



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: April 20, 2021
	REFERENCE: RFP-BD-CXB-2021-003

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring firm to develop the technical, financial and institutional capacity of the two local Association of the Scrap Dealers in Teknaf and Ukhia Upazila, Cox's Bazar** under Solid waste Management (SWM) Project.

Proposals shall be submitted on or before 4.30 p.m. (local time) on Wednesday, May 05, 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.

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/unscscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Mir Ali Asgar

Mir Ali Asgar
Head of Sub Office (a.i.)
Cox's Bazar Crisis Response Office,
UNDP, Bangladesh
20-Apr-2021

Annex 1**Description of Requirements**

Context of the Requirement	<p>As a result of the Rohingya refugee influx to Bangladesh, the population of two Upazilas (sub district) of Ukhia and Teknaf in the southern part of Cox's Bazar has risen to around 1.5 million people. This has strongly contributed to existing health and environment challenges, including underfunded and under resourced solid waste management (SWM) services.</p> <p>UNDP with funding from the Swedish International Development Agency (SIDA) is implementing a project called Sustainable Solid Waste Management. This project is a response to the Rohingya crisis in Bangladesh and the pressing SWM needs both in the host communities and refugee camps.</p> <p>By establishing basic SWM services of waste collection and change the perception and the way waste is managed, the project is also targeting the protection of women and children, the prevention of diseases, as well as the promotion of hygiene and proper sanitary standards. This project is being implemented in the host communities within five unions in Ukhia and Teknaf, and in the refugee camps, for three-year implementation phase.</p> <p>In line with developing a solid waste management system, UNDP is supporting the local recycling sector to build their institutional capacity and business modality with new technology. In 2019, UNDP conducted a Recycling Value Chain Analysis study to identify the main bottlenecks of the value chain that hamper the value and flow of waste recyclables. The research identified the main limitations of the local market of recyclables and other challenges faced by those individuals or enterprises formally or informally involved in the recycling sector in both Upazilas. The study also sought to provide recommendations to strengthen the sector aligned with the do no harm principle. As a result of this study, UNDP launched a Grant Program to support the development of the local dealers to improve their business capacity and access to banking opportunities. Besides that, UNDP supported the creation of two Associations of Scrap Dealers, one in each Upazila, and the linkages and access to the recyclables generated in the refugee camps and host communities. During the COVID19 outbreak, the sector members were provided with hygiene items, cash for food, fully equipped PPE and access to key information to.</p> <p>With the aim to continue strengthening the capacity of the sector in Teknaf and Ukhia, UNDP is searching for a recycling waste value chain Consultancy/Start-up/Research center who assist the two Association of Scrap dealers to improve and consolidate the business modality and market place of the sector, as well as the recognition and visibility within the society.</p>
Implementing Partner of UNDP	Solid Waste Management (SWM)
Brief Description of the Required Services	The overall objective of the Consultancy/Start-up/Research center is to support the development of the Association of scrap dealers and associated members in Teknaf and Ukhia Upazila.

	<p>The specific objectives are described hereunder:</p> <ul style="list-style-type: none">• Building financial and managerial capacity and develop proper documentation system of the two Associations to provide services to the existing and new scrap dealers members.• Consolidate the marketplace of the Association members in Teknaf and Ukhia (collection and supply).• Attain institutional recognition, acknowledgment, and visibility as a sector among the community, media, local government, WASH agencies and policy makers.• Seek market linkages for existing and new recyclable items not collected by the sector.• Compliance on the association principles, which includes environment and safety policies.• Ensure integration of the sector within the SWM systems in Teknaf and Ukhia, and proper visibility and recognition by the local authorities and community.• To develop/create web site page to explore business access for association and build capacity of linkage and partnership with GO, NGO and private sectors.											
List and Description of Expected Outputs to be Delivered	<table><tr><th>S.N</th><th>Activities / Description</th><th>Targets</th><th>No. of Months Required</th></tr><tr><td>1.</td><td><p>Methodology approach and work plan. Each month the consultancy will build the capacity of the two Associations in a different area following the list of tasks below. Before starting the assignment, the consultancy will outline the key achievements targeted, approach and activities in each Task and submit it to UNDP team and the Association for final validation.</p><p>Task 1. Develop the administrative and managerial capacity of the two Associations. This includes to develop key documentation and procedures for the association and provide continuous on-job training to the regular executive members and specific roles such as the treasurer and Chairman: association meeting minutes, financial documents, the association and membership brochure, member profile data, monthly membership fee collection procedure and documents, creation of a risk fund, etc. This activity will be aligned to the Annual plan and regular meetings with the executive members.</p></td><td>01 final report</td><td>Completed within 30th May 2021</td></tr></table>				S.N	Activities / Description	Targets	No. of Months Required	1.	<p>Methodology approach and work plan. Each month the consultancy will build the capacity of the two Associations in a different area following the list of tasks below. Before starting the assignment, the consultancy will outline the key achievements targeted, approach and activities in each Task and submit it to UNDP team and the Association for final validation.</p> <p>Task 1. Develop the administrative and managerial capacity of the two Associations. This includes to develop key documentation and procedures for the association and provide continuous on-job training to the regular executive members and specific roles such as the treasurer and Chairman: association meeting minutes, financial documents, the association and membership brochure, member profile data, monthly membership fee collection procedure and documents, creation of a risk fund, etc. This activity will be aligned to the Annual plan and regular meetings with the executive members.</p>	01 final report	Completed within 30 th May 2021
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	2.	Task 2 – Provide services, trainings and network linkage to the associated members to improve their business modality, capacity and compliance. Provision of regular information, develop documentation/guidelines, individual technical and compliance support, organization of training and exchange sessions (monthly) on relevant topics for the local sector such as the association principles: safety & environmental compliance, quality of the product, market/economic trends, legislation updates, admin & financial management, employee and feriwalla engagement, logistics and inventory, branding & visibility, communication skills, etc. The firm will share key information and trainings program during the monthly meetings of the association members.	01 final report	Completed within 31 st July 2021	
	3.	Task 3 – Consolidate the marketplace for the Association members within the recycling sector. This requires to track (location, type, quantity, status), compile and publish data of material flow available to supply, increase the scope of new areas/spots for recyclable collection, arrange agreements with recycling companies for advantageous prices and conditions, provide certifications (e.g. certified tracks in shredder operations, dealers' compliance of association principles, transport, etc.). It is important to consider the need to develop a collection HUB to put together, check quality compliance and prepare before supplying the recyclable material. Purchasing machines to be used by the association members, renting trucks for common transportation, renting land for the collection HUB, create a website/app. to increase visibility and transparency of the transactions, etc. are potential services to the associated members that will be developed by the firm to consolidate the market place.	01 final report		
	4.	Task 4 – Ensure recognition and institutional visibility. To create a new/positive image for the local recycling sector to the community, media, local government, WASH agencies and policy makers. This requires raising awareness about the key role recycling plays in the local and national economy, global trade, the environment, and sustainable development. This also implies to ensure a good performance and compliance on the use of the IDs, safety equipment and use of the logo and branding by all members and workers (including feriwallas).	01 final report		

	<p>The firm will develop other tools, such as surveys, publications, communication campaigns, successful stories, community satisfaction consultations, progress reports, etc. that contribute to attain the recognition and integration of the sector.</p> <p>Final report</p>												
<p>The main deliverables of this assignment are:</p> <table border="1"> <thead> <tr> <th>Nos. of Deliverables</th><th>Deliverable description</th></tr> </thead> <tbody> <tr> <td>Deliverable 1</td><td> <ul style="list-style-type: none"> Methodology and work plan of the assignment. <u>Report</u>: Administrative and managerial capacity of the two Associations. </td></tr> <tr> <td>Deliverable 2:</td><td> <ul style="list-style-type: none"> Progress report including the following sections: <u>Report</u>: Services, trainings and network linkage to the associated members to improve their business modality, capacity and compliance. </td></tr> <tr> <td>Deliverable 3</td><td> <ul style="list-style-type: none"> Progress report including the following sections: <u>Report</u>: Marketplace for the Association members within the recycling sector. </td></tr> <tr> <td>Deliverable 4</td><td> <ul style="list-style-type: none"> Progress report including the following sections: <u>Report</u>: Recognition and institutional visibility. <u>Final report</u> </td></tr> </tbody> </table>				Nos. of Deliverables	Deliverable description	Deliverable 1	<ul style="list-style-type: none"> Methodology and work plan of the assignment. <u>Report</u>: Administrative and managerial capacity of the two Associations. 	Deliverable 2:	<ul style="list-style-type: none"> Progress report including the following sections: <u>Report</u>: Services, trainings and network linkage to the associated members to improve their business modality, capacity and compliance. 	Deliverable 3	<ul style="list-style-type: none"> Progress report including the following sections: <u>Report</u>: Marketplace for the Association members within the recycling sector. 	Deliverable 4	<ul style="list-style-type: none"> Progress report including the following sections: <u>Report</u>: Recognition and institutional visibility. <u>Final report</u>
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Person to Supervise the Work/Performance of the Service Provider	The contracted firm will report to the Project Manager and SWM Specialist in UNDP CXB with assurance support from the Program Coordinator in Dhaka Office. A performance evaluation will be carried out at the end of the assignment.												
Frequency of Reporting	As indicated in the TOR												
Progress Reporting Requirements	As indicated in the TOR												
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> As indicated in the TOR.												
Expected duration of work	3.5 Months												
Target start date	2 nd week of May , 2021												
Latest completion date	4 th week of August, 2021(Tentative)												
Travels Expected	Not Required												
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 type="checkbox"/> Others <i>[pls. specify]</i> <input checked="" type="checkbox"/> N/A												

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 will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required														
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	All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms	<table border="1"> <thead> <tr> <th>% Payment</th> <th>Deliverables</th> <th>Time Line</th> </tr> </thead> <tbody> <tr> <td>1st payment: 30% of the total amount</td> <td>Upon submission and acceptance of: (i) detailed work plan with methodology of work (ii) deliverable 1</td> <td>By 30th May'2021</td> </tr> <tr> <td>2nd payment: 30% of the total amount</td> <td>(iii) deliverable 2 (iii) deliverable 3</td> <td>By 30th July 2021</td> </tr> <tr> <td>3rd payment: 40% of the total amount</td> <td>(iv) deliverable 4</td> <td>Day after of ending the contract by 30th August 2021.</td> </tr> </tbody> </table>	% Payment	Deliverables	Time Line	1 st payment: 30% of the total amount	Upon submission and acceptance of: (i) detailed work plan with methodology of work (ii) deliverable 1	By 30 th May'2021	2 nd payment: 30% of the total amount	(iii) deliverable 2 (iii) deliverable 3	By 30 th July 2021	3 rd payment: 40% of the total amount	(iv) deliverable 4	Day after of ending the contract by 30 th August 2021.		
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Person(s) to review/inspect/ approve outputs/completed services and authorize the	Project Manager, SWM														

disbursement of payment											
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services										
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.										
Criteria for the Assessment of Proposal	<p>Bidder must have adequate technical ability, resources, human resources and processes. As such, following are defined as minimum eligibility criteria:</p> <p><u>Minimum eligibility criteria for the firm</u></p> <p>i) <u>Minimum 2 (two) years</u> of experience on providing services/implementing initiatives for the recycling sector, including community waste generators, feriwalla and scrap dealers and recycling factories/manufacturers.</p> <p>II. Experience of conducting <u>minimum 2 (Two)</u> similar type nationwide services in the field of waste management and recycling sector field in <u>last 3 years</u> to the recycling sector. To submit the profile which should not exceed fifteen pages including any printed brochure relevant to the services being procured.</p> <p>III. Proven legal status of the organization and ability to submit related documents (i.e. updated registration/licenses, tax payment certificate, other related/alternative documents or certificates (e.g. latest audit reports).</p> <p>IV. Proven financial strength. To submit the latest audited Financial Statements (two years)- income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.</p> <p>V. Written self-declaration that the organization is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN ineligibility List (As per Annex IV);</p> <p><u>Minimum Qualifications and experience of the Key personnel of Consultancy/ Institution / Research Center:</u></p> <p>CVs of the Team leader and key team members containing their experiences on relevant issues must be submitted with detailed proposal. Beside that the evaluation team is expected to fulfil the following qualifications:</p> <table border="1"> <thead> <tr> <th>S.N.</th><th>Position</th><th>Number</th><th>Educational Qualifications</th><th>Experiences</th></tr> </thead> <tbody> <tr> <td>1</td><td>Team Leader</td><td>1</td><td>Economist/ Architect / Environmentalist / Engineer/ Other</td><td>2-year experience on providing services to the recycling sector stakeholders (waste generators, scrap dealers and feriwallas, recycling</td></tr> </tbody> </table>	S.N.	Position	Number	Educational Qualifications	Experiences	1	Team Leader	1	Economist/ Architect / Environmentalist / Engineer/ Other	2-year experience on providing services to the recycling sector stakeholders (waste generators, scrap dealers and feriwallas, recycling
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1	Team Leader	1	Economist/ Architect / Environmentalist / Engineer/ Other	2-year experience on providing services to the recycling sector stakeholders (waste generators, scrap dealers and feriwallas, recycling							

				companies and manufacturers).												
2	Junior researcher	1	Economist/ Architect / Environmentalist / Engineer/ Other	1-year experience in research/ providing services to the recycling sector stakeholders.												
3	Communication officer	1	Communications / Graphic designer / Other	1-year experience in communication services/ developing communication materials for project-related activities.												
<p>Note: If other positions are required, please provide justifications. Experience on research/project related to SWM infrastructure or systems will be preferred.</p>																
<p>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.</p> <p><u>Evaluation:</u> The eligible proposals will be evaluated based on the following methodology: Cumulative analysis: The proposals will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the proposer whose offer has been evaluated and determined as: a) Responsive/compliant/acceptable, and b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.</p> <p>1. Technical Evaluation – 70% (Maximum points obtainable – 70) 2. Financial Evaluation – 30% (Maximum points obtainable – 30)</p> <p><u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm <input checked="" type="checkbox"/> Expertise of Key Personnel <input checked="" type="checkbox"/> Methodology proposed in the technical proposal</p> <p><i>Basis of Technical evaluation:</i></p> <table border="1"> <thead> <tr> <th>SL</th> <th colspan="2">Technical Evaluation criteria</th> <th>Max points</th> </tr> </thead> <tbody> <tr> <td rowspan="3">1</td> <td colspan="2">Background experience/ Expertise of firm</td> <td rowspan="3">35</td> </tr> <tr> <td>1.1 Minimum 2 (Two) years of experience on providing services/implementing initiatives for the recycling sector, including community waste generators, feriwalla and scrap dealers and recycling factories/manufacturers.</td> <td>20</td> </tr> <tr> <td>1.2 Experience of conducting <u>minimum 2 (Two)</u> similar type of services in the field of waste management and recycling sector field in last 3 (Three) years . To submit the</td> <td>10</td> </tr> </tbody> </table>					SL	Technical Evaluation criteria		Max points	1	Background experience/ Expertise of firm		35	1.1 Minimum 2 (Two) years of experience on providing services/implementing initiatives for the recycling sector, including community waste generators, feriwalla and scrap dealers and recycling factories/manufacturers.	20	1.2 Experience of conducting <u>minimum 2 (Two)</u> similar type of services in the field of waste management and recycling sector field in last 3 (Three) years . To submit the	10
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		profile which should not exceed fifteen pages including any printed brochure relevant to the services being procured.		
		1.3 Client profile to work with UN agency or bilateral donor or Local Government.	5	
	2	Proposed Methodology & Work Plan 2.1 Proposed work plan, timeline, methodology, area coverage, way of involvement with local community and related to this Terms of Reference	15	15
	3	Qualifications and competence of the proposed personnel for the assignment 3.1 Team Leader's overall experience and expertise. 3.2 Experience and quality of the Junior Researcher. 3.2 Experience and quality of the Communication Officer.	10 5 5	20
		TOTAL:		70
	Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex-3) <input checked="" type="checkbox"/> Written Self Declaration (Annex-4)			
Contact Person for Inquiries (Written inquiries only)	<p><i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 25th April, 2021.</i></p> <p><i>"Queries on RFP-BD-CXB-2021-003" to e-bidboxcxb.bd@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>			
Other Information [pls. specify]	<p>A pre-bid meeting will be held Online for the clarification on the bidding document and ToR on 26th April 2021 at 11:30 am using the following link:</p> <p><u>Join Zoom Meeting:</u></p> <p>https://undp.zoom.us/j/85746080274?pwd=Z1BiWVRWRlE3ZUFrbHNkVXVOcGI3QT09 Meeting ID: 857 4608 0274 Passcode: 229699</p>			

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[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

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) 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.*

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

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

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

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

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

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

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



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Terms of Reference (TOR)

Hiring firm to develop the technical, financial and institutional capacity of the two local Association of the Scrap Dealers in Teknaf and Ukhia Upazila, Cox's Bazar.

1. Project Title: Sustainable Solutions To Solid Waste Project.

2. Background/Project Description:

As a result of the Rohingya refugee influx to Bangladesh, the population of two Upazilas (sub district) of Ukhia and Teknaf in the southern part of Cox's Bazar has risen to around 1.5 million people. This has strongly contributed to existing health and environment challenges, including underfunded and under resourced solid waste management (SWM) services.

UNDP with funding from the Swedish International Development Agency (SIDA) is implementing a project called Sustainable Solid Waste Management. This project is a response to the Rohingya crisis in Bangladesh and the pressing SWM needs both in the host communities and refugee camps.

By establishing basic SWM services of waste collection and change the perception and the way waste is managed, the project is also targeting the protection of women and children, the prevention of diseases, as well as the promotion of hygiene and proper sanitary standards. This project is being implemented in the host communities within five unions in Ukhia and Teknaf, and in the refugee camps, for three-year implementation phase.

In line with developing a solid waste management system, UNDP is supporting the local recycling sector to build their institutional capacity and business modality with new technology. In 2019, UNDP conducted a [Recycling Value Chain Analysis study](#) to identify the main bottlenecks of the value chain that hamper the value and flow of waste recyclables. The research identified the main limitations of the local market of recyclables and other challenges faced by those individuals or enterprises formally or informally involved in the recycling sector in both Upazilas. The study also sought to provide recommendations to strengthen the sector aligned with the *do no harm* principle. As a result of this study, UNDP launched a Grant Program to support the development of the local dealers to improve their business capacity and access to banking opportunities. Besides that, UNDP supported the creation of two Associations of Scrap Dealers, one in each Upazila, and the linkages and access to the recyclables generated in the refugee camps and host communities. During the COVID19 outbreak, the sector members were provided with hygiene items, cash for food, fully equipped PPE and access to key information to.

With the aim to continue strengthening the capacity of the sector in Teknaf and Ukhia, UNDP is searching for a **recycling waste value chain Consultancy/Start-up/Research center** who assist the two Association of Scrap dealers to improve and consolidate the business modality and market place of the sector, as well as the recognition and visibility within the society.

3. Working Area:

The area of study comprehends 4 Unions of 2 Upazilas, Teknaf Municipality, as well as 34 refugee camps, 8 in Teknaf and 27 in Ukhia Upazila, under Cox's Bazar as described in below table:

Name of Upazila	Number of Unions/Camps/Municipality	Names
Ukhia	2	Raja Palong and Palong Khali
Teknaf	4	Nhilla, Whykong, Baharchara UP, and Teknaf Municipality
Teknaf Refugee camps	7	Camp number 22, 23, 24, 25, 26, 27, Nayapara RC.
Ukhia Refugee camps	27	Camp 1 to Camp 20 Ex.
Total locations	40	

4. Objective assignment:

Specific Objective: The overall objective of the Consultancy/Start-up/Research center is to support the development of the Association of scrap dealers and associated members in Teknaf and Ukhia Upazila.

The specific objectives are described hereunder:

- Building financial and managerial capacity and develop proper documentation system of the two Associations to provide services to the existing and new scrap dealers members.
- Consolidate the marketplace of the Association members in Teknaf and Ukhia (collection and supply).
- Attain institutional recognition, acknowledgment, and visibility as a sector among the community, media, local government, WASH agencies and policy makers.
- Seek market linkages for existing and new recyclable items not collected by the sector.
- Compliance on the association principles, which includes environment and safety policies.
- Ensure integration of the sector within the SWM systems in Teknaf and Ukhia, and proper visibility and recognition by the local authorities and community.
- To develop/create web site page to explore business access for association and build capacity of linkage and partnership with GO, NGO and private sectors.

5. Scope of work:

Under this assignment, the selected consultancy/start-up/research center will be based in Cox's Bazar to accomplish the activities and meeting deliverable targets mentioned in this TOR. The successful organization will coordinate with Practical Action UNDP Implementing Partner to ensure proper supports in implementing the project activities.

Under above mentioned scope, the selected organization will perform following activities:

S.N	Activities / Description	Targets	No. of Months Required
5.	<p>Methodology approach and work plan. Each month the consultancy will build the capacity of the two Associations in a different area following the list of tasks below. Before starting the assignment, the consultancy will outline the key achievements targeted, approach and activities in each Task and submit it to UNDP team and the Association for final validation.</p> <p>Task 1. Develop the administrative and managerial capacity of the two Associations. This includes to develop key documentation and procedures for the association and provide continuous on-job training to the regular executive members and specific roles such as the treasurer and Chairman: association meeting minutes, financial documents, the association and membership brochure, member profile data, monthly membership fee collection procedure and documents, creation of a risk fund, etc. This activity will be aligned to the Annual plan and regular meetings with the executive members.</p>	01 final report	Completed within 4 months
6.	<p>Task 2 – Provide services, trainings and network linkage to the associated members to improve their business modality, capacity and compliance. Provision of regular information, develop documentation/guidelines, individual technical and compliance support, organization of training and exchange sessions (monthly) on relevant topics for the local sector such as the association principles: safety & environmental compliance, quality of the product, market/economic trends, legislation updates, admin&financial management, employee and feriwalla engagement, logistics and inventory, branding&visibility, communication skills, etc. The firm will share key information and trainings program during the monthly meetings of the association members.</p>	01 final report	
7.	<p>Task 3 – Consolidate the marketplace for the Association members within the recycling sector. This requires to track (location, type, quantity, status), compile and publish data of material flow available to supply, increase the scope of new areas/spots for recyclable collection, arrange agreements with recycling companies for advantageous prices and conditions, provide certifications (e.g. certified tracks in shredder operations, dealers' compliance of association principles, transport, etc.). It is important to consider the need to develop a collection HUB to put together, check quality compliance and prepare before supplying the recyclable material. Purchasing machines to be used by the association members, renting trucks for common transportation, renting land for the collection HUB, create a website/app. to increase visibility and transparency of the transactions, etc. are potential services to the</p>	01 final report	

S.N	Activities / Description	Targets	No. of Months Required
	associated members that will be developed by the firm to consolidate the market place.		
8.	<p>Task 4 – Ensure recognition and institutional visibility. To create a new/positive image for the local recycling sector to the community, media, local government, WASH agencies and policy makers. This requires raising awareness about the key role recycling plays in the local and national economy, global trade, the environment, and sustainable development. This also implies to ensure a good performance and compliance on the use of the IDs, safety equipment and use of the logo and branding by all members and workers (including feriwallas). The firm will develop other tools, such as surveys, publications, communication campaigns, successful stories, community satisfaction consultations, progress reports, etc. that contribute to attain the recognition and integration of the sector.</p> <p>Final report</p>	01 final report	

6. Expected Key Outputs/Deliverables:

The main deliverables of this assignment are:

Nos. of Deliverables	Deliverable description
Deliverable: 1	<ul style="list-style-type: none"> Methodology and work plan of the assignment. <u>Report</u>: Administrative and managerial capacity of the two Associations.
Deliverable 2:	<ul style="list-style-type: none"> Progress report including the following sections: <u>Report</u>: Services, trainings and network linkage to the associated members to improve their business modality, capacity and compliance.
Deliverable 3	<ul style="list-style-type: none"> Progress report including the following sections: <u>Report</u>: Marketplace for the Association members within the recycling sector.
Deliverable 4	<ul style="list-style-type: none"> Progress report including the following sections: <u>Report</u>: Recognition and institutional visibility. <u>Final report</u>

7. Institutional Arrangement:

The selected Consultancy/Start-up/Research center will operate its activities through the Implementing partner Practical Action (in Ukhia and Teknaf) having also access to the UNDP office in Cox's Bazar and will report directly to the assigned focal person of UNDP. The organization needs to maintain close coordination with relevant government and non-government officials as well as CSOs/NGOs working in the area, including the ISCG Coordination platform representatives. Day to day liaison, coordination and reporting will be maintained through dedicated officer of the project from UNDP. Informative weekly progress report submission to UNDP is mandatory. **The organization will complete all activities and submit the monthly and final report before the last date stated in the Agreement.** UNDP shall be the owner of all existing "intellectual property" and any intellectual property embodied in materials, printed matters, deliveries or reports performed or created in relation to and for the purpose of this assignment. "Intellectual property" includes the items like patents, copyrights, design, models, trademarks, confidential information etc. whether or not registered.

The contracted firm will report to the Project Manager and SWM Specialist in UNDP CXB with assurance support from the Program Coordinator in Dhaka Office. A performance evaluation will be carried out at the end of the assignment.

8. Duration of the Assignment:

Duration of the assignment is 4 months from the signing of Responsible Party Agreement (RPA), from 10 May 2021 to 25 August 2021.

9. Qualifications of the Successful Consultancy/Start-up/Research center:

Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:

- I. **Minimum 2 (two) years of experience on providing services/implementing initiatives for the recycling sector**, including community waste generators, feriwalla and scrap dealers and recycling factories/manufacturers.
- II. **Experience of conducting minimum 2 (Two) similar type nationwide services** in the field of waste management and recycling sector field in last 3 years to the recycling sector. To submit the profile which should not exceed fifteen pages including any printed brochure relevant to the services being procured.
- III. **Proven legal status of the organization and ability to submit related documents** (i.e. updated registration/licenses, tax payment certificate, other related/alternative documents or certificates (e.g. latest audit reports).
- IV. **Proven financial strength.** To submit the latest audited Financial Statements (two years)- income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- V. **Written self-declaration** that the organization is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN ineligibility List (As per Annex IV);

Minimum Qualifications and experience of the Key personnel of Consultancy/ Institution / Research Center:

S.N.	Position	Number	Educational Qualifications	Experiences
1	Team Leader	1	Economist / Architect / Environmentalist / Engineer/ Other	2-year experience on providing services to the recycling sector stakeholders (waste generators, scrap dealers and feriwallas, recycling companies and manufacturers).
2	Junior researcher	1	Economist / Architect / Environmentalist / Engineer/ Other	1-year experience in research/ providing services to the recycling sector stakeholders.
3	Communication officer	1	Communications / Graphic designer / Other	1-year experience in communication services/ developing communication materials for project-related activities.

Note: If other positions are required, please provide justifications.

Experience on services/research related to the recycling sector in Cox's Bazar District will be preferred.

10. Scope of price proposal and schedule of payment:

The Proposal amount should not exit the total budget	Geographical coverage
For Cox's Bazar districts	40 locations (5 Unions, 1 Municipality and 34 refugee camps)

Schedule of Payments: For completing above mentioned activities and deliverables/outputs, the selected organization will receive the payments in following installments subject to the achievements of targeted deliverables or milestone.

% Payment	Deliverables	Time Line
1 st payment: 30% of the total amount	Upon submission and acceptance of: (i) detailed work plan with methodology of work (ii) deliverable 1	By 30 th May'2021
2 nd payment: 30% of the total amount	(iii) deliverable 2 (iii) deliverable 3	By 30 th July 2021
3 rd payment: 40% of the total amount	(iv) deliverable 4	Day after of ending the contract by 30 th August 2021.

11. Recommended Presentation of proposal and required annexes to the ToR

Interested Consultancy/Start-up/Research center must submit the following documentation:

A detailed proposal made up of documentation to demonstrate the qualifications of the prospective organization, to enable appraisal of competing bids. The proposal is expected to be in English and shows how the organization will deliver the services outlined in the TOR together with an overall budget. The proposal should include at minimum the following information:

- Technical Proposal
 Section 1: Eligibility and Capacity/Expertise of Consultancy/Start-up/Research center
 Section 2: Methodology, Approach and Implementation Plan (from project inception till project closing)
 Section 3: Team structure, Capacity of Key Personnel and Task distribution of each member
- Financial Proposal template: Cost breakdown as per provided template should be provided.
 Section 4. The Financial Proposal shall specify a total delivery amount in BDT (including personnel, field visits and surveys, equipment, fairs, fees and all associated costs i.e. travel cost, subsistence per diems, printing costs, overhead charges).
 Section 5. In order to assist UNDP in the comparison of financial proposals, the financial proposal 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.
- Self-Declaration
- General Terms and Conditions
- Specification for Items to be procured if any

12. Evaluation:

Prior to the technical evaluation all proposals will be screened based on the minimum required qualification criteria mentioned above:

The eligible proposals will be evaluated based on the following methodology:

Cumulative analysis: The proposals will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the proposer whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

1. Technical Evaluation – 70% (Maximum points obtainable – 70)

2. Financial Evaluation – 30% (Maximum points obtainable – 30)

Technical Proposal (70%)

- ☒ **Expertise of the Firm**
- ☒ **Management Structure and Qualification of Key Personnel**
- ☒ **Methodology proposed in the technical proposal**

**Only Proposals obtaining a minimum of 70% marks i.e. 49 points in the Technical evaluation would be considered for Financial evaluation.

Technical Evaluation - 70% (Maximum point obtainable – 70)

SL	Technical Evaluation criteria		Max points
1	Background experience/ Expertise of firm		35
	1.1 Minimum 2 (Two) years of experience on providing services/implementing initiatives for the recycling sector, including community waste generators, feriwalla and scrap dealers and recycling factories/manufacturers.	20	
	1.2 Experience of conducting <u>minimum 2 (Two)</u> similar type of services in the field of waste management and recycling sector field in last 3 (Three) years . To submit the profile which should not exceed fifteen pages including any printed brochure relevant to the services being procured.	10	
	1.3 Client profile to work with UN agency or bilateral donor or Local Government.	5	
2	Proposed Methodology & Work Plan		15
	2.1 Proposed work plan, timeline, methodology, area coverage, way of involvement with local community and related to this Terms of Reference	15	
3	Qualifications and competence of the proposed personnel for the assignment		20
	3.1 Team Leader's overall experience and expertise.	10	
	3.2 Experience and quality of the Junior Researcher.	5	
	3.2 Experience and quality of the Communication Officer.	5	
	TOTAL:		70

UNDP will disburse the funds as per achievement of deliverables mentioned in the ToR, subject to certification/ verification by the Project Manager, SWM in Cox's Bazar through review of financial statements, progress reports, monitoring findings, compliance adherence and other substances related to the Project implementation (except the first installment). UNDP will disburse the first installment upon submission and acceptance of the methodology and work plan.

13. Contact

The primary contact of this partnership will be the focal person assigned by UNDP Cox's Bazar office.

Responsibilities of the contractor regarding cost component

To produce deliverables stipulated in the ToR, the contractor/firm will bear all necessary cost relating to required fees of the assignment, logistics, accommodation, food, report preparation, printing and also the cost of the office premises for themselves.

Responsibilities of the UNDP regarding cost component

UNDP will only pay the Lump Sum cost for this assignment mentioned in the contract.

Identification of risk and risk mitigation plan

Some risks have been identified by the project which may affect the delivery of the outputs as stipulated in this ToR. The project has identified a few mitigation options to address those risks described below:

- **Quality of the Outputs:** In order to ensure quality of outputs/deliverables up to the expected level, the project and UNDP can seek volunteer support from advisors/media personnel who have experience in producing video documentaries to check quality of the outputs/deliverables produced by the firm/company.
- **Clear Understanding:** Clear understanding among professionals (Team Leader, Director, Script Writer, Translator, Researcher, Cameraman, Performers, Video Editor) of the firm/company about this assignment could be one of potential risks. To mitigate this risk, project will organize a briefing session with the selected professionals of the firm/company to clarify the objectives and outputs of this assignment

Annex-4

Declaration

Date:

United Nations Development Programme

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

Assignment _____

Reference: RFP-BD-CXB-2021-003

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,