



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: March 10, 2021
	REFERENCE: RFP-BD-2021-008

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a national firm for Conducting Household Survey in the Selected Climate Vulnerable Areas of Bangladesh.**

Proposals shall be submitted on or before 4.30 p.m. (local time) on Wednesday, March 24, 2021

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

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link:

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

Username: event.guest

Password: why2change

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

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

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

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

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

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

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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Rezwana Hoque Chaity

Head of Procurement

UNDP Bangladesh

3/10/2021

Description of Requirements

Context of the Requirement	<p>Since 2012 UNDP Bangkok Regional Hub (BRH) has implemented two complementary regional programs in the Asia-Pacific region focused on strengthening the governance of climate finance to the benefit of the poor and vulnerable communities. The overall objective of the program was to improve the governance of climate finance, particularly for the poor and vulnerable countries in Asia and the Pacific by integrating and mainstreaming climate change as a policy concern into national planning and budgetary processes. Building on success of that 1st phase, the 2nd phase of the SIDA-funded program, “Strengthening Governance of Climate Change Finance to Enhance Gender Equality”, expands its scope in various dimensions including substantively mainstreaming gender equality and human rights into the governance of climate finance. This program aims to deepen and broaden the reforms around national planning and budgetary processes in Asia-Pacific countries, including Bangladesh.</p> <p>Bangladesh has made commitments to mainstream climate change, gender equality and poverty reduction in its public finance. Still to magnify the impact there is a need to continue to strengthen the interlinkages between these policy aspects and to ensure climate finance also addresses the needs of the poorest and marginalized communities. Building on Bangladesh’s recognized strengths, there is a need to continue to build political commitment to implement effective climate policies; as well as to strengthen governance systems to ensure delivery of climate finance for the poorest and marginalized groups (including women and indigenous communities).</p> <p>The program has 2 outputs:</p> <p>Output 1: Budgetary processes increasingly formulate climate change related investments that are gender responsive and will contribute to the reduction of poverty while respecting human rights.</p> <p>Output 2: Accountability for gender-responsive climate related investments that have implications on poverty reduction and human rights is enhanced.</p> <p>The countrywide a HH income and expenditure survey in relation to climate change will be conducted under Output 2 of the program. Findings from the survey will be utilized for effective decisions on climate budget planning and formulations in vulnerable areas by the government, development partners and private sector. It will inform strategies around climate change investments at local level.</p>
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Implementing Partner of UNDP	N/A									
Brief Description of the Required Services	As per ToR									
List and Description of Expected Outputs to be Delivered	<p>UNDP requires the assignment to be completed within one month after the signing of the contract the following table gives the deliverables along with the deadlines.</p> <table border="1"> <thead> <tr> <th>Sl.</th><th>Deliverables</th><th>Timeline</th></tr> </thead> <tbody> <tr> <td>1</td><td>An inception report covering the data collection methodology, list of enumerators for each Upazilla with contact details and plan of work</td><td>7 days after awarding of contract</td></tr> <tr> <td>2</td><td>A final clean data set with visual proof of data collection upon approval from the principle investigator of the survey</td><td>30 days after awarding of contract</td></tr> </tbody> </table>	Sl.	Deliverables	Timeline	1	An inception report covering the data collection methodology, list of enumerators for each Upazilla with contact details and plan of work	7 days after awarding of contract	2	A final clean data set with visual proof of data collection upon approval from the principle investigator of the survey	30 days after awarding of contract
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Person to Supervise the Work/Performance of the Service Provider	The firm will report directly to the Project Manager, GCCF Project, UNDP Bangladesh Country Office.									
Frequency of Reporting	<i>As indicated in the ToR</i>									
Progress Reporting Requirements	<i>As indicated in the ToR</i>									
Location of work	<input type="checkbox"/> Exact Address/es <i>As indicated in the ToR</i>									
Expected duration of work	Duration of the assignment will be 30 Calendar days									
Target start date	1 st Week of April, 2021									
Latest completion date	2 nd week of May 2021									
Travels Expected	<i>As indicated in the ToR</i>									
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Others <i>[pls. specify]</i>									
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others As per ToR									
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required									
Names and curriculum vitae of individuals who	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required									

will be involved in completing the services												
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency, BDT											
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT Incurred VAT amount needs to be shown separately in the submitted financial proposal by the firm											
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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 <input type="checkbox"/> Permitted											
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The firm will report directly to the Project Manager, GCCF Project, UNDP Bangladesh Country Office.											
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract											

Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:</p> <p>Minimum eligibility criteria of the consultancy firm:</p> <ul style="list-style-type: none"> • Business Licenses – Registration Papers, Tax Payment Certification, etc. • Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List; • The firm should have at least 5 years of experience in household level survey data collection in rural and urban areas of Bangladesh. • Proven understanding and knowledge of the development issues of Bangladesh including climate change adaptation and disaster risk reduction in Bangladesh. • Experience in working with Government/International Development Agencies/UN. • Firm/agency profile (which should not be more than 15 pages) – describing the nature of business, field of expertise, licenses etc. • minimum 2 years audited financial statement to be attached with the proposal. (English translation is required for documents if it is in other languages). UNDP reserves the right to confirm the validity of the registrations; <p>Minimum eligibility criteria of the key personnel:</p> <p>Team leader/principal investigator (1):</p> <ul style="list-style-type: none"> • Minimum Master's from any reputed university in Statistics/ Social Sciences/ Computer Science/ Marketing/Business Administration/ Development Studies or any other relevant field. • The team leader should at least have 8 years' experience in operating/managing HH surveys in rural and urban Bangladesh. • The team leader must have demonstratable experience of coordinating and leading survey team.

Survey Coordinator/Supervisor (1 per district):

- Minimum Graduate in any discipline.
- At least 3 years of experience in survey supervision and coordination.
- Prior experience of working closely with development organizations is a must.
- Experience of using Smart Survey tools in mobile application/ tablet.

CV of the aforementioned positions must be attached along with commitment letter.

Enumerators :

(The selected firm will propose the number of data collectors that are needed to deploy)

- Preferably Graduate degree in social science/environmental science/development studies/ geography/anthropology
- Minimum 2 years of experience of collecting HH data on disaster and climate change impacts in rural and urban Bangladesh.
- Experience of using Smart Survey Tools in mobile application/ tablet.

The firm is expected to ensure that the selected enumerators meet the above criteria. CV of enumerators are optional but submission of list of enumerators with their qualification, experience and educational background is required.

Note:

- Proposers must submit necessary documents to substantiate above eligible criteria. Proposals which shall not submit/meet above mentioned eligible criteria will not be considered to further evaluation.
- CVs should not be more than 5 Pages-

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

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

	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Background experience/ Expertise of Firm</p> <p><input checked="" type="checkbox"/> Adequacy and comprehensiveness of the proposal (concept, approach, work plan)</p> <p><input checked="" type="checkbox"/> Qualifications and competence of the key staff for the Assignment</p> <p>BASIS OF TECHNICAL EVALUATION</p> <p>Financial Proposal (30%)</p> <p>In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the 'best value for money'. The contract will be awarded to the Contractor based on the cumulative method. The formula for the rating of the Proposals will be as follows:</p> <p>Rating the Technical Proposal (TP): $TP \text{ Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$</p> <p>Rating the Financial Proposal (FP):</p> <table border="1"> <thead> <tr> <th colspan="2">Evaluation Criteria</th><th>Marks</th></tr> </thead> <tbody> <tr> <td colspan="3">1. Previous experience of the firm and quality of work samples provided</td></tr> <tr> <td>1.1</td><td>Overall experience , background and client list</td><td>5</td></tr> <tr> <td>1.2</td><td>Experience in household level survey data collection in rural and urban areas of Bangladesh</td><td>10</td></tr> <tr> <td>1.3</td><td>Proven understanding and knowledge of the development issues of Bangladesh including climate change adaptation and disaster risk reduction in Bangladesh.</td><td>5</td></tr> <tr> <td>1.4</td><td>Experience in working with Government/International Development Agencies/UN.</td><td>5</td></tr> <tr> <td colspan="2">Sub-total</td><td>25</td></tr> <tr> <td colspan="3">2. Relevance of Education, previous experience and the expertise of the key team members</td></tr> <tr> <td>2.1</td><td>Team leader</td><td>10</td></tr> <tr> <td>2.2</td><td>Survey Coordinator/ Supervisor</td><td>10</td></tr> <tr> <td colspan="2">Sub-total</td><td>20</td></tr> <tr> <td colspan="3">3. Proposed methodology and work plan</td></tr> <tr> <td>3.1</td><td>Quality and relevance of proposed survey methodology</td><td>10</td></tr> <tr> <td>3.2</td><td>Approach and quality of proposal</td><td>10</td></tr> <tr> <td>3.3</td><td>Appropriateness of planning and timelines</td><td>05</td></tr> <tr> <td colspan="2">Sub-total</td><td>25</td></tr> <tr> <td colspan="2">Total Technical evaluation</td><td>70</td></tr> </tbody> </table> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p>	Evaluation Criteria		Marks	1. Previous experience of the firm and quality of work samples provided			1.1	Overall experience , background and client list	5	1.2	Experience in household level survey data collection in rural and urban areas of Bangladesh	10	1.3	Proven understanding and knowledge of the development issues of Bangladesh including climate change adaptation and disaster risk reduction in Bangladesh.	5	1.4	Experience in working with Government/International Development Agencies/UN.	5	Sub-total		25	2. Relevance of Education, previous experience and the expertise of the key team members			2.1	Team leader	10	2.2	Survey Coordinator/ Supervisor	10	Sub-total		20	3. Proposed methodology and work plan			3.1	Quality and relevance of proposed survey methodology	10	3.2	Approach and quality of proposal	10	3.3	Appropriateness of planning and timelines	05	Sub-total		25	Total Technical evaluation		70
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	<p>Total Combined Score: (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) =Total Combined and Final Rating of the Proposal</p> <p>The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Written Self-Declaration (Annex 5)
Contact Person for Inquiries (Written inquiries only)	<p>bd.procurement@undp.org <i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 16 March, 2021, CoB.</i> <u>“Queries on RFP-BD-2021-008”</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	<p>Pre-bid Meeting will be Conducted as per detail below:</p> <p>Date: Tuesday, 16 March 2021 Time: 11:00 AM Bangladesh time Venue: ONLINE (Through Zoom Meeting)</p> <p>Click and join: https://undp.zoom.us/j/89445278182;</p>

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

Minimum eligibility criteria of the consultancy firm:

- Business Licenses – Registration Papers, Tax Payment Certification, etc.
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List;
- The firm should have at least 5 years of experience in household level survey data collection in rural and urban areas of Bangladesh.
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- Experience in working with Government/International Development Agencies/UN.
- Firm/agency profile (which should not be more than 15 pages) – describing the nature of business, field of expertise, licenses etc.
- minimum 2 years audited financial statement to be attached with the proposal. (English translation is required for documents if it is in other languages). UNDP reserves the right to confirm the validity of the registrations;

Minimum eligibility criteria of the key personnel:

Team leader/principal investigator (1):

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- The team leader should at least have 8 years' experience in operating/managing HH surveys in rural and urban Bangladesh.
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- As mentioned above in the RFP.

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

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

A. Proposed Methodology for the Completion of Services

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

B. Qualifications of Key Personnel

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

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

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

D.

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	1st payment: 20% of contract value will be paid on Inception report.	20%	
2	2 nd and last payment: 80% of contract value will be paid on upon finalization of cleaned data from a sample size of 3,000 ready for analysis cleared by UNDP	80%	
	Total	100%	

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

E. Cost Breakdown by Cost Component *[This is only an Indicative Example. Bidder is expected to submit financial proposal according to proposed proposal]:*

Description of Activity	Daily Fees in BDT	Total Period of Engagement	No. of Personnel	Total Rate in BDT
I. Personnel Services				
Team leader/principal investigator:				
Survey Coordinator/Supervisor (1 per district) (Ref: Annex A)				
Data Enumerators (Ref: Annex A)				
Other staff related cost as applicable, i.e. interviewers, other office staff etc.				
TOTAL CONSULTANCY FEES IN BDT				

*The Firm could add other staff if required by the proposed proposal.

** Please indicate position as applicable.

II. Reimbursable Fees:

No.	Description	Unit	**QTY	No. of Personnel to Travel	Unit Price in BDT	Total Price in BDT
1	Administrative and Logistics Costs (in line with ToR requirement)					

2	Miscellaneous:					
2.1	Transportation (local)/Travel cost	Lump Sum				
2.2	Reproduction	Lump Sum				
2.3	Stationery and related costs	Lump Sum				

2.4	Equipment and related items	Lump Sum				
2.5	Communication	Lump Sum				
2.6	Other office cost; if any	As required				
Total Reimbursable Costs in BDT:						

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

Annex A

Sampling by district:

District	UNDP beneficiaries	Sample	District	UNDP beneficiaries	Sample
Cyclone affected			Cyclone unaffected		
Barguna	3542	330	Noakhali	1501	70
Satkhira	1187	110	Comilla	5478	245
Bagerhat	3253	310	Narayanganj	9751	435
Total		750			750
Flood affected			Flood unaffected		
Jamalpur	1872	210	Gazipur	6937	300
Kurigram	3931	440	Mymensingh	6208	275
Gaibandha	824	100	Khagrachari	3935	175
Total		750			750

*the list of selected households, upazilla, unions and villages from these 12 districts will be provided during the briefing meeting

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

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

2.0 SOURCE OF INSTRUCTIONS:

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

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

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

4.0 ASSIGNMENT:

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

5.0 SUB-CONTRACTING:

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

6.0 OFFICIALS NOT TO BENEFIT:

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

7.0 INDEMNIFICATION:

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

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

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

9.0 ENCUMBRANCES/LIENS:

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

10.0 TITLE TO EQUIPMENT:

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

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

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

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

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

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

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

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

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

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

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

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

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

13.2.1 any other party with the Discloser's prior written consent; and,

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

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

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

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

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

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

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or

at any time is developed by the Recipient completely independently of any disclosures hereunder.

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

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

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

17.0 PRIVILEGES AND IMMUNITIES:

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

18.0 TAX EXEMPTION

- 18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.
- 18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

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

22.0 SEXUAL EXPLOITATION:

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

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

23.0 AUTHORITY TO MODIFY:

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

Annex 4**TERMS OF REFERENCE**

Location	Different climate vulnerable areas in Bangladesh (See Annexure-A)
Application deadline	
Type of Contract	National Firm
Post Title	Hiring a national firm for Conducting Household Survey in the Selected Climate Vulnerable Areas
Languages required:	Bangla
Duration of Initial Contract:	1 Month

Context

Since 2012 UNDP Bangkok Regional Hub (BRH) has implemented two complementary regional programs in the Asia-Pacific region focused on strengthening the governance of climate finance to the benefit of the poor and vulnerable communities. The overall objective of the program was to improve the governance of climate finance, particularly for the poor and vulnerable countries in Asia and the Pacific by integrating and mainstreaming climate change as a policy concern into national planning and budgetary processes. Building on success of that 1st phase, the 2nd phase of the SIDA-funded program, “Strengthening Governance of Climate Change Finance to Enhance Gender Equality”, expands its scope in various dimensions including substantively mainstreaming gender equality and human rights into the governance of climate finance. This program aims to deepen and broaden the reforms around national planning and budgetary processes in Asia-Pacific countries, including Bangladesh.

Bangladesh has made commitments to mainstream climate change, gender equality and poverty reduction in its public finance. Still to magnify the impact there is a need to continue to strengthen the interlinkages between these policy aspects and to ensure climate finance also addresses the needs of the poorest and marginalized communities. Building on Bangladesh’s recognized strengths, there is a need to continue to build political commitment to implement effective climate policies; as well as to strengthen governance systems to ensure delivery of climate finance for the poorest and marginalized groups (including women and indigenous communities).

The program has 2 outputs:

Output 1: Budgetary processes increasingly formulate climate change related investments that are gender responsive and will contribute to the reduction of poverty while respecting human rights.

Output 2: Accountability for gender-responsive climate related investments that have implications on poverty reduction and human rights is enhanced.

The countrywide a HH income and expenditure survey in relation to climate change will be conducted under Output 2 of the program. Findings from the survey will be utilized for effective decisions on climate budget planning and formulations in vulnerable areas by the government, development partners and private sector. It will inform strategies around climate change investments at local level.

Objectives of the assignment

Objective of the assignment is to provide technical support in data collection to carry out the household survey on income and expenditure in relation to disaster and climate resilience in different CC hotspots of Bangladesh. The survey will be conducted in 12 climate vulnerable districts of Bangladesh which are UNDP project areas. The study will be following all the COVID19 related precautions like wearing masks and maintaining social distancing during collection of data.

Scope of work

- Attend the virtual training on the survey questionnaire already developed by UNDP. UNDP will provide the training over zoom. The team leader, survey coordinators/supervisors and the enumerators will attend the training with Kobo software to be provided by the survey firm and Kobo survey tool to be provided by UNDP.
- Collect data from 3,000 households from different climate vulnerable districts of Bangladesh (see annex A) following the survey questionnaire using Kobo software provided by the survey firm. The survey questionnaire in Kobo, a guideline for enumerators and a guideline for using the Kobo survey will be provided by UNDP. There will be meetings with the enumerator teams at UNDP project offices at district level for introduction and details on project beneficiaries before data collection starts. The approximate duration of data collection in each household will be 60 minutes. Wearing masks during the collection data is mandatory for both the enumerator and the respondent. The enumerators will give UNDP provided masks to the respondent.
- 6 HH will be covered by each enumerator in one day. Each district shall be covered in maximum 10 days. There will be 1 survey coordinator/ supervisor for each district.
- The survey firm will ensure that the collection of data is completed preferably by Mid April 2021. Cleaning of data can be done afterwards during Ramadan.
- The survey firm will ensure quality of data by close supervision of the data collection exercise.
- Data cleaning and submission of the complete clean data set to UNDP for analysis upon approval from the principle investigator of the survey.

Expected outputs and deliverables

SL	Deliverables	Technical specification	Quantity	Deadline	Payments (% of Total)
1	Inception report cleared by UNDP	An inception report covering the data collection methodology, list of enumerators for each Upazilla with contact details and plan of work	1	7 days after awarding of contract	20%
2	A final set of cleaned data from a sample size of 3,000 ready for analysis cleared by UNDP	A final clean data set with visual proof of data collection upon approval from the principle investigator of the survey	1	30 days after awarding of contract	80%

General conditions

- The study will be following all the COVID19 related precautions like wearing masks and maintaining social distancing during collection of data.
- The content and other elements of the all deliverables will have to be prepared as required by and to the satisfaction of UNDP.
- The firm shall undertake measures, even after the engagement with UNDP is completed, not to publish such data without the specific approval of UNDP. The firm shall recognize that such rights include, but are not limited to, copyright and other rights in written material, sound and video recordings, including films, photograph, and any other materials in any other medium.
- The firm has to ensure all the logistics including handheld data collection devices for each enumerator and no interruption during data collection.
- The firm shall exercise the utmost discretion internally and externally regarding all matters related to this assignment. Confidential information that is known to the firm because of the contract shall not be disclosed to any third party without the prior authorization of UNDP.

Institutional arrangement

The firm will report directly to the Project Manager, GCCF Project, UNDP Bangladesh Country Office.

Duration of the work

The work will require tentatively a duration of 1 month from 1st week of April to 2nd week of May 2021.

Duty station

The duty station will be home, and field based. Firm also needs to participate in number of virtual and in-person meetings at various Project Offices of UNDP around Bangladesh.

Scope of bid price 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, professional fees, accommodation and meal costs, DSA, subsistence and ancillary expenses.

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

Terms

The selected contractor will prepare and submit evidence of the completed deliverables to the Project Manager, GCCF Project, UNDP Bangladesh and Head of Exploration, Accelerator Lab.

Payment for services of the contractor will be made upon satisfactory certification by the Project Manager, GCCF Project, UNDP Bangladesh and Head of Exploration, Accelerator Lab.

- **Recommended presentation proposal**

Interested firms 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.

The language of the proposal is English. The proposal must be submitted in MS Word, with Cover Page, Abbreviations, Glossary, Table of Content, Additional Documents, and Annexes. Page size A4; font size Calibri 11, line spacing 1.2.

- (i) **Technical Proposal** 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;

- (ii) Relevant Experience – Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in the field of BTL activation and list of current and past assignments of the firm;
- (iii) Process - The Technical Proposal needs to contain a detail description of the process the contractor intends to follow to complete the tasks including detailed work plan and time schedule for completion/delivery of the final deliverables mentioned in the ToR.
- (iv) 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.
- (v) Quality assurance – The firm must outline how it will ensure quality at all stages of the project with a particular emphasis on planning, data collection; data cleaning; and reporting. This will be subject to review by Project Manager, GCCF Project, UNDP.
- (vi) 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, local unrest in the city etc.

2 references to be provided by the contractor where previous work has been undertaken.

1. Financial Proposal

(including fee, accommodation and meals in the field, and other relevant expenses)

- (i) The Financial Proposal shall specify a total delivery amount (in BDT), including consultancy fees and all associated costs, composition of the crew, number of working days, number of travel days, all expenses of travel, accommodation and food, and overhead recharges. Budget must be structured as follows:
- (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.

Note: 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

Evaluation

In response to the invitation of tender, the contractor will have to submit a Technical proposal as per the Terms of Reference of the scheme and a financial Proposal separately. The tender selection committee will first evaluate the technical proposal of the institutions/firms. Any institutions/firms getting more than 70% of the maximum achievable points (i.e. 49 points out of 70) in the technical proposal will be considered for financial appraisal, and ultimately therefore, for contracting.

The technical proposal will be evaluated based on the following criteria and score breakdown.

#	Criterion	Breakdown of score	Score (Out of 70)
1	Previous experience of the firm and quality of work samples provided		
	Overall experience, background and client list	5	
	Experience in household level survey data collection in rural and urban areas of Bangladesh	10	
	Proven understanding and knowledge of the development issues of Bangladesh including climate change adaptation and disaster risk reduction in Bangladesh.	5	
	Experience in working with Government/International Development Agencies/UN.	5	
	SUB TOTAL		25
2	Relevance of Education, previous experience and the expertise of the key team members		
	Team leader	10	
	Survey Coordinator/ Supervisor	10	
	SUB TOTAL		20
3	Proposed methodology and work plan		
	Quality and relevance of proposed survey methodology		10
	Approach and quality of proposal		10
	Appropriateness of planning and timeliness		05
	SUB TOTAL		25
TOTAL			70

The total scoring points for both the evaluations will be 100; the technical evaluation will be based on 70 points and the rest 30 points are to be allotted to the bidder proposing lowest price.

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

Responsive/compliant/acceptable with reference to this ToR, and;

Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to this solicitation, with the ratio set at 70:30 respectively.

Under the cumulative analysis scheme, a total score is obtained upon the combination of weighted technical and financial attributes. An offeror's response to the solicitation document is evaluated and points are attributed based on how well the offer meet.

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A suggested formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Key performance indicator

The quality of works and deliverables to be produced by the firm/company according to the ToR will also be monitored by the contract administrator. The proposed performance indicators of the contractor's deliverables are illustrated below:

- Milestones achieved as per the plan submitted by the contractor

Annex 5

Declaration

Date:

United Nations Development Programme

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

Assignment: **National firm for Conducting Household Survey in the Selected Climate Vulnerable Areas of Bangladesh.**

Reference: RFP-BD-2021-008

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,
