



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: October 11, 2021
	REFERENCE: RFP-BD-2021-043

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a firm to Conduct a Baseline Study and develop an Action Plan for piloting SDGs localization at five Upazilas in Bangladesh**

Proposals shall be submitted on or before 4.30 p.m. (local time) on Monday, October 25, 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.

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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,



Van Nguyen
Deputy Resident Representative
11 October 2021

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Annex 1

Description of Requirements

Context of the Requirement	Conduct a Baseline Study and develop an Action Plan for piloting SDGs localization at five Upazilas in Bangladesh			
Implementing Partner of UNDP	SC4SDG Project-UNDP			
Brief Description of the Required Services	<p>Scope of Work and Expected Outputs/ Deliverables</p> <ul style="list-style-type: none"> • Step-1: Desk Review: • Step-2: Inception Workshop with Project and GED • Step-3: Kick-off consultations at the Upazila level: • Step-4: Development of Methodology and Data Collection Tools: • Step-5: National Validation Workshop: • Step-6: Field Test and Data collection • Step-7: Data cleaning and analysis: • Step-8: Draft Report and Action Plan <ul style="list-style-type: none"> ○ Step-8.1: Draft Report ○ Step-8.2: Prepare the SDG Action Plan Template • Step-9: Local level Consultation on Finalization of 'Upazila SDG Action Plan' • Step-10: Feedback/debriefing Session • Step-11: Final Report including the Upazila SDG Action Plan <p>Detailed Scope of work attached in ToR</p>			
List and Description of Expected Outputs to be Delivered	Deliverables/Outputs	Estimated no. of days	% of the total contract value and tentative timeline	Review and Approvals Required
	Deliverable 01: Inception Report	10 days	20% by 4th week of November 2021	To be reviewed and approved by the GED and CTA of SC4SDG Project
	Deliverable 02: Summary Report on Kick-off Consultation and National validation workshop	15 days	20% by 4th week of December 2021	
	Deliverable 03: Interim Progress Report	10 days	20% by the 4th week of January 2022	
	Deliverable 04: Draft baseline report	25 days	20% by 1st week of April 2022	
	Deliverable 05: Final baseline Report	10 days	20 % by last week of April 2022	
		70 Days	100%	

Person to Supervise the Work/Performance of the Service Provider	The firm/Think Tank will be supervised by and reported to the Chief Technical Advisor (CTA), SC4SDG Project, who will also carry out a performance evaluation at the end of the assignment. The firm/ Think Tank will also receive advice from the GED. UNDP will play the role of a facilitator and will be responsible for ensuring the quality of the baseline study in line with the GED requirements. While arranging consultation workshops with stakeholders in Dhaka and selected Upazilas, the SC4SDG Project will provide necessary logistic support in organizing events by the project
Frequency of Reporting	As indicated in the TOR
Progress Reporting Requirements	As indicated in the TOR
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> As indicated in the TOR.
Expected duration of work	06 Months
Target start date	November 10, 2021
Latest completion date	May 2021
Travels Expected	As indicated in the TOR.
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i> <input checked="" type="checkbox"/> N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others as per TOR.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency (BDT) (Conversion rate UNORE October, 2021)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

	[Vendor has to mention the VAT & Other applicable taxes percentage in a separate line if there is any obligation from bidders' point of view to submit offer inclusive of VAT & other applicable taxes]
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	As mentioned in ToR
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Supervised by and reported to the Chief Technical Advisor (CTA), SC4SDG Project, who will also carry out a performance evaluation at the end of the assignment.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Bidder must have adequate technical ability, resources, human resources and processes. As such, following are defined as minimum eligibility criteria: Experience and Documents Required of the Organization/Agency: <ul style="list-style-type: none"> • Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured. • Must have valid Trade license, VAT registration, BIN and TIN certificate. • The firm must submit at least 3 years latest audited financial report/Bank Statement during tenure of 2018-2021. • At least 15 years of professional experience to develop survey strategies, designing and conducting research for government institutions/INGO,/International Organization/UN agencies; • At least 10 years' experience in conducting research, household survey, baseline study for the government and reputed international organizations; and • Experience in conducting at least 2 (two) baseline/end line evaluations in the past 5 years;

	<p>Experience & Qualification Required of Key Personnel:</p> <p><u>1. Team Leader: 01</u></p> <ul style="list-style-type: none"> • Minimum Master's in the field of economics, development studies, population science, political science, public administration, governance, or any other relevant field; • Minimum 15 years' experience in conducting research/study/mapping/survey; • At least 10 years' demonstrated experience in producing analytical reports based on quantitative and qualitative data particularly in the data-driven ecosystem; • At least 10 years' comprehensive knowledge and proven experience in advising government and/or UN development partner on development policy at a senior level; and • Demonstrated knowledge and experience in sustainable development, SDG localization, local development, Action Plan preparation, local governance, and related issues (List of completed research/survey or links of publications to be enclosed). <p><u>2. Development Expert: 01</u></p> <ul style="list-style-type: none"> • Minimum Master's degree in economics, development studies, statistics, population science, political science, public administration, governance, development studies or relevant fields. • At least 08 years' experience with the design of quantitative methodologies including studies that involve qualitative integration; particularly in the areas of governance and development; • At least 08 years' experience in conducting research/study/mapping/survey; • At least 08 years' experience in the evaluation of development programs/projects; and • At least 08 years' experience in survey questionnaire and sample design, data processing, data quality assessment, data analysis, and report writing. • 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 <p><u>3. Gender Expert: 01</u></p> <ul style="list-style-type: none"> • Minimum Master's degree in Social or Natural Sciences or other relevant disciplines, preferably with a specialization in gender; • A minimum of 08 years' practical experience in the field of gender equality and gender mainstreaming and human rights; • At least 08 years' working experience with government institutions and international or non-governmental organizations supporting gender and development work • At least 08 years' of professional experience and familiarity with gender analysis tools and methodologies; <p><u>4. Statistician/Data Analyst: 01</u></p> <ul style="list-style-type: none"> • Minimum Master's degree in Statistic from a reputed university; • At least 05 years' experience of conducting survey/ research/ study on the relevant field; • At least 05 years' demonstrated knowledge in the field of statistical analysis for project/programme evaluations, including baseline studies;
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	<ul style="list-style-type: none"> • At least 03 Experience in the drafting of statistics-based research and related reports; and • Demonstrated ability to develop descriptive and statistical analyses of primary and secondary quantitative and qualitative data. <p><u>5. GIS Expert:01</u></p> <ul style="list-style-type: none"> • Minimum Master's Degree in Geography, GIS or any other related field; • At least 05 years' experience at the national level on application of GIS in the field of development and agriculture sectors, climate change and other relevant areas; • At least 05 years' demonstrated knowledge on local level development issues and programmes <p><u>6. Senior Research Associate: 01</u></p> <ul style="list-style-type: none"> • Minimum Master's degree in development studies, political science, public administration, governance, or relevant field; • At least 03 years' working experience in data processing, data analysis and report writing; • At least 03 years' experience in assisting research, assessments, mapping, stock taking, baseline etc. and • At least 03 years' experience in managing surveys and field staff. <p><u>7. Research Associate: 02</u></p> <ul style="list-style-type: none"> • At least Bachelor's degree in development studies, political science, public administration, governance, or relevant field; • At least 02 years' working experience in assisting research, assessments, mapping, stock taking, baseline etc.; and • At least 02 years' working experience in data processing, data analysis and report writing. <p><u>8. Enumerators</u></p> <ul style="list-style-type: none"> • The firm/Think Tank will propose the number of field assistants needed to assist the study and include them in the proposal (example: Enumerator). <p>The signed CV of the above positions sl# 1 to 5 must be submitted.</p> <p>Note: Necessary document must be submitted to substantiate the above eligibility criteria. Consultancy firm that do not meet the above eligibility criteria shall not be considerate for further evaluation. The firm must provide CV's of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function or other related information.</p> <p><u>Technical Proposal (70%)</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expertise of the Firm <input checked="" type="checkbox"/> Expertise of Key personnel <input checked="" type="checkbox"/> Methodology proposed in the technical proposal <p><i>Basis of Technical evaluation:</i></p>
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Technical Criteria Weight - 70 marks

Criteria	Weight	Max. Point
Technical Evaluation score	70%	70
1.Expertise of firm/Think Tank	20%	20
1.1 Relevant professional experience of the firm/Think Tank to develop baseline survey strategies, designing and conducting research and assessment for research institutions, government institutions, and UN agencies;	5%	5
1.2. Relevant working experience in development fields with local/national government and multi and bi-lateral development partners.	10%	10
1.3 Evidence of relevant research works particularly in conducting baseline study	5%	5
2.Proposed Methodology and Work Plan		
Quality and relevance of proposed methodology, approach, and quality of proposal	25%	25
3.Expertise of the Study Team	25%	25
3.1Team leader- Educational Qualification and Working Experience	5%	5
3.2 Development Expert- Educational Qualification and Working Experience	5%	5
3.3 Gender Expert - Educational Qualification and Working Experience	5%	5
3.4 Statistician/Data Analyst - Educational Qualification and Working Experience	5%	5
3.5 GIS Expert - Educational Qualification and Working Experience	5%	5
Financial	30%	30
Total	100%	100

Only firms obtaining a minimum of 70% point of the allocated points for technical criteria would be considered for the Financial Evaluation.

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex-3) <input checked="" type="checkbox"/> Written Self Declaration (Annex-4)
Contact Person for Inquiries (Written inquiries only)	bd.procurement@undp.org <i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 19 October, 2021, 10.00 am.</i> <i><u>"Queries on RFP-BD-2021-043"</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 [pls. specify]	A pre-proposal meeting will be held Online for the clarification on the bidding document and ToR <u>on 18 October 2021 at 03:00 pm using the following link:</u> https://undp.zoom.us/j/87636471648?pwd=eWFIRjVJcXBIV3dYbHZxL0hJaldwUT09

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)***

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- *At least 15 years of professional experience to develop survey strategies, designing and conducting research for government institutions/INGO,/International Organization/UN agencies;*
- *At least 10 years' experience in conducting research, household survey, baseline study for the government and reputed international organizations; and*
- *Experience in conducting at least 2 (two) baseline/end line evaluations in the past 5 years;*
- *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 :

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- 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 Example]: (Financial proposal must be password protected)

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
c. Expertise 3				
d. Expertise 4				
e. Expertise 5				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				
Please mention VAT separately with %				

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

Annex-3

TERMS OF REFERENCE

Hiring a Firm to Conduct a Baseline Study and develop an Action Plan for piloting SDGs localization at five Upazilas in Bangladesh

ASSIGNMENT TITLE:	Conduct a Baseline Study and develop an Action Plan for piloting SDGs localization at five Upazilas in Bangladesh
AGENCY/PROJECT NAME:	Strengthening Institutional Capacity for SDGs Achievement in Bangladesh (SC4SDG)
COUNTRY OF ASSIGNMENT:	Bangladesh
SUPERVISOR:	Chief Technical Advisor, SC4SDG Project, UNDP
DURATION OF CONTRACT:	70 working days over a period of 6 months tentatively from 10 November 2021

1. GENERAL BACKGROUND

The Sustainable Development Goals (SDGs) are the blueprint for achieving a better and more sustainable future for all. The objective of SDGs is to address the urgent environmental, social, and economic challenges facing the world, including those related to poverty, inequality, climate change, ecological degradation, peace and justice. Achieving SDGs requires contextualizing development priorities and programming. It is well recognized that the local government is the best fit for implementing policies and programs for improved service delivery that can address poverty, reduce inequality and adapting climate vulnerability, and promote gender equity. In recognition of the fact that SDGs are overarching, the Government of Bangladesh (GoB) has adopted a 'whole of society' approach and engaged the private sector, NGOs, CSOs, think-tank, academia, and media to achieve the SDGs. The country has completed all the preparatory works such as integration of SDGs in the national plan, mapping of ministries and divisions, SDGs M&E framework, SDGs need assessment and financing strategy, SDGs action plan, etc., for adopting, implementing, and monitoring SDGs at the national and local levels.

In this connection, the localization of SDGs is an important agenda of the GoB, as the local government holds the key to Bangladesh's quest for sustainable development. Hence, the Government has already integrated the SDG targets into its development planning and strategized for localization. In line with this, GoB emphasizes the need for an inclusive and localized approach to reach its development goals within their respective localities. To this end, the GoB has identified a set of 39+1 priority indicators to monitor SDG achievements at the local level. The primary aspiration of SDGs, Leaving No One Behind (LNOB), remains at the core of the concept of localization in the context of Bangladesh.

As the focal point of the Bangladesh Government on poverty and the SDGs, the General Economics Division (GED) of the Planning Commission would play a coordinating and catalytic role in attaining SDG localization. GED, therefore, is now concentrating on localizing the SDGs and has already developed an SDG Localization Framework.

Strengthening Institutional Capacity for SDGs Achievement in Bangladesh (SC4SDG) project of UNDP Bangladesh and UNEP-PEA supports the General Economics Division in the form of providing technical support in the evidence-based policy formulation, implementation, localization, monitoring, evaluation, reporting, and outreach of SDGs in Bangladesh. As the implementation of SDGs going forward, the Project, in association with the GoB will put an effort to help policymakers and other stakeholders to adopt holistic and integrated policy approaches to attain SDGs across the economic, social and environmental dimensions of sustainable development. Hence, the SC4SDG Project, on request, is supporting the GED to develop, pilot and roll out an integrated programmatic framework to localize the SDGs at the selected five Upazilas (**Bishwambarpur** Upazila of the Sunamgonj district, **Daulatkhan** Upazila of Bhola District, **Dhobaura** Upazila of the Mymensingh District, **Dumuria** Upazila of the Khulna District, and **Ulipur** Upazila of the Kurigram District) in the country. A study titled **"An assessment to identify the selection criteria of Upazilas for localizing the Sustainable Development Goals"** commissioned by the General Economics Division with technical support of the SC4SDG Project, primarily recommended to select 16 Upazilas (two from each division) for piloting SDG localization based on the latest poverty mapping. Among these Upazilas, the above mentioned five Upazilas have high poverty incidence and weak socio-economic criteria. These Upazilas are located in disadvantaged geographic areas, with low employment opportunities, and are environmentally vulnerable. Therefore, these five Upazilas are initially selected for piloting the SDG localization in the first phase.

Concerning localization, the Project aims to extend support to the Government in formulating policy and institutional framework, developing data ecosystems, incorporating inclusive approaches, and scaling up innovative service delivery models to intensify the ongoing efforts of SDG localization at the Upazila level in an attempt to develop integrated model for SDGs localization at the grassroots level.

To achieve the objective of the SDGs localization and contribute to the achievement of SDGs localization through fostering an enabling environment for mainstreaming SDGs in local development processes, the SC4SDG Project is looking for the services of a firm/Think Tank to carry the detailed baseline for the SDGs localization Program in Bangladesh.

2. Rationale of conducting Baseline Study and developing Upazila Action Plan for piloting SDG localization at Upazila level

SDGs achievement depends strongly on progress made at the local level. Hence, it is vital to know and understand the current status of SDGs implementation at the local level. It is now well recognized that local governments can accelerate achievement of the SDGs by providing a framework for local development policy and implementing this policy through action from the bottom up. It is the only process to empower all local stakeholders and make sustainable development more responsive. The SDGs localization process is likely to enable local frameworks that empower local government and other non-state actors to lead and contribute to achieving SDGs in alignment with the national data. It is expected that the localization of SDGs will operationalize a process of accountability that is closer to the people. Therefore, it is imperative to identify local needs and aspirations to contextualize the SDGs from the perspective of the local population.

In order to implement the SDG localization efficiently and effectively in the selected Upazilas, reliable and disaggregated data is imperative to understand the current status of sustainable development goals, targets and indicators. Therefore, a baseline study is required to assess the socio-economic, environmental status and relevant issues of the selected five Upazilas, namely, Sunamgonj's **Bishwambarpur** Upazila, Bhola's **Daulatkhan** Upazila, Mymensingh's **Dhobaura** Upazila, Khulan's **Dumuria** Upazila, and Rangpur's **Ulipur** Upazila. The baseline study is expected to generate benchmark data for Upazila-specific SDG targets and indicators to be measured and monitored to track the results focusing on climate change, education, health, social protection, employment, inequality etc. This baseline study should also emphasize selecting indicators based on Upazila's Five-Year Action Plan and the Local Government's priority activities for achieving SDG. To this end, Upazila parishad/administration should make choices and prioritize those targets and indicators in line with their legal areas of responsibilities that best respond to their specific contexts and needs.

Looking into the necessity, priority and resource constraint, the government of Bangladesh determined 40 (39+1- relevant to specific Upazila) indicators for localizing SDGs. It is worthy of mentioning that out of these 39 indicators, only 29 are applicable at the Upazila level. So, these 29 indicators (non-SDG indicators may be avoided) must be considered while conducting a baseline study for piloting SDGs localization at the selected Upazilas.

For rolling out the SDGs at the Upazila level, a time-bound action plan is required. After analyzing the local situation, the Upazila Action Plan on SDG localization should be prepared based on consultation with all the relevant stakeholders to develop context-specific local sustainability strategies to achieve the SDGs.

3. OBJECTIVES OF THE ASSIGNMENT

The overall objective of the baseline study is to assess the present socio-economic status and other relevant information of the five selected Upazilas and identify the critical areas in each of the selected Upazila where SDG localization should focus on.

Another objective of this assignment is to develop an action plan ensuring local level participation to strengthen the capacity of the local governments and other local stakeholders for implementing SDGs at the Upazila level. This action plan is also expected to establish a financing mechanism to fund the SDGs related projects/interventions at the Upazila level. This action plan may have correspondence with Upazila level budgeting and yearly plan, if any.

Specific objectives are:

- ✓ To generate Upazila level disaggregated SDGs data by age, sex, poverty level, people with special ability, ethnic orientation to assess the current implementation status of some selected SDG targets and indicators with a special focus on the implementation status of 29+1 (applicable at the Upazila level avoiding non-SDG indicators) indicators at the local level
- ✓ To understand the existing gender and intersectionality gap at the Upazila level using the lens of Leave No One Behind
- ✓ To prepare Upazila wise GIS mapping by SDG indicators/ Upazila level proxy indicators as per the fact sheet prepared based on the recommendations of the kick-off consultations at the Upazila level
- ✓ To produce information and evidence for further improvements in policies and practices for local government/administration in relation to SDG localization
- ✓ To provide recommendations to assist the local government/administration in implementing their respective policies and plans with respect to SDG localization

4. SCOPE OF WORK/ GUIDANCE FOR CONDUCTING BASELINE STUDY

The awarded firm/Think Tank will undertake the following duties and responsibilities:

Step-1: Desk Review:

- Review the existing publications, frameworks, and reports on SDG localization available locally and internationally
- Review the two background reports commissioned by the GED with the technical support from the SC4SDG Project in connection to localizing SDGs: (a) "An Assessment to Identify the Selection Criteria of Upazilas for Localizing the Sustainable Development Goals (SDGs)" and (b) "Mapping of Resources Required to Localize the Sustainable Development Goals (SDGs) in Selected Upazilas".

Step-2: Inception Workshop with Project and GED:

- Conduct an in-house meeting with the SC4SDG project staff and GED Officials to discuss and reach a consensus on the inception report of the baseline study

Step-3: Kick-off consultations at the Upazila level:

- Arrange kick-off consultations at the Upazila level with GED and BBS officials, Project staff, local government officials, Upazila level SDG Co-ordination committee, and other relevant stakeholders available at the Upazila level prior to finalizing Upazila-specific targets and indicators for the baseline study
- Understand the local context, including the SDG localization efforts by the government and non-government (private sectors, CSOs, NGOs, etc.) actors at the Upazila level
- Set Upazila wise SDGs targets and indicators (Annex 1) for benchmarking the data to monitor and track SDGs achievement at the Upazila level

Step -4: Development of Methodology and Data Collection Tools:

- Select appropriate methodologies, i.e., develop data collection methods and tools, questionnaire, and checklist; identify the sources of primary and secondary data; develop sampling strategy and determine the sample size for the baseline survey; determine the number of the Key Informant Interview and Focus Group Discussion etc. to conduct the baseline study
- Secondary level data available, if any may also be used (reports, studies, etc.)
- Develop a data collection framework and quality control mechanism

Step-5: National Validation Workshop:

- Conduct meeting with GED officials, Bangladesh Bureau of Statistics (BBS) and SC4SDG team members in order to share the final SDG targets and indicators selected for the baseline study
- Get an approval of the tools and methods prepared for conducting the baseline study
- Finalize data collection tools (questionnaire, checklist, guidelines) for the study

Step -6: Field Test and Data collection:

- Organize training for the enumerators. The training will include methodology, tools and techniques of the survey to ensure that enumerators have an in-depth understanding of the study
- Conduct field-test and review of data collection tools (including questionnaire and set of indicators) in consultation and engagement with GED and SC4SDG team
- Conduct a household survey, Focused Group Discussions, Key Informant Interviews in the selected five Upazilas
- Ensure data collection from the respondents as per sample design, using prescribed tools and techniques.

Step-7: Data cleaning and analysis:

- Remove inconsistent and invalid data points including data outlines
- Develop and finalize data analysis and tabulation plan and determine the necessary means for extracting/generating desired outputs

Step-8: Draft Report and Action Plan**8.1 Draft Report:**

- Prepare a draft report including initial analysis of the data and key findings

8.2 Prepare the SDG Action Plan Template

- Develop a template on SDG localization action plan/toolkit for each selected Upazila in consultation with GED and SC4SDG Project. This action plan shall guide local government/Upazila Parishad and administration on how to effectively implement SDG related projects in their respective upazilas
- Provide a guideline for coordination and coherence among different stakeholders at the Upazila level with respect to SDG localization activities
- Provide a framework of local development policy on how the national government can support the local government to achieve SDGs at the Upazila level
- Formulate SDG VISION for five selected Upazilas to improve the effectiveness of their SDG related interventions and scaling up in other Upazilas focusing on economic, environmental, and social development objectives

Step 9: Local level Consultation on Finalization of 'Upazila SDG Action Plan'

- Conduct meetings with the local government (both Parishad & administration) officials and stakeholders in order to share key findings of the baseline study and the template of the Upazila Action Plan
- Incorporate the feedback of the relevant Upazila level stakeholders before finalizing the Upazila specific SDG Action Plan

Step 10: Feedback/debriefing Session

- Organize a debriefing meeting with all relevant stakeholders from both national and local level preferably including the presence of the State Minister for Planning on draft baseline report and Upazila SDG Action Plan

Step 11: Final Report including the Upazila SDG Action Plan

- Incorporate the comments and feedbacks and finalize the baseline report
- Incorporate the comments and feedbacks of relevant stakeholders and finalize the action plan
- Submit the final baseline report, including the Upazila SDG Action Plan

5. EXPECTED DELIVERABLES:

The deliverables for this assignment include:

Deliverable 01: Inception Report

The inception report must highlight the understanding of the assignment, initial assessment of the SDGs targets and indicators, methodology to be adopted, sampling strategy, comprehensive work plan, timeline, and draft content of the report.

Deliverable 02: Summary Report on Kick-off Consultation and National validation workshop

The summary report shall articulate the observation/feedback of the GED officials, Local government officials, local-level stakeholders, SC4SDG team and other relevant stakeholders from the Kick-off consultations and national validation workshop

Deliverable 03: Interim Progress Report

The interim progress report should describe the progress of data collection and other planned deliverables/milestones of the baseline study.

Deliverable 04: Draft baseline report

The draft baseline report should indicate preliminary analysis of the findings along with Upazila wise fact sheet and GIS mapping on the selected SDG indicators. It should also contain the template of Upazila SDG Action Plan.

Deliverable 05: Final baseline Report

The final baseline report must contain Upazila SDG Action Plan and qualitative and quantitative output. All data and information generated (excel file and data file) shall have to be shared with the client.

6. DURATION OF ASSIGNMENT AND WORKING AREAS

The study must be conducted by 70 working days over a period of 06 months, tentatively from 10 November 2021. The SC4SDG Project will assist in scheduling meetings and consultations and producing the necessary background information to prepare the above deliverables. The data for the baseline analysis shall be collected from the below selected geographical location.

The duty station will be in Dhaka along with 05 targeted Upazilas.

Upazila	District	Division
Bishwambarpur	Sunamgonj	Sylhet
Daulatkhan	Bhola	Barishal
Dhobaura	Mymensingh	Mymensingh
Dumuria	Khulna	Khulna
Ulipur	Kurigram	Rangpur

7. METHODOLOGY

The standard evaluation approach will be used for this baseline study. The firm/Think Tank will mainly adopt a mixed methodology (quantitative and qualitative) to accomplish the aforementioned objectives. Both qualitative and quantitative data can be gathered from primary and secondary sources. The data collection tools used for the baseline study may include the following:

- Literature Review

- Facility Survey
- Household Survey
- Key Informant Interview
- Focus Group Discussions

8. SUPERVISION, REPORTING AND PERFORMANCE EVALUATION

The firm/Think Tank will be supervised by and reported to the Chief Technical Advisor (CTA), SC4SDG Project, who will also carry out a performance evaluation at the end of the assignment. The firm/ Think Tank will also receive advice from the GED. UNDP will play the role of a facilitator and will be responsible for ensuring the quality of the baseline study in line with the GED requirements.

While arranging consultation workshops with stakeholders in Dhaka and selected Upazilas, the SC4SDG Project will provide necessary logistic support in organizing events by the project.

9. PAYMENT SCHEDULE

Detail mentioned in RFP Annexure-1 under “List and Description of Expected Outputs to be Delivered”

10. SKILLS AND EXPERIENCE OF THE FIRM/Think Tank AND HUMAN RESOURCES

Detail mentioned in the RFP Annexure-1 under “Criteria for the Assessment of Proposal”.

11. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested firms/Think Tanks are requested to submit the following detailed proposal made up of documentation to demonstrate the prospective firm/Think Tank's qualifications and enable appraisal of competing bids. The proposal should include technical and financial proposals, details of which are listed below.

I. Technical Proposal

i. Firm/Think Tank information –

- Name of Firm/Think Tank 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 audited financial statements);
- Last two years Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- Profile (the nature of business, field of expertise, licenses, certifications, accreditations) of the firm/Think Tank should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured

ii. Relevant Experience –

- Description of experience in projects of a comparable nature, with specific description of technical specialization of the firm/Think Tank in undertaking large scale data collection, and list of current and past assignments of the firm/Think Tank

iii. Relevant Publications –

- The firm/Think Tank must submit evidence of relevant research works particularly in conducting baseline study

iv. Process –

- The Technical Proposal needs to contain a detailed description of the process the contractor intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product

which, after selection of the firm/Think Tank, will be agreed upon by the Project in consultation with the relevant stakeholders

v. Human Resources –

- The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e., study analysis, report writing, field management, etc.

vi. Tools and Methodologies –

- Clear outline of the proposed research approach including data collection tools and methods those are relevant to undertake the baseline study and meet the highest research standards. This should also include a detailed approach and data analysis plan.
- The interested firm/Think Tank also needs to submit the filled-up format of data collection mapping with the proposal as indicated in Annexure A

vii. Sampling strategy –

- The firm/Think Tank must give a detailed overview of what sampling strategy it will use to select a sample for this study.

viii. Quality assurance –

- The firm/Think Tank must outline how it will ensure quality at all stages of the project but with an emphasis on sampling; data collection; data analysis; and reporting. This will be subject to review by Project management team during project implementation.

ix. Risk management –

- The firm/Think Tank must identify key risks and outline how it will mitigate against them. Specific attention should be paid to how natural and political hazards will be handled.

x. CV of Team Leader, Development Expert, Gender Expert, Statistician, GIS Expert, Senior Research Associate and Research Associate

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

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

1. The Financial Proposal shall specify a total delivery amount (in USD or BDT) including consultancy fees and all associated costs, i.e., travel cost, subsistence per-diems and overhead charges.

2. In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing.

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

All applications must include (as an attachment) the above documents. Applications without financial proposal will be treated as incomplete and will not be considered for further assessment.

I. EVALUATION

The firm/Think Tank will be selected on the basis of the relevant expertise and financial offer received.

In the second stage, the price proposal of all qualified firm/Think Tank, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the firm/Think Tank offering the best value for money based on the cumulative method.

In this methodology, technical criteria weight is 70 and Financial Criteria weight is 30. According, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proposal.

A formula is as follows:

$$P = y (\mu/z)$$

Where

P = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

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.

- The technical and financial proposal should be submitted following the UNDP guideline and formats. UNDP Procurement reserves the right to accept or reject any.

Only firm/Think Tank obtaining a minimum of 49 points and above would be considered for the financial Evaluation.

Broad Three Evaluation Criteria:

1. Firm/Think Tank
2. Methodology
3. Team Experience

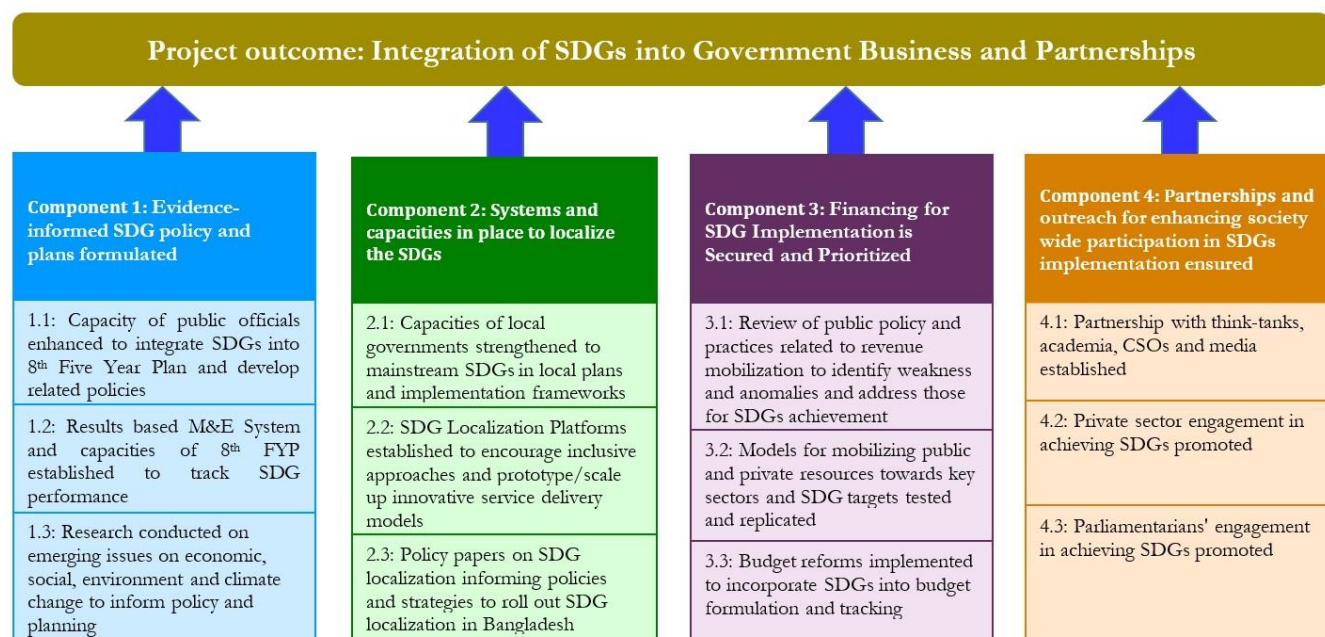
II. BASIS OF EVALUATION

Detail mentioned in the RFP Annexure under “Basis of Technical evaluation: Technical Criteria Weight”

Annexure-A**Data Collection Mapping**

SDG Goal	Indicator	Data needed	From where the data will be collected/ Data Source	How the data will be collected/ Methods	Tools to be used to collect data	Remarks
SDG - 1						
SDG - 2						
SDG - 3						
SDG - 4						
SDG - 5						
SDG - 6						
SDG - 7						
SDG - 8						
SDG - 9						
SDG - 10						
SDG - 11						
SDG - 12						
SDG - 14						
SDG - 15						
SDG - 16						
SDG - 17						

Annex B: Expected results of the SC4SDG Project:



Annex-4

Declaration

Date:

United Nations Development Programme

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

Assignment _____

Reference: RFP-BD-2021-043

Dear Sir,

I declare that is not in the UN Security Council 1267/1989
List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

Name

Designation

Organization name with seal