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CALL FOR EXPRESSION OF INTEREST (EOI)

Pre-qualification of Organizations/Companies for undertaking Event Management Services in Chittagong Hill Tracts (CHT) under SID CHT Project, UNDP_Bangladesh

Case Ref. **EOI-BD-2020-001**

Issue date **20 April 2020**

Closing date **4 May 2020**

Scope of the EOI:

UNDP Bangladesh invites interested organizations/companies/firms to submit their Expression of Interest (EOI) to participate in Event Management Services and anticipates issuing corresponding Solicitation (Micro-Purchase /RFQ/RFP/ITB) on the above subject requirement. In this regard, UNDP Bangladesh is interested in identifying eligible, well established and qualified organizations/companies for the above-mentioned requirements who has the technical capacity, knowledge, relevant experience, reputation and past enormous history in the field of event management services.

Eligibility Criteria:

Interested companies shall have the following criteria:

The evaluation and pre-qualified criteria for the EOI are mentioned below:

Criteria	Benchmark
Organizational Profile	<ul style="list-style-type: none"> • Profile (which should not exceed fifteen (15) A4 pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations • Business Licenses – Registration Papers, Tax Payment Certification, etc. • At least 2 years' experience in providing Events Management Services in the relevant geographical region. • At least 2 positive references from any UN and or International Organizations/company/NGOs/Govt. offices/Other etc. referring to holding events in the relevant geographical region.

	<ul style="list-style-type: none"> Capacity to hold an estimated average minimum of 3 numbers of events/ year for each of the event category [Standard, Mid-level and National Level]. Documentary evidence in support of experience in organizing community events. The organization should have physical presence in the district they are being considered for.
Technical capacity	<ul style="list-style-type: none"> Proven experience and strong track record in organizing and managing events Experience in holding at least 2 small/medium to large scale events for the last 3-5 years either internally or for a third party.
Key Personnel Qualifications:	<ul style="list-style-type: none"> Event Manager/Coordinator: <ul style="list-style-type: none"> At least 2 years' experience in facility and or service administration and event coordination. Higher Secondary Education. Fluency in English and Bengali and local languages. Event Support Personnel: <ul style="list-style-type: none"> 2 years' experience in managing events in the relevant geographical area. Secondary School Certificate Fluency in English and Bengali.
Focal Points for Receipt of Order:	<p>Availability of at least 2 focal points, specialized in organization of Events of different sizes, arrangements for Hotel accommodation and in managing related services such as transportation and per diem distribution.</p> <ul style="list-style-type: none"> 2 Years of experience in organizing events in the relevant geographical area. Higher Secondary Education & Secondary School Education Understanding level of English language and Bangla speaking with desirably knowledge of local language
Financial Capacity	<ul style="list-style-type: none"> Latest Financial Statement
Track Record	<ul style="list-style-type: none"> Minimum 2 clients/ partners list containing details of accomplished assignments and value of the assignments within past 3-5 years.

Note: All Prospective vendors must submit necessary documentation to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.

B. PROCUREMENT OF SERVICES:

1. Objective:

UNDP SID CHT regularly organizes conferences, workshops, seminars and meetings ("Events") in respect of its programme implementation in Chittagong Hill Tracts. Up to Project period UNDP SID CHT has envisaged a total of around 300 smalls; medium and large events and the total expected value for these events will be around \$ 500,000. To achieve cost efficiency from economies of scale while ensuring

outstanding quality of services, it has been decided to consolidate all Events Management requirements and enter into a common contract(s) with a qualified vendor.

CHTDF- UNDP desires to conclude a pre-qualification for a maximum period of three (3) years for Event Management services with an organizations) with experience in this area. The successful organizations (hereinafter referred to as the "Contractor(s)") shall be contracted on a need basis for specific events or group of events, and the contract shall be renewable upon satisfactory evaluation of performance. UNDP will select at least three or more qualified Contractors based on the results of competitive process. The pre-qualification shall not guarantee an estimate volume of sales on the part of CHTDF. The service provider(s) will be contacted separately regarding the requirements for the individual events or group of events covered by this TOR.

4. Process:

Once the submission date of the EOI has passed, UNDP- CHTDF will evaluate all responses submitted. UNDP reserves the right to undertake a physical capacity assessment of the Organizations/Companies premises during the course of the short-listing, if deemed necessary. Only successful participants will be notified by email of the outcome of the evaluation.

On the basis of the EOI evaluation, qualified Organizations/Companies will be pre-qualified and invited to participate in the RFP/RFQ for undertaking any upcoming specific Event Management Services in the near future required for UNDP- CHTDF.

5. Submission details:

Interested suppliers/contractors must provide sufficient evidence/documents to validate their qualifications mentioned in the table "The evaluation and pre-qualified criteria for the EOI"

Please note that any application will not be considered if all documents mentioned in the table "The evaluation and pre-qualified criteria for the EOI" under the section 3(Evaluation and Eligibility) would not be submitted. Any prospective organization can provide any other additional documents/information apart from the information requested above, if the organization feels that such documents/information will be useful for the evaluation.

Clarification :

Any clarification on the Expression of Interest shall be sent via e-mail to bd.procurement@undp.org mentioning the subject as "Inquiry EOI-BD-2020-001". All requests for clarification shall be received not later than **26 April 2020, COB** for submission of the applications as stipulated above. Answers to questions/inquiries will be posted on UNDP Bangladesh corporate website:

<http://www.bd.undp.org/content/bangladesh/en/home/operations/procurement.html>

UNDP may undertake a physical capacity assessment of the Companies premises during the short-listing, if deemed necessary.

Companies will be shortlisted in accordance with the procedure set out in the UNDP Procurement Guideline and UNDP Financial Rules and Regulations.

Only shortlisted companies will be considered for bid solicitation for year. Solicitation documents (Micro purchase/ITB/RFP/Rfq) and any subsequent purchase order will be issued in accordance with the rule and procedures of UNDP.

Pre-Proposal Conference:

A pre-proposal conference will be held on **26 April 2020 (Tuesday) Time: 2:30 pm.** Via Online¹ via **ZOOM LINK** All interested organizations are requested to participate at the meeting.

Deadline of applications:

The EOI and accompanying documents must be submitted on or before **4:30 pm. (local time)** on **Monday 4 May 2020**. Bids must be submitted through the dedicated email details given below:

bd.procurement@undp.org

- Format: PDF files only
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Max. File Size per transmission: 20MB
- Mandatory subject of email: EOI-BD-2020-001
- ZIP format files allowed in case large volume of document – but NOT RAR formats and not to exceed **20 MB**

Documents sent by e-mail will only be accepted. EOI received after the above **deadline will not be considered**.

The EOI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds. The subsequent bidding documents and awarded contracts/purchase order(s) will be issued in accordance with the Rules and Regulations of UNDP.

Yours sincerely,

Yonah Samo

Yonah Samo

International Operations Manager

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¹ Please send your email ID to 'bd.procurement@undp.org' with subject line 'EOI-BD-2020-001' to get the ZOOM invitation video link for the meeting

Annex I

Terms of Reference (TOR) Provision for Hiring Firm for Event Management related services

1- Background:

UNDP SID CHT Bangladesh and its development projects located in and outside Dhaka regularly organizes conferences, workshops, seminars and meetings (“Events”) in respect of its interventions in Rangamati, Khagrachari and Bandarban. The services required are:

- i) Identify and provide the Venue for Events and Conference in line with UNDP Policy.
- ii) Provide accommodation.
- iii) Provide Transportation Services:
- iv) Registration and Distribution of event materials, Per Diem and others to Participants as relevant.
- v) Banner, PVC materials printing, venue decoration and provide ICT support
- vi) Food supply & distribution, maintain database and necessary records and
- vii) Others (need based)

The Events planned by UNDP SID CHT Bangladesh requires hotel venues, accommodation of the participants, staff, and ancillary staff, translation services, audio-visual equipment, electronic equipment, photography services, and workshop materials such as (flipcharts, notebooks, folders, banners, flags, other outreach communication materials, if needed), printing and/ or fixing the visibility items at the venue, transportation of participants and per diem payments to participants.

UNDP is seeking service provider(s) to provide Event and Conference Organizing Services and related services on prequalification basis for a period of 12 months with possible extension up to 2(two) years upon satisfactory performance and efficient delivery of the services.

During the period of the services, UNDP SID CHT requires the eligible event management firm for organizing the events inside Chittagong Hill Tracts, Bangladesh: in **Rangamati, Khagrachari & Bandarban** cities within Municipality(s) and District town(s) & Upazilla town. The majority of events are envisaged to be organized at hotels, conference halls or partner facilities. Events management within the prequalification may require that multiple events run simultaneously.

2. Scope of Services:

Event (e.g. Training, workshop or Conference) Organization and Management Services:

The Service Provider shall upon request and receipt of duly authorized instructions from UNDP SID CHT, facilitate, organize and make all necessary arrangements for hosting the Event(s).

- I. The Service Provider shall identify the most appropriate offer for the venue in accordance with UNDP's instructions.
- II. The Service Provider shall submit the evidential documents on selecting process of the venues upon the request of UNDP SID CHT.
- III. UNDP SID CHT may request a UN security cleared venue, which shall be confirmed with UNDP when selecting the venue.
- IV. UNDP reserves the right to request changing the initial proposed venue by the Service Provider.
- V. During the process of identifying the Event venue and as per UNDP request for each event, the Service Provider shall take into consideration the available facilities, such as adequate size, level of the hotels, availability of VIP room(s) and of required equipment/material as indicated under *3. Detailed Description of Requirements*
- VI. In case the venue of the Event is to be specified at the Partners premises; UNDP will facilitate a contact person from UNDP SID CHT for the Service Provider. The Service Provider shall arrange the venue in accordance with UNDP's instruction.
- VII. Considering the number of participants, the service provider may need to serve standard food (lunch/snacks) and not from outside it should be provided from the selected venue.

From UNDP's historical data it was detected that the majority of events held throughout the previous 2 (two) years indicate a number of participants ranging from 20 to 150 participants in 03 range

- i) 20 to 50 participants
- ii) 51 to 100 participants and
- iii) 101 to 150 participants per event.

Some exceptional case it would be 150 plus and may goes up to 300 or more.

The exact requirements for each Event shall be instructed by a Service Order/Purchase Order to be issued by UNDP. This shall include arranging rental of hotel Venues and all associated facilities and services required for the Event(s) as detailed below:

A. Identify and provide the Venue Including Arrangement of Equipment & Services as Applicable for Each Event:

B. Provide Accommodation:

The Service Provider is required to book for the participants accommodation in some of the events as instructed by UNDP SID CHT Bangladesh. Usually, this is required when workshops or trainings continues for days together. However, it is to be considered that UNDP SID CHT may, at times, require accommodation services only. There may be some restrictions as per UNDP policy, which will be duly communicated at the outset of the event.

C. Provide Transportation Services:

It is expected that the Service Provider provide transportation services for participants as required. These services may include:

- I. Airport pickup to place of event.
- II. Transportation from and to location of event if the event is taking place outside UNDP office.
- III. Hire boat/Car/Bus for field visits for participants during training sessions.

D. Registration and Distribution of event materials, Per Diem and others:

The Service Provider will provide support for registration of the participants on arrival at event venue and distributes event materials (if any). Besides this, they will provide services around cash payment of ABM/Per Diem, transportation cost etc. to participants; resource persons as per UNDP instructed amount in line with UNDP's rules and regulations. UNDP will reimburse the payments upon submitting the supporting documents of receipts of payments. Payment of Per Diem, transportation and terminals shall be enveloped for each participant.

E. Banner, PVC materials printing, venue decoration and provide ICT support The Service Provider will provide their technical support to plan/estimate the requirement of event and decoration materials in coordination with UNDP SID CHT focal person, collect appropriate measurement of banner and planned materials for its proper installation, check existing facilities of ICT and ensure its proper functioning, provide/arrange additional equipment, if needed etc. The service provider may also be required to provide support in producing such materials as per the design and specifications as provided by UNDP SID CHT.

F. Food supply & distribution, maintain database and necessary records

Provide choice of food menu with combination of different items and ensure its smooth and standard distribution. In addition, maintain a database of the participants and key stakeholders for sharing urgent information and efficient coordination.

G. Others (need based)

The Service Provider may require providing some need-based services on an ad hoc basis for the interest of smooth arrangement of the event.

3. Detailed Description of Requirements:**a. Booking and Payment for the event venue/ arrangement of ICT and audio-visual Equipment and associated Services as applicable:**

- i. Upon instructions from UNDP SID CHT the Service Provider shall make the booking of the venue of the Event in a timely manner – that is usually within 3/5 working days from receipt of order and submit the booking confirmation to UNDP SID CHT.
- ii. The Service Provider shall comply the payment terms mentioned under 5.
- iii. The Service Provider shall arrange to hire qualified interpreters/translators/support staff as and when requested.
- iv. The Service Provider shall arrange for fully functioned electronic, audio-visual equipment and workshop materials (such as banners and/or flags banners, data shows, wireless microphones, audio systems, video services, decoration and signs, photography and stationary), Teleconference equipment, Interpretation system (booth, system, receivers and headsets); in case that equipment is not available at the venue, the Service Provider shall provide those from outside based on consultation with UNDP SID CHT.
- v. The Service Provider shall ensure the required equipment is checked if it is fully functional one day before the Event and replace non-functional equipment before the event takes place.
- vi. The Service Provider shall arrange coffee breaks, lunch or catering services according to UNDP SID CHTs instruction.

- vii. The Service Provider shall provide video shooting/photography services during the Event as per UNDP SID CHTs instructions.
- viii. The Service Provider shall arrange photocopy and printing services as and when requested if the services are not factored in the financial proposal.

b. Accommodation (Room Reservation) Services:

- i. UNDP SID CHT shall provide the Service Provider with Security Cleared Hotels in Bangladesh before any booking arrangement request and in consultation with UNDP, the Services Provider shall provide at least three offers for requests for accommodation and provision of events management.
- ii. In case of training/workshop, accommodation shall be at the same Event venue or a hotel nearby considering the transportation arrangement if requested by UNDP SID CHT.
- iii. The Service Provider shall make reservations of accommodations for the participants and provide confirmation to UNDP SID CHT.
- iv. The hotel accommodation may be subject to the UN's security clearance that the Service Provider should confirm with UNDP SID CHT before reservation.
- v. UNDP SID CHT reserves the right to request changing the initial proposed venue by the Service Provider.
- vi. UNDP SID CHT may require additional arrangements for VIP persons all-inclusive rate for additional services requested as part of Hotel room reservation such as internet services, laundry, etc. This shall be agreed upfront, upon UNDP SID CHT agreement to such arrangement.

c. Transportation Arrangements:

- i. The Service Provider shall provide safe and appropriate airport pick up /transfer; boat, launch rental; car rental services for the participants in pre-determined standard as per UNDP policy with standard vehicle such as bus, taxi; boat, launch etc.
- ii. The Service Provider shall provide safe and appropriate transportation from the venue of accommodation for, outside visit, or evening and social events etc. in timely manner upon obtaining clearance from SID CHT UNDP focal persons.

d. Registration and Distribution of event materials, Per Diem and others to Participants as and when Required:

- i. The Service Provider will be required to arrange for payment of Per Diem to the participants attending a meeting in accordance with the UN rules and regulations. The Service Provider shall monitor participants check in (attendance registration), which should be taken into consideration when paying the Per Diems.
- ii. The Service Provider shall maintain in its computer database the official UN "Per Diem" rates for official travel. All participants who have hotel reservations shall be checked against the Per Diem rates provided on monthly basis by UNDP, and the Service Provider agrees to advise participants when the applicable hotel rate exceeds the UN recommended proportion of the applicable per diem due to unavailability of other secured locations, where an ad hoc Per Diem may be applicable in consultation with UNDP.
- iii. Manage registration of guest by well-mannered staff and distributing file, folders, pen or other materials as designed by UNDP SID CHT;

e. Banner, PVC materials printing, venue decoration and provide ICT support

The service provider should be responsible for –

- i. all the stage, podium and sitting requirement of the event as appropriate in coordination with UNDP SID CHT focal person;
- ii. Check the existing Projection, backdrop, appropriate lighting, Stand fans, Air conditioning system, microphone (Cord/cordless) and sound arrangement;
- iii. Design floor plan, sitting arrangement, table setup as per instruction from UNDP SID CHT;
- iv. Provide printing, fixing and distributing of banners, flyers, promotional posters inside and outside the venue;
- v. Printing of PVC banners, Name card, signboards. Arrangement of ID cards or other stationery or materials as per requirement;
- vi. Carry out other related promotional activities if necessary;
- vii. Ensure branding of the venue in consistency with the overall programme theme as per information given by UNDP SID CHT;
- viii. Use appropriate measurement as per the existing venue stand or arrange different size where applicable;
- ix. Printing of Invitation cards as per the specification and distribution thereof;
- x. Arrange of professional photographers, cinematographer where applicable;
- xi. Develop concepts, script, storyboard and animation for defining project objectives and presentation of ideas of UNDP SID CHT;
- xii. Production of visual data, video clips, editing and finalizing DVD/cassette;
- xiii. Necessary rental of necessary production equipment and accessories where applicable;
- xiv. Arrange for necessary metal detectors, archway, security person and other necessary security arrangements as per direction of UNDP SID CHT and UNDSS security focal persons where applicable.

f. Food supply & distribution, maintain database and necessary records

The Service Provider will provide the following services:

- i. Ensure fully functioning hygienic food corner with necessary machinaries for preparation of tea/coffee and supervision of its operation with efficient staff as and when required for mega event or huge national gathering;
- ii. Ensure hygienic packaging and distribution of quality food and beverage. Printing of food coupon and ensure availability of necessary crockeries as per requirement in different slot of food consumption (when needed);
- iii. Ensure proper professional catering service on time for food distribution;
- iv. Ensure appropriate attendance record of the participants and other guest VIPs, media-persons;
- v. Ensure timely invitations, follow-up with invited participants to confirm their presence in advance, collect attendance and ensure intensive planning for protocol and logistics during movement, arrival, seating, hospitality and departures of guests.

g. Others (need based)

- i. welcome gate or gate wings preparation
- ii. printing and installation of Long festoons over/besides the venue building for visibility

- iii. provide vehicle parking space
- iv. Distribute food among drivers/messengers when required
- v. Facilitate currency conversion in case of international events
- vi. well-dressed volunteer/young professionals to facilitate event discipline and guide the participants etc.
- vii. Organize community level catering services

4. General Management of the Event and Provision of Focal Point(s) Including General Supervision Services:

- i. The Service Provider shall provide secretarial services for assisting in Events registration and coordination with hotel management throughout the Events executing period. A representative of the Service Provider may be required to be at the venue throughout the Event.
- ii. The Service Provider shall organize the required services at the proposed agreed time which is usually within 2 weeks from receipt of request.
- iii. The Service Provider shall assign at least one focal point to provide the needed support during the Event as per UNDP SID CHTs instructions.
- iv. The assigned focal point should be able to arrange for simultaneous events to fulfill in a satisfactory level the requirements of each event separately in line with UNDP SID CHT requirements.
- v. The Service Provider's employees shall perform their functions in a highly efficient and professional manner in line with UNDP SID CHT requirements.
- vi. The Service Provider shall nominate clearly the supervisor(s) responsible for the overall management of UNDP SID CHT events.

5. Payment Terms:

- i) The Service Provider shall submit the Event's Invoice(s) to the requestor or focal point at UNDP SID CHT within 72 working hours from event closure.
- ii) The requestor/focal point of SID CHT shall review and clear the invoice with the supporting documents within 72 working hours from invoice(s) submission date to UNDP SID CHT Finance Focal Point.
- iii) The Service Provider shall settle all invoices with the hotel, or any other party entitled to be paid, in a timely manner; no matter they will received the payment from UNDP SID CHT or not.
- iv) UNDP shall process reimbursement of Event invoice(s) within maximum 30 days from the date of finalizing the invoice(s).

6. Time Frames:

- a. Requests for Services are normally required on weekdays (Sunday to Thursday) from 09.00 to 17.30. Occasionally, also during weekends from 09.00 to 17.30.
- b. Availability of Hot line support 24/7 for the UNDP SID CHT.

7. Client Support

- a. Facilitation Support Provided By UNDP SID CHT

- b. UNDP shall appoint a focal point to organize the services orders for the events under the prequalified vendors.

8. Reporting Requirements

- a. Quarterly meetings to take place at UNDP SID CHT to discuss performance issues and on-going cooperation
- b. Quarterly reporting outlining:

- Activity level
- Number of events
- Number of participants per event
- Location of events
- Amount per event
- AOB

9. Security Cleared Hotels in Bangladesh:

UNDP-Bangladesh holds a list of security cleared hotels in Bangladesh. For offerors submitting an offer for provision of Events Management Services inside Rangamati, Khagrachari and Bandarban, it would be advisable to familiarize themselves with this list; however, since security levels may change, UNDP may update the list to classify new Hotels to be “Security Cleared” or remove Hotels that were already identified as “Security Cleared”. List shall be provided to participating proposers. If any expectation venue selected by UNDP SID CHT that will also communicate.

10. Service Provider Qualifications:

- I. Valid Business Registration or Trade License for relevant business /event management.
- II. At least 3 years’ experience in providing Events Management Services in the relevant geographical region.
- III. At least 3 positive references from any UN and or International Organizations/company/Government/Local NGO referring to holding events in the relevant geographical region.
- IV. Financial indicators proving Offeror’s long-term sustainability and possession of sufficiently sound financial position to ensure it can meet its financial commitments under the Agreement.
- V. Capacity to hold an estimated average minimum of 3 numbers of events/ year for each of the event category [Standard, Mid-level and National Level].
- VI. List of UN agencies or International Organizations’ or clients who received your services in last 2 years

11. Key Personnel Qualifications:

- a. **Event Manager/Coordinator:**
 - a. At least 5 years’ experience in facility and or service administration and event coordination.
 - b. Higher Secondary Education.
 - c. Fluency in English and Bengali and local languages.
- b. **Event Support Personnel:**

- a. 3 years' experience in managing events in the relevant geographical area.
- b. Secondary School Certificate
- c. Fluency in English and Bengali.

3- Focal Points for Receipt of Order:

Availability of at least 3 focal points, specialized in organization of Events of different sizes, arrangements for Hotel accommodation and in managing related services such as transportation and per diem distribution.

- I. **3 Years** of experience in organizing events in the relevant geographical area.
- d. Higher Secondary Education & Secondary School Certificate
- II. Understanding level of English language and Bangla speaking with desirably knowledge of local language

12. Quality Control for the Services:

- I. The Contractor shall establish and operate to monitor on a regular and continual basis the quality of the services provided to UNDP SID CHT Bangladesh. These procedures shall include a self-inspection system covering all the services to be performed in the Contract, and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service furnished to UNDP SID CHT Bangladesh. UNDP SID CHT Bangladesh shall be notified of any deficiencies found and corrective action taken; such actions shall be included in the Service Provider's reports.
- II. UNDP SID CHT Bangladesh reserves the right to conduct its own quality control surveys to ensure the adequacy of the services.
- III. The Contractor warrants that the personnel assigned to handle UNDP SID CHT Bangladesh arrangements shall have a strong experience in events management services and shall constantly be trained to be kept up to date.

13. Key Performance Indicators:

No.	Description	Indicator
1	Response Time to Received Requests	Confirmation e-mail on receipt of Service Order Receipt within one hour
2	Ability to arrange events on scheduled time	Arrangement of event on the agreed dates
3	Ability to provide competitive prices and negotiate rates with Hotels.	Spot checks on received quotations from Hotels and comparing quotes with the given market rate.
4	Provision of reports on managed and arranged events with required details such as place, amount, number of participants.	Provision of the Report on Quarterly basis
5	Ability to provide quality services in terms of venue, food, and related arrangements.	Level of venue rented in terms of cleanliness and appropriateness, type of food provided, proper arrangement of venue.
6	Transportation services provided on time as and when applicable	Feedback from UNDP focal point through participants
7	Provision of interpretation services	Feedback from UNDP focal point and requestor on quality of services received
8	Submission of invoices and related documents	Correct Billing Submittals and on time

9	Customer Complaints	All complaints should be addressed within maximum one working day and to be resolved within the same day
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A. BACKGROUND:

Signing of the Chittagong Hill Tracts Peace Accord in 1997 was a major political achievement marking the end of a protracted low intensity conflict in the region. Progress on establishing local institutions outlined in the Peace Accord, the creation of an improved environment for dialogue between communities and an increase in social services have built important foundations for longer term stability and social inclusion in the region. Despite these efforts, the Chittagong Hill Tracts still experiences relatively low levels of development with economic and social progress being held back resulting in increased pressures on scarce resources including land, continued extreme poverty below the national average and a lack of economic development and opportunity in the region. In the Seventh Five Year Plan (FY 2016-20), it has been stated that “CHT is one of the most disadvantaged and vulnerable regions in the country in terms of almost all major development indicators, such as income, employment, poverty, health, water, sanitation, education, women employment, access to infrastructure and national building institutions, inter-community confidence, etc.” (The Seventh five year plan FY2016-FY2020. Accelerating growth, empowering citizens, pg. 637-638. Government of Bangladesh. 2015). In virtually all social and economic indicators the region is disadvantaged with limited access to education, an absence of clear linkages between the capabilities and needs of communities and state institutions as well as a lack of understanding of key challenges (7th FYP page 680).

The prevalence of absolute and extreme poverty among ethnic communities is 65 percent and 44 percent respectively above the national average (7th FYP page 637-638). Skills required to move from subsistence livelihood practices to a market economy are hindered by a clear lack of public policies and investment aimed at sustainable empowerment. Both urban and rural areas are affected adversely by the situation.

One of the key government strategies outlined in the 7th Five-Year Plan for tackling these challenges is to fully implement the provisions of the Peace Accord. The government also aims at implementing accelerated development activities in the region.

The Ministry of Chittagong Hill Tracts Affairs (MOCHTA), in collaboration with UNDP and other Development Partners has implemented several projects in three Hill Districts during the last decade. The interventions of these projects mainly strengthened community stability and supported communities build resilience and collective actions. Conducive environment is achieved for long-term stability in the region by empowering communities to be more involved in decisions that affect their lives in a framework for economic and social development. In line with the provisions of the Peace Accord these actions worked towards protecting the diversity of the region and its distinct characteristics by supporting the increased implementation of Peace Accord objectives, building capacity of devolved Regional and Hill District Councils to deliver the subjects transferred from national level and supporting confidence building and social capital strengthening in communities.

in their own interest. They manage easy access and flexible grant schemes aimed to generate income for households and are now able to implement village level projects and manage funds competently with 90 percent of committees establishing sustainable saving schemes. The model of community led decision-making is the central reason behind these successes.

To continue the momentum of development and confidence building successes of the Promotion of Development and Confidence Building in CHT project (2003 – 2016), MoCHTA and UNDP , with assistance from a number of Development Partners, have undertaken a new 5-year project titled Strengthening Inclusive Development in CHT (SID-CHT 2017-21).

The main objectives of SID-CHT project is “To strengthen the capacity of the population in the Chittagong Hill Tracts to shape and make decisions that impact on their lives”.

Based on the above main objectives following are the specific objectives which will be achieved by implementing the project;

- To strengthen community land, resource and livelihood management.
- To increase participation and influence to shape decision-making.
- To strengthen democratic governance with responsive institutions and effective services.

Consistent with UNDAF Outcomes, the outcome of this project is:

“Citizen expectations for voice, development and accountability are met by strengthened institutions to progressively deliver universal access to basic services.”

The following three outputs will contribute to the outcome:

Output 1: Strengthened community land, resource and livelihood management.

Output 2: Increased participation and influence to shape decision-making.

Output 3: Democratic governance strengthened with responsive institutions and effective services.