

REQUEST FOR PROPOSAL (RFP-BD-2020-014)
(For Low-Valued Services)



*Empowered lives.
Resilient nations.*

NAME & ADDRESS OF FIRM	DATE: June 14, 2020
	REFERENCE: RFP-BD-2020-014

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring Firm for Conducting Mid-term Evaluation of Efficient and Accountable Local Governance (EALG) Project**

Proposals shall be submitted on or before 04.30 pm (local BD Time) on Sunday, 28 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.

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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] 14/6/2020

Yonah

Annex 1

Description of Requirements

Context of the Requirement	Hiring Firm for Conducting Mid-term Evaluation of Efficient and Accountable Local Governance (EALG) Project																				
Implementing Partner of UNDP																					
Brief Description of the Required Services	<p>The scope of the work for this assignment is outlined below:</p> <p>i. Detailed methodologies notes of the evaluation: The firm will develop detailed methodologies including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies, 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan. Methodologies will be finalized in consultation with UNDP.</p> <p>ii. Detailed sampling frame of evaluation:</p> <p>a) Household Survey& Citizens’ Perception Survey</p> <p>Sample size, including treatment groups and control groups has been identified by baseline study as follows. Matching method was employed for identification of treatment groups and control groups. Detailed list of sampled district, UZ, UP, Mauzas and households will be shared in the pre-bidding meeting.</p> <table><tr><th>Level of Units</th><th>Treatment Groups</th><th>Control Groups</th><th>Total</th></tr><tr><td>District</td><td>8</td><td>8</td><td>16</td></tr><tr><td>UZ</td><td>16</td><td>16</td><td>32</td></tr><tr><td>UP</td><td>240</td><td>120</td><td>360</td></tr><tr><td>Household</td><td>2,550</td><td>1,250</td><td>3,800</td></tr></table> <p><u>The selected firm needs to collect data in the same districts, Upazilas, Union Parishads, and Mauzas which have been identified by the firm. For households, the firm needs to keep the same sample size as in the table above, but the firm has been requested to use the appropriate method to select 3,800 households for eliminating possible bias. Random sampling would be an ideal method, but the bidders are requested to elaborate the appropriate method and procedure in the proposal to select 2,550 treatment households and 1,250 control households to mitigate sampling bias.</u>The sample selection techniques should be qualified enough to select women also as respondents of the evaluation.</p> <p>b) Focus Group Discussions</p> <p>The firm is also expected to conduct enough number of FGDs in both treatment UPs and control UPs. <u>The bidders are requested to propose the number of FGDs to be conducted per UP and geographical coverage in the proposal.</u></p> <p>iii. Development of data collection tools: The firm needs to design a set of tools to collect data from different stakeholders and households. <u>This should include 1) citizen perception survey questionnaires, 2) household survey questionnaire, 3) Key Informant Interview (KII) checklist, 4) Focus Group Discussion (FDG) checklist, 5) case</u></p>	Level of Units	Treatment Groups	Control Groups	Total	District	8	8	16	UZ	16	16	32	UP	240	120	360	Household	2,550	1,250	3,800
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	<p><u>study guideline as well as 6) survey protocols and 7) data quality assurance mechanism.</u> Survey questionnaires should keep at least the same level of data coverage as baseline survey to ensure robust comparison between baseline data and mid-line data in reference to the baseline survey report and its survey questionnaires. Except these requirements, the firm has a freedom to propose data collection tools as appropriate for the evaluation in consultation with UNDP.</p> <p>iv. Filed test of data collection tools: To avoid non-sampling error, the firm will conduct field test of data collection tools and methodologies and will adjust them based on learning/ feedback of field testing.</p> <p>v. Field data collection: The firm will hire required number of researchers/surveyors/data entry personnel with sufficient experiences in data collection. They will collect data from households, local governance institutions, and any other relevant organization with appropriate data collection methods/tools. In order to ensure the best quality data collection, experienced field coordinators and enumerators collecting the data in the field will carry out data quality control using different methods. <u>Use of Electronic-based data collection tools (i.e. Web-based household questionnaires/data collection apps) is highly encouraged, in case if the firm has already had the tablets and any other necessary equipment which can be used for this evaluation.</u> Data collection tools will be developed both in Bangla and English.</p> <p>vi. Data Entry/Data Quality Control/Data Management: The firm will design and implement a system for data entry and data management. <u>The firm needs to ensure the quality of data with a robust quality assurance mechanism in the whole data entry/management process.</u></p> <p>vii. Data Analysis: The firm will analyze and interpret data through relevant statistical software sand triangulate both qualitative and quantitative data. <u>Gender analysis on the data collected will also be conducted.</u></p> <p>viii. Report: The firm will provide a draft report and share its findings with UNDP and other relevant stakeholders through the presentation. The feedback received will be incorporated in the report. The final report should include programmatic recommendations on what needs to be considered for the remaining project period of EALG. The reporting language is English.</p>
List and Description of Expected Outputs to be Delivered	<p>Based on the scope of the work outlined above, the following are the deliverables from the firm/ institute:</p> <ol style="list-style-type: none"> Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies, 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan. A set of data collection tools, including survey questionnaire, checklist, and survey protocols in English and Bangla. Softcopy of all collected data including cleaned datasets. Evaluation report in English (5 hard copies and softcopies in MS word and PDF format)



Time Frame			
Phase		Duration	Proposed time
Inception work: <ul style="list-style-type: none"> - Review necessary documents - Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies(household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan. - Submit draft inception report to UNDP - Organize an inception meeting with UNDP and LGD to finalize evaluation framework and methodologies - Submit final inception report and obtain approval from UNDP including detailed methodologies 		5 days	Within one week of signing contract
Data collection tools development: <ul style="list-style-type: none"> - Develop data collection tools and protocols (i.e. survey questionnaires, checklist, survey protocols, data quality assurance mechanism) - Presentation of data collection tools to UNDP/ EALG management - Field test data collection tools - Finalization of data collection tools incorporating feedback of field testing 		5 days	Within two weeks of signing contract
Field data collection/ Data management: <ul style="list-style-type: none"> - Provide training to onboard enumerators on data collection tools and methods - Collect data from the agreed sources using agreed tools and methods - Data entry into the software - Data quality assurance - Data processing 		30 days	Within six weeks of signing contract
Reporting: <ul style="list-style-type: none"> - Conduct data analysis - Draft evaluation report - Organize a sharing meeting for UNDP and relevant stakeholders - Incorporate feedback and comments from UNDP and stakeholders - Submit final report to UNDP together with other deliverables 		20 days	Within nine weeks of signing contract



Person to Supervise the Work/Performance of the Service Provider	The firm will independently conduct the evaluation but shall take necessary assistance from LGD and UNDP. The firm shall report to the Head of the Democratic Governance cluster at UNDP Bangladesh. The firm will also seek technical guidance from Policy Specialist at the Democratic Governance cluster and M&E focal point at UNDP Bangladesh Country Office. EALG Project Coordinator and relevant staff will assist in day-to-day operation of evaluation when required.																																																																														
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	60 days over 3 months period																																																																														
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					
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Names and curriculum vitae of individuals who will be involved in	<input checked="" type="checkbox"/> Required																																																																														



completing the services									
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>Deliverables</th><th>% of the total contract value</th></tr> </thead> <tbody> <tr> <td>Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies(household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan.</td><td>30%</td></tr> <tr> <td>Draft Evaluation Report</td><td>40%</td></tr> <tr> <td> <ul style="list-style-type: none"> - Final Evaluation Report (Hard and soft copies) - A set of data collection tools (questionnaires, checklists, guidelines, protocols) in English and Bangla - Softcopies of datasets. </td><td>30%</td></tr> </tbody> </table>	Deliverables	% of the total contract value	Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies(household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan.	30%	Draft Evaluation Report	40%	<ul style="list-style-type: none"> - Final Evaluation Report (Hard and soft copies) - A set of data collection tools (questionnaires, checklists, guidelines, protocols) in English and Bangla - Softcopies of datasets. 	30%
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>Head of the Democratic Governance cluster at UNDP Bangladesh.</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) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.								
Criteria for the Assessment of Proposal	<p>Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:</p> <p>Minimum eligibility criteria of the consultancy firm:</p>								



- 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
- Business Licenses – Registration Papers, Tax and VAT Payment Certification, etc.
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- At least seven years' experience in conducting research on social and governance issues
- Have experience of conducting at least 5 (five) National level development project evaluation mainly based on sample survey
- Have experience of LGIs with at least 2 (two) research studies.
- Previous experience of working with UN agency /International NGO/ bilateral donor/Government

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:

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 Team Leader and Local Government Expert, Data Scientist, Field Coordinator/ Field Supervisor (Numbers to be determined by the firm) and Data Enumerators (Numbers to be determine by the firm). The firm will be invited to submit a detailed proposal alongside CVs for the Chief Consultant, Associate Consultant and field Assistant (see below).

Minimum eligibility criteria

1. Team Leader and Local Government Expert: 01

- Minimum Master's in social sciences, Political Science, Public Administration, Governance and/or Development studies
- Minimum 10 years' experience in working with the local government institutions with at least 2 projects.
- Minimum 5 years of progressive experience in conducting evaluation, research, assessments, reviews and evaluation of similar nature.
- Proven experience to develop evaluation survey strategies, including data collection methodologies
- At least 3 assignments focusing on governance-related evaluation/research as team lead. (List of completed research or links of publications to be enclosed)

2. Data Scientist: 01

- Minimum Masters in Statistics, Economics, Computer Science or any other discipline of Social Sciences;
- At least 8 years' experience in data collection/ data management/ data analysis in evaluation/ research/ development projects implemented by national/international NGOs/UN bodies/ Government;

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- Proven experience to develop evaluation survey strategies, including data collection methodologies and data analysis method.
- Extensive knowledge & skills of data management and data analysis on SPSS, STATA and MS-ACCESS/other MIS software development.
- Extensive experience in data quality assurance for large-scale data collection in the field.
- Proven experience in quantitative data analysis using SPSS and STATA.
- Have experience to work with Government Officials and Local Government representatives.

3. Field Coordinator/ Field Supervisor (Numbers to be determined by the firm).

- Minimum Master's in social sciences. Degree in Political Science, Public Administration, Governance Studies, Development Studies and Sociology
- Minimum 5 years of progressive experience in conducting/coordinating research, assessments, reviews and evaluation of similar nature.
- At least 3 assignments related to data collection and management of survey/research and evaluation. (List of completed research to be enclosed.)
- Proven experience to lead large-scale data collection in the field

4. Data Enumerators (Numbers to be determine by the firm)

- Minimum Bachelor's in social sciences. Degree in Political Science, Public Administration, Governance and/or Development Studies
- Minimum two years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature.
- At least two assignments focusing governance related research.
- Experience in field data collection.

The team should be formed keeping adequate representation female.

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

Technical Proposal Evaluation		70
Expertise of firms		
1.1	Experience in undertaking evaluation in governance areas	10
1.2	Previous experience of completing evaluation for a UN agency or bilateral donor	5
Proposed Methodology and Work Plan		
2.1	Quality and relevance of proposed study methodology & approach and quality of proposal	30

	<table border="1"> <tr> <td colspan="2">Skills and experiences of key personnel</td><td></td></tr> <tr> <td colspan="3">Team Leader (Local Governance Expert):</td></tr> <tr> <td>3.1</td><td>Relevance and level of education</td><td>5</td></tr> <tr> <td>3.2</td><td>Experience in evaluation</td><td>5</td></tr> <tr> <td>3.3</td><td>Experience in working with LGIs</td><td>5</td></tr> <tr> <td colspan="3">Data Scientist</td></tr> <tr> <td>3.4</td><td>Relevance and level of education</td><td>5</td></tr> <tr> <td>3.5</td><td>Experience undertaking evaluation</td><td>5</td></tr> <tr> <td colspan="2">Financial</td><td>30</td></tr> <tr> <td colspan="2">Total</td><td>100</td></tr> </table>	Skills and experiences of key personnel			Team Leader (Local Governance Expert):			3.1	Relevance and level of education	5	3.2	Experience in evaluation	5	3.3	Experience in working with LGIs	5	Data Scientist			3.4	Relevance and level of education	5	3.5	Experience undertaking evaluation	5	Financial		30	Total		100
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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 20 June 2020 by 4.30 pm.</p> <p><u>"Attn. BD Procurement- Queries on RFP-BD-2020-014, Hiring Firm for Conducting Mid-term Evaluation of Efficient and Accountable Local Governance (EALG) Project"</u></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>* For attention: 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 18 June 2020 at 3:00 PM. Please click the link below https://undp.zoom.us/j/99472724856</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
- Business Licenses – Registration Papers, Tax and VAT Payment Certification, etc.
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- At least seven years' experience in conducting research on social and governance issues
- Have experience of conducting at least 5 (five) National level development project evaluation mainly based on sample survey
- Have experience of LGIs with at least 2 (two) research studies.
- Previous experience of working with UN agency /International NGO/ bilateral donor/Government

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 and Local Government Expert: 01

- Minimum Master's in social sciences, Political Science, Public Administration, Governance and/or Development studies
- Minimum 10 years' experience in working with the local government institutions with at least 2 projects.
- Minimum 5 years of progressive experience in conducting evaluation, research, assessments, reviews and evaluation of similar nature.
- Proven experience to develop evaluation survey strategies, including data collection methodologies
- At least 3 assignments focusing on governance-related evaluation/research as team lead. (List of completed research or links of publications to be enclosed)

2. Data Scientist: 01

- Minimum Masters in Statistics, Economics, Computer Science or any other discipline of Social Sciences;
- At least 8 years' experience in data collection/ data management/ data analysis in evaluation/ research/ development projects implemented by national/international NGOs/UN bodies/ Government;
- Proven experience to develop evaluation survey strategies, including data collection methodologies and data analysis method.
- Extensive knowledge & skills of data management and data analysis on SPSS, STATA and MS-ACCESS/other MIS software development.
- Extensive experience in data quality assurance for large-scale data collection in the field.
- Proven experience in quantitative data analysis using SPSS and STATA.



- Have experience to work with Government Officials and Local Government representatives.

3. Field Coordinator/ Field Supervisor (Numbers to be determined by the firm).

- Minimum Master's in social sciences. Degree in Political Science, Public Administration, Governance Studies, Development Studies and Sociology
- Minimum 5 years of progressive experience in conducting/coordinating research, assessments, reviews and evaluation of similar nature.
- At least 3 assignments related to data collection and management of survey/research and evaluation. (List of completed research to be enclosed.)
- Proven experience to lead large-scale data collection in the field

4. Data Enumerators (Numbers to be determine by the firm)

- Minimum Bachelor's in social sciences. Degree in Political Science, Public Administration, Governance and/or Development Studies
- Minimum two years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature.
- At least two assignments focusing governance related research.
- Experience in field data collection.

The team should be formed keeping adequate representation female.

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.

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:

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

Amu

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 -overall evaluation study strategies, -detailed work plan, -sampling strategies (household sampling and coverage of FGDs), -data collection methodologies & protocols, -data quality control methods, -data analysis methodologies, and 7) gender assessment plan.	30%	
2.	Draft Evaluation Report	40%	
3.	-Final Evaluation Report (Hard and soft copies) -A set of data collection tools (questionnaires, checklists, guidelines, protocols) in English and Bangla -Softcopies of datasets	30%	
	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					
Data Scientist					
Field Coordinator					
Data Enumerator					
Other					
II Out of Pocket expenses					
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.



**Terms of Reference for
Hiring Firm for Conducting Mid-term Evaluation of
Efficient and Accountable Local Governance (EALG) Project**

1. Background and Rationale:

Strengthening local governance has been a key focus of not only the Government of Bangladesh, but also different donor 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 lead support projects to the LGIs have played an important role in reforming the Union Parishad (UP) and Upazila Parishad (UZP) tier of government. UNDP in collaboration with SDC and DANIDA through EALG project is planning to support UZP and UP to improve service delivery through improved governance. This five-year project (July 2017 to June 2022) has three major program components, including Strengthening Upazila Parishad (SUZP: Component-1); Strengthening Union Parishad (SUP: Component-2) and Policy for Effective Local Governance (PELG: Component-3) to strengthen overall decentralization/ devolution process.

Objectives:

Strengthen the capacities of local governments and other stakeholders to foster participatory local development service delivery for the SDGs (especially achieving the goals and targets of 1,1.3, 4,5,6,11-b,15 and 16.7) This project has the following three components;

1. Strengthening Upazila Parishad (SUZP)
2. Strengthening Union Parishad (SUP)
3. Policy for Effective Local Governance (PELG)

1: Strengthening Upazila Parishad (SUZP) Component puts emphasis on Strengthening Capacities of Upazila Parishad to Improve Service Delivery. It would enable strengthening governance framework of Upazila Parishad for inclusive, effective and accountable planning and improved service delivery. Moreover, it will work to improve the financial management of Upazila Parishad for improved funding absorption capacity and accountability, strengthened downward accountability of the UZP Committees through effective and inclusive public engagement mechanisms and practices, and strengthened ability of Women Upazila Parishad Members to fulfil their role and duties in council work.

2: Strengthening Union Parishad (SUP) Component focuses on enhancing Capacities of Union Parishad for Participatory Local Development. It would attempt to: i. strengthens the capacity of the Union Parishads to provide pro-poor, effective and accountable services; ii. Make the Union Parishads (UP) more climate resilient through prioritizing resilience measures in the UP-development plan; and iii. Empower and institutionalize the space for the poor and marginalized citizens specially women to get engaged in the decision-making process of UP.

3: Policy for Effective Local Governance (PELG): This component provides policy support to the Government of Bangladesh for establishing effective local government irrespective of tiers.

Different types of stakeholders have been engaged in the implementation of the EALG project.

At the national level, the role of LGD, the Ministry of Finance, and the Cabinet Division is crucial as these bodies could accelerate the progress of getting things done. LGD is the key ministry that takes the steering role in getting things done. Ministry of Finance is related to financial and cabinet is the sole authority whose instruction is obligatory for all ministries to abide by. In order to make sure that 17-line ministries and their departments cooperate in the overall functioning of the UZP, the role of cabinet is quite important.

At the implementation level, District and Upazila Administration including Deputy Commissioner, DD-LG, UNO, Upazila Parishads (UZP) Representatives and Union Parishads (UPs) Representatives, Steering Committee Members, Ward Committee Members, and Secretaries and Gram Police are actively engaged as key stakeholders. Moreover, community engagement is a central principle of the project as it has stressed importance on increasing the engagement of community in the governing process of the UP and UZP. So, community people are also one of the important stakeholders for project success.

2. Geographical Coverage:

The geographical coverage of the evaluation is 16 selected UZPs under 8 districts from 8 divisions, and 240 UPs (30 from each district) under the selected 8 districts.

No.	Division	Selected District	Selected UZPs for project	UPs for project
01.	Dhaka	Faridpur	2 weak performing	30 weak performing UPs from the district
02.	Chittagong	Chandpur	2 weak performing UZPs	30 weak performing UPs from the district
03.	Sylhet	Sunamganj	2 weak performing UZPs	30 weak performing UPs from the district
04.	Rajshahi	Rajshahi	2 weak performing UZPs	30 weak performing UPs from the district
05.	Khulna	Khulna	2 weak performing UZPs	30 weak performing UPs from the district
06.	Barisal	Patuakhali	2 weak performing UZPs	30 weak performing UPs from the district
07.	Rangpur	Rangpur	2 weak performing UZPs	30 weak performing UPs from the district
08.	Mymensingh	Netrokona	2 weak performing UZPs	30 weak performing UPs from the district
Total			16	240

- Number of EALG non-supported Union Parishad (UPs) in the Districts: 407 UPs
- Number of EALG non-supported Upazila Parishad (UZPs) in the Districts: 54 UZPs

List of Districts, UZPs, UPs, and Mauzas identified for treatment groups and control groups will be provided in the pre-bidding meeting.

3. Evaluation Objectives and Scope:

The overall objective of the mid-term evaluation is to assess progress of the EALG project so far compared to its baseline and targets defined in the results framework. Mid-term evaluation will also evaluate and document the project activities' relevance, efficiencies, effectiveness, impact and sustainability to understand and undertake necessary adjustments of the project for the remaining period so that the project can achieve its planned goal and objectives as committed.

The objectives of the EALG mid-term evaluation are as follows:

- To assess the performance of EALG since its commencement in 2018 to date against the outcome and outputs indicators as set out in the Results Framework
- To examine the assumptions embedded in the Theory of Change of EALG and assess the relevance, effectiveness, efficiency, sustainability and likely impact of the projects drawn from its design and implementation;
- To assess the level of satisfaction of beneficiaries and stakeholders with the programme's results so far;
- To assess the extent to which the application of the rights-based approach and gender-mainstreaming are sought;
- To draw the positive and negative, and foreseen and unforeseen, changes and effects driven by project-supported interventions;
- To draw lessons learned and good practices for replication and/or up-scaling and provide forward-looking recommendations for the next programming phase;

The mid-term evaluation will examine in particular results at the outcome/output level with focus on the overall implementation process and progress towards project targets at the time of the mid-term evaluation, covering the period from the project launch. This includes a review of allocated resources for the spent/planned outputs and identification of implementation issues at the activity level to pin down any alarming barriers and bottlenecks and come up with recommendations. This will also cover the re-assurance of the results chain envisaged in the project document towards achieving the overall objectives.

4. Evaluation Approach and Questions:

4.1. Evaluation Questions

As part of the evaluation, the firm needs to address evaluation questions. The following evaluation questions are key but not limited to:

a. Relevance

- To what extent are EALG implementation approach/ methodology aligned with the current Bangladesh contexts, including both national contexts and local conditions of the project intervention areas? How relevant are EALG project design and implementation to the national strategies/policies on local governance?
- How relevant are the project to UN/ UNDP strategies in Bangladesh (i.e. CPD, UNDAF), UNDP Strategic Plan, and SDGs?
- To what extent has the project design taken the cross-cutting issues into account, such as gender, human rights-based approach (HRBA), and Leaving no one behind (LNOB)?
- To what extent has theory of change of EALG project been helpful to achieve the results? Is there any gap between the project reality and a pathway to achieve the results, hypothesis, assumptions, and risks identified when developing the theory of change?
- b. Efficiency**
 - How efficiently has the project spent available budget so far as per Prodoc and annual work plan?
 - Is budget allocation well considered to achieve the results to date in terms of cost efficiency?
 - To what extent is financial management efficient and effective?
 - Were the project's institutional and implementation arrangements appropriate, effective and efficient for the successful achievement of the project's objectives? How effectively has the project been managed?
 - To what extent has M&E system supported effective project management and implementation?
- c. Effectiveness**
 - To what extent has the project been on track so far towards achieving its planned goal and objectives as per approved results framework?
 - To what extent has the project been able to build up institutional and individual capacity of UPs and UZPs?
 - To what extent is the project contributing to change in quality of public services provided by UPs and UZPs?
 - To what extent have the citizens been satisfied with services provided by the UPs and UZPs? To what extent are these change attributable to EALG project?
 - What would be bottlenecks and changes if the project is not achieving the results as planned? (it should consider both external and internal factors)
- d. Impact**
 - To what extent is the project contributing to institutional changes in the UPs and UZPs in the medium-long term?
 - Is there any positive/ negative change in local government policies observed so far due to the project's interventions?
 - What are the major changes so far in the lives/ livelihood of citizens due to improved service delivery of the UPs and UZPs? (this should include some case studies)
- e. Sustainability:**
 - To what extent are institutional and individual capacities improved by EALG's supports sustainable?
 - Has the project considered necessary institutional arrangement of the government stakeholders/partner organizations to be set up to make the project's impact sustainable over a longer term?
- f. Lesson Learned:**
 - What are the lessons learned that the project has had so far?
 - What are the past and/or upcoming challenges? What kind of mitigation measures have already been taken and/or will be taken?
 - What are the recommendations for the evaluation for further efficiency and effectiveness of the project?

Funding analysis and analysis on programme management and M&E system need to be covered by evaluation extensively.

The selected consulting firm needs to collect and compile necessary recommendations from the stakeholders to be consulted on the above issues and furnish these recommendations in the mid-term evaluation report with appropriate details.

The primary audience for this evaluation is line department officials and public representatives of UZPs and UPs, Deputy Director Local Government (DDLGs), Local Government Division (LGD) officials, line department officials, civil society representatives, and development partners as well as UNDP Country Office, Democratic Governance cluster, and EALG project. The study will be carried out by independent firm/ institute under the direct supervision of UNDP in close coordination with LGD.

4.2. Gender and Human Rights-based Approach:

As part of the requirement, evaluation must include an assessment of the extent to which the design, implementation, and results of the project have incorporated gender equality perspective and rights-based approach. The evaluators are requested to review *UNEG's Guidance in Integrating Human Rights and Gender Equality in Evaluation* during the inception phase¹.

In addition, the methodology used in the mid-term evaluation, including data collection and analysis methods should be human rights and gender-sensitive to the greatest extent possible, with evaluation data and findings disaggregated by sex, ethnicity, age, etc. Detailed analysis on disaggregated data will be undertaken as part of the mid-term evaluation from which findings are

¹http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=980

consolidated to make recommendations and identify lessons learned for enhanced gender-responsive and rights-based approach of the project.

These evaluation approach and methodology should consider different types of groups in the EALG project intervention areas – women, youth, extreme poor, vulnerable groups, minorities, and people in hard-to-reach areas.

5. Evaluation Methodology and Approach:

5.1. Proposed Methodology

The firm will adopt both quantitative and qualitative methodologies, including citizens' perception surveys, household/institutional surveys, key informant interviews, and focus group discussions. While both quantitative and qualitative data are important, a primary focus is quantitative data, which enable detailed analysis with statistical software. Qualitative data supplement quantitative data. Even some of the collected qualitative data particularly for satisfaction survey need to be quantified or coding as possible for quantitative analysis. The bidders have been requested to elaborate how to quantify the qualitative data particularly for citizens' perception survey in the proposal.

Survey questionnaires need to cover all indicators in the results framework detailed out in '9. Key results aspects of EALG project evaluation' of this ToR. The questionnaires should also keep at least the same level of data coverage as baseline survey to ensure robust comparison between baseline data and mid-line data. However, the selected firm is strongly expected to improve data collection tools, including survey questionnaires and data analysis methodologies. Baseline survey questionnaires are attached to the EALG baseline report which will be circulated in the pre-bidding meeting.

Given this, the bidders are requested to propose robust data collection methodologies/tools and data analysis methodologies in the proposal. It should be detailed out to a large extent.

The current situation of Covid-19 crisis in the country needs to be considered when proposing data collection tools. The bidders are expected to propose alternative means of data collection as viable options. Particularly, if the COVID-19 crisis situation continues at the time of data collection, FGDs might be difficult due to concerns about exposure to risk against social distancing. In case if the situation does not allow, there is an option to incorporate in-depth qualitative-based questions to the household survey questionnaires instead of conducting FGDs. The detailed methods will be decided in consultation with UNDP during the inception phase.

All of the following data collection methods need to be covered. In particular, citizens' perception survey using coding is a very important data collection methods for this evaluation. The firm can also add any other appropriate data collection method.

- i. Household survey;
- ii. Citizens' perception surveys with focus on quantitative approach (could be part of household surveys but separate questions);
- iii. Institutional surveys (to capture the progress of capacity and performance of UZP and UP and its functionalities);
- iv. Key Informant Interviews (KIIs), and
- v. Focus Group Discussions (FGDs)
- vi. Case studies/ Success stories

The bidders are requested to elaborate the appropriate method and procedure in the proposal to select 2,550 treatment households and 1,250 control households to mitigate sampling bias. The bidders are also requested to propose the appropriate number of FGDs to be conducted per UP and geographical coverage in the proposal. Please see '6.1. Scope of Work – ii. Detailed sampling frame of evaluation' of this ToR for details.

Use of Electronic-based data collection tools (i.e. web-based household questionnaires/data collection apps) is highly encouraged, in case if the firm has already had the tablets and any other necessary equipment which can be used for this evaluation.

The data collection process should be participatory engaging government high officials, implementing and donor partners, project concerns, key stakeholders and a wide cross-section of staff and beneficiaries incorporating gender equity approach.

The firm is expected to conduct robust quantitative analysis using the Statistical software. Other qualitative data collected through KIIs and FGDs will also be analysed extensively to provide a picture of project's impacts. Data and evidence will be triangulated to address evaluation questions.

The selected firm is requested to identify 3 to 5 case studies to look into qualitative changes in beneficiaries and key stakeholders made by the project. Details will be discussed during the inception phase and data collection phase. Case studies need to be elaborated in the evaluation report together with infographic and photo.

In the proposal, the bidders are requested to elaborate 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies (household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender analysis plan. It should be detailed out to a large extent.

All of the methodologies above described in the proposal will be assessed rigorously, which will heavily affect scoring of the proposal.

During the entire evaluation process, the firm shall comply with the UNEG Ethical Guidelines for Evaluation and respect confidentiality of information providers. The evaluation activities shall be based on UNDP evaluation principles, norms and standards that are outlined in the UNDP Evaluation Guidelines (2019).

5.2. Available Data Source:

For the purpose of the study, the evaluation team is expected to collect relevant information from the Project Document, Annual Work Plans, Financial reports, Event database, M&E plan, periodic progress reports, donor reports, policy documents, EALG produced IEC/BCC materials, facts sheets, case studies, meeting minutes, study reports, baseline report and any other relevant documents.

For primary data collection, the following sources should include (but not limited to):

- At the national level: National Project Director (EALG), Deputy National Project Directors (EALG), Staff of Project Management Unit (PMU), Donors, other relevant government as stated in the stakeholder list in Background section.
- At the field level: District and Upazila Administration including Deputy Commissioner (DC), Deputy Director (DD-LG), UNO, Upazila Parishads (UZP) Representatives of Upazila Parishads and Union Parishads (UPs), Steering Committee Members, Ward Committee Members, and Secretaries, Gram Police, community members, and project beneficiaries.

6.Scope of Work and Timeline:

6.1. Scope of Work:

The scope of the work for this assignment is outlined below:

- ix. **Detailed methodologies notes of the evaluation:** The firm will develop detailed methodologies including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies, 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan. Methodologies will be finalized in consultation with UNDP.

- x. **Detailed sampling frame of evaluation:**

a) Household Survey & Citizens' Perception Survey

Sample size, including treatment groups and control groups has been identified by baseline study as follows. Matching method was employed for identification of treatment groups and control groups. Detailed list of sampled district, UZ, UP, Mauzas and households will be shared in the pre-bidding meeting.

Level of Units	Treatment Groups	Control Groups	Total
District	8	8	16
UZ	16	16	32
UP	240	120	360
Household	2,550	1,250	3,800

The selected firm needs to collect data in the same districts, Upazilas, Union Parishads, and Mauzas which have been identified by the firm. For households, the firm needs to keep the same sample size as in the table above, but the firm has been requested to use the appropriate method to select 3,800 households for eliminating possible bias. Random sampling would be an ideal method, but the bidders are requested to elaborate the appropriate method and procedure in the

proposal to select 2,550 treatment households and 1,250 control households to mitigate sampling bias. The sample selection techniques should be qualified enough to select women also as respondents of the evaluation.

b) Focus Group Discussions

The firm is also expected to conduct enough number of FGDs in both treatment UPs and control UPs. The bidders are requested to propose the number of FGDs to be conducted per UP and geographical coverage in the proposal.

- xi. **Development of data collection tools:** The firm needs to design a set of tools to collect data from different stakeholders and households. This should include 1) citizen perception survey questionnaires, 2) household survey questionnaire, 3) Key Informant Interview (KII) checklist, 4) Focus Group Discussion (FDG) checklist, 5) case study guideline as well as 6) survey protocols and 7) data quality assurance mechanism. Survey questionnaires should keep at least the same level of data coverage as baseline survey to ensure robust comparison between baseline data and mid-line data in reference to the baseline survey report and its survey questionnaires. Except these requirements, the firm has a freedom to propose data collection tools as appropriate for the evaluation in consultation with UNDP.
- xii. **Filed test of data collection tools:** To avoid non-sampling error, the firm will conduct field test of data collection tools and methodologies and will adjust them based on learning/ feedback of field testing.
- xiii. **Field data collection:** The firm will hire required number of researchers/surveyors/data entry personnel with sufficient experiences in data collection. They will collect data from households, local governance institutions, and any other relevant organization with appropriate data collection methods/tools. In order to ensure the best quality data collection, experienced field coordinators and enumerators collecting the data in the field will carry out data quality control using different methods. Use of Electronic-based data collection tools (i.e. Web-based household questionnaires/data collection apps) is highly encouraged, in case if the firm has already had the tablets and any other necessary equipment which can be used for this evaluation. Data collection tools will be developed both in Bangla and English.
- xiv. **Data Entry/Data Quality Control/Data Management:** The firm will design and implement a system for data entry and data management. The firm needs to ensure the quality of data with a robust quality assurance mechanism in the whole data entry/management process.
- xv. **Data Analysis:** The firm will analyze and interpret data through relevant statistical software sand triangulate both qualitative and quantitative data. Gender analysis on the data collected will also be conducted.
- xvi. **Report:** The firm will provide a draft report and share its findings with UNDP and other relevant stakeholders through the presentation. The feedback received will be incorporated in the report. The final report should include programmatic recommendations on what needs to be considered for the remaining project period of EALG. The reporting language is English.

6.2. Evaluation Timeline:

Phase	Duration	Proposed time
Inception work: <ul style="list-style-type: none"> - Review necessary documents - Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies(household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan. - Submit draft inception report to UNDP - Organize an inception meeting with UNDP and LGD to finalize evaluation framework and methodologies - Submit final inception report and obtain approval from UNDP including detailed methodologies 	5 days	Within one week of signing contract
Data collection tools development: <ul style="list-style-type: none"> - Develop data collection tools and protocols (i.e. survey questionnaires, checklist, survey protocols, data quality assurance mechanism) - Presentation of data collection tools to UNDP/ EALG management - Field test data collection tools - Finalization of data collection tools incorporating feedback of field testing 	5 days	Within two weeks of signing contract

Field data collection/ Data management: <ul style="list-style-type: none"> - Provide training to onboard enumerators on data collection tools and methods - Collect data from the agreed sources using agreed tools and methods - Data entry into the software - Data quality assurance - Data processing 	30 days	Within six weeks of signing contract
Reporting: <ul style="list-style-type: none"> - Conduct data analysis - Draft evaluation report - Organize a sharing meeting for UNDP and relevant stakeholders - Incorporate feedback and comments from UNDP and stakeholders - Submit final report to UNDP together with other deliverables 	20 days	Within nine weeks of signing contract

7. Deliverables:

Based on the scope of the work outlined above, the following are the deliverables from the firm/ institute:

- e. Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies, 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan.
- f. A set of data collection tools, including survey questionnaire, checklist, and survey protocols in English and Bangla.
- g. Softcopy of all collected data including cleaned datasets.
- h. Evaluation report in English (5 hard copies and softcopies in MS word and PDF format)

8. Implementation arrangements

The firm will independently conduct the evaluation but shall take necessary assistance from LGD and UNDP. The firm shall report to the Head of the Democratic Governance cluster at UNDP Bangladesh. The firm will also seek technical guidance from Policy Specialist at the Democratic Governance cluster and M&E focal point at UNDP Bangladesh Country Office. EALG Project Coordinator and relevant staff will assist in day-to-day operation of evaluation when required.

9. Key results aspects of EALG project evaluation:

Results Framework:

The selected firm need to use the following **Results Framework** to measures results progress and deviations so far.

Please also note that the firm is responsible for collecting as much gender-disaggregated data as possible for gender analysis.

<p>Project Outcome: Local Government Institutions are able to more effectively carry out their mandates including delivery of public services, in a more accountable, transparent, and inclusive manner</p> <p>The project will contribute to UNDAF Outcome 1, 2 and 3 and CPD outcome 2</p> <p>CPD Outcome 2: Develop and implement improved social policies and programmes that focus on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups.</p> <p>CPD Output 1.2: National and local government have the capacity to implement urban and rural poverty policies and programmes</p> <p>CPD Output 2.3: The Government has the capacity to develop policies and carry out sectoral and geographical interventions in districts where inequality of progress is evident</p> <p>Outcome indicators:</p> <ul style="list-style-type: none"> • Percentage of citizens (disaggregated by men/women, poor/non-poor) satisfied with the services of Upazila Parishads • Number of UZP that received and monitored local plans and budgets by at least three transferred departments (transparency of local bureaucracy) • % of Upazila Parishads who adopt public engagement strategies in their planning and service monitoring • % of women councilors in selected Upazila Parishads who report they can participate effectively in debates and are able to influence council decision making

<ul style="list-style-type: none"> % of Upazila Parishads who have improved expenditure against the budget (credibility of budget) 	
Components 1:	Strengthening Upazila Parishad (SUZP) Upazila Parishads plan and deliver services in a more effective, inclusive and accountable way through a strengthened governance framework.
Outputs	Indicators
UZP Committees strengthened their horizontal coordination and oversight capacity with line departments and upward accountability with the District Development and Coordination Committee for inclusive, effective and accountable planning and service delivery	Terms of References (ToRs) for UZP committees approved and introduced into UZP regulatory framework (Number of UZP Committee)
	Tools for UZP service delivery oversight of at least 3 transferred departments piloted and disseminated (Number of tools)
	Circular for UZP core staff issued and core staff introduced in all selected UZPs. (Number of staff)
	Circular with provision for allowances for participation in UZP committee work issued and practiced in all selected UZPs (Percentage of Upazila in project areas)
	% Upazila undertook initiatives on SDGs localization
	# of Upazila for which UZP and local functionaries of at least three transferred departments coordinate their activities at the District Development and Coordination Committee (at least twice a year).
	% of UZP functionaries developed planning and budgeting and managed schemes in participatory manner
	% of UZPs published plan book/ annual report
2. Upazila Parishad financial management, funding absorption capacity and financial accountability have improved	Public Financial Management (PFM) manual prepared, piloted (Number)
	Number of UZP that publish their budget timely
	Number of poor youth and women received training and inputs on IGA at Cox's Bazar
3. UZP Committees strengthened their downward accountability through inclusive public engagement mechanisms and practices.	UZP Act amended with mandatory UZP committee provision for inclusion of citizens, CSO and local media and practiced in all selected UZPs (Number of UZPs and amendment)
	Open Budget and participatory Planning mechanisms in UP Act piloted, adapted and replicated in UZP Act. (percentage in project area)
	All pilot UZPs have active Facebook and Twitter accounts (Percentage in project area)
	% percentage of citizens in the selected UZPs are aware of UZP activities and key priorities in the annual budget
4. Women Upazila Parishad members strengthened their ability to fulfil their roles and duties in the council work	Percentage of women vice-chair and councilor trained and active in the Women Development Forums and percentage of men councilors sensitized
	% of UZP schemes implemented under the leadership of women vice-chairs/women representatives
	Number of youth and women received training and inputs on entrepreneurship at Cox's Bazar.
Outcome indicators: % of the poor, vulnerable and socially excluded citizens of all the UPs under the targeted 8 districts have access to decision making process. % of the UPs under 8 districts have institutionalized transparent and accountable service delivery % of UPs implemented activities related to Climate Change Adaptation (CCA) and Disaster Risk Management (DRM) as stipulated in their development plans	
Components 2:	Strengthening Union Parishad (SUP)
1. Capacity of targeted UPs is significantly strengthened to provide democratic, transparent, accountable, responsive and pro-poor services	% UPs formed Standing Committees (SCs) and made them functional
	% UPs held Open Budget Session
	% UPs ensured participation of poor and marginalized citizens at Ward Shava (Ward level meeting) and Open Budget Session
2. UPs are increasingly climate resilient by identifying and prioritizing resilience measures in the UP-development plan and their implementation	% of UPs developed local climate resilience plan during the project period
	% of UPs mainstreamed local resilience plan into their 5-year development plan
	% of CCA (Climate Change Adaptation) and DRM schemes implemented by UPs in partnership with CBOs, including youth and marginalized groups
3. Poor and marginalized citizens, including women, are empowered to make decisions on	% of development schemes at UP level implemented for and by women
	% of budget allocation by UPs earmarked for women responsive development initiatives
	% UPs involved and/or worked together with CSOs in organizing social audit

local development and political participation	
4. Policy dialogue at national and local level engaging civil society and other stakeholders initiated to promote democratic and accountable service delivery at the local level	Number of policy studies conducted by the government during the project period
	Number of inter-ministerial meeting/dialogue held on issues including fiscal flow to UP, UP taxation and assignment of health and education services to UP
	Number of policy dialogues with MPs (members of standing committees) on issues including fiscal flow to UP, UP taxation and assignment of health and education services to UP
Outcome indicators: A clarification of functional assignments between LGI tiers is established Circulars for an integrated planning system for the UP/UZP/ZP are issued. Circulars are issued in order to overcome challenges of female's participation in the activities of local governance	
Components 3:	Policy for Effective Local Governance (PELG) Policy dialogue addresses functional assignments and division of responsibilities among tiers of LGIs including the coordination with line ministry officers and public engagement strategies.
1: Functional assignments of UP, UZP and Zila Parishad are clarified for at least three transferred subjects	Detailed options for division of responsibilities among LGI tiers are available and discussed by GoB.
	Ways and mechanisms of integration and supplementation of UZP plans and plans of transferred departments are identified for more effective service provision.
	An integrated planning system of UP, UZP and ZP is developed. (District)
	Review of the existing tax collection system of the UP is completed and a new model tax system is developed.
2. Public engagement strategies of UP/UZP/ZP have become strengthened through overcoming institutional and structural challenges	Dialogues with political parties and policy makers are held to implement the commitment of at least 30% women in political party governance structures
	Dialogues with the government policy makers are held in order to convince them to initiate legal reforms for improved female participation in the activities of local governance (# dialogue)
	Number of public engagement strategies adopted by LGIs in project areas that ensure the participation of women, ethnic and religious minorities and media in LGIs (% Upazila and UPs)
	Percentage of people from different ethnic group attended in Open budget/Ward Shava
3. UP/UZP committees and inter-ministerial coordination committee is strengthened for better performance of LG bodies.	Clarification of the roles and responsibilities of UP and UZP committees including the coordination with line ministry officers
	Dialogues with the government policy makers are regularly held in the framework of the inter-ministerial coordination committee in order to address priority challenges for effective local service provision

10. Minimum Qualifications of the Evaluation Firms:

The minimum qualifications of the firm are as follows-

- Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Business Licenses – Registration Papers, Tax and VAT Payment Certification, etc.
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- At least seven years' experience in conducting research on social and governance issues
- Have experience of conducting at least 5 (five) National level development project evaluation mainly based on sample survey
- Have experience of LGIs with at least 2 (two) research studies.
- Previous experience of working with UN agency /International NGO/ bilateral donor/Government

11. Minimum Qualifications of the Human Resources

1. Team Leader and Local Government Expert:

Minimum eligibility criteria of Team Leader/Lead Researcher are in the following-

I. Academic Qualifications:

Minimum master's in social sciences, Political Science, Public Administration, Governance and/or Development studies

II. Professional Qualifications:

1. Minimum 10 years' experience in working with the local government institutions with at least 2 projects.
2. Minimum 5 years of progressive experience in conducting evaluation, research, assessments, reviews and evaluation of similar nature.
3. Proven experience to develop evaluation survey strategies, including data collection methodologies
4. At least 3 assignments focusing on governance-related evaluation/research as team lead. (List of completed research or links of publications to be enclosed)

2. Data Scientist:

Minimum eligibility criteria of Data Scientist-

I. Academic Qualifications:

Minimum masters in Statistics, Economics, Computer Science or any other discipline of Social Sciences;

II. Professional Qualifications:

1. At least 8 years' experience in data collection/ data management/ data analysis in evaluation/ research/ development projects implemented by national/international NGOs/UN bodies/ Government;
2. Proven experience to develop evaluation survey strategies, including data collection methodologies and data analysis method.
3. Extensive knowledge & skills of data management and data analysis on SPSS, STATA and MS-ACCESS/other MIS software development.
4. Extensive experience in data quality assurance for large-scale data collection in the field.
5. Proven experience in quantitative data analysis using SPSS and STATA.
6. Have experience to work with Government Officials and Local Government representatives.

3. Field Coordinator/ Field Supervisor (Numbers to be determined by the firm):

Minimum eligibility criteria for Field Coordinator-

I. Academic Qualifications:

Minimum master's in social sciences. Degree in Political Science, Public Administration, Governance Studies, Development Studies and Sociology

II. Professional Qualifications:

1. Minimum 5 years of progressive experience in conducting/coordinating research, assessments, reviews and evaluation of similar nature.
2. At least 3 assignments related to data collection and management of survey/research and evaluation. (List of completed research to be enclosed.)
3. Proven experience to lead large-scale data collection in the field

4. Data Enumerators (Numbers to be determine by the firm):

Minimum eligibility criteria of Data Enumerators:

I. Academic Qualifications:

Batcheler in social sciences. Degree in Political Science, Public Administration, Governance and/or Development Studies

II. Professional Qualifications:

1. Minimum two years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature.
2. At least two assignments focusing governance related research.
3. Experience in field data collection.

The team should be formed keeping adequate representation female.

12. Competencies:

All the key personnel must possess the below competencies.

Corporate Competencies:

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

Functional Competencies:



- Demonstrates openness to change, flexibility, and ability to manage complexities;
- Proven strong written, analytical and communication skills.

13. Scope of Price Proposal and Schedule of Payments

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

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

Deliverables	% of the total contract value
Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies (household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan.	30%
Draft Evaluation Report	40%
<ul style="list-style-type: none"> - Final Evaluation Report (Hard and soft copies) - A set of data collection tools (questionnaires, checklists, guidelines, protocols) in English and Bangla - Softcopies of datasets. 	30%

14. Recommended Presentation of proposal

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

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 (including audited financial statements), if applicable;
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 a particular 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. Particular attention should be paid to how political disruption will be handled, especially *Hartals* and blockades.

Amey

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)

- (i) 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.
- (ii) 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.

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.

15. Evaluation Criteria:

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. Award of the contract will be made to the tenderer whose offer has been evaluated and determined as

- a) Responsive/ compliant/ acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70: 30 respectively (this is to reflect the high-level skills mix required).

Only firms obtaining a minimum of 70% of maxim achievable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

Technical Proposal Evaluation		70
Expertise of firms		
1.1	Experience in undertaking evaluation in governance areas	10
1.2	Previous experience of completing evaluation for a UN agency or bilateral donor	5
Proposed Methodology and Work Plan		
2.1	Quality and relevance of proposed study methodology & approach and quality of proposal	30
Skills and experiences of key personnel		
Team Leader (Local Governance Expert):		
3.1	Relevance and level of education	5
3.2	Experience in evaluation	5
3.3	Experience in working with LGIs	5
Data Scientist		
3.4	Relevance and level of education	5
3.5	Experience undertaking evaluation	5
Financial		30
Total		100

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

17. Reporting: The firm will consult and provide regular updates to the Head of Democratic Governance cluster as well as UNDP, Policy Specialist, Democratic Governance cluster, UNDP, M&E Analyst, UNDP, and Project Coordinator, EALG.

18. Budget Format (Please insert row as applicable):

SL. #	Particulars	Unit	Rate	Total	Remarks
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1. Human Resources Cost					
1.1	Team Leader				
1.2	Data Scientist				
1.3	Field Coordinator				
1.4	Data Enumerator				
1.5	Other _____				
2. Travel, food and accommodation					
2.1	Team Leader				
2.2	Data Scientist				
2.3	Field Coordinator				
2.4	Data Enumerator				
2.5	Other _____				
3. Communication					
3.1	Communication				
4. Others					
4.1	Specify _____				
4.2	Specify _____				
	Total				

Annex 5

Declaration

Date:

United Nations Development Programme

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

Assignment:

Reference: [RFP-BD-2020-014](#)

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,

