



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 5, 2021
	REFERENCE: RFP-BD-2021-028

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a Firm to Conduct Final Evaluation of Agriculture and Food Security (AFSP III) and CHT Climate Resilience (CCRP) Projects of SID-CHT**

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/unscoc/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

Pratul Dewan

Annex 1**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>
Implementing Partner of UNDP	SID CHT Project, UNDP, Bangladesh
Brief Description of the Required Services	<p>The main purpose of this evaluation is to collect the endline data/ information of these two DANIDA-funded projects to measure the most significant changes and results at the output/outcome level for beneficiaries, institutions, and communities with a focus on the overall implementation process and progress towards project targets. The key findings of this evaluation will be used for future project design and policy implications at UNDP and the Government of Bangladesh.</p> <p>Specific Objectives: The specific objectives of the study are:</p> <ol style="list-style-type: none"> 1. To assess to what extent AFSP III and CCRP have contributed to addressing the needs and problems identified during programme design 2. To measure Impact level changes of the projects 3. To measure intended outcomes of the projects 4. To assess the efficiency and effectiveness of various project interventions and to identify causes of success and/or failure with recommendations 5. To measure the value addition of the project after continuing over decades, specially for AFSP III 6. To examine how the initiatives of the projects are mainstreamed in the government process. 7. To measure the Value for money
List and Description of Expected Outputs to be Delivered	<p>The following tasks will be accomplished by the firm within the timeline.</p> <p>i. Detailed methodological notes of evaluation: The complete assessment will be based on the mixed method of data collection. Therefore, the firm will develop detailed methodologies, including 1) overall evaluation study strategies, 2) detailed work plan, 3) evaluation matrix, 4) sampling strategies, 5) data collection methodologies & protocols, 6) data quality control methods, 7) data analysis methodologies, and 8) gender assessment plan. Evaluation matrix also needs to be developed. Methodologies will be finalized in consultation with UNDP during the inception stage.</p> <p>ii. Detailed sampling frame of evaluation: The firm will calculate the sample sizes for both projects considering the table in '5.1. Proposed Methodology' part of the ToR. The proposed sample size will be determined by the area/union wise project beneficiary.</p> <p>a) Key Informant Interview (KII): The firm will conduct several KIIs relevant to this project intervention. The firm will propose the sample to be considered. The most KIIs respondents will be the key project staff, HDC staff, PNGO staff, GoB frontline officials, and others directly involved with SID-CHT.</p>

	<p>b) Focus Group Discussion (FGD): The firm is also expected to conduct enough FGDs in the treatment group. The prospective firm will propose the number of FGDs to be conducted by geographical coverage in the proposal.</p> <p>c) HHs Survey: The firm will collect several household data based on the objectives and results framework's need. The sample size determined by the prospective firm will cover both quantitative and qualitative data collection. The firm will decide what would be the sample percentages for quantitative and qualitative data collection.</p> <p>iii. Development of Data Collection Tools: The firm needs to design qualitative tools to collect data from different stakeholders and households. All tools will be linked with the key objectives and key questions of the study. This should include 1) household survey questionnaire, 2) Key Informant Interview (KII) checklist, 3) Focus Group Discussion (FGD) and KII checklist, 4) case study guideline as well as 5) survey protocols and 6) data quality assurance mechanism.</p> <p>iv. Field Test of Data Collection Tools: To avoid non-sampling error, the firm will conduct field tests of data collection tools and methodologies and adjust them based on learning/feedback of field testing.</p> <p>v. Field Data Collection: The firm will hire the required number of researchers/surveyors/data entry personnel with sufficient experience in data collection. They will collect data from households, local governance institutions, and any other relevant organization with appropriate data collection methods/tools. In order to ensure the quality of data, experienced field coordinators and enumerators should be engaged in collecting the data from the field. The firm shall organize training for field coordinators and enumerators before deployment to familiarize them with data collection tools and data quality assurance mechanism</p> <p>vi. Data Entry/Data Quality Control/Data Management: The firm will design and implement a system for data entry and data management. He/She needs to ensure data quality with a robust quality assurance mechanism in the whole data entry/management process.</p> <p>vii. Data Analysis: The firm will analyze and interpret data through relevant statistical software and triangulate qualitative data with other sources. Gender analysis on the data collected will also be conducted.</p> <p>viii. 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 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].¹</p>
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>

¹ [1] Evaluation Report Template and Quality Standards of UNDP Evaluation Guidelines (2021), Section 4: Evaluation Implementation, 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>

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 <u>60 (sixty) days over the 3 months period</u>								
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 <i>[pls. specify]</i>								
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others As per ToR								
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required								
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required								
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency, BDT								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes								
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<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 survey questionnaires and KII/FGD checklists/semi-structured questionnaires (both in</td><td>25% of total value</td></tr> </tbody> </table>			Payments	Deliverables	% of payment	1st payment	Inception report and data collection tools cleared by SID-CHT and UNDP before starting evaluation. *A set of survey questionnaires and KII/FGD checklists/semi-structured questionnaires (both in	25% of total value
Payments	Deliverables	% of payment							
1st payment	Inception report and data collection tools cleared by SID-CHT and UNDP before starting evaluation. *A set of survey questionnaires and KII/FGD checklists/semi-structured questionnaires (both in	25% of total value							

		English and Bengali) should be attached with the inception report as Annex.		
	2nd 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	
	3rd payment	Final Evaluation Report: The contracted agency will submit both hard and soft copy of the final report reflecting SID-CHT 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(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Manager, SID CHT Project			
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	Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below: Minimum Qualifications of the Evaluation Firms: <hr/> The minimum qualifications of the firm are as follows- <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 researching social and governance issues			

- Have experience in conducting at least five national level development project evaluation mainly based on sample survey
- Have experience of climate change/agriculture/adaptive livelihood with at least two research studies.
- Must have experience of evaluating government projects and UN projects
- Previous experience of working with a UN agency/International NGO/bilateral donor/Government

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.

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 Climate change respectively. The requirements below show a team leader must have thematic expertise in Agriculture and a sub-team leader should be a thematic expert in Climate Change. However, it can be a Team Leader with thematic expertise in Climate Change and a Sub-team leader with expertise in Agriculture.

1. Team Leader (with thematic expertise in Agriculture):

Minimum eligibility criteria of Team Leader are in the following-

I. Academic Qualifications:

Minimum Masters in Agriculture

II. Professional Qualifications:

1. Minimum 10 years experience in working in Agriculture based livelihood research
2. Minimum 5 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 2-3 assignments focusing on evaluation/research as the team lead. (List of completed research or links of publications to be enclosed)

2. Deputy Team Leader (cum Climate Change expert):

Minimum eligibility criteria of the Deputy team leader (cum Climate Change expert) are in the following-

I. Academic Qualifications:

Minimum Masters in Agriculture, Climate Change, Governance and/or Development studies

II. Professional Qualifications:

1. Minimum 7 years experience in working in Climate Change
2. Minimum 5 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

	<p>4. At least 2-3 assignments focusing on evaluation/research as the team lead. (List of completed research or links of publications to be enclosed)</p> <p>3. Data Scientist: Minimum eligibility criteria of Data Scientist-</p> <p>I. Academic Qualifications: Minimum masters in Statistics, Economics, Computer Science or any other discipline of Social Sciences;</p> <p>II. Professional Qualifications:</p> <ol style="list-style-type: none"> 1. At least 8 years' experience in data collection/ data management/ data analysis in evaluation/ research/ development projects implemented by national/ international NGOs/ UN bodies/ Government; 2. Have experience in research work in Agriculture, Climate Change 3. Proven experience in developing evaluation survey strategies, including data collection methodologies and data analysis methods. 4. Extensive knowledge & skills of data management and data analysis on SPSS, STATA, and MS-ACCESS/other MIS software development. 5. Extensive experience in data quality assurance for large-scale data collection in the field. 6. Proven experience in quantitative data analysis using SPSS and STATA. 7. Have the experience working with Government Officials and Local Government representatives. <p>4. Field Coordinator/ Field Supervisor (Numbers to be determined by the firm): Minimum eligibility criteria for Field Coordinator-</p> <p>I. Academic Qualifications: Minimum Masters in Social Sciences. Degree in Political Science, Public Administration, Governance Studies, Development Studies and Sociology</p> <p>II. Professional Qualifications:</p> <ol style="list-style-type: none"> 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 <p>5. Data Enumerators (Number to be determined by the firm): Minimum eligibility criteria of Data Enumerators:</p> <p>I. Academic Qualifications: Bachelor in social sciences. Degree in Political Science, Public Administration, Governance and/or Development Studies</p> <p>II. Professional Qualifications:</p> <ol style="list-style-type: none"> 1. Minimum two years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature. 2. At least two assignments focusing governance-related research. 3. Experience in field data collection. <p>The team should be formed, keeping adequate representation of female Competencies: All the key personnel must possess the below competencies.</p> <p>E</p>
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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 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:

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

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.

Technical Proposal Evaluation		70
Expertise of firms		
1.1	Experience in undertaking evaluation in agriculture and climate adaptive livelihood improvement areas	10
1.2	Previous experience of completing the 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 the proposal	25
2.2	Detailed work plan	5

	Skills and experiences of key personnel		
	Team Leader (with thematic expertise in Agriculture):		
	3.1	Relevance and level of education	5
	3.2	Experience in evaluation	5
	3.3	Experience in working with agriculture and climate adaptive agriculture livelihoods	5
	Deputy Team Leader cum Climate Change expert:		
	3.4	Relevance and level of education	2.5
	3.5	Experience undertaking evaluation related to agriculture and climate adaptive agriculture livelihoods	2.5
	Data Scientist		
	3.6	Relevance and level of education	2.5
	3.7	Experience undertaking evaluation related to agriculture and climate-adaptive agriculture livelihoods	2.5
	Financial		30
	Total		100
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)	bd.procurement@undp.org <i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 13 August 2021.</i> <i><u>"Queries on RFP-BD-2020-028"</u></i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.		
Other Information	A pre-bid meeting will be held on 10 August at 12.30 PM. Through Zoom Meeting ID: https://undp.zoom.us/j/81955307892?pwd=cXpiQjJyMm9EeWp2TXF1dm16bjVPUT09		

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:

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable* (Financial proposal must be password protected)

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

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

E. Cost Breakdown by Cost Component [This is only an 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

Annex 4**Terms of Reference for Hiring a Firm to Conduct Final Evaluation of Agriculture and Food Security (AFSP III) and CHT Climate Resilience (CCRP) Projects of SID-CHT**

The Terms of Reference (TOR) has been designed to conduct final evaluation for the Agriculture and Food Security Project (AFSP III) and CHT Climate Resilience (CCRP) Projects of SID-CHT.

This evaluation aims to measure the impact level changes; intended outcomes, and outputs-level results of the projects; various interventions based on evaluation criteria: relevance, efficiency, effectiveness, coherence, impact, and sustainability to identify causes of success and/or failure with recommendations.

Job : Final Evaluation of Agriculture and Food Security (AFSP III) and CHT Climate Resilience (CCRP) Projects

Duration : 60 days over 4 months period

Location : 26 Upazilas under 3 Chittagong Hill Tract (CHT) districts

Start : September 2021

1. Overall Background and Rationale:

The Chittagong Hill Tract (CHT) is a unique region of Bangladesh in terms of its topography, culture, and agricultural practices. It consists of 3 Hill Districts of Rangamati, Khagrachari, and Bandarban, located in the southeast corner of Bangladesh with a total area of 13,344 square kilometers and covering a population of 1.58 million. The CHT region is home to 11 different ethnic groups and the Bengali people, and has a population of 1.6 million, of which 70% of whom live in the rural areas. More than two decades of conflict, ending with a Peace Accord in 1997, have left most of its inhabitants in extreme poverty conditions. Moreover, communities in the region are increasingly experiencing the impact of environmental and climate changes on their livelihoods, deforestation, landslide, seasonal water scarcity, soil erosion, and flash flood during monsoon.

About two decades after the signing of the Peace Accord, the CHT communities continue to confront challenging social, economic, and political environments with endemic poverty, occasional bouts of violence, and fragile communal relations. These challenges are further compounded by the local institutions' limited capacity to deliver required services per the Peace Accord. The challenges to socio-economic recovery also impact the integration and cohesion among different ethnic communities, as they feel the strain placed by increased resettled populations on already limited resources, facilities, and services.

In collaboration with UNDP and other Development Partners, the Ministry of Chittagong Hill Tracts Affairs (MoCHTA) has implemented several projects in 3 Hill Districts during the last decade. The key interventions of these projects mainly strengthened community stability and supported communities to build resilience and collective actions.

This joint development effort has officially been accelerated through implementing the Strengthening Inclusive Development in CHT (SID-CHT) project. This project's primary outcome

is “Citizen expectations for voice, development, and accountability are met by strengthened institutions to deliver universal access to basic services”. This outcome will be achieved through 3 outputs below:

Output 1- Strengthened community land, resource, and livelihood management

Output 2- Increased participation and influence to shape decision-making

Output 3- Democratic governance strengthened with responsive institutions and effective services.

Agriculture and Food Security Project (AFSP III) and CHT Climate Resilience (CCRP) are the major two on-going projects under the SID-CHT programme. The explicit project’s outcomes and outputs are as follows:

AFSP III

The objectives of AFSP III are to increase pro-poor inclusive agricultural growth and sustainable employment creation for marginal and small farm households with enhanced Food Security in CHT and to enhance Hill District Councils’ (HDCs) capacity to manage transferred agricultural services in line with CHT Peace Accord. AFSP III suggests that adult agricultural education leads to increased productivity and profits, thus, contributing towards the empowerment of marginal and small farmers and enabling them to be better in charge of their lives and circumstances. Moreover, the increased capacity of local institutions in terms of Hill District Councils (HDCs) are intended to better handle the transferred agricultural services in line with the CHT Peace Accord. Two inter-linked outputs of the project focus on communities and institutions’ empowerment and capacity, respectively. The Agriculture and Food Security Project in CHT gradually established 1,000 new Integrated Farm Management- Farmer Field School (IFM-FFS) in 23 Upazilas. The project is being implemented in partnership with 3 HDCs. There are two major outcomes of this project as follows:

Outcome 1: Agricultural productivity of female and male marginal and small farm households increased and diversified through IFM-FFS in the Chittagong Hill Tracts

Outcome 2: Hill District Councils are managing transferred agricultural services in line with the CHT Peace Accord

The AFSP III established 997 Integrated Farm Management – Farmer Field Schools with around 23,900 farmers (62% female) through mobilization and facilitation of Farmer Field School learning approach in respective communities. To run the IFM-FFS properly, the project has developed 333 new Farmer Facilitators and 28 Master Trainers. The project has also produced 11 modules comprising 60 sessions, including preparatory, vegetable gardening, fruit gardening, rice cultivation, poultry rearing, pig rearing, cattle rearing, fish culture in pond/creek, marketing, nutrition and high-value crop modules.

To engage the government line department with the project, GoB line department officials were trained on AFSP III and FFS implementation. The project also arranges regular monitoring visits of the GoB line department officials to look after the project initiatives after the project period.

Along with the production increase, the project has also worked on the market linkage of the marginal farmers. To improve the access to agricultural inputs, 485 farming input suppliers (11% women) were trained on the quality farming inputs, preventive measures, and general advice during the selling of inputs. This project has also developed 101 Community Livestock Workers (CLWs) to vaccinate FFS farmers' livestock animals. Moreover, this project has established a market linkage initiative where the community manages 95 market collection points by linking farmers and traders for competitive sales and mutual benefits. The Agriculture and Food Security component also developed knowledge and skills of Hill District Councils and GoB line department officials on improved coordination mechanism and

management functions of transferred agricultural services through different platforms and formally conducted training events.

CHT Climate Resilience Project (CCRP)

CHT Climate Resilience Project (CCRP), a component of Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT) of Ministry of CHT Affairs and UNDP, is being implemented in three Hill Districts since March 2018. This project is being implemented in 10 Upazilas across 3 Hill Districts of Rangamati, Khagrachari, and Bandarban. The main objective of this project is to improve the climate resiliency of the community livelihoods and watersheds in the Chittagong Hill Tracts.

The project helps build the resilience of the local communities (with priority to the marginalized sections, including poor and women), areas affected by Rohingya influx and traditional institutions (such as karbaries and headmen), and climate-induced risks and natural disasters such as landslides, soil erosion, and floods. The areas were selected at the initial stage of the project based on climate vulnerability assessment and resilience analyses and intensity of vulnerabilities remaining within the selected areas.

The outcome aims at achieving results through 3 inter-related outputs. First, the project supports rural communities and institutions in the CHT to conduct site-specific Community Climate Vulnerability Assessments (CCVAs) and prepare Local Resilience Plans (LRPs). Second, the project helps communities and institutions to undertake priority actions in identified micro- and small-watersheds emphasizing community resource management of forests, conserving the watersheds including forests and their associated watersheds, and diversifying resilient livelihoods with a focus on improved natural resources-based income-generating opportunities. Third, the project develops the CHT institutions, leaders, and community's capacity to enable them to fully discharge the expected planning, field implementation, and other responsibilities. The project also supports some of the planned activities of Local Resilience Plans (LRPs). In contrast, the Union Parishads were approached to include remaining activities under the Annual Development Programme (ADP) of the Government of Bangladesh. During the implementation, the Para Development Committees (PDCs), Para Nari Development Groups (PNDCs), and different networks were engaged. The Hill District Councils (HDCs), are implementing the LRPs by supporting the Union Parishads.

2. Geographical Coverage:

The table below includes the number of project-specific beneficiaries as well as the IFM-FFS.

AFSP Project location-wise beneficiary				
HDC	Upazila	Union	IFM-FFS	Beneficiary
Bandarban	5	17	146	3,747
Rangamati	10	53	441	11,620
Khagrachari	9	38	398	10,935
Total	24	108	985	26,302
CCRP Project location-wise beneficiary				
HDC	Upazila	Union	Climate Resilience Committee (CRC)	Beneficiary
Bandarban	3	6	6	4,369
Rangamati	4	8	8	6,989
Khagrachari	3	6	6	8,058
Total	10	20	20	19,416

3. Evaluation Purpose, Objectives and Scope:

Purpose:

The main purpose of this evaluation is to collect the endline data/ information of these two DANIDA-funded projects to measure the most significant changes and results at the output/outcome level for beneficiaries, institutions, and communities with a focus on the overall implementation process and progress towards project targets. The key findings of this evaluation will be used for future project design and policy implications at UNDP and the Government of Bangladesh.

Specific Objectives:

The specific objectives of the study are:

8. To assess to what extent AFSP III and CCRP have contributed to addressing the needs and problems identified during programme design
9. To measure Impact level changes of the projects
10. To measure intended outcomes of the projects
11. To assess the efficiency and effectiveness of various project interventions and to identify causes of success and/or failure with recommendations
12. To measure the value addition of the project after continuing over decades, specially for AFSP III
13. To examine how the initiatives of the projects are mainstreamed in the government process.
14. To measure the Value for money
15. To provide forward-looking programmatic recommendations (for any course correction) to achieve the intended results/outcomes

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

The final 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 future programming. 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 endline evaluation covers the project implementation of these two projects from May 2018 to June 2021. The evaluation will be conducted from July-September 2021 and August-January 2022 for AFSP III and CCRP, respectively. The timing has been agreed upon with the donor.

Utilization:

The primary users of the evaluation results will be UNDP, but the evaluation results will equally be useful to relevant GoB ministries, development partners, and donors.

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 in light of these two projects are key but not limited to:

Relevance:

- To what extent was the project in line with the national development priorities, the country programme's outputs and outcomes, the UNDP Strategic Plan, and the SDGs?
- To what extent does the project contribute to the theory of change for the relevant country programme outcome?
- To what extent were lessons learned from other relevant projects considered in the project's design?
- To what extent were perspectives of those who could affect the outcomes and those who could contribute information or other resources to the attainment of stated results, taken into account during the project design processes?
- To what extent does the project contribute to gender equality, women's empowerment, and the human rights-based approach?
- To what extent has the project been appropriately responsive to political, legal, economic, institutional, etc., changes in the country?

Effectiveness

- To what extent did the project contribute to the country programme outcomes and outputs, the SDGs, the UNDP Strategic Plan, and national development priorities?
- To what extent were the project outputs achieved?
- What factors have contributed to achieving or not achieving intended country programme outputs and outcomes?
- In which areas does the project have the most significant achievements? Why and what have been the supporting factors? How can the project build on or expand these achievements?
- In which areas does the project have the fewest achievements? What have been the constraining factors and why? How can or could they be overcome?
- What would be bottlenecks and changes if the project is not achieving the results as planned? (it should consider both external and internal factors)

Efficiency

- To what extent was the project management structure as outlined in the project document efficient in generating the expected results?
- To what extent have the UNDP project implementation strategy and execution been efficient and cost-effective?
- To what extent has there been an economic use of financial and human resources? Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes?
- To what extent have resources been used efficiently? Have activities supported the strategy been cost-effective?
- To what extent have project funds and activities been delivered on time?
- To what extent do the Monitoring & Evaluation (M&E) systems utilized by UNDP ensure effective and efficient project management?

Sustainability

- To what extent will financial and economic resources be available to sustain the benefits achieved by the project?
- Do the legal frameworks, policies, and governance structures, and processes within which the project operates pose risks that may jeopardize the sustainability of project benefits?
- What is the risk to ensure the level of stakeholders' ownership will be sufficient to sustain the project benefits?
- To what extent do mechanisms, procedures and policies exist to allow primary stakeholders to carry forward the results attained on gender equality, women's empowerment, human rights, and human development?
- To what extent do stakeholders support the project's long-term objectives?
- To what extent do UNDP interventions have well-designed and well-planned exit strategies?

Coherence

- To what extent do other interventions (including policies) support or undermine the intervention and vice versa? It includes internal coherence and external coherence.

Impact

- Have the projects brought changes in the lives of the people and their communities stated in the result framework of the SID-CHT?
- 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?

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.

4.2. Gender and Human Rights-based Approach:

As part of the requirement, the evaluation must include assessing the extent to which the design, implementation, and results of the project have incorporated a gender equality perspective (questions/issues related to gender equality are discussed in the previous section)

and rights-based approach. The evaluators are requested to review UNEG's Guidance on 'Integrating Human Rights and Gender Equality in Evaluation'² before initiating this assignment.

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

These evaluation approaches and methodology should consider different groups in the SID-CHT 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 selected firm shall adopt mixed methodologies, including Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and Household (HH) survey. Survey questionnaires need to cover all indicators in the results framework (in Annex). The questionnaires should also keep a minimum percentage of data coverage as the baseline survey to ensure robust comparison between baseline data and end-line data. However, the selected firm is strongly expected to improve data collection tools, including survey questionnaires and data analysis methodologies. The firm shall also conduct desk-based review of relevant project documents such as project proposals, Implementation Manual, project progress reports, etc to respond to specific evaluation questions.

The bidders need to calculate the sample size with proper sampling method. 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. Total population of both the projects are 26,302 farmers of AFSP-III and 19,416 community members of the CCRP project. To

² UNEG's Guidance on 'Integrating Human Rights and Gender Equality in Evaluation'
http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=980

keep comparability between baseline and end-line data, it is expected that the firm refers to the following range of the sample size, but the firm needs to come up with exact figure per each unit (HDC, Upazila, Union, FFS, CRC) with robust sampling method.

AFSP Project location-wise beneficiary					Proposed samples of beneficiary for Final Evaluation	
HDC	Upazila	Union	FFS	Benificiary	Teartment	Control
Bandarban	5	17	146	3,747	1,000 - 1,300	550 - 650
Rangamati	10	53	441	11,620		
Khagrachari	9	38	398	10,935		
Total	24	108	985	26,302		
CCRP Project location-wise beneficiary						
HDC	Upazila	Union	CRC	Benificiary	1,000 - 1,300	500 - 600
Bandarban	3	6	6	4,369		
Rangamati	4	8	8	6,989		
Khagrachari	3	6	6	8,058		
Total	10	20	20	19,416		

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

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

The data collection process should be participatory engaging senior government officials, implementing and donor partners, project concerns, key stakeholders and a wide cross-section of staff and beneficiaries incorporating a gender equity approach.

The firm is expected to conduct quantitative analysis using the Statistical software. Other qualitative data collected through KIIs and FGDs will also be analysed extensively to provide a picture of project's impacts. Data and evidence will be triangulated to large extent 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 propose 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 to 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 a few case studies to look into the qualitative changes in beneficiaries and key stakeholders 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 infographic and photo.

In the technical proposal, the firm is requested to elaborate:

- 1) Overall evaluation study 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 assessment plan

It should be detailed out to a significant extent. All of the methodologies described above in the proposal will be assessed rigorously, which will heavily affect the scoring of the proposal.

5.2. Available Data Source:

For the study, the evaluation team is expected to collect relevant information from the Project Document, Annual Work Plans, Financial reports, Event database, M&E plan, periodic progress reports, donor reports, policy documents, produced IEC/BCC materials, facts sheets, case studies, meeting minutes, study reports, 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 Directors (SIDS-CHT), Staff of Project, Donors, other relevant government as stated in the stakeholder list in the Background section.
- At the field level: HDCs, District and Upazila Administration including Deputy Commissioner (DC), Deputy Director (DD-LG), UNO, Upazila Parishads (UZP) Representatives of Upazila Parishads and Union Parishads (UPs), Steering Committee Members, Ward Committee Members, and Secretaries, Gram Police, Community Livestock Workers, Farmer Facilitator, Para Development Committees (PDCs), CRC 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'³. 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.

6. Scope of Work and Evaluation Timeline:

6.1 Scope

The following tasks will be accomplished by the firm within the timeline.

³ UNEG, 'Ethical Guidelines for Evaluation', June 2020. Available at <http://www.uneval.org/document/detail/2866>

i. Detailed methodological notes of evaluation: The complete assessment will be based on the mixed method of data collection. Therefore, the firm will develop detailed methodologies, including 1) overall evaluation study strategies, 2) detailed work plan, 3) evaluation matrix, 4) sampling strategies, 5) data collection methodologies & protocols, 6) data quality control methods, 7) data analysis methodologies, and 8) gender assessment plan. Evaluation matrix also needs to be developed. Methodologies will be finalized in consultation with UNDP during the inception stage.

ii. Detailed sampling frame of evaluation:

The firm will calculate the sample sizes for both projects considering the table in '5.1. Proposed Methodology' part of the ToR. The proposed sample size will be determined by the area/union wise project beneficiary.

- d) Key Informant Interview (KII):** The firm will conduct several KIIs relevant to this project intervention. The firm will propose the sample to be considered. The most KIIs respondents will be the key project staff, HDC staff, PNGO staff, GoB frontline officials, and others directly involved with SID-CHT.
- e) Focus Group Discussion (FGD):** The firm is also expected to conduct enough FGDs in the treatment group. The prospective firm will propose the number of FGDs to be conducted by geographical coverage in the proposal.
- f) HHs Survey:** The firm will collect several household data based on the objectives and results framework's need. The sample size determined by the prospective firm will cover both quantitative and qualitative data collection. The firm will decide what would be the sample percentages for quantitative and qualitative data collection.

iii. Development of Data Collection Tools: The firm needs to design qualitative tools to collect data from different stakeholders and households. All tools will be linked with the key objectives and key questions of the study. This should include 1) household survey questionnaire, 2) Key Informant Interview (KII) checklist, 3) Focus Group Discussion (FGD) and KII checklist, 4) case study guideline as well as 5) survey protocols and 6) data quality assurance mechanism.

iv. Field Test of Data Collection Tools: To avoid non-sampling error, the firm will conduct field tests of data collection tools and methodologies and adjust them based on learning/ feedback of field testing.

v. Field Data Collection: The firm will hire the required number of researchers/surveyors/data entry personnel with sufficient experience in data collection. They will collect data from households, local governance institutions, and any other relevant organization with appropriate data collection methods/tools. In order to ensure the quality of data, experienced field coordinators and enumerators should be engaged in collecting the data from the field. The firm shall organize training for field coordinators and enumerators before deployment to familiarize them with data collection tools and data quality assurance mechanism.

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

vii. Data Analysis: The firm will analyze and interpret data through relevant statistical software and triangulate qualitative data with other sources. Gender analysis on the data collected will also be conducted.

viii. 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 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].⁴

6.2 Timeline

Duration of this assignment will be 60 days (4 months).

Scope of Bid Price and Schedule of Payments

Phase	Duration	Proposed time
Inception work: <ul style="list-style-type: none"> - Review necessary documents - Prepare inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) evaluation matrix, 4) sampling strategies, 5) data collection methodologies & protocols, 6) data quality control methods, 7) data analysis methodologies, and 8) gender assessment plan. - The inception report should include the coordination and mode of engagement of team members. - Develop a time-bound work plan. - Submit draft inception report to UNDP - Organize an inception meeting with UNDP and SID-CHT to finalize evaluation framework and methodologies - Submit final inception report and obtain approval from UNDP, including detailed methodologies 	7 days	Within two weeks 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 - Finalization of data collection tools incorporating the feedback of field testing 	7 days	Within two weeks of signing the 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 	30 days	Within ten weeks of signing the contract

⁴ [1] Evaluation Report Template and Quality Standards of UNDP Evaluation Guidelines (2021), Section 4: Evaluation Implementation, 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>

Phase	Duration	Proposed time
<ul style="list-style-type: none"> - Data entry into the software - Data processing - Conduct data analysis - Triangulate/ analyze findings from desk review, stakeholders' interview, and KIIs - Debrief key findings to the UNDP CO and the stakeholders 		
Reporting: <ul style="list-style-type: none"> - 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 	16 days	Within sixteen weeks of signing the 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:

The firm will be responsible for ensuring the following outputs/deliverables to UNDP Bangladesh as per the agreed work plan:

- Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) evaluation matrix, 4) sampling strategies, 5) data collection methodologies & protocols, 6) data quality control methods, 7) data analysis methodologies, and 8) gender assessment plan.
- A set of data collection tools, including survey questionnaires, checklists, and survey protocols in English and Bangla.
- Softcopy of all collected data, including cleaned datasets.
- Evaluation report in English, including case studies and audit trail.

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 Scope of Price Proposal and Schedule of Payments

The 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 affect payments by bank transfer to the consultancy firm's bank account upon acceptance by SID-CHT/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 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 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

Technical Proposal:

- I. Name of firm/organization 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)
- II. Description of experience in projects of a comparable nature, with a specific description of technical specialization of the firm in the required area
- III. List of current and past assignments of the firm/organization
- IV. References from a minimum of 3 previous clients receiving similar service

- V. Methods and approaches to be adopted in delivering this assignment, including work plan and implementation timelines
- VI. CVs of the proposed key personnel need to be included in the technical proposal. Please note that proposing firms will be expected to deploy the service staff listed in the proposal; substitutions will only be accepted with the prior consent of SID-CHT.

Annex 1:**Key results of AFSP-III and CCRP Projects:****Results Framework:**

The selected firm needs to use the following **Results Frameworks below** to measures the key results progress and deviations so far. **AFSP III Project:**

Outcome indicator 1		Agricultural production of female and male marginal and small farm households increased and diversified through IFM-FFS in the Chittagong Hill Tracts	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	% increase in yields and production of beneficiary Households (HH) (Vegetable, Fruits, Eggs, Chicken, Pig, Goat, Cow and Fish) % HH intake of diversified nutritious food % of beneficiary HH in target communities with increased access to decentralised extension services % of HH which adapted climate resilient technology
Output indicator 1.1		Community groups and stakeholders mobilized through establishment of IFM-FFS	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	# of FFS formed/established, including women (50%) and men participated in mobilization initiatives
Output indicator 1.2		IFM-FFS Curricula Developed and Promoted	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	# of Modules developed with inclusion and testing of relevant farming HH's reliance on climate change issues into FFS curriculum
Output indicator 1.3		Knowledge and skills of CHT stakeholders [Master trainers, FFS Facilitators, Government of Bangladesh (GoB) Officers] enhanced	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	# of FFS trainers trained (at least 30 % women) % of trained CHT stakeholders who believe their knowledge and skills on IFM-FFS have increased after training

Output indicator 1.4		IFM-FFS implemented through participatory and 'learning by doing approach'	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	% of IFM-FFS participants graduated (disaggregated by sex and age) 50 % women % of IFM-FFS graduates applying sustainable and climate resilient intensification (increased yield levels, enhanced soil fertility, averting loss of stock/crops) % of GoB Line Department Officers that provided follow up support
Output indicator 1.5		Access to market linkages (input-output) promoted and facilitated	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	# of FFS linked to traders/buyers for selling their agricultural produces (collection centres and group marketing) % of HHs with access to quality agricultural inputs
Outcome indicator 2		Hill District Councils (HDC) are managing transferred agricultural services in line with CHT Peace Accord	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	Sustainable agricultural policies and strategies developed and in place at HDC Coordination mechanism among the transferred departments related to agriculture services strengthened with functional Agricultural Planning Unit under the leadership of HDCs
Output indicator 2.1		Coordination enhanced and HDC strengthened to manage transferred agriculture services and monitor Local Resilience Plans	
Baseline	Year	2018	The end outcome of AFSP II will be the baseline
Target	Year	2021	# of coordination meetings organised # of consultative workshops organised # of Local Resilience Plans supported

CCRP Project:

Outcome Indicator		Percentage of households in targeted communities able to improve their livelihoods in identified watersheds	
Baseline	Year	2018	0%
Target	Year	2021	50%
Output 1 Indicators		Percentage of communities that have completed Community Climate Vulnerability Assessments	
		Percentage of selected communities with Local Resilience Plans	
Baseline	Year	2018	0% and 0%

Target	Year	2018	40% and 0%
Target	Year	2019	80% and 40%
Target	Year	2020	80% and 60%
Target	Year	2021	80% and 60%
Output 2 Indicators		Percentage of communities (with nearly 50% women participation) that implemented prioritised and selective risk reduction actions	
		Percentage of community members perceiving difference in levels of risks	
Baseline	Year	2018	0% and 0%
Target	Year	2018	0% and 0%
Target	Year	2019	40% and 0%
Target	Year	2020	80 and 40%
Target	Year	2021	80 and 60%
Output 3 Indicator		Percentage of communities supported (technical and/or financial) by CHT institutions	
Baseline	Year	2018	0%
Target	Year	2018	0%
Target	Year	2019	10%
Target	Year	2020	40%
Target	Year	2021	50%

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