Upazila Governance and Development Project (UGDP)

Local Government Division
DPHE Bhaban
14, Captain Mansur Ali Sarani, Kakrail, Dhaka-1000

Terms of Reference (TOR)
for
Selection of Consulting Firm for Online Data Verification of 6th Performance Assessment (PA 6) of Upazila Parishad, 2021

1.0 General

1.1 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. It envisions further devolution of power, functions, and fiscal authority to LGIs in the long term. The current mid-term development plan, "the 8th Five Year Plan," also clearly upholds that reinforcing local governance is a high priority in Bangladesh.

Bangladesh employs a three-layer local government system: 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. The Upazila Parishad Act was enacted in 1998 and subsequently amended later in 2011. The Annual Development Program (ADP) has been enhanced for Upazila Parishads. However, despite the strong commitment of GoB, institutional strengthening of Upazila Parishads is still a far-reaching undertaking. Compared with Union, governance at the Upazila level still has many challenges. For one, the linkage between Union Parishad and Upazila Parishad remains weak, particularly in development coordination.

In light of the above, a yen-loan project, Upazila Governance, and Development Project (UGDP) have been implemented to enhance the capacity of Upazila Parishads to carry out their mandates and public services delivery to the citizens more effectively. UGDP is designed to gradually expand its coverage of Performance Based Allocation (PBA) of the additional development funds to Upazilas during its project period (2015-16 to 2022-23), starting with 100 Upazilas and adding another 100 consecutively in the following years.

The Project Management Unit (PMU) for UGDP, was established in 2016 and is charged with implementing and supervising all the activities of UGDP. For the 6th Round, UGDP hopes to become able to select all 495 target Upazilas through a survey and assessment of current governance performance (FY 2021-22) through an online process i.e., to verify the data uploading status onto the web portal of all Upazila Parishads in Bangladesh.

1.2 Objectives of the Service

The objectives of the performance assessment survey of Upazila Parishads are to understand the Upazilas' governance performance by using specifically designed Performance Indicators along with confirming proof documents, which is available in the Upazila web portal. PA6 will be conducted online for all Upazila Parishads and rank them according to their performance

scores which will be measured based on the following 5 (five) Precondition Indicators and 10 (ten) Performance Indicators:

A. Precondition Indicators:

1. Status of Upazila Parishad (UZP) meetings;

2. UCs are functioning;

3. Annual Budget is prepared and approved;

4. Development plan is prepared; and

5. ADP report are prepared.

B. Performance Indicators:

1. Upazila Parishad Meeting are held and recorded;

2. Upazila Committees (UCs) meeting are held and recorded;

3. Annual Budget is prepared and approved as stated in UZP Act;

4. Asset register is properly maintained and updated;

5. ADP Report is prepared;

6. Annual Financial statement is prepared;

7. Five-year Development Plan;

8. Annual Development Plan;

9. Information Focal Point (IFP) is assigned and such assignment is made public; and

10. Citizen Charter is prepared and publicized.

1.3 Target Area

The target area covers all 495 Upazila Parishads in Bangladesh.

1.4 Year of Data Collection and verification

The data to be collected and verified are mainly the information on Upazila administration for the fiscal year 2021-22.

1.5 Duration of the Service

The Service shall be carried out tentatively from December 2022 to February 2023

2.0 Works to be Performed

2.1 Scope of Work

The scope of the work is outlined in the followings:

A) Data Verification

1) Assigned team will receive training for understanding the overview on (i) 5 (five) Precondition Indicators and 10 (ten) Performance Indicators, (ii) verification procedures, and (c) scoring process.

2) 10 (ten) Data Verifiers will perform 1st online data verification by confirming evidence documents, which will be uploaded to the Upazila Portal.

3) 2 (two) Deputy Team Leaders will supervise and re-confirm the data verification results.

4) Team Leader will report to PMU with a summary sheet and compile verification results on weekly basis.

5) Data Verifier will perform 2nd online data verification after completion of correction by Upazila.

6) According to data verification results, the documents should be downloaded for printing. Upazila-wise documents should be submitted to the PMU.

7) Team Leader and Deputy Team Leaders will compile the score report with a consolidated calculation sheet.

8) Provide Upazila-wise verification result.

B) Publication

1) Preparation of the draft publication in accordance with the instruction of PMU.

2) Printing of publication [3,000 (three thousand) copies in Bangla and 1,000 (one thousand) copies in English; Each publication will be printed in A3 size paper with 4 (four) colors, and that consists of 16 pages.

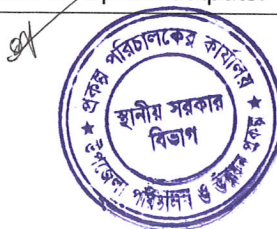3) Electronic copy of the Publication.

3.0 Procurement method and Evaluation Criteria for selection of Firm

The selection method will be 'Quality and Cost Based Selection (QCBS)' as per PPR 2008 which stipulates the appointment of the consultant. Detailed information will be in RFP will be issued to the qualified shortlisted Firm.

4.0 The Firm will engage the following professionals, hiring of Laptops to be used for data verification, and provide the deliverables (reports and publication) for the timely completion of the assignment as per TOR that are mentioned below as Table 1:

Table 1: Professionals, hiring of Laptops, provide the deliverables and others

Sl. No.	Designation	Number	Task Duration/assignment
01.	Team Leader (TL)	1 (One)	**2 (two) months intermittent during the project duration** TL will do the overall coordination for data verification of 495 Upazila & will report as the lead person during the assignment period. The payment will be claimed on time-based complying with the adequate outputs.
02.	Deputy Team Leader (DTL)	02 (Two)	**2 DTLs** will supervise all verified data of 495 UZPs finally and will report to the TL. The payment will be claimed based on supervision of the data verification of Upazila complying with the adequate outputs.
03.	Online Data Verifier (ODV)	10 (Ten)	**10 (ten) ODVs** will verify the data of 495 UPZs, and will report to the respective DTL. The payment will be claimed based on the data verification of Upazila complying with the adequate outputs.
04.	Support Staff (SS)	2 (two)	**2 (two) SSs** will support the TL, DTLs & ODVs for the smooth implementation of the task for 3 (three) months. The payment will be claimed time-based complying with the adequate outputs.

05.	Hiring of Laptops including internet facilities	12 (twelve) nos.	**12 (twelve) Laptops with uninterrupted internet facilities)** 12 (twelve) Laptops will be hired [2 for DTLs and 10 for ODVs for three months. The payment will be claimed on time-based complying with the adequate outputs.
06.	Downloading & Printing of verified documents	For 495 UPZs	Downloading & Printing of verified documents. The payment will be claimed based on Downloading & Printing of the data of Upazila.
07.	Progress Reports	LS	Progress reporting, stationery, and others for data verification of total of 495.
08.	Result Publication	4,000 Copies	**Result Publication** - 3,000 (three thousand) copies in Bangla and 1,000 (one thousand) copies in English; Each publication will be in A3 size paper with 4 (four) colors, and that consists of 16 pages. - Electronic copy of the result publication.
09.	Overhead & Profit (15%)		Overhead & Profit will be 15%.
10.	VAT and IT		VAT and IT (27%) as per the prevailing GOB rule.

Online Data Verifiers will work under the supervision of the Deputy Team Leaders. The team leader will be responsible for reporting and preparation of the progress and ensuring the quality of outputs of online data verification on behalf of the firm.

4.0   Qualification of the Key Professionals

The minimum qualification and experience required for online data verification team members are mentioned in the Table 2 below:

Table2: Qualification of the Key Professionals

SN	Position	Qualification and experience
01.	Team Leader 1 (one)	- Post-graduate or higher degree in Social Sciences, Economics, Statistics or another related field. - Minimum of 10 years relevant professional experience in research. - Strong experience in conceptualizing and implementing verification studies within the context of Bangladesh. - Excellent communication and report writing skills both in Bangla and English.
02.	Deputy Team Leader 2 (two)	- Post-graduate degree in Social Sciences, Education, Economics, Statistics, Computer Science or another related field. - Minimum 5 years of experience as data survey or trainer. - Having 5 years professional experience of data management in similar type of assignment.
0.3	Data Verifier 10 (ten)	- Minimum Bachelor degree. - Minimum 3 years of experience as a research surveyor. - Having practical experience on data checking.
04.	Support Staff 2 (two)	- Minimum SSC Pass - Minimum 1 year of experience of data entry and check.

5.0 Deliverables and Payment modalities is shown in Table 3 below:

Table 3: Deliverables and Payment modalities

Output	Due Date (Tentative)	Deliverables	Payment Modality
Output 1: Inception Report	Within 7 (seven) days from the date of contract signing.	Hard & electronic copy	10% of the total contract amount upon report/documents accepted by PMU.
Output 2: Set of Data Sheet	Within 10 (ten) days from the date of contract signing.	Electronic copy	30% of the total contract amount upon report/documents accepted by PMU.
Output 3: Weekly Progress Report	Weekly basis.	Electronic copy	-
Output 4: Final Document including Upazila-wise printing documents & Data sheet	***Draft:*** Within 60 (sixty) days from the date of contract signing. ***Final:*** Within 70 (seventy) days from the date of contract signing.	Hard & electronic copy	30% of the total contract amount upon report/documents accepted by PMU.
Output 5: Result Publication (As mentioned in **Table 1**)	***Draft:*** Within 80 (eighty) days from the date of contract signing. ***Final:*** Within 90 (ninety) days from the date of contract signing.	Layout: Size:15" x 10", Paper: Glossy Paper Page :16 nos. Colors: Four Total: 3,000 copies in Bangla, 1,000 copies in English with electronic copy	30% of the total contract amount upon report/documents accepted by PMU.

- If required, the Firm will provide other materials related to the works during the assignment period.

- The Tax and VAT would be deducted at source as per GoB rules. Payment shall be made after completion of each task as mentioned in the Table 3 above that will be based on satisfactory performance and subject to acceptance by the PMU.

6.0 Tentative Schedule of PA6

- Cut-off date of data entry by Upazilas by November 2022

- 1st Data Verification (December) [Weekly progress report should be submitted]

- Revision period from Upazila (1 week)

- 2nd Data Verification (2 weeks) [Weekly progress report should be submitted]

- Submit the final report including printing documents by mid February 2023.

- Preparation of publication within February 2023.

- The assignment schedule will be tentatively from December 2022 to February 2023. However, the duration may be increased or decreased based on progress of Upazilas' inputs and data verification.

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