



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 6, 2021
	REFERENCE: RFP-BD-CXB-2021-004

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring Consultancy firm to develop the Solid Waste Management (SWM) Master Plan of Teknaf and Ukhia, Cox's Bazar District** under Solid waste Management (SWM) Project.

Proposals shall be submitted on or before 4.30 p.m. (local time) on Sunday, May 23, 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
06-May-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. It is estimated that over 10,000 ton or around 22,000 cubic meter of waste per month is generated in the two Upazilas which do not have a functioning SWM system.</p> <p>Solid waste discarded by refugee and host community households, markets both inside and outside the camps, and resulting from the distribution of humanitarian support at random sites lacking management and disposal, is likely to lead to outbreaks of waterborne diseases such as cholera, typhoid fever, diarrhoea and malaria. Environmentally, uncontrolled solid waste will also cause contamination to surface and groundwater sources. The situation will deteriorate in the cyclone and monsoon season.</p> <p>UNDP with funding from the Swedish International Development Agency (SIDA) is implementing a project called Sustainable Solutions to Solid Waste. This project is a response to the Rohingya crisis in Bangladesh and the pressing SWM needs both in the host communities and refugee camps. The project is 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: a) In the host communities within five unions and one municipality in Ukhia and Teknaf, and b) In the camps, for three-year implementation phase.</p> <p>In line with establishing solid waste management systems, it is planned to develop a Master Plan on SWM in Teknaf and Ukhia Upazilas to guide projects, funding resources and policies on SWM in the next coming years. To this purpose, the project has conducted an initial SWM Stakeholders' mapping and Gap analysis of technical, legal, and financial aspects related to SWM. One of the main gaps identified were the need to activate the SWM Stakeholders and build some sort of awareness and capacity on the basics of SWM before starting the development of the Master Plan. During December 2020 and January 2021, the SWM Project has activated the Union Parishad, Municipality and Teknaf/Ukhia upazila WATSAN Committees, represented by DPHE; local government authorities and key actors of the wash sector, communities, etc. and provided basic orientation on SWM.</p> <p>Following that, UNDP is looking for a consultancy firm that can develop the SWM Master Plan in Teknaf and Ukhia Upazilas, under Cox's Bazar District</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 Develop the Solid Waste Management (SWM) Master Plan of Teknaf and Ukhia Upazilas, in Cox's Bazar District.

	<p>The specific objectives are described hereunder:</p> <ul style="list-style-type: none">• Provide baseline data on the existing SWM systems in place (SWM model in place): hard and soft component of the systems.• Identify the planned/ongoing projects/funds to develop a SWM system in CXB and the areas of development: infrastructure, equipment, operation and maintenance, governance, awareness, capacity building, etc.• Determine the target year, geographical area and population.• Consider both refugee camps and host communities population and waste generation and estimations.• Differentiate between Poroushova and Union Parishads SWM Systems• Consider the different level of advanced SWM systems in Union Parishad, Municipality and camps.																												
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>Desk review documents,meet project staff; and prepare a plan of action with methodology/approach including identification of key stakeholders.</td><td>01 plan of action</td><td>Completed within 1 week</td></tr><tr><td>2.</td><td>Description of the current SWM systems in Teknaf and Ukhia Upazillas. This includes field visits to meet with key stakeholders in the project locations and field level observations.</td><td>01 SWM baseline document</td><td>Completed within 15 days</td></tr><tr><td>3.</td><td>Description of the main areas of improvement and development of the SWM systems in Teknaf and Ukhia Upazilas. This includes to initiate a round of consultations in each project location at Union, Poroushova, Upazila and District level in bilateral meetings or using existing platforms such as WATSAN Committees, WASH Sector in camps and in host communities, etc.</td><td>01 SWM areas of development document</td><td>Completed within 15 days</td></tr><tr><td>4.</td><td>Description of the development plans, projects and approaches for the SWM systems in CXB District (by project location). This includes conversations with donors, local and national government and other key SWM decision makers.</td><td>01 SWM gap&resources document</td><td>Completed within 15 days</td></tr><tr><td>5.</td><td>Final draft of the master plan and presentation event: compile all the information in one document and display it by project location (Union and Poroushova, Upazila and District level), emphasizing the three main sections - current system, areas of development, gaps&resources. The final document will be presented for final validation to the government and other SWM key stakeholders.</td><td>01 Final document (draft)</td><td>Completed within 1 month</td></tr><tr><td>6.</td><td>Sumission of final document which will include the inputs from the validation session and theUNDP team.</td><td>01 Final document</td><td>Completed within 1 week</td></tr></table>	S.N	Activities / Description	Targets	No. of Months Required	1.	Desk review documents,meet project staff; and prepare a plan of action with methodology/approach including identification of key stakeholders.	01 plan of action	Completed within 1 week	2.	Description of the current SWM systems in Teknaf and Ukhia Upazillas. This includes field visits to meet with key stakeholders in the project locations and field level observations.	01 SWM baseline document	Completed within 15 days	3.	Description of the main areas of improvement and development of the SWM systems in Teknaf and Ukhia Upazilas. This includes to initiate a round of consultations in each project location at Union, Poroushova, Upazila and District level in bilateral meetings or using existing platforms such as WATSAN Committees, WASH Sector in camps and in host communities, etc.	01 SWM areas of development document	Completed within 15 days	4.	Description of the development plans, projects and approaches for the SWM systems in CXB District (by project location). This includes conversations with donors, local and national government and other key SWM decision makers.	01 SWM gap&resources document	Completed within 15 days	5.	Final draft of the master plan and presentation event: compile all the information in one document and display it by project location (Union and Poroushova, Upazila and District level), emphasizing the three main sections - current system, areas of development, gaps&resources. The final document will be presented for final validation to the government and other SWM key stakeholders.	01 Final document (draft)	Completed within 1 month	6.	Sumission of final document which will include the inputs from the validation session and theUNDP team.	01 Final document	Completed within 1 week
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Deliverable 4:	Final report and validation report: current system, area of development and gaps & resources and per project location.										
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 Months										
Target start date	1 st Jun 2021 , 2021										
Latest completion date	30 August 2021, 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	% Payment	Deliverables	Time Line
	1 st payment: 50% of the total amount	Upon submission and acceptance of: (i) deliverable 1 (ii) deliverable 2	By 10 th July '2021
	2 nd payment: 50% of the total amount	(iii) deliverable 3 (iii) deliverable 4	By 25 th August 2021
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, SWM		
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.		

<p>Criteria for the Assessment of Proposal</p>	<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) Minimum 2 (two) years of experience on providing services for governmental agencies/UN agencies/INGOs in assessing/planning/evaluating of public services related to WASH and SWM programs.</p> <p>II. Experience of conducting minimum 2 (Two) similar type nationwide services in the field of waste management in last 3 years. 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>Numb er</th> <th>Educational Qualifications</th> <th>Experiences</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Team Leader/Lead Researcher</td> <td>1</td> <td>Economist / Architect / Environmentalist / Engineer/ Other</td> <td>5-year experience on conducting assessments/planning/evaluation of WASH public services programs in Bangladesh.</td> </tr> <tr> <td>2</td> <td>Senior Researcher</td> <td>1</td> <td>Economist / Architect / Environmentalist / Engineer/ Other</td> <td>2-year experience in research/ providing services to environmental/engineering programs.</td> </tr> <tr> <td>3</td> <td>Solid Waste Expert</td> <td>1</td> <td>Engineer / Environmentalist / Other related background</td> <td>2-year experience in SWM assessments/planning/implementation/evaluation projects/program for government authorities in Bangladesh.</td> </tr> </tbody> </table> <p>Note: If other positions are required, please provide justifications. Experience on research/project related to SWM infrastructure or systems will be preferred.</p>	S.N .	Position	Numb er	Educational Qualifications	Experiences	1	Team Leader/Lead Researcher	1	Economist / Architect / Environmentalist / Engineer/ Other	5-year experience on conducting assessments/planning/evaluation of WASH public services programs in Bangladesh.	2	Senior Researcher	1	Economist / Architect / Environmentalist / Engineer/ Other	2-year experience in research/ providing services to environmental/engineering programs.	3	Solid Waste Expert	1	Engineer / Environmentalist / Other related background	2-year experience in SWM assessments/planning/implementation/evaluation projects/program for government authorities in Bangladesh.
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2	Senior Researcher	1	Economist / Architect / Environmentalist / Engineer/ Other	2-year experience in research/ providing services to environmental/engineering programs.																	
3	Solid Waste Expert	1	Engineer / Environmentalist / Other related background	2-year experience in SWM assessments/planning/implementation/evaluation projects/program for government authorities in Bangladesh.																	

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.

Evaluation:

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
- ☒ Expertise of Key Personnel
- ☒ Methodology proposed in the technical proposal

Basis of Technical evaluation:

SL	Technical Evaluation criteria		Max points
1	Background experience/ Expertise of firm		30
	1.1 Minimum 2 (two) years of experience on providing services for governmental agencies in assessing/planning/evaluating of public services related to WASH and SWM programs.	15	
	1.2 Experience of conducting minimum 2 (Two) similar type nationwide services in the field of waste management in last 3 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		25
	3.1 Team Leader's overall experience and expertise. .	12	
	3.2 Experience and quality of the Junior Researcher.	5	
	3.2 Experience and quality of the SWM expert.	8	
	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 15th May, 2021.</i></p> <p><i>"Queries on RFP-BD-CXB-2021-004" 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 16th May 2021 at 11:00 am using the following link:</p> <p><u>Join Zoom Meeting:</u></p> <p>https://undp.zoom.us/j/85627020720?pwd=TXFzQ3JpVm4wZ0FiTmdabEE4ZE1aQT09 Meeting ID: 856 2702 0720 Passcode: 817693</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]*



Empowered lives.
Resilient nations.

Terms of Reference (TOR)

Hiring Consultancy firm to develop the Solid Waste Management (SWM) Master Plan of Teknaf and Ukhia, Cox's Bazar District

1. Project Title: Sustainable Solutions to Solid Waste.

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. It is estimated that over 10,000 ton or around 22,000 cubic meter of waste per month is generated in the two Upazilas which do not have a functioning SWM system.

Solid waste discarded by refugee and host community households, markets both inside and outside the camps, and resulting from the distribution of humanitarian support at random sites lacking management and disposal, is likely to lead to outbreaks of waterborne diseases such as cholera, typhoid fever, diarrhoea and malaria. Environmentally, uncontrolled solid waste will also cause contamination to surface and groundwater sources. The situation will deteriorate in the cyclone and monsoon season.

UNDP with funding from the Swedish International Development Agency (SIDA) is implementing a project called Sustainable Solutions to Solid Waste. This project is a response to the Rohingya crisis in Bangladesh and the pressing SWM needs both in the host communities and refugee camps. The project is 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: a) In the host communities within five unions and one municipality in Ukhia and Teknaf, and b) In the camps, for three-year implementation phase.

In line with establishing solid waste management systems, it is planned to develop a Master Plan on SWM in Teknaf and Ukhia Upazilas to guide projects, funding resources and policies on SWM in the next coming years. To this purpose, the project has conducted an initial SWM Stakeholders' mapping and Gap analysis of technical, legal, and financial aspects related to SWM. One of the main gaps identified were the need to activate the SWM Stakeholders and build some sort of awareness and capacity on the basics of SWM before starting the development of the Master Plan. During December 2020 and January 2021, the SWM Project has activated the Union Parishad, Municipality and Teknaf/Ukhia upazila WATSAN Committees, represented by DPHE; local government authorities and key actors of the wash sector, communities, etc. and provided basic orientation on SWM.

Following that, **UNDP is looking for a consultancy firm that can develop the SWM Master Plan in Teknaf and Ukhia Upazilas, under Cox's Bazar District.**

3. Working Area:

The scope of the SWM Master plan includes all Unions and Pouroshova of Teknaf and Ukhia Upazila, under Cox's Bazar District:

Name of Upazila/Municipality/Union	Number of Locations
Teknaf Unions	06
Teknaf Municipality	01
Ukhia Unions	05
Refugee camps	34
Total	46

4. Objective of hiring a Consultancy firm:

General objective: “Develop the Solid Waste Management (SWM) Master Plan of Teknaf and Ukhia Upazilas, in Cox’s Bazar District”.

The master plan must consider the following aspects:

- Provide baseline data on the existing SWM systems in place (SWM model in place): hard and soft component of the systems.
- Identify the planned/ongoing projects/funds to develop a SWM system in CXB and the areas of development: infrastructure, equipment, operation and maintenance, governance, awareness, capacity building, etc.
- Determine the target year, geographical area and population.
- Consider both refugee camps and host communities population and waste generation and estimations.
- Differentiate between Poroushova and Union Parishads SWM Systems
- Consider the different level of advanced SWM systems in Union Parishad, Municipality and camps.

The Master plan articulates all rules, criteria, approach, established models or good practices, long-term goals, output, priority projects considering 3Rs, composting and final disposal etc. It relates to all stages of solid waste management - considering the environmental, economic, and social aspects - to all generators of waste and a wide range of treatment methods.

The selected consultancy firm needs to contribute to the following outputs:

Output 1 – Develop a SWM Master plan document that guides district authorities / local government and executive agencies on how to take progressively ahead SWM systems for the next 5 years in Teknaf and Ukhia Upazilas.

Output 2 – Conduct a learning-by-doing participatory process to engage the local government and national/international agencies on key discussions and decision making.

5. Scope of work:

Under this assignment, the Consultancy firm will be based in Cox’s Bazar to accomplish the activities and to meet the deliverable targets mentioned in this TOR. The successful Consultancy firm will coordinate with all relevant stakeholders to ensure proper supports in implementing the project activities.

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

S.N	Activities / Description	Targets	No. of Months Required
7.	Desk review documents, meet project staff; and prepare a plan of action with methodology/approach including identification of key stakeholders.	01 plan of action	Completed within 1 week
8.	Description of the current SWM systems in Teknaf and Ukhia Upazillas. This includes field visits to meet with key stakeholders in the project locations and field level observations.	01 SWM baseline document	Completed within 15 days
9.	Description of the main areas of improvement and development of the SWM systems in Teknaf and Ukhia Upazilas. This includes to initiate a round of consultations in each project location at Union, Poroushova, Upazila and District level in bilateral meetings or using existing platforms such as WATSAN Committees, WASH Sector in camps and in host communities, etc.	01 SWM areas of development document	Completed within 15 days
10.	Description of the development plans, projects and approaches for the SWM systems in CXB District (by project location). This includes conversations with donors, local and national government and other key SWM decision makers.	01 SWM gap&resources document	Completed within 15 days
11.	Final draft of the master plan and presentation event: compile all the information in one document and display it by project location (Union and Poroushova, Upazila and District level), emphasizing the three main sections - current system, areas of development, gaps&resources. The final document will be presented for final validation to the government and other SWM key stakeholders.	01 Final document (draft)	Completed within 1 month
12.	Submission of final document which will include the inputs from the validation session and the UNDP team.	01 Final document	Completed within 1 week

6. Expected Key Outputs/Deliverables:

The main deliverables of this assignment are:

Nos. of Deliverables	Deliverable description
Deliverable 1:	Current Solid Waste Management (SWM) system in place in Teknaf and Ukhia Upazila Report (baseline data).
Deliverable 2:	Solid Waste Management (SWM areas of development in Teknaf and Ukhia Upazila Report.
Deliverable 3:	Gaps & Resources of the SWM system in Teknaf and Ukhia Upazila Report and recommendations for master plan.

Deliverable 4:	Final report and validation report: current system, area of development and gaps&resources and per project location.
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7. Institutional Arrangement:

The selected Consultancy firm will operate its activities through own office or UNDP Cox's Bazar sub office and will report directly to the assigned focal person of UNDP. The organizations needs to maintain close coordination with relevant government and non-government officials as well as INGOs/CSOs/NGOs working in the area. Day to day liaison, coordination and reporting will be maintained through dedicated officer of the project from UNDP. **The Consultancy firm will complete all activities and submit final report before the last date of 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.

8. Duration of the Assignment:

Duration of the assignment is 03 months from the signing of Responsible Party Agreement (RPA), from **1st Jun 2021 to 30 August 2021.**

9. Qualifications of the Successful Consultancy firm:

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 for governmental agencies/UN agencies/INGOs in assessing/planning/evaluating of public services related to WASH and SWM programs.**
- II. **Experience of conducting minimum 2 (Two) similar type nationwide services** in the field of waste management in last 3 years. 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 the Consultancy firm:

S.N.	Position	Number	Educational Qualifications	Experiences
1	Team Leader/Lead Researcher	1	Economist / Architect / Environmentalist / Engineer/ Other	5-year experience on conducting assessments/planning/evaluation of WASH public services programs in Bangladesh.
2	Senior Researcher	1	Economist / Architect / Environmentalist / Engineer/ Other	2-year experience in research/ providing services to environmental/engineering programs.

3	Solid Waste Expert	1	Engineer / Environmentalist / Other related background	2-year experience in SWM assessments/planning/implmentation/evaluation projects/program for government authorities in Bangladesh.
Note: If other positions are required, please provide justifications. Experience of the team members in services/research related to the SWM sector in Bangladesh and/or 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 District	11 union, 1 Municipality and 34 refugee camps under 2 upzilas

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

% Payment	Deliverables	Time Line
1 st payment: 50% of the Responsible Party Agreement (RPA contract value)	Upon submission and acceptance of: detailed work plan with methodology of work (i) deliverable 1 (ii) deliverable 2	By July 10 th 2021
2 nd payment: 50% of the total amount.	(iii) deliverable 3 (iv) deliverable 4	BY 25 th August'2021

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

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, overheard 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:

- Responsive/compliant/acceptable, and
- 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.**

SL	Technical Evaluation criteria		Max points
1	Background experience/ Expertise of firm		30
	1.1 Minimum 2 (two) years of experience on providing services for governmental agencies in assessing/planning/evaluating of public services related to WASH and SWM programs.	15	
	1.2 Experience of conducting minimum 2 (Two) similar type nationwide services in the field of waste management in last 3 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	
	Qualifications and competence of the proposed personnel for the assignment		

3	3.1 Team Leader's overall experience and expertise. .	12	25
	3.2 Experience and quality of the Junior Researcher.	5	
	3.2 Experience and quality of the SWM expert.	8	
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

This TOR is approved by:

Marta Kucharski Duran
SWM Project Manager

Annex-4

Declaration

Date:

United Nations Development Programme

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

Assignment _____

Reference: RFP-BD-CXB-2021-004

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,