



**REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)**

NAME & ADDRESS OF FIRM	DATE: August 5, 2021
	REFERENCE: RFP-BD-2021-027

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring Firm for Conducting Mid-term Evaluation of Support to Host Communities Affected by the Rohingya Influx Project (SHARIP)**

Proposals shall be submitted on or before 4.30 p.m. (local time) on Thursday, August 19, 2021

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

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

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

Username: event.guest

Password: why2change

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

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

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

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

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

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

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html> UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Krishna Raj Adhikari
Senior Operations Manager, UNDP
Bangladesh
8/5/2021

Protul Dewan

Description of Requirements

Context of the Requirement	<p>The Terms of Reference (TOR) has been designed to conduct a mid-term evaluation of Support to Host Communities Affected by the Rohingya Influx Project (SHARIP), a sub-project under UNDP's Strengthening Inclusive Development in CHT (SID-CHT).</p> <p>This evaluation aims to measure progress made by the project so far in comparison with baseline and targets defined in the results framework as well as to assess different aspects of the project based on the OECD DAC evaluation criteria: relevance, efficiencies, effectiveness, coherence, impact and sustainability based on the lessons learned and recommended follow-up actions.</p> <p>Job : Mid-term Evaluation of SHARIP project</p> <p>Duration : 60 days over 3 months period</p> <p>Location : Bandarban and Cox's Bazar districts</p> <p>Start : 1 September 2021 (or earlier if possible)</p>
Implementing Partner of UNDP	SID CHT Project, UNDP, Bangladesh
Brief Description of the Required Services	<p>In 2017, over 700,000 Rohingya refugees fled into Cox's Bazaar to escape what the UN has identified as ethnic cleansing in neighboring Myanmar. Today, nearly a million refugees live in 30-plus camps in Cox's Bazaar's Ukhiya and Teknaf Upazilas (sub-districts). As a result, the population in these areas tripled, exacerbated pre-existing vulnerabilities in the areas, and put an immense strain on local livelihoods, ecosystems, and basic services. Although the Government of Bangladesh (GoB) attempted to restrict the influx to the camps, recent reports highlight that many Rohingyas are believed to have left the camps and are settling in both Bandarban and Cox's Bazar. As per UNDP studies, arable and grazing land has been re-purposed to house refugees, thousands of hectares of forest have been cut down, and water sources have been stretched and contaminated¹. Competition for opportunities for informal work as day laborers has resulted in reduced wages, while the local market has been distorted as refugees compete with local retailers to offer lower prices².</p> <p>Consequently, tension and conflicts within and between host communities and Rohingya refugees are intensifying. This situation has been aggravated by the COVID 19 outbreak, which has negatively impacted the livelihoods of poor and vulnerable communities, increased social frustration due to disruptions in essential services such as education and health, and raised the possibility of a breakdown in social cohesion.</p> <p>Objective: To strengthen the socio-economic conditions of the poor households of the host communities affected by the recent Rohingya influx in ten Upazilas of Bandarban and Cox's Bazar districts.</p> <p>This objective will be achieved through the following three outcomes and intervention areas:</p> <p><i>Outcome 1: Agricultural production increased and diversified in targeted communities</i> through:</p>

¹ Environmental impacts of Rohingya influx: A multifaceted problem requires multifaceted responses

² Impacts of the Rohingya Refugee Influx on Host Communities

- Establishment of 1,800 Integrated Farm Management – Farmer Field Schools (IFM-FFS) (813 IFM-FFS in Cox's Bazar and 987 IFM-FFS in Bandarban) with the participation of 54,000 poor and marginalized farmers, of which at least 50% are women.
- Building the capacity of 563 Farmer Facilitators who will act as model farmers and facilitate learning in the IFM-FFS.
- Facilitating group learning for IFM-FFS farmers on new farming components and improved techniques focusing on homestead production.
- Enhancing access of IFM-FFS farmers to agricultural services through the engagement of Government Line Departments (DAE, DLS, DoF) and local Government Institutions as resource persons and monitors, and through training of Community Livestock Workers.
- Enhancing access of IFM-FFS farmers to marketing through the establishment of 56 collection points.

Outcome 2: Agroforestry production increased sustainably through:

- Developing and implementing 1,800 IFM-FFS community Agroforestry Development Plans and 54,000 individual household Agroforestry Development Plans.
- Enhancing access to quality input, amongst other training nursery growers, establishing 65 community nurseries, and distributing 133,200 samplings.

Outcome 3: Social cohesion increased through:

- Forming and providing support to 10 Local Volunteer Mediators Forums (LVMFs) who offer mediation services in the project areas.
 - Courtyard sessions for IFM-FFS farmers on leadership, conflict management, gender equality, etc.
 - Events raising the awareness and boosting the confidence of youths, including 1-month long martial art training, youth camps, debating competitions, etc.
- Sensitizing events on social cohesion topics for the population in the project areas, including religious dialogues, street drama, and international world day celebrations.

Different types of stakeholders are engaged in the implementation of the SHARIP project, who all need to be taken into consideration when assessing the progress and results of the project:

- Poor, marginalized farmers
- Farmer Facilitators
- Youth representatives
- Local volunteer mediators
- Government Line Departments (DAE, DLS, DoF)
- Local government institutions (Upazila and Union Parishads)

2. Geographical Coverage:

The geographical coverage of the evaluation is 39 Unions in 6 Upazilas in Bandarban and Cox's Bazar districts.

District	Upazila	Union	Union names	Farmer			
				Female	Male	Total	Female %
Bandarban	Alikadam	4	Alikadam sadar, Chaykhong, Korok pata, Noya Para	2,547	2,327	4,874	52
	Lama	8	Aziznagar, Faitong, Fashiyakhali, Gojalia, Lama Pouroshova, Lama Sadar, Rupashipara, Sarai	4,071	1,393	5,464	75

		Naikhyongchari	5	Baishari, Dochori, Gumdhum, N.Sadar, Sonaichari	3,742	1,497	5,239	71
		Grand Total	17		10,360	5,217	15,577	67%
	Cox's Bazar	Ramu	11	Chakmarkul, Dakkhinmithachhari, Eidghar, Fotekharkul, Garjoniya, Jouarianala, Kacchapia, Kauwarkhop, Khuniapalong, Rajarkul, Rashidnagar	3,542	223	3,765	94
		Teknaf	6	Baharchara, Hnila, Saintmartin, Subrang, Teknaf Sadar, Whykong	3,115	540	3,655	85
		Ukhiya	5	Holdiapalong, Jaliapalong, Palongkhali, Rajapalong, Ratnapalong,	3,557	149	3,706	96
		Grand Total	22		10,214	912	11,126	92%
	Total	6	39		20,574	6,129	26,703	77%
List and Description of Expected Outputs to be Delivered	<p>The scope of the work for this assignment is outlined below:</p> <p>i. Detailed methodologies notes of the evaluation: The firm will develop detailed methodologies including 1) Overall evaluation strategies, 2) Detailed work plan, 3) Evaluation matrix, 4) Sampling strategies based on the total beneficiary, 5) Data collection methodologies & protocols, 6) Data quality control methods, 7) Data analysis methodologies, and 8) Gender analysis plan. Methodologies will be finalized in consultation with UNDP. The firm shall also review primary and secondary project data. Before submitting the inception report, the firm shall consult with the key persons of the project to finalize the data collection methodologies, tools, and data analysis plans.</p> <p>ii. Detailed sampling frame of evaluation:</p> <p>a) Determination of Sample size</p> <p>The firm shall propose the sample size from its total beneficiary. It should keep comparability with the baseline survey and include both treatment groups and control groups. Proposed sample size for both treatment and control groups is added in the table in '5.1. Proposed Methodology' of this ToR. A specific sample for qualitative and quantitative data collection is required to draw. The SID-CHT team will assist in drawing the whole sampling framework after hiring the firm. Details shall be confirmed and finalized in consultation with UNDP and stakeholders during the inception phase.</p>							

b) Household Survey

As per the requirement, the bidders need to calculate the sample size for both treatment groups and control groups with proper sampling method. The bidders are requested to elaborate the appropriate method and procedure in the proposal to select sample size. Information are available in '5.1. Proposed Methodology' of this ToR.

c) Focus Group Discussions

The firm is also expected to conduct a sufficient number of FGDs. The bidders are requested to propose the number of FGDs to be conducted per geographical coverage in the proposal.

- i. **Development of data collection tools:** The firm needs to design a set of tools to collect data from different stakeholders and households. This should include 1) HH survey questionnaires, 2) Key Informant Interview (KII) checklist/ semi-structured questionnaire, 3) Focus Group Discussion (FGD) checklist/ semi-structured questionnaire, 4) case study guideline as well as 5) survey protocols and 6) data quality assurance mechanism. Survey questionnaires should keep at least the same level of data coverage as baseline survey to ensure robust comparison between baseline data and mid-line data. Except these requirements, the firm has a freedom to propose data collection tools as appropriate for the evaluation in consultation with UNDP.

- ii. **Field test of data collection tools:** To avoid non-sampling error, the firm will conduct field test of data collection tools and methodologies and will adjust them based on learning/ feedback of field testing.

Field data collection: The firm will hire the required number of researchers/surveyors/data entry personnel with sufficient experiences in data collection. They will collect data from households, project participants, local governance institutions (HDCs), and any other relevant organizations with appropriate data collection methods/tools. In order to ensure the best quality data collection, experienced field coordinators and enumerators collecting the data in the field will carry out data quality control using different methods. The firm shall organize training for field coordinators and enumerators before deployment to familiarize them with data collection tools and data quality assurance mechanism.

Use of Electronic-based data collection tools (i.e. web-based questionnaires/data collection apps) is highly encouraged, in case the firm already has tablets and any other necessary equipment which can be used for this evaluation. Data collection tools will be developed both in Bangla and English.

Data Entry/Data Quality Control/Data Management: The firm will design and implement a system for data entry and data management. The firm needs to ensure the quality of data with a robust quality assurance mechanism in the whole data entry/management process.

Data Analysis: The firm will analyze and interpret data through relevant statistical software and triangulate both qualitative and quantitative data. Multivariate data analysis is encouraged to be used.

Report: The firm will provide a draft report and share its findings with UNDP and other relevant stakeholders through the presentation. The feedback received will be incorporated into the report. The final report should include programmatic recommendations on what needs to be considered for the remaining project period of SID-CHT. The reporting language is English. The evaluation report shall follow the structure outlined in Annex 3/ Evaluation Report Template and Quality Standards (Page 55-59) of Section 4/ Evaluation Implementation and Use of UNDP Evaluation Guideline. All evaluation reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of

decentralized evaluations can be found in Section 6 (Page 8-12) of the UNDP Evaluation Guidelines[2].³

6.2. Evaluation Timeline:

Phase	Estimated # of Days	Proposed Timeline
Inception work: <ul style="list-style-type: none"> - Review necessary documents - Inception report and detailed methodologies notes, including 1) Overall evaluation strategies, 2) Detailed work plan, 3) Evaluation matrix, 4) Sampling strategies based on the total beneficiary, 5) Data collection methodologies & protocols, 6) Data quality control methods, 7) Data analysis methodologies, and 8) Gender analysis plan. - Submit draft inception report to UNDP. - Organize an inception meeting with UNDP to finalize mid-term review framework and methodologies. - Submit final inception report and obtain approval from UNDP including detailed methodologies. 	5 days	Within two week of signing contract
Data collection tools development: <ul style="list-style-type: none"> - Develop data collection tools and protocols (i.e. survey questionnaires, checklist, survey protocols, data quality assurance mechanism). - Presentation of data collection tools to UNDP/ SID-CHT management. - Field test data collection tools. - Finalize data collection tools incorporating feedback of field testing. 	5 days	Within two weeks of signing contract
Field data collection/ Data management: <ul style="list-style-type: none"> - Provide training to onboard enumerators on data collection tools and methods. - Collect data from the agreed sources using agreed tools and methods. - Conduct data quality assurance - Data entry into the software - Data processing - Debrief key findings to the UNDP CO and the stakeholders 	30 days	Within eight weeks of signing contract
Reporting: <ul style="list-style-type: none"> - Conduct data analysis - Triangulate/ analyse findings from desk review, stakeholders' interview, and KIs - Draft evaluation report - Organize a sharing meeting for UNDP and relevant stakeholders. 	20 days	Within twelve weeks of signing contract

³ [1] Evaluation Report Template and Quality Standards of UNDP Evaluation Guidelines (2021), Section 4: Evaluation Implementation and Use, available at <http://web.undp.org/evaluation/guideline/index.shtml>

[2] Quality Assessment Questions of UNDP Evaluation Guidelines (2021), Section 6: Quality Assessment, available at <http://web.undp.org/evaluation/guideline/index.shtml>

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| <ul style="list-style-type: none"> - Incorporate feedback and comments from UNDP and stakeholders. - Submit final report to UNDP together with other deliverables. | | |
|--|--|--|

The firm/organization will be expected to present a draft report in both written form and oral - presentation to the UNDP/SID-CHT and relevant stakeholders within one month of completion of field data collection. The UNDP/SID-CHT and relevant stakeholders will then give their written comments for incorporation in the final report after submitting the draft report. The team leader should be available to discuss findings with management before the presentation of the draft report. The final report (MS Word format) and clean data (excel/SPSS) on a flash drive should be presented within 2 weeks of getting the comments on the draft report.

7. Deliverables:

Based on the scope of the work outlined above, the following are the deliverables from the firm:

A.	Inception report and detailed methodologies notes, including 1) Overall evaluation strategies, 2) Detailed work plan, 3) Evaluation matrix, 4) Sampling strategies based on the total beneficiary, 5) Data collection methodologies & protocols, 6) Data quality control methods, 7) Data analysis methodologies, and 8) Gender analysis plan.
B.	A set of data collection tools, including survey questionnaire, checklist, and survey protocols in English and Bangla.
C.	Softcopy of all collected data including cleaned datasets
D.	Evaluation report in English (5 hard copies and softcopies in MS word and PDF format)

8. Implementation Arrangements

The firm will independently conduct the evaluation but shall take necessary assistance from SID-CHT and UNDP. The Deputy Resident Representative and Assistant Resident Representative, UNDP Bangladesh, will be responsible for managing the evaluation throughout the entire process. The SID-CHT team led by National Project Manager and Team leader – PMR will provide necessary support in the evaluation's day-to-day operation. The Firm will also seek technical guidance from Programme Specialist - Disaster and Resilience, R&IG Cluster, and M&E Specialist/Analyst at UNDP Bangladesh Country Office. The programme evaluation report needs to be cleared by the M&E Specialist/Analyst at UNDP Bangladesh Country Office and approved by the Deputy Resident Representative, UNDP Bangladesh, and RBM/ M&E focal point, UNDP Bangkok Regional Hub.

9. Scope of Price Proposal and Schedule of Payments

Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should consider all HR costs and professional fees, travel costs, subsistence and ancillary expenses. The financial proposal shall specify the total lump sum amount and must be all-inclusive (professional fees, travel costs, living allowances, medical allowances, communications costs etc.)

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

	Deliverables	% of payment	
	Inception report and data collection tools cleared by SID-CHT and UNDP before starting evaluation. *A set of household survey questionnaires and KII/FGD checklists/semi-structured questionnaires (both in English and Bengali) should be attached with the inception report as Annex.	25% of total value	
	Draft Evaluation Report: A draft report will be submitted to SID-CHT, UNDP for feedback and comments. The report will present gender-disaggregated data with a summary matrix as per the result framework and recommendations/lessons learned/good practice. The firm will organize a validation workshop with different stakeholders in CHT based on the findings.	45% of total value	
	Final Evaluation Report: The contracted agency will submit both hard and soft copy of the final report reflecting SID-CHT/ UNDP feedback, and the validation workshop's feedback on the draft report/findings.	30% of total value	
	Datasets: The contracted agency will also submit the complete cleaned data file(s) in MS Excel /SPSS or suitable statistical package format, including variables labeled in English.		
Person to Supervise the Work/Performance of the Service Provider	National Project Manager, SID CHT Project		
Frequency of Reporting	<i>As indicated in the ToR</i>		
Progress Reporting Requirements	<i>As indicated in the ToR</i>		
Location of work	<input type="checkbox"/> Exact Address/es <i>As indicated in the ToR</i>		
Expected duration of work	Duration of the assignment will be 60 (sixty) days over the 3 months period		
Target start date	01 September, 2021		
Latest completion date	30 November 2021		
Travels Expected	<i>As indicated in the ToR</i>		
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Others [pls. specify]		
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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required		

timing of 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 type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency, BDT												
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT												
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.												
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted												
Payment Terms	<table border="1"> <thead> <tr> <th>Payments</th><th>Deliverables</th><th>% of payment</th></tr> </thead> <tbody> <tr> <td>1st payment</td><td>Inception report and data collection tools cleared by SID-CHT and UNDP before starting evaluation. *A set of household survey questionnaires and KII/FGD checklists/semi-structured questionnaires (both in English and Bengali) should be attached with the inception report as Annex.</td><td>25% of total value</td></tr> <tr> <td>2nd payment</td><td>Draft Evaluation Report: A draft report will be submitted to SID-CHT, UNDP for feedback and comments. The report will present gender-disaggregated data with a summary matrix as per the result framework and recommendations/lessons learned/good practice. The firm will organize a validation workshop with different stakeholders in CHT based on the findings.</td><td>45% of total value</td></tr> <tr> <td>3rd payment</td><td>Final Evaluation Report: The contracted agency will submit both hard and soft copy of the final report reflecting SID-CHT/ UNDP feedback, and the validation workshop's feedback on the draft report/findings. Datasets: The contracted agency will also submit the complete cleaned data file(s) in MS Excel /SPSS or suitable statistical package format, including variables labeled in English.</td><td>30% of total value</td></tr> </tbody> </table>	Payments	Deliverables	% of payment	1 st payment	Inception report and data collection tools cleared by SID-CHT and UNDP before starting evaluation. *A set of household survey questionnaires and KII/FGD checklists/semi-structured questionnaires (both in English and Bengali) should be attached with the inception report as Annex.	25% of total value	2 nd payment	Draft Evaluation Report: A draft report will be submitted to SID-CHT, UNDP for feedback and comments. The report will present gender-disaggregated data with a summary matrix as per the result framework and recommendations/lessons learned/good practice. The firm will organize a validation workshop with different stakeholders in CHT based on the findings.	45% of total value	3 rd payment	Final Evaluation Report: The contracted agency will submit both hard and soft copy of the final report reflecting SID-CHT/ UNDP feedback, and the validation workshop's feedback on the draft report/findings. Datasets: The contracted agency will also submit the complete cleaned data file(s) in MS Excel /SPSS or suitable statistical package format, including variables labeled in English.	30% of total value
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Person(s) to review/inspect/ approve outputs/completed services and	National Project Manager, SID CHT Project												

authorize the disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:</p> <p>Minimum Qualifications of the Evaluation Firms:</p> <hr/> <p>The minimum qualifications of the firm are as follows-</p> <ul style="list-style-type: none"> ▪ Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations. ▪ Business Licenses – Registration Papers, Tax Payment Certification, etc. ▪ Last 2 years audited financial statement to be attached with the Proposal. (English translation is required for documents if it is in other languages). ▪ At least seven years' experience in conducting research on social and governance issues ▪ Have experience of conducting at least 2 national level development project evaluation mainly based on sample survey ▪ Have experience of agriculture/agroforestry and livelihoods with at least 2 research studies. ▪ Previous experience of working with a UN agency/International NGO/bilateral donor/Government <p>Minimum Qualifications of the Human Resources</p> <hr/> <p>Expected team composition for this evaluation is as follows:</p> <p>Team Leader and Deputy Team Leader should have thematic expertise in either Agriculture or Social Cohesion respectively. The requirements below show a team leader must have thematic expertise in Agriculture and a deputy team leader should be a thematic expert in Social Cohesion. However, it can be a Team Leader with thematic expertise in Social Cohesion and a Deputy Team Leader with expertise in Agriculture. Team composition needs to be approved by UNDP based on the firm's proposal.</p> <p><u>1. Team Leader cum Agriculture Expert:</u></p> <p>Minimum eligibility criteria of Team Leader/Lead Researcher are in the following-</p> <p>I. Academic Qualifications: Minimum Masters in Social science, Agriculture, Agriculture-based Livelihoods, and/or Development studies</p> <p>II. Professional Qualifications:</p>

1. Minimum 5 years' experience in working with agriculture or agriculture/agroforestry-based livelihoods with at least 2 projects.
2. Minimum 7 years of progressive experience in conducting evaluation, research, assessments, reviews and evaluation of similar nature.
3. Proven experience to develop evaluation survey strategies, including data collection methodologies
4. At least 3 assignments focusing on natural resource-based livelihoods evaluation/research as team lead. (List of completed research or links of publications to be enclosed)

2. Deputy Team Leader cum Social Cohesion Expert:

Minimum eligibility criteria-

I. Academic Qualifications:

Minimum master's in agriculture, environment science or any other relevant subject.

II. Professional Qualifications:

1. Minimum 5 years of experience in designing and conducting research, assessments, and mid-term evaluation related to social cohesion;
2. Have experience of completing at least 3 assignments related to data collection and management of survey/research and baseline. (List of completed research to be enclosed.)

3. Data Scientist:

Minimum eligibility criteria of Data Scientist-

I. Academic Qualifications:

Minimum masters in Statistics, Economics, Computer Science or any other discipline of Social Sciences;

II. Professional Qualifications:

1. At least 5 years' experience in data collection/ data management/ data analysis in evaluation/ research/ development projects implemented by national/ international NGOs/ UN bodies/ Government;
2. Proven experience to develop evaluation survey strategies, including data collection methodologies and data analysis method.
3. Extensive knowledge & skills of data management and data analysis on SPSS, STATA and MS-ACCESS/other MIS software development.
4. Extensive experience in data quality assurance for large-scale data collection in the field.
5. Proven experience in quantitative data analysis using SPSS and STATA.

4. Field Coordinator/ Field Supervisor (Numbers to be determined by the firm):

Minimum eligibility criteria for Field Coordinator-

I. Academic Qualifications:

Minimum Masters in Social Science. Degree in Political Science, Public Administration, Governance Studies, Development Studies and Sociology

II. Professional Qualifications:

1. Minimum 5 years of progressive experience in conducting/coordinating research, assessments, reviews and evaluation of similar nature.
2. At least 3 assignments related to data collection and management of survey/research and evaluation. (List of completed research to be enclosed.)
3. Proven experience to lead large-scale data collection in the field

5. Data Enumerators (Number to be determine by the firm):

Minimum eligibility criteria of Data Enumerators:

I. Academic Qualifications:

Bachelor in social science. Degree in Political Science, Public Administration, Governance and/or Development Studies

II. Professional Qualifications:

1. Minimum two years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature.
2. At least two assignments focusing on natural resource-based livelihood improvements and/or social cohesion.
3. Experience in field data collection.

The team should be formed keeping adequate representation (at least 30%) of female team members.

Special Note:

- Personnel of the proposing firm should have no involvement in the design and implementation of the SID-CHT project. Any individual of the selected firm who had prior involvement in the design and implementation of the SID-CHT project or those directly or indirectly related to the SID-CHT project are not eligible for this consultancy to avoid conflict of interests.
- Firms that do not meet the above eligibility criteria shall not be considered for further evaluation. Necessary documentation must be submitted to substantiate the above eligibility criteria.

11. Competencies:

All the key personnel must possess the below competencies.

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, and impartiality);
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Demonstrates openness to change, flexibility, and ability to manage complexities;
- Proven strong written, analytical and communication skills.

Note: Proposers must submit necessary documents to substantiate above eligible criteria. Proposals which shall not submit/meet above mentioned eligible criteria will not be considered to further evaluation.

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

Technical Proposal (70%)

- ☒ Background experience/ Expertise of Firm
- ☒ Adequacy and comprehensiveness of the proposal (concept, approach, work plan)
- ☒ Qualifications and competence of the key staff for the Assignment

BASIS OF TECHNICAL EVALUATION**Financial Proposal (30%)**

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder

	<p>offering the 'best value for money'. The contract will be awarded to the Contractor based on the cumulative method. The formula for the rating of the Proposals will be as follows:</p> <p>Rating the Technical Proposal (TP): TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) =Total Combined and Final Rating of the Proposal</p> <p>The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money.</p> <table><tr><td colspan="2">Technical Proposal Evaluation</td><td>70</td></tr><tr><td colspan="3">Expertise of firms</td></tr><tr><td>1.1</td><td>Experience in undertaking evaluation in natural resource-based livelihood improvement and/or social cohesion areas</td><td>10</td></tr><tr><td>1.2</td><td>Previous experience of completing evaluation for a UN agency or bilateral donor</td><td>5</td></tr><tr><td colspan="3">Proposed Methodology and Work Plan</td></tr><tr><td>2.1</td><td>Quality and relevance of proposed study methodology & approach and quality of proposal</td><td>30</td></tr><tr><td colspan="3">Skills and experiences of key personnel</td></tr><tr><td colspan="3">Team Leader cum Agriculture Expert:</td></tr><tr><td>3.1</td><td>Relevance and level of education</td><td>5</td></tr><tr><td>3.2</td><td>Experience in evaluation</td><td>5</td></tr><tr><td>3.3</td><td>Experience in working with natural resource-based livelihoods</td><td>5</td></tr><tr><td colspan="3">Deputy Team Leader cum Social Cohesion Expert:</td></tr><tr><td>3.4</td><td>Relevance and level of education</td><td>2.5</td></tr><tr><td>3.5</td><td>Experience undertaking evaluation related to natural resource-based livelihoods</td><td>2.5</td></tr><tr><td colspan="3">Data Scientist</td></tr><tr><td>3.6</td><td>Relevance and level of education</td><td>2.5</td></tr><tr><td>3.7</td><td>Experience undertaking evaluation related to social cohesion</td><td>2.5</td></tr><tr><td colspan="2">Financial</td><td>30</td></tr><tr><td colspan="2">Total</td><td>100</td></tr></table>	Technical Proposal Evaluation		70	Expertise of firms			1.1	Experience in undertaking evaluation in natural resource-based livelihood improvement and/or social cohesion areas	10	1.2	Previous experience of completing evaluation for a UN agency or bilateral donor	5	Proposed Methodology and Work Plan			2.1	Quality and relevance of proposed study methodology & approach and quality of proposal	30	Skills and experiences of key personnel			Team Leader cum Agriculture Expert:			3.1	Relevance and level of education	5	3.2	Experience in evaluation	5	3.3	Experience in working with natural resource-based livelihoods	5	Deputy Team Leader cum Social Cohesion Expert:			3.4	Relevance and level of education	2.5	3.5	Experience undertaking evaluation related to natural resource-based livelihoods	2.5	Data Scientist			3.6	Relevance and level of education	2.5	3.7	Experience undertaking evaluation related to social cohesion	2.5	Financial		30	Total		100
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UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider																																																									
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Written Self-Declaration (Annex 5)																																																									
Contact Person for Inquiries (Written inquiries only)	<p>bd.procurement@undp.org</p> <p><i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 13 August 2021.</i></p> <p><i><u>"Queries on RFP-BD-2020-027"</u></i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>																																																									

Other Information	A pre-bid meeting will be held on 10 August at 11.00 AM. Through Zoom Meeting ID: https://undp.zoom.us/j/83478434506?pwd=ejdNSWt2cnhPMTYwa3RKRINPc3lxQT09
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Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

Minimum Qualifications of the Evaluation Firms:

The minimum qualifications of the firm are as follows-

- Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Business Licenses – Registration Papers, Tax Payment Certification, etc.
- Last 2 years audited financial statement to be attached with the Proposal. (English translation is required for documents if it is in other languages).
- At least seven years' experience in conducting research on social and governance issues
- Have experience of conducting at least 5 national level development project evaluation mainly based on sample survey
- Have experience of agriculture/agroforestry and livelihoods with at least 2 research studies.
- Previous experience of working with a UN agency/International NGO/bilateral donor/Government

Minimum Qualifications of the Human Resources

Expected team composition for this evaluation is as follows:

Team Leader and Deputy Team Leader should have thematic expertise in either Agriculture or Social Cohesion respectively. The requirements below show a team leader must have thematic expertise in Agriculture and a deputy team leader should be a thematic expert in Social Cohesion. However, it can be a Team Leader with thematic expertise in Social Cohesion and a Deputy Team Leader with expertise in Agriculture. Team composition needs to be approved by UNDP based on the firm's proposal.

1. Team Leader cum Agriculture Expert:

Minimum eligibility criteria of Team Leader/Lead Researcher are in the following-

I. Academic Qualifications:

Minimum Masters in Social science, Agriculture, Agriculture-based Livelihoods, and/or Development studies

II. Professional Qualifications:

1. Minimum 5 years' experience in working with agriculture or agriculture/agroforestry-based livelihoods with at least 2 projects.
2. Minimum 7 years of progressive experience in conducting evaluation, research, assessments, reviews and evaluation of similar nature.
3. Proven experience to develop evaluation survey strategies, including data collection methodologies

4. At least 3 assignments focusing on natural resource-based livelihoods evaluation/research as team lead. (List of completed research or links of publications to be enclosed)

2. Deputy Team Leader cum Social Cohesion Expert:

Minimum eligibility criteria-

I. Academic Qualifications:

Minimum master's in agriculture, environment science or any other relevant subject.

II. Professional Qualifications:

1. Minimum 5 years of experience in designing and conducting research, assessments, and mid-term evaluation related to social cohesion;

2. Have experience of completing at least 3 assignments related to data collection and management of survey/research and baseline. (List of completed research to be enclosed.)

3. Data Scientist:

Minimum eligibility criteria of Data Scientist-

I. Academic Qualifications:

Minimum masters in Statistics, Economics, Computer Science or any other discipline of Social Sciences;

II. Professional Qualifications:

1. At least 5 years' experience in data collection/ data management/ data analysis in evaluation/ research/ development projects implemented by national/ international NGOs/ UN bodies/ Government;

2. Proven experience to develop evaluation survey strategies, including data collection methodologies and data analysis method.

3. Extensive knowledge & skills of data management and data analysis on SPSS, STATA and MS-ACCESS/other MIS software development.

4. Extensive experience in data quality assurance for large-scale data collection in the field.

5. Proven experience in quantitative data analysis using SPSS and STATA.

4. Field Coordinator/ Field Supervisor (Numbers to be determined by the firm):

Minimum eligibility criteria for Field Coordinator-

I. Academic Qualifications:

Minimum Masters in Social Science. Degree in Political Science, Public Administration, Governance Studies, Development Studies and Sociology

II. Professional Qualifications:

1. Minimum 5 years of progressive experience in conducting/coordinating research, assessments, reviews and evaluation of similar nature.

2. At least 3 assignments related to data collection and management of survey/research and evaluation. (List of completed research to be enclosed.)

3. Proven experience to lead large-scale data collection in the field

5. Data Enumerators (Number to be determine by the firm):

Minimum eligibility criteria of Data Enumerators:

I. Academic Qualifications:

Bachelor in social science. Degree in Political Science, Public Administration, Governance and/or Development Studies

II. Professional Qualifications:

1. Minimum two years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature.

2. At least two assignments focusing on natural resource-based livelihood improvements and/or social cohesion.

3. Experience in field data collection.

The team should be formed keeping adequate representation (at least 30%) of female team members.

Note: Proposers must submit necessary documents to substantiate above eligible criteria. Proposals which shall not submit/meet above mentioned eligible criteria will not be considered to further evaluation.

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

A. Proposed Methodology for the Completion of Services

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

B. Qualifications of Key Personnel

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

- 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.*

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

D. Payment Shedule

Payments	Deliverables	% of payment	Time Line
1 st payment	Inception report and data collection tools cleared by SID-CHT and UNDP before starting evaluation. *A set of household survey questionnaires and KII/FGD checklists/semi-structured questionnaires (both in English and Bengali) should be attached with the inception report as Annex.	25% of total value	20 Sept 2021
2 nd payment	Draft Evaluation Report: A draft report will be submitted to SID-CHT, UNDP for feedback and comments. The report will present gender-disaggregated data with a summary matrix as per the result framework and recommendations/lessons learned/good practice. The firm will organize a validation workshop with different stakeholders in CHT based on the findings.	45% of total value	30 October 2021
3 rd payment	Final Evaluation Report: The contracted agency will submit both hard and soft copy of the final report reflecting SID-CHT/ UNDP feedback, and the validation workshop's feedback on the draft report/findings.	30% of total value	30 Nov 2021
	Datasets: The contracted agency will also submit the complete cleaned data file(s) in MS Excel /SPSS or suitable statistical package format, including variables labeled in English.		

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

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

SL. #	Particulars	Unit	Rate	Total	Remarks
1. Human Resources Cost					
1.1	Team Leader cum Agriculture Expert				
1.2	Deputy Team Leader cum Social Cohesion Expert				
1.3	Data Scientist				
1.4	Field Coordinator				
1.5	Data Enumerator				
1.6	Other _____				
2. Travel, food and accommodation					
2.1	Team Leader cum Agriculture Expert				
2.2	Deputy Team Leader cum Social Cohesion Expert				
2.3	Data Scientist				
2.4	Field Coordinator				
2.5	Data Enumerator				
2.6	Other _____				
3. Communication					
3.1	Communication				
4. Others					
4.1	Specify _____				
4.2	Specify _____				
	Total				

*Reimbursable costs quoted will be subject to verification by UNDP during the financial evaluation.

***The company should quote for any other reimbursable costs if required and as applicable.

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

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

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

2.0 SOURCE OF INSTRUCTIONS:

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

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

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

4.0 ASSIGNMENT:

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

5.0 SUB-CONTRACTING:

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

6.0 OFFICIALS NOT TO BENEFIT:

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

7.0 INDEMNIFICATION:

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

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

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

9.0 ENCUMBRANCES/LIENS:

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

10.0 TITLE TO EQUIPMENT:

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

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

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

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

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

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

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

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

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

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

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

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

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

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

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

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

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

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

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

- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

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

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

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

17.0 PRIVILEGES AND IMMUNITIES:

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

18.0 TAX EXEMPTION

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

19.0 CHILD LABOUR

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely

to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

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

22.0 SEXUAL EXPLOITATION:

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

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

23.0 AUTHORITY TO MODIFY:

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

ToR

Terms of Reference for Hiring Firm for Conducting Mid-term Evaluation of Support to Host Communities Affected by the Rohingya Influx Project (SHARIP)

The Terms of Reference (TOR) has been designed to conduct a mid-term evaluation of Support to Host Communities Affected by the Rohingya Influx Project (SHARIP), a sub-project under UNDP's Strengthening Inclusive Development in CHT (SID-CHT).

This evaluation aims to measure progress made by the project so far in comparison with baseline and targets defined in the results framework as well as to assess different aspects of the project based on the OECD DAC evaluation criteria: relevance, efficiencies, effectiveness, coherence, impact and sustainability based on the lessons learned and recommended follow-up actions.

Job : Mid-term Evaluation of SHARIP project

Duration : 60 days over 3 months period

Location : Bandarban and Cox's Bazar districts

Start : 1 September 2021 (or earlier if possible)

1. Background and Rationale:

In 2017, over 700,000 Rohingya refugees fled into Cox's Bazaar to escape what the UN has identified as ethnic cleansing in neighboring Myanmar. Today, nearly a million refugees live in 30-plus camps in Cox's Bazaar's Ukhiya and Teknaf Upazilas (sub-districts). As a result, the population in these areas tripled, exacerbated pre-existing vulnerabilities in the areas, and put an immense strain on local livelihoods, ecosystems, and basic services. Although the Government of Bangladesh (GoB) attempted to restrict the influx to the camps, recent reports highlight that many Rohingyas are believed to have left the camps and are settling in both Bandarban and Cox's Bazar. As per UNDP studies, arable and grazing land has been re-purposed to house refugees, thousands of hectares of forest have been cut down, and water sources have been stretched and contaminated⁴. Competition for opportunities for informal work as day laborers has resulted in reduced wages, while the local market has been distorted as refugees compete with local retailers to offer lower prices⁵.

Consequently, tension and conflicts within and between host communities and Rohingya refugees are intensifying. This situation has been aggravated by the COVID 19 outbreak, which has negatively impacted the livelihoods of poor and vulnerable communities, increased social frustration due to disruptions in essential services such as education and health, and raised the possibility of a breakdown in social cohesion.

Objective: To strengthen the socio-economic conditions of the poor households of the host communities affected by the recent Rohingya influx in ten Upazilas of Bandarban and Cox's Bazar districts.

This objective will be achieved through the following three outcomes and intervention areas:

Outcome 1: Agricultural production increased and diversified in targeted communities through:

- Establishment of 1,800 Integrated Farm Management – Farmer Field Schools (IFM-FFS) (813 IFM-FFS in Cox's Bazar and 987 IFM-FFS in Bandarban) with the participation of 54,000 poor and marginalized farmers, of which at least 50% are women.
- Building the capacity of 563 Farmer Facilitators who will act as model farmers and facilitate learning in the IFM-FFS.

⁴ Environmental impacts of Rohingya influx: A multifaceted problem requires multifaceted responses

⁵ Impacts of the Rohingya Refugee Influx on Host Communities

- Facilitating group learning for IFM-FFS farmers on new farming components and improved techniques focusing on homestead production.
- Enhancing access of IFM-FFS farmers to agricultural services through the engagement of Government Line Departments (DAE, DLS, DoF) and local Government Institutions as resource persons and monitors, and through training of Community Livestock Workers.
- Enhancing access of IFM-FFS farmers to marketing through the establishment of 56 collection points.

Outcome 2: Agroforestry production increased sustainably through:

- Developing and implementing 1,800 IFM-FFS community Agroforestry Development Plans and 54,000 individual household Agroforestry Development Plans.
- Enhancing access to quality input, amongst other training nursery growers, establishing 65 community nurseries, and distributing 133,200 samplings.

Outcome 3: Social cohesion increased through:

- Forming and providing support to 10 Local Volunteer Mediators Forums (LVMFs) who offer mediation services in the project areas.
 - Courtyard sessions for IFM-FFS farmers on leadership, conflict management, gender equality, etc.
 - Events raising the awareness and boosting the confidence of youths, including 1-month long martial art training, youth camps, debating competitions, etc.
- Sensitizing events on social cohesion topics for the population in the project areas, including religious dialogues, street drama, and international world day celebrations.

Different types of stakeholders are engaged in the implementation of the SHARIP project, who all need to be taken into consideration when assessing the progress and results of the project:

- Poor, marginalized farmers
- Farmer Facilitators
- Youth representatives
- Local volunteer mediators
- Government Line Departments (DAE, DLS, DoF)
- Local government institutions (Upazila and Union Parishads)

2. Geographical Coverage:

The geographical coverage of the evaluation is 39 Unions in 6 Upazilas in Bandarban and Cox's Bazar districts.

District	Upazila	Union	Union names	Farmer			
				Female	Male	Total	Female %
Bandarban	Alikadam	4	Alikadam sadar, Chaykhong, Korok pata, Noya Para	2,547	2,327	4,874	52
	Lama	8	Aziznagar, Faitong, Fashiyakhali, Gojalia, Lama Pouroshova, Lama Sadar, Rupashipara, Sarai	4,071	1,393	5,464	75
	Naikhyongchari	5	Baishari, Dochori, Gumdhum, N.Sadar, Sonaichari	3,742	1,497	5,239	71
	Grand Total	17		10,360	5,217	15,577	67%
Cox's Bazar	Ramu	11	Chakmarkul, Dakkhinmithachhari, Eidghar, Fotekharkul, Garjoniya, Jouarianala, Kacchapia, Kauwarkhop, Khuniapalong, Rajarkul, Rashidnagar	3,542	223	3,765	94
	Teknaf	6	Baharchara, Hnila, Saintmartin, Subrang, Teknaf Sadar, Whykong	3,115	540	3,655	85
	Ukhiya	5	Holdiapalong, Jaliapalong, Palongkhali, Rajapalong, Ratnapalong,	3,557	149	3,706	96

	Grand Total	22		10,214	912	11,126	92%
Total	6	39		20,574	6,129	26,703	77%

3. Evaluation Objectives and Scope:

Purpose:

The purpose of the mid-term evaluation is to assess the process and progress of the SID-CHT project so far compared to its baseline and targets defined in the results framework. Mid-term evaluation will also evaluate and document the project activities' relevance, efficiencies, effectiveness, impact, coherence, and sustainability to understand and undertake necessary adjustments of the project for the remaining period so that the project can achieve its planned goal and objectives as committed. The evaluation will also generate knowledge for wider use, assess the scope for scaling up the current programme, and serve as a quality assurance tool for both upward and downward accountability.

Specific Objectives:

The specific objectives of the study are:

- To assess the performance of SHARIP since its commencement in 2018 to date against the outcome and outputs indicators as set out in the Results Framework;
- To assess how far SHARIP has come in achieving the development engagement objective measured through the impact indicators identified in the Results Framework;
- To draw the positive and negative, and foreseen and unforeseen, changes and effects driven by project-supported interventions;
- To examine the assumptions embedded in the Theory of Change of SHARIP and assess the relevance, effectiveness, efficiency, coherence and sustainability of the project drawn from its design and implementation;
- To assess the extent to which the rights-based approach and gender-mainstreaming are applied; and
- To draw lessons learned and good practices for the GoB and UNDP replication and/or up-scaling and provide forward-looking recommendations for the next programming phase.

The evaluation employs OECD evaluation criteria (Relevance, Efficiency, Effectiveness, Impact, Sustainability, and Coherence).

The Mid-term evaluation aims at critically reviewing and identifying what has worked well in the project, what challenges have been faced, what lessons can be learned to improve implementation for the remaining period. The evaluation will also generate knowledge for wider uses, assess the scope for scaling up the current programme, and serve as a quality assurance tool for both upward and downward accountability.

The evaluation should provide credible, useful, evidence-based information that enables timely incorporation of its findings, recommendations and lessons into the decision-making processes of UNDP and key stakeholders.

Scope of Evaluation:

This mid-term evaluation covers the project implementation of the project from July 2018 to June 2021. The mid-term project evaluation will be conducted from August 2021 to October 2021. The timing has been agreed with the project advisory board.

Utilization:

The primary audience for this evaluation is Government officials from MoCHTA, National Programme Director, Programme Coordinator, Project Manager, Technical specialist, Donors, other relevant government, civil society representatives, and development partners as well as UNDP Country Office, Resilience & Inclusive Growth (RIG) cluster, and SID-CHT project.

UNDP will consider all useful findings, conclusions, and recommendations from the evaluation, prepare a systematic management response for each recommendation, and implement follow-up actions as per UNDP Evaluation Resource Center guidance/policies.

4. Evaluation Approach and Questions:

4.1. Evaluation Questions

As part of the evaluation, the firm needs to address evaluation questions. The following evaluation questions are key but not limited to:

Relevance

- To what extent is the design of SHARIP as well as implementation approach/ methodology relevant to the current Bangladesh contexts, including both national context and local conditions of the project intervention areas?
- How relevant is the project to UN/ UNDP strategies in Bangladesh (i.e. CPD, UNDAF), UNDP Strategic Plan, and SDGs?
- To what extent has the project design and implementation taken cross-cutting issues into account, such as gender equality, human rights-based approach (HRBA), and Leaving no one behind (LNOB)?
- To what extent has SHARIP's Theory of Change been helpful to achieve the results? Is there any gap between the project reality and a pathway to achieve the results, hypothesis, assumptions, and risks identified when developing the Theory of Change?

Efficiency

- How efficiently has the project spent available budget so far as per Prodoc and annual work plan?
- Is budget allocation well considered to achieve the results to date in terms of cost efficiency?
- To what extent is financial management efficient and effective?
- Are the project's institutional and implementation arrangements appropriate, effective and efficient for the successful achievement of the project's objectives? How effectively has the project been managed?
- To what extent has the M&E system supported effective project management and implementation?

Effectiveness

- To what extent has the project been on track so far towards achieving its planned outcomes and outputs as per approved Results Framework? This includes critical analysis of the project's achievements of indicators and targets.
- What factors have contributed to the achievement or non-achievement of the outcomes and outputs?
- To what extent are the activities of SHARIP adopting a gender responsive approach and making gender equality an integral part of the project?
- What would be bottlenecks and changes if the project is not achieving the results as planned? (it should consider both external and internal factors)

Coherence

- How do government policies and priorities in relation to enhancing the livelihood of small-scale farmers and development in host communities support or undermine the SHARIP project, and vice versa?
- In which ways are there coherence between the SHARIP project and other UNDP interventions in the project areas?

Impact

- What are the significant changes that the SHARIP project has brought in the lives of the direct beneficiaries and their communities so far? (this should include case studies)
- Is there any positive/ negative change in target beneficiaries, their communities, and duty bearers as a result of the projects? How many were to benefit?

Sustainability

- To what extent are individual and institutional capacities improved through SHARIP's interventions sustainable?
- What is the probability of the benefits of the interventions under SHARIP continuing in the long term?
- Has the project considered necessary institutional arrangement of the government stakeholders/partner organizations to be set up to make the project's impact sustainable over a longer term?

Leave no one behind

- To what extent have the projects' response and recovery initiative(s) been inclusive in supporting the most vulnerable and marginalized group in the implementing area.

Lessons learned

- What are the lessons that the projects have had learned so far?
- What are the challenges that the projects have faced during their implementation?
- What measures have already been taken to mitigate those challenges?

Way forward

- Have any good practices, success stories, or transferable examples been identified? Please describe and document them.
- Based on the achievements to date, provide forward-looking programmatic recommendations.

Analysis on programme management and M&E system needs to be covered extensively by the mid-term review.

The selected consulting firm needs to collect and compile necessary recommendations from the stakeholders to be consulted on the above issues and furnish these recommendations in the mid-term evaluation report with appropriate details.

4.2. Gender and Human Rights-based Approach:

As part of the requirement, the mid-term review must include an assessment of the extent to which the design, implementation, and results of the project have incorporated gender equality perspective and a rights-based approach. The review team is requested to review *UNEG's Guidance in Integrating Human Rights and Gender Equality in Evaluation* during the inception phase⁶.

In addition, the methodology used in the mid-term evaluation, including data collection and analysis methods, should be human rights and gender-sensitive to the greatest extent possible, with data and findings disaggregated by sex, ethnicity, age, etc. Detailed analysis on disaggregated data will be undertaken as part of the mid-term evaluation from which findings are consolidated to make recommendations and identify lessons learned for enhanced gender-responsive and rights-based approach of the project.

These evaluation approaches and methodology should consider different groups in SHARIP project intervention – women, youth, minorities, and vulnerable groups. Persons with disabilities (PWD) also need to be considered in the evaluation, following the new UNDP evaluation report checklist.

The evaluation covers the following questions in relation to gender equality and human rights:

Gender equality

- To what extent have gender equality and women's empowerment been addressed in the design, implementation, and monitoring of the project?
- Is the gender marker data assigned to this project representative of reality?
- To what extent has the project promoted positive changes in gender equality and the empowerment of women? Were there any unintended effects?

Human rights

- To what extent have poor, indigenous, and physically challenged women and other disadvantaged and marginalized groups benefited from the work of UNDP in the country?

5. Evaluation Methodology and Approach:**5.1. Proposed Methodology**

The firm will adopt qualitative methodologies, including household/institutional surveys, Key Informant Interviews (KIIs), and Focus Group Discussions (FGDs). Since quantitative data supplement qualitative data, a level of quantitative

⁶ UNEG's Guidance on 'Integrating Human Rights and Gender Equality in Evaluation'
http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=980

data collection is required. The bidders have been requested to elaborate on how to quantify the qualitative data in the proposal.

Survey questionnaires need to cover all indicators⁷ in the results framework detailed in Annex 1. The questionnaires should also keep at least the same level of data coverage as the baseline survey to ensure a robust comparison between baseline and mid-line data. The bidders are requested to propose strong data collection methodologies/tools and data analysis methodologies in the proposal and should be sufficiently detailed.

The firm needs to develop an evaluation matrix (template is attached in Annex 3 of this ToR) to clarify what types of data will be required to respond to which evaluation question and how those data will be collected.

The proposed sample size for both treatment and control groups is indicated in the table below. It should keep comparability with the baseline survey and include both treatment groups and control groups. The bidders are expected to select treatment groups (individual beneficiaries) based on specific criteria in the same 6 Upazila Parishads and 39 Union Parishads as baseline survey (but might be in different paras/grams). Control groups (individual beneficiaries) should derive from other paras/grams in the same 6 Upazilas and 39 UPs as treatment groups based on the criteria.

The bidders need to calculate the sample size for both treatment groups and control groups with a proper sampling method. The bidders are requested to elaborate the appropriate method and procedure (including selection criteria of control groups) in the proposal to determine the sample size and select treatment and control groups. It will be further elaborated in the inception report of the selected firm and determined in consultation with UNDP and relevant stakeholders during the inception phase.

⁷ A few of the indicators are not yet applicable. Hence, the final list of indicators to cover will be agreed upon by UNDP and the selected firm during the inception phase.

District	Upazila	Union	Union names	Farmer				Proposed sample	
				Female	Male	Total	Female %		
								Treatment	Control
Bandarban	Alikadam	4	Alikadam sadar, Chaykhong, Korok pata, Noya Para	2,547	2,327	4,874	52	950-1,100	450-650
	Lama	8	Aziznagar, Faitong, Fashiyakhali, Gojalia, Lama Pouroshova, Lama Sadar, Rupashipara, Sarai	4,071	1,393	5,464	75		
	Naikhyongchari	5	Baishari, Dochori, Gumdhum, N.Sadar, Sonaichari	3,742	1,497	5,239	71		
	Grand Total	17		10,360	5,217	15,577	67%		
Cox's Bazar	Ramu	11	Chakmarkul, Dakkhinmithachhari, Eidghar, Fotekharkul, Garjoniya, Jouarianala, Kacchapia, Kauwarkhop, Khuniapalong, Rajarkul, Rashidnagar	3,542	223	3,765	94	950-1,100	450-650
	Teknaf	6	Baharchara, Hnila, Saintmartin, Subrang, Teknaf Sadar, Whykong	3,115	540	3,655	85		
	Ukhiya	5	Holdiapalong, Jaliapalong, Palongkhali, Rajapalong, Ratnapalong,	3,557	149	3,706	96		
	Grand Total	22		10,214	912	11,126	92%		
Total	6	39		20,574	6,129	26,703	77%		

All of the following data collection methods need to be covered. The firm can also add any other appropriate data collection method.

- i. Household survey (if required);
- ii. Institutional surveys;
- iii. Key Informant Interviews (KIIs)
- iv. Focus Group Discussions (FGDs)
- v. Case studies/ Success stories

The bidders are also requested to propose the appropriate number of FGDs and KIIs to be conducted per geographical coverage in the proposal. FGDs and KIIs also require semi-structured questionnaires and/or checklists to make the data collection process as structured as possible.

The use of electronic-based data collection tools (i.e., web-based questionnaires/data collection apps) is highly encouraged.

The data collection process should be participatory, involving implementing partners, key stakeholders, and a broad cross-section of project staff and beneficiaries incorporating a gender equity approach.

The firm shall conduct robust analysis using statistical software. Qualitative data collected through KIIs and FGDs will also be analyzed extensively to provide a picture of the project's results and impacts. Data and evidence will be triangulated to address evaluation questions.

The current situation of the COVID-19 crisis in the country needs to be considered when proposing data collection tools. The bidders are expected to present alternative means of data collection as viable options. Particularly, if the COVID-19 crisis continues at the time of data collection, FGDs might be difficult due to concerns about exposure to risk against social distancing. If the situation does not allow, there is an option to incorporate in-depth qualitative-based questions into the household survey questionnaires instead of conducting FGDs. The detailed methods will be decided in consultation with UNDP during the inception phase.

The selected firm is requested to identify 4 to 6 case studies (equally representing Cox's Bazar and Bandarban) to look into qualitative changes for project beneficiaries made by the project. Details will be discussed during the inception phase and data collection phase. Case studies need to be elaborated in the evaluation report together with infographics and photos.

In the proposal, the bidders are requested to elaborate:

- 1) Overall evaluation strategies
- 2) Detailed work plan
- 3) Evaluation matrix
- 4) Sampling strategies based on the total beneficiary
- 5) Data collection methodologies & protocols
- 6) Data quality control methods
- 7) Data analysis methodologies and
- 8) Gender analysis plan

All of these aspects need to be sufficiently detailed. It will be assessed rigorously, which will heavily affect the scoring of the proposal.

5.2. Available Data Sources:

For the purpose of the mid-term review, the review team is expected to collect relevant information from the Project Document, Annual Work Plans, financial reports, training database, M&E plan, periodic progress reports, donor reports, policy documents, SHARIP/SID-CHT produced IEC/BCC materials, fact sheets, case studies, meeting minutes, study reports, household database, SID-CHT baseline report and any other relevant documents.

For primary data collection, the following sources should include (but not limited to):

- At the national level: National Project Director (SID-CHT), Deputy National Project Director (SID-CHT), Project staff, Donors, and other relevant government as stated in the stakeholder list in the Background section.
- At the field level: Hill District Council, District and Upazila Administration including Deputy Commissioner (DC), UNO, Upazila Parishads (UZP) Representatives of Upazila Parishads and Union Parishads (UPs), local Government Line Department officials, Ward Committee Members, implementing partners, community members, and project beneficiaries.

5.3. Evaluation Ethics

This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'⁸. The consultant must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners. Signed 'Pledge of Ethical Conduct in Evaluation of the United Nations System' needs to be attached in the Annex of the final evaluation report. A template can be downloaded from the link below on the footnote⁹. The evaluation team may refer to UNDP's Dispute and wrongdoing resolution process and contact details¹⁰ (Annex 3 (page 55) of Section 4: Evaluation Implementation and Use of UNDP Evaluation Guidelines (2021)).

6. Scope of Work and Timeline:

6.1. Scope of Work:

The scope of the work for this assignment is outlined below:

- ix. **Detailed methodologies notes of the evaluation:** The firm will develop detailed methodologies including 1) Overall evaluation strategies, 2) Detailed work plan, 3) Evaluation matrix, 4) Sampling strategies based on the total beneficiary, 5) Data collection methodologies & protocols, 6) Data quality control methods, 7) Data analysis methodologies, and 8) Gender analysis plan. Methodologies will be finalized in consultation with UNDP. The firm shall also review primary and secondary project data. Before submitting the inception report, the firm shall consult with the key persons of the project to finalize the data collection methodologies, tools, and data analysis plans.
- x. **Detailed sampling frame of evaluation:**
 - a) **Determination of Sample size**
The firm shall propose the sample size from its total beneficiary. It should keep comparability with the baseline survey and include both treatment groups and control groups. Proposed sample size for both treatment and control groups is added in the table in '5.1. Proposed Methodology' of this ToR. A specific sample for qualitative and quantitative data collection is required to draw. The SID-CHT team will assist in drawing the whole sampling framework after hiring the firm. Details shall be confirmed and finalized in consultation with UNDP and stakeholders during the inception phase.
 - b) **Household Survey**
As per the requirement, the bidders need to calculate the sample size for both treatment groups and control groups with proper sampling method. The bidders are requested to elaborate the appropriate method and procedure in the proposal to select sample size. Information are available in '5.1. Proposed Methodology' of this ToR.
 - c) **Focus Group Discussions**
The firm is also expected to conduct a sufficient number of FGDs. The bidders are requested to propose the number of FGDs to be conducted per geographical coverage in the proposal.
- xi. **Development of data collection tools:** The firm needs to design a set of tools to collect data from different stakeholders and households. This should include 1) HH survey questionnaires, 2) Key Informant Interview (KII)

⁸ UNEG, 'Ethical Guidelines for Evaluation', June 2020. Available at <http://www.uneval.org/document/detail/2866>

⁹ 'Pledge of Ethical Conduct in Evaluation of the United Nations System'. Available at <http://uneval.org/document/detail/2866>

¹⁰ UNDP Evaluation dispute resolution process, UNDP Evaluation Guidelines (2021), Section 4: Evaluation Implementation and Use. Available at <http://web.undp.org/evaluation/guideline/index.shtml>

checklist/ semi-structured questionnaire, 3) Focus Group Discussion (FGD) checklist/ semi-structured questionnaire, 4) case study guideline as well as 5) survey protocols and 6) data quality assurance mechanism. Survey questionnaires should keep at least the same level of data coverage as baseline survey to ensure robust comparison between baseline data and mid-line data. Except these requirements, the firm has a freedom to propose data collection tools as appropriate for the evaluation in consultation with UNDP.

- xii. **Field test of data collection tools:** To avoid non-sampling error, the firm will conduct field test of data collection tools and methodologies and will adjust them based on learning/ feedback of field testing.
- xiii. **Field data collection:** The firm will hire the required number of researchers/surveyors/data entry personnel with sufficient experiences in data collection. They will collect data from households, project participants, local governance institutions (HDCs), and any other relevant organizations with appropriate data collection methods/tools. In order to ensure the best quality data collection, experienced field coordinators and enumerators collecting the data in the field will carry out data quality control using different methods. The firm shall organize training for field coordinators and enumerators before deployment to familiarize them with data collection tools and data quality assurance mechanism.
- Use of Electronic-based data collection tools (i.e. web-based questionnaires/data collection apps) is highly encouraged, in case the firm already has tablets and any other necessary equipment which can be used for this evaluation. Data collection tools will be developed both in Bangla and English.
- xiv. **Data Entry/Data Quality Control/Data Management:** The firm will design and implement a system for data entry and data management. The firm needs to ensure the quality of data with a robust quality assurance mechanism in the whole data entry/management process.
- xv. **Data Analysis:** The firm will analyze and interpret data through relevant statistical software and triangulate both qualitative and quantitative data. Multivariate data analysis is encouraged to be used.
- xvi. **Report:** The firm will provide a draft report and share its findings with UNDP and other relevant stakeholders through the presentation. The feedback received will be incorporated into the report. The final report should include programmatic recommendations on what needs to be considered for the remaining project period of SID-CHT. The reporting language is English. The evaluation report shall follow the structure outlined in Annex 3/ Evaluation Report Template and Quality Standards (Page 55-59) of Section 4/ Evaluation Implementation and Use of UNDP Evaluation Guideline. All evaluation reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of decentralized evaluations can be found in Section 6 (Page 8-12) of the UNDP Evaluation Guidelines[2].¹¹

6.2. Evaluation Timeline:

Phase	Estimated # of Days	Proposed Timeline
Inception work: <ul style="list-style-type: none"> - Review necessary documents - Inception report and detailed methodologies notes, including 1) Overall evaluation strategies, 2) Detailed work plan, 3) Evaluation matrix, 4) Sampling strategies based on the total beneficiary, 5) Data collection methodologies & protocols, 6) Data quality control methods, 7) Data analysis methodologies, and 8) Gender analysis plan. - Submit draft inception report to UNDP. 	5 days	Within two week of signing contract

¹¹ [1] Evaluation Report Template and Quality Standards of UNDP Evaluation Guidelines (2021), Section 4: Evaluation Implementation and Use, available at <http://web.undp.org/evaluation/guideline/index.shtml>

[2] Quality Assessment Questions of UNDP Evaluation Guidelines (2021), Section 6: Quality Assessment, available at <http://web.undp.org/evaluation/guideline/index.shtml>

<ul style="list-style-type: none"> - Organize an inception meeting with UNDP to finalize mid-term review framework and methodologies. - Submit final inception report and obtain approval from UNDP including detailed methodologies. 		
Data collection tools development: <ul style="list-style-type: none"> - Develop data collection tools and protocols (i.e. survey questionnaires, checklist, survey protocols, data quality assurance mechanism). - Presentation of data collection tools to UNDP/SID-CHT management. - Field test data collection tools. - Finalize data collection tools incorporating feedback of field testing. 	5 days	Within two weeks of signing contract
Field data collection/ Data management: <ul style="list-style-type: none"> - Provide training to onboard enumerators on data collection tools and methods. - Collect data from the agreed sources using agreed tools and methods. - Conduct data quality assurance - Data entry into the software - Data processing - Debrief key findings to the UNDP CO and the stakeholders 	30 days	Within eight weeks of signing contract
Reporting: <ul style="list-style-type: none"> - Conduct data analysis - Triangulate/ analyse findings from desk review, stakeholders' interview, and KIIs - Draft evaluation report - Organize a sharing meeting for UNDP and relevant stakeholders. - Incorporate feedback and comments from UNDP and stakeholders. - Submit final report to UNDP together with other deliverables. 	20 days	Within twelve weeks of signing contract

The firm/organization will be expected to present a draft report in both written form and oral -presentation to the UNDP/SID-CHT and relevant stakeholders within one month of completion of field data collection. The UNDP/SID-CHT and relevant stakeholders will then give their written comments for incorporation in the final report after submitting the draft report. The team leader should be available to discuss findings with management before the presentation of the draft report. The final report (MS Word format) and clean data (excel/SPSS) on a flash drive should be presented within 2 weeks of getting the comments on the draft report.

7. Deliverables:

Based on the scope of the work outlined above, the following are the deliverables from the firm:

- Inception report and detailed methodologies notes, including 1) Overall evaluation strategies, 2) Detailed work plan, 3) Evaluation matrix, 4) Sampling strategies based on the total beneficiary, 5) Data collection methodologies & protocols, 6) Data quality control methods, 7) Data analysis methodologies, and 8) Gender analysis plan.
- A set of data collection tools, including survey questionnaire, checklist, and survey protocols in English and Bangla.
- Softcopy of all collected data including cleaned datasets.

- d. Evaluation report in English (5 hard copies and softcopies in MS word and PDF format)

8. Implementation Arrangements

The firm will independently conduct the evaluation but shall take necessary assistance from SID-CHT and UNDP. The Deputy Resident Representative and Assistant Resident Representative, UNDP Bangladesh, will be responsible for managing the evaluation throughout the entire process. The SID-CHT team led by National Project Manager and Team leader – PMR will provide necessary support in the evaluation's day-to-day operation. The consultant will also seek technical guidance from Programme Specialist - Disaster and Resilience, R&IG Cluster, and M&E Specialist/Analyst at UNDP Bangladesh Country Office. The programme evaluation report needs to be cleared by the M&E Specialist/Analyst at UNDP Bangladesh Country Office and approved by the Deputy Resident Representative, UNDP Bangladesh, and RBM/ M&E focal point, UNDP Bangkok Regional Hub.

9. Minimum Qualifications of the Evaluation Firms:

The minimum qualifications of the firm are as follows-

- Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- Business Licenses – Registration Papers, Tax Payment Certification, etc.
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- At least seven years' experience in conducting research on social and governance issues
- Have experience of conducting at least 5 national level development project evaluation mainly based on sample survey
- Have experience of agriculture/agroforestry and livelihoods with at least 2 research studies.
- Previous experience of working with a UN agency/International NGO/bilateral donor/Government

10. Minimum Qualifications of the Human Resources

Expected team composition for this evaluation is as follows:

Team Leader and Deputy Team Leader should have thematic expertise in either Agriculture or Social Cohesion respectively. The requirements below show a team leader must have thematic expertise in Agriculture and a deputy team leader should be a thematic expert in Social Cohesion. However, it can be a Team Leader with thematic expertise in Social Cohesion and a Deputy Team Leader with expertise in Agriculture. Team composition needs to be approved by UNDP based on the firm's proposal.

1. Team Leader cum Agriculture Expert:

Minimum eligibility criteria of Team Leader/Lead Researcher are in the following-

I. Academic Qualifications:

Minimum Masters in Social science, Agriculture, Agriculture-based Livelihoods, and/or Development studies

II. Professional Qualifications:

1. Minimum 5 years' experience in working with agriculture or agriculture/agroforestry-based livelihoods with at least 2 projects.
2. Minimum 7 years of progressive experience in conducting evaluation, research, assessments, reviews and evaluation of similar nature.
3. Proven experience to develop evaluation survey strategies, including data collection methodologies
4. At least 3 assignments focusing on natural resource-based livelihoods evaluation/research as team lead. (List of completed research or links of publications to be enclosed)

2. Deputy Team Leader cum Social Cohesion Expert:

Minimum eligibility criteria-

I. Academic Qualifications:

Minimum master's in agriculture, environment science or any other relevant subject.

II. Professional Qualifications:

1. Minimum 5 years of experience in designing and conducting research, assessments, and mid-term evaluation related to social cohesion;
2. Have experience of completing at least 3 assignments related to data collection and management of survey/research and baseline. (List of completed research to be enclosed.)

3. Data Scientist:

Minimum eligibility criteria of Data Scientist-

I. Academic Qualifications:

Minimum masters in Statistics, Economics, Computer Science or any other discipline of Social Sciences;

II. Professional Qualifications:

1. At least 5 years' experience in data collection/ data management/ data analysis in evaluation/ research/ development projects implemented by national/ international NGOs/ UN bodies/ Government;
2. Proven experience to develop evaluation survey strategies, including data collection methodologies and data analysis method.
3. Extensive knowledge & skills of data management and data analysis on SPSS, STATA and MS-ACCESS/other MIS software development.
4. Extensive experience in data quality assurance for large-scale data collection in the field.
5. Proven experience in quantitative data analysis using SPSS and STATA.

4. Field Coordinator/ Field Supervisor (Numbers to be determined by the firm):

Minimum eligibility criteria for Field Coordinator-

I. Academic Qualifications:

Minimum Masters in Social Science. Degree in Political Science, Public Administration, Governance Studies, Development Studies and Sociology

II. Professional Qualifications:

1. Minimum 5 years of progressive experience in conducting/coordinating research, assessments, reviews and evaluation of similar nature.
2. At least 3 assignments related to data collection and management of survey/research and evaluation. (List of completed research to be enclosed.)
3. Proven experience to lead large-scale data collection in the field

5. Data Enumerators (Number to be determine by the firm):

Minimum eligibility criteria of Data Enumerators:

I. Academic Qualifications:

Bachelor in social science. Degree in Political Science, Public Administration, Governance and/or Development Studies

II. Professional Qualifications:

1. Minimum two years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature.
2. At least two assignments focusing on natural resource-based livelihood improvements and/or social cohesion.
3. Experience in field data collection.

The team should be formed keeping adequate representation (at least 30%) of female team members.

Special Note:

- Personnel of the proposing firm should have no involvement in the design and implementation of the SID-CHT project. Any individual of the selected firm who had prior involvement in the design and implementation of the SID-

CHT project or those directly or indirectly related to the SID-CHT project are not eligible for this consultancy to avoid conflict of interests.

- Firms that do not meet the above eligibility criteria shall not be considered for further evaluation. Necessary documentation must be submitted to substantiate the above eligibility criteria.

11. Competencies:

All the key personnel must possess the below competencies.

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, and impartiality);
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Demonstrates openness to change, flexibility, and ability to manage complexities;
- Proven strong written, analytical and communication skills.

12. Scope of Price Proposal and Schedule of Payments

Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should consider all HR costs and professional fees, travel costs, subsistence and ancillary expenses. The financial proposal shall specify the total lump sum amount and must be all-inclusive (professional fees, travel costs, living allowances, medical allowances, communications costs etc.)

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

Deliverables	% of payment
Inception report and data collection tools cleared by SID-CHT and UNDP before starting evaluation. *A set of household survey questionnaires and KII/FGD checklists/semi-structured questionnaires (both in English and Bengali) should be attached with the inception report as Annex.	25% of total value
Draft Evaluation Report: A draft report will be submitted to SID-CHT, UNDP for feedback and comments. The report will present gender-disaggregated data with a summary matrix as per the result framework and recommendations/lessons learned/good practice. The firm will organize a validation workshop with different stakeholders in CHT based on the findings.	45% of total value
Final Evaluation Report: The contracted agency will submit both hard and soft copy of the final report reflecting SID-CHT/ UNDP feedback, and the validation workshop's feedback on the draft report/findings.	30% of total value
Datasets: The contracted agency will also submit the complete cleaned data file(s) in MS Excel /SPSS or suitable statistical package format, including variables labeled in English.	

13. Recommended Presentation of proposal

Interested firm must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

Technical Proposal

1. Firm information – Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable;
2. Relevant Experience – Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in undertaking large scale data collection, and list of current and past assignments of the Firm;
3. Process - The Technical Proposal needs to contain a detail description of the process the contractor intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon by the Project in consultation with the relevant stakeholders.
4. Human Resources - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. survey analysis, field management, etc.
5. Tools and Methodologies – Outlining how your firm’s specific approach to quantitative/ qualitative research, including participatory methods, are relevant to the questions under study and meet the highest research standards. This should also include a detailed approach to quantitative/ qualitative data analysis.
6. Sampling strategy – The firm must give a detailed overview of what sampling strategy it will use to select a sample for this study.
7. Quality assurance – The firm must outline how it will ensure quality at all stages of the project but with a particular emphasis on sampling; data collection; data analysis; and reporting. This will be subject to review by Project management team during project implementation.
8. Risk management – The firm must identify key risks and outline how it will mitigate against them. Particular attention should be paid to how political disruption will be handled, especially *Hartals* and blockades.

Two references must be provided by the contractor from firm’s previous work has been undertaken. These should be from the past two years and should relate to projects on which proposed team members worked.

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

- (i) The Financial Proposal shall specify a total delivery amount (in USD or BDT) including consultancy fees and all associated costs, i.e. travel cost, subsistence per diems, consultation workshop costs and overheard recharges.
- (ii) In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

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

14. Evaluation Criteria:

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

- a) Responsive/ compliant/ acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70: 30 respectively (this is to reflect the high-level skills mix required).

Only firms obtaining a minimum of 70% of maxim achievable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

Technical Proposal Evaluation		70
Expertise of firms		
1.1	Experience in undertaking evaluation in natural resource-based livelihood improvement and/or social cohesion areas	10
1.2	Previous experience of completing evaluation for a UN agency or bilateral donor	5
Proposed Methodology and Work Plan		
2.1	Quality and relevance of proposed study methodology & approach and quality of proposal	30
Skills and experiences of key personnel		
Team Leader cum Agriculture Expert:		
3.1	Relevance and level of education	5
3.2	Experience in evaluation	5
3.3	Experience in working with natural resource-based livelihoods	5
Deputy Team Leader cum Social Cohesion Expert:		
3.4	Relevance and level of education	2.5
3.5	Experience undertaking evaluation related to natural resource-based livelihoods	2.5
Data Scientist		
3.6	Relevance and level of education	2.5
3.7	Experience undertaking evaluation related to social cohesion	2.5
Financial		30
Total		100

15. Selection Process: The firm will be selected on the basis of the relevant expertise, technical proposal and financial offer received.

16. Budget Format (Please insert row as applicable):

SL. #	Particulars	Unit	Rate	Total	Remarks
1. Human Resources Cost					
1.1	Team Leader cum Agriculture Expert				
1.2	Deputy Team Leader cum Social Cohesion Expert				
1.3	Data Scientist				
1.4	Field Coordinator				
1.5	Data Enumerator				
1.6	Other_____				
2. Travel, food and accommodation					
2.1	Team Leader cum Agriculture Expert				
2.2	Deputy Team Leader cum Social Cohesion Expert				
2.3	Data Scientist				
2.4	Field Coordinator				
2.5	Data Enumerator				

2.6	Other _____				
3. Communication					
3.1	Communication				
4. Others					
4.1	Specify _____				
4.2	Specify _____				
	Total				

Annex 1:**Key results aspects of SHARIP:****Results Framework:**

The selected firm needs to use the following **Results Framework** to measure results, progress and deviations so far.

SHARIP Results Framework (updated considering extension phase):

Development engagement title		Support to the Host Communities Affected by Rohingya Influx	
Development engagement objective		To strengthen the socio-economic conditions of poor households of the host communities affected by the Rohingya influx in ten Upazilas of Bandarban and Cox's Bazar districts	
Impact Indicator		1. % of participating households have increased annual net agricultural income, with at least 50% of IFM-FFS members being women 2. % of female farmers enrolled in the IFM-FFS report feeling more empowered 3. % of participating households with improved capacities to cope with the situation of Rohingya influx	
Baseline	Year	2018	1. 14,000 BDT (annual) ¹² 2. 5% 3. 0%
Target	Year	2022	1. 75% of 54,000 IFM-FFS participating households (40,500 households) have increased annual net agricultural income by 20% from before joining the IFM-FFS; with at least 50% of IFM-FFS members being women 2. 50% of female IFM-FFS farmers (27,000 farmers) have reported feeling more empowered (increased income over which they have control, increased participation in decision-making, being able to impart knowledge on improved agroforestry techniques to others) 3. 50% of participating households (27,000 households) have reported better coping capacities
Outcome 1		Agricultural production increased and diversified in targeted communities	
Outcome indicator		1.1 % increase in productivity (hen eggs, chicken meat, vegetables, fruits, fish) in IFM-FFS households 1.2 75% of IFM-FFS participating households apply additional farming component and improved farming techniques 1.3 80% of households who have received farming input packages as part of SHARIP's COVID-19 response report to have resumed their agricultural production disrupted by COVID-19	
Baseline	Year	2018	1.1 Hen eggs (300), chicken meat (24kg), vegetables (85kg), fruits (20kg), fish (7kg) ¹³ 1.2 0% 1.3 0%
Target	Year	2022	1.1 % increase in productivity ¹⁴ (20% hen egg, 30% chicken meat, 25% vegetables, 20% fruits, 30% fish) across 54,000 IFM-FFS households 1.2 40,500 participating households apply at least five additional farming component and improved farming techniques 1.3 38,640 households report having resumed their agricultural production disrupted by COVID-19
Output 1.1		Enhanced knowledge and skills of communities, farmers, Farmer Facilitators, local service providers, and monitors on improved agricultural practices	

¹² Data triangulation method using primary, secondary and expert advice was used to calculate this baseline information.

¹³ All are annual production

¹⁴ Increase in productivity means eggs per HH, chicken meat kg/HH, fruits kg/HH, vegetables and fish kg/HH

Output indicator		1.1.1 Number of farmers who have completed the IFM-FFS and/or agroforestry sessions, at least 50% of women 1.1.2 Number of Master Trainers developed and running Training of Farmer Facilitators, at least 30% of women 1.1.3 Number of Farmer Facilitators developed and conducting IFM-FFS sessions, at least 40% of women 1.1.4 Number of local service providers (LSP), i.e. Community Livestock Workers and Community Aquaculture Resource Persons, providing support to communities, at least 30% of the LSPs being women 1.1.5 Number of monitoring visits by Government line agencies (DAE, DLS, DoF) and follow up support made to IFM-FFS communities 1.1.6 Number of monitoring visits organized to support IFM-FFS communities by local Government Institutions (Union Parishad, Upazila Parishad) 1.1.7 Number of functional IFM-FFS groups, with at least 50% of the group members being women 1.1.8 Number of IFM-FFS modules printed 1.1.9 Number of farmers growing high-value agroforestry products, at least 50% being women	
Baseline	Year	2018	1.1.1 0 ¹⁵ 1.1.2 0 1.1.3 0 1.1.4 0 1.1.5 0 1.1.6 0 1.1.7 0 1.1.8 0 1.1.9 0
Target (achievement)	Year 1	2018	1.1.1 0 farmer 1.1.2 6 Master Trainers 1.1.3 58 Farmer Facilitators 1.1.4 0 local service providers 1.1.5 46 visits by Government line agencies 1.1.6 133 visits by local administration 1.1.7 0 IFM-FFS groups 1.1.8 0 modules 1.1.9 0 farmers
Target (achievement)	Year 2	2019	1.1.1 1,613 farmers 1.1.2 7 Master Trainers 1.1.3 154 Farmer Facilitators 1.1.4 30 local service providers 1.1.5 146 visits by Government line agencies 1.1.6 126 visits by local administration 1.1.7 212 IFM-FFS groups 1.1.8 10 modules 1.1.9 0 farmers
Target (accumulated figures)	Year 3	2020	1.1.1 27,360 farmers 1.1.2 20 Master Trainers 1.1.3 267 Farmer Facilitators 1.1.4 70 local service providers 1.1.5 1,600 visits by Government line agencies 1.1.6 159 visits by local administration 1.1.7 912 IFM-FFS groups 1.1.8 12 modules 1.1.9 0 farmers

¹⁵ All are 0 because of output indicators. All of them will be generated through the project's intervention/activities

Target (accumulated figures)	Year 4	2021	1.1.1 45,120 farmers 1.1.2 30 Master Trainers 1.1.3 563 Farmer Facilitators 1.1.4 80 local service providers 1.1.5 2,784 visits by Government line agencies 1.1.6 240 visits by local administration 1.1.7 1,504 IFM-FFS groups 1.1.8 12 modules 1.1.9 180 farmers
Target (accumulated figures)	Year 5	2022	1.1.1 54,000 farmers 1.1.2 30 Master Trainers 1.1.3 563 Farmer Facilitators 1.1.4 80 local service providers 1.1.5 3,080 visits by Government line agencies 1.1.6 304 visits by local administration 1.1.7 1,800 IFM-FFS groups 1.1.8 12 modules 1.1.9 360 farmers
Output 1.2			Market linkage and access to quality farming (including agroforestry) inputs enhanced
Output indicator			1.2.1 Access of participating farmers to high quality farming inputs (including agroforestry), at least 30% of these farmers are women (disaggregated by location) 1.2.2 % of new collection points operating (bulking and trading) on an average twice in a week, with at least 30% women in leadership roles (disaggregated by location) 1.2.3 Number of new agroforestry-based small enterprises (i.e. nursery growers / women entrepreneurs doing value addition at local level/high value crop producers / beekeepers / vermicompost producers) providing support to communities, at least 20% being women 1.2.4 Number of farming households affected by COVID-19 have received quality farming input to restore their agricultural production
Baseline	Year	2018	1.2.1 5% ¹⁶ 1.2.2 0% 1.2.3 0% 1.2.4 0%
Target (achievement)	Year 1	2018	1.2.1 0% of participating farmers have access to high quality farming inputs 1.2.2 0 new collection points 1.2.3 0 nursery growers, 0 women entrepreneurs 1.2.4 0 households have received farming input as part of the COVID-19 emergency response
Target (achievement)	Year 2	2019	1.2.1 22% of participating farmers (350 farmers) have access to high quality farming inputs 1.2.2 0 new collection points 1.2.3 0 nursery growers, 0 women entrepreneurs, 0 high value crop producers, 0 beekeepers, 0 vermicompost producers 1.2.4 0 households have received farming input as part of the COVID-19 emergency response
Target (accumulated figures)	Year 3	2020	1.2.1 40% of participating farmers (10,944 farmers) have access to high quality farming inputs 1.2.2 80% of 26 new collection points 1.2.3 45 nursery growers, 0 women entrepreneurs, 0 high value crop producers, 0 beekeepers, 0 vermicompost producers

¹⁶ Data triangulation method using primary, secondary and expert advice was used to calculate this baseline information.

			1.2.4	48,300 households have received farming input as part of the COVID-19 emergency response
Target (accumulated figures)	Year 4	2021	1.2.1	60% of participating farmers (27,972 farmers) have access to high quality farming inputs
			1.2.2	80% of 56 new collection points
			1.2.3	65 nursery growers, 90 women entrepreneurs, 60 high value crop producers, 60 beekeepers, 60 vermicompost producers
			1.2.4	48,300 households have received farming input as part of the COVID-19 emergency response
Target (accumulated figures)	Year 5	2022	1.2.1	60% of participating farmers (32,400 farmers) have access to high quality farming inputs
			1.2.2	80% of 56 new collection points
			1.2.3	65 nursery growers, 150 women entrepreneurs, 90 high value crop producers, 90 beekeepers, 60 vermicompost producers
			1.2.4	48,300 households have received farming input as part of the COVID-19 emergency response

Outcome 2		Agroforestry production increased sustainably		
Outcome indicator		Increase in area of lands (in ha) under firewood, bamboo and vegetation coverage		
Baseline	Year	2018	0% ¹⁷	
Target	Year	2022	1,000 hectares (ha)	
Output 2.1		Improved knowledge and skills of community people on agroforestry systems		
Output indicator		2.1.1	Number of IFM-FFS communities implementing Agroforestry Development Plans (disaggregated by location), with at least 30% of the community members involved in drafting the Plans being women	
		2.1.2	% of trained farmers implementing improved agroforestry systems (disaggregated by location). At least 50% of these farmers are women	
		2.1.3	Number of seedlings distributed to implement Agroforestry Development Plans	
Baseline	Year	2018	2.1.1 0% ¹⁸ 2.1.2 0% 2.1.3 0 seedlings	
Target (achievement)	Year 1	2018	2.1.1 0 Agroforestry Development Plans 2.1.2 0 farmers with improved agroforestry systems 2.1.3 0 seedlings distributed	
Target (achievement)	Year 2	2019	2.1.1 0 Agroforestry Development Plans 2.1.2 0 farmers with improved agroforestry systems 2.1.3 0 seedlings distributed	
Target (accumulated figures)	Year 3	2020	2.1.1 912 Agroforestry Development Plans 2.1.2 80% of 27,360 farmers (21,888 farmers) with improved agroforestry systems 2.1.3 0 seedlings distributed	
Target (accumulated figures)	Year 4	2021	2.1.1 1,504 Agroforestry Development Plans 2.1.2 80% of 45,120 farmers (36,096 farmers) with improved agroforestry systems 2.1.3 93,240 seedlings distributed	

¹⁷ 0 because the project will introduce the standard agroforestry plan

¹⁸ All will be generated from project activities

Target (accumulated figures)	Year 5	2022	2.1.1 1,800 Agroforestry Development Plans 2.1.2 80% of 54,000 farmers (43,200 farmers) with improved agroforestry systems 2.1.3 133,200 seedlings distributed
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Outcome 3		Social cohesion increased	
Outcome indicator		3.1	Number of disputes/conflicts mediated by Local Volunteer Mediators Forums (LVMFs)
		3.2	% of farmers participating in the courtyard sessions organized for the IFM-FFS report that they feel confident to address disputes and conflicts at household and/or community level
		3.3	Number and percentage of youths participating in social cohesion activities report actively apply their knowledge to enhance social cohesion in their local area
		3.4	Number of households who have received direct livelihood support to cope with the COVID-19 crisis
		3.5	Number of households who have received information on COVID-19 on the potential negative impact of COVID-19 on social cohesion
Baseline	Year	2018	3.1 0 3.2 0% 3.3 5% 3.4 0 3.5 0
Target	Year	2022	3.1 1,000 disputes/conflicts mediated by Local Volunteer Mediators Forums (LVMFs) 3.2 70% of farmers participating in the courtyard sessions organized for the IFM-FFS feel confident to address disputes and conflicts at household and/or community level 3.3 2,500 youth (75%) actively apply their knowledge to enhance social cohesion in their local area 3.4 48,300 households have received COVID-19 solidarity packages (food, cash and hygiene items) 3.5 96,600 households have received information on COVID-19 on the potential negative impact of COVID-19 on social cohesion through posters, radio programmes and miking events.
Output 3.1		Communities have enhanced capacities and skills in conflict resolution, gender and youth engagement contributing to limiting negative effects of influx	
Output Indicator		3.1.1	% of participating IFM-FFS households engaged in various community groups/ forums
		3.1.2	Number of Local Volunteer Mediators Forum (LVMF) operational at Upazila and Union level, with a particular focus on domestic violence and with presence of at least 30% women in the LVMF executive committees
		3.1.3	Number of courtyard sessions organized for IFM-FFS members to enhance their knowledge on leadership, conflict management and gender equality
		3.1.4	Number of events specifically targeting youth and their engagement in promotion of social cohesion, tolerance and conflict prevention
		3.1.5	Number of initiatives taken by the community groups/ forums (World Environment Day, International Women's Day, World Peace Day, World Water Day, Human Rights Day) at Upazila level observed with engagement of all relevant stakeholders
Baseline	Year	2018	3.1.1 0% ¹⁹ 3.1.2 0 Local Volunteer Mediators Forums 3.1.3 0 sessions 3.1.4 5 youth events 3.1.5 3 events

¹⁹ All will be generated from direct project intervention

Target (achievement)	Year 1	2018	3.1.1 0% of participating IFM-FFS households engaged in various community groups/ forums 3.1.2 0 Local Volunteer Mediators Forums 3.1.3 0 courtyard sessions 3.1.4 0 youth events 3.1.5 0 events
Target (achievement)	Year 2	2019	3.1.1 0% of participating IFM-FFS households engaged in various community groups/ forums 3.1.2 0 Local Volunteer Mediators Forums 3.1.3 0 courtyard sessions 3.1.4 0 youth events 3.1.5 0 events
Target (accumulated figures)	Year 3	2020	3.1.1 40% of participating IFM-FFS households engaged in various community groups/ forums 3.1.2 6 Local Volunteer Mediators Forums; 300 local level disputes/conflicts mediated 3.1.3 513 courtyard sessions 3.1.4 53 youth events 3.1.5 89 events
Target (accumulated figures)	Year 4	2021	3.1.1 60% of participating IFM-FFS households engaged in various community groups/ forums 3.1.2 10 Local Volunteer Mediators Forums; 700 local level disputes/conflicts mediated 3.1.3 4,000 courtyard sessions 3.1.4 150 youth events 3.1.5 200 events
Target (accumulated figures)	Year 5	2022	3.1.1 60% of participating IFM-FFS households engaged in various community groups/ forums 3.1.2 10 Local Volunteer Mediators Forums; 1,000 local level disputes/conflicts mediated 3.1.3 7,000 courtyard sessions 3.1.4 250 youth events 3.1.5 300 events

Annex 2: Theory of Change

Through training of 54,000 poor and vulnerable farmers following the participatory IFM-FFS approach in 55 Unions of 10 (ten) Upazilas in Bandarban and Cox's Bazar districts, as well as training of at least 860 youth/Farmer Facilitators and Hill District Council staff and government line agencies responsible for agroforestry, new skills will be developed and promoted on, amongst others, farming practices, sustainable agroforestry practices, value addition, market access, women and youth engagement and group interaction/conflict mediation/counseling.

- If these skills are applied by the beneficiaries, it will lead to behavioral change in the host communities through applying more sustainable, diversified and profitable agroforestry practices and increased group interaction. This behavioral change is further facilitated through having a highly knowledgeable pool of Farmers Facilitators acting as model farmers and local government bodies (Hill District Council) and officials (Department of Agriculture Extension, Department of Fisheries, Department of Livestock, etc.) providing support to the host communities.
- Again, this behavioral change will lead to improved productivity, less degradation of eco-systems and more dialogue that will defuse tension and conflicts.
 - This will, in turn, lead to improved livelihoods through income generation from increased agroforestry production, new high-value crops, value addition, improved market linkages and greater food security as well as to gradual eco-system restoration and to increased dialogue and tolerance.
 - Improved livelihoods and eco-system restoration will – especially when coupled with increased host community confidence, tolerance and conflict prevention/resolution – lead to greater social cohesion and stability.

Annex 3: Evaluation Matrix template (sample)

Relevant Evaluation Criteria	Key Questions	Specific Sub- questions	Data Sources	Data Collection Methods/ Tools	Indicators/ Success Standards	Methods for Data Analysis