

*United Nations Development Programme*



# **REQUEST FOR PROPOSAL**

## **Hiring a Firm for Conducting Final Evaluation of EALG Project**

RFP No.: RFP-BD-2022-009

Project: Efficient and Accountable Local Governance (EALG) Project

Country: Bangladesh

Issued on: **18 May 2022**

## CONTENTS

Section 1. Letter of Invitation .....	4
Section 2. Instruction to Bidders .....	5
A.    GENERAL PROVISIONS    5	
1.    Introduction .....	5
2.    Fraud & Corruption, Gifts and Hospitality .....	5
3.    Eligibility .....	5
4.    Conflict of Interests .....	6
B.    PREPARATION OF PROPOSALS    7	
5.    General Considerations .....	7
6.    Cost of Preparation of Proposal .....	7
7.    Language .....	7
8.    Documents Comprising the Proposal .....	7
9.    Documents Establishing the Eligibility and Qualifications of the Bidder .....	7
10.    Technical Proposal Format and Content .....	7
11.    Financial Proposals .....	8
12.    Proposal Security .....	8
13.    Currencies .....	8
14.    Joint Venture, Consortium or Association .....	9
15.    Only One Proposal .....	10
16.    Proposal Validity Period .....	10
17.    Extension of Proposal Validity Period .....	10
18.    Clarification of Proposal .....	10
19.    Amendment of Proposals .....	11
20.    Alternative Proposals .....	11
21.    Pre-Bid Conference .....	11
C.    SUBMISSION AND OPENING OF PROPOSALS    11	
22.    Submission .....	12
23.    Deadline for Submission of Proposals and Late Proposals .....	13
24.    Withdrawal, Substitution, and Modification of Proposals .....	13
25.    Proposal Opening .....	14
D.    EVALUATION OF PROPOSALS    14	
26.    Confidentiality .....	14
27.    Evaluation of Proposals .....	14
28.    Preliminary Examination .....	14
29.    Evaluation of Eligibility and Qualification .....	14

30. Evaluation of Technical and Financial Proposals .....15

31. Due Diligence .....16

32. Clarification of Proposals .....16

33. Responsiveness of Proposal .....17

34. Nonconformities, Reparable Errors and Omissions .....17

E. AWARD OF CONTRACT 17

35. Right to Accept, Reject, Any or All Proposals .....17

36. Award Criteria.....18

37. Debriefing .....18

38. Right to Vary Requirements at the Time of Award .....18

39. Contract Signature .....18

40. Contract Type and General Terms and Conditions .....18

41. Performance Security .....18

42. Bank Guarantee for Advanced Payment.....18

43. Liquidated Damages.....19

44. Payment Provisions .....19

45. Vendor Protest.....19

46. Other Provisions.....19

Section 3. Bid Data Sheet .....20

Section 4. Evaluation Criteria .....24

Section 5. Terms of Reference.....27

Section 6: Returnable Bidding Forms / Checklist.....52

form a: technical proposal submission form.....**Error! Bookmark not defined.**

form b: bidder information form .....54

form c: joint venture/consortium/association information form .....55

form d: qualification form.....56

form e: format of technical proposal .....58

form f: financial proposal submission form .....60

form g: financial proposal form..... 1

form h: form of proposal security.....3

## SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

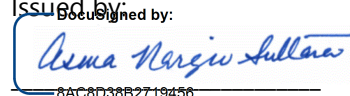
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form
  - o Form H: Form of Proposal Security (not applicable)

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [bd.procurement@undp.org](mailto:bd.procurement@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "**Accept Invitation**" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

  
DocuSigned by:

Name: Asma Nargis Sultana  
 Title: Programme Support Officer  
 Date: May 18, 2022

Approved by:

  
DocuSigned by:

Name: Krishna Raj Adhikari  
 Title: Senior Operations Manager  
 Date: May 18, 2022

**SECTION 2. INSTRUCTION TO BIDDERS****A. GENERAL PROVISIONS**

1. <i>Introduction</i>	<p><b>1.1</b> Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://poppp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://poppp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p><b>1.2</b> Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p><b>1.3</b> As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. <i>Fraud &amp; Corruption, Gifts and Hospitality</i>	<p><b>2.1</b> UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p><b>2.2</b> Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p><b>2.3</b> In pursuance of this policy, UNDP  (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;  (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p><b>2.4</b> All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>
3. <i>Eligibility</i>	<p><b>3.1</b> A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any</p>

	<p>other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. <i>Conflict of Interests</i>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme /project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may</p>

	lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
<b>B. PREPARATION OF PROPOSALS</b>	
5. <i>General Considerations</i>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. <i>Cost of Preparation of Proposal</i>	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. <i>Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. <i>Documents Comprising the Proposal</i>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. <i>Technical Proposal Format and Content</i>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered</p>

	as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<i>11. Financial Proposals</i>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<i>12. Proposal Security</i>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<i>13. Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN</li> </ul>



	<p>operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p><i>14. Joint Venture, Consortium or Association</i></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources</p>

	required may not be available within one firm.
<i>15. Only One Proposal</i>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>f) they have at least one controlling partner, director or shareholder in common; or</li> <li>g) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>h) they have the same legal representative for purposes of this RFP; or</li> <li>i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<i>16. Proposal Validity Period</i>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<i>17. Extension of Proposal Validity Period</i>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<i>18. Clarification of Proposal</i>	<p><b>18.1</b> Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP</p>

	<p>staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p><b>18.2</b> UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<i>19. Amendment of Proposals</i>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<i>20. Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<i>21. Pre-Bid Conference</i>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

### **C. SUBMISSION AND OPENING OF PROPOSALS**



<b>eTendering submission</b>	<p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<i>23. Deadline for Submission of Proposals and Late Proposals</i>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<i>24. Withdrawal, Substitution, and Modification of Proposals</i>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p>

	<p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<i>25. Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<i>26. Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<i>27. Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ul>
<i>28. Preliminary Examination</i>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<i>29. Evaluation of</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the</p>

<p><i>Eligibility and Qualification</i></p>	<p>Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>h) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>j) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<p><i>30. Evaluation of Technical and Financial Proposals</i></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for</p>

	<p>the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. <i>Due Diligence</i>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
32. <i>Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p>



	32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
33. <i>Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. <i>Nonconformities, Repairable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b><i>E. AWARD OF CONTRACT</i></b>	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any

	liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<i>36. Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<i>37. Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<i>38. Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
<i>39. Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<i>40. Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<i>41. Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP%20POPP%20DOCUMENT%20LIBRARY/Public/PSU%20Solicitation%20Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<i>42. Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever

	<p>is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP%20POPP%20DOCUMENT%20LIBRARY/Public/PSU%20Contract%20Management%20Payment%20and%20Taxes%20Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<i>43. Liquidated Damages</i>	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<i>44. Payment Provisions</i>	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
<i>45. Vendor Protest</i>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></p>
<i>46. Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

**SECTION 3. BID DATA SHEET**

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

<b>BDS No.</b>	<b>Ref. to Section.2</b>	<b>Data</b>	<b>Specific Instructions / Requirements</b>
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p><b>Will be Conducted</b>  <b>Time: 11.30 AM (BD local Time);</b>  <b>Date: May 26, 2022 11:30 AM</b></p> <p>Venue: pre-proposal meeting will be held Online for the clarification on the bidding document and ToR, please log in using the following link.</p> <p><a href="https://undp.zoom.us/j/83939362267?from=addon">Join Zoom Meeting</a>  <a href="https://undp.zoom.us/j/83939362267?from=addon">https://undp.zoom.us/j/83939362267?from=addon</a></p> <p>The UNDP focal point for the arrangement is:  <b>RFP-BD-2022-009</b></p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:            Percentage of contract price per day of delay: 0.5%            Max. number of days of delay 15, after which UNDP may terminate the contract.</p>

9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar Local currency BDT Conversion rate: UNORE 86.38
11	31	Deadline for submitting requests for clarifications/ questions	May 26, 2022 4:30 PM (local time)
12	31	Contact Details for submitting clarifications/questions	E-mail address dedicated for this purpose: <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a>  <b>Attn. Queries– RFP-BD-2022-009</b> email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.  Any delay in UNDP's response shall be <b>not</b> 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
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering  <input checked="" type="checkbox"/> Uploaded in the system. Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system. Also will be posted on UNDP Bangladesh website: <a href="http://www.bd.undp.org/content/bangladesh/en/home/operations/procurement.html">http://www.bd.undp.org/content/bangladesh/en/home/operations/procurement.html</a>
14	23	Deadline for Submission	<b>Date: June 2, 2022 4:30 PM Bangladesh Time Zone</b> <b>Time: 4.30pm (Local Time)</b> Date and Time: As specified in the system (note that time zone indicated in the system is Eastern Daylight time zone). PLEASE NOTE: - <ul style="list-style-type: none"> <li><i>Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</i></li> </ul>

			<ul style="list-style-type: none"> <li>Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</li> </ul>
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> <b><u>BU: BGD10; Event ID: RFP-22-009</u></b>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>Format: PDF files only</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Password for financial proposal <b><u>must</u></b> not be provided to UNDP until requested by UNDP</li> </ul> Max. File Size per transmission: <b>not exceeding 45 MB</b>
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 49 or 70% of total technical points
18		Expected date for commencement of Contract	July 2022
19		Maximum expected duration of contract	04 Months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services

			<a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23		Other Information Related to the RFP	<p>The Financial Proposal and the Technical Proposal files <u>MUST BE COMPLETELY SEPARATE</u> and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. <b><u>The file with the "FINANCIAL PROPOSAL" must be encrypted with a password.</u></b></p> <p><b>Special note:</b> <b><u>Do not disclose your price anywhere in your submission or e-tendering system other than encrypted financial proposal. Please enter '1' as your bid price in e-tendering line item.</u></b></p>

## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>Other</b>	Must have valid and up-to-date Trade license (2021-2022), VAT certificate, TIN certificate, updated income tax payment certificate (Assessment Year 2020-2021).	Both national and international bidders must present applicable documents
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was



<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>At least seven years' experience in conducting research on social and governance issues</li> <li>Have experience of conducting at least 5 national level development project evaluation mainly based on sample survey</li> <li>Have experience of LGIs with at least 2 research studies.</li> <li>Previous experience of working with a UN agency/International NGO/ bilateral donor / Government</li> </ul>	Form D: Qualification Form
<b>Financial Standing</b>	<ul style="list-style-type: none"> <li>Must submit last 3 years audited financial report. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></li> </ul>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Key Personnel	CVs of required key personnel (refer to Terms of Reference)	

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overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Overall experience and Expertise of the organization/Firm	15
	Proposed Methodology and Work Plan	30
2.	Expertise of Key personnel	25
	<b>Total</b>	<b>70</b>

Criteria	Weight	Max. Points
<b><u>Technical</u></b>	70	
<b>1. Overall experience and Expertise of the organization/Firm</b>		<b>15</b>
1.1 Experience in undertaking evaluation in governance areas		10
1.2 Previous experience of completing evaluation for a UN agency or bilateral donor		5
<b>2. Proposed Methodology and Work Plan</b>		<b>30</b>
<b>2.1</b> Quality and relevance of proposed study methodology & approach and quality of proposal		
<b>3. Expertise of Key personnel</b>		<b>25</b>
<b>3.1 Team Leader (Local Governance Expert):</b>		
3.1.1 Relevance and level of education		5
3.1.2 Experience in evaluation		5
3.1.3 Experience in working with LGIs		5
<b>3.2 Data Scientist</b>		
3.2.1 Relevance and level of education		5
3.2.2 Experience undertaking evaluation		5

## SECTION 5. TERMS OF REFERENCE

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Job	: Final Evaluation of EALG Project
Duration	: 80 days over 4 months period
Location	: Sampled UZPs and UPs
Start	: 1 July 2022

### 1. Background and Rationale:

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Strengthening local governance has been a key focus of not only the Government of Bangladesh, but also different donor agencies. Considering the importance of the issue, UNDP has been working to strengthen the local governance system in Bangladesh for more than a decade. UNDP supported projects to the LGIs have played an important role in reforming the Union Parishad (UP) and Upazila Parishad (UZP) tier of government. UNDP in collaboration with Embassy of Switzerland, and Embassy of Denmark through EALG project has been supporting UZP and UP to improve their service delivery through improved governance. This five-year project (January 2018 to December 2022) has three major program components: Component-1: Inclusive and Accountable Upazila Parishad (IAUZP); Component-2: Sustainable and Democratic Union Parishad (SDUP), and Component-3: Policy for Effective Local Governance (PELG) to strengthen overall decentralization/ devolution process of local governments.

#### Objectives of the Project:

**Strengthen the capacities of local governments and other stakeholders to foster participatory local development service delivery for the SDGs** (especially achieving the goals and targets of 1,1.3, 4,5,6,11-b,15 and 16.7). As mentioned earlier, the project has the following three components.

1. Inclusive and Accountable Upazila Parishad (IAUZP)
2. Sustainable and Democratic Union Parishad (SDUP)
3. Policy for Effective Local Governance (PELG)

**1: Inclusive and Accountable Upazila Parishad (IAUZP)** component puts emphasis on Strengthening Capacities of Upazila Parishad to Improve Service Delivery. It enables strengthening governance framework of Upazila Parishad for inclusive, effective, and accountable planning and improved service delivery. Moreover, it also works to improve the financial management process of Upazila Parishad for improved funding absorption capacity and accountability; strengthen downward accountability of the UZP Committees through effective and inclusive public engagement mechanisms and practices; and strengthen ability of Women Upazila Parishad Members to fulfil their role and duties in council work.

**2: Sustainable and Democratic Union Parishad (SDUP)** component focuses on enhancing Capacities of Union Parishad for Participatory Local Development. It attempts to: i. strengthen the capacity of the Union Parishads to provide pro-poor, effective and accountable services; ii. make the Union Parishads (UP) more climate resilient through prioritizing resilience measures in the UP development plan; and iii. empower and institutionalize the space for the poor and marginalized citizens specially women to get engaged in the decision-making process of UP.

**3: Policy for Effective Local Governance (PELG):** This component provides policy support to the Government of Bangladesh for establishing effective local government irrespective of tiers.

Different types of stakeholders have been engaged in the implementation of the EALG project.

**At the national level,** the role of LGD, the Ministry of Finance, and the Cabinet Division is crucial as these bodies could accelerate the progress towards achieving project objectives. LGD is the key ministry that takes the steering role in implementing project activities on the ground in promoting local governance.

**At the implementation level,** District and Upazila Administration including Deputy Commissioner, DD-LG, UNO, Upazila Parishads (UZP) Representatives and Union Parishads (UPs) Representatives, Steering Committee Members, Ward Committee Members, and Secretaries and Gram Police of the UPs are actively engaged as key stakeholders. Moreover, community engagement is a central principle of the project as it has emphasized on increasing the community engagement in the decision making process of the UP and UZP especially in preparation of plan and budget for local development. So, community people are also one of the important stakeholders for project success.

PROJECT INFORMATION		
<b>Project title</b>	Efficient and Accountable Local Governance (EALG)	
<b>Atlas ID</b>	00106748	
<b>Corporate outcome and output</b>	<p>Outcome: Develop and implement improved social policies and programmes that focus on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups</p> <p>Output: 1.2. National and local governments have the capacity to implement urban and rural poverty policies and programmes.</p> <p>Output: 2.3 The government has the capacity to develop policies and carry out sectoral and geographical interventions in districts where inequality of progress is evident.</p>	
<b>Country</b>	Bangladesh	
<b>Region</b>	Asia Pacific	
<b>Date project document signed</b>	11 July 2017	
<b>Project dates</b>	<b>Start</b>	<b>Planned end</b>
	July 2017	June 2022
<b>Project budget</b>	USD 7.77 Million	
<b>Project expenditure at the time of evaluation</b>	USD 6.38 Million	
<b>Funding source</b>	Embassy of Switzerland, Embassy of Denmark, and UNDP	
<b>Implementing party</b>	Local Government Division (LGD)	

## 2. Evaluation Purpose, Scope and Objective:

**Purpose:**

The final evaluation will examine the results at the outcome and output level with focus on the overall implementation process and progress towards project targets at the time of the final evaluation, covering the period from the project launch. In brief, the Evaluation will focus on the programme's progress, achievement, challenges, lesson learnt and sustainability.

**Objectives:**

The overall objective of the final evaluation is to assess the results of the EALG project compared to its baseline and targets defined in the results framework. The evaluation will also evaluate and document the project relevance, efficiencies, effectiveness, impact, coherence and sustainability and to what extent the project has achieved its planned goal and objectives.

The specific objectives of the evaluation are as follows:

- To assess the performance of EALG project along with its relevance, effectiveness, efficiency, sustainability, impact, and coherence drawn from its design and implementation.
- To assess the level of satisfaction of various category of beneficiaries and stakeholders with the service provided by the UP and UZP to the citizen.
- To assess the extent to which the application of the rights-based approach and gender-mainstreaming are sought.
- To draw lessons learned and good practices for replication and/or up-scaling and provide forward-looking recommendations for the next programming phase or for the new local governance project.

**Scope:**

The Final Evaluation will follow the revised OECD DAC's Criteria outlined in the Evaluation Framework - Relevance, Effectiveness, Coherence, Efficiency, Impact and Sustainability. Human Rights, Gender equality, disability will be added as cross-cutting criteria. The firm will develop a set of Evaluation Questions covering each of these criteria and submit an evaluation matrix (sample in Annex 2) as part of the Inception Report and shall include it as an Annex to the final report.

The geographical coverage of the evaluation is 18 selected UZPs under 9 districts from 8 divisions, and 251 UPs under the selected 9 districts.

No.	Division	Selected District	Selected UZPs for project	UPs for project
01.	Dhaka	Faridpur	2 weak performing UZPs	30 weak performing UPs from the district
02.	Chattogram	Chandpur	2 weak performing UZPs	30 weak performing UPs from the district
03.	Chattogram	Cox's Bazar	2 weak performing UZPs	11 weak performing UPs from the district
04.	Sylhet	Sunamganj	2 weak performing UZPs	30 weak performing UPs from the district
05.	Rajshahi	Rajshahi	2 weak performing UZPs	30 weak performing UPs from the district
06.	Khulna	Khulna	2 weak performing UZPs	30 weak performing UPs from

				the district
07.	Barisal	Patuakhali	2 weak performing UZPs	30 weak performing UPs from the district
08.	Rangpur	Rangpur	2 weak performing UZPs	30 weak performing UPs from the district
09.	Mymensingh	Netrokona	2 weak performing UZPs	30 weak performing UPs from the district
<b>Total</b>			<b>18</b>	<b>251</b>

- Number of EALG non-supported Union Parishad (UPs) in the Districts: **467** UPs
- Number of EALG non-supported Upazila Parishad (UZPs) in the Districts: **61** UZPs

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### **(Annex-3 List of Upazila and Union Parishad under EALG Project)**

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#### **Timing:**

The Final Evaluation is proposed to be conducted between 1 July to October 2022 and a report should be made available by October 2022. The evaluation will cover the project implementation of the project from July 2017 to September 2022.

#### **Utilisation:**

The primary audience for this evaluation is line department officials and public representatives of UZPs and UPs, Deputy Director Local Government (DDLGs), Local Government Division (LGD) officials, line department officials, civil society representatives, and development partners as well as UNDP Country Office, Democratic Governance cluster, Embassy of Switzerland, Embassy of Denmark, EALG project staff and NGOs who are currently working in partnership with EALG. The evaluation will be carried out by independent firm/ institute under the direct supervision of UNDP in close coordination with LGD.

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

### **3. Evaluation Criteria and Key Guiding Questions:**

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The evaluation questions define the information that must be generated as a result of the evaluation process. As part of the evaluation, the firm needs to address evaluation questions. The answers will provide the key basis to the intended users of the evaluation in making informed decisions, taking actions or disseminating knowledge. Evaluation questions include but are not limited to:

#### **a. Relevance**

- To what extent are EALG implementation approach/ methodology relevant/ suitable to improve local governance and public service delivery considering the local context? How relevant are EALG project design and implementation to the national strategies/policies on local governance?
- How relevant are the project to UN/ UNDP strategies in Bangladesh (i.e., UNDP Country Programme Document (CPD), United Nations Sustainable Development Cooperation Framework (UNSDCF)), UNDP Strategic Plan, and SDGs?
- To what extent has the project design taken the cross-cutting issues into account, such as gender, human rights-based approach (HRBA), and Leaving no one behind (LNOB)?

- To what extent the results target, assumptions, and risks were relevant with the project goal and implementation approaches?

**b. Efficiency**

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

**c. Effectiveness**

- To what extent has the project been on track so far towards achieving its planned goal and objectives and results as per approved results framework?
- To what extent has the project been able to build up institutional and individual capacity of UPs and UZPs?
- To what extent is the project contributing to change in quality of public services provided by UPs and UZPs?
- To what extent have the citizens been satisfied with services provided by the UPs and UZPs? To what extent are these change attributable to EALG project?
- What would be bottlenecks and changes if the project is not achieving the results as planned? (it should consider both external and internal factors)
- To what extent the project was able to build the capacities of UPs in Climate resilient Planning and how? And what were the challenges coordinating with Department of Environment?

**d. Impact**

- To what extent is the project contributing to institutional changes in the UPs and UZPs in the medium-long term?
- Is there any positive/ negative change in local government policies observed so far due to the project's interventions?
- What are the major changes so far in the lives/ livelihood of citizens due to improved service delivery of the UPs and UZPs? (this should include some case studies)

**e. Sustainability:**

- To what extent are institutional and individual capacities improved by EALG's supports sustainable?
- Has the project considered necessary institutional arrangement of the government stakeholders/partner organizations to be set up to make the project's impact sustainable over a longer term?

**f. Coherence:**

- To what extent the project has contributed to the systemic changes of the UP and UZP operation with governance.
- To what extent the project has been able to engage the wider stakeholders for partnership and synergy building.

**g. Gender and LNOB:**

- To what extent has the project promoted positive changes in gender equality and the empowerment of women? Were there any unintended effects?
- Was the project able to accelerate the program towards human development and SDGs by advancing the LNOB, specifically disabilities and ethnic communities through its programmatic approaches and operationalization?
- What proportionate of the expenditure on development investment of UPs and UZPs were targeted to address gender equality and empowerment of women?

**h. Lesson Learned and Way Forward:**

- What interventions worked and/or what didn't work well?
- What were the main lessons learnt (good practices, success stories, and transferable examples) from the project that could be documented? What are the past and/or upcoming challenges? What kind of mitigation measures have already been taken and/or will be taken?
- Capturing some stories of success and failures taking some climate vulnerable UPs from the project.
- What are the recommendations for the evaluation for further efficiency and effectiveness of the project?
- Measuring the achievements of the project, to what extent could the project's interventions be scaled up or replicated in other areas? If so, what should be the focus and priorities of next generation local governance programming?

Funding analysis and analysis on programme management and M&E system need to be covered by evaluation extensively.

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

## **4. Evaluation Methodology and Approach:**

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### **4.1. Proposed Methodology**

The firm will adopt both quantitative and qualitative methodologies, including citizens' perception surveys, household/institutional surveys, key informant interviews, and focus group discussions. While both quantitative and qualitative data are important, a primary focus is quantitative data, which enable detailed analysis with statistical software. Qualitative data supplement quantitative data. Even some of the collected qualitative data particularly for satisfaction survey need to be quantified or coding as possible for quantitative analysis. The bidders have been requested to elaborate how to quantify the qualitative data particularly for citizens' perception survey in the proposal.

Survey questionnaires need to cover all indicators in the results framework detailed out Annex-1. The questionnaires should also keep at least the same level of data coverage as baseline survey covered to ensure robust comparison between baseline data, mid-line data and final evaluation data. However, the selected firm is strongly expected to improve data collection tools, including survey questionnaires and data analysis methodologies. Baseline survey questionnaires are attached to the EALG baseline report which will be circulated in the pre-bidding meeting.

Given this, the bidders are requested to propose robust data collection methodologies/tools and data analysis methodologies in the proposal. It should be detailed out to a large extent.

The current situation of 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 situation continues at the time of data collection, FGDs might be difficult due to concerns about exposure to risk against social distancing. In case 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.

All of the following data collection methods need to be covered. In particular, citizens' perception survey using coding is a very important data collection methods for this evaluation. The firm can also add any other appropriate data collection method.

- i. Household survey;
- ii. Citizens' perception surveys with focus on quantitative approach (could be part of household surveys but separate questions);
- iii. Institutional surveys (to capture the progress of capacity and performance of UZP and UP and its functionaries);
- iv. Key Informant Interviews (KIIs), and
- v. Focus Group Discussions (FGDs)
- vi. Case studies/ Success stories

The bidders are requested to elaborate the appropriate method and procedure in the proposal to select 2,550 treatment households and 1,250 control households to mitigate sampling bias. The bidders are also requested to propose the appropriate number of FGDs to be conducted per UP and geographical coverage in the proposal. Please see '6.1. Scope of Work – ii. Detailed sampling frame of evaluation' of this ToR for details.

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 government high officials, implementing and donor partners, project concerns, key stakeholders and a wide cross-section of staff and beneficiaries incorporating gender equity approach.

The firm is expected to conduct robust 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 address evaluation questions.

The selected firm is requested to identify 3 to 5 case studies to look into 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 proposal, the bidders are requested to elaborate 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies (household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies 7) gender analysis plan and 8) evaluation matrix. It should be detailed to a large extent.

All of the methodologies above described in the proposal will be assessed rigorously, which will heavily

affect scoring of the proposal.

### **3.1. Gender and Human Rights-based Approach:**

As part of the requirement, evaluation must include an assessment of the extent to which the design, implementation, and results of the project have incorporated gender equality perspective and rights-based approach. The evaluators are requested to review *UNEG's Guidance in Integrating Human Rights and Gender Equality in Evaluation* during the inception phase<sup>2</sup>.

In addition, the methodology used in the 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 the evaluation from which findings are consolidated to make recommendations and identify lessons learned for enhanced gender-responsive and rights-based approach of the project.

These evaluation approach and methodology should consider different types of groups in the EALG project intervention areas – women, youth, extreme poor, vulnerable groups, minorities, and people in hard-to-reach areas.

### **4.2. Available Data Source:**

For the purpose of 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, EALG 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 (EALG), Deputy National Project Directors (EALG), Staff of Project Management Unit (PMU), Donors, other relevant government as stated in the stakeholder list in Background section.
- At the field level: 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 members, and project beneficiaries.

## **5. Scope of Work:**

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

- i. **Detailed methodologies notes of the evaluation:** The firm will develop detailed methodologies including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies, 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, and 7) gender assessment plan. Methodologies will be finalized in consultation with UNDP.

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<sup>2</sup> [http://www.uneval.org/papersandpubs/documentdetail.jsp?doc\\_id=980](http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=980)

ii. **Detailed sampling frame of evaluation:**

**a) Household Survey & Citizens' Perception Survey**

Sample size, including treatment groups and control groups has been identified by baseline study as follows. Matching method was employed for identification of treatment groups and control groups. Detailed list of sampled districts, UZs, UPs, Mauzas and households will be shared in the pre-bidding meeting.

Level of Units	Treatment Groups	Control Groups	Total
<b>District</b>	9	8	17
<b>UZ</b>	18	16	34
<b>UP</b>	251	120	371
<b>Household</b>	<b>2,550</b>	<b>1,250</b>	<b>3,800</b>

The selected firm needs to collect data in the same districts, Upazilas, Union Parishads, and Mauzas which have been identified by the firm. For households, the firm needs to keep the same sample size as in the table above, but the firm has been requested to use the appropriate method to select 3,800 households for eliminating possible bias. Random sampling would be an ideal method, but the bidders are requested to elaborate the appropriate method and procedure in the proposal to select 2,550 treatment households and 1,250 control households to mitigate sampling bias. The sample selection techniques should be qualified enough to select women also as respondents of the evaluation.

**b) Focus Group Discussions**

The firm is also expected to conduct enough number of FGDs in both treatment UPs and control UPs. The bidders are requested to propose the number of FGDs to be conducted per UP and geographical coverage in the proposal.

- iii. **Development of data collection tools:** The firm needs to design a set of tools to collect data from different stakeholders and households. This should include 1) citizen perception survey questionnaires, 2) household survey questionnaire, 3) Key Informant Interview (KII) checklist, 4) Focus Group Discussion (FDG) checklist, 5) case study guideline as well as 6) survey protocols and 7) data quality assurance mechanism. Survey questionnaires should keep at least the same level of data coverage as baseline survey and mid-term evaluation to ensure robust comparison between baseline data, mid-line data and final evaluation data in reference to the baseline survey report, mid-term evaluation report and its survey questionnaires. Except these requirements, the firm has a freedom to propose data collection tools as appropriate for the evaluation in consultation with UNDP.
- iv. **Filed test of data collection tools:** To avoid non-sampling error, the firm will conduct field test of data collection tools and methodologies and will adjust them based on learning/ feedback of field testing.
- v. **Field data collection:** The firm will hire required number of researchers/surveyors/data entry personnel with sufficient experiences in data collection. They will collect data from households, local government institutions, and any other relevant organization with appropriate data collection methods/tools. In order to ensure the best quality data collection, experienced field coordinators and enumerators collecting the data in the field will carry out data quality control using different methods.

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. Data collection tools will be developed both in Bangla and English.

- vi. **Data Entry/Data Quality Control/Data Management:** The firm will design and implement a system for data entry and data management. The firm needs to ensure the quality of data with a robust quality assurance mechanism in the whole data entry/management process.
- vii. **Data Analysis:** The firm will analyze and interpret data through relevant statistical software and triangulate both qualitative and quantitative data. 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 in the report. The final report should include programmatic recommendations on what needs to be considered in new project design for UP and UZP. The report should be prepared in English.

The evaluation report will contain the same sections as the final report and shall follow the structure outlined in Annex 3/ Evaluation Report Template and Quality Standards (Page 56-60) of Section 4/ Evaluation Implementation and Use of UNDP Evaluation Guidelines (2021)<sup>3</sup>. The draft report will be reviewed by the CCP, UNDP, and GAC. The draft report will ensure that each evaluation question is answered with in-depth analysis of information and back up the arguments with credible quantitative and/or qualitative evidence.

The evaluation report will be quality assessed by UNDP Bangladesh Country Office and UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of decentralized evaluations can be found in Section 6 (Page 9-13) of the UNDP Evaluation Guidelines<sup>4</sup>. The evaluators consider it carefully while drafting the evaluation report.

Data and evidence will be triangulated with multiple sources to address evaluation questions. The final methodological approach including interview schedule and data to be used in the evaluation should be clearly outlined in the inception report and fully discussed and agreed upon between UNDP, stakeholders, and the consultants.

## **6. Evaluation Products (Deliverables):**

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

- a. Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies, 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies 7) gender assessment plan and 8) evaluation matrix.

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

<sup>4</sup> Quality Assessment Questions of UNDP Evaluation Guidelines (2021), Section 6: Quality Assessment, available at <http://web.undp.org/evaluation/guideline/index.shtml>

- b. A set of data collection tools, including survey questionnaire, checklist, and survey protocols in English and Bangla.
- c. Softcopy of all collected data including cleaned datasets.
- d. Evaluation report in English (5 hard copies and softcopies in MS word and PDF format)

**Evaluation Timeline:**

Phase	Duration	Proposed time
<b>Inception work:</b> <ul style="list-style-type: none"> <li>- Review necessary documents</li> <li>- Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies (household sampling and coverage of FGDs), 4) data collection methodologies &amp; protocols, 5) data quality control methods, 6) data analysis methodologies 7) gender assessment plan and 8) evaluation matrix.</li> <li>- Submit draft inception report to UNDP</li> <li>- Organize an inception meeting with UNDP and LGD to finalize evaluation framework and methodologies</li> <li>- Submit final inception report and obtain approval from UNDP including detailed methodologies</li> </ul>	10 days	Within two weeks of signing contract
<b>Data collection tools development:</b> <ul style="list-style-type: none"> <li>- Develop data collection tools and protocols (i.e. survey questionnaires, checklist, survey protocols, data quality assurance mechanism)</li> <li>- Presentation of data collection tools to UNDP/ EALG management</li> <li>- Field test data collection tools</li> <li>- Finalization of data collection tools incorporating feedback of field testing</li> </ul>	10 days	Within four weeks of signing contract
<b>Field data collection/ Data :</b> <ul style="list-style-type: none"> <li>- Provide training to onboard enumerators on data collection tools and methods</li> <li>- Collect data from the agreed sources using agreed tools and methods</li> <li>- Data entry into the software</li> <li>- Data quality assurance</li> <li>- Data processing</li> </ul>	40 days	Within twelve weeks of signing contract
<b>Reporting:</b> <ul style="list-style-type: none"> <li>- Conduct data analysis</li> <li>- Draft evaluation report</li> <li>- Organize a sharing meeting for UNDP and relevant stakeholders</li> <li>- Incorporate feedback and comments from UNDP and stakeholders</li> <li>- Submit final report to UNDP together with other deliverables</li> </ul>	20 days	Within sixteen weeks of signing contract

## 7. Evaluation Ethics

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This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'<sup>5</sup>. The firm must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners. Signed 'Pledge of Ethical Conduct in Evaluation of the United Nations System' needs to be attached in the Annex of the final evaluation report. A template can be downloaded from the link below on the footnote<sup>6</sup>. The evaluation team may refer to UNDP's Dispute and wrongdoing resolution process and contact details<sup>7</sup> (Annex 3 (page 55) of Section 4: Evaluation Implementation and Use of UNDP Evaluation Guidelines (2021)).

## 8. Implementation arrangements

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The firm will independently conduct the evaluation but shall take necessary assistance from LGD and UNDP. The Deputy Resident Representative (DRR) and Assistant Resident Representative (ARR), UNDP Bangladesh, will be responsible for managing the evaluation throughout the entire process. Under the supervision of the DRR and ARR (Democratic Governance Cluster), the concerned Programme Manager and M&E Focal Point of UNDP Bangladesh will provide the necessary oversight and quality assurance throughout the evaluation process and deliverables. The EALG team led by the Project Coordinator and the Monitoring and Evaluation Specialist will provide the necessary support to manage the evaluation process on a daily basis. The firm will also seek technical guidance from M&E Focal Point at UNDP Bangladesh Country Office. The evaluation report needs to be cleared by the M&E Focal Point 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. Evaluation Team Composition and Required Competencies:

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### 9.1 Minimum Qualifications of the Evaluation Firms:

The minimum qualifications of the firm are as follows-

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

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<sup>5</sup> UNEG, 'Ethical Guidelines for Evaluation', June 2020. Available at <http://www.uneval.org/document/detail/2866>

<sup>6</sup> 'Pledge of Ethical Conduct in Evaluation of the United Nations System'. Available at <http://uneval.org/document/detail/2866>

<sup>7</sup> UNDP Evaluation dispute resolution process, UNDP Evaluation Guidelines (2021), Section 4: Evaluation Implementation and Use. Available at <http://web.undp.org/evaluation/guideline/index.shtml>

## **9.2 Minimum Qualifications of the Human Resources: Team Leader and Local Government Expert:**

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

### **I. Academic Qualifications:**

Minimum masters in Social sciences, Political Science, Public Administration, Governance and/or Development studies.

### **II. Professional Qualifications:**

1. Minimum 10 years' experience in working with the local government institutions with at least 2 projects.
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 3 assignments focusing on governance-related evaluation/research as team lead. (List of completed research or links of publications to be enclosed)

## **Data Scientist:**

Minimum eligibility criteria of Data Scientist-

### **I. Academic Qualifications:**

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

### **II. Professional Qualifications:**

1. At least 8 years' experience in data collection/ data management/ data analysis in evaluation/ research/ development projects implemented by national/ international NGOs/ UN bodies/ Government;
2. Proven experience to develop evaluation survey strategies, including data collection methodologies and data analysis method.
3. Extensive knowledge & skills of data management and data analysis on SPSS, STATA and MS-ACCESS/other MIS software development.
4. Extensive experience in data quality assurance for large-scale data collection in the field.
5. Proven experience in quantitative data analysis using SPSS and STATA.
6. Have experience to work with Government Officials and Local Government representatives.

## **Field Coordinator/ Field Supervisor (Numbers to be determined by the firm):**

Minimum eligibility criteria for Field Coordinator-

### **I. Academic Qualifications:**

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

### **II. Professional Qualifications:**

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

**Data Enumerators (Numbers to be determine by the firm):**

Minimum eligibility criteria of Data Enumerators:

**I. Academic Qualifications:**

Batcheler in social sciences. Degree in Political Science, Public Administration, Governance and/or Development Studies

**II. Professional Qualifications:**

1. Minimum two years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature.
2. At least two assignments focusing governance related research.
3. Experience in field data collection.

The team should be formed keeping adequate representation female.

**9.3 Competencies**

**All the key personnel must possess the below competencies.**

**Corporate Competencies:**

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

**Functional Competencies:**

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

**10. Application Submission Process and Criteria for Selection****10.1 Scope of Price Proposal and Schedule of Payments**

Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account 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 effect payments, by bank transfer to the consultancy firm's bank account, upon acceptance by EALG/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 the total contract value
1 <sup>st</sup> payment will be paid after submission of Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies (household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, 7) gender assessment plan and 8) evaluation matrix.	20%



2nd payment will be paid after submission of Draft Evaluation Report	50%
Final payment will be paid after submission of - Final Evaluation Report (Hard and soft copies) - A set of data collection tools (questionnaires, checklists, guidelines, protocols) in English and Bangla - Softcopies of datasets.	30%

## 10.2 Recommended Presentation of proposal

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

### *Technical Proposal*

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

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

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

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

- and overheard recharges.
- (ii) In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

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

### 10.3 Evaluation Criteria

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

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

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

### AS PER RFP DOCUMENT

### 10.4 Selection Process

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

### 10.5 Reporting

The firm will consult and provide regular updates to the Head of Democratic Governance cluster as well as UNDP, Programme Specialist, Democratic Governance cluster, UNDP, M&E Analyst, UNDP, and Project Coordinator, EALG.

### 10.6 Budget Format (Please insert row as applicable):

SL. #	Particulars	Unit	Rate	Total	Remarks
1. Human Resources Cost					
1.1	Team Leader				
1.2	Data Scientist				
1.3	Field Coordinator				
1.4	Data Enumerator				
1.5	Other_____				
2. Travel, food and accommodation					
2.1	Team Leader				
2.2	Data Scientist				
2.3	Field Coordinator				
2.4	Data Enumerator				
2.5	Other_____				
3. Communication					
3.1	Communication				

4. Others					
4.1	Specify _____				
4.2	Specify _____				
	Total				

## Annex 1: The RRF of the EALG Project

<p>Project Outcome: Local Government Institutions are able to more effectively carry out their mandates including delivery of public services, in a more accountable, transparent, and inclusive manner</p> <p>The project will contribute to UNDAF Outcome 1, 2 and 3 and CPD outcome 2</p> <p>CPD Outcome: Develop and implement improved social policies and programmes that focus on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups.</p> <p>Indicative Output 1.2: National and local government have the capacity to implement urban and rural poverty policies and programmes</p> <p>Indicative Output 2.3: The Government has the capacity to develop policies and carry out sectoral and geographical interventions in districts where inequality of progress is evident</p>										
<p><b>Outcome indicators:</b></p> <ul style="list-style-type: none"> <li>Percentage of citizens (disaggregated by men/women, poor/non-poor) satisfied with the services of Upazila Parishads</li> <li>Number of UZP that received and monitored local plans and budgets by at least three transferred departments (transparency of local bureaucracy)</li> <li>% of Upazila Parishads who adopt public engagement strategies in their planning and service monitoring</li> <li>% of women councilors in selected Upazila Parishads who report they can participate effectively in debates and are able to influence council decision making</li> <li>% of Upazila Parishads who have improved expenditure against the budget (credibility of budget)</li> </ul>										
Project title and Atlas Project Number: Efficient and Accountable Local Governance (EALG)										
<b>Components 1:</b>	<p><b>INCLUSIVE AND ACCOUNTABLE UPAZILA PARISHADS (IAUZP)</b></p> <p>Upazila Parishads plan and deliver services in a more effective, inclusive and accountable way through a strengthened governance framework.</p>									
Outputs	Indicators	Data source	Baseline		Targets					Data collection methods and risks
			value	Year	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
1. UZP Committees strengthened their horizontal coordination and oversight capacity with line departments and upward accountability with the District Development and Coordination Committee for inclusive, effective and accountable planning and service delivery	Terms of References (ToRs) for UZP committees approved and introduced into UZP regulatory framework (Number of UZP Committee)	UZP Act 2011	0	2017	2	6	10	14	17	Project MIS Mid-term evaluation (MTE) Final evaluation (FE)
	Tools for UZP service delivery oversight of at least 3 transferred departments piloted and disseminated (Number of tools)	UZP Act 2011	0	2017	0	1	2	3	4	MTE FE
	Circular for UZP core staff issued and core staff introduced in all selected UZPs. (Number of staff)	UZP Act 2011		2017		1	2	2	3	MTE FE
	Circular with provision for allowances for participation in UZP committee work issued and practised in all selected UZPs (Percentage of Upazila in project areas)	UZP Act 2011	0	2017		10%	20%	30%	40%	MTE FE
	% of Upazila undertook initiatives on SDGs localization	LGD Website	0	2017		20%	30%	40%	50%	MTE FE
	% of Upazila for	LGD	0	2017		20%	30%	40%	50%	MTE

	which UZP and local functionaries of at least three transferred departments coordinate their activities at the District Development and Coordination Committee (at least twice a year).	Website								FE
	% of UZP functionaries developed planning and budgeting and managed schemes in participatory manner	LGD Website	0	2018		20%	30%	40%	50%	MTE FE
	% of UZPs published plan book/ annual report	LGD Website	0	2018		30%	40%	50%	60%	MTE FE
2. Upazila Parishad financial management, funding absorption capacity and financial accountability have improved	Public Financial Management (PFM) manual prepared, piloted (Number)	LG	0	2017		01				MTE FE
	Timeliness and regularity of accounts reconciliation by Upazila					50%	60%	70%	85%	MTE FE
	% of UZP that publish their budget timely	LGD Website	0	2017		20%	30%	40%	50%	MTE FE
	Number of poor youth and women received training and inputs on IGA at Cox's Bazar	No data	0	2018		48	170	170	100	Training report MTE FE
3. UZP Committees strengthened their downward accountability through inclusive public engagement mechanisms and practices.	UZP Act amended with mandatory UZP committee provision for inclusion of citizens, CSO and local media and practised in all selected UZPs (Number of UZPs and amendment)	Act	0	2017				1		Act
	Open budget and participatory Planning mechanisms in UP Act piloted, adapted and replicated in UZP Act. (percentage in project area)	Act	0	2017	50%	75%	100%	100%	100%	MTE FE
	All pilot UZPs have active Facebook and	Website	0	2017	20%	50%	75%	90%	100%	MTE FE

	Twitter accounts (Percentage in project area)									
	% of citizens in the selected UZPs are aware of UZP activities and key priorities in the annual budget	CPS	10.83	2015	15%	20%	25%	30%	35%	Citizens Perceptions Survey (CPS)
4. Women Upazila Parishad members strengthened their ability to fulfil their roles and duties in the council work	Percentage of women vice-chair and councilor trained and active in the Women Development Forums and percentage of men councilors sensitized	LGD Website	0	2017		40%	60%	90%	95%	Training Manual Training
	% of UZP schemes implemented under the leadership of women vice-chairs/women councillors	No data		2017		20%	25%	30%	40%	MTE/FE
	Number of youth and women received training and inputs on entrepreneurship at Cox's Bazar.	No data		2018		10	10	15	15	MTE/FE
Intended outcome (UNDAF): Same as above										
<b>Outcome indicators:</b> 25% of the poor, vulnerable and socially excluded citizens in 50% of the targeted UPs under the targeted 8 districts have access to decision making process. Baseline: 11.3%, 2019: 10%, 2020: 15% and 2021: 25%  50% of service recipients satisfied with services provided by selected UPs under the targeted 8 districts (citizenship certificate, birth registration, safety-net allowances etc.) Baseline: 39.8%, 2019: 20%, 2020: 30% and 2021: 50%										
<b>Components 2:</b>	Sustainable and Democratic Union Parishad (SDUP)									
Outputs	Indicators	Data source	Baseline		Targets					Data collection methods and risks
			value	Year	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
1. Capacity of targeted UPs is significantly strengthened to provide democratic, transparent, accountable, responsive and pro-poor services	% of targeted UPs have operational Standing Committees (on the basis of ToR).	CPS	70% (Current areas)	2015	-	20%	25%	35%	60%	CPS MTE, FE
	% of targeted UPs with increased participation of women and marginalized citizen in Ward Shava and Open Budget Sessions	Not available	NA	NA	-	20%	30%	40%	65%	MTE, FE
2. UPs are increasingly climate resilient by identifying and prioritizing resilience	% of climate vulnerable UPs with climate resilient measures integrated into their five-year development plan.	NA	NA	NA	-	10%	20%	30%	50%	MTE FE

measures in the UP-development plan and their implementation										
3. Poor and marginalized citizens, including women, are empowered to make decisions on local development and political participation	% of women and marginalized citizens taking part in Ward Shava / Election				-	5%	10%	15%	25%	MTE FE
	% of budget allocation for participation of marginalized citizens and women in development initiatives				-	5%	5%	10%	20%	MTE FE
4. Policy dialogue at national and local level engaging civil society and other stakeholders initiated to promote democratic and accountable service delivery at the local level	Number of measures (memos/ circulars/ guidelines) issued by LGD on the issues including fiscal flow to UP, UP taxation and assignment of health and education services to UP	NA	NA	NA	-	-	1	2	4	Memos/ circulars/ guidelines)
Intended outcome (UNDAF): same as above										
<b>Outcome indicators:</b> A clarification of functional assignments between LGI tiers is established  Circulars for an integrated planning system for the UP/UZP/ZP are issued.  Circulars are issued in order to overcome challenges of female's participation in the activities of local governance.										
<b>Components 3:</b>	<b>Policy For Effective Local Governance (PELG)</b>  Policy dialogue addresses functional assignments and division of responsibilities among tiers of LGIs including the coordination with line ministry officers and public engagement strategies.									
<b>Outputs</b>	<b>Indicators</b>	<b>Data source</b>	<b>Baseline</b>		<b>Targets</b>					<b>Data collection methods and risks</b>
			<b>value</b>	<b>Year</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	
<b>1: Functional assignments of UP, UZP and Zila Paishad are clarified for at least three transferred subjects</b>	Detailed options for division of responsibilities among LGI tiers are available and discussed by GoB.					1				Secondary
	Ways and mechanisms of integration and supplementation of UZP plans and plans of transferred departments are identified for more effective service provision.					1				Secondary
	An integrated planning system of UP, UZP and ZP is developed. (District)		0	2017		1	2	3	5	Secondary
	Review of the existing tax collection system of the UP is completed and a new model tax system is developed.							1		Secondary
<b>2. Public engagement strategies of UP/UZP/ZP have</b>	Dialogues with political parties and policy makers are held to implement the commitment of at least 30% women in political party governance	Study	NA		1	2		3	3	Minutes

become strengthened through overcoming institutional and structural challenges	structures									
	Dialogues with the government policy makers are held in order to convince them to initiate legal reforms for improved female participation in the activities of local governance. (# dialogue)	Meeting minutes	NA		1	2	3	4	5	Minutes
	% of public engagement strategies adopted by LGs in project areas that ensure the participation of women, ethnic and religious minorities and media in LGs (% Upazila and UPs)	Strategy	NA			20%	40%	60%	80%	MTE/FE
	Percentage of people from different ethnic group attended in Open budget/Ward Shava		NA			10%	15%	20%	30%	MTE/FE/CPS
3. UP/UZP committees and inter-ministerial coordination committee is strengthened for better performance of LG bodies.	Clarification of the roles and responsibilities of UP and UZP committees including the coordination with line ministry officers	Circulars	0	2017			1			Circulars issued
	Dialogues with the government policy makers are regularly held in the framework of the inter-ministerial coordination committee in order to address priority challenges for effective local service provision	Meeting minutes	NA		1	2	3	4	5	Minutes

## Annex 2: Evaluation Matrix

Relevant Evaluation Criteria	Key Questions	Specific Sub-questions	Data Sources	Data Collection Methods/ Tools	Indicators/ Success Standards	Methods for Data Analysis
<i>Ex) Relevance</i>						



**Annex-3 List of Upazila and Union Parishad under EALG Project**

List of Upazila and Union Parishad under EALG Project				
Sl.	Division	District	Upazila	Project UPs by Upazila
1	Dhaka	Faridpur	Alfadanga	Bana, Buraich, Gopalpur, Tagarbando, Pachuria
			Bhanga *	Nasirabad, Tujarpur
			Boalmari	Moyna, Boalmari, Dadpur, Paromeshardi
			Charbhadrasan	Charhorirampur, Charvodrashon, Gazirtak
			Madhukhali*	Arpara, Dumain, Korkodi, Kamaldia, Gajna, Bagat, Megchami, Jahapur
			Nagorkanda	Purapara, Dangi
			Sadar	Aliabad
			Sadarpur	Krishnopur, Narikelbaria
			Saltha	Ramakantopur, Gotti, Atghor
2	Khulna	Khulna	Botiaghata	Amirpur, Bhandercort
			Dacop*	Bajua, Koilashgonj, Laowdob, Dacop, Kamarkhola
			Dighalia	Digholia, Barakpur, Aarongghata, Jogipol
			Dumuria	Magurkhali, Atlia, Bhandarapar, Rudaghora, Khornia, Dumuria, Maguraghona, Raghunathpur
			Koyra	South Bedkashi, Amadee, North Bedkashi, Moheswaripur
			Paikgacha	Horidhali, Raruli, Kopilmoni, Soladana
			Rupsha*	TS Bahirdia
			Tarokhada	Barasat, Modhupur
3	Barishal	Patuakhali	Baufol	Daspara, Kachipara, Nowmala, Bogha, Madanpura, Adabaria, Bauphul, Dhulia, Kalisuri
			Dhumki	Lebukhali, Muradia, Srirampur, Angaria
			Doshmina	Alipura, Bohrompur, Bashbaria, Chorborhan
			Golachipa	Golkhali, Chiknikandhi, Ratondi Taltoli, Amkhola

			Kolapara*	Tiakhali, Champapur, Dhankhali, Lalua
			Mirzagonj	Kakrabunia
			Patuakhali Sadar	Badarpur, Joinokathi
			Rangabali*	Boro Baishdia, Chalitabunia.
4	Rajshahi	Rajshahi	Bagha	Arani, Monigram, Chakrajapur, Bajubagha, Gorgori, Bausha
			Bagmara*	Auchpara, Dwippur, Borobihanali, Jhikra, Sreepur, Shuvodanga, Goalkandi, Naradahs, Kachikoalipara, Basupara, Gonipur
			Charghat	Yusufpur
			Durgapur	Jhalakpur
			Godagari	Rishikul, Basudevpur, Mohonpur, Godagari, Char Ashariadoh, Matikata, Pakri
			Mohonpur*	Rayghati,
			Poba	Parila, Haripur
			Puthia	Puthia.
5	Sylhet	Sunamganj	Bisshambarpur	Fathepur, Badhaghat dakkin, Polash
			Chatak	Kalaruka, Dular Bazar, South Kurma, Jawabazar
			Dakshin Sunamganj*	Shimulbak, Pathariya, Dorgapasha, Purbo Pagla
			Dharmapasha	Madhonagar, Bongshikunda Uttar, Sukhair Razapur Dakshin, Selbarash, Joysree
			Dhirai	Tarol, Jogdol, Bhatipara, Sormongol, Rajanagar,
			Jagonnathpur	Chilaura Haldipur, Asharkandi,
			Jamalganj	Vhimkhali, Jamalganj Uttar
			Shalla	Habibpur, Bahara
			Tahirpur*	Badhaghat Uttar, Dakshin Sreepur, Tahirpur Sadar
6	Chattagong	Chandpur	Chadpur Sadar	Rampur, Hanarchar, Bagadi
			Faridganj*	Subidpur (East), Rupsha (South), Balithuba (East)
			Haimchar*	Nilkamal, Gazipur, Algidurgapur (South), Haiemchar
			Hajiganj	Hatila East, Dadoshgram, Gandharabpur (South), Hatila (West)

			Kachua	Karaiya, Kachua (North), Sahodebpur (West), Pathaoir, Sahadebpur (East), Kadla, Gohait (North), Gohait (South)
			Matlab North	Islamabad, Baganbari, Mohonpur, Farazikandi
			Matlab South	Upadi (South), Khadergaon
			Saharasthi	Chitoshi (East), Raisree (South)
7		Cox's Bazar	Teknaf*	Baharchara, Hnilla, Teknaf, Sabrang, Saint Martin, Whykong
			Ukhiya*	Jalia Palong, Haldia Palong, Raja Palong, Ratna Palong, Palong Khali
8	Mymenshing	Netrokona	Barhatta	Chhiram, Roypur
			Durgapur	Kakairgara, Kullagara, Birisiri, Chandigarh
			Kalmakanda *	Pogla, Rongchati, Nazirpur, Kailati, Kharnai
			Kendua	Dalpa, Kandiura, Chirang, Muzaffarpur
			Khaliajuri *	Krishnapur, Gazipur, Nagar
			Madan	Maghan, Fatehpur, Nayekpur, Changaon, Kaitail
			Mohanganj	Ghaglajhur, Baratali Banihari, Tetulia
			Sadar	Madanpur, Kaliara Gabargati, Laximiganj, Kailati
9	Rangpur	Rangpur	Badarganj	Kutubpur, Gopinathpur, Lohanipara
			Gangachara	Kolkonda, Laxmiteri, Nohali, Gojgonta
			Kaunia *	Shohidbag, Sarai, Kursha
			Mithapukur *	Banghi, Durgapur, Borobala, Moyanpur, Baluamasimpur, Bolarhat, Kafrekhal, Latifpur, Boro hazratpur, Payrabondar, Khoragach, Milonpur
			Priganj	Mithupur, Kumetpur
			Rangpur Sadar	Chandanpat, Haridebpur, Mominpur, Sadapushkarini, Kholeya
			Taraganj	Alampur
Total		9	* Piloting Upazila (18)	Total Working UP (251)

## Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal

**(Must be submitted separate and password protected)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

**FORM A: TECHNICAL PROPOSAL SUBMISSION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-BD-2022-009		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

*We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.*

*We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference*

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

We understand and recognize that you are not bound to accept any Proposal you receive.

*I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

**FORM B: BIDDER INFORMATION FORM**

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> </ul>

**FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-BD-2022-009		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM D: QUALIFICATION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-BD-2022-009		

If JV/Consortium/Association, to be completed by each partner.

**Historical Contract Non-Performance**

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

**Litigation History** (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.



**Financial Standing**

<b>Annual Turnover for the last 3 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**FORM E: FORMAT OF TECHNICAL PROPOSAL**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-BD-2022-009		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder's qualification, capacity and expertise**

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

**SECTION 3: Management Structure and Key Personnel**

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

- 3.2** Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Format for CV of Proposed Key Personnel**

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]
	[INSERT]
PROFESSIONAL CERTIFICATIONS	[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]
	<ul style="list-style-type: none"> <li>▪ NAME OF INSTITUTION: [INSERT]</li> <li>▪ DATE OF CERTIFICATION: [INSERT]</li> </ul>
EMPLOYMENT RECORD/ EXPERIENCE	[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]
	[INSERT]
REFERENCES	[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]
	REFERENCE 1: [INSERT]
	REFERENCE 2: [INSERT]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

-----  
Signature of Personnel

-----  
Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-BD-2022-009		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-BD-2022-009		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Position	Minimum no. of Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=AXB
Team Composition: Key Resources				
Team Leader and Local Government Expert:	1			
Data Scientist	1			
Field Coordinator/ Field Supervisor				
Data Enumerators				
Any other				
Subtotal Professional Fees:				

**Table 3: Breakdown of Other Costs**

Description	UOM	Quantity	Unit Price	Total Amount
Travel	Lump Sum			
Accommodation	Lump Sum			
Food	Lump Sum			
Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

Deliverable/ Activity description	Time (Person days)	Professional Fees	Other Costs	Total
Inception report and detailed methodologies notes, including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies (household sampling and coverage of FGDs), 4) data collection methodologies & protocols, 5) data quality control methods, 6) data analysis methodologies, 7) gender assessment plan and 8) evaluation matrix				
Draft Evaluation Report				
<ul style="list-style-type: none"> <li>- Final Evaluation Report (Hard and soft copies)</li> <li>- A set of data collection tools (questionnaires, checklists, guidelines, protocols) in English and Bangla</li> <li>- Softcopies of datasets.</li> </ul>				

## FORM H: FORM OF PROPOSAL SECURITY (NOT APPLICABLE)

**Proposal Security must be issued using the official letterhead of the Issuing Bank.**

**Except for indicated fields, no changes may be made on this template.**

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To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*