/Paurashavas with around 2.16 million slum dwellers grouped under around 2300 Community Development Committee (CDC). Around 1200 community staffs work at the forefront of NUPRP's implementation on the ground through community mobilization process. Against the backdrop of current emergency scenario, NUPRP has engaged its network of community based organisations, community leaders and community workers in mobilizing its efforts towards the prevention of COVID-19 epidemic. The strong network and platform established at the City Corporation and Paurashava level can be used effectively to engage in preparedness, preventive action and early rapid response for COVID-19.

In view of the recent onset of the COVID outbreak and challenges in the operational environment, the CO would like to engage, on a long-term basis, the services of a Third Party for data collection, monitoring, research and evaluation. The NUPRP Team, both at HQ and Town level across 20 Cities/Towns will be geared to respond to the ongoing health crisis and thereby ensuring minimizing the adverse impact on the ongoing NUPRP workplan activities. While supporting the Local Government in responding to COVID, there is a need to systematically monitor and collect data to build the evidence base which can help inform the COVID response and dialogue with the Local government and Central Government. In view of the restricted movement, this exercise, through a third party, will ensure quality monitoring and collection of timely, complete and reliable data on a set of core indicators to enable evidence-based



reporting. It will also form the basis for regular update and verification through appropriate tools onto the NUPRP online Management Information System.

Objectives

The overall objective of this exercise is to develop and implement a Monitoring and Evaluation Framework for the COVID Response keeping in mind the emergency context to ensure effective and evidence-based accountability and programming.

Scope of Work

Specific objectives include:

- To develop an overall Monitoring and Evaluation Framework for the COVID Response including NUPRP and wider UNDP response at City and National level.
- To develop a Methodology, qualitative and quantitative Data Collection Tools, a plan for data collection across 20 Towns/Cities.
- To share evidence-based Reports against the M&E framework on a weekly basis to the Management Team
- To develop an Evaluation Design and Methods to measure the impact of UNDP's contribution to the COVID response.
- To identify and develop a quick Action Research for 1-2 priority areas of the COVID response.
- To document NUPRP specific and overall good practices and lessons learned on the COVID Response in consultation with key Stakeholders
- To facilitate and make a presentation on the findings with a wider Audience – both internally in UNDP and externally with key stakeholders

Methodology

The Agency will work in consultation with the COVID Task Force through the following process

6. Orientation with the COVID Task Force on the COVID Response, priorities and deliverables,
7. Based on the desk review of available documentation, the Agency will submit a brief Inception Report to spell out the M&E Framework, Methodology, Data collection tools, etc
8. The Agency will submit a Workplan and Schedule to visit the Towns to assess the situation, response and hold consultations with various stakeholders as required.
9. The Agency will in Consultation with NUPRP/Task Force identify and develop a quick Action Research for 1-2 priority areas of the COVID response. A detailed research Plan and methodology will be shared before implementation
10. The Agency will share weekly COVID Response Reports with the Task Force including skype calls to share recommendations to improve the quality support and response

Deliverables

Deliverables	Expected Deadline
Inception Report with detailed Workplan including the Final Monitoring and Evaluation Framework (methodology and tools); Research Design & Methodology	2nd week of April
Weekly Brief Implementation Reports (12 Reports)	Weekly after the signing the contract
Research Reports	April- May
Final Report on the Assignment	June
Presentation to UNDP/External	June- July



Management Arrangements

The COVID Task Force, under the guidance of the NUPRP M&E Specialist, will provide an overall oversight on the assignment. The Contract will be managed by the Managing for Impact Unit (M4i) under NUPRP.

Duration of Assignment

The duration of the contract will be over a period of 3 months starting from April 2020, subject to extension. The firm is expected to work from their own offices and visit UNDP Country Office for regular meetings commencing April 2020.

Tentative Payment Schedule:

The Agency will be paid on deliverable basis.

Academic Qualifications and Experience**Qualifications of the Successful Contractor**

The key qualifications of the firm are listed below. The organizational profile must be tailored to demonstrate competence against these requirements. Failure to demonstrate the experience of the firm and individual team members against these eligibility criteria will result in proposals being discarded.

Minimum Eligible Criteria for the firm

- Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Business licenses- updated trade licenses, VAT, Tax and TIN certificate.
- Latest Audited Financial Statement or audited report for last 02 fiscal years– (income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.)
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List.
- Minimum 6 years' experience in related field work, i.e multi-disciplinary capacity on monitoring, experience working with UN or other international organizations is beneficial;
- Experience of work with local communities' thorough participatory approach;
- Experience in data collection and analyses of humanitarian/development programmes in the emergency context
- Minimum 10 years of experience in designing quantitative and qualitative evaluation studies.
- Experience in WASH, Governance, Community Organization and/or related fields.
- Proven track record of conducting qualitative research including the development of interview schedules and qualitative data analysis required.
- Proof of successful accomplishment of the contract with the similar nature, minimum of three reference letters;
- Track record of working experience in Bangladesh

Minimum eligibility criteria of the key personnel:**Team Leader**

The Team Leader will be a key liaison point between LIUPCP and the firm. It is expected he/she will have overall responsibility for the consultancy work including monitoring, research and oversee qualitative analysis and reporting through their national team.

Educational Qualification: Minimum master's in development management, Public Health, Governance, Social Sciences, Statistics or any other related field.

Experience:

- Minimum of eight years progressively responsible work experience developing and implementing monitoring and evaluation systems in health emergency interventions



- Extensive experience leading large scale integrated qualitative-quantitative evaluations in emergency context
- Must have completed at least 6 projects of similar nature and scope;

Water and Sanitation Specialist

Educational Qualification: Minimum Master's degree in Public Health, Water and Sanitation, Environmental Science, or Environmental Engineering is required.

Experience:

- A minimum five years of progressively responsible experience implementing community WASH projects. Experience providing capacity building to urban local government and on improving access to WASH preferred. Experience managing and implementation of Community Led Total Sanitation approach desired.
- A minimum of 3 years international humanitarian field experience.

Researcher

Education: The candidate must have a solid academic record, with a minimum Master's degree in a social science with a focus on social, economic, or political aspects of development or any other relevant field

Experience:

- Minimum 5 years of relevant work experience, preferably experience from working on research in developing countries;
- Have a good grasp of substantive and policy issues related to the study of social and economic development, and of the human development and capabilities approach;
- Very good writing skills and ability to produce memos and notes with very short notice.

Recommended Presentation of proposal: Interested firms must submit a technical and financial proposal.

Technical Proposal

1. Firm information – Name of firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent audited financial statements;

2. Relevant skills and experience of the bidding company/ companies – Description of experience in projects of a comparable nature (including list of current and past relevant assignments of the Firm), with specific description of technical specialization of the firm, in the following

- Description of the assignment
- Approach and methodology to be used in undertaking the assignment
- Detailed implementation plan
- Organizational and personnel capacity including profile of key personnel
- Experience of similar assignments.
- CVs of intended team members
- Any other relevant information to the assignment

The financial part of the proposal should include summary of the prices and detail breakdown of each cost item. The Agency should also indicate his availability for the entire period of the consultancy work.

Competencies

Corporate Competencies:

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

Functional Competencies:

- Demonstrates openness to change, flexibility, and ability to manage complexities.
- Proven strong written, analytical and communication skills.
- Ability to work with a team and under pressure to meet deadlines and produce agreed deliverable

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- Awareness of cultural sensitivities and local context;
- Excellent analytical, research, writing and communication skills.

Scope of Price Proposal and Schedule of Payments

Remuneration of the successful contractor will be fixed, and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all HR costs and professional fees, travel costs, subsistence and ancillary expenses. The financial proposal shall specify the total lump sum amount and must be all-inclusive (professional fees, travel costs, living allowances, medical allowances, communications costs etc.)

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

- 1st payment: 10% of total contract value will be paid after submission and acceptance of the Inception Report with detailed Workplan including the Final Monitoring and Evaluation Framework (methodology and tools); Research Design & Methodology
- 2nd payment: 20% of total contract value will be paid after submission and acceptance of Research Reports
- 3rd payment: 20% of total contract value will be paid after submission and acceptance of Weekly Brief Reports
- 4th payment: 20% of total contract value will be paid after submission and acceptance of Final Report on the Assignment
- Final payment: 30% of total contract value will be paid after submission and acceptance Presentation to UNDP/External

Evaluation

In response to the invitation to the tender, the Contractor will have to submit a Technical Proposal as per the Terms of Reference of the scheme and a Financial Proposal separately (in 2 separate envelopes). The tender selection committee will first evaluate the technical proposal of the firms/institutions. Any firms/institutions getting more than 70% of the maximum achievable points in the Technical Proposal will be considered eligible for financial appraisal, and ultimately therefore, for contracting. The Financial Proposal will be evaluated based on lowest price. A cumulative analysis weighted-score method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:

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

Criteria	Weight (%)	Max Points
Technical Proposal Evaluation	70%	70
1.Expertise of the firm/Organization	20%	20
1.1 Working experience		10
1.2 Background in WASH, Governance, Community Organisation and/or related fields.		5
1.3 Experience of work with UN and local Government		5
2.Proposed Methodology, Approach and Implementation Plan	30%	30
2.1 Description of the methodology for implementing the project and overall quality of the proposal		
3.Management Structure and Key Personnel	20%	20
3.1 Qualification and experience of the Team Leader		10
3.2 Qualification and experience of the Water and Sanitation Specialist		5
3.3 Qualification and experience of the Researcher		5
Financial	30%	30
Total	100%	100



Responsibilities of the Contractor regarding cost component

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

Responsibilities of UNDP regarding cost component

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

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

Identification of Risk and Risk Mitigation Plan

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



Declaration

Date:

United Nations Development Programme

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

Assignment Third Party Monitoring for COVID-19 Response for National Urban Poverty Reduction
Programme

Reference: RFP-BD-2020-009

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,

