

United Nations Development Programme

জাতিসংঘ উন্নয়ন কর্মসূচী



## Terms of Reference

for

### Programme Evaluation of National Resilience Programme (NRP)

This evaluation aims to measure the contributions made by the NRP as defined in the results framework (Annex-1) as well as to assess different aspects of the programme based on the evaluation criteria (relevance, efficiencies, effectiveness, coherence, impact and sustainability), lessons learned and recommended follow-up actions.

Job : Joint Programme Evaluation of NRP Project  
 Duration : Two and a half months  
 Location : Home/Office Based (with field-level data collection outside Dhaka)  
 Start : 13 October 2021

## 1. Background and Rationale:

The National Resilience Programme (NRP) is a unique partnership between the Bangladesh government and the United Nations Development Programme (UNDP), UN Women, and United Nations Office for Project Services (UNOPS), that provides strategic support to develop national capacity to keep pace with the changing nature of disasters. The programme has been designed with financing from the Foreign Commonwealth & Development Office (FCDO, UK previously known as DFID) and the Swedish International Development Cooperation Agency (SIDA).

The past decade has seen a paradigm shift in Bangladesh from disaster management to disaster risk reduction, achieved with the ownership of the Government of Bangladesh (GoB) and significant support from development partners and the UN system. However, while disaster risk management is a major feature of the country's 7th and 8<sup>th</sup> Five Year Plans and a national disaster risk governance system has been established, addressing disability & gender responsiveness in DRR and capacity gaps remain to ensure effective implementation. Taking into account growing government annual development budgets, its extensive portfolio of social safety nets, and the likelihood of declining international aid, the National Resilience Programme does not aim to implement local risk reduction activities at scale but is providing strategic support to enhance government capacity to do so through its structures and programmes. The joint programme focuses on developing replicable, cost-efficient, and gender-responsive models for disaster risk reduction and resilience-building, in line with the Sendai Framework for Disaster Risk Reduction (SFDRR) and the Sustainable Development Goals.

The programme is expected to contribute the following resilience dividends to human development in the country: (a) reduced impacts of disaster events in terms of loss of lives, affected population, economic loss, and damage to infrastructure, (b) inclusive, faster and resilient recovery of social and community

functions, key services, and businesses, and (c) ensuring that development opportunities continue by reducing drivers of vulnerability and responding to changes and uncertainty.

National Resilience Program (NRP) has the following sponsoring ministries- Ministry of Disaster Management and Relief, Ministry of Planning, Ministry of Local Government, Rural Development & Cooperatives, and Ministry of Women and Children Affairs. This is a joint programme being implemented by four Government agencies of Bangladesh: Department of Disaster Management, Programming Division of Bangladesh Planning Commission, Department of Women Affairs and Local Government Engineering Department. The NRP's goal is to sustain the resilience of human and economic development in Bangladesh through inclusive, gender responsive disaster risk management and risk informed development. The objective of the programme is to increase disaster resilience and reduction of disaster risks, loss of lives and livelihoods, and protection of persons, businesses, and communities in Bangladesh. They work in collaboration with NRP to achieve the following outputs:

- Improved capacities for risk informed and gender responsive development planning.
- Strengthened gender-responsive national capacities to address recurrent and mega disasters.
- Improved capacity of GoB to achieve resilience through designing and constructing risk informed and gender responsive infrastructure system.
- Enhanced women leadership capacities for gender responsive disaster management decisions, investments, and policies at national and local levels.
- Strengthened disability inclusive, gender responsive community preparedness, response, and recovery capacities for recurrent and mega disasters.

According to the latest approved joint programme document, the timeline of NRP is 1 May 2017 – 31 December 2021, although the programme kicked off in late 2018. It has been decided by the Joint Programme Steering Committee to revise programme timeline from 1 Jan 2018 to 31 December 2021 to address the delayed start and achieving targeted results. (For the details, please visit <http://www.nrpb.org/index.php>).

The programme evaluation will assess the results achieved in terms of policy support, capacity building and institutionalization through various interventions over the programme period. It will identify value additions in terms of knowledge and skill enhancement, practice, and sharing towards facilitating national resilience. It will also explore the gaps and areas of focus, which need further attention for promoting national resilience. Additionally, this evaluation will have a strategic approach to identify potential sectoral collaboration & lead, and approaches/ areas of scaling up that should be taken forward to build resilient Bangladesh.

## **2. Geographical Coverage:**

Although this programme is primarily a strategic technical assistance project, some field-level implementation is foreseen as part of generating evidence, increasing advocacy and creating a model for

disaster resilience and risk reduction. The relevant activities and the districts in which the programme is operating are shown in table 01.

**Table 01: National Resilience Programme activities and their geographical areas**

Programme activity	Geographical area
4.2 Capacitating disaster management committee (DMC) members, especially the women members, and disaster volunteers (cyclone and flood preparedness programmes) to become agents of gender equality and gender responsiveness in disaster risk reduction enabling them to take leadership roles	DMC: Koyra and Dacop upazilas in Khulna, Shyamnagar and Kaliganj upazilas in Satkhira, Chakaria and Teknaf Sadar of Cox's Bazar, Islampur and Dewangonj upazilas in Jamalpur district; Kurigram Sadar and Chilmari in Kurigram district CPP: Koyra and Dacop upazilas in Khulna, Shyamnagar and Assasuni upazilas in Satkhira, and Chakaria and Teknaf Sadar of Cox's Bazar FPP: Islampur and Dewangonj upazilas in Jamalpur district; Kurigram Sadar and Chilmari in Kurigram district
5.1 Develop a cost-effective, gender responsive, environmentally sustainable model for using social safety net programme to strengthen gender responsive resilience building and advocate for the government's adoption.	Chilmari and Sadar Upazila of Kurigram district; Islampur Upazila of Jamalpur district
5.2 Institutionalization and geographical expansion of flood early warning and preparedness model for effective dissemination to at risk communities to reach men, women, boys, girls and persons with disabilities:	Islampur and Dewangonj upazilas of Jamalpur district; Kurigram Sadar and Chilmari Upazillas of Kurigram district
5.3 Resilient and empowering livelihoods	Shyamnagar and Kaliganj upazilas in Satkhira, Chakaria and Teknaf Sadar of Cox's Bazar
5.4 Enhance knowledge and innovation to tackle new and emerging risks at community level	National level
5.5 Strengthen capacity of urban communities for disaster response considering multiple risk (i.e., earthquake, fire, landslide, building collapse) linking pandemic aspects	Three wards each within cities Rangpur city Corporation and Tangail, Rangamati and Sunamganj Pourashavas.

### 3. Evaluation Purpose, Objectives and Scope:

**Overall purpose of the Programme Evaluation:** The purpose of this evaluation is to assess the results of the National Resilience Programme as guided by the Theory of Change (ToC) and based on strategic actions throughout implementation. The programme evaluation will assess the results achieved in terms of policy support and institutionalization through interventions over the years. It will identify value additions in terms of knowledge /skill enhancement and sharing towards facilitating national resilience. It

will also explore the gaps and areas of focus, which need further attention for promoting national resilience. Additionally, this evaluation will have a strategic approach to identify potential sectoral collaboration, and approaches/ areas of scaling up that should be taken forward to build resilient Bangladesh.

**Specific Objectives:** The specific objectives of the evaluation are as follows:

- To assess the effectiveness and efficiency of NRP in influencing and shaping the government policy and programmes in disaster risk management
- To review to what extent disaster risk is being incorporated into LGED planning and implementation and how this be sustained beyond the end of this projects
- To review what progress has been achieved in promoting a whole of Government approach to early recovery and the necessary agreement and policy to put this into action
- To assess the achievements and lessons in supporting the private sector integrate disaster risk management into their planning and operations.
- To assess the scope of the local government's role in gender responsive preparedness for earthquake risk reduction.
- To assess to what extent the NRP has contributed to addressing the needs and problems identified during programme design;
- To assess the changes/impacts the NRP has made in resilience to disaster risk, loss of lives, livelihoods and health of men, women, girls, and boys;
- To examine to what extent sustainability measures have been taken to help resilient nation development after the phase out of the NRP;
- To assess what process, models, and mechanisms have been followed to strengthen skills and capacities on DRM and resilience of the communities;
- To capture the lessons learned throughout the programme interventions and provide recommendations for future programming;
- To identify scopes for new interventions, innovative approaches, potential partners and resource mobilization in the future as well as ongoing initiatives that need to be continued for the next phase

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

The primary audience for this evaluation is line department officials and public representatives. At the national level, it includes government officials from sponsoring Ministries/Agencies, National Programme Coordinator, Programme Coordinator, Project Directors of each subproject, Project Managers & Technical specialist, Staff of Programme Coordination, & Management Team (PCMT), Donors, other relevant government officials as stated in the stakeholder list in the background section.

**Scope:** The evaluation will cover the period from 01 May 2017 that is beginning of the project to June/July 2021 at the time of evaluation.

#### 4. Evaluation Questions and Approach:

The evaluation will focus on seven key evaluation criteria: relevance, efficiency, effectiveness, sustainability, impact, coherence and value for money following the OECD evaluation criteria and standard

methodology utilized of UNDP Independent Evaluation Office (IEO) Evaluation Guideline<sup>1</sup> other internationally recognize methodologies can be applied for **evaluating transformation and policy programme**. The evaluation should provide credible, useful, evidence-based information that enables timely incorporation of its findings, recommendations and lessons into the decision-making processes of UNDP and key stakeholders, as well as assess the potential of the next phase of the project.

#### 4.1. Evaluation Questions

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

***Relevance: The extent to which the objective and results/outcomes of the intervention are consistent with the needs and interest of the people and the needs of the country.***

- a. Does the NRP conform to the context and program participant's needs and prevailing issues in line with UN agencies, Government cooperative agency and partner's strategy?
- b. Is the NRP being implemented according to the NRP result framework, ToC, and our resilience dividends?
- c. Were the activities implemented in maintaining proper strategies, methodologies and processes respecting to reduce the impact of disaster events, faster and resilience recovery, and development opportunities arise/continue?
- d. To what extent did NRP deliver in benefitting the most vulnerable women, girls and marginalized groups?
- e. To what extent was the design and strategy of the NRP aligned with UNDP's Country Programme Document (CPD) (2017-2021) and The UN Development Assistance Framework (UNDAF) (2017-2021)?

***Effectiveness: Extent to which the outcomes of the development intervention have been achieved***

- a. To what extent has the project achieved the objectives and targets of the results framework in the Project Document - A critical analysis of the project's indicators and targets in Result Framework
- b. What is the status of the progress of this programme in relation to its timeline and project outcomes/results?
- c. What factors have contributed to the achievement or non-achievement of the NRP results/outcomes and outputs?
- d. Have the NRP, Government cooperative agencies and partners carried out what was agreed?

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<sup>1</sup> Quality Assessment Questions of UNDP Evaluation Guidelines (2019), Section 6: Quality Assessment, available at <http://web.undp.org/evaluation/guideline/>

- e. Did it achieve the overall objectives of “Working as one UN?”
- f. To what extent was the activities of NRP adopting gender responsive approach and making gender equity as an integral part of NRP?
- g. How effective and what was the impact of the joint funding approach – GOB, SIDA, DFID?

***Efficiency: Extent to which resources/inputs (funds, time, human resources, etc.) have been turned into results.***

- a. To what extent were the NRP outputs delivered in time to ensure high quality?
- b. To what extent has the NRP ensured value for money?
- c. To what extent were resource mobilization efforts successful? Was funding sufficient for the achievement of results? (funding analysis)
- d. Did the NRP and its partners follow appropriate transparency and accountability mechanism?
- e. Is there a suitable M&E system adopted to monitor and support the implementation of the targeted results?

***Sustainability: Probability of the benefits of the intervention continuing in the long term***

- a. To what extent will the NRP achievements be sustained? What are the indicators of sustainability for these achievements, e.g., through requisite capacities (systems, structures, staff, resources etc.)? What are the challenges and opportunities?
- b. To what extent are policy and regulatory frameworks in place that will support the continuation of the NRP?
- c. To what extent have the institutional capacities and mechanisms been developed and put in place to sustain impacts of NRP’s interventions?
- d. To what extent have development partners committed to providing continuing support?
- e. Is the NRP creating inclusive, gender responsive disaster management, resilient infrastructure system, and risk informed development? and bringing long lasting changes (people building resilience to disaster and climate shocks and stresses, poverty graduation, government policy, structure & practices and context in the NRP working areas)?
- f. Will the results and positive impacts of our intervention last after the end of the Programme?
- g. How effective was the program in breaking down Silos within the 4 different ministries?

***Coherence: How well does the intervention fit?***

- a. To what extent have other interventions (including policies) supported or undermined the NRP’s intervention, and vice versa? It includes internal coherence and external coherence.’

***Impact: what difference does the intervention make?***

- a. Has the NRP brought changes in the lives of the people and their communities stated in the result framework of the NRP?

- b. What impact has the NRP's policy-advocacy work in bringing about positive changes to address underlying causes of the crisis, particularly for the most vulnerable groups (especially women and children and underprivileged people)?
- c. Has the intervention contributed to transformative change and adopting a new way of working for achieving disaster and climate resilience outcomes?

***Gender Equality:***

- a. To what extent has the NRP and other stakeholders' capacity been strengthened in better promoting and protecting gender equality?
- b. To what extent have gender equality and the empowerment of women been addressed in the design, implementation and monitoring of the programme?
- c. To what extent have the gender sensitive indicators been considered in the Result Framework of the NRP?
- d. To what extent has the project promoted positive changes in gender equality and the empowerment of women? Were there any unintended effects?

***Disability:***

- a. To what extent has the NRP been inclusive in its approaches.
- b. To what extent have the response and recovery initiative(s) of the NRP been inclusive in supporting the most vulnerable and marginalized group in the implementing area.

***Digitalization***

- a. To what extent has the NRP and other national stakeholders' capacity been strengthened in digitalization toward national resilience.

***Value for Money***

- a. How well is the Programme converting inputs into outputs? (spending well)
- b. What is the Programme's ultimate impact on resilience building and poverty reduction, relative to the inputs that the Project invests in it? (cost effectiveness)
- c. how well are the outputs produced by the Project having the intended effect? Are we addressing equity by reaching those who need the assistance most? (spending wisely)

***Lessons learned***

- a. What are the lessons that the project has had learned so far?
- b. What are the challenges that the project has faced during its implementation? What measures have already been taken to mitigate those challenges?

**Way forward:**

- a. Have any good practices, success stories, lessons learned, or transferable examples been identified?
- b. Based on the achievements to the date, provide forward-looking programmatic recommendations for the NRP for its course correction and future programming.

**4.2. 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 (questions/issues related to gender equality are discussed in the previous section) and rights-based approach. The evaluators are requested to review UNEG's Guidance on 'Integrating Human Rights and Gender Equality in Evaluation'<sup>2</sup> before initiating this assignment.

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

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

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

As this effort will mainly focus on policy and institutional evaluation, the firm will concentrate on transformational initiatives implemented through NRP. In this connection, the firm will adopt both quantitative and qualitative methodologies, including household surveys (online or CAPI), key informant interviews, and focus group discussions.

All the following data collection methods need to be covered. The firm may also propose any other appropriate data collection method. The firm needs to develop an evaluation matrix to clarify what types of data will be required to respond to which evaluation question and how those data will be collected.

- i. Household Survey;
- ii. Key Informant Interviews (KIIs);

<sup>2</sup> UNEG's Guidance on 'Integrating Human Rights and Gender Equality in Evaluation'  
[http://www.uneval.org/papersandpubs/documentdetail.jsp?doc\\_id=980](http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=980)



- iii. Focus Group Discussions (FGDs), and
- iv. Case studies/ Success stories.

The consultant firm conducted the baseline survey by selecting 1,082 households for household survey as a sample basis (see Table-01 below). The bidder is expected to cover the same sample size (1,082 households) and geographical areas (at District, Upazila, UP/Ward), following baseline sample. However, selection of households has not been confirmed yet. Hence, the bidder needs to propose how to select households as a sampling strategy in the proposal, keeping the same Districts, Upazilas, and Unions/Wards as the baseline survey seen in the table below. The sample selection techniques should be qualified enough to select women also as respondents of the evaluation.

Survey questionnaires need to cover all indicators in the Results Framework of NRP (attached in this ToR). The questionnaires should also keep at least the same level of data coverage as baseline surveys to ensure a robust comparison between baseline and programme evaluation data. Baseline survey questionnaires attached to the NRP baseline report will be circulated during the pre-bid meeting. Taking into account sample size and data collection tools used by the baseline survey, the bidders are requested to propose a detailed description regarding robust data collection methodologies and tools and data analysis approach in the proposal to enable robust comparison between baseline data and endline data (which will be collected as part of this final evaluation).

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

Table-01: Selected sample for Baseline survey

<u>District Name</u>	<u>Upazila</u>	<u>Union/Ward</u>	<u>Sample HH distribution</u>	<u>Total HH sample</u>
<u>Kurigram</u>	<u>Kurigram Sadar</u>	<u>Holokhana, Bhogdanga, Mogalbabachha Jatrapur, Punchgachi</u>	<u>45</u>	<u>90</u>
	<u>Chilmari</u>	<u>Chilmari, Thanahat, Ranigonj, Nayerhat</u>	<u>45</u>	
<u>Jamalpur</u>	<u>Islampur</u>	<u>Bahadurabad, Char Aomkhaoa Chikajani, Hatiavanga, Dangdhara</u>	<u>45</u>	<u>90</u>
	<u>Dewangonj</u>	<u>Patharsi, Noarpara, ChinadulliBelgachha, Sapdhari</u>	<u>45</u>	
<u>Tangail</u>	<u>TangailSadar</u>	<u>Tangail Municipality</u>	<u>135</u>	<u>135</u>
<u>Rangamati</u>	<u>Rangamati</u>	<u>Sadar/Municipality</u>	<u>135</u>	<u>135</u>
<u>Cox's Bazar</u>	<u>Chokoria</u>	<u>Chokoria</u>	<u>135</u>	<u>135</u>
<u>Rangpur</u>	<u>RangpurSadar</u>	<u>Municipality</u>	<u>135</u>	<u>135</u>
<u>Sunamgonj</u>	<u>Sadar</u>	<u>Municipality</u>	<u>90</u>	<u>90</u>

<u>Satkhira</u>	<u>Syamnagar</u>	<u>Munshigonj</u>	<u>60</u>	<u>272</u>
	<u>Kaligonj</u>	<u>Kaligonj</u>	<u>122</u>	
<u>Khulna</u>	<u>Koyra</u>	<u>Koyra</u>	<u>90</u>	
<u>Total</u>				<u>1,082</u>

The selected firm is also 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 on in the evaluation report together with infographics and photos.

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

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

The firm is expected to conduct quantitative analysis using the Statistical software. Other qualitative data collected through KIIs and FGDs will also be analysed extensively to provide a picture of project's impacts. Data and evidence will be triangulated to large extent to address evaluation questions.

As of 11 March 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. Travel to the country has been restricted and travel in the country is also partially restricted. If it is not possible to travel to or within the country for the evaluation, then the evaluation team should develop a methodology that takes this into account the conduct of the evaluation remotely. The bidders are expected to propose alternative means of data collection as viable options. Particularly, if the COVID-19 crisis continues at the time of data collection, FGDs might be difficult due to concerns about exposure to risk against social distancing. In case if the situation does not allow, there may be an option to use remote data collection tools or 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.

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/ KIIs), 4) Evaluation matrix, 5) data collection methodologies & protocols, 6) data quality control methods, 7) data analysis methodologies, and 8) gender analysis plan. All the methodologies above described in the proposal will be assessed rigorously, which will heavily affect the scoring of the proposal.

During the entire evaluation process, the firm shall comply with the UNEG Ethical Guidelines for Evaluation and respect the confidentiality of information providers. The evaluation activities shall be based on UNDP evaluation principles, norms and standards that are outlined in the UNDP Evaluation Guidelines (2019).

## **5.2. Available Data Source:**

The programme will supply Project Document, Annual Work Plans, Financial reports, Annual & Semi Report(donors report), M&E plan, periodic progress reports, policy documents, NRP produced IEC/BCC materials, newsletter, policy brief & documents, facts sheets, case studies, meeting minutes, study reports, baseline report and any other relevant documents for collecting data and information relevant to this assignment.

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

- At the national level: Government officials from sponsoring Ministries/Agencies, National Programme Coordinator, Programme Coordinator, Project Directors of each subproject, Project Managers & Technical specialist, Staff of Programme Coordination, & Management Team (PCMT), Donors, other relevant government as stated in the stakeholder list in the background section.
- At the field level: District and Upazila Administration including Deputy Commissioner (DC), related City Corporation and municipal officials, UNO, Upazila Parishads (UZP) Representatives of Upazila Parishads and Union Parishads (UPs), members of Disaster Management Committees (DMC), NGO representatives working at the local level, Women-led CSOs, Volunteer Group, Ward Committee Members, and Secretaries, Gram Police, community members, project partners, and local beneficiaries.

## **6. Scope of Work and Timeline:**

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### **6.1. Scope of Work:**

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

#### **i. Detailed methodologies note of the evaluation:**

Based on the proposal and discussions with the UNDP team and stakeholders, the firm will further detail methodologies including 1) overall evaluation study strategies, 2) detailed work plan, 3) sampling strategies, 4) evaluation matrix, 5) data collection methodologies & protocols, 6) data quality control methods, 7) data analysis, and 8) gender assessment plan. Evaluation matrix also needs to be developed. Methodologies will be finalized in consultation with UNDP, UN Women and UNOPS.

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

**a) Households Survey**

Sample size (1,082 households) and geographical areas (districts, Upazilas, UPs/Wards) have been identified by baseline study (see Table 01 in Page 9). However, in due consultation with the UNDP team and stakeholders, the selected firm will confirm the way in which households will be selected in the pre-fixed districts, Upazilas, and UPs/Wards during the inception phase. A detailed list of sampled districts, UZ, and UP will be shared in the pre-bidding meeting. The sample selection techniques should be qualified enough to select women also as respondents of the evaluation. The mixed method was employed for evaluating the overall perception and changes

**b) Focus Group Discussions**

The firm is also expected to conduct enough FGDs in local and national level stakeholders. The firm will decide the number of FGDs to be conducted per geographical areas in the proposal in due consultation with the UNDP team and stakeholders during the inception phase. The firm will develop FGD checklist to prepare for the field-level data collection.

**C) Key Informant Interview (KII):**

The firm will interview stakeholders who have project responsibilities including but not limited to, Ministry of Disaster Management and Relief, Programming Division of Ministry of Planning, Ministry of Women and Children Affairs, and Local Government Division of Ministry of Local Government Rural Development and Cooperatives; implementing government's departments and division, UN officials, Development partners, partners of NRP, experts, academia, local government and Civil Society Organizations (CSOs), etc. The selected firm will decide the number of KII to be conducted per geographical areas in due consultation with the UNDP team and stakeholders during the inception phase. The firm will develop semi-structured questionnaires/checklists to prepare for the field-level data collection.

**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) household survey questionnaire, 2) Key Informant Interview (KII) checklist, 3) Focus Group Discussion (FGD) and KII checklist, 4) case study guideline as well as 5) survey protocols and 6) data quality assurance mechanism. Survey questionnaires should keep at least the same level of data coverage as baseline surveys to ensure a robust comparison between baseline data about the baseline survey report and its survey questionnaires. Except for these requirements, the firm has the freedom to propose data collection tools as appropriate for the evaluation in consultation with the evaluation steering committee.

**iv. Field test of data collection tools and questionnaire:** To avoid non-sampling error, the firm will conduct a 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 12 local surveyors/data entry personnel with sufficient experience in data collection. They will collect data from households, local governance institutions,

and any other relevant organization with appropriate data collection methods/tools. In order to ensure the quality of data, experienced field coordinators and enumerators should be engaged in collecting the data from the field. The firm shall organize training for field coordinators and enumerators before deployment to familiarize them with data collection tools and data quality assurance mechanism. 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 into the report. The final report should include programmatic recommendations on what needs to be considered for the next phase of NRP. The reporting language is English. The evaluation report shall follow the structure outlined in Annex 3/ Evaluation Report Template and Quality Standards (Page 49-53) of Section 4/ Evaluation Implementation of UNDP Evaluation Guideline<sup>3</sup>. All evaluation reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of decentralized evaluations can be found in Section 6 (Page 5-11) of the UNDP Evaluation Guidelines<sup>4</sup>.

## 6.2. Evaluation Timeline:

The consulting firm will present the appropriate work modality/approach detailed in the ToR. Other interim reports may be produced to facilitate the completion of the assignment at the discretion of the consulting firm. The firm will ensure comprehensive, coherent, high quality reporting, in a clear and professional format in due consultation with the UNDP team. Note that the selected firm will get total of 60 days from the date of contract signing. The detailed breakdown of submitting deliverables and duration is given in table 02.

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<sup>3</sup> Evaluation Report Template and Quality Standards of UNDP Evaluation Guidelines (2019), Section 4: Evaluation Implementation, available at <http://web.undp.org/evaluation/guideline/>

<sup>4</sup> Quality Assessment Questions of UNDP Evaluation Guidelines (2019), Section 6: Quality Assessment, available at <http://web.undp.org/evaluation/guideline/>

**Table 02: Deliverables submission schedule**

<b>Phase</b>	<b>Duration</b>	<b>Amount in USD</b>	<b>Proposed time</b>
<b>Inception work:</b> <ul style="list-style-type: none"> <li>- Review necessary documents</li> <li>- Prepare 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/KIIs), 4) evaluation matrix, 5) data collection methodologies &amp; protocols, 6) data quality control methods, 7) data analysis methodologies, and 8) gender assessment plan.</li> <li>- The inception report should include the coordination and mode of engagement of team members.</li> <li>- Develop a time-bound work plan.</li> <li>- Submit draft inception report and detailed methodology note to UNDP</li> <li>- Organize an inception meeting with UNDP and NRP to finalize evaluation framework and methodologies</li> <li>- Submit final inception report and obtain approval from UNDP including detailed methodologies</li> </ul>	8 days	20,218.50	24 October 2021
<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>- Present data collection tools to UNDP/ NRP management</li> <li>- Field test data collection tools</li> <li>- Finalize data collection tools incorporating the feedback of field testing</li> </ul>	4 Days		31 October 2021
<b>Data collection and analysis:</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>- Conduct data quality assurance</li> <li>- Data entry into the software</li> <li>- Data processing</li> <li>- Conduct data analysis</li> </ul>	33 days	40,437.00	09 December 2021

<ul style="list-style-type: none"> <li>- Triangulate/ analyze findings from desk review, stakeholders' interview, and KIIs</li> <li>- Debrief key findings to the UNDP CO and the stakeholders</li> </ul>			
<b>Reporting:</b> <ul style="list-style-type: none"> <li>- Prepare and submit the draft evaluation report and 4-6-page synopsis of the 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 a final report and a summary report to UNDP together with other deliverables</li> </ul>	15 days	20,218.50	26 December 2021 (Extendable subject to submission of draft report and extension of project)

## 7. Deliverables:

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

- i. **Inception Report:** An inception report on the assigned tasks will include scope, methods of Programme Evaluation, list of literature to be reviewed, the content of evaluation report, list of interviewees and meetings, field mission plan, and an action plan with a timeline to complete data collection and analysis. A special focus is put on the detailed methodology note. Data collection tools and protocols, including household survey questionnaires and FGD/KII checklists also need to be submitted as part of the deliverable.
- ii. **Draft Programme Evaluation Report (in English) and 4-6-page synopsis/summary report of the evaluation (in English and Bangla):** Synthesize findings and draft report of programme evaluation that will cover all the objectives of programme evaluation. Prepare and share a 4-6-page synopsis of the evaluation report in English and Bangla.
- iii. **Presentation/Debriefing:** A meeting will be organized with key stakeholders including evaluation steering committee, UNDP and NRP to present findings, conclusions, and recommendations. All the presentations will be shared among the sub-projects and stakeholders.
- iv. **Final programme evaluation Report /Data Collection Tools/Audit Trail:** The final report will incorporate comments and feedbacks from the stakeholders including the feedback provided during the Presentation/Debriefing meeting. All comments and an evaluator's response to each comment need to be recorded in Audit Trail. Synopsis or summary of the evaluation report will be finalized accordingly. Other relevant documents/data files (i.e. data collection tools, checklists questionnaires, raw & clean version data (Including audio recording & field note)) need to be submitted as part of the deliverable.

- v. The consultancy firm will provide soft copies (Microsoft Word and Microsoft PowerPoint) of all deliverables and at least hard copies of final programme evaluation report (100 copies) & synopsis/summary report with English and Bangla in alternative page (200 copies).

The printing specification for hard copies of final programme evaluation report (100 copies):

- Page orientation: portrait
- Size: 8.5" x 11.10"
- Page: 100(+/- 10) pages
- Color: 4 Color
- Cover Page: 250 GSM Glossy Art Paper
- Inner Paper: 120 GSM Matt Art Paper
- Design: Necessary design will be done by the vendor
- Language- English
- Binding: Glue with best quality perfect binding
- Printing Condition: Final proof is mandatory before final printing process

The printing specification for synopsis/summary report with English and Bangla in alternative page (200 copies)

- Page orientation: portrait
- Size: 8.3" x 11.7"
- Page: 12 pages (one forma)
- Color: 4 Color
- Paper: 150 GSM Glossy Art Paper
- Design: Necessary design will be done by the vendor
- Binding: Pin binding
- Language: English & Bangla in alternative page
- Printing Condition: Final proof is mandatory before final printing process

## **8. Implementation arrangements:**

The firm will independently conduct the evaluation but shall take necessary assistance from NRP and UNDP. The Deputy Resident Representative and Assistant Resident Representative, UNDP Bangladesh will be responsible for managing the evaluation throughout the entire process and PCMT, NRP will provide necessary support in day to day operation of the evaluation. The consultant will also seek technical guidance from M&E focal point at UNDP Bangladesh Country Office. The consultant will work under the overall supervision of the Programme Specialist - Disaster and Resilience, R&IG Cluster and guided by Evaluation Steering committee comprised of UNDP, UN Women, UNOPS, GoB, FCDO (UK) and Sida (Sweden). The programme evaluation report needs to be cleared by the M&E focal point at UNDP Bangladesh Country Office and approved by the Deputy Resident Representative and Bangkok Regional Hub.



## 9. Minimum Qualifications of the Evaluation Firms:

A firm will be hired through competitive bidding to complete the assignment. The research institutes, Universities, NGOs, think tanks and consulting firms have proven expertise and experience of evaluating macro-level policy programme can submit the proposal. Joint Venture /Consortium having local lead agency in Bangladesh can also submit a proposal.

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.
- The firm must be a registered entity. Updated Registration Papers, Tax Payment Certification, etc. must be submitted.
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- At least five years of experience in evaluating projects in the areas of policy reform and institutional capacity strengthening for disaster management including disaster response, recovery, women's right and Gender Equity, Climate Change and Resilience and infrastructures based projects or in any relevant field. The firm needs to submit successful completion certificates of the relevant experiences stated with the proposal.
- Have experience of conducting at least 03 similar types of assignments in the last five years (macro project or policy level) evaluation in the areas of Disaster Risk Information/Climate adaptation or Resilience for the UN Agencies, GoB, or multilateral agencies like ADB, World Bank etc.
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List, or Other UN Ineligibility List.

### Special Note:

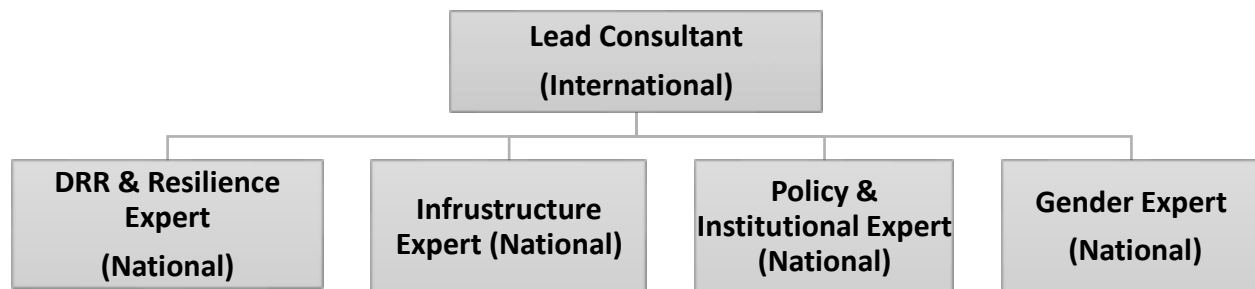
- **No involvement in the design and implementation of the NRP project. Any individual of the selected firm who had prior involvement in the design and implementation of the NRP project or those who have been directly or indirectly related to the NRP project are not eligible for this consultancy due to conflict of interests.**
- **Firms that do not meet the above eligibility criteria shall not be considered for further evaluation. Necessary documentation must be submitted to substantiate the above eligibility criteria.**
- **\*\* Joint Venture /Consortium having local agency in Bangladesh can submit proposal \*\***

## 10. Evaluation Team Composition:

This assignment requires senior and professional advice based on substantive experience and qualifications of the contracting firm, based on a team approach comprising of four national level consultants and a Lead Consultant (International) (Figure 01). Additionally, UNOPS and UN Women will provide two experts to support the evaluation. Both experts will work in close collaboration with four (04)

national consultants of this assignment and team leader. Moreover, there will be two (02) field supervisor and Twelve (12) data enumerators to support the experts in data collection and processing. The structure of the programme evaluation team as follows:

**Figure 01 Structure of Evaluation Team**



## **11. Minimum Qualifications & Roles of the Human Resources:**

### **11.1. Lead Consultant as Team Leader:**

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

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

- a. A Masters' degree or equivalent in Disaster Management, Environmental Management, Social Sciences, Development Evaluation, Development Studies/Management or other relevant fields.

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

- a. At least 15 years of proven experience in the field of disaster management including disaster response, recovery, capacity building and/ policy advocacy.
- b. Have experience in conducting at least 03 macro project/similar project evaluation in Disaster Risk Information, Climate adaptation, and Resilience for the UN agencies, GoB or multilateral agencies like ADB, World Bank, etc. The consultant shall provide relevant completed assignments/research/publications/or relevant link to be enclosed with the CV.
- c. Proven experience and knowledge on women's rights and Gender Equity, DRR, Climate Change and Resilience, Volunteerism approach, infrastructure, Policies and operational system, private sector resilience, and participatory development programme.
- d. Extensive Experience at the international level in conducting evaluations or assessments of programs, projects and policies in disaster management including disaster response, recovery, capacity building and/ policy advocacy.
- e. Experience with result-based management evaluation methodologies.
- f. Must have excellent report writing skills and presenting reports to a highly professional and policy level.

### **11.2. DRR & Resilience Expert:**

**Minimum eligibility criteria of DRR & Resilience Expert -**

**I. Academic Qualifications:**

- a. A masters' degree or equivalent in Civil Engineering/ Hydrology/ Geology, Environmental Science/ Management/ Climate Change Science/ Disaster Management/ Physics/ International Development/ Mathematics/ Statistics or any other related fields.

**II. Professional Qualifications:**

- a. At least 07 years of on-hand experience of inclusive disaster risk management especially in the areas of risk-informed, gender-responsive and disability-inclusive planning.
- b. Experience of at least 03 completed assignments with a good understanding of risk-informed planning, DRR, Climate adaptation, and Resilience List of completed assignments/research/publications to be enclosed with the CV.
- c. Experience in conducting evaluations or assessment of programs, projects and policies in disaster management including disaster response, recovery, capacity building and/ policy advocacy
- d. Proven experience of working with a multi-disciplinary team.

**11.3. Infrastructure Expert:**

**Minimum eligibility criteria for Infrastructure Expert -**

**I. Academic Qualifications:**

- a. Master's degree in a discipline relevant to civil engineering, urban planning, development planning, project management, or other closely related fields.

**II. Professional Experience:**

- a. At least 07 years' experience in infrastructure in the development context at a strategic/advisory level, with a focus on resilience, capacity enhancement and organizational change.
- b. Have experience of conducting at least 03 national-level macro project evaluations in similar areas. List of completed assignments/research/publications to be enclosed with the CV.
- c. Demonstrated understanding of issues related to gender responsive infrastructure will be an asset

**11.4. Policy & Institutional Expert:**

**Minimum eligibility criteria of Policy & Institutional Expert -**

**I. Academic Qualifications:**

- a. A masters' degree or equivalent in disaster management, environmental studies, Economics, Political Science, public administration, Law, development studies/management, or other relevant fields.

**II. Professional Qualifications:**

- a. Minimum 07 years of working experiences in policy and institutional issues at a senior level, preferably in disaster, and climate change areas

- b. Experience in completing at least 03 assignments in a similar field. List of completed assignments/research/publications to be enclosed with the CV.
- c. Proven experience of Government development planning process, including Annual Development Programme, Five Year Plans, particularly about project formulation, and appraisal.
- d. Expertise in policy and governance analysis in climate change and disaster sectors.

#### **11.5 Gender Expert:**

##### **Minimum eligibility criteria for National Gender Expert**

#### **I. Academic Qualification:**

- a. Advanced university degree social sciences (i.e. gender studies, sociology, demography, psychology, political science etc.), disaster management, environmental sciences, development studies.

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

- a. A minimum of 07 years of experience in the field of gender equality and disaster risk management
- b. Experience in completing at least 03 assignments in a similar field. List of completed assignments/research/publications to be enclosed with the CV.
- c. A proven track record in conducting evaluations or assessment of programs, projects and policies, analytical reports and publication in gender and disaster risk management issues.
- d. Extensive experience and expertise in gender analysis, gender mainstreaming, and women's empowerment in Bangladesh
- e. Specific expertise on the nexus of disaster risk reduction, and gender equality, and gender-responsive programming will be an asset.

#### **11.6 Field Coordinator/ Field Supervisor (Position 02):**

##### **Minimum eligibility criteria for Field Coordinator-**

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

- a. Minimum master's in social sciences. Degree in disaster management, environmental management, social sciences, development evaluation, development studies/management.

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

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

#### **11.7 Data Enumerators (Position 12):**

##### **Minimum eligibility criteria of Data Enumerators:**

**I. Academic Qualifications:**

- a. Bachelor's in social sciences. Degree disaster management, environmental management, social sciences, development evaluation, development studies/management

**II. Professional Qualifications:**

- a. Minimum 2 years of progressive experience in conducting research, assessments, reviews and evaluation of similar nature.
- b. At least two assignments focusing disaster related research.
- c. Experience in field data collection.

**Note: It is recommended that the firm keep adequate representation of female in team formation. The firm can add more field coordinators and data enumerators if necessary, with providing justification.**

**12. Competencies:**


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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:**

- Excellent skills in writing, editing and oral communication skills in English, and Bangla is a must for four national consultant positions;
- Ability to discuss with government senior officials, private sector and development partners;
- Understanding of Joint UN Programmes experience will be an asset
- Experience of working in Bangladesh.
- Ability to work with multi-disciplinary group of people
- Demonstrates openness to change, flexibility, and ability to manage complexities;

**13. Scope of Price Proposal and Schedule of Payments:**


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The remuneration of the successful contractor will be fixed, and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should 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, and VAT & Tax etc.)

UNDP shall affect payments, by bank transfer to the consultancy firm's bank account, upon acceptance by NRP/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 (Table 03).

**Table 03: Expected outputs, deliverables, and payment schedule**

<b>Deliverables/ Outputs</b>	<b>Payment Schedule</b>	<b>Review and Approvals Required</b>
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/ KIIs), 4) evaluation matrix, 5) data collection methodologies & protocols, 6) data quality control methods, 7) data analysis methodologies, and 8) gender assessment plan and evaluation matrix  Submission of all data collection tools and protocols [After satisfactory quality check by NRP & UNDP]	25% of the contracted amount	NRP/ Deputy Resident Representative, UNDP Bangladesh/ Head of R&IG Cluster, UNDP Bangladesh/ M&E focal point, UNDP Bangladesh
Submission of Draft evaluation report	50% of the contracted amount	
Submission of Final Evaluation report, incorporating the feedback and comments. (including Data Collection Tools, Checklists, Questionnaires, Datasets) [After satisfactory quality check by NRP & UNDP]	25% of the contracted amount	
<b>Total days consultant wise</b>	<b>100%</b>	

## **14. Recommended Presentation of proposal:**

An 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.

### **14.1 Technical Proposal**

The entire technical proposal should be limited to 15 pages maximum, plus relevant annexes.

#### **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, the 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.
  - 1.3.1 *Description of experience in conducting macro-level policy/programme evaluation of a comparable nature, with a specific description of technical specialization of the Offeror in the similar field, and list of current and past assignments of the Offeror.*
  - 1.3.2 *03 references to be provided by previous work have been undertaken.*
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

## **Section 2: Proposed method, working 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 methods meet or exceed 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. Process** - The Technical Proposal needs to contain a detailed description of the process the programme evaluation intends to follow to complete the tasks including a detailed work plan and 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.

**2.2. Tools and Methodologies** – Outlining how your firm's specific approach to qualitative or mixed methods, including participatory methods, is relevant to the questions under study and meets the highest research standards.

This tools and methodologies section should include 1) overall evaluation study strategies, 2) evaluation matrix, 3) data collection methodologies & protocols, 4) data quality control methods, 5) data analysis methods, and 6) gender assessment plan. All of these elements need to be detailed as much as possible.

**2.3. Sampling strategy** – The firm must give a detailed overview of what sampling strategy it will use to select a sample for this study and how it will more standard rather than other sampling methods.

**2.4. Quality assurance** – The firm must outline how it will ensure quality at all stages even considering the pandemic situation of the project but with a particular emphasis on sampling; data collection; data analysis; and reporting. This will be subject to review by the NRP management team during the evaluation process going on.

This section must provide the following:

- Understanding of the assignment (Max 2 pages)
- Proposed working approach and methods according to each task (Max 5 pages)
- Proposed tools, in brief, to be employed in alignment with the assignment (Max 3 Pages)
- Operation Plan (Max 3 pages)
- Proposed time-bound work plan (Max 1 Page)
- Quality assurance plan (0.5 page)
- Risk factors and mitigation measures (0.5 page)

### 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.

***The offer should provide the following information:***

- *The technical proposal needs to contain a list and detailed information on the proposed Human Resources/experts (with detail cv) 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. legal, linguistic, drafting and editing expertise, among others.*
- *CVs of team members with identification of one as team lead*
- *Role & responsibilities of proposed team members in line with proposed methodology (Max 2 page)*
- *03 references to be provided by previous work have been undertaken.*

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]



<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<i>[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.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> 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)

#### Technical Evaluation criteria Evaluation Matrix

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1	Bidder's qualifications, capacity and experience	200
2	Proposed Method, Working Approach and Implementation Plan	300
3	Management Structure and Key Personnel	200
4	Financial proposal	300
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	The reputation of Firm Organization and Staff Credibility / Reliability / Industry Standing / Litigation and Arbitration History	30

<b>Section 1. Bidder's qualification, capacity and experience</b>		<b>Points obtainable</b>
1.2	At least five years of experience in evaluating projects in the areas of policy reform and institutional capacity strengthening for disaster management including disaster response, recovery, women's right and Gender Equity, Climate Change and Resilience and infrastructures-based projects.	50
1.3	Have experience of conducting at least 03 similar types of assignments in the last five years (macro project or policy level) evaluation in the areas of Disaster Risk Information/Climate adaptation or Resilience for the UN Agencies, GoB, or multilateral agencies like ADB, World Bank etc.	100
1.4	Demonstrated experience in strong project management skills and a good understanding of macro level policy/programming evaluation as well as working experience with the United Nations or similar mission-driven organizations	20
<b>Total Section 1</b>		<b>200</b>

<b>Section 2. Proposed Method, Working Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Description of the Bidder's working approach and methods for meeting or exceeding the requirements of the Terms of Reference	120
2.2	Description of the Bidder's approach and tools to the assignment	120
2.3	Quality of the proposed work plan and operation plan including risk management plan	60
<b>Total Section 2</b>		<b>300</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
<b>3.1</b>	<b>Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?</b>	<b>20</b>
<b>3.2</b>	<b>Qualifications of key personnel proposed</b>	
3.2.1	<i>Project Manager or Team Leader (education and relevant experience – 2 criteria)</i>	<b>50</b>
	<i>Expert Name</i>	
	A Masters' degree or equivalent in Disaster Management, Environmental Management, Social Sciences, Development Evaluation, Development Studies/Management or other relevant fields.	10
	Proven experience in the relevant areas	20
	Experience in conducting at least 03 macro project/similar project evaluation in Disaster Risk Information, Climate adaptation, and Resilience for the UN agencies, GoB or multilateral agencies like ADB, World Bank, etc.	20

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
<b>3.2.2</b>	<b>Expert -1: DRR and resilient Expert, infrastructure Expert, Policy &amp; Institutional Expert, and Gender expert) (Number of Position: 04)</b>	<b>100</b>
	<i>Experts' name</i>	
	Combined experience in the relevant areas	40
	Knowledge and experience of the Bangladesh context	20
	Proven experience in the similar assignments	40
<b>3.2.3</b>	<b>Field Coordinator (Number of Position: 02)</b>	<b>30</b>
	<i>Expert's name</i>	
	Proven experiences in in respective areas	15
	Proven experience in the similar assignments	15
<b>Total Section 3</b>		<b>200</b>

## 14.2 Financial proposal

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.

The Financial Proposal shall specify a total delivery amount (in USD or in BDT) including consultation workshop costs and all other associated costs, i.e. travel cost, survey, DSA, printing costs, and overhead recharges.

In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a detailed 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 or survey, is not reimbursable as a direct cost of the assignment.

**Currency of the proposal: USD/BDT**

**Table A: Summary of Overall Prices**

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

**Table B: Breakdown of Professional Fees**

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
<b>Subtotal Professional Fees:</b>				

**Table C: Breakdown of Other Costs (\*)**

Description	UOM	Quantity	Unit Price	Total Amount
Flights (international/domestic) *	R/T			
Subsistence allowance	Day			
Miscellaneous travel expenses	Lump sum			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
All TAX and VAT				
<b>Subtotal Other Costs:</b>				

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

Sl.no.	Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
1.	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, and 7) gender assessment plan. and evaluation matrix  Submission of all data collection tools and protocols [After satisfactory quality check by NRP & UNDP]				
2.	Submission of Draft evaluation Report				
3.	Submission of Final Evaluation report, incorporating the feedback and comments. (including Data Collection Tools, Checklists, Questionnaires, Datasets (if any) [After satisfactory quality check by NRP & UNDP]				
	<b>Total:</b>				

## 15. Evaluation:

The evaluation method will apply the combined scoring method which will be based on a combination of the technical and financial score. In response to RFP, the firm/organization will have to submit a Technical Proposal as per the Terms of Reference and a Financial Proposal separately. The tender selection committee will first evaluate the technical proposal of the institutions/firms. Any institutions/firms getting more than 70% of the maximum achievable points (i.e. 49 points) in the technical proposal will be considered for financial appraisal, and ultimately, therefore, for contracting. The financial proposal will be evaluated based on the lowest price. The total scoring points for both the evaluations will be 100; the technical evaluation will be based on 70 points and the rest 30 points are to be allotted to the bidder proposing the lowest price.

The formula of the combined scoring method will be as follows:

### Rating the Technical Proposal (TP):

**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

### Rating the Financial Proposal (FP):

**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

### Total Combined Score:

**Combined Score** = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

## Annex-1: NRP Result Framework

<b>UNDAF outcome:</b> Enhance effective management of the natural and manmade environment focusing on improved sustainability and increased resilience of vulnerable individuals and groups.				
<b>Joint programme outcome:</b> Substantial increase in resilience to disaster and reduction in disaster risk, loss of lives and livelihoods of men, women, girls and boys; and protection of the health of persons, businesses and communities in Bangladesh.				
<b>Indicators</b>			<b>Baseline</b>	
Reduced losses in lives, affected population and infrastructure (SADD-disaggregated where appropriate)			TBD during programme inception phase	
Increase in number of sectors adopting and implementing gender-responsive resilient development (in line with SDG and SFDRR)			TBD during programme inception phase	
Enhanced national, local, communities' and household capacity to recover from crisis and prevent relapses			TBD during programme inception phase	
Decrease in percentage of GDP loss due to disasters			TBD during programme inception phase	
<b>Joint Programme Outputs</b>	<b>UN org.</b>	<b>Participating UN org. corporate priority</b>	<b>Implementing Partner</b>	<b>Indicative activities</b>
<b>1. Improved capacities for risk-informed and gender-responsive development planning</b>  <b>Indicators:</b> <i>1.1 Progress towards establishment of easily accessible platform of disaster risk information for development planning purposes is established and institutionalized within the GoB system</i> <u>Target:</u> Established, operational, and with sustainability plan (10 points). <u>Baseline:</u> Platform does not exist (0 points)  <i>1.2 Progress towards incorporation of disaster risk screening in ADB approval and</i>	UNDP	Government institutions have improved capacities, and institutional and legal frameworks to <u>respond</u> to and ensure <u>resilient recovery</u> from earthquakes, weather extremes, and environmental emergencies	Ministry of Planning (MoP)	1.1 Establish platform collecting risk information and tools for gender-responsive, risk-informed planning
			Ministry of Planning (MoP)	1.2 Develop capacity for gender-responsive risk-informed Annual Development Programme (ADP) planning, project formulation and appraisal
			Ministry of Planning (MoP)	1.3 Support integration of risk information in macro-level development plans
			Ministry of Planning (MoP) UN Women & MoWCA	1.4 Enhance development of gender-responsive risk-informed planning capacity in key sectors

<p><i>appraisal system.</i>  <u>Target:</u> Disaster risk screening is incorporated in ADP approval and appraisal formats (7 points).  <u>Baseline:</u> Disaster risk screening is not incorporated in ADP approval and appraisal formats (0 points).</p> <p><i>1.3 Percentage of NRP-trained planning professionals self-reporting a change in their knowledge of risk and gender equality dimensions of their work utilizing gender responsive risk-informed approach in their project formulation or appraisal work with reference to specific, named project</i>  <u>Target:</u> 75%  <u>Baseline:</u> 0</p> <p><i>1.4 Progress towards institutionalization of DRR mainstreaming capacity in MoDMR</i>  <u>Target:</u> 5 points  <u>Baseline:</u> 3 points</p> <p><i>1.5 No. of multi-hazard national sub-national disaster and climate risk assessments that inform development planning and programming, taking into account differentiated impacts.</i>  <u>Target:</u> Disaster and climate change risk profile of industry (3 points)  <u>Baseline:</u> No sectoral disaster risk assessments exists for industry sectors.(0 points)</p>			<p>MoDMR</p> <p>Ministry of Planning (MoP)</p>	<p>1.5 Develop capacity for implementation of Sendai framework and SDG resilience agenda in human development policy and investment incorporating pandemic aspects</p> <p>1.6 Enhance knowledge base on disaster risk to the private sector and risk-informed business-practices</p>
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<p>1.6 <i>Level of progress towards developing disaster resilience indicators for the 8th Five Year Plan, grassroot resilience voices, and risk informed business practices</i></p> <p><u>Target:</u> 8 points</p> <p><u>Baseline:</u> 0 points</p> <p>1.7 <i>Progress towards establishment of monitoring mechanism for Sendai framework implementation</i></p> <p><u>Target:</u> Mechanism established with adequate information, capacity to function throughout the Sendai period, through inter-ministerial mechanism(8 points)</p> <p><u>Baseline:</u> Mechanism does not exist; current MoDMR organogram does not allocate adequate human resource for DMIC or Sendai monitoring (0 points).</p>				
<p><b>2. Strengthened disability inclusive, gender-responsive national capacities to address recurrent and mega disasters</b></p> <p><b>Indicators:</b></p> <p>2.1 <i>Gaps, strengths and constraints for megadisaster preparedness in current allocation of mandates in Standing Orders on Disaster (SOD) are known to key stakeholders</i></p> <p><u>Target:</u> Supporting MoDMR for SOD revision and resource allocation for preparedness have been formulated and communicated to key stakeholders in Government of Bangladesh (6 points)</p>	UNDP	(Same as above)	MoDMR	2.1 Enhance capacities of the Government of Bangladesh for coordination and implementation of response for recurrent and mega-disaster risks including pandemic (extensive and intensive risks)
	UN Women	Structural barriers to effective integration of gender equality perspectives in DRR/CCA & Humanitarian actions are removed to enhance women and girl's resilience to disaster and climate change	UN Women	2.2. Strengthen capacity of the Ministry of Women and Children Affairs and the Ministry of Disaster Management and Relief to collect and use data disaggregated by sex, age and disability in a pre- and post-disaster situation and



<p><u>Baseline:</u> Institutions are inadequately equipped about their roles and responsibilities in SOD. (1 point)</p> <p>2.2 Sex, age and disability disaggregation is institutionalized in GoB post-disaster data collection tools and protocols (equivalent UNDP SP indicator 1.3.1.1 Recovery plans and systems in place utilizing sex, age and disability disaggregated data and gender analysis)</p> <p><u>Target:</u> 2 Points</p> <p><u>Baseline:</u> Current government post-disaster data collection forms do not require SADD. (0 points)</p> <p>2.3 Percentage of NRP-trained. Government officials self-reporting utilization of gender-responsive recovery planning in their work, with reference to named programmes/Project</p> <p><u>Target:</u> 75%</p> <p><u>Baseline:</u> 0</p>				to conduct gender-responsive risk analyses and needs assessments
	UNDP	(Same as above)	MoDMR UN Women	2.3 Strengthened national capacity for gender-responsive multiple-disaster recovery plan and strategy
<p><b>3. Improved capacity of selected public institutions to achieve resilience outcomes through designing and constructing risk-informed, disability inclusive and gender-responsive infrastructure</b></p> <p><b>Indicators:</b></p> <p>3.1 Strengthened Local Government Engineering Department capacity to</p>	UNOPS	The DRR4R strategy sets out to ensure that UNOPS has a strong risk-based culture, which is fully integrated into all of our activities around the world. Through this, we are committed to supporting global SFDRR and SDG efforts to build sustainable	LGED	3.1 Strengthen Local Government Engineering Department capacity to capture baseline information on rural infrastructure systems through establishing an Asset Management System (AMS).

<p><i>capture baseline information on rural infrastructure systems through establishing an Asset Management System (AMS).</i></p> <p><u>Target:</u> 12 points</p> <p><u>Baseline:</u> Present practice of LGED on Asset Management is limited to database of roads, and bridges/culverts; No organizational policy, objective and strategy on Asset Management; No structured Asset Management Plan; No Asset Information Strategy (0 points).</p> <p><i>3.2 Improved the design standards of LGED for new assets and develop tools for build-back-better in reconstruction of assets to ensure infrastructure systems are resilient and gender responsive</i></p> <p><u>Target:</u> 4 points</p> <p><u>Baseline:</u> Current road design standards do not incorporate the resilience elements; LGED does not have a systematic methodology to conduct Failure Analysis; LGED does not have a common tool to address gender issues in development projects;(0 points)</p> <p><i>3.3 Colaboration with other institutions on risk-informed and resilient infrastructure system and disseminate knowledge and share best practices and lessons learned</i></p> <p><u>Target:</u> 5 points</p> <p><u>Baseline:</u> Level of awareness of resilient infrastructure varies</p>	UNOPS	and resilient economies in the face of a rising tide of risk and vulnerability	LGED	3.2 Improve the design standards of LGED for new assets and develop tools for build-back-better in reconstruction of assets to ensure infrastructure systems are resilient and gender responsive
	UN Women		UN Women & MoWCA	
	UNOPS		LGED Engineering Staff College	
	UNOPS		LGED Engineering Staff College	<p>3.3 Establish Colaboration with other institutions on risk-informed and resilient infrastructure system and disseminate knowledge and share best practices and lessons learned</p> <p>3.4 Strengthen Local Government Engineering Department leadership, policy and compliance capacity around risk-informed and gender responsive infrastructure approach with focus on asset management system</p>

<p>across different institutions; No arrangement on Asset Management course between LGED and Engineering Staff College Bangladesh (ESCB) (0 points)</p> <p><i>3.4 Strengthened Local Government Engineering Department leadership, policy and compliance capacity around risk-informed and gender responsive infrastructure approach with focus on asset management system</i></p> <p><u>Target:</u> 8 points</p> <p><u>Baseline:</u> No Professional Development Program on Asset Management at LGED (0 points)</p>				
<p><b>4. Enhanced women's leadership capacities for, gender-responsive disaster management decisions, investments and policies at national and local levels</b></p> <p><b>Indicators:</b></p> <p><i>4.1 Number of policy instruments addressing gender equality aspects of disaster risk reduction</i></p> <p><u>Target:</u> 7</p> <p><u>Baseline:</u> 0</p> <p><i>4.2 Percentage of women's organizations in the project area are directly engaged in Disaster risk reduction, Climate Change adaptation and Humanitarian Actions</i></p>	UN Women		<p>UN Women &amp; MoWCA</p> <p>UN Women &amp; MoWCA</p>	<p>4.1 Strengthen capacity of disaster management professionals and institutions for gender responsive DRR policies and actions</p> <p>4.2 Capacitating disaster management committee (DMC) members, especially the women members, and disaster volunteers (cyclone and flood preparedness programmes) to become agents of gender equality and gender responsiveness in disaster risk reduction enabling them to take leadership roles</p>

<p><u>Target:</u> 31% of organizations in the project area <u>Baseline:</u> 7%</p> <p>4.3 <i>Percentage of women from the project communities self-reporting receipt of early warning messages (at the wake of disaster)</i> <u>Target:</u> 90% <u>Baseline:</u> 73.4%</p> <p>4.4 <i>No of awareness programs on gender-responsive resilience (GRR) launched by the project.</i> <u>Target:</u> 6 <u>Baseline:</u> 0</p>			MoWCA and UN Women	4.3 Strengthening capacity of Ministry of Women and Children Affairs (MoWCA) to effectively engage at national, regional and international level promoting gender responsive resilience (GRR)
			UN Women & MoWCA	4.4 Strengthened capacity of Humanitarian Clusters including GoB to decrease GBV during and post disaster through training and building awareness
			UN Women & MoWCA	4.5 Promote gender-responsive resilience (GRR) through media (TV, Radio, community radio and social media)
<p><b>5. Strengthened disability inclusive, gender responsive community preparedness, response and recovery capacities for recurrent and mega disasters</b></p> <p><b>Indicators:</b> 5.1 <i>DRR inclusive social safety net – guideline and piloting results are in place.</i> <u>Target:</u> 3 <u>Baseline:</u> 0</p> <p>5.2 <i>No. of policy briefs on disaster risk reduction activities with persons with disabilities disseminated to policymakers</i> <u>Target:</u> 2 <u>Baseline:</u> 0</p> <p>5.3 <i>Progress towards institutionalization Flood Preparedness Programme (FPP)</i></p>	UNDP	(Same as above)	MoDMR	5.1 Develop a cost-effective, gender responsive, environmentally sustainable model for using social safety net programme to strengthen gender responsive resilience building and advocate for the government's adoption.

<p><i>utilizing gender-responsive and disability inclusive messaging with volunteers (equivalent to UNDP SP indicator: Indicator 3.3.1.1 Existence of operational end-to-end multi-sectoral early warning systems (EWS) to limit the gender-differentiated impact of:</i></p> <p><i>a) Natural hazards b) Health shocks (e.g. pandemics) c) Economic crises d) Other risk factors</i></p> <p><u>Target:</u> 7 points</p> <p><u>Baseline:</u> FPP system, training and resources piloted within local DMCs and received positive feedback from government, is however not institutionalized (0 points).</p> <p>5.4 <i>No. of people (disaggregated by gender, age and disability) benefiting from increased access to early warning information from FPP piloting</i></p> <p><u>Target:</u> 162,000 Peoples</p> <p><u>Baseline:</u> 0</p> <p>5.5 <i>Progress toward development of Model on Inclusive Social Safety Net Programme (SSNP) meeting disaster specific needs of women and persons with disabilities and enhancing disaster resilience</i></p> <p><u>Target:</u> 4</p> <p><u>Baseline:</u> 0</p> <p>5.6 <i>No of women in the project area pursuing nontraditional livelihood options contributing to their resilience building</i></p>				
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<p>Target: 2700</p> <p>Baseline: 0</p> <p>5.7 Percentage (%) of women involved in the project that self-report decreases assets loss (in case of disaster) compared to previous disasters</p> <p>Target: 50%</p> <p>Baseline: 14%</p> <p>5.8 Progress towards inclusion of Forecast-Based Financing/Action in disaster management policy and planning documents</p> <p>Target: 6 points.</p> <p>Baseline:</p> <p>No procedure, awareness or plan for Forecast-Based Financing exists in government. (0 points).</p> <p>5.9 Progress toward Development of Location Specific Dynamic Flood Risk model for upscaling.</p> <p>Target: 2</p> <p>Baseline: 1</p> <p>5.10 Progress towards formulation of minimum earthquake preparedness package for cities for scaling-up through government programmes.</p> <p>Target: 8 points</p> <p>Baseline: Ward-Level Minimum Preparedness model has been piloted by various NGOs in different city corporations and municipalities (1 point).</p> <p>5.11 Percentage of at-risk population covered by community level disaster management plans</p>				
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<u>Target/Baseline:</u> At least 20% population (Age, gender, disability) of the working areas at flood and earthquake prone location				
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