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| **Sealed Quotation for Baseline survey:** |
| **Hiring Firms for Conducting Baseline Study of Multi-stakeholder Initiative for Peace and Satiability (MIPS) Project of The Hunger Project** |
| **Location:** | BANGLADESH |
| **Post Level:**  | National Firm  |
| **Languages Required:** | English and Bangla |
| **Starting Date:**  | 25 March 2024, if possible, early.  |
| **Expected Duration of Assignment:** | 70 working days over 3.5 months from the starting date  |
|  |

**1.0 Background:**

The Hunger Project (THP)-Bangladesh is the nation’s largest volunteer-driven development organization. The Hunger Project-Bangladesh is an affiliate of the Global Hunger Project, headquartered in New York, a 501c3 organization incorporated in 1977 and in consultative status with the United Nations since 1985. In a radical departure from traditional service delivery approaches and in an intentional drive to overcome Bangladesh’s deeply entrenched mindset of resignation and dependency. The Hunger Project-Bangladesh bases its strategies on the principles of: self-reliance, gender, equality, human dignity, sustainability, volunteerism, and local leadership. It has pioneered women focused, community led strategies to empower rural communities to achieve sustainable progress in women’s leadership, countering violence, promoting peaceful elections and strengthening local government.

**The goals of THP are:**

GOAL 1: Mobilize Rural Communities for self-reliant action

GOAL 2: Empower Women and Girls

GOAL 3: Strengthen Local Government

GOAL 4: Build Alliances for Advocacy and Action

THP has been implementing a FCDO funded project titled Multi-Stakeholder Initiative for Peace and Stability (MIPS). MIPS seeks to build community-based peace volunteer groups and networks, working to identify, prevent and mitigate incidents of political, religious and ethnic violence across Bangladesh to restore political tolerance and harmony. The project will be implemented in a total of 27 districts, including the Chittagong Hill Tracts (CHT) region, and engage people across political parties and sectors of society, women and youth in activities that seek to improve their knowledge and understanding of the conflicts that influence their everyday lives, as well as enhance their skills to prevent and deal with conflicts in their communities. MIPS is an Adaptive Programme that seeks to make relevant its implementation plan and approaches based on the contextual changes, implementation learning, stakeholders’ recommendations with clear understanding of the stakeholders’ interest, incentive and power to contribute in achieving the project targets. The project will also integrate Thinking and Working Politically (TWP) Approach which will be based on a solid Political Economy Analysis (PEA), data from the baseline, stakeholders’ recommendations, and implementation learning.

To operate the project with the intended approach and principles, the project plans to conduct a baseline study to document the present political, religious and ethnic violence situations in the project working areas including CHT, and shaping up its interventions and implementation approaches based on the baseline findings and recommendations.

**2.0 Objective of the baseline:**

The overall objective of the baseline is to conduct a landscape analysis over the political, religious, and ethnic violence to provide a reference for all qualitative and quantitative indicators and beyond these, which will allow THP to sharpen its programmatic choice for maximize project impact.

**Specific objectives:**

* To assess the KAP (Knowledge, Attitude and Practice) of the Peace Facilitators, civil society representatives, and religious leaders towards democracy, violence preventions, and political, religious and ethnic tolerance.
* To gather data and information to establish a benchmark for evaluating the effectiveness and impact of the project.
* To identify the key indicators and establish a baseline for each and collect relevant data to measure progress overtime.
* To document the incidences/ frequency, and types of political, religious, and ethnic violence situations in the project working areas.
* To document the underlying and root causes of political, religious, and ethnic violence, and their consequences.
* To identify the barriers to improvements in peace and stability, including from a gender and inclusion angle, both at policy and community perceptions level.
* To document key actors’ interest, motivation, and actions/ gap in actions in reducing/ controlling the violence in their localities.
* To develop the stakeholders/ key actors mapping who are working in the same field including NGOs/ INGOs and/or other entities in the project working areas, and at the national level.
* To analyze and document, risk, learning (if any), challenges of, and recommendations towards MIPS project.
* To analyze the gender and social inclusion possibilities in prevention of political, religious and ethnic violence and improve tolerance.

**3.0 Key Tasks:**

1. **Prepare and submit an inception report that must include:**
	* Understanding of the assignment
	* Methodology and tools of conducting the baseline
	* Sample size and sampling techniques
	* A work plan indicating what, when, why, where, How and Who
	* Any points the Consultants see is important but not mentioned in the objective and/or in the tasks and the Consultants want to include that in baseline process.

1. **Prepare and finalize data collection tools:**
	* Draft data collection tools for KAP and perception survey (as appropriate), case study and interview
	* Share data collection tools with MIPS Project, THP BD
	* Finalize data collection tools adjusting MIPS Project feedback
	* Conduct field tests of the tools and finalize the tools based on field test learning
	* Convert data collection tools into online data collection form (using tab or mobile supported platforms)
	* Training to the data enumerators and analysts.

1. **Conducting baseline:**
	* Conducting of people’s KAP, perception and experience survey
	* Conduct interview with multi-stakeholder that includes:
		+ GOB Officials, Police, local administration, United Nations in Bangladesh, CSO representatives, FCDO, Democracy International, IFES, relevant Academicians, USAID, Key Political Party Representatives, PFG Members, THP Representatives, CHT Stakeholders, and Local People (particularly women, youth/ youth ambassadors, ethnic peoples and peoples with disability), and with other, as applicable.
	* Secondary literature review:
		+ Review of relevant literatures for secondary data scanning
		+ Review of various international materials to document international good practices, if any.
	* Prepare list of stakeholders and their interest to, power on and incentives from the desired change/ outcome.
	* Prepare a list of organization who are working on the similar/somewhat similar issue in Bangladesh.
	* Ethnic violence intervention of the project will be CHT based. So, while conducing baseline on ethnic violence, focus should be given to CHT ethnic violence issues.
2. **Submission of draft report**
3. **Submission of final report (5 Hard Copies and Soft Copies) and Clean Database in CSV.**

**4.0 Key deliverables and time frame:**

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| **Sl. #** | **Key Deliverables** | **Allocated Days** | **Date of Submission/ Completion** |
| 01 | Prepare and submit an inception report | 7 Days | 01 April 2024 |
| 02 | Finalization of tools  | 8 days | 09 April 2024 |
| 03 | Conduction of baseline  | 30 Days | 09 May 2024 |
| 04 | Draft report submission | 20 Days | 29 May 2024 |
| 05 | Final report submission  | 5 Days | 3 June 2024 |

**5.0 Payment Procedures:**

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| --- | --- | --- | --- |
| **Sl. #** | **Key Deliverables** | **% Of payment** | **Payment in BDT** |
| 01 | Prepare and submit an inception report | 20% |  |
| 02 | Submission of draft report | 50% |  |
| 03 | Submission of final report  | 30% |  |
|  | **Total** | **100%** |  |

**Quality Assurance:**

* Highlight the importance of maintaining the quality and integrity of the baseline study
* Outline the mechanisms for quality assurance, such as regular review meetings and validations of data sources
* Collect community consent for data collection and photograph.

**Technical Evaluation Criteria:**

The hiring organization will assign a committee contained of management and technical team to evaluate the proposals submitted by the consultant firms. The selection committee will evaluate the bidders based on the criteria set below. The consultant firm is expected to provide detailed information based on the given framework to ensure fair and effective comparison. The submitted proposals will be reviewed based on the following set criteria.

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|  | Criteria  | Score |
| **A** | **Technical proposal (Desk review)** | **60** |
| 01 | Sampling strategy, data collection methods (including the data collection tools), and data quality assurance plan | 15 |
| 02 | Proposed data analysis methods and their relevance to drawing meaningful conclusions. | 15 |
| 03 | The qualifications and experience of the research team, especially in conducting baseline studies | 10 |
| 04 | Roles and responsibilities assigned in undertaking and managing the study | 10 |
| 05 | Capability of the consultant firm (management, technical and financial capacity) | 10 |
| **B** | **Oral/visual presentation on the entire study planning (Consulting firm)** | **20** |
| **C** | **Financial Proposal** | **20** |
|  | **Total** | 100 |

**Benchmark scoring point:**

**Condition- 1:** The bidder must score at least 60% in technical proposal (out of 60). The Technical Proposal is expected to be from 15-20 pages excluding supporting documents.

**Condition- 2:** The bidders who will score 60% score in technical proposal. Of them top three scorers will be selected for further screening through oral presentation. Total marks for oral presentation are 20.

**Condition-3:** The overall scoring should include the scores of technical proposals (60 Marks), the financial proposal of top three (20 Marks), and the oral presentation (20 Marks).

**6.0 Required Skills and Experience of the Firm:**

***Experiences:***

* Having at least 10 years’ experience of conducting various survey applying quantitative and qualitative methods on local governance, human rights, ethnic, and gender issues.
* Having experience of conducting survey in CHT areas.
* Having experience of conducting interview with the political leaders, local administration, and civil society.
* Having exemplary working experience on political, religious and ethnic (including in CHT areas) violence in Bangladesh.
* Experience of working with national and international NGOs.
* Experience of mobile/tab platform-based data collection.

**7.0 Legal requirement of the bidder:**

* Up to date trade license or any other legal document for conducting this assignment
* VAT and TAX Certificate
* Last three years audit reports
* Experience/ work completion certificates.

**8.0 Composition of team:**

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| --- | --- |
| **Activities** | **Qualifications**  |
| Team Leader (1)  | Having a doctorate degree with experience of conducting at least 10 project survey/ baseline/ evaluation on governance issues.  |
| Baseline Specialist and Data Analyst (1) | Having a master degree with experience of conducting at least five baselines as baseline analyst/ monitoring and evaluation analyst and having advanced level experience in data analysis.  |
| Political Violence Analyst (1) | Having a doctorate degree with experience of conducting at least four working experiences as Political Analyst including some working experience on political violence.  |
| Ethnic Violence Analyst (1) | Having a master degree with experience of conducting at least 5 project survey/ baseline/ evaluation on CHT issues. This position should be selected from any ethnic community of CHT area.  |
| Religious Violence Analyst (1) | Having a master degree with experience of conducting at least 5 project survey/ baseline/ evaluation on religious issues.  |
| Gender and Social Inclusion Analyst (1)  | Having a master degree in Gender Studies/ Law with experience of conducting at least 5 project survey/ baseline/ evaluation on gender and social inclusion issues.  |
| Coordinators (as to be proposed by the firm)  | Master degree with at least 7 survey conduction experience, and experience of conducting interview with the political leaders, civil society, youth, journalist, and faith leaders. This position will guide and supervise the Interview Experts.  |
| Interview Experts (as to be proposed by the firm)  | Master degree with at least five survey conduction experience, and experience of conducting interview with the political leaders, civil society, youth, journalist, and faith leaders.  |
| Data Enumerators for perception survey (as to be proposed by firm)  | Bachelor degree with at least five quantitative and qualitative data collection experience using mobile/ tab-based data collection tools.  |
| A gender balance team (including all positions) is expected to be proposed by the firm.  |

**9.0 Project Working Area:**

Please see annexure-1.

**10.0 Technical Proposal and Financial Proposal:**

The technical proposal will include the following issues (total points/marks 60):

* New Times Roman, Font Size: 12, Single Space
* Maximum 15-20 pages (excluding supporting materials)
* Understanding of the assignment
* Methodology including sampling and tools to be used
* Data quality assurance and validation process
* Work plan
* Reporting structure
* Organization experiences (in an annexure, please bold the assignments which are relevant with the assignment)
* CVs and role of the consultants (in an annexure)

The financial proposal will be submitted using the following format (total points/marks 20):

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| **Sl. #** | **Particulars** | **Unit cost** | **Days** | **Total** | **Remarks** |
| **A** | **B** | **C** | **D** | **E=CXD** | **F** |
| **Consultants Fee:** |
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| 1. **Sub-total**
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| **Travel, Food and Accommodation Cost:** |
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| 1. **Sub-total**
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| **Management Cost, If any:** |
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| 1. **Sub-total**
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| **Other Cost, if any:** |
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| 1. **Sub-total**
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| 1. **Total (A+B+C+D)**
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| 1. **VAT and Tax**
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| 1. **Grant total**
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**Terms and Conditions:**

1. Sealed quotation shall be submitted to the tender box kept in the organization office (The Hunger Project, Heraldic Heights 2/2,Mirpor Road (Level-4), Block-A, Mohammadpur, Dhaka.) before 03:00 p.m. of 18 March, 2024 in the vendor’s letterhead.
2. The Sealed quotation shall be opened on the same day at 4.00 p,m. in presence of bidders or his representative, if any.

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1. Vendor’s address, phone number, e-mail address must be mentioned clearly in the quotation.
2. The vendor must have a valid TIN certificate, VAT registration and trade license and submit the attested copies of these documents along with the quotation. Copy of the income tax return submitted for the assessment year 2023-2024 also be submitted with quotation.
3. Three percent (3%) of earnest/security money of the quitted price, which is refundable, must be submitted in favor of “The Hunger Project” through Bank Draft / Pay Order with quotation. No cheque is acceptable.
4. In complete or defective quotation shall be not be accepted.
5. Authority reserves the right to change, amend any clause of the TOR. Authority also reserves the right to cancel partly or entire quotation without assigning any reason.
6. Authority is not bound to place workorder to the lowest bidder.
7. In case of lack of any clarity or if there is any ambiguity regarding any clause or sentences or terms and conditions, authority’s decision shall be treated as final.
8. Payment will be made through account payee chaque or bank transfer as per schedule mentioned in the TOR after deducting VAT and TAX as per government rules.
9. For any information, please contact with Mr. Shyam Sundar Rabi Das, HR and Admin Officer of The Hunger Project . Phone:01720-113333 and 0 1575-477779

Swapan Kumar Saha,

Director Finance and Administration

Annexture-1

**List of Project Areas**

|  |  |
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|   |  **MIPS** |
| **S.L** | **District** | **Region**  |  | **Existing Upazila** | **New Upazila** |
| 1 | Barisal | Barisal |  |   | 1.Uzirpur |
|  |   | 2. Banaripara |
| 2 | Jhalokathi |  |   | 3.Rajapur |
| 3 | Meherpur | Jhinaidah/ Jessore |  |   | 4. Mujibnagar |
|  |   | 5. Meherpur Sadar |
| 4 | Jashore |  |   | 6. Bagherpara |
|  |   | 7. Keshabpur |
|  |   | 8. Jhikargacha |
| 5 | Kushtia |  | 1. Kushtia |   |
| 6 | Rangpur | Rangpur |  |   | 9. Badarganj |
|  |   | 10. Pirgacha |
|  |   | 11. Kounia |
| 7 | Gaibandha |  |   | 12. Fulchhari |
|  |   | 13. Gaibandha Sadar |
|  |   | 14. Sadullahpur |
| 8 | Dinajpur |  |   | 15. Dinajpur Sadar |
| 9 | Mymensingh | Mymensingh |  |   | 16. Ishwarganj |
|  |   | 17. Trishal |
| 10 | Kishorgonj |  |   | 18. Kotiadi |
|  |   | 19. Nikli |
|  |   | 20. Pakundia |
| 11 | Satkhira | Khulna |  | 2. Assasuni | 21. Satkhira Sadar |
|  | 3. Kaligonj | 22. Debhata |
|  |   | 23. Shyamnagar |
| 12 | Khulna |  | 4. Khalispur  | 24. Rupsha |
|  | 5. Batiaghata | 25. Dumuria |
| 13 | Naogaon  | Rajshahi |  | 6. Patnitala |   |
|  | 7. Sapahar |   |
|  | 8. Dhamoirhat |   |
|  | 9. Mohadevpur  |   |
|  | 10. Manda |   |
|  | 11. Raninagar |   |
| 14 | Bogura |  | 12. Kahalu |   |
|  | 13. Dupchanchia  |   |
|  | 14. Adom Deghe |   |
| 15 | Nator |  | 15. Gurudashpur | 26. Boraigram |
| 16 | Manikganj | Dhaka |  | 16. Manikganj Sadar  |   |
| 17 | Narsingdi |  | 17. Narsingdi Sadar  | 27. Belabo |
|  |  | 28. Monohardi |
| 18 | Munshiganj |  | 18. Srinagar | 29. Tongibari |
|  |   | 30. Sirajdikhan |
|  |   | 31. Lohajung |
| 19 | Moulvibazar | Sylhet  |  | 19. Srimongol | 32. Moulvibazar Sadar |
| 20 | Brahmanbaria |  | 20. Brahmanbaria Sadar | 33. Ashugonj |
| 21 | Habiganj |  | 21. Habiganj Sadar | 34. Bahubali |
|  |  | 35. Shaistaganj |
| 22 | Comilla | Comilla |  | 22. Laksham |   |
| 23 | Chattogram |  | 23. Sitakunda | 36. Mirershorai |
| 24 | Feni |  |   | 37. Feni Sadar |
|  |   | 38. Chhagalnaiya |
|  |   | 39. Parshuram |
|  |   | 40. Sonagazi |
|  |   | 41. Fulgazi |
|  |   | 42. Daganbhuiyan |
|   | **24 Districts** |  |  | **23 Existing Upazila** | **42 New Upazila** |
|   |   |  |  | **65 Upazila (MIPS)** |
|  | **3 CHT Districts** | **Bandarban, Rangamati and Khagrachari**  |  | **4 Upazila** |