TERMS OF REFERENCE
FOR
BASELINE & ENDLINE SURVEY AND ANNUAL PROGRESS REVIEW

Location: **Dhaka, Bangladesh**
Additional Category: **Local Government Initiative on Climate Change (LoGIC)**
Type of Contract: **Firm Contract**
Languages Required: **English**
Expected Duration of Assignment: **December 2017 to December 2020 on a draw-down basis.**

A. Project Title:

Local Government Initiative on Climate Change (LoGIC)

B. Description of the Assignment

The consultancy will be split into four Phases between December 2017 and December 2020. The Phases are: (1) Baseline study, (2) Annual Progress Review 2019, (3) Annual Progress Review 2020 and (4) End-line study.

In **Phase-1** the project baseline study will be undertaken prior to the implementation of project interventions to serve as a starting point of reference for measuring progress, achievements and success of the project. This would provide a sound basis for assessing the project's progress and achievements by comparing the 'before-after' scenario. Furthermore, the baseline study will provide a situation analysis of existing scenario of the project that would assist the project management to determine the priorities accordingly for revising the operational plan, in case of necessity. LoGIC seeks expertise in qualitative and quantitative data collection and analysis techniques to develop the baseline design, and implement the baseline survey. The expected start date of Phase-1 is December 2017.

Phase-2 Annual Progress Review of the year 2019 will ideally proceed after the successful completion of implementation year-1 but will depend on the methodology and program activities. The expected date of first Annual Progress Review is January 2019. Annual progress review will contribute to the interim tracking of progress, and aligned to measurement of progress assessed with project MIS and Adaptation Tracking and Measuring (ATM) database, with limited empirical cross checking of the MIS and ATM data of LoGIC project.

Phase-3 will be started after completion of implementation year-2, assumed date is January 2020, and this phase will follow the methodology and approach as Phase-2.

Finally, at the end of the project, an end-line study will be conducted based on the indicators building on the Baseline. The **Phase-4** is likely to take place in December 2020.

In designing the overall approach, the selected firm will need to be aware that the technical design and budget of each Phase will be different. The selected firm will be given a single contract for the 4 Phases but individual work order will be issued for each Phase, and work order will be dependent upon the successful completion of prior phases.

C. Project Description:

LoGIC is a multi-donor collaborative initiative of GoB, UNDP, UNCDF, EU and SIDA, aims to enhance the capacity of vulnerable communities, Local Government Institutions (LGI) and civil society organisations for planning and financing climate change adaptation solutions in selected climate vulnerable areas. The Local Government Division (LGD) is the implementing lead of the project in partnership with UNDP and UNCDF (for technical and management support).

Vulnerable people living in disaster-prone areas of Bangladesh have developed strategies and practices to cope with these natural events; however, they have inadequate empowerment to influence over development planning in their communities.

In order to address the vulnerabilities of Bangladesh to climate change, the project envisages the following priority areas of action:

a) Building capacities of individuals and households with information, knowledge, skills and technology to adapt to climate change as well as leadership skills to influence the local planning process.

b) Build capacity of the local NGOs, CBOs, local institutions and LGIs in climate change integrated planning, budgeting and implementation with high degree of accountability and inclusive practice.

c) Provide funds to LGIs and vulnerable households to plan and implement climate resilient activities and interventions at community and household level.

d) Generate knowledge and mobilise opinion for shaping a Local Climate Fiscal Framework and enhance readiness of both LGIs and the Local Government Division to utilise national and international climate finance in an accountable way.

These priorities will be addressed through three sets of core actions: capacity building, providing access to climate change funds and policy advocacy. During the planned support period, the proposed project is expected to produce following three key results:

Firstly, the capacity of local governments, households and other local stakeholders will be increased enabling them to enhance existing and future local development plans by integrating climate change adaptation solutions.

Secondly, a financing mechanism for local governments to implement climate change adaptation solutions will be established; the Performance Based Climate Resilient Grants will be aligned with the current system of fiscal transfers to Local Government Institutions using and improving it. It also covers the design and implementation of a Community Resilience Fund that will provide resources for community and household level climate change adaptation solutions for vulnerable households.

Thirdly, it is of upmost importance that the pilot experience gained at the community and local level is informing wider policy and practice and ultimately aim at improving and reforming the planning and financing system of the GoB for CCA at local and community level, ensuring sustainability beyond the project.
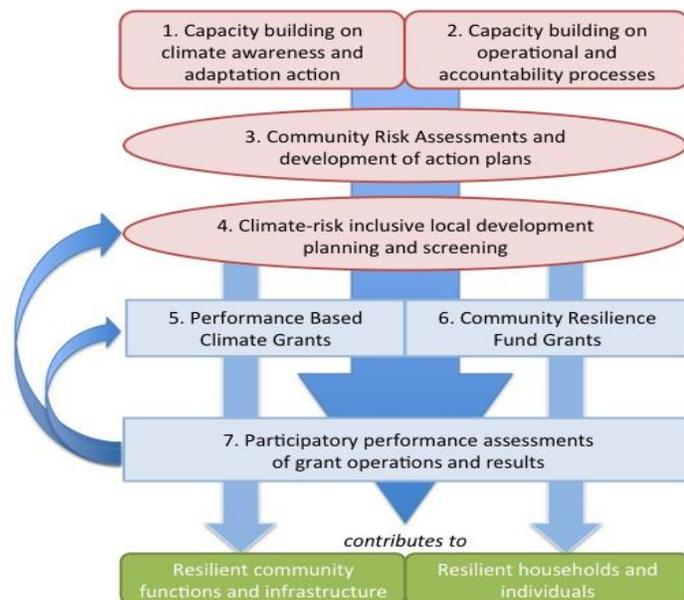
The project is designed to support roughly 200,000 most vulnerable households in 72 (seventy two) unions in 7 (seven) districts (Kurigram, Sunamganj, Khulna, Bagerhat, Barguna, Patuakhali, and Bhola). The benefits are expected to come out of climate change adaptation actions at various levels, scaled up through local government institutions incorporating high quality accountability and participation of the most vulnerable people. This concept evolved around six strands:

i) Building capacity, awareness and empowerment of the vulnerable people to generate plans;

ii) Development of capacity of the local government to integrate climate change into their local development plans;

iii) Building capacity and engagement of local actors and government extension workers at local level to work as driver for accountability of climate action;

iv) Provide grants to local government as additional resource to climate-proof their investment on community based adaptation work;

v) Provide direct support to the vulnerable households to meet their adaptation needs; and

vi) Promote a local climate financing mechanism through evidence based advocacy for delivering climate finance at scale.

The outcome of this Project is: Improved and inclusive local level planning, and increased funding for community based CCA-DRR solutions, supported by a strengthened financing mechanism. By achieving objectives and results, the project will contribute to the reduction of vulnerability and poverty in Bangladesh. The project is expected to produce following results:

- **Output 1:** Strengthened capacity of vulnerable people and local stakeholders for accountable planning and financing on CCA/DRR actions for building resilience.

- **Output 2:** Enhanced access of LGIs and vulnerable households to climate funds have for climate resilient infrastructures and adaptive livelihoods.

- **Output 3:** Established evidence based advocacy for a mechanism for 'financing local resilience'.

The proposed project will address gaps at a few levels based on which the results have been designed. At the local level, despite being a repository of local knowledge and information, the LGIs fall short of harnessing the potentials from the local community. The mechanism for formulation of the Local Development Plan (LDPs) has scope to engage the poor and vulnerable groups in a participatory way to reflect their climate-related needs and demands. Communities and households face difficulties in securing access to the planning and financing mechanism for sustainable development solutions. An in-depth analysis of potentials and gaps will be further detailed out in the baseline study and inception phase of the project. The overall sequential approach to implement the project strategy is presented in the following figure.

D. Study Methodology Design

The firm/organization is expected to develop appropriate methodology (phase wise) in response to the objectives mentioned above. The methodology will be robust and employ mixed methods (qualitative & quantitative) and include field-tested tools to collect statistically robust information from different stakeholders, for example, households, Local Government Institutions, CSOs, Local Institutions and Govt. Officers. Given the need to capture relevant dimensions of the context in which the project seeks to make an impact, a representative sample survey with households (at least 1827 household for both treatment and control) across the targeted project areas as well as control areas will be necessary. The sample should be define considering 99% confidence level. The sampling frame of "control" will need ensure disaggregated analysis based on geographical location and climate hazards.

The project is designed to support roughly 200,000 most vulnerable households in 72 Unions in 7 districts. The firm/organization is expected to draw sample based on target households and Union Parishads. The treatment and control group need to select from working unions and neighboring unions with proper justifications. Overall, a valid sample size and sampling process should be explained in the methodology section of technical proposal.

The contracted firm will detail when and how data will be collected with workplan, appropriate triangulation in data collection methods is also anticipated in the proposed methodology. LoGIC wants to apply android/web based data collection for the survey to ensure faster, relevant and valid data.

It will be important for the study team to review LoGIC project documents during this process. Where possible, results should be disaggregated by sex, disability, age, disaster risk reduction, climate change adaptation and socio-economic status. In addition, cross-cutting themes such as gender and local governance should be considered. Findings will not be meaningful without disaggregation and other explanatory information including changes in households, community or local government services. Reported figures, particularly 'headline numbers' must be adequately explained and qualified where necessary. So, the data analysis framework and reporting outline should me mentioned in the methodology section of Technical proposal.

The project result framework will be the basis for baseline, end-line and annual progress review. The tentative list of indicators is attached (annex-1). The DAC (Development Assistance Committee of OECD) criteria (annex-2) will be treated as guidance to frame baseline, annual progress reviews and end-line study.

The baseline, annual progress reviews and end-line data collection will form an important component of LoGIC's M&E system. Other components, currently under consideration, will include 1) an online database to track beneficiaries and activities in real time (ATM) and 2) Management Information System (MIS). Information and reports generated from the project M&E system (including datasets) will be available for use by the contracted firm. Bidders should demonstrate how they will ensure data quality, verification and credibility. Bidders will also need to explain how they will manage data protection and confidentiality issues.

E. Scope of Work

The consultancy team will be responsible for Baseline, Annual progress review and Endline study. The study is to be undertaken in 7 districts within the parameters of expected results of the project described earlier pertaining to household and Union and Community Level baseline survey and capacity assessment. The survey will establish benchmarks of the prevailing situation of the adaptive capacity of the UP, Local Institutions, CBOs, CSOs, vulnerable households and other stakeholders before the introduction of project interventions. Annual progress review will contribute to the interim tracking of progress of project and It will serve as the basis for impact assessment of the project's interventions. The end-line study will be conducted to measure changes based on the indicators building on the baseline.

The study team is expected to perform the following activities:

1. Participate in planning meetings with relevant project staff of LoGIC and review relevant project documents.
2. Submit phase wise detailed work plan along with timeframe and responsible parties for this assignment.
3. Finalize study methodology and approach including data collection methods and sampling strategy (i.e. RCT but not limited to).
4. Finalize data collection tools (questionnaire, checklist, guidelines) for the study in consultation with LoGIC team. The study team will be responsible for pre-test and finalization of tools and techniques for the survey. The data collection tools will be in Bengali and English language.
5. Engage qualified enumerators, train them on quantitative and qualitative data collection and quality control.
6. Administer data collection in the study areas that includes supervision, cross validation, quality control and data transcription.
7. Data management and analysis in terms of coding, computer entry, cleaning, transcription and analysis as per study themes in the objectives.
8. Provide soft copy of data (MS-Access & SPSS), both clean and unclean and also output tables with 'do file' (syntax files).
9. Submit draft report of the study to LoGIC team prior to submission of final report. LoGIC will review the draft report and provide necessary feedback. The study team will submit the final report addressing the feedback received from LoGIC.

Study Population:
The LoGIC project will be implemented in 72 vulnerable unions of 19 Upazilas in 7 districts and 200,000 people will be direct beneficiaries of the project. Also, the UP elected body, attached staff of different govt. ministries of the 72 Union Parishads will be the beneficiary of this project.

The table below shows the targeted Unions in the project working area:

Division	District	Upazila	Union
Rangpur	Kurigram	Char Rajibpur	Char Rajibpur, Kodailkati, Mohanganj
		Roumari	Roumari, Bandabeer, Dantbhanga, Saulmari
		Chilmari	Ashtamir Char, Raniganj, Thanahat
Sylhet	Sunamganj	Tahirpur	Dakshin Sreepur, Dakshin Baradal, Uttar Sreepur, Balijhuri
		Dirai	Bhati Para, Charnar Char, Derai Sarmangal, Rafinagar
		Salla	Atgaon, Bahara, Habibpur, Sulla
Khulna	Khulna	Koira	Dakshin Bedkashi, Koyra, Maheshwaripur, Uttar Bedkashi, Maharajpur
		Dacop	Banisanta, Pankhali, Kamarkhola, Sutarkhali, Tildanga
	Bagerhat	Mongla	Chandpi, Sundarban, Suniltala, Mithakhali
		Sharonkhola	Dhansagar, Khontakata, Royenda, SouthKhali
		Morelganj	Baraikhali, Jiudhara, Morrelganj, Nishan Baria

Barisal	Barguna	Pathorghata	Kakchira, Kathaltoli, Nachna Para, Raihanpur
		Sadar	Badarkhali, Burirchar, Dholua, Naltona
		Taltoli	Barabagi, Nishanbaria, Sonakata, Pancha Karalia
	Patuakhali	Rangabali	Rangabali, Bara Baisdia, Chhota Baisdia, Char Montaz
		Dashmina	Char Borhan, Ranagopaldi
	Bhola	Sadar	Dhania, Kachia, Rajapur, Dakkhin Dighaldi
		Doulatkhan	Uttar Joynagar, Char Khalifa, Saidpur, Dakkhin Joynagar
		Borhanuddin	Bara Manika, Deula
4 Division	**7 District**	**19 Upazila**	**72 Unions**

F. Expected Outputs	**Deliverables**	**No. of days required (estimated)**
Output A: Baseline (Part of 2017)		*21 days*
Develop and Finalize the Baseline Planning (Variables, Indicators, Scale, Data Plan and a Framework)	Inception Report- Whole Assignment	3 days
Finalising methodology, sampling and data collection tools & protocols		5 days
Enumerators' training and field test		3 days
Baseline survey in 72 Unions of 19 Upazilas in 7 districts including data entry, compilation and data quality control	Final Baseline Data Set	7 days
Data Editing and Error Correction		3 days
Output A: Baseline (Part of 2018)		*19 days*
Data Analysis, Presentation and Validation	Draft Analysis Report- Baseline	8 days
Draft Report		5 days
Final Report	Final Report- Baseline	5 days
Organize dissemination workshop on baseline study findings	Dissemination workshop	1 day
Output A: Baseline (Total Days)		*40 days*
Output B: Annual Progress Review 2019 *(Interim Tracking of the Result Progress)*		*25 days*
Collecting MIS and ATM Data from Project	Data Set and Analysis Report- Progress review	2 days
Cross-checking of MIS and ATM data in sample unions		5 days
Data validation, Analysis and Presentation		8 days
Draft Report	Draft and Final Report- First Annual Progress Tracking	5 days
Final Report		5 days
Output C: Annual Progress Review 2020 *(Interim Tracking of the Result Progress)*		*25 days*
Collecting MIS and ATM Data from Project	Data Set and Analysis Report- Progress Review	2 days
Cross-checking of MIS and ATM data in sample unions.		5 days
Data Validation, Analysis and Presentation		8 days
Draft Report	Draft and Final Report- Second Annual Progress Tracking	5 days
Final Report		5 days

Output D: Project End-line		33 days
Revisiting and finalising methodology, sampling and data collection tools and protocols	End line Strategy	1 day
Enumerators' training and field test		5 days
End-line survey in 72 Unions of 19 Upazila in 7 districts including data entry, compilation and data quality control	Data Set and Analysis Report	7 days
Data Editing and Error Correction		5 days
Data Analysis, Presentation and Validation		5 days
Draft Report	Draft and Final Report	6 days
Final Report		4 days

* Data collection tools are largely prepared by the project, based on indicators fixed in the project document, but will be finalized together with the Contractor.

G. Institutional Arrangement

The contracted firm (study team) will work under supervision of the LoGIC Project Coordinator and the guidance of the UNDP Climate Change Specialist.

All costs related to this assignment including logistics, office arrangements, accommodation, etc. shall be borne by the contractor. UNDP shall pay the lump sum amount quoted in the financial proposal and shall be paid as achievement of milestones as per the TOR.

Achieving the deliverables shall be the sole responsibility of the contractor. Any delay shall be communicated to the LoGIC team along with a plan to remedy the delay.

The contractor is expected to largely work from their own offices and attend meetings at LoGIC Project Management Unit (PMU) as required.

H. Duration of the Work and Duty Station

Duration of the assignment will be as below:
   a. Baseline: maximum 40 working days (21 days in year 2017 and 19 days in year 2018).
   b. Annual Progress Review 2019: maximum 25 working days.
   c. Annual Progress Review 2020: maximum 25 working days.
   d. End-line: maximum 33 working days.

The working location will be in Khulna, Bagerhat, Patuakhali, Barguna, Bhola, Kurigram and Sunamgonj districts for data collection and in Dhaka for other relevant tasks of the assignment.

I. Final Deliverables /Services from contractor

Based on the scope of the work outlined above, the following are the deliverables (For each phases) from the consultancy firm/institution:

1. An inception report that will include methodology and a final detailed action plan for other deliverables

2. A statistically sound sample frame for data collection

3. Data collection tools/instruments (Both in Bangla & English)

4. Provide softcopy (SPSS and MS Access format) of dataset

5. Draft study report (5 copies) hard copies and soft copies in MS Word & PDF format

6. Printed Final Study report (English) along with executive summary as mentioned below. The final baseline/end-line report will be in two part i.e. household baseline and Union & Community level.
   • Baseline: Abridged version-500 and full report-200 copies
   • End-line: Abridged version-500 and full report-200 copies

7. Final Study report (soft copy in MS Word & PDF format).

8. Organize 2 dissemination workshop in Dhaka on baseline and end-line study findings. 150 participants in each workshop.

J. Schedule of Payments

Remuneration will be fixed for the successful contractor. No adjustment will be made on the assignment period and price determined by the signed contract. The price should take into account all HR costs and professional fees, travel costs, daily allowances, subsistence and ancillary expenses.

For each Phase, UNDP will make payments, by bank transfer to the contractor's bank account, upon acceptance by LoGIC/UNDP according the deliverables specified in the ToR. Payments will be made in tranches based on milestone deliverables upon submission of invoice and upon certification of the work completed:

Output A: Baseline (Phase 1)
- **1st Payment:** 20% of contract value will be paid on submission and acceptance of the inception report (Year 2017).
- **2nd Payment:** 50% of contract value will be paid on submission of final baseline dataset.
- **3rd Payment**: 30% of contract value will be paid on submission and acceptance of the final baseline report and organizing the dissemination workshop.

Output B: Annual Progress Review 2019 (Phase 2)
- **1st Payment:** 50% of contract value will be paid on submission of Data Set and Analysis Report- First Progress review.
- **2nd Payment:** 50% of the contract value will be paid on completion and satisfactory delivery of all services and acceptance of the final tracking report by LoGIC/UNDP Bangladesh.

Output C: Annual Progress Review 2020 (Phase 3)
- **1st Payment:** 50% of contract value will be paid on submission of Data Set and Analysis Report- Second Progress review.
- **2nd Payment:** 50% of the contract value will be paid on completion and satisfactory delivery of all services and acceptance of the final tracking report by LoGIC/UNDP Bangladesh.

Output D: Project End-line (Phase 4)
- **1st Payment:** 30% of contract value will be paid on submission and acceptance of the inception report.
- **2nd Payment**: 50% of contract value will be paid on completion of all data collection.
- **3rd Payment:** 20% of contract value will be paid on submission and acceptance of the final end-line report and organizing the dissemination workshop.

K. Competencies & Presentation of Proposal

The key qualification of the firm and study team are mentioned below. CVs must be tailored to demonstrate competence against these requirements. Failure to demonstrate the competencies of the firm and individual team members against these eligibility criteria will result in proposals being discarded.

K.1. Minimum Eligibility and Qualifications of the firm:

- The firm will have all legal papers e.g. valid trade license, latest audit report, TIN and other updated documents to run a business in a legal way.

- 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.

- Latest Audited Financial Statement- income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, 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.

- At least 5 years' experience of research on social issues using mixed methods and in the areas of climate resilience specific emphasis on local climate governance, adaptation in Bangladesh.

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

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

Interested firm/institution must submit a detailed proposal to demonstrate its minimum eligibility, to enable appraisal of competing bids.

K.2. Minimum Eligibility and Qualifications of the key personnel:

Team leader:
- At least postgraduate degree in Climate Change, Development studies, Economics or any related field.
- At least 10 years of professional experience in research and evaluation in the fields of local development, environment and climate change adaptation with a specific experience of leading national level study on climate resilience.

Data Scientist:
- At least graduation in Statistics or IT
- At least 5 years' experience of quantitative & qualitative research methodologies, real-time/online data collection, working in governance and/or climate change program.

Climate Change Expert:
- Postgraduate degree in Climate Change, Development studies, Economics or related fields
- At least 7 years of professional experience in the fields of environment, climate change, disaster risk reduction or any related field.

Local Governance Expert:
- Postgraduate degree in public administration, Governance, Economics or related fields
- At least 7 years of professional experience in the fields of climate governance, public financial management/budgeting, climate finance, local governance or any related field.

If any of the key personnel in proposed team is a regular employee of any organization, s/he have to attach consent letter from the person's employer in favor of her/his engagement/service in this assignment.

K.3. Technical Proposal Design
Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope/format.

INSERT TITLE OF THE SERVICES
Name of Proposing Organization / Firm:
Country of Registration:
Name of Contact Person for this Proposal:
Address: **Phone / Fax:**   **Email:**

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION
This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.

Brief Description of Proposer as an Entity:
Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organization / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

Track Record and Experiences:
Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work Required:
Please provide a detailed description of the methodology for how the organization/ firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms:
The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines:
The Proposer shall submit a Gantt Chart indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Sub-contracting:
Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures:
Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate the risks.

2.6. Anti-Corruption Strategy:
Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.7. Partnerships:
Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.8. Other:
Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: PERSONNEL

3.1 Management Structure:
Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation:
Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement. (Note: This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project coordinator, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.)

3.3 Qualifications of Key Personnel:
Provide the CVs for key personnel (Team Leader, Data Scientist, Climate Change Expert & Local Governance Expert) that will be provided to support the implementation of this assignment. CVs should demonstrate qualifications in areas relevant to the Scope of Services and include signed declaration.

Expected qualification of team:

Team leader: Postgraduate degree in Climate Change, Development studies, Economics or other related fields. At least 10 years of professional experience in research and evaluation in the fields of local development, environment and climate change adaptation with a specific experience of leading national level study on climate resilience. (Major engagement).

Data Scientist: Graduation preferably in statistics or IT. At least 5 years' experience with the design of qualitative and quantitative methodologies including studies that involve qualitative/quantitative integration; experience real-time monitoring/online data collection in longitudinal monitoring and impact evaluations, particularly in the areas of governance and climate resilience. (Major engagement).

Climate Change Expert: Postgraduate degree in Environmental Science, Climate Change, Economics or other related fields. At least 7 years of professional experience in the fields of environment, climate change, disaster risk reduction or any related field. (Medium engagement).

Local Governance Expert: Postgraduate degree in public administration, Governance, Economics or other related fields. At least 7 years of professional experience in the fields of climate governance, public financial management/budgeting, climate finance, local governance or any related field (Medium engagement).

Data Collector: Minimum graduation. At least 3 years of experience in quantitative and qualitative data collection. Experienced in climate change related data collection and able to interact effectively and professionally with the community as well as different stakeholders like Govt. Officials, community people, local elites etc. Able to record data precisely based on questionnaire. (Minor engagement).

Data Quality Assurance Officer: At least graduation in any field of Social Science or Statistics. Have at least 3 years' experience in similar type of job. Capable to ensure data quality and accuracy, team leading and able to provide quick decisions to data collectors (Minor engagement).

K.4. 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 and overhead charges.
(ii) In order to assist UNDP in the comparison of financial proposals, the financial proposal will include a breakdown of this amount, disclosing the key assumption employed in costing the working. This must at least specify: the daily rates and number of anticipated working days (for each professional team member), any travel costs and overhead charges. Payments will be based upon output, i.e. upon delivery of the services specified in the ToR.

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

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. Award of the contract will be made to the tenderer whose offer has been evaluated and determined as
  a. Responsive/ compliant/ acceptable with reference to this ToR, and;
  b. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70:30 respectively (this is to reflect the high-level skills mix required).
  c. Only firms obtaining a minimum of 70% of maximum obtainable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

Criteria	Score	Weightage
Technical	**70**	**70%**
Experiences of the Firm:		
• Experience in designing and managing impact evaluations using mixed methods and in the areas of climate resilience specific emphasis on local climate governance, adaptation in Bangladesh.	15	15%
• Sample of two similar kind of previous study report produced for any international organization.		
Methodology and work plan Quality and relevance of proposed study methodology & approach	25	25%
Expertise of the Study Team:		
Team leader	10	
Data Scientist	10	30%
Climate Change Expert	5	
Local Governance Expert	5	
Financial	**30**	**30%**
Total=	**100**	**100%**

M. Identification of Risk and Risk Mitigation Plan

The firm will be solely responsible for the deliverables and will be responsible to achieve the milestones. Any delay should be reported prior the time point of the milestones as per the submitted work plan. The firm must identify the risks to delivery and outline how it will mitigate against them i.e. outline risk management strategies.

A preliminary list of high level variables/indicators (this is by no means exhaustive and this list will be finalized later based on the agreement between the selected institution/firm and the LoGIC Project Management team and UNDP for which the data need to be collected is provided in Annex 1. The indicators for the project are described below.

Project Outcome: Improved and inclusive local level planning and a strengthened financing mechanism for community based climate change adaptation solutions through local governments.
1. % of target UPs that have incorporated climate change adaptation actions into their development plans.
1.1 % of target UPs where annual development plans include schemes to build climate change resilience
1.2 % of annual development plan budget in target UPs that is directed towards building climate change resilience
1.3 % of UPs spends more than 25% of the budget for non-structural adaptation and disaster mitigation/preparedness work.
2. % of target UP plans that have addressed the adaptation needs and priorities of vulnerable women and girls.
2.1% of target UPs spent more that have included gender responsive climate change resilience actions in the annual development plan.
2.2% of annual development plan budgets of target UPs spent on gender responsive climate change resilience actions.
3. % of UP that have established and are implementing the Climate Resilience Financing system
% of UP understand the climate change additionality to their development work.
3.1 % of target UP's implementing a mechanism to finance climate change actions at the community level additionality dimension and report it separately in their budget expenditures
3.2 % of target UP's reporting climate change finance actions separately in their budget expenditures
3.4 % of UP can implement the climate resilience budgeting and financing system
4. % of target UPs that are allocating other resources to implementing CCA linked schemes.
4.1 % of target UPs that align and apply social safety net schemes for climate resilience actions.
4.2 % of LGSP and ADP allocation in target UPs spent for on climate resilience actions.

Output 1: Strengthened capacity of local governments, households and other local stakeholders to develop local plans that integrate climate change adaptation measures and disaster risk management
1.1 % of women, poor and marginalized people participate in the formulation of climate risk integrated LDPs
1.1.a % of target UPs that conduct Ward Shavas that address formulation of climate risk integrated LDPs
1.1.b % of women, poor and marginalized people in target UPs participating in Ward Shavas
1.2 % of target UPs that integrate CCA solutions into LDPs to support the most vulnerable households.
1.2.a % of target UPs where Ward Shavas identify climate risks for women, poor and marginalized people
1.2.b % of target UPs where LDPs address some of the climate risks for women, poor and marginalized people

Output 2: Established financing mechanism to fund local governments and communities for implementing climate change adaptation measures
2.1 % of target vulnerable households (women, poor and marginalized people) who benefit from CCA finance
2.1.a No. of climate resilience investments made in target UPs from PBCRG during the fiscal year
2.1.b% of households in target UPs benefiting from PBCRG investments during the fiscal year
2.1.c % of vulnerable households in target UPs benefiting from PBCRG investments during the fiscal year
2.1.d No. of climate resilience interventions in target UPs financed by CRG during the fiscal year
2.1.e % of households in target UPs benefiting from CRG investments during the fiscal year
2.1.f % of vulnerable households in target UPs benefiting from CRG investments during the fiscal year
2.2 % of target UPs that secure funding to support CCA linked schemes based on their performance
2.2.a No. of target UPs whose performance was assessed for financing by the PBCRG during the fiscal year
2.2.b%. of performance assessed UPs that secured financing by the PBCRG during the fiscal year
2.3 % of Open Budget sessions in target UPs that discussed CCA linked expenditure
2.3.a. % of target UPs that conducted Open Budget meetings during the fiscal year
2.3.b. % of target UPs presenting climate resilience expenditure details in Open Budget meetings during fiscal year

Output 3: Experience and evidence inform and contribute to further improvements in policies and practices for UPs and national systems in relation to climate change adaptation.
3.1 The extent to which National Adaptation Plan (NAP) and 7th Five Year Plan (7FYP) integrate financing for local adaptation
3.1.a Specific commitment to finance local adaptation mentioned in National Adaptation Plan (NAP)
3.1.b Allocations made to finance local adaptation mentioned as mentioned in National Adaptation Plan (NAP)
3.1.c Specific commitment to finance local adaptation mentioned in 7th Five Year Plan (7FYP)
3.1.d Allocations made to finance local adaptation mentioned as mentioned in 7th Five Year Plan (7FYP)
3.2 The extent to which local climate fiscal framework is integrated into the national Climate Fiscal Framework.
3.2.a Specific details of local climate fiscal framework mentioned in National Climate Fiscal Framework
3.2.b Allocations made to finance of steps to implement local climate fiscal framework

According the DAC (Development Assistance Committee of OECD) criteria an indicative set of questions is outlined below, but it is expected that these will be refined and rationalized during the methodology development phase.

Relevance
- To what extent are the objectives of the project still valid?
- Are the activities and outputs of the project consistent with the overall goal and the attainment of its objectives?
- Has LoGIC contributed to sustainable improvements in financing climate change resilience?

Effectiveness
- To what extent has LoGIC enabled and been successful in achieving community and CSOs participation in local government planning and CCA-DRR financing?
- To what extent do community action plans address gender and climate change issue?
- To what extent has LoGIC enabled local governments to integrate climate change?

Efficiency
- Has the project represented good value for money?
- To what extent have local governments been able to address climate change resilience financing through its investments?
- Has the project been successful in terms of targeting (and influencing Union Parishad to target) intended social groups?
- Has LoGIC been successful in reducing the level of inclusion and exclusion error to a minimum?

Impact
- To what extent can the achievement of results be attributed to LoGIC?
- Who has directly and indirectly benefited from the project in terms of gender, disability, age, ethnicity, CCA-DRR and socio-economic status etc. Who has been excluded?
- What have been the positive, negative, intended and unintended effects of the project? How many people have been affected (directly and indirectly)?
- How have local government investments for climate resilience with LoGIC support influenced the overall structure of local government's development planning and investments?

Sustainability
- To what extent are the investments by local governments supported by LoGIC contributing to long term climate change resilience?
- Which results are likely to sustain (from an environmental, social and financial perspective) beyond the end of support? Which are not?
- Has the LoGIC been successful in facilitating partnerships between different stakeholders (private sector, LGIs, community etc.)? Have these partnerships contributed to addressing gender and climate change issues?
- Has the project sustainably improved livelihoods of the targeted community?
- Has LoGIC contributed to improve climate resilience of community people and infrastructure?