

**Upazila Governance & Development Project (UGDP)**  
**Local Government Division**  
**DPHE Bhaban**  
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**Terms of Reference for Selection of Baseline Survey of Upazila under UGDP**

**1. Background**

Having steered steadfastly toward decentralization over the years, the Government of Bangladesh (GoB) identifies strengthening local governance as an important element of its nation building. The country's long-term development plan, "Outline Perspective Plan of Bangladesh 2010-2021," acknowledges the critical role of Local Government Institutions (LGIs) in promoting rural development and alleviating poverty. The current mid-term development plan, that is "the Sixth Five Year Plan," also clearly upholds that reinforcing local governance is a high priority in Bangladesh.

Bangladesh employs a three-layer local government system: District (or Zila Parishad), Upazila Parishad and Union Parishad. Being a middle tier local government unit, Upazila Parishad occupies an increasingly significant position in the decentralized service delivery in Bangladesh and notably its institutional basis has been consolidated in recent years.

In light of the above, a yen-loan project supported by the Japan International Cooperation Agency (JICA), Upazila Governance and Development Project (UGDP) is formulated to enhance the capacity of Upazila Parishads to deliver more effective and responsive public services to citizens. UGDP officially started in December 2015.

To monitor the progress of the project, the capacity improvement of Upazila Parishads and satisfaction level of residents on public services are necessary to be monitored periodically during the project period. For this purpose, UGDP is preparing for several surveys and plans to contract those tasks out to the national consulting firms.

**2. Overall Scope of Work**

UGDP shall implement a baseline survey at the beginning of the project. Mid-term and endline surveys are also planned during the project period in connection with this baseline survey. The objectives of these bases, mid-term and end line surveys are to collect information at the Upazila level for evaluating outcomes realized by the UGDP objectively.

A national consulting firm or consortium (hereafter called the "Contractor") will form the National Consultant Team, which will work under the supervision of the Project Management Unit (PMU) of UGDP. The National Consultant Team will be responsible for collecting field data and compiling it in an appropriate style for the comparison with the result of mid-term and end line surveys.

**3. Personnel**

The National Consultant Team shall consist of consultants shown in Table 1. The total person-months of national consultants including field surveyors should be not more than 26.0 months. Table 1 indicates the approximate person-months to be assigned to each national consultant. The Contractor is permitted to propose the adjustment of the number and roles of consultants and/or person-months by specifying the details in Proposal and Quotation.

Expected tasks and responsibilities for respective consultants are as below:

**Team Leader:**

- Supervision of whole process of the survey





- Analysis of collected qualitative and quantitative information
- Preparation of a Baseline Survey Report
- Quality control of the survey throughout the survey period

**Baseline Survey Expert:**

- Supervision of field survey and logistic arrangement
- Visiting of target Upazilas to supervise Field Surveyors
- Facilitation of focus group discussion
- Recording of collected data and information from the field
- Data input and compilation of collected data and information
- Training for Field Surveyors before the field survey
- Assistance to the Team Leader to prepare the Baseline Survey Report

**Field Surveyors (two surveyors per one target Upazila):**

- Collection of data and information from target Upazilas
- Preparation of field survey records

**Table 1: Member of National Consultant Team, Approximate Assignment Period, and Person-months (indicative)**

Professional Leader	Nos of Person	2017												MM
		June			July			August			September			
Team leader	1													4
Baseline Survey Expert	2													7
Field Surveyor	10													15

**Total Person-months: 26.0MM**

**4. Qualifications of Personnel**

**4.1 General qualifications**

The Contractor shall ensure that all proposed national consultants except for the field survey or possess following qualifications.

- Proven ability to undertake research, analytical and evaluation work on well-defined tasks, collect and organize required data and information, and apply appropriate computer skills in analysing data.
- At least a bachelor's degree in the areas of expertise specified in the public administration, socioeconomics or related areas, preferably from a renowned university. A master's or more degree that is advanced is an advantage.
- Excellent command of spoken English, and excellent writing skills to produce well-organized and analysed reports.
- Good command of spreadsheet (MS Excel) and word-processing (MS Word) software

**4.2 Qualifications and experience of each consultant**

The Contractor shall ensure that respective consultants possess following qualifications and experience:

Sl.	position	Qualification & experiences
1	<b>Team Leader</b>	(a) Minimum 10 years of consulting experience in the areas of extensive survey including data collection and analysis, project monitoring and evaluation, and socioeconomic survey, (b) Good knowledge of rural governance status and basic statistical data of Bangladesh, (d) Ability to collect and analyse qualitative and quantitative data, (e) Experience of leading teams of national consultants, and (f) Excellent communication and interpersonal skills, and capacity to establish good communication links with the relevant organisations including the LGD





		and related LGIs
2	<b>Baseline Survey Expert</b>	(a) Minimum 7 years of consulting experience in the areas of socioeconomic survey and participatory method such as PRA, (b) Good knowledge of rural governance status and basic statistical data of Bangladesh, (c) Ability to collect and analyse qualitative and quantitative data through interview and focus group discussion
3	<b>Field Surveyor</b>	(a) Graduate in any discipline (b) Experience in conducting questionnaire survey, interview survey, and focus group discussion (c) Good oral communication skill (d) Good command of word-processing (MS Word) software

## 5. Tasks and Outputs

The Contractor shall implement following tasks and submit outputs:

**Table 2: Task and Outputs for the Baseline Survey**

Task	Output
<b>Task 1: Preparation of Field Survey</b>	
1-1. The National Consultant Team will prepare a Work Plan throughout the survey within one week after making a contract and finalize it in consultation with the PMU of the UGDP.	Work Plan in Bengali and English
1-2. The National Consultant Team will prepare the questionnaire format and survey guide based on the survey matrix prepared by the PMU and finalize it in consultation with the PMU before organizing following training for Filed Surveyors.	Questionnaire format and survey guide in Bengali and English
1-3. The National Consultant Team will conduct training for Field Surveyors to learn the survey guide and improve the skill and knowledge of structured interview, facilitation, and management of focus group discussion to collect well-directed and consistent information from target Upazilas.	Training report in Bengali
<b>Task 2: Collection of Baseline Information</b>	
2-1. The baseline information will be collected by visiting respective target fifty (50) Upazilas, using the questionnaire format and survey guide prepared by the National Consultant Team. Expected main survey topics are as below; <b>Prat 1: Basic Information of Target Upazila</b> <b>Part 2: Status of Infrastructure Development</b> <b>Part 3: Perception of local stakeholders on the public local administration</b> (1) Perception of residents on the public local administration-1 (by structured interview) (2) Perception of residents on the local public administration-2 (by focus group discussion) (3) Perception of important stakeholders on the local public administration (by structured interview) <b>Prat 4: Local Governance Performance Data (The data is not collected in the field survey.)</b>	Raw data records from fifty (50) target Upazilas covering from Part 1 to Part 3 in Bengali
<b>Task 3: Date input and Compilation</b>	



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Task	Output
3-1. The National Consultant Team will prepare the data input format by MS Excel and finalize it in consultation with PMU.	Data input format (MS Excel)
3-2. Information collected from the filed survey and 1 <sup>st</sup> Governance Performance Assessment is compiled by use of the data input format (MS Excel) after the thorough data cleaning.	Spreadsheet with input data in English (MS Excel)
3-3. The National Consultant Team will analyze and summarize the results and prepare the provisional conclusion regarding the perception of local stakeholders on the public local administration.	Data summary and provisional conclusion in Bengali and English (MS Word)
<b>Task 4: Preparation of Baseline Survey Report</b>	
4-1. The National Consultant Team will prepare the draft Baseline Survey Report and submit it to the PMU. The report includes following items; <ul style="list-style-type: none"> <li>• Description on outline of the survey, methodology, schedule, and other related information</li> <li>• Status of infrastructure development, summary of field survey result, notable findings, and tentative conclusion regarding the perception of local stakeholders on the public local administration</li> <li>• Spreadsheet of summary and all data (MS Excel)</li> </ul>	Draft Baseline Survey Report in Bengali and English (MS Word and MS Excel)
4-2. The National Consultant Team will have a meeting with the PMU and obtain comments on the draft Baseline Survey Report. The final Baseline Survey Report is prepared reflecting the comments from the PMU.	Final Baseline Survey Report in Bengali and English (MS Word and MS Excel)

#### Details on collected information

##### Part 1: Basic Information of Target Upazila

Following data will be collected through the interview with concerned stakeholders such as Upazila Nirbahi Officer, Upazila Secretary, and Upazila Chairperson.

##### Main survey topics:

- (1) Information of core stakeholders (informants);
- (2) Basic statistic data of target Upazila; and
- (3) Development projects supported by the Central Government/Donor at the target Upazila

##### Part 2: Status of Infrastructure Development

Following data will be collected through the interview with concerned stakeholders such as Upazila Engineers, NBD officials, and Upazila Secretaries.

##### Main Survey topics:

- (1) Status in 2014/15 related to Rural Road (Upazila road/ Union road/ Village road) and drainage
- (2) Status in 2014/15 related to Education
- (3) Status in 2014/15 related to Health
- (4) Status in 2014/15 related to Water supply and Sanitation equipment
- (5) Status in 2014/15 related to Agriculture
- (6) Status in 2014/15 related to Disaster prevention





### Part 3: Perception of local stakeholders on the public local administration

#### Main Survey topics:

- (1) Perception of residents on the public local administration-1  
Data/information will be collected from target 50 Upazilas through the structured interview (fixed questionnaire) with randomly selected ten (10) household members per Upazila.
- (2) Perception of residents on the local public administration-2  
Data/information will be collected through the focus group discussion with invited twenty residents: ten (10) males and ten (10) females. (**Randomly selected 10 Upazilas from target 50 Upazilas**)
- (3) Perception of important stakeholders on the local public administration  
Data/information will be collected from 50 target Upazilas by the structured interview (fixed questionnaire) with target key informants: Upazila Parishad Chairperson, Upazila Parishad Female Deputy Chairperson, UNO, Two Upazila Parishad members/Union Parishad Chairpersons.

#### Prat 4: Local Governance Performance Data

The data summary of following topics will be prepared by use of the result of 1<sup>st</sup> Governance Performance Assessment conducted by the Special Assistant for Project Implementation (SAPI)/JICA in 2015/16.

#### Main Survey topics:

- (1) Percentage of established Standing Committee
- (2) Percentage of preparing meeting minutes of Standing Committees
- (3) Percentage of Upazilas that prepared the Annual Development Budget before May 31.
- (4) Percentage of Upazilas that prepared the Financial Statement before December 31.
- (5) Percentage of Upazilas that have a Five-year Development Plan with priority project lists.
- (6) Percentage of holding regular Union Development and Coordination Committee meetings in respective Union Parishads

### 6. Reporting and Timeframe

- (1) The Contractor shall deliver the outputs indicated as "Output" in previous Table 2 in electronic and/or hard copy format by the deadlines stated in Table 3. The Contractor must indicate the sources of information in their reports in the manner information sources and references clearly cited. Plagiarism will never be tolerated.

**Table 3: Deadlines and Format for the Outputs Specified in Section 5**

Item	Due Date	Format
Output 1-1: Work Plan	June 05, 2017	
Output 1-2: Questionnaire format and survey guide	June 19, 2017	Hard copy and Electronic copy
Output 1-3: Training report	June 29 2017	
Output 2-1: Raw data records	July 09, 2017	Hardcopy
Output 3-1: Data input format	August 09, 2017	
Output 3-2: Spreadsheet with input data	August 23, 2017	Hard copy and
Output 3-3: Data summary and provisional conclusion	August 30, 2017	electronic copy
Output 4-1: Draft Baseline Survey Report	September 16, 2017	Hard copy and
Output 4-2: Final Baseline Survey Report	September 30, 2017	electronic copy

(Remark) The due date is necessary to be adjusted after fixing the date of the contract.

- (2) The Contractor is also required to provide monthly briefing on the progress of the survey to the PMU throughout the survey period. Specifically, the Contractor must have a meeting on the occasion of the submission of following outputs;





- Work Plan
- Questionnaire format and survey guide
- Data input format
- Draft Baseline Survey Report
- Final Baseline Survey Report

### **Briefing and Training**

The selected firm will be given a briefing on the assignment and a half day long workshop will be held for the enumerators, by the PMU, prior to actual execution of the survey.

### **Spot and Sample Checks**

The PMU may, at its own discretion and without any recourse or information to the Firm, conduct spot checks and sample checks to ensure that the work of enumeration is being carried on rigorously and with due regard to the principles of the exercise, both in letter and spirit.

### **Penalties**

PMU shall impose penalties on the firm if it is found that enumeration has not been carried out in the manner contractually agreed.

### **Tenure of Assignment**

The Assignment shall have to be completed within 90 days of start.

### **Criteria for evaluation**

The Consulting firm will be evaluated accordance with the PPR 2008. The selection method will be 'Quality and Cost Based Selection (QCBS)' as per PPR 2008.

### **Submission of EOI**

Expression of Interest shall include;

- 1) Legal Status**
  - Year of Registration (at least 5 years experience in professional areas of similar type of studies)
  - IT, VAT, Trade license, certificate of incorporation
- 2) Experience**
  - At least 3 similar types of studies in the last 5 years. Preferences will be given to those having experience of household survey.
- 3) Key Professionals Qualifications**
  - Minimum qualifications as per ToR
- 4) Financial Soundness**
  - Audit and Accounts Records
  - Average Annual Turnover of last 3 years (in BDT lac)
- 5) Institutional Soundness**
  - Office Space
  - Equipments and logistics
- 6) Professionals in the regular payroll of the firm**
- 7. Payment Modalities**

The source of Fund is JICA & GoB and payments would be out put basis. The Tax and VAT would be deducted at source as per GoB rules.

Sl.No.	Key deliverables	Time line	Payment Modality
1	Inception Report	By 2 <sup>nd</sup> week of the contact	10% of the total contract amount
2	Interim Report (after engagement of the Surveyors and data entry operators, providing training of the )	By 5 <sup>th</sup> week of the contact	20% of the total contract amount
3	Draft Final report with soft copy in CD.	11 <sup>nd</sup> week of the contact	30% of the total contract amount



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4	Final report after acceptance	13 <sup>th</sup> week of the contact	40% of the total contract amount
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## 8. Submission of Proposal

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Request for Proposal (RFP) document (Based CPTU format) will be given to the best-qualified and experienced firm following the evaluation of EOI. Proposals shall include;

- Technical proposal: The technical proposal should include (i) brief explanation about the Consultancy firm with particular emphasis on previous experience in this kind of work; (ii) understanding of the TOR and the task to be accomplished including methodology; (iii) profile of the key persons to be involved in undertaking the assignment; (iv) work plan with a proposed time line suggesting approximate dates for field visits, their duration, and team members.

\* Financial Proposal: The financial proposal should provide cost estimates for services rendered including daily consultancy fees accommodation and living costs; transport cost; stationeries, and supplies needed for data collection; enrichment workshop etc. The financial proposal shall be exclusive of IT, VAT and all other direct and indirect tax, as applicable.

*Md. Mohsin*  
04.04.17

(Md. Mohsin)  
Project Director(Joint Secretary)

