

REQUEST FOR PROPOSAL (RFP-BD-2020-012)
(For Low-Valued Services)



*Empowered lives.
Resilient nations.*

NAME & ADDRESS OF FIRM	DATE: June 1, 2020
	REFERENCE: RFP-BD-2020-012

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring a firm to develop a database by mapping potential beneficiaries to include in different GO-NGO services (safety net programs) at Cox's Bazar throughout the selected UZPs (02) and UPs (04) under EALG project**

Proposals shall be submitted on or before 04.30 pm (local BD Time) on Monday, 15 June 2020

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

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

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

Username: event.guest

Password: why2change

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

Your Proposal must be expressed in the English, and valid for a minimum period of **90 days**. You kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

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

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

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

Amu

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements. The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

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

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

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

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

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP. UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/cond_uct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Yonah Samo

International Operations Manager

[date]. 1/6/2020

Yonah

Annex 1

Description of Requirements

Context of the Requirement	Hiring a firm to develop a database by mapping potential beneficiaries to include in different GO services (safety net programs) at Cox's Bazar throughout the selected UZPs (02) and UPs (04) under EALG project
Implementing Partner of UNDP	
Brief Description of the Required Services	<p>C. Scope of Work and Overall Objectives</p> <p>The objective of the assignment is to identify and list the beneficiaries who are eligible for but are not covered by present safety net programme sat Teknaf and Ukhiya Upazila of Cox's Bazar District and design necessary tools and methods in mapping out what other options are locally available for their livelihood support.</p> <p>Scope of Work: Consultancy will entail the following scope of work:</p> <p>The following list reflects the main activities that the firm is expected to carry out within the contractual period:</p> <ul style="list-style-type: none"> • Review existing literature and listing process of beneficiaries for social safety net programmes. • Following the criterion and guideline and if necessary, by improving the existing tools/ innovating new tools collect socio-economic status of host community by conducting household survey in four UPs (2x2) under Teknaf and Ukhiya and identify the eligible persons for different safety-net programs available in these areas; • Collect the list and services and other attributes of ongoing SafetyNet programmes of different government and non-government entities at Teknaf and Ukhiya and identify the gaps in the process if any; • Develop tools and methodology to map/identify other locally available livelihood options that can provide livelihood support to the beneficiaries; • Test the tools and methodology in 4 UPs under two Upazila to understand the feasibility of the tools in 4 UPs/ 2 Upazilas; • Develop database with an excel sheet of those potential beneficiaries eligible for safety net programmes under the four UPs; • Participate and present the findings of the mapping (list of potential beneficiaries, gaps of existing process, excel database sheet, and tools for mapping locally available service, etc.) in stakeholders' consultation workshops expected to be held in Cox's Bazar and Dhaka. • Prepare and deliver a final report with tools and excel database on potential beneficiaries by category of available safety-net programs and incorporating all feedback and comments received from stakeholders' consultation workshops. <p>The stakeholders of the selected firm will be host community people living in Teknaf and Ukhiya Upazila, relevant line department officials including UNO and public representatives of ZPs, UZPs and UPs, National and International Organizations working for the host</p>

	communities, officials of Local Government Division (LGD), Director, Local Government (DLGs), Deputy Director Local Government (DDLGs), etc.																													
List and Description of Expected Outputs to be Delivered	<p>The firm will be responsible for submitting the following deliverables:</p> <p>Deliverable 01: Inception report with detailed methodology and work plan</p> <p>Deliverable 02: a) List of eligible people for safety net programmes, b) locally available safety net programmes and c) livelihood options with tested tools and methodology used</p> <p>Deliverable 03: A complete report with existing gaps of targeting/ listing of beneficiaries under different safety-net programs, excel database (both in English and Bangla) for potential beneficiaries and tools (both in English and Bangla) for including beneficiaries eligible for safety-net programs under the four UPs;</p> <p>After submitting all deliverables, the firm has to incorporate all feedback and comments received from stakeholders’ consultation workshops which will be organized by the project.</p> <table><tr><th>Deliverables/Outputs</th><th>Estimated no. of days</th><th>% of the total contract value and tentative timeline</th><th>Review and Approvals Required</th></tr><tr><td>Inception report with detailed methodology and work plan</td><td>5 days</td><td>20% by 1st week of July 2020</td><td rowspan="3">To be reviewed and approved by the Project Coordinator, EALG project</td></tr><tr><td>List of eligible person for safety-net programmes, locally available safety-net programmes and livelihood options with tested tools and methodology used</td><td>30 days</td><td>40% by 3rd week of August 2020</td></tr><tr><td>A complete report with existing gaps of safety net programs, excel database (both in English and Bangla) for potential beneficiaries and tools (both in English and Bangla) for including beneficiaries eligible for safety net programs under the four UPs;</td><td>25 days</td><td>40% by 3rd week of September 2020</td></tr><tr><td></td><td>60 Days</td><td></td><td></td></tr></table> <p>The household survey will be undertaken in the following 04 Ups under Teknaf and Ukhiya Upazila of Cox’s Bazar district.</p> <table><tr><th>District</th><th>Upazila</th><th>Union</th></tr><tr><td rowspan="2">Cox's Bazar</td><td>Teknaf</td><td>Teknaf Sadar & Sabrang</td></tr><tr><td>Ukhiya</td><td>Palongkhali & Holdiapalong</td></tr><tr><td>Total</td><td>2</td><td>04</td></tr></table>	Deliverables/Outputs	Estimated no. of days	% of the total contract value and tentative timeline	Review and Approvals Required	Inception report with detailed methodology and work plan	5 days	20% by 1 st week of July 2020	To be reviewed and approved by the Project Coordinator, EALG project	List of eligible person for safety-net programmes, locally available safety-net programmes and livelihood options with tested tools and methodology used	30 days	40% by 3 rd week of August 2020	A complete report with existing gaps of safety net programs, excel database (both in English and Bangla) for potential beneficiaries and tools (both in English and Bangla) for including beneficiaries eligible for safety net programs under the four UPs;	25 days	40% by 3 rd week of September 2020		60 Days			District	Upazila	Union	Cox's Bazar	Teknaf	Teknaf Sadar & Sabrang	Ukhiya	Palongkhali & Holdiapalong	Total	2	04
Deliverables/Outputs	Estimated no. of days	% of the total contract value and tentative timeline	Review and Approvals Required																											
Inception report with detailed methodology and work plan	5 days	20% by 1 st week of July 2020	To be reviewed and approved by the Project Coordinator, EALG project																											
List of eligible person for safety-net programmes, locally available safety-net programmes and livelihood options with tested tools and methodology used	30 days	40% by 3 rd week of August 2020																												
A complete report with existing gaps of safety net programs, excel database (both in English and Bangla) for potential beneficiaries and tools (both in English and Bangla) for including beneficiaries eligible for safety net programs under the four UPs;	25 days	40% by 3 rd week of September 2020																												
	60 Days																													
District	Upazila	Union																												
Cox's Bazar	Teknaf	Teknaf Sadar & Sabrang																												
	Ukhiya	Palongkhali & Holdiapalong																												
Total	2	04																												

	Methodology The firm will select appropriate methodologies to conduct the study i.e. analysing secondary sources of information, tools for household survey, setting the size of key informants' interview/FGD, preparing tools and methodology, etc. The survey plan and overall methodology have to be presented by inception report.																																																																														
Person to Supervise the Work/Performance of the Service Provider	The firm will be supervised by and reported to the Project Coordinator, EALG project who will also carry out a performance evaluation at the end of the assignment. While arranging consultation and sharing workshop with stakeholders, the EALG Project will provide necessary logistic supports in organizing any event with project costs.																																																																														
Frequency of Reporting	<i>As indicated in the TOR</i>																																																																														
Progress Reporting Requirements	As indicated in the TOR																																																																														
Location of work	<input checked="" type="checkbox"/> As indicated in the TOR																																																																														
Expected duration of work	The social mapping will be conducted by 60 working days over a period of 3 months																																																																														
Target start date	July 2020																																																																														
Latest completion date	September 2020																																																																														
Travels Expected	As indicated in the ToR																																																																														
Special Security Requirements	<input checked="" type="checkbox"/> Others Not Applicable																																																																														
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	All costs related to this assignment including logistics, office arrangements, accommodation, travel etc. shall be borne by the contractor. Whereas UNDP will pay the lump sum amount as per contract shall be paid as achievement of milestones as per the ToR.																																																																														
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <table border="1"> <thead> <tr> <th>Items</th><th>Unit name</th><th>Qty</th><th># Units</th><th>Unit Cost (BDT)</th><th>Total (BDT)</th></tr> </thead> <tbody> <tr> <td>I. Personnel</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>II Out of Pocket expenses</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>III Other related costs</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Sub-Total (I+II+III)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Add : VAT</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Grand-Total</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)	I. Personnel																		II Out of Pocket expenses																		III Other related costs																		Sub-Total (I+II+III)						Add : VAT						Grand-Total					
Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)																																																																										
I. Personnel																																																																															
II Out of Pocket expenses																																																																															
III Other related costs																																																																															
Sub-Total (I+II+III)																																																																															
Add : VAT																																																																															
Grand-Total																																																																															

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required								
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency BDT								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 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	<table border="1"> <thead> <tr> <th>Outputs and deliverables</th><th>% of the total contract value and tentative timeline</th></tr> </thead> <tbody> <tr> <td>Inception report with detailed methodology and work plan</td><td>20% by 1st week of July 2020</td></tr> <tr> <td>List of eligible person for safety-net programmes, locally available safety-net programmes and livelihood options with tested tools and methodology used</td><td>40% by 3rd week of August 2020</td></tr> <tr> <td>A complete report with existing gaps of safety net programs, excel database (both in English and Bangla) for potential beneficiaries and tools (both in English and Bangla) for including beneficiaries eligible for safety net programs under the four UPs;</td><td>40% by 3rd week of September 2020</td></tr> </tbody> </table>	Outputs and deliverables	% of the total contract value and tentative timeline	Inception report with detailed methodology and work plan	20% by 1 st week of July 2020	List of eligible person for safety-net programmes, locally available safety-net programmes and livelihood options with tested tools and methodology used	40% by 3 rd week of August 2020	A complete report with existing gaps of safety net programs, excel database (both in English and Bangla) for potential beneficiaries and tools (both in English and Bangla) for including beneficiaries eligible for safety net programs under the four UPs;	40% by 3 rd week of September 2020
Outputs and deliverables	% of the total contract value and tentative timeline								
Inception report with detailed methodology and work plan	20% by 1 st week of July 2020								
List of eligible person for safety-net programmes, locally available safety-net programmes and livelihood options with tested tools and methodology used	40% by 3 rd week of August 2020								
A complete report with existing gaps of safety net programs, excel database (both in English and Bangla) for potential beneficiaries and tools (both in English and Bangla) for including beneficiaries eligible for safety net programs under the four UPs;	40% by 3 rd week of September 2020								
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>Project Coordinator, EALG project</p> <p>Payment for services of the contractor will be made upon satisfactory certification by the contract administrator.</p>								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Institutional Services Contract								
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)								



	<p>☑ 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.</p>
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"> • Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured • Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List • Legally registered under concerned department of Government of Bangladesh • Experience of conducting at least two mapping exercise on any development issue. • At least two experience in database design by listing beneficiaries and using pre-selected criteria • Previous experience of working with a UN agency / International NGO / bilateral donor / Government • Latest Audited Financial Statement along with the audited report for last two fiscal years– (income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.) • Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder. <p>Along with other manpower required for carrying out the assignment, the firm should provide detailed information and curriculum vitae of the following key personnel with the Proposal:</p> <p>Minimum Eligibility Criteria for the Human resource:</p> <p>This assessment requires senior and professional advice based on substantive experience and qualifications of the contracting entity, that call for a professional team that comprise of one Chief Consultant, two Associate Consultant and field Assistant. The firm will be invited to submit a detailed proposal alongside CVs for the Chief Consultant, Associate Consultant and field Assistant (see below).</p> <p><u>1. Team Leader: 01</u></p> <p>Minimum eligibility criteria of Team Leader</p> <ul style="list-style-type: none"> • Minimum Master's degree in the field of economics, development studies, statistics, population science, political science, public administration, governance or any other relevant field. • Minimum 7 years' experience in conducting research/mapping/survey. • At least 5 assignments focusing on governance and development issues of which at least 2 as team leader with the government, donor, UN and/or development agencies. (List of completed research/survey or links of publications to be enclosed)

2. Associate Consultant: 02

- Minimum Master's degree in economics, development studies, statistics, population science, political science, public administration, governance, development studies or relevant fields.
- At least 5 years' experience in designing and conducting research/mapping/survey.
- At least 3 years' experience of preparing database by MS excel or software application.
- At least 3 assignments focusing on government and development issues with the government, Donor, UN and/or development agencies

3. Field Assistant: (The firm will propose the number of field assistants needed to assist the social mapping).

- Minimum Bachelor's degree in Political Science, Public Administration, Governance, Economics and/or Development Studies or any relevant field.
- Previous experience of assisting research, assessments, mapping, stock taking, etc.

Note: Necessary document must be submitted to substantiate the above eligibility criteria. Consultancy firm that do not meet the above eligibility criteria shall not be considerate for further evaluation. The firm must provide CV's of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function or other related information.

Technical Proposal (70%)

☒ Expertise of the Firm *[indicate percentage]*

☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan

☒ Management Structure and Qualification of Key Personnel

Criteria	Weight
Technical Proposal Evaluation	70
1. Expertise of firm	
1.1. Experience in undertaking mapping/survey in social and governance areas	10
1.2. Experience in database design by listing beneficiaries and using pre-selected criteria	5
2. Proposed Methodology and Work Plan	
Quality and relevance of proposed mapping methodology, approach and quality of proposal	30
3. Team Leader	
3.1. Relevance and level of education	5
3.2. Experience in research and mapping	5
4. Associate Consultants and Field Assistants	
4.1 Relevance and level of education	5
4.2 Experience of associating studies and mapping	10
Financial	30
Total	100

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Written Self-Declaration (Annex 5)
Contact Person for Inquiries (Written inquiries only)	<p>UNDP Procurement Cluster, UNDP Bangladesh bd.procurement@undp.org</p> <p>If any potential company has any query about the RFP document, that has to be submitted to the UNDP contact person mentioned above through email ID bd.procurement@undp.org within 07 June 2020 by 4.30 pm.</p> <p><u>"Attn. BD Procurement- Queries on RFP-BD-2020-012"</u>, Hiring a firm to develop a database by mapping potential beneficiaries to include in different GO-NGO services (safety net programs) at Cox's Bazar throughout the selected UZPs (02) and UPs (04) under EALG project</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	<p><u>* For attention:</u></p> <p>The Financial Proposal and the Technical Proposal files <u>MUST BE SEPARATE</u> and uploaded <u>SEPARATELY</u>. Financial proposal must be 'password' protected.</p> <p>A pre-bid meeting will be held through Zoom on 07 June 2020 at 11.00 AM. Please click the link below</p> <p>https://undp.zoom.us/j/91308537714</p>



Annex 2

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider**Minimum eligibility criteria of the consultancy firm:**

- Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List
- Legally registered under concerned department of Government of Bangladesh
- At least 3 years of working experience to develop a database by mapping potential beneficiaries.
- At least 02 recent examples of similar assignment (attached, or with website link provided)
- Previous experience of working with a UN agency / International NGO / bilateral donor / Government
- Latest Audited Financial Statement along with the audited report for last two fiscal years– (income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.)
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder

Minimum eligibility criteria of key personnel:

Minimum Eligibility Criteria for the Human resource:

This assessment requires senior and professional advice based on substantive experience and qualifications of the contracting entity, that call for a professional team that comprise of one Chief Consultant, two Associate Consultant and field Assistant. The firm will be invited to submit a detailed proposal alongside CVs for the Chief Consultant, Associate Consultant and field Assistant (see below).

1. Team Leader: 01**Minimum eligibility criteria of Team Leader**

- Minimum Master's degree in the field of economics, development studies, statistics, population science, political science, public administration, governance or any other relevant field.
- Minimum 7 years' experience in conducting research/mapping/survey.
- At least 5 assignments focusing on governance and development issues of which at least 2 as team leader with the government, donor, UN and/or development agencies. (List of completed research/survey or links of publications to be enclosed)

2. Associate Consultant: 02

- Minimum Master's degree in economics, development studies, statistics, population science, political science, public administration, governance, development studies or relevant fields.
- At least 5 years' experience in designing and conducting research/mapping/survey.
- At least 3 years' experience of preparing database by MS excel or software application.



- At least 3 assignments focusing on government and development issues with the government, Donor, UN and/or development agencies

3. Field Assistant: (The firm will propose the number of field assistants needed to assist the social mapping).

- Minimum Bachelor's degree in Political Science, Public Administration, Governance, Economics and/or Development Studies or any relevant field.
- Previous experience of assisting research, assessments, mapping, stock taking, etc.

CV of the Team Leader, Associate Consultant and Field Assistant must be attached with the commitment letter.

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

- 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.*

Done

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

SL No.	Outputs and deliverables	Payments (% of total)	Value
1.	Inception report with detailed methodology and work plan	20%	
2.	List of eligible person for safety-net programmes, locally available safety-net programmes and livelihood options with tested tools and methodology used	40%	
3.	A complete report with existing gaps of safety net programs, excel database (both in English and Bangla) for potential beneficiaries and tools (both in English and Bangla) for including beneficiaries eligible for safety net programs under the four UPs;	40%	
	Total	100 %	

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

Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
I. Personnel Services					
Team Leader					
Associate Consultant					
Field Assistant					
II Out of Pocket expenses					
Daily Allowances for Project Staffs					
Travel Allowance					
III Other related costs					
Sub-Total (I+II+III)					
VAT					
Grand Total					

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



Annex 3***General Terms and Conditions for Services*****1.0 LEGAL STATUS:**

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

2.0 SOURCE OF INSTRUCTIONS:

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

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

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

4.0 ASSIGNMENT:

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

5.0 SUB-CONTRACTING:

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

6.0 OFFICIALS NOT TO BENEFIT:

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

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

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

10.0 TITLE TO EQUIPMENT:

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

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

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

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

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

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

13.1 The recipient ("Recipient") of such information shall:

- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
- 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

- 13.2.1** any other party with the Discloser's prior written consent; and,
- 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:
 - 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
 - 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
 - 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

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

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

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

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

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

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

considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

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

16.0 SETTLEMENT OF DISPUTES

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

only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

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

18.0 TAX EXEMPTION

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

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

19.0 CHILD LABOUR

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

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

20.0 MINES:

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

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

21.0 OBSERVANCE OF THE LAW:

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

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any

person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

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

23.0 AUTHORITY TO MODIFY:

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

Annex 4

Terms of Reference (ToR)

ASSIGNMENT TITLE:	Hiring a firm to develop a database by mapping potential beneficiaries to include in different GO-NGO services (safety net programs) at Cox's Bazar throughout the selected UZPs (02) and UPs (04) under EALG project
AGENCY/PROJECT NAME:	Efficient and Accountable Local Governance (EALG) Project, Democratic Governance Portfolio, UNDP Bangladesh
COUNTRY OF ASSIGNMENT:	Bangladesh
SUPERVISOR:	Project Coordinator, EALG Project, UNDP
DURATION OF CONTRACT:	60 working days over a period of 3 months tentatively from July 2020

1. GENERAL BACKGROUND

Strengthening local governance has been a key focus of not only the government of Bangladesh, but also of different development partners/ agencies. Considering the importance of the issue, UNDP has been working to strengthen the local governance system in Bangladesh for more than a decade. UNDP, through its local governance projects has played instrumental role in reforming policies and developing legal frameworks especially number of rules to make Union Parishads and Upazila Parishads effectively perform their mandated responsibilities. Since the Upazila Governance Project (UZGP) and Union Parishad Governance Projects (UPGP) were phased out in mid-2017, UNDP in collaboration with SDC and DANIDA supported Local Government Division (LGD) in developing Efficient and Accountable Local Governance (EALG) project to support effective functioning of UPs and UZPs with active citizen participation, wider transparency and accountability in achieving SDGs. Objective of the EALG Project is to strengthen the capacities of local governments and other stakeholders to foster participatory local development service delivery for the SDGs. The Project has three components, which are 'Inclusive and Accountable Upazila Parishad' (IAUZP: Component-1); 'Sustainable and Democratic Union Parishad' (SDUP: Component-2) and 'Policy for Effective Local Governance' (PELG: Component-3). PELG Component is to provide technical assistance to the LGD for developing policies that can improve the performance of local governments, promote local governance through appropriate policy support and guidance based on the challenges and lessons learned working with the local governments.

Cox's Bazar is one of the project districts of which Teknaf and Ukhiya Upazila along with their 11 Union Parishads were taken as intervention areas under EALG to support host community work in the context of Rohingya influx. Cox's Bazar is also one of the most vulnerable Districts in Bangladesh. Malnutrition, health status and food insecurity are at risks, and the poverty rate is well above Bangladesh's national average¹. Even before the influx, one in five households already had poor and borderline food consumption patterns – which was much higher than the national average. On average, 33% live below the poverty line and 17% below the extreme poverty line².

The Rohingya influx has had a major impact on environment, agriculture, food security, local trade, health and sanitation, as well as income, wages and livelihoods. Due to Rohingya influx in this locality, the host community people are also in various tensions. Considering the reality, government along with some other development agencies supporting host community people in many ways. Government along with development partners providing them increased number of VGD, VGF, TR and other supports on regular basis. In addition, non-government organizations are supporting them by providing IGA training, cash transfer, etc.

While providing government and non-government supports to the host community people, there may have overlapping and duplication of services. Even some of the potential beneficiaries may be deprived of the services for not having appropriate database and tools. It would be wise, if there is a complete list of potential beneficiaries along with appropriate tools at least for 4 UPs under 2 Upazilas and the safety net supports in the locality could be provided following the tools as well. Considering the context, UNDP through its EALG project would like to undertake a survey for the respective areas to develop a tool for identifying the potential beneficiaries looking at the eligibility criteria of ongoing social safety-net

¹ Bangladesh Integrated Food Security Phase Classification" (IPC, August 2013) & Bangladesh Bureau of Statistics, World Bank.

² Food Security Sector, market price monitoring.

programs, prepare a database, and identify existing gaps and challenges of targeting safety-net beneficiaries by hiring a qualified firm. Through the household survey a potential beneficiary list will be completed for 4 UPs on sample basis and based on the learning of identifying eligible beneficiaries and improving targeting/ listing of safety-net beneficiaries will be disseminated to rest of the UPs under Teknaf and Ukhiya.

The Terms of Reference has been designed for hiring a suitable firm for developing database by mapping potential beneficiaries to include in different GO-NGO services (safety net programs) at Cox's Bazar throughout the selected UZPs (02) and UPs (04) under Efficient and Accountable Local Governance (EALG) project.

2. OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to identify and list the beneficiaries who are eligible for but are not covered by present safety net programme sat Teknaf and Ukhiya Upazila of Cox's Bazar District and design necessary tools and methods in mapping out what other options are locally available for their livelihood support.

3. SCOPE OF WORK

The following list reflects the main activities that the firm is expected to carry out within the contractual period:

- Review existing literature and listing process of beneficiaries for social safety net programmes.
- Following the criterion and guideline and if necessary, by improving the existing tools/ innovating new tools collect socio-economic status of host community by conducting household survey in four UPs (2x2) under Teknaf and Ukhiya and identify the eligible persons for different safety-net programs available in these areas;
- Collect the list and services and other attributes of ongoing SafetyNet programmes of different government and non-government entities at Teknaf and Ukhiya and identify the gaps in the process if any;
- Develop tools and methodology to map/identify other locally available livelihood options that can provide livelihood support to the beneficiaries;
- Test the tools and methodology in 4 UPs under two Upazila to understand the feasibility of the tools in 4 UPs/ 2 Upazilas;
- Develop database with an excel sheet of those potential beneficiaries eligible for safety net programmes under the four UPs;
- Participate and present the findings of the mapping (list of potential beneficiaries, gaps of existing process, excel database sheet, and tools for mapping locally available service, etc.) in stakeholders' consultation workshops expected to be held in Cox's Bazar and Dhaka.
- Prepare and deliver a final report with tools and excel database on potential beneficiaries by category of available safety-net programs and incorporating all feedback and comments received from stakeholders' consultation workshops.

The stakeholders of the selected firm will be host community people living in Teknaf and Ukhiya Upazila, relevant line department officials including UNO and public representatives of ZPs, UZPs and UPs, National and International Organizations working for the host communities, officials of Local Government Division (LGD), Director, Local Government (DLGs), Deputy Director Local Government (DDLGs), etc.

4. EXPECTED OUTPUTS AND DELIVERABLES:

The firm will be responsible for submitting the following deliverables:

Deliverable 01: Inception report with detailed methodology and work plan

Deliverable 02: a) List of eligible people for safety net programmes, b) locally available safety net programmes and c) livelihood options with tested tools and methodology used

Deliverable 03: A complete report with existing gaps of targeting/ listing of beneficiaries under different safety-net programs, excel database (both in English and Bangla) for potential beneficiaries and tools (both in English and Bangla) for including beneficiaries eligible for safety-net programs under the four UPs;

After submitting all deliverables, the firm has to incorporate all feedback and comments received from stakeholders' consultation workshops which will be organized by the project.

5. DURATION OF ASSIGNMENT, WORKING AREAS

The social mapping will be conducted by 60 working days over a period of 3 months tentatively from 01 July 2020.

The household survey will be undertaken in the following 04 Ups under Teknaf and Ukhiya Upazila of Cox's Bazar district.

District	Upazila	Union
Cox's Bazar	Teknaf	Teknaf Sadar & Sabrang
	Ukhiya	Palongkhali & Holdiapalong
Total	2	04

6. Methodology

The firm will select appropriate methodologies to conduct the study i.e. analysing secondary sources of information, tools for household survey, setting the size of key informants' interview/FGD, preparing tools and methodology, etc. The survey plan and overall methodology have to be presented by inception report.

7. SUPERVISION, REPORTING AND PERFORMANCE EVALUATION

The firm will be supervised by and reported to the Project Coordinator, EALG project who will also carry out a performance evaluation at the end of the assignment. While arranging consultation and sharing workshop with stakeholders, the EALG Project will provide necessary logistic supports in organizing any event with project costs.

8. PAYMENT SCHEDULE

Deliverables/Outputs	Estimated no. of days	% of the total contract value and tentative timeline	Review and Approvals Required
Inception report with detailed methodology and work plan	5 days	20% by 1 st week of July 2020	To be reviewed and approved by the Project Coordinator, EALG project
List of eligible person for safety-net programmes, locally available safety-net programmes and livelihood options with tested tools and methodology used	30 days	40% by 3 rd week of August 2020	To be reviewed and approved by the Project Coordinator, EALG project
A complete report with existing gaps of safety net programs, excel database (both in English and Bangla) for potential beneficiaries and tools (both in English and Bangla) for including beneficiaries eligible for safety net programs under the four UPs;	25 days	40% by 3 rd week of September 2020	To be reviewed and approved by the Project Coordinator, EALG project
	60 Days		

9. SKILLS AND EXPERIENCE OF THE FIRM AND HUMAN RESOURCES

Qualification of the Firm:

The minimum eligibility criteria of the firm are as follows-

- At least 5 years of experience in conducting study/survey on social and governance context
- Experience of conducting at least 3 national level stock taking/mapping/survey
- Previous experience of working with UN agency/International NGO/bilateral donor/Government Valid Business Licenses/Registration Papers, Tax Payment Certification
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation

Qualifications of the Human Resources:

1. Team Leader: 01

Minimum eligibility criteria of lead Consultant -

- Minimum Master's in the field of economics, development studies, statistics, population science, political science, public administration, governance or any other relevant field.
- Minimum 7 years' experience in conducting research/mapping/survey.
- At least 5 assignments focusing on governance and development issues of which at least 2 as team leader with the government, donor, UN and/or development agencies. (List of completed research/survey or links of publications to be enclosed)

2. Associate Consultant: 02

- Minimum Master's degree in economics, development studies, statistics, population science, political science, public administration, governance, development studies or relevant fields.
- At least 5 years' experience in designing and conducting research/mapping/survey.
- At least 3 years' experience of preparing database by MS excel or software application.
- At least 3 assignments focusing on government and development issues with the government, Donor, UN and/or development agencies

3. Field Assistant: (The firm will propose the number of field assistants needed to assist the social mapping).

- Minimum Bachelor's degree in Political Science, Public Administration, Governance, Economics and/or Development Studies or any relevant field.
- Previous experience of assisting research, assessments, mapping, stock taking, etc.

10. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested firm are requested to submit:

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

• Technical Proposal

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

7. Quality assurance – The firm must outline how it will ensure quality at all stages of the project but with an emphasis on sampling; data collection; data analysis; and reporting. This will be subject to review by Project management team during project implementation.

8. Risk management – The firm must identify key risks and outline how it will mitigate against them. Specific attention should be paid to how natural and political hazards will be handled.

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

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

1. The Financial Proposal shall specify a total delivery amount (in USD or BDT) including consultancy fees and all associated costs, i.e. travel cost, subsistence per-diems, consultation workshop costs and overhead recharges.

2. In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

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

11. EVALUATION

The firm will be selected on the basis of the relevant expertise and financial offer received.

In the second stage, the price proposal of all qualified firm, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the firm offering the best value for money based on the cumulative method.

In this methodology, technical criteria weight is 70 and Financial Criteria weight is 30. According, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proposal.

A formula is as follows:

$$P = y (\mu/z)$$

Where

- P = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal
- z = price of the proposal being evaluated

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.

- The technical and financial proposal should be submitted following the UNDP guideline and formats. UNDP Procurement reserves the right to accept or reject any.

Only firm obtaining a minimum of 49 points and above would be considered for the financial Evaluation.

12. BASIS OF EVALUATION

Criteria	Weight	Max. Point
Expertise of firms	70%	70

1. Experience in undertaking mapping/survey in social and governance areas	10%	10
2. Experience in database design by listing beneficiaries and using pre-selected criteria	5%	5
Proposed Methodology and Work Plan		
1. Quality and relevance of proposed mapping methodology, approach and quality of proposal	30%	30
Lead Consultants		
1. Relevance and level of education	5%	5
2. Experience in research and mapping	5%	5
Associate Consultants and Field Assistants		
1. Relevance and level of education	5%	5
2. Experience of associating studies and mapping	10%	10
Financial:	30%	30
Total	100%	100



Declaration

Date:

United Nations Development Programme

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

Assignment: Hiring a firm to develop a database by mapping potential beneficiaries to include in different GO-NGO services (safety net programs) at Cox's Bazar throughout the selected UZPs (02) and UPs (04) under EALG project

Reference: [RFP-BD-2020-012](#)

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,

