

Community Recovery and Resilience Project (C2RP)
 Terms of Reference (ToR)
 for Individual Contract (IC International)
 for Project Evaluation of Support to Community Stabilization and Resilience programme

Location	Cox's Bazar, Bangladesh
Application deadline	
Type of Contract	Individual Contract
Post Level	IC-International/Evaluator
Languages required:	English
Duration of Initial Contract:	30 working days over the period December 10, 2019 to January 15, 2020

BACKGROUND

Over the period of a few months from August 2017, Bangladesh's Cox's Bazar District was the recipient of one of the largest forced population movements in recent decades as ethnic Rohingya from Myanmar fled violent state oppression. The refugee camps located in Teknaf and Ukhiya Upazila within the district rapidly became the fifth largest urban area in Bangladesh and now contain approximately one million people. This means that while Rohingya make up about 20% of the district's population in Teknaf and Ukhiya, the Rohingya population is over double that of the host population. The rapid and unplanned nature of their arrival has inevitably resulted in significant environmental and economic impacts on the wider community, as social forest, ground water and other resources were taken by the unplanned camps that emerged.

These stresses would have challenged the wealthiest communities in the country, or even the world. Cox's Bazar, however, was already one of the poorest and politically marginalised communities within Bangladesh prior to the crisis. A long way from Dhaka, there are significant center-periphery tensions between the district and the capitol, caused in part by the district's traditional support for the opposition Bangladesh National Party and its ally, the Islamicist political party Jamaat. A largely rural society has also had to address the challenges of extreme and rapid urbanization and the competition for services, anti-social behavior and resource stresses that this brings. The local population has seen significant aid provided to people who were frequently little worse off than themselves. The host population has also had to tolerate impacts of the crisis, such as the significant increase in road usage by the Rohingya response with little consultation or perceived benefit to itself.

The already challenging situation in the district is further complicated by it being the key entry point into Bangladesh for the illegal narcotic methamphetamine (known locally as yaba). Hundreds of thousands of yaba pills are smuggled into Teknaf and Ukhiya each week across the Naf River from Myanmar. This has resulted in major drug cartels within the district and the inevitably destabilizing impact that their presence brings, including violence and corruption.

While initially very sympathetic to the plight of the Rohingya, the local community has become increasingly hostile. Host community structures and property are in close proximity to the camps. This has generated disputes between the two groups. These factors have inevitably resulted in the emergence of a number of increasingly active local protest groups, known collectively as the Localisation Movement. While the Localisation Movement was initially a coalition of local NGOs seeking greater involvement in the Rohingya response, it has become a banner to include a number of other politically led local groups. These groups have been campaigning for access to jobs and the resources linked to the response, as well as calling for greater restrictions to be placed on the Rohingya, including

freedom of movement outside the camps for security reasons. At times during 2019, these activities and protests have turned violent. The growth of such social tensions and conflict between the host community and the Rohingya can only be expected.

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The growth of such social tensions and conflict between the host community and the Rohingya can only be expected to continue unless steps are taken to mitigate them as soon as possible. The district of 2.3 mln population now hosts over 900,000 Rohingya refugees, of which around 745,000 arrived after August 2017. Representatives from host communities confirm growing feelings of insecurity. Fears stem from recent increases in crime, security incidents and negative perceptions of Rohingya. In addition, the influx has put an immense strain on social and productive infrastructures and services in the region, and host communities feel deprived of basic services.

C2RP was designed to support local government, law enforcement agencies, the judiciary and civil society organizations in their responses to the tensions arising from the refugee influx. Building on the existing community structures and strengthening the links between them, the programme has established a mechanism that could

potentially become both an early warning system and a response mechanism. C2RP provides local communities with skills and tools to become first responders when a conflict arises.

Three pillars (outcomes) address the impact on social cohesion:

- 1. Community security and policing** – working with Community Policing Forums and Police
- 2. Access to justice** – working with Mediation Forums and Legal Aid Committees
- 3. Improved local planning and service delivery** – working with Union Parishads (local government) and Youth Community Groups

C2RP programme is funded by several sources, but the Government of Germany and UNDP are the key donors, funding 52% and 42% respectively. **The total contribution from the German Government amounts to 1,093,130 Euros, allocated to the “Support to Community Stabilization and Resilience Project.”** The project is an integral component of the umbrella C2RP; it is implemented within the C2RP framework and it substantially contributes to all three outcomes of the C2RP.

The “Support to Community Stabilization and Resilience Project” contributes to the “*Community Security and Policing*” outcome of C2RP through support to Gender-Responsive policing and community outreach, support to GBV referral system and Women & Children’s Desks at police stations, and investment in the essential Police Infrastructure.

It contributes to the “*Access to Justice*” outcome of C2RP through provision of training and mentoring to the local mediators.

The contribution to the third C2RP outcome on “*Improved local planning and service delivery*” includes the participatory planning and development of the six union plans, community monitoring, and a small fund for implementation of the most urgent community projects from these plans.

Support to Community Stabilisation and Resilience Project Location:

Project implementation is in the six most affected Union Parishads. These Parishads were selected based on intensity of the impact, as measured by crime rates, violence against women, and the ratio of refugees to host community.

The host community population was estimated based on the 2011 Census figures, assuming 2.5% annual population growth up to 2018 and compared to the numbers of refugees as of August 2018. The ratio of refugees to host community varies in different unions of Ukhia and Teknaf. In the Palongkhali union, it is more than 18, around 2.5 in the Nhillia union, and then followed by the Whykong, Baharchara and Rajapalong unions with 0.6, 0.4 and 0.25 respectively.

Analysis of UNDSS statistics for 2018 and the first 5 months of 2019 show that majority of the violent crimes happen in the Ukhia and Teknaf upazillas (out of 8 upazillas in Cox’s Bazar). Nearly 50% of murder cases in Cox’s Bazar are reported in the two upazillas, and the incidence of gunfight is around 300% when compared to the rest of Cox’s Bazar. Trend analysis shows that there is a moderate increase in the incidence of murder in Ukhia, while in Teknaf the trend remains constant.

The project team has collected crime statistics at union level for Ukhia and Teknaf Upazilla from the local police. The summary is presented below. However, it should be noted that the official police figures may not necessarily reflect the reality on the ground, as many cases are under-reported. For example, in the Baharchara union, there are no GBV cases reported to the police while during our consultations with the Union Parishad, we were told that they were aware of at least 40 – 50 cases. they were aware of at least 40 – 50 cases.

DUTIES AND RESPONSIBILITIES OF INTERNATIONAL CONSULTANT

Based on the UNDP Evaluation Guidelines, UNEG Norms and Stand for Evaluations (2016) and in consultations with UNDP Country Office, the evaluation will be participatory, involving relevant stakeholders.

The International Evaluation Consultant (the Consultant) will propose an evaluation methodology and agree on a detailed plan for the assignment as a part of the evaluation Inception Report. The proposed methodology may employ any relevant and appropriate quantitative, qualitative or combined methods to conduct the Project Evaluation, exploring specific, gender sensitive data collecting and analytical methods and tools applicable in the concrete case. The Consultant is expected to creatively combine the standard and other evaluation tools and technics to ensure maximum reliability of data and validity of the evaluation findings. Standard UNDP evaluation methodology would suggest the following data collecting methods:

- **Desk review:** The Consultant will conduct a detailed review of the programmatic materials and deliverables including the Programme Document/Description of the Action, theory of change and results framework, monitoring and programme quality assurance reports, annual workplans, consolidated progress reports etc. An indicative list of documents for desk review.
- **Key informant interviews:** The Consultant will interview representatives of main institutional partners, UNDP, other relevant stakeholders and donors and in all six unions beneficiaries of 2 Upazila. For the interviews, the Consultant is expected to design evaluation questions around relevance, effectiveness, efficiency and sustainability criteria, according to different stakeholders to be interviewed. An indicative list of main stakeholders that may be considered for meetings.
- **Meetings / focus group discussions with local governments:** 2 - 3 Field visits per Union beneficiary will be arranged to meet with men and women, beneficiaries and stakeholders and review results of the programme;
- Other methodologies, as appropriate, such as case studies, statistical analysis, social network analysis, etc.

As an integral part of the evaluation report and specifically under the impact criteria, the Consultant will review the programme effects and impact on its target groups. In this context, the consultancy is expected to gain insights from both the partner local governments and Union Parishad Members regarding the importance of this projects and the work in general in their communities.

Scope of Work:

- The consultant will accomplish the following task as an evaluation consultant where National Specialist will support him/her to produce and ensure the contractual deliverables: Prepare an inception report including methodologies and detailed action plan of the entire mission within four days from signing the contract;
- Meeting or interview with relevant Govt. officials, UNDP and Donor;
- A debriefing on the last day of the field mission with UNDP authorities (including project), the District Police and Administration, German Delegation and other relevant stakeholders;
- Organize validation workshop at the end of the data collection and analysis to present preliminary findings, assessments, conclusions and, possibly, emerging recommendations to the evaluation reference group and other key stakeholders, and to obtain their feedback to be incorporated in the final drafts of the report.
- Prepare and Submit a draft report (both hard and electronic versions);

- Prepare and submit high quality hard copy and electronic copy of Final report including feedbacks of different stakeholders;
- The consultant will have to provide all soft copy of clean data (if applicable). Data file must be of an internationally recognized format for future necessary use.

Outputs/Deliverables:

It is anticipated that the contracted consultant will provide the following outputs to German project, UNDP CXB:

- An inception report including methodologies and detailed action plan of the entire mission within four days of signing the contract;
- Field visit plan including meeting or interview schedule with the Govt. officials, UNDP and other relevant stakeholders;
- Share preliminary findings including conclusions and possible recommendations after the field visits that will be presented in the validation workshop;
- Submission of draft evaluation report (both hard and electronic versions);
- Submission of high-quality hard copy and electronic copy of Final Evaluation report;
- The consultant will have to provide all soft copy of clean data (if applicable). Data file must be of an internationally recognized format for future necessary use.

REVIEW MANAGEMENT ARRANGEMENTS

The Review Team:

The Review Team (comprised of national and international consultants) will be responsible for conducting the evaluation in line with this ToR. This will entail, inter alia, preparing the inception report, conducting data collection, structured data documentation and analysis, presenting preliminary findings, conclusions and recommendations at debriefings and the stakeholder workshop, and preparing the first, second and final drafts of the assessment report as well as a draft Evaluation Brief.

Phase 1: Data collection and analysis as disaggregated by sex and by other socio-economic, cultural identities

Data collection:

- The review team should establish a tentative schedule of its activities in consultation with UNDP C2RP Project. The field visits and observations should normally be arranged through CXB Crisis Response Office, Cox's. The schedule may need to be further adjusted during the data collection.
- The team will collect data according to the methodology proposed by him/her and as further defined by the RRG.

Data analysis:

The Consultants will analyse the data collected to reach preliminary assessments, conclusions and recommendations.

- Once the data is collected, the C2RP team will review analysis.
- The Consultant will develop data displays to illustrate key findings;
- The outcome of the data analysis will be preliminary assessments for each review criterion/question, general conclusions, and strategic and operational recommendations;
- Once the preliminary assessments, conclusions and recommendations are thus formulated, the consultant will debrief UNDP and relevant government authorities as well as local government institutions to obtain feedback so as to

avoid factual inaccuracies and gross misinterpretation.

Phase 2: Feedback workshop

A validation workshop will be organized by the team at the end of the data collection and analysis phase to present preliminary findings, assessments, conclusions and, possibly, emerging recommendations to the UNDP and other key stakeholders, and to obtain their feedback to be incorporated in the early drafts of the report. The Stabilisation of Community Cohesion Programme will provide financial support and technical assistance to the team in organizing the workshop.

Phase 3: Drafting and reviews

First draft and the quality assurance – The Team Leader will submit a complete draft of the report to UNDP within two days after the feedback/validation workshop (but no later than 24 working days from signing of the contract). UNDP will accept the report as a first draft when it will be in compliance with the Terms of Reference and satisfies basic quality standards.

Final draft and the verification and stakeholder comments – The first draft will be revised by the Team Leader to incorporate the feedback from the external review process. Once satisfactory revisions to the draft are made, it becomes the second draft. The second draft will be shared with German Embassy and UNDP CXB Crisis Office for factual verification and identification of any errors of omission and/or interpretation. The Team Leader will revise the second draft accordingly, preparing an audit trail that indicates changes that are made to the draft, and submit it as the Final Draft. UNDP may request further revisions if it considers as necessary.

Team Combination and Supervision:

The team will constitute with two members. One is Team Leader (IC- International) and another one is National Specialist (IC-National):

- One Team Leader (IC-International), with overall responsibility of providing guidance and leadership for conducting the assessment, and for preparing and revising draft and final report. The Team Leader will be an international professional with significant experience across a broad range of development issues. It is estimated that workload of the Team Leader will be 30 working days and the task under the assignment will have to be done in line with below mentioned Section – Time frame of the assignment.
- One National Specialist (IC-National), who will support the Team Leader and provide the expertise in specific subject areas of the evaluation and will be responsible for data collection through qualitative and quantitative method, data analysis and interpretation, and drafting relevant parts of the report with the guidance of Team Leader.
- The Specialist will be contracted to cover the following areas: evaluation expert, human rights and governance expert, Local justice and cross-cutting issues. It is estimated that workload of the team specialist will be 30 working days and the task under the assignment will have to be done in line with below mentioned Section – Time frame of the assignment.
- The UNDP will nominate one person from the project as contract administrator of the contract, who will be responsible for the coordination of activities under this contract. Contract Administrator will be responsible for certifying that the work, tasks, assignment have been satisfactorily and also for receiving and approving invoices for payment etc.

Institutional Arrangement:

The evaluation team will consult and provide regular updates to the Programme Coordinator of CXB Crisis

Response Office, UNDP. In addition, overall supervision and guidance will be provided by the Head of CXB Crisis Response Office, UNDP.

Inputs (UNDP):

The client (Stabilisation of Community Cohesion-C2RP/UNDP) is only responsible to provide working/office space, transport facilities for field visit and limited logistic supports for report writing, and venue facilities for meeting and workshop (as needed). No ICT equipment and computer support will be provided for this assignment to the consultant.

Time frame of the assignment:

This assignment can be for maximum of 30 working days over a period of 60 days from signing of the contract. Tentatively-

- 04 days for literature review and submission of inception report-Home based work (for international consultant, it includes travel days from his/her home country to UNDP CXB Crisis Response Office, Cox's Bazar, Bangladesh);
- 04 days for consultation with stakeholders- residing in Bangladesh;
- 10 days for field mission- residing in Bangladesh;
- 04 days for preparing debriefing note and preliminary findings on field findings and share with stakeholders in validation workshop- residing in Bangladesh
- 08 days for Final report preparation and submission–home based work (for international consultant, it is including travel days from Bangladesh to his home country)

Duty Station:

- **Home based work:** 10 days (preparation of inception reports and final report residing his/her home country) for international consultant, it includes travel to and from
- **Bangladesh:** 20 days (for consultation with stakeholders, field visit, preparing preliminary findings and debriefing note on field findings and share with stakeholders in validation workshop residing in Bangladesh).

REQUIRED SKILLS AND EXPERIENCE

Academic Qualifications:

Minimum master's degree in law/ Social Science/ Public Policy/ Public Administration/ Sociology/ International Relations or any other relevant discipline. Advance degree in Crisis and Conflict Management will be given preference.

Experiences:

- At least 10 years of experience in governance, justice, community cohesion, crisis mitigation, refugee crisis and human rights and have practical experience in formulating and evaluating governance and human rights related works specially in local justice/community cohesion/rule of law.
- Strong capacity of writing evaluation report including data collection using qualitative methods and data analysis;
- Experience or knowledge of local justice, and broadly human rights and governance, and refugee crisis. Knowledge on the current context of Cox's Bazar, Community Cohesion in Bangladesh and regional countries will be an added advantage;
- Previous experience of minimum two evaluations especially in the field of local justice, impact of refugee influx, emergency crisis mitigation and human rights;

- Publication on / Crisis of Refugee Influx/ Community Conflict and Social Cohesion/Access to justice/Human Rights will be considered as an asset;
- Training on law and justice, governance, Refugee Crisis, Social Cohesion, Management paralegals and conflict resolution and applied research will be an added value.

Competencies:

- Good understanding of contemporary thinking on development practices, governance, justice and human rights issues;
- Good understanding of local justice, and broadly human rights and governance in Bangladesh and regional countries is essential;
- Ability to plan, organize, implement and report on work Demonstrate Team Management Skill
- Excellent presentation and facilitation skills.
- Demonstrated review team management skills

Language requirements:

- Fluency in written and spoken English;
- Knowledge of Bangladeshi would be an asset.

Financial Proposal and Payment schedule:

The consultants would be required to submit a financial proposal. The proposal should consist of a lump sum figure for the whole assignment, which will include the daily consultant’s fee, travel expenses to and from his/her residence/country to UNDP office at CXB. Payment will be made to the consultant based on the payment schedule and full submission of the deliverables, upon its verification and approval by the contract administrator.

Payment will be made as per following schedule:

Installment	Milestone/Deliverables	Days Worked	Payment %
1 st	Submission of Inception Report including detailed action plan	Within 05 working days from signing of the contract	30% of total fee
Final	Submission of hard copies and electronic copy of final report and getting approval from contract administrator	Within 30 working days from the signing of the contract	70% of total fee

Travel:

All envisaged travel cost must be included in the financial proposal. This includes all travel to join at duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. If the IC wish to travel on a higher class, s/he should do so using their own resource.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and IC, prior to travel and will be reimbursed.

Evaluation Method and Criteria:

The individual consultant will be evaluated based on the following methodologies:

Cumulative analysis:

A two-stage Cumulative Analysis procedure will be followed in evaluating the Individual Consultant. Evaluation of the technical proposal will be completed prior to any price proposal being opened and compared during desk review. The price proposal of the applicant will be asked and opened only for the consultant that passed the minimum technical score of 70% of the obtainable score of 70 points in the technical evaluation.

The financial proposal should be submitted following the UNDP guidelines and formats. UNDP's Procurement reserves the right to accept or reject any proposal.

At first stage the technical evaluation will be done based on following criteria:

Sl no	Criteria	Weight	Points
A.	Technical	70%	70
	Education of the consultant		5
1.	Experience in governance, justice, community cohesion, crisis mitigation, refugee crisis and human rights and have practical experience in formulating and evaluating governance and human rights related works specially in local justice/community cohesion/rule of law. Including evaluations especially in the field of local justice, impact of refugee influx, emergency crisis mitigation and human rights.		15
2	Proposed methodology and approach in responding to the Terms of Reference		15
3.	Data analysis and report writing		10

4.	Practical experience or knowledge in Refugee Crisis, Community Conflict, justice system, governance, human rights related issues and cross cutting issues in south Asia with special focus in Bangladesh.		10
5.	Training on law and justice, governance, Refugee Crisis, Social Cohesion, Management paralegals and conflict resolution and applied research.		05
6	Previous experience of minimum two evaluations especially in the field of local justice, impact of refugee influx, emergency crisis mitigation and human rights		05
7	Publication on / Crisis of Refugee Influx/ Community Conflict and Social Cohesion/Access to justice/Human Rights		05
	Total		70

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

In this methodology, Technical Criteria weight is 70 and Financial Criteria weight is 30. Accordingly, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A formula is as follows:

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

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal μ =

price of the lowest priced proposal

z = price of the proposal being evaluated.

Document required:

Interested individual consultant should submit the following documents/information:

A technical proposal (i) explaining their understanding of the work and (ii) provide a brief methodology on how they will conduct the work (500 words max);

A financial proposal (including fees, international travel costs if applicable and per diems);

Curriculum Vitae indicating relevant experience in similar field and at least 3 references.

Incomplete proposals will not be considered for evaluation.

BACKGROUND DOCUMENTS:

The following documents will be provided to the consultant by UNDP/AVCB Project in order to perform the contract.

Core contextual documents

- Local Government (UP) Act 2009 (Revised 2013)

Core programme documents

- ProDoc and other planning documents
- Other study reports
- M & E Plan and Training Manuals
- Half Yearly Progress Reports
- All event reports
- Approved AWP
- Other knowledge products if any produced under the project intervention