



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 7, 2021
	REFERENCE: RFP-BD-2021-018

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring Agency to Support the Roll-Out of “Strong Families” – a Family Skills-based Programme as part of UNODC’s Project on Countering the Threats of Drugs and Crime in Cox’s Bazar.**

**Proposals shall be submitted on or before 4.30 p.m. (local time) on Sunday, June 20, 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/unscoc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Krishna Raj Adhikari  
Senior Operations Manager  
**07 June, 2021**

## Description of Requirements

Context of the Requirement	<p>In the recent past, UNODC ROSA had implemented Universal Family Skills programme in Bangladesh in partnership with the GoB<sup>1</sup>. The focal points from different Ministries along with the CSOs were sensitized on the practical implementation of modules in July 2018. The Government Laboratory High School was identified by the Ministry of Secondary Education as the piloting site. All the facilitators who were trained by UNODC and the CSOs participated in the first pilot. In total, 48 families were recruited to participate in the programme. The intent at this level of piloting is to guide the process evaluation of the programme (ease of applicability, content and training qualifications) before moving to data collection phases. Remote booster training was undertaken with facilitators from Bangladesh with the lead developers in order to consolidate feedback received from the process evaluation report. Facilitators from Bangladesh were regrouped in October 2019 in a regional meeting at Jakarta, Indonesia and re-trained on the revised materials to initiate the second phase of evaluation of the programme (effectiveness on changing strengths and difficulties in children and on changing parental capacity to adapt their skills to children needs). This pilot received appreciation from the Government as well as from the families which participated in the programme.</p> <p>The 2 pre-piloting cycles of ‘Strong Families’ programme had very recently been implemented in partnership with Department of Narcotics Control (DNC) and UNHCR, and under the purview of Refugee Relief and Repatriation Commission (RRRC), Cox’s Bazar under the phase I of the project in 2020 among 100 Rohingya refugee families. This had proved to be extremely effective in reducing violence, substance abuse, risky behaviours, and improving mental health for caregivers and children. A total of 16 trainers including previously trained facilitators had been provided ToT in this regard and the training materials had been adapted and translated to the local context.</p> <p>Considering the above, UNODC seeks to engage an experienced Agency to implement 4 more cycles of “Strong Families” programme in a format that is culturally sensitive to the Cox’s Bazar context targeting 200 Rohingya refugee families.</p>
Implementing Partner of UNDP	UNODC
Brief Description of the Required Services	<p><b>Scope of Work and Expected Outputs/ Deliverables</b></p> <p>As a part of the project activities, UNODC would like to commission an agency/ organization to implement the “Strong Families” programme in Cox’s Bazar among refugee and host populations. The organization will be responsible for:</p>

<sup>1</sup> Ministry of Secondary and Higher Education, Ministry of Primary and Mass Education, Ministry of Social Welfare and Department of Narcotics Control.

- Pre-piloting the adapted programme in at least 2 cycles with 100 families. Each cycle entails training national facilitators (who will deliver the programme to families) and actual delivery to families.
- Revising the training materials with the developers based on the inputs received and the experience generated in the pre-pilot.
- Based on the experience from pre-piloting phase, implementing 2 more new cycles of the revised programme with a new group of 100 families.
- Documenting the process of implementation through a quantitative and qualitative report.
- Documenting the effectiveness of the “Strong Families” programme and developing a report to national concerned counterparts including a report on the implementation of “Families UNited” that is ongoing in Bangladesh.

Deliverables should include the following:

- A workplan, including planned timeline, methodology/approach, identification of relevant stakeholders to be consulted, sampling framework, identification of families, data collection and analysis, tools, qualitative and quantitative protocols for data collection and analysis.
- Running 2 pre-pilot cycles and 2 revised cycles between the months of July - December 2021 with the refugee and host populations in Cox’s Bazar.
- Presentation of preliminary findings and revision of training materials based on feedback received.
- Draft assessment report written in English.
- Final assessment report written in English.

### Methodology

Methodology for conducting the pre-pilot and revised cycles, and study will be discussed and finalized in consultation with the concerned team from UNODC. However, following table indicates the implementation process of the pre-pilot which needs to be followed by the research agency/ organization.

#### Implementation Process

Month	Activity
Month 1	Preparatory arrangements and implementation plan in place.
Month 2	The 5-member Research Team will identify 100 families (this number can be adjusted to the context) for pre-piloting cycles. Bear in mind every 4 facilitators will conduct one cycle of Strong Families with 10-12 families.
Month 2-3	Intervention families take part in weekly sessions of Strong Families for 4 weeks. Collect all the necessary data for study now for research analysis.
Month 3-4	6 caregivers and 2 facilitators will be interviewed.
Month 5-6	The Research Team will identify 100 families (this number can be adjusted to the context) for revised

		cycles. Bear in mind every 4 facilitators will conduct one cycle of Strong Families with 10-12 families.		
	Month 6	Draft research report and final report will be produced.		
	<b>Sample Size</b> For this study, the total number of families covered will be 200. There will be 4 cycles and each cycle will cover 50 families. Every 4 facilitators will conduct one cycle with 10-12 families. Participants will be parents or caregivers with at least one child under their care aged between 8-15 years.			
	<b>Inclusion Criteria of Families</b> <ul style="list-style-type: none"><li>- Parents or caregivers who speak Bangla or English with at least one child under their care aged 8-15 years.</li><li>- Willingness to take part in the programme.</li><li>- Availability for the duration of the whole study and measurement meetings.</li></ul>			
	<b>Exclusion Criteria of Families</b> <ul style="list-style-type: none"><li>- Families that have taken part in other family skills training in the past 24 months.</li><li>- Families in which parents/ caregivers live separately from children.</li></ul>			
List and Description of Expected Outputs to be Delivered	<b>Deliverable</b>	<b>Timelines for Completion</b>	<b>Payment Percentage</b>	
	Submission of workplan including the methodology and approach	One month from the issuance of the contract	20%	
	Submission of report after first cycle. The organization will have to submit the report after each cycle and before the next cycle highlighting the key findings on each module of family skills based on the feedback from facilitators.	Two months from the issuance of the contract	40%	
	Submission of report after second cycle highlighting the key findings on each module of family skills based on the feedback from facilitators on each module/process and revision of the training materials.	Four months from the issuance of the contract		

	Submission of report after third and fourth cycles highlighting the key findings on each module of family skills based on the feedback from facilitators on each module/process.	Five months from the issuance of the contract	40%	
	Submission of draft and final Assessment Report after incorporating all the feedback from UNODC	Six months from the issuance of the contract		
Person to Supervise the Work/Performance of the Service Provider	The agency/ organization will work under the overall supervision of the Representative/ Deputy Representative of the UNODC Regional Office for South Asia, and under the direct supervision of the National Programme Coordinator based in Dhaka, Bangladesh in close consultation with the Criminal Justice Expert based at ROSA and the thematic team in UNODC Headquarters.			
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	06 Months			
Target start date	July 10 2021			
Latest completion date	December 2021			
Travels Expected	As indicated in the TOR.			
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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			

activities/sub-activities	
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 checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (BDT) (Conversion rate UNORE June, 2021)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must 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	As mentioned in ToR
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNODC Country Focal Point and UNODC Headquarters
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	Bidder must have adequate technical ability, resources, human resources and processes. As such, following are defined as minimum eligibility criteria:  <b>Experience and Documents Required of the Organization/Agency:</b>

	<ul style="list-style-type: none"> <li>• At least 7 years of experience in conducting programmes related to drug prevention and awareness with communities, specifically with families and adolescents.</li> <li>• Excellent understanding of the UNODC Family Skills Programme including proven knowledge and practical experience in conducting similar Family Skills programme.</li> <li>• Must have valid Trade license, VAT registration, BIN and TIN certificate.</li> <li>• Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured;</li> <li>• The firm must submit at least 3 years latest audited financial report/Bank Statement during tenure of 2017-2020.</li> <li>• Successfully completion of at least two (2) similar assignments in the last 5 years with the evidence of Job completion certificate/ Work Order/ Purchase order from competent authority.</li> <li>• Experience of working with government, INGOs, development partners or UN agency on issues related to drug prevention and family skills programme.</li> </ul> <p><b>Experience &amp; Qualification Required of Key Personnel:</b></p> <p><b>Team Leader: 01 position</b></p> <ul style="list-style-type: none"> <li>• Minimum Master's degree or equivalent in the field of social sciences, public health, or an alternative relevant field.</li> <li>• Minimum of 7 years of overall experience in management of conducting programmes at field level on parenting skills.</li> </ul> <p><b>Project Coordinator: 01 position</b></p> <ul style="list-style-type: none"> <li>• Minimum Bachelor's degree or equivalent in the field of social sciences, public health, or an alternative relevant field.</li> <li>• Minimum 5 years of overall experience in project management, drug prevention and awareness, family-skills, counseling etc.</li> </ul> <p><b>Project Facilitator: 3 position</b></p> <ul style="list-style-type: none"> <li>• Minimum Bachelor's degree or equivalent in the field of social sciences, public health, or an alternative relevant field.</li> <li>• Minimum 3 years of overall experience of project facilitators (3) in drug prevention and awareness, family-skills, counselling etc.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• A good understanding of the local context and cultural sensitivity, specifically in the area of drugs and crime.</li> <li>• Proficient writing, editing and oral communication skills in English and excellent communication and drafting skills in Bangla.</li> <li>• Previous work experience with the UN system is desirable.</li> </ul>
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Note: Necessary document must be submitted to substantiate the above eligibility criteria. Consultancy firm that do not meet the above eligibility criteria shall not be considerate for further evaluation. The firm must provide CV's of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function or other related information.

**Technical Proposal (70%)**

- ☒ Expertise of the Firm
- ☒ Expertise of Key personnel
- ☒ Methodology proposed in the technical proposal

*Basis of Technical evaluation:*

**Technical Criteria Weight - 70 marks**

Technical	Weight-700	Maximum point-700
<b>1. Expertise of firm</b>	<b>200</b>	
1.1 Expertise of firm Profile including list of clients	50	50
1.2 Experience of conducting relevant works	100	100
1.3 Experience of working with government, UN agency, INGOs or development partners on relevant issues	50	50
<b>2. Expertise of Key personnel</b>	<b>200</b>	
2.1 Team Leader relevance of education	50	50
2.2 Project Coordinator relevance of education	20	20
2.3 Project facilitators relevance of education	30	30
2.3 Relevant experience of team leader & team in relevant field	100	100
<b>3. Methodology proposed in the technical proposal</b>	<b>300</b>	
3.1: Demonstration of the understanding of the assignment & proposed solution design for the technical development	100	100
3.2: Technical approach and methodology of the development work and System Piloting.	100	100
3.3 Proposed staffing and work plan with detailed staff engagement schedule	50	50
3.4 Risk Management & Overall flexibility	50	50

	<b>Subtotal</b>	700	700
	<b>Financial proposal</b>	300	300
	<b>Grand Total</b>	1000	1000
	<p>Only firms obtaining a minimum of 70% point of the allocated points for technical criteria would be considered for the Financial Evaluation.</p> <p><b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>		
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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>		
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)	<a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a> <b><i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 13 June, 2021, 1.00 pm.</i></b> <b><i>"Queries on RFP-BD-2021-018"</i></b> 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.		
Other Information [pls. specify]	A pre-proposal meeting will be held <b>Online</b> for the clarification on the bidding document and ToR <b>on 13 June, 2021 at 11:00am using the following link:</b>  <a href="https://undp.zoom.us/j/86920329179?pwd=U3pKUFBiYnZ2SkRG0VZ5dng1N3ZHdz09;">https://undp.zoom.us/j/86920329179?pwd=U3pKUFBiYnZ2SkRG0VZ5dng1N3ZHdz09;</a>  <a href="#">Join Zoom Meeting</a>		



## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)*

[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.*

### 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.*

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**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\* (Financial proposal must be password protected)**

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price</b> <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]: (Financial proposal must be password protected)**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				
<b>Please mention VAT separately with %</b>				

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

*[Designation]*

*[Date]*

## TERMS OF REFERENCE

### **Agency to Support the Roll-Out of “Strong Families” – a Family Skills-based Programme as part of UNODC’s Project on Countering the Threats of Drugs and Crime in Cox’s Bazar**

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#### **Introduction**

The United Nations Office on Drugs and Crime (UNODC) Regional Office for South Asia (ROSA) is currently implementing a project in Bangladesh with an aim to build knowledge, capacities and resilience to counter the threats of drugs and crime in Cox’s Bazar. Through this project, UNODC aims to address the drugs and crime challenges in southeast division of Bangladesh, bordering Myanmar, specifically Cox’s Bazar. The project aims to strengthen existing efforts of the Government, NGOs and UN agencies in Cox’s Bazar by generating evidence on drugs and crime and on safety challenges, and by building capacities of families, caregivers, government and criminal justice interlocutors to respond to such challenges and create awareness among affected populations.

The project shall address the overarching strategic objective of “Building capacities and resilience to counter the threats of drugs and crime in Cox’s Bazar” through the delivery of two pillars under UNODC mandates:

Pillar I: Research and analytical work to generate evidence on the drugs and crime situation, increase knowledge and understanding of drugs and crime issues and expand the evidence base for policy and operational decisions.

Pillar II: Family skills-based programmes to strengthen capacities of families and caregivers to prevent negative social outcomes in children.

The project will adopt an integrated programmatic approach by drawing national, regional and global UNODC expertise to deliver activities in Bangladesh. Furthermore, the project will contribute to the implementation of the UNODC’s Regional Programme for South Asia (2018-2021), especially subprogrammes 1 (Transnational organised crime), 2 (Drugs) and 5 (Crime prevention and criminal justice).

#### **Background**

Family is undoubtedly one of the most influential social institutions. Accordingly, one of the UNODC/WHO interventions described in the International Standards of Drug Use Prevention with “very good” indication of efficacy (based on the wealth of scientific evidence available) are family skills-based programmes. These programmes in essence support caregivers in being better parents and strengthen positive age-specific and age-appropriate family functioning and interactions in general. One of the behaviours positively impacted by these family skills programmes is reduction of violence. The World Health Organisation, in its series of briefings on the existing evidence for Violence Prevention, listed “increasing safe, stable and nurturing relationships between children and their parents and caregivers” as one of the 7 main strategies for preventing interpersonal and self-directed violence<sup>4</sup>. Parenting skills is also one of the 7 (seven) strategies prescribed by the INSPIRE initiative to end violence against children<sup>5</sup>.

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<sup>4</sup> World Health Organization, Violence prevention: the evidence, 2010.

<sup>5</sup> WHO/CDC/End Violence Against Children Global Partnership/ PAHO/ PEPFAR/ Together For Girls/ UNICEF/ UNODC/USAID/ World Bank: INSPIRE seven strategies for ending violence against children 2016.

**This assignment falls under the Pillar II of the project – *Family skills-based programmes: strengthening capacities of families and care-givers to prevent negative social outcomes.***

**UNODC will implement the “Strong Families programme”.** This programme targets families living in challenged and humanitarian settings (including the Internally Displaced, the refugees, those in conflict and post conflict situations, those in very rural settings)<sup>6</sup>. Because they address vulnerabilities and promote protective factors that are common denominators to several factors associated with healthy and safe development, these programmes have been found to be effective in preventing a wide range of social and health outcomes (including violence, crime, educational attainment, mental health, physical health and substance use). Children living in challenged humanitarian settings are at greater risk of mental health difficulties or behavioural problems, with caregivers acting as their main protective factors.

### **Context**

In the recent past, UNODC ROSA had implemented Universal Family Skills programme in Bangladesh in partnership with the GoB<sup>7</sup>. The focal points from different Ministries along with the CSOs were sensitized on the practical implementation of modules in July 2018. The Government Laboratory High School was identified by the Ministry of Secondary Education as the piloting site. All the facilitators who were trained by UNODC and the CSOs participated in the first pilot. In total, 48 families were recruited to participate in the programme. The intent at this level of piloting is to guide the process evaluation of the programme (ease of applicability, content and training qualifications) before moving to data collection phases. Remote booster training was undertaken with facilitators from Bangladesh with the lead developers in order to consolidate feedback received from the process evaluation report. Facilitators from Bangladesh were regrouped in October 2019 in a regional meeting at Jakarta, Indonesia and re-trained on the revised materials to initiate the second phase of evaluation of the programme (effectiveness on changing strengths and difficulties in children and on changing parental capacity to adapt their skills to children needs). This pilot received appreciation from the Government as well as from the families which participated in the programme.

The 2 pre-piloting cycles of ‘Strong Families’ programme had very recently been implemented in partnership with Department of Narcotics Control (DNC) and UNHCR, and under the purview of Refugee Relief and Repatriation Commission (RRRC), Cox’s Bazar under the phase I of the project in 2020 among 100 Rohingya refugee families. This had proved to be extremely effective in reducing violence, substance abuse, risky behaviours, and improving mental health for caregivers and children. A total of 16 trainers including previously trained facilitators had been provided ToT in this regard and the training materials had been adapted and translated to the local context.

Considering the above, UNODC seeks to engage an experienced Agency to implement 4 more cycles of “Strong Families” programme in a format that is culturally sensitive to the Cox’s Bazar context targeting 200 Rohingya refugee families.

### **Overall Objective of the Assignment**

<sup>6</sup> This programme has already been designed and piloted in 9 countries in 10 different languages including on displaced population in Afghanistan, on Afghan refugees in Serbia and on families living in favelas in Dominican Republic. Results on effectiveness on displaced refugees in Afghanistan (first wave of data) is currently considered for publication.

<sup>7</sup> Ministry of Secondary and Higher Education, Ministry of Primary and Mass Education, Ministry of Social Welfare and Department of Narcotics Control.

The overall objective of the assignment, which falls under Pillar II of the project, will focus on family skills-based programmes to strengthen capacities of families and caregivers to prevent negative social outcomes in children. “Strong Families” had been developed for use among families in challenged settings and has already been successfully piloted in 7 countries.

The assignment is to specifically improve family skills, caregivers’ and children’s well-being, and cultural acceptability through a tool adapted to the local context with the help of a cultural adaptation team. At the beginning, the adapted programme will be pre-piloted in at least 2 cycles among 100 families. Each cycle entails training national facilitators (who will deliver the programme to families) and actual delivery to families. Based on the experience from pre-piloting phase, 2 new cycles of the revised programme will be implemented with a new group of 100 families.

### **Specific Objectives**

- To train refugee families including parents, caregivers and children on family skills issues.
- To assess the level of effect for participating parents, caregivers and children in Cox’s Bazar concerning both refugee and host populations.
- To assess parents’ parenting skills, parental confidence.
- To assess children’s behaviour.
- To assess reduction in risky behaviours.
- To assess improvement of mental health for caregivers and children.
- To identify the findings from the programme and compile the findings into a draft report.
- To review the initial findings and based on feedback from UNODC, produce the final report.

### **Scope of Work and Expected Outputs/ Deliverables**

As a part of the project activities, UNODC would like to commission an agency/ organization to implement the “Strong Families” programme in Cox’s Bazar among refugee and host populations. The organization will be responsible for:

- Pre-piloting the adapted programme in at least 2 cycles with 100 families. Each cycle entails training national facilitators (who will deliver the programme to families) and actual delivery to families.
- Revising the training materials with the developers based on the inputs received and the experience generated in the pre-pilot.
- Based on the experience from pre-piloting phase, implementing 2 more new cycles of the revised programme with a new group of 100 families.
- Documenting the process of implementation through a quantitative and qualitative report.
- Documenting the effectiveness of the “Strong Families” programme and developing a report to national concerned counterparts including a report on the implementation of “Families UNited” that is ongoing in Bangladesh.

Deliverables should include the following:

- A workplan, including planned timeline, methodology/approach, identification of relevant stakeholders to be consulted, sampling framework, identification of families, data collection and analysis, tools, qualitative and quantitative protocols for data collection and analysis.
- Running 2 pre-pilot cycles and 2 revised cycles between the months of July - December 2021 with the refugee and host populations in Cox’s Bazar.

- Presentation of preliminary findings and revision of training materials based on feedback received.
- Draft assessment report written in English.
- Final assessment report written in English.

### Methodology

Methodology for conducting the pre-pilot and revised cycles, and study will be discussed and finalized in consultation with the concerned team from UNODC. However, following table indicates the implementation process of the pre-pilot which needs to be followed by the research agency/ organization.

#### Implementation Process

Month	Activity
Month 1	Preparatory arrangements and implementation plan in place.
Month 2	The 5-member Research Team will identify 100 families (this number can be adjusted to the context) for pre-piloting cycles. Bear in mind every 4 facilitators will conduct one cycle of Strong Families with 10-12 families.
Month 2-3	Intervention families take part in weekly sessions of Strong Families for 4 weeks. Collect all the necessary data for study now for research analysis.
Month 3-4	6 caregivers and 2 facilitators will be interviewed.
Month 5-6	The Research Team will identify 100 families (this number can be adjusted to the context) for revised cycles. Bear in mind every 4 facilitators will conduct one cycle of Strong Families with 10-12 families.
Month 6	Draft research report and final report will be produced.

### Sample Size

For this study, the total number of families covered will be 200. There will be 4 cycles and each cycle will cover 50 families. Every 4 facilitators will conduct one cycle with 10-12 families. Participants will be parents or caregivers with at least one child under their care aged between 8-15 years.

#### Inclusion Criteria of Families

- Parents or caregivers who speak Bangla or English with at least one child under their care aged 8-15 years.
- Willingness to take part in the programme.
- Availability for the duration of the whole study and measurement meetings.

#### Exclusion Criteria of Families

- Families that have taken part in other family skills training in the past 24 months.
- Families in which parents/ caregivers live separately from children.

#### Specific Deliverables and Payment Terms:

Deliverable	Timelines for Completion	Payment Percentage
Submission of workplan including the methodology and approach	One month from the issuance of the contract	20%



Submission of report after first cycle. The organization will have to submit the report after each cycle and before the next cycle highlighting the key findings on each module of family skills based on the feedback from facilitators.	Two months from the issuance of the contract	40%
Submission of report after second cycle highlighting the key findings on each module of family skills based on the feedback from facilitators on each module/process and revision of the training materials.	Four months from the issuance of the contract	
Submission of report after third and fourth cycles highlighting the key findings on each module of family skills based on the feedback from facilitators on each module/process.	Five months from the issuance of the contract	40%
Submission of draft and final Assessment Report after incorporating all the feedback from UNODC	Six months from the issuance of the contract	

### **Financial Proposal Submission**

The agency is expected to submit budget including costs for travel and accommodation of the facilitators; any remuneration paid to the research team or facilitators; incidental expenses such as materials for running the cycles; refreshments; banner costs; certificates etc. in the financial proposal.

#### **Note:**

- Any kind of miscellaneous charges i.e. internet, phone, etc. would not be reimbursed.
- Please note proposals without financial proposal will not be considered.

### **Time Frame**

The contract duration will be for a period of six (6) months from 10 July to 31 December 2021(Tentative).

### **Reporting and Communication**

The agency/ organization will work under the overall supervision of the Representative/ Deputy Representative of the UNODC Regional Office for South Asia, and under the direct supervision of the National Programme Coordinator based in Dhaka, Bangladesh in close consultation with the Criminal Justice Expert based at ROSA and the thematic team in UNODC Headquarters.

### **Award of the Contract**

The contract shall be awarded to the agency/ organization whose offer has been evaluated and determined as:

- Responsive to the criteria outlined in the TOR.
- Having received the highest score of a pre-determined set of technical and financial criteria specific to the solicitation and based on cumulative criteria.

**Annex-4**

**Declaration**

Date:

**United Nations Development Programme**

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

Assignment \_\_\_\_\_

**Reference:** RFP-BD-2021-018

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,

\_\_\_\_\_  
Name

Designation

Organization name with seal