



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 21, 2021
	REFERENCE: RFP-BD-2021-021

Dear Sir / Madam:

On behalf of UNODC, UNDP Bangladesh is kindly request you to submit your Proposal for **Hiring Agency to Carry Out the First Representative Crime Victimization and Drug Use Survey in Cox's Bazar as part of UNODC Project on Countering the Threats of Drugs and Crime in Cox's Bazar District, Bangladesh.**

Proposals shall be submitted on or before 4.30 p.m. (local time) on Sunday, July 04, 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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Krishna Raj Adhikari
Senior Operations Manager

21 June, 2021



Annex 1

Description of Requirements

Context of the Requirement	<p>The People's Republic of Bangladesh has an estimated population of 161 million. The majority of the population is young: approximately 75 million are under 25 (27% 0-14 and 38.14% 15-24). Among those, 46.40% are women (approximately 35 million). The Cox's Bazar (CXB) district is located in Bangladesh's Chittagong Division, a coastal area bounded by Myanmar and the Bay of Bengal. CXB is home to 2.3 million Bangladeshi nationals and approximately 900,000 Rohingya from Myanmar, hosted by the GoB in 34 camps. Due to lack of available land, the camps remain highly congested giving rise to a plethora of unmet basic needs. These areas are also beset with other problems such as malnutrition, disease and violence as well as continued vulnerability to trafficking, prostitution and drug peddling among other social problems. The overall population of Cox's Bazar district has also become vulnerable to increasing criminological phenomena related to serious crimes, where different forms of organized and non-organized crimes overlap and intertwine. The area is and has been vulnerable to arms, narcotics and human trafficking and human smuggling, armed robbery against ships, money laundering and transnational crime. The population in camps also appears to be affected by such a criminal environment due to the proximity of the porous border with Myanmar. The port city of Chittagong makes the district more attractive to criminals as the port can be used as an entry/exit point for all types of illicit trafficking.</p> <p>Bangladesh is also a destination and transit country for illicit drugs – particularly methamphetamines locally known as 'yaba', smuggled through the porous Myanmar-Bangladesh border. There has been a sharp increase in the supply of, and demand for, synthetic drugs across East and South-East Asia and in Bangladesh. According to the latest trends and patterns of amphetamine-type stimulants trafficking, seizure data has indicated the movement of significant and increasing quantities of methamphetamine tablets being trafficked from Myanmar to Bangladesh. This is bound to affect communities in and around Cox's Bazar. The westward flow of methamphetamine tablets from Myanmar to Bangladesh has increased continually in the past 10 years. The Bangladesh-Myanmar border can be marked with vulnerabilities and sources of national security concerns for the Government of Bangladesh. In conclusion, this particular border region has become a global flashpoint due to a large-scale influx of populations originating from Northern Rakhine State in Myanmar, illegal trade in goods, narcotics, small arms and light weapons, and human trafficking and human smuggling from Myanmar to Bangladesh and destined also for India, the Middle East and Central Asia.</p> <p>Challenges relating to drugs and crime are a source of insecurity not only for Cox's Bazar, but also the Chittagong Hill Tracts and Bangladesh as a whole. There is a need to examine the situation further in order to ensure timely and appropriate action to address the mentioned criminal impacts. Considering the above,</p>
----------------------------	--

	UNODC seeks an experienced Agency to implement a crime-victimization and drug use survey in a format that is culturally sensitive to the Cox's Bazar context.
Implementing Partner of UNDP	UNODC
Brief Description of the Required Services	<p>The survey will be carried out by the selected agency in Cox's Bazar among the refugees and host communities, with technical support from UNODC. The Agency will receive methodological guidance for the implementation of the previously developed survey instruments and is expected to engage with local stakeholders. In particular,</p> <ul style="list-style-type: none"> ▪ UNODC will be responsible for developing the survey questionnaire in English and for providing a draft manual for supervisors and interviewers, as well as overall guidance and technical support to the survey methodology and setting the standards for quality assurance. ▪ UNODC will supervise the technical conduct of the survey by the selected Agency by ensuring that methodology strictly follows guidelines provided by UNODC and by controlling its quality to meet the defined standards. This will include the setting up of a mechanism to monitor and ensure quality of survey operations. UNODC will also supervise and control the management of the survey and ensure workplan is respected. ▪ With technical support from UNODC, the Agency will be responsible for the survey implementation. The Agency will recruit required number of enumerators and train them accordingly in order to implement the survey. These activities will be implemented according to a technical proposal to be submitted to UNODC. <p>The Agency is expected to:</p> <ul style="list-style-type: none"> ▪ Translate the survey instruments into Bengali and Rohingya language, as applicable, and administer the survey for measuring crime victimization and drug use among host community and refugees living in the camps. ▪ Liaise with local actors to secure the necessary authorizations for carrying out fieldwork and conduct the survey. ▪ Produce a technical report on the implementation of the survey, including specific aspects related to data collection and the methodological framework. <p>Deliverables should include the following:</p> <ul style="list-style-type: none"> ▪ A workplan, including planned timeline, methodologies/approaches, sampling framework, identification of families and individuals, data collection tools and techniques, and quantitative protocols for data collection. ▪ Translated survey instruments in Bengali and Rohingya languages, as applicable.

- Technical report on the implementation of the survey, including specific aspects related to data collection, collected data and the methodological framework on crime victim and drug use.
- Raw and clean survey data and presentation of preliminary findings.

Methodology

The methodology for conducting the crime victim and drug use survey will be discussed and finalized in consultation with the concerned team from UNODC. The following table indicates the implementation process of the survey to be followed by the Agency.

Implementation Process

Month	Activity
Month 1	Training of enumerators (to be coordinated by the Agency)
Month 2	Identification of 5,000 individuals (50% each from host and refugee community) in Cox's Bazar district by the Agency (this number can be adjusted to the context).
Month 2-3	Administration of the survey in phases in the host community and refugees living in camps and collection of all survey data.
Month 4	Data scrutiny and validation.
Month 5	Delivery of technical report on the implementation of the survey, including specific aspects related to data collection and the methodological framework.

Sample Size

For this survey, the total number of individuals will be 5,000. Participants will include members of refugee and host community (50% each from host and refugee community) of various age groups.

Technical Proposal by the Agency

The Agency will develop a technical proposal that will define survey methodology and operational arrangements, including a detailed workplan and budget to carry out the survey. The proposal will identify the required net sample size to produce significant estimates of crime victimization and drug use prevalence at the host community and refugee population and by age and sex.

Activities and Tangible Outputs

The proposal will describe:

- Survey sample frame (including a detailed description of the quality of the sample frame available to the Agency), sample design and sample size;
- Survey mode and method to select respondents and replacement strategy;
- Modalities, size and planned location of pilot survey;
- Selection and training of supervisors, interviewers and monitors;

	<ul style="list-style-type: none"> ▪ Organization of fieldwork; ▪ Modalities of data checking, entry and editing, including software used for data entry and data storage; ▪ Time plan of activities; ▪ Risk factors and remedial strategies; ▪ Financial proposal including detail cost of each activity, with specification of cost per unit, when applicable. 		
List and Description of Expected Outputs to be Delivered	Activity	Description	Output
	A.1	Stakeholders meeting(s) to present survey programme and collect relevant feedback (including from the department of narcotics control and civil society organizations)	Report on meeting(s) with national stakeholders and data users
	A.2	Development of a draft survey methodology based on the questionnaire to be submitted to UNODC	Short presentation of planned survey methodology based on questionnaire
	A.3	Consultation with national stakeholders and with UNODC	Questionnaire for pilot survey translated into Bengali and Rohingya language.
	A.4	Finalization of the manual for supervisors and interviewers	Manual finalized in Bengali and Rohingya language, as applicable.
	A.5	Training of supervisors and interviewers	Report on trainings
	A.6	Pilot survey (approx. 300 interviews) to test survey questionnaire and survey operations	Technical report on pilot survey according to structure provided by UNODC
	A.7	Technical report on pilot data collection	Report on pilot survey indicating methodological and operational challenges and possible solutions
	A.8	Final questionnaire for field work agreed upon with national stakeholders and UNODC	Translated versions of questionnaire in Bengali and Rohingya language, including back-translation where required

	A.9	Printing/reproduction of the questionnaire (desired sample + 10%)	Printed/reproduced questionnaires in Bengali and Rohingya language
	A.10	Organization of fieldwork, with related quality checks	Fieldwork plan and description of tasks
	A.11	Results of quality control monitoring mechanism evaluated	Report on quality control measures taken, findings and measures taken to address quality problems
	A.12	Coding of the questionnaire into the selected data collection/entry tool	Coded questionnaire with in-built consistency checks
	A.13	Data collection	Completed questionnaires
	A.14	Questionnaire checking and editing	Report on data entry and checking
	A.15	Data checking	Clean data
	A.16	Preparation of dataset in STATA and SPSS formats, as per specifications by UNODC	Dataset in STATA and SPSS formats with codebook
	A.17	Preparation of technical report on data collection	Technical report on data collection, according to structure provided by UNODC, including assessment of data quality
	A.18	Auditing of project expenses	Audit report
<p>The proposal will include a detailed description of the survey quality assurance framework; in particular, this framework will specify:</p> <ul style="list-style-type: none"> ▪ Quality control measures that will be taken at the various stages of the survey¹, ▪ Quantitative indicators that will be used to assure quality of fieldwork and data entry, ▪ Identify stages/operations where an external monitoring mechanism is recommended to ensure effective and transparent monitoring of survey operations. <p>Taking into account the proposed quality assurance framework, UNODC will identify specific quality standards that will have to be met by the Agency. Such standards will form part of the contractual agreement with the Agency. Technical Proposal must include the timeline, methodology and plan of action.</p> <p>The Agency will receive payments upon the satisfactory submission of the specific deliverables and approval by UNODC as per the schedule of payments above.</p>			

	Specific Deliverables and Payment Terms:	
	Deliverable	Percentage and tentative payment schedule
	Submission of workplan, including planned timeline, methodologies/approaches, sampling framework, identification of families and individuals, data collection tools and techniques, and quantitative protocols for data collection.	20% (End of July 2021)
	Submission of translated survey instruments in Bengali and Rohingya languages, as applicable.	40% (End of September 2021)
	Submission of draft technical report on the implementation of the survey, including specific aspects related to data collection, collected data and the methodological framework on crime victim and drug use.	
	Submission of raw and clean survey data and presentation of preliminary findings.	40% (End of November 2021)
Delivery of final technical report on the implementation of the survey, including specific aspects related to data collection and the methodological framework.		
Person to Supervise the Work/Performan	The Agency will work under the overall supervision of the Representative/ Deputy Representative of the UNODC Regional Office for South Asia (ROSA), and under the direct supervision of the National Programme Coordinator, UNODC Programme Office in Bangladesh and in close consultation with the Data	

¹ Examples of such measures include: establishment of a field monitoring team; interviews back-checked by independent monitors; quality control measures during translation of the questionnaire, etc.

ce of the Service Provider	Development and Dissemination Section, UNODC Headquarters, in Vienna, Austria, the UNODC-KOSTAT Centre of Excellence for Statistics on Crime and Criminal Justice in Asia and the Pacific, in Daejeon, Republic of Korea, as well as in coordination with the Criminal Justice Expert based at ROSA.
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	05 Months
Target start date	July 15 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 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 checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro



	<input checked="" type="checkbox"/> Local Currency (BDT) (Conversion rate UNORE July, 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: Experience and Documents Required of the Organization/Agency: <ul style="list-style-type: none"> ▪ At least 5 years of overall experience in conducting research, preferably in the fields of drugs, crime and safety issues and other relevant areas. ▪ Minimum 1 assignment of carrying out surveys in the context of the Rohingya refugee crisis. ▪ Proven understanding of the UNODC/UN research programmes, protocols and modules including proven knowledge and practical experience in conducting similar research programme. ▪ Must have valid Trade license, VAT registration, BIN and TIN certificate. ▪ The firm must submit at least 3 years latest audited financial report during tenure of 2017-2020.

	<ul style="list-style-type: none"> ▪ Successful completion 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. ▪ Team composed of minimum 8 people, including a team leader with understanding of drugs and crime related issues and victimization within communities. ▪ Experience of working with government, INGOs, development partners or UN agency on issues related to drugs and crime, and research programme. <p>Experience & Qualification Required of Key Personnel:</p> <p>Team Leader: 01</p> <ul style="list-style-type: none"> • Master's degree or equivalent in the field of social sciences, criminology, or an alternative relevant field; • Minimum of 10 years of overall experience of the team leader in various research programmes at field level including leading atleast 2 similar assignments/projects. <p>Project Coordinator: 01</p> <ul style="list-style-type: none"> • Minimum Bachelor's degree or equivalent in the field of social sciences, criminology, or an alternative relevant field; • Minimum 5 years of overall experience of project coordinators in various research programmes, drug and crime related issues, victimization etc. <p>Project Facilitator: 6</p> <ul style="list-style-type: none"> • Minimum Bachelor's degree or equivalent in the field of social sciences, criminology, or an alternative relevant field • Minimum 2 years of overall experience of project facilitators in research programmes, drugs and crime related issues, victimization etc.; <p>Note: In addition to the above indicated minimum human resource, the firm can propose additional staff to complete the project within the stipulated timeline.</p> <p>Competencies</p> <ul style="list-style-type: none"> • A good understanding of the local context and cultural sensitivity, specifically in the areas of drugs and crime. • Proficient writing, editing and oral communication skills in English and excellent communication and drafting skills in Bengali and Rohingya language.
--	---

- Previous work experience with the UN system is desirable.

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 - 700 marks

Technical	Weight-700	Maximum point-700
1. Expertise of firm	200	
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
2. Expertise of Key personnel	200	
2.1 Rationale of proposed staffing and work plan with detailed staff engagement schedule	50	50
2.2 Team Leader relevance of education & Relevant experience	70	20
2.3 Project Coordinator relevance of education & Relevant experience	50	30
2.4 Project facilitators relevance of education Relevant experience	30	100
3. Methodology proposed in the technical proposal	300	
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
	Subtotal	700	700
	Financial proposal	300	300
	Grand Total	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>Financial Proposal (30%) 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: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html		
Annexes to this RFP	<input checked="" type="checkbox"/> Description of Requirements(Annex 1) <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)	bd.procurement@undp.org <i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 27 June, 2021, 1.00 pm.</i> <i>"Queries on RFP-BD-2021-021"</i> 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]	<p>A pre-proposal meeting will be held Online for the clarification on the bidding document and ToR on 27 June, 2021 at 11:00 am using the following link: https://undp.zoom.us/j/83617492849?pwd=NXkzNXpBWwXNVL1ZTUjN6V0tWl2ttQT09; Join Zoom Meeting </p>		

Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[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.

C. Qualifications of Key Personnel

² This serves as a guide to the Service Provider in preparing the Proposal.

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

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)

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
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)

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				
Please mention VAT separately with %				

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

[Designation]

[Date]

Annex-3 TERMS OF REFERENCE

Agency to Carry Out the First Representative Crime Victimization and Drug Use Survey in Cox's Bazar as part of UNODC Project on Countering the Threats of Drugs and Crime in Cox's Bazar District, Bangladesh

Introduction

The United Nations Office on Drugs and Crime (UNODC) has been delivering technical assistance in the South Asia region for over two decades, covering six countries: Bangladesh, Bhutan, India, Maldives, Nepal and Sri Lanka. Such assistance has been delivered in Bangladesh through its Programme Office in Dhaka. UNODC is currently implementing a project in Bangladesh with the 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, crime and safety challenges in Southeast division of Bangladesh, bordering Myanmar, specifically Cox's Bazar. The project aims to strengthen existing efforts of government, NGOs and UN agencies in Cox's Bazar by generating evidence on drugs, crime and safety challenges, building capacities of families, caregivers, government and criminal justice interlocutors to respond to such challenges and create awareness among affected populations. UNODC, as guardian of bedrock UN conventions against crime and corruption, and as a lead provider of assistance to implement the drug conventions and the global counter-terrorism instruments, as well as UN standards and norms on crime prevention and criminal justice, helps countries address acute threats to peace and security and achieve progress towards the Sustainable Development Goals. As the UN's key agency on drug control and crime prevention, UNODC is well positioned to undertake this project, in close collaboration with UNHCR, the Government of Bangladesh (GoB), civil society and concerned UN Agencies.

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

Background

The People's Republic of Bangladesh has an estimated population of 161 million. The majority of the population is young: approximately 75 million are under 25 (27% 0-14 and 38.14% 15-24). Among those, 46.40% are women (approximately 35 million). The Cox's Bazar (CXB) district is located in Bangladesh's Chittagong Division, a coastal area bounded by Myanmar and the Bay of Bengal. CXB is home to 2.3 million Bangladeshi nationals and approximately 900,000 Rohingya from Myanmar, hosted by the GoB in 34 camps. Due to lack of available land, the camps remain highly congested giving rise to a plethora of unmet basic needs. These areas are also beset with other problems such as malnutrition, disease and violence as well as continued vulnerability to trafficking, prostitution and drug peddling among other social problems. The overall population of Cox's Bazar district has also become vulnerable to increasing criminological phenomena related to serious crimes, where different forms of organized and non-organized crimes overlap and intertwine. The area is and has been vulnerable to arms, narcotics and human trafficking and human smuggling, armed robbery against ships, money laundering and transnational crime. The population in camps also appears to be affected by such a criminal environment due to the proximity of the porous border with Myanmar. The port city of Chittagong makes the district more attractive to criminals as the port can be used as an entry/exit point for all types of illicit trafficking.

Bangladesh is also a destination and transit country for illicit drugs – particularly methamphetamines locally known as 'yaba', smuggled through the porous Myanmar-Bangladesh border. There has been a sharp increase in the supply of, and demand for, synthetic drugs across East and South-East Asia and in Bangladesh. According to the latest trends and patterns of amphetamine-type stimulants trafficking, seizure data has indicated the movement of significant and increasing quantities of methamphetamine tablets being trafficked from Myanmar to Bangladesh. This is bound to affect communities in and around Cox's Bazar. The westward flow of methamphetamine tablets from Myanmar to Bangladesh has increased continually in the past 10 years. The Bangladesh-Myanmar border can be marked with vulnerabilities and sources of national security concerns for the Government of Bangladesh. In conclusion, this particular border region has become a global flashpoint due to a large-scale influx of populations originating from Northern Rakhine State in Myanmar, illegal trade in goods, narcotics, small arms and light weapons, and human trafficking and human smuggling from Myanmar to Bangladesh and destined also for India, the Middle East and Central Asia.

Challenges relating to drugs and crime are a source of insecurity not only for Cox's Bazar, but also the Chittagong Hill Tracts and Bangladesh as a whole. There is a need to examine the situation further in order to ensure timely and appropriate action to address the mentioned criminal impacts. Considering the above, UNODC seeks an experienced Agency to implement a crime-victimization and drug use survey in a format that is culturally sensitive to the Cox's Bazar context.

Overall Objective of the Assignment

The assignment aims at generating evidence on the drugs and crime situation in Cox's Bazar district through the administration of an experience-based crime-victimization and drug use survey. The survey instrument will be developed by the UNODC team and it will be adapted to the local context to measure victimization and specific crime and drug-related issues in the refugee camps and the host community. The survey aims at collecting evidence on forms of gender-based violence, petty crimes, corruption, trafficking affecting daily life of citizens, and other types of victimization in order to assess their prevalence and prevailing typologies. This information will be put in a broader context by investigating drugs and crime perceptions, opinions of citizens about public administration and public integrity and reporting practices. Evidence derived from the survey will provide benchmark indicators that can be

used to inform relevant policies and track future progress, while ensuring international comparability with surveys of similar nature carried out in other countries.

Specific Objectives

The crime victim and drug use survey in Cox's Bazar district aims at collecting baseline information on:

- Direct experiences of violence, harassment, corruption, gender-based violence, petty crimes, homicide and drug use by host community and refugees living in the camps;
- Opinions and perceptions by host community and refugees living in the camps about recent trends and patterns on crime victim and drug use;
- Experience of reporting violence, corruption, drugs and other crimes to public authorities;
- Experience of access to formal and non-formal justice mechanism;

Scope of Work and Expected Outputs/ Deliverables

The survey will be carried out by the selected agency in Cox's Bazar among the refugees and host communities, with technical support from UNODC. The Agency will receive methodological guidance for the implementation of the previously developed survey instruments and is expected to engage with local stakeholders. In particular,

- UNODC will be responsible for developing the survey questionnaire in English and for providing a draft manual for supervisors and interviewers, as well as overall guidance and technical support to the survey methodology and setting the standards for quality assurance.
- UNODC will supervise the technical conduct of the survey by the selected Agency by ensuring that methodology strictly follows guidelines provided by UNODC and by controlling its quality to meet the defined standards. This will include the setting up of a mechanism to monitor and ensure quality of survey operations. UNODC will also supervise and control the management of the survey and ensure workplan is respected.
- With technical support from UNODC, the Agency will be responsible for the survey implementation. The Agency will recruit required number of enumerators and train them accordingly in order to implement the survey. These activities will be implemented according to a technical proposal to be submitted to UNODC.

The Agency is expected to:

- Translate the survey instruments into Bengali and Rohingya language, as applicable, and administer the survey for measuring crime victimization and drug use among host community and refugees living in the camps.
- Liaise with local actors to secure the necessary authorizations for carrying out fieldwork and conduct the survey.
- Produce a technical report on the implementation of the survey, including specific aspects related to data collection and the methodological framework.

Deliverables should include the following:

- A workplan, including planned timeline, methodologies/approaches, sampling framework, identification of families and individuals, data collection tools and techniques, and quantitative protocols for data collection.

- Translated survey instruments in Bengali and Rohingya languages, as applicable.
- Technical report on the implementation of the survey, including specific aspects related to data collection, collected data and the methodological framework on crime victim and drug use.
- Raw and clean survey data and presentation of preliminary findings.

Methodology

The methodology for conducting the crime victim and drug use survey will be discussed and finalized in consultation with the concerned team from UNODC. The following table indicates the implementation process of the survey to be followed by the Agency.

Implementation Process

Month	Activity
Month 1	Training of enumerators (to be coordinated by the Agency)
Month 2	Identification of 5,000 individuals (50% each from host and refugee community) in Cox's Bazar district by the Agency (this number can be adjusted to the context).
Month 2-3	Administration of the survey in phases in the host community and refugees living in camps and collection of all survey data.
Month 4	Data scrutiny and validation.
Month 5	Delivery of technical report on the implementation of the survey, including specific aspects related to data collection and the methodological framework.

Sample Size

For this survey, the total number of individuals will be 5,000. Participants will include members of refugee and host community (50% each from host and refugee community) of various age groups.

Technical Proposal by the Agency

The Agency will develop a technical proposal that will define survey methodology and operational arrangements, including a detailed workplan and budget to carry out the survey. The proposal will identify the required net sample size to produce significant estimates of crime victimization and drug use prevalence at the host community and refugee population and by age and sex.

Activities and Tangible Outputs

The proposal will describe:

- Survey sample frame (including a detailed description of the quality of the sample frame available to the Agency), sample design and sample size;

- Survey mode and method to select respondents and replacement strategy;
 - Modalities, size and planned location of pilot survey;
 - Selection and training of supervisors, interviewers and monitors;
 - Organization of fieldwork;
 - Modalities of data checking, entry and editing, including software used for data entry and data storage;
 - Time plan of activities;
 - Risk factors and remedial strategies;
-
- Financial proposal including detail cost of each activity, with specification of cost per unit, when applicable.

The following table provides the list of activities and outputs to be included in the proposal.

Activity	Description	Output
A.1	Stakeholders meeting(s) to present survey programme and collect relevant feedback (including from the department of narcotics control and civil society organizations)	Report on meeting(s) with national stakeholders and data users
A.2	Development of a draft survey methodology based on the questionnaire to be submitted to UNODC	Short presentation of planned survey methodology based on questionnaire
A.3	Consultation with national stakeholders and with UNODC	Questionnaire for pilot survey translated into Bengali and Rohingya language.
A.4	Finalization of the manual for supervisors and interviewers	Manual finalized in Bengali and Rohingya language, as applicable.
A.5	Training of supervisors and interviewers	Report on trainings
A.6	Pilot survey (approx. 300 interviews) to test survey questionnaire and survey operations	Technical report on pilot survey according to structure provided by UNODC
A.7	Technical report on pilot data collection	Report on pilot survey indicating methodological and operational challenges and possible solutions
A.8	Final questionnaire for field work agreed upon with national stakeholders and UNODC	Translated versions of questionnaire in Bengali and Rohingya language, including back-translation where required
A.9	Printing/reproduction of the questionnaire (desired sample + 10%)	Printed/reproduced questionnaires in Bengali and Rohingya language
A.10	Organization of fieldwork, with related quality checks	Fieldwork plan and description of tasks
A.11	Results of quality control monitoring mechanism evaluated	Report on quality control measures taken, findings and measures taken to address quality problems
A.12	Coding of the questionnaire into the selected data collection/entry tool	Coded questionnaire with in-built consistency checks
A.13	Data collection	Completed questionnaires
A.14	Questionnaire checking and editing	Report on data entry and checking
A.15	Data checking	Clean data
A.16	Preparation of dataset in STATA and SPSS formats, as per specifications by UNODC	Dataset in STATA and SPSS formats with codebook

Activity	Description	Output
A.17	Preparation of technical report on data collection	Technical report on data collection, according to structure provided by UNODC, including assessment of data quality
A.18	Auditing of project expenses	Audit report

Quality Assurance Framework

The proposal will include a detailed description of the survey quality assurance framework; in particular, this framework will specify:

- Quality control measures that will be taken at the various stages of the survey⁴,
- Quantitative indicators that will be used to assure quality of fieldwork and data entry,
- Identify stages/operations where an external monitoring mechanism is recommended to ensure effective and transparent monitoring of survey operations.

Taking into account the proposed quality assurance framework, UNODC will identify specific quality standards that will have to be met by the Agency. Such standards will form part of the contractual agreement with the Agency. Technical Proposal must include the timeline, methodology and plan of action.

Specific Deliverables and Payment Terms

Deliverable	Activity as per the above table	Percentage and tentative payment schedule
Submission of workplan, including planned timeline, methodologies/approaches, sampling framework, identification of families and individuals, data collection tools and techniques, and quantitative protocols for data collection.	A1 - A3	20% (End of July 2021)
Submission of translated survey instruments in Bengali and Rohingya languages, as applicable.	A4 – A13	40% (End of October 2021)
Submission of draft technical report on the implementation of the survey, including specific aspects related to data collection, collected data and the methodological framework on crime victim and drug use.		
Submission of raw and clean survey data and presentation of preliminary findings.	A14 – A18	

⁴ Examples of such measures include: establishment of a field monitoring team; interviews back-checked by independent monitors; quality control measures during translation of the questionnaire, etc.

Delivery of final technical report on the implementation of the survey, including specific aspects related to data collection and the methodological framework.		40% (End of November 2021)
---	--	----------------------------

The Agency will receive payments upon the satisfactory submission of the specific deliverables and approval by UNODC as per the schedule of payments above.

Financial Proposal

A financial proposal according to the description above needs to be included in the proposal by the Agency, where unit costs for all activities need to be specified. No overhead cost can be included in the proposal, i.e. all costs needed to implement the action must be indicated in the budget. In order to cost the fieldwork, it should be taken into account that each interview should last about 30 minutes, on average. Any kind of miscellaneous charges e.g. internet, phone etc. would not be reimbursed. Please note proposals without the financial proposal will not be considered.

Travel & DSA Clause

All the required travel related expenses must be included in the financial proposal.

Time Frame

The contract will be for 5 months starting from 15 July to 15 December 2021. (Tentative)

Reporting and Communication

The Agency will work under the overall supervision of the Representative/ Deputy Representative of the UNODC Regional Office for South Asia (ROSA), and under the direct supervision of the National Programme Coordinator, UNODC Programme Office in Bangladesh and in close consultation with the Data Development and Dissemination Section, UNODC Headquarters, in Vienna, Austria, the UNODC-KOSTAT Centre of Excellence for Statistics on Crime and Criminal Justice in Asia and the Pacific, in Daejeon, Republic of Korea, as well as in coordination with the Criminal Justice Expert based at ROSA.

Award of the Contract

The contract shall be awarded to the Agency 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.

Financial Proposal (including training cost, fees, travel cost, DSA, and other relevant expenses)

- (i) The financial proposal shall specify a total delivery amount in BDT (including training and workshop cost, fees and all associated costs) i.e. travel cost, subsistence per diems, printing costs and overhead recharges.
- (ii) 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.
- (iii) Payments will be based upon output, i.e. upon delivery of the services specified in the ToR.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable.

Annex-4

Declaration

Date:

United Nations Development Programme

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

Assignment _____

Reference: RFP-BD-2021-021

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