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TERMS OF REFERENCE

FOR CONSULTANCY FIRM CONTRACT:

Impact Assessment of Upazila Governance Project and Union Parishad Governance Project

A. Project Title:
Upazila Governance Project (UZGP) and Union Parishad Governance Project (UPGP)
B. Project Description:
<p>The Upazila Governance Project (UZGP) and the Union Parishad Governance Project (UPGP) are part of the programmatic support from UNDP and UNCDF to the Government of Bangladesh for Local Governance strengthening and reforms. The support is in line with the United Nations Development Assistance Framework (UNDAF) outcome level, which states that by 2016, all Bangladeshis including vulnerable groups are better represented and participate more in democratic processes and civil service and local government institutions are more responsive and better able to deliver public services.</p> <p>Both projects are Nationally Implemented Project (NIM) implemented by the Local Government Division. The UNDP and UNCDF are the technical partners and implementing UN agencies. The projects are financially supported by the European Union (EU), the Swiss Agency for Development and Cooperation (SDC) and DANIDA.</p> <p>The UZGP and UPGP are interlinked through shared output of policy research, have shared staff and draw on each other's work in the field. Both the projects have heavy focus on capacity building and institutional strengthening of LGIs especially for fiscal decentralization.</p>
C. Scope of Work
<p>This evaluation study employs both quantitative and qualitative evaluation methods. It includes a rigorous impact evaluation method based on econometrics techniques. Scope of work of this impact evaluation depends on targets set in the project documents of UZGP and UPGP and methodology to be used to capture the intended impact. Broadly it should cover following key areas of post-result:</p> <ul style="list-style-type: none">• To measure the impact of UPGP and UZGP on the lives of people in the targeted districts• To assess intended and unintended results of the project both at beneficiary households level and beyond;• To assess which approaches, interventions and activities have proven to be most effective and why;• To assess the extent to which the project has achieved value for money• Make recommendations of what further efforts are required for sustainable improvement of UP and UZP. <p>With the above general focus of the assessment, specifically the study can be segregated into following two components:</p>



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Component 1: Capacity building, Gender and Policy Advocacy for UZGP and UPGP

(to be supervised by UNDP Programme Officer with support from Project Managers of UZGP and UPGP, and inputs from the International Technical Advisor)

- (i) Assess the impact of backstopping services provided to Upazila Parishads and Union Parishads
- (ii) Examine the improvements and changes that have accrued from various trainings provided to Upazila Parishad & Union Parishad Chairpersons, Members and Officials
- (iii) Examine the improvements achieved in the Upazila Parishad & Union Parishad Planning through financing of civic engagement
- (iv) Examine the improvements in quality and availability of Upazila Parishad & Union Parishad Plans and the contributions of support to the planning exercise, including mentoring support
- (v) Examine the impact of support provided to Ward Shavas and Standing Committees in the performance of Union Parishads
- (vi) Assess the status and performance of Women Development Forums at the Upazila and Union Parishad levels

Component 2: Direct Fiscal Support and Performance Assessment System of UZGP and UPGP

(to be supervised by UNCDF Programme Officer with support from Project Managers of UZGP and UPGP and International Technical Advisor)

- (a) Examine time series data on grants, revenues and investments in a representative sample of local governments, including control units, along with qualitative analysis, to identify the changes in resource base of local governments
- (b) Estimate the increase in availability of discretionary funds for the target local governments
- (c) Identify changes in the pattern of utilization of funds, and changes in profile of service delivery by local governments
- (d) Impact on how investments benefit the communities, including poor households and gender profile
- (e) Estimate the impact on local fiscal space, fixed capital formation and economic return
- (f) Identify complementarities arising from the provision of these grants in co-financed schemes
- (g) Impact of climate-change related schemes
- (h) Examine sustainability of innovations in grant financing including co-financing and local platforms such as trusts
- (i) Assess impact of performance assessments for grant making on key performance areas of local governments and how the good practices have been replicated in other interventions.
- (j) Assess changes in the financial management practices including the new accounting software, and its impact on management of grants and other resources

Final Survey

It is expected that the hired firm will conduct a survey to compare the results achieved from the baseline. The firm will propose a standard sample size and methodology for the survey and will be responsible for the entire tasks which include designing of the survey methodology, developing tools and questionnaire, data collection, tabulation, and report writing. The survey findings will be presented in the impact evaluation report separately. Prospective entity will be asked to indicate a survey plan, including survey methodology, brief overview of questionnaire, and logistic plans.



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Data Entry & Output Generation

The entity will consider development of a database to ensure efficient management of data and generation of outputs based on field data collection and analysis. Prospective entity will be asked to elaborate a detailed plan if they will be using tablets/apps to collect data.

Geographical Location of Study

Prospective bidders/entities to come up with number and location assessment to establish credible evidence-based analysis.

Analysis

[Quantitative Evaluation]

- Survey Design / Identification Methodology:

The team is expected to conduct Randomized Control Trial (RCT) along with Difference-in-Difference (DiD) by using data collected in baseline survey, midline survey, both of which were already conducted, and endline survey will be done by the hired firm. Prospective bidders need to elaborate the detailed plan of identification methodology, including the way in which counterfactuals are set up. If the prospective entities believe that a RCT or DiD is not the best identification methodology, then they need to elaborate an alternative method in their proposal. The alternative still needs to be a quasi-experiment method, such as Matching, Regression Discontinuity, and Instrumental Variable, in which the counterfactual are set up.

- Data Analysis:

Statistical analysis will be carried out by applying econometrics, including regression analysis. It also covers goodness of fit and summary statistics. The findings will be further disaggregated based on geographical location and gender. Analysis requires usage of statistical software packages, most likely STATA or SPSS. Prospective entity will be asked to indicate an alternative if they plan to use any other type of statistical software.

[Qualitative Evaluation]

- Data Analysis:

The entity is expected to review the specified primary and secondary documentation and hold discussions with Upazila Parishad, Union Parishad, DDLG, UNO and other relevant government officials. The entity will also analyze the data collected through focus group interviews and key informant interviews. It also includes literature review, case studies, ethnographic research, institutional checklist, and observation checklist. In addition, for qualitative data and validation of some information, the team members would also dialogue with members of community and selected key informants. Prospective entity will be asked to propose specific analytical methods for qualitative evaluation as well as software, if applicable.

Reporting Language

Reporting language will be in English.



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D. Expected Outputs	Timeline (from date of contract signing)
<p><u>Inception Report:</u></p> <ul style="list-style-type: none"> ▪ Elaborating the methodology and approach plan ▪ Providing a comprehensive work plan with specific dates per activity ▪ Orientation and training of the assessment team (2 day training, include training program in the report) 	<p>By the end of the second week after signing the contract</p>
<p><u>Draft Reports</u></p> <p><u>Component 1</u></p> <ul style="list-style-type: none"> ▪ Synthesis report <ul style="list-style-type: none"> - Technical review of effectiveness of training activities of UZGP and UPGP - Level of stakeholder’s knowledge on training inputs of UZGP and UPGP - Assessment of impact of training in service delivery of UZP and UP - Level of stakeholders’ satisfaction on training inputs of UZGP and UPGP - Impact of project inputs in planning, civic engagement, committee functions of upzilas and union parishads - Impact and sustainability of gender initiatives of UZGP and UPGP - Assessment of impact of policy studies and policy advocacy <p><u>Component 2</u></p> <ul style="list-style-type: none"> ▪ Synthesis report <ul style="list-style-type: none"> - Technical review of LG performance assessment system and lessons for future - Brief on how LG performance assessment and grant system have influenced LGD’s nationwide work (LGSP and UGDP) - Reflection on capital formation for local development and unlocking of domestic capital <p>Content of draft communication materials:</p> <ul style="list-style-type: none"> · A technical note on LG performance assessment system: Bangladesh experience · A flyer titled <i>The conveyor belt: Replication of performance assessment system in Bangladesh</i> · A brochure on capital accumulation and unlocking domestic capital: UZGP and UPGP experience 	<p>Twelve weeks after signing of contract</p>



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<ul style="list-style-type: none"> · Compilation of stories of scheme implementation <i>Changing lives with UNCDF grants</i> - Other communication materials, including leaflet and video clip (Prospective firm will propose specific communication materials.) 	
<p>Final Reports Same as above (reviewed after LGD-UNDP-UNCDF comments)</p>	<p>Two weeks after comments have been received from LGD-UNDP-UNCDF</p>
<p>▪</p>	
<p>E. Impact of Results</p>	
<p>Potential impact of the assessment would be identification of best practices, with strong evidence, that can be considered in future interventions, replicated nationally and mainstreamed in policy documents.</p>	
<p>F. Institutional Arrangement</p>	
<p>Any consulting firm or institution that has relevant experiences of conducting such assessments to support Local Government Institutes (LGIs) will be eligible for this assignment. A firm or institute will be awarded the contract based on their competency prior to quality of technical proposal and the budget proposal. The reputation and capacity of carrying out study/ assessment on LGIs activities would also be considered in selection process. One or two such entities can submit a joint proposal. However, agreement will be signed with one leading partner organization. For ensuring adequate technical capacities, UNDP-UNCDF may request more than one entities to come up with a joint proposal. Programme Analyst, UNDP will be the contract administrator for the assignment.</p> <p>Combination of team will depend on the firm/ institutes best judgment to accomplish the assessment maintaining the quality. However, the arrangement could be</p> <ol style="list-style-type: none"> a. Team Leader (Governance Expert), b. Economist c. Gender Expert d. Data Management Expert e. Research Assistant and Enumerators f. Communication Expert 	
<p>G. Duration of the Work and Duty Station</p>	
<p>Duration of the assessment would be sixteen weeks which would be counted from the date of signing the contract. Targeted duration is 20 June-30 October 2016.</p>	
<p>H. Final Products/Services</p>	
<ul style="list-style-type: none"> • An inception report • A draft report • Draft communication materials (<i>Prospective firm will propose specific communication materials.</i>) • A final report (Covering impact and final survey) 	



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- Finalized dataset (STATA or SPSS format)

I. Qualification of the successful contractor

This is a high profile assessment assignment requiring senior and professional advice based on substantive experience and qualifications of the contracting entity (including research institutions, universities or NGOs), based on a team approach comprising several experts and a team of required field staff. The firm will be invited to submit a detailed delivery proposal alongside CVs for the team leader and any senior consultants (see below).

Eligibility criteria of the consultancy entities:

- Minimum 5 years of working experience of survey/assessment in the field of local governance.
- Firms/entities are expected to have working experience with bilateral and multilateral donor agencies.
- Experience of work in rural environment, knowledgeable in government rules and regulations as applicable to Upazilas and Union Parishads, past assessment experience of Local Government Institutions, will be considered an asset.

Note: Entities/firms/organizations 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.

Eligibility criteria of the team members:

1. Team Leader (Governance Expert)

Minimum eligibility criteria of Team Leader (Governance Expert) :

I. Academic Qualifications:
Ph.D. in Social Sciences.

II. Professional Qualifications:

1. Minimum 10 years of progressive experience in conducting research, assessments, reviews and evaluations of similar nature. Any international experience will be value addition.
2. At least 5 assignments focusing governance related research preferably as team lead. Experience in the local governance will add value. List of completed research to be enclosed
3. The Consultant must have excellent writing, editing, and oral communication skills in English and Bangla

2. Economist

Minimum eligibility criteria of Economist:

I. Academic Qualifications:
Masters' in Economics. Advanced knowledge of Econometrics.

II. Professional Qualifications:



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1. Minimum 10 years of progressive experience in conducting research, assessments, reviews and evaluations of similar nature, especially quantitative evaluation. Any international experience will be value addition.
2. At least 5 assignments focusing econometric modeling of institutional governance-related research. Experience in impact evaluation, such as RCT, is required. Knowledge of local governance will add value. List of completed research to be enclosed.
3. Proficiency in statistical software packages (STATA/SPSS etc) is required.
4. The Consultant must have excellent writing, editing, and oral communication skills in English and Bangla

3. Gender Expert

Minimum eligibility criteria of Anthropologist:

I. Academic Qualifications:

Masters' in Social Sciences. Degree in Gender Studies, Political Science, Public Administration, Governance and/or Development Studies will be an asset.

II. Professional Qualifications:

1. Minimum 10 years of progressive experience in conducting research, assessments, reviews and evaluations of similar nature. Any international experience will be value addition.
2. At least 5 assignments focusing gender related research. Experience in the local governance will add value. List of completed research to be enclosed
3. The Consultant must have excellent writing, editing, and oral communication skills in English and Bangla

4. Data Management Expert

Minimum eligibility criteria of Data Management Expert:

I. Academic Qualifications:

Minimum Bachelor's Degree preferably in Computer Science, Statistics, Economics, or any other discipline of Social Sciences;

II. Professional Qualifications:

1. At least 5 years' experience in the design and implementation of MIS in development projects implemented by national/international NGOs/UN bodies/ Government;
2. Extensive knowledge & skills on the MS-ACCESS/other MIS software development.
3. Have extensive experience on report generation using computerized MIS.
4. Have experience to work with Government Officials and Local Government representatives.

5. Research Assistant and Enumerators

****The entity will propose the number of research assistants and enumerators that are needed to conduct the survey and analysis.***



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Minimum eligibility criteria of Research Assistant:

I. Academic Qualifications:

Master's in Social Sciences. Degree in Political Science, Public Administration, Governance and/or Development Studies will be an asset. Advanced knowledge of econometrics will be desirable.

II. Professional Qualifications:

1. Minimum two years of progressive experience in conducting research, assessments, reviews and evaluations of similar nature.
2. Experience in governance-related research is highly desirable. Experience in the local governance will add value. List of completed research to be enclosed. Experience in field data collection will be an asset.
3. Computer literacy is must especially for MS Word applications. The CV must state the level of expertise in the usage of computer and office software packages (MS Words, MS Excel, Power Point etc.). Proficiency in statistical software packages (STATA etc) will be highly recommended.
4. The Consultant must have excellent writing, editing, and oral communication skills in English and Bangla

Minimum eligibility criteria of Field Enumerators:

I. Academic Qualifications:

Bachelor's Degree, preferably in Social Sciences, Degree in Economics, Statistics, Political Science,

II. Professional Qualifications:

1. Minimum two years of progressive experience in conducting data collection, research, assessments, reviews and evaluations of similar nature.
2. Experience in a large-scale data collection will be highly recommended. Proficiency in electronic data collection tool (ex. tablet PCs connected to online application) will be a great asset.
3. Computer literacy is must especially for MS Word applications. The CV must state the level of expertise in the usage of computer and office software packages (MS Words, MS Excel, Power Point etc.). Proficiency in statistical software packages (STATA etc) will be highly recommended.
4. The Consultant must have excellent writing, editing, and oral communication skills in English and Bangla.

6. Communication Expert

Minimum eligibility criteria of Communication Expert:

I. Academic Qualifications:

Master's in social sciences. Degree in communication, journalism, information sciences will be an asset.

II. Professional Qualifications:

1. Minimum 10 years of progressive experience in developing communication materials. Any international experience will be value addition.
2. At least 5 assignments focusing on communication material development. Experience in the local governance will add value. Samples of materials to be enclosed



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3. Computer literacy on desk-top publication is a must. The CV must state the level of expertise in the usage of computer and office software packages (all communication relevant softwares)
4. The Consultant must have excellent writing, editing, and oral communication skills in English and Bangla

The firm can propose another 1-2 members for administering the survey

J. Scope of Bid Price and Schedule of Payment

<ul style="list-style-type: none"> • On submission of inception report 	<ul style="list-style-type: none"> • 40% 	1 st Week of July, 2016
<ul style="list-style-type: none"> • On submission of draft report/s 	<ul style="list-style-type: none"> • 30% 	15 October, 2016
<ul style="list-style-type: none"> • On submission of final report, and content of communication materials and finalized dataset 	<ul style="list-style-type: none"> • 30% 	30 October, 2016
Recommended Presentation of Proposal		

K.

Interested firms/entities 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.

1. Technical Proposal

- (i) 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;
- (ii) Relevant Experience – Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in the field of social research/study , and list of current and past assignments of the Firm;

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 (the updated and revised text of the BD codes) which, after selection of the contractor, will be agreed upon by the Project.

- (iii) 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. legal, linguistic, drafting and editing expertise, among others.



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- (iv) Tools and Methodologies - The Technical Proposal must detail tools and methodologies that will be used to ensure the accuracy of the update and revision by the contractor. In particular, in order to deliver the task to the highest standard, checks using processes including software-built processes should be applied by the selected contractor.

2 references to be provided by the contractor where previous work has been undertaken.

2. 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, printing costs, consultation workshop costs and overhead recharges.

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 costing must be broken down for the update and revision of specified legal texts on price per page of source text of the submitted or finished updated and revised text.

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.

L. Evaluation

In response to the RFP, **the contractor will have to submit a Technical proposal as per the Terms of Reference of the scheme 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 lowest price.

The total scoring points for both the evaluations will be 1000; the technical evaluation will be based on 700 points and the rest 300 points are to be allotted to the bidder proposing lowest price.

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The 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 this solicitation, with the ratio set at 70:30 respectively.



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