



**IC Cover page template**

**Invitation to Submit an Offer for National Consultant–Technical Project Implementation Expert**

The United Nations Development Programme (UNDP) is currently implementing a project that requires the services of an individual to perform the work described in this document.

In consideration of your qualifications, we are here by inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following :

- The Terms of Reference for the assignment described above;
- The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly submit directly in the online supplier portal no later than the deadline indicated in the system.

Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

If any discrepancy between deadline in the system and in deadline indicated elsewhere, deadline in the system prevails.

We look forward to your favourable response and thank you in advance for your interest in working with UNDP.

Sincerely,

UNDP Bangladesh Procurement Unit



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1 Overview

1.1 General Information

<b>Title</b>	National Consultant – Technical Project Implementation Expert
<b>E-Mail</b>	e-bidbox.bd@undp.org
<b>Reference Number</b>	PRC0161320/UNDP-BGD-01075
<b>Beneficiary Country</b>	BGD
<b>Introduction</b>	Country: Bangladesh

Description of the Assignment: NationalConsultant–Technical Project Implementation Expert

Period of assignment/services: 90workingdaysovertheperiodofsixmonths

Proposal should be submitted directly in the portal no later than indicated deadline.

Any request for clarification must be sent in writing via messaging functionality in the portal. UNDP will respond in writing including an explanation of the query without identifying the source of inquiry.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

1.2 Tender Timeline

<b>Open Date</b>	25/01/26 08:45 AM
<b>Close Date</b>	08/02/26 10:30 AM
<b>Time Zone</b>	Coordinated Universal Time

1.3 Terms



**Negotiation Currency**    BDT (Taka)

**1.4 Attachments**

File Name or URL	Type	Description
ToR-Technical Project Implemen	File	
PSU_ Individual Contract_Offer	File	

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly

## 2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

*\*Response is required*

**Disclaimer - The accuracy of the information provided in the offers is crucial.**

### 2.1 Section 1. Overview of the assignment

1.

The NGO Affairs Bureau (NGOAB) under the Chief Adviser's Office is the organization that steered all the successes rendered by the NGOs in Bangladesh. At the beginning, there were only 347 NGOs registered with only 67 human resources to deal with. But coming in 2026, the number of registered NGOs under NGOAB is 2760 with less than 50 human resources. Therefore, NGOAB has been facing constraints to effectively perform their responsibilities due to the lack of adequate staff, the required skills of the employees and a smart system that can deliver timely services and ensure oversights to significant number of NGOs and projects. NGOAB receives millions of foreign donations every year and clear those amounts through NGOs' proposals as well. If the results and progress can be captured and reflected in a complementary manner, it will reveal a true picture of SDG progress with GO and NGOs' contributions.

Given the context, the country is economically progressing and graduating to the Middle-Income Country by 2026. Therefore, NGOs in Bangladesh have scope to revisit their working modality, and the way of engagement in addressing development challenges and in this regard NGOAB has an important role to play. As UNDP Bangladesh has been working with several government agencies to support sustainable LDC graduation and achieving SDGs, UNDP considers its engagement with NGOAB for targeting valuable improvements in service delivery through digitalization and online process. This is in line with UNDP's mandate which is to engage with our partners to support achieving the long-term development vision of the government of Bangladesh.

UNDP in collaboration with the Australian Government and NGOAB designed a project entitled "Institutional Strengthening for Promoting Accelerated Transformation (ISPAT)" for the overall improvement of NGOAB's service delivery system over the next two and a half years. The overall objective of the project is to make NGOAB fully capable of providing fast, efficient and effective services to NGOs in managing foreign donations and supporting them to contribute to attaining SDGs by 2030. The project will consider three-prong strategy to strengthening system and improving work-culture by- i) improving the institutional capacity through digitalization of services; ii) augmenting professional skills and competence of NGOs and NGOAB officials to implement the gender responsive digital services with greater efficiency; and iii) providing technical assistance for enhancing policy support to ensure wider convergence of sectoral policies as well simplification of services with necessary policy guidelines.

In this backdrop, this implementation plan outlines ISPAT's strategy to capacitate with digital innovation



for improving the service delivery system. This project will contribute to achieve the following results:

**Outcome 1:** Ensuring effective and efficient utilization of foreign donations to improve the socioeconomic status of the poor, women, and other marginalized sections of the people.

**Outcome 2:** Recognizing and documenting contributions of NGOs in the attainment of global goals and national priorities of reducing poverty, improving governance and service delivery aligning with women and human rights.

**Outcome 3:** Strengthening policy formulation and fostered innovation of NGOs by showcasing and scaling-up nationally.

Given the context, the Technical Project Implementation Expert will support in coordinating and implementing NGOAB's digital transformation initiatives under the ISPAT Project. The role aims to strengthen institutional capacity through digitalization, automation, and support change management to enhance efficiency, innovation, and responsiveness in service delivery. The Expert will support to design and operationalize all relevant programmatic interventions outlined in the Annual Work Plan (AWP), ensure effective program coordination with a focus on smart services, and promote capacity development, knowledge management, and systematic learning across the project lifecycle.

2.

### **Key Functions**

- Support planning and implementation of ISPAT Project activities in alignment with the approved Annual Work Plan (AWP) and UNDP policies.
- Provide programmatic support to NGOAB's digital transformation initiatives, ensuring digitalization is integrated with broader institutional reform and service delivery improvement objectives.
- Conduct programmatic analysis of business processes and service workflows to inform inclusive, user-centric, and efficiency-driven digital solutions.
- Support institutional capacity development, change management, and stakeholder engagement to ensure sustainable adoption and institutionalization of digital reforms.
- Support results-based monitoring, reporting, and knowledge management to document outcomes, lessons learned, and ISPAT's contribution to national priorities

### **Detailed Responsibilities**

#### **A. Strategic Programmatic Implementation and AWP Alignment**

- Provide programmatic support to the implementation of interventions under the ISPAT Project,



ensuring contribution to NGOAB's institutional digitalization, automation, and governance reform objectives.

- Support alignment of all project activities with the approved Annual Work Plan (AWP), UNDP policies, and Results-Based Management (RBM) frameworks.
- Provide strategic advisory inputs to ensure digital service delivery models are inclusive, user-centric, and aligned with national priorities.
- Support translation of strategic objectives into implementable programmatic outputs, ensuring coherence between policy intent, institutional needs, and operational realities.

## **B. Programmatic Support to Digital Transformation**

- Provide programmatic and analytical support to NGOAB's digital transformation initiatives under the ISPAT Project, ensuring digitalization efforts are embedded within broader governance and institutional reform objectives.
- Support assessment of business processes and service delivery workflows to inform the design of digital solutions that improve efficiency, transparency, and accessibility.
- Provide advisory inputs to ensure digital transformation initiatives are inclusive, gender-responsive, and aligned with UNDP's digital development and governance principles.
- Support coordination between technical teams, vendors, and program stakeholders to ensure digital initiatives contribute to intended development results rather than standalone technical outputs.
- Contribute to identifying risks, implementation gaps, and opportunities related to digital transformation and propose programmatic mitigation measures.

## **C. Institutional Capacity Development and Change Management**

- Support the design and facilitation of capacity development initiatives for NGOAB and NGO officials, focusing on institutional transition from manual processes to digitally enabled workflows.
- Provide advisory support on structured change management approaches to encourage sustainable adoption and institutionalization of new digital platforms and service models.
- Support review and modernization of NGOAB service provisions to ensure compliance with relevant government acts, rules, and regulatory frameworks while improving service accessibility and efficiency for NGOs.
- Contribute to stakeholder engagement processes that promote ownership, behavioral change, and long-term sustainability of digital reforms.



#### **D. Strategic Vendor Engagement and Quality Assurance**

- Provide programmatic support to vendor engagement processes to ensure digital solutions respond to functional, operational, and governance needs rather than purely technical specifications.
- Support quality assurance by reviewing deliverables to ensure alignment with UNDP standards related to data integrity, cybersecurity, accessibility, and inclusive service delivery.
- Support preparation, review, and refinement of Terms of Reference (ToRs) for external service providers, emphasizing outcome-oriented deliverables, sustainability, and institutional value.
- Provide analytical inputs to support alignment between vendor outputs, project objectives, and expected development results

#### **E. Stakeholder Coordination and Strategic Partnerships**

- Support coordination and dialogue among NGOAB, UNDP, relevant government institutions, and the NGO community to ensure digital transformation initiatives reflect stakeholder needs.
- Support organization and facilitation of national and sub-national consultation workshops, coordination meetings, and policy dialogues to harmonize digital transformation efforts and share project progress and lessons.
- Act as a programmatic focal point to support mainstreaming of gender-responsive, inclusive, and rights-based approaches across digital service models.
- Support partnership-building efforts that enhance policy coherence, institutional collaboration, and shared ownership of digital reform initiatives.

### **3. Individual Contract and its General Terms and Conditions**

Please see the [INDIVIDUAL CONTRACT TEMPLATE](#)

Please see the [GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS.](#)

#### **2.2 Section 2. Documents to be included with the proposal;**

##### **\*1. Technical Proposal**

Upload a brief proposal highlighting:

1. Why you are the most suitable for the job;
2. A Brief methodology on how you will approach and conduct the work (if applicable)





**\*2. Offeror's Letter to UNDP to Confirm Interest and Availability**

Please complete and submit a signed copy of the offer letter using the provided template, including a detailed cost breakdown of the financial proposal.

**Please provide detailed breakdown of the financial proposal and submit required financial information directly in the system as applicable. Make sure there are no mathematical errors , the amounts are accurate and match with amount entered directly in the system.**

Attachments:

File Name or URL	Type	Description
PSU_ Individual Contract_Offer	File	Offeror's Letter to UNDP to Confirm Interest and Availability

Target: Offer Form

**\*3. Personal CV**

Please upload your personal CV including past experience in similar projects at least 3 references

**2.3 Section 3. Qualification and experience requirements**

**\*1. Minimum Eligibility Criteria- Educational Requirement**

- Minimum a master's degree in Business Administration/Computer Science/Software Engineering oranyotherrelatedfield.

**\*2. Minimum Eligibility Criteria - Experience Requirement**

- Minimum of ten (10) years of professional experience in UN organizations, development agencies or government institutions with responsibility for technical project implementation.

**\*3. Minimum Eligibility Criteria - Experience Requirement**

- At least 5 years of working experience in designing and management of digital/online system for government institution or development organization.

**\*4.**

**CorporateCompetencies**



- Demonstrates commitment to UN's mission, vision, and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent communication and problem management skills.
- Demonstrates sound judgment, diplomacy, and sensitivity to different expectations of the stakeholders.
- Well versed with project management and development.
- Ability to work under pressure and against tight deadlines.
- A proactive, participatory, and result-oriented approach to work.
- Excellent computer/software skills as mentioned.
- Proficiency in Bengali-typewriting Language Requirements: The candidate must have excellent report writing skills and written and speaking skills in English and Bengali.

### **Functional Competencies**

- Communication.
- Speaks and writes clearly and effectively in English.
- Listens to others, correctly interprets messages from others and responds appropriately.
- Asks questions to clarify and exhibits interest in having two-way communication.
- Tailors language, tone, style, and format to match the audience.
- Demonstrates openness in sharing information and keeping people informed.

### **Teamwork**

- Works collaboratively with colleagues to achieve organizational goals.
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.
- Places team agenda before personal agenda.
- Builds consensus for task purpose and direction with team members.
- Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### **Knowledge Management and Learning**



- Shares knowledge and experience.
- Encourages office staff to share knowledge and contribute to UNDP Practice Areas.
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

## 2.4 Section 4. Technical Evaluation

### 1. Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation*

### \*2. Scoring for Rationale - Educational Qualification (10 Points)

• **7 Points:** Minimum a master's degree in Business Administration/Computer Science/Software Engineering or any other related field.

• **8 - 10 Points:** An additional 1 point will be awarded for each additional relevant degree up to the full score.

*Response attachments are optional.*

### \*3. Scoring for Rationale - Experience Requirement (20 Points)

- **14 Points:** Minimum of ten (10) years of professional experience in UN organizations/development agencies, or government institutions with responsibility for technical project implementation.
- **15-20 Points:** Two additional points will be awarded for each extra year of relevant experience beyond 10 years, up to a maximum of 20 points.

*Response attachments are optional.*

### \*4. Scoring for Rationale - Experience Requirement (15 Points)



- **11 Points:** At least 5 years of working experience in designing and managing digital/online systems for government institutions or development organizations.
- **12-15 Points:** An additional 2 points will be given for each year of relevant working experience in designing and management of digital/online systems for government institutions or development organizations.

**\*5. Scoring for Rationale - Technical Proposal**

- **0–14 Points – Limited Understanding:** Proposal shows minimal understanding. Methodology is vague, the work plan lacks detail, and activities are poorly defined or sequenced. Alignment with the scope is weak, and feasibility is questionable.
- **15–17 Points – Adequate Understanding:** Proposal shows adequate understanding. Methodology and work plan are reasonably detailed and mostly clear. Activities generally align with the scope, with minor gaps in clarity or feasibility.
- **18–20 Points – Strong Understanding:** Proposal shows strong understanding. Methodology and work plan are clear, detailed, well-structured, and fully aligned with the scope. Feasible, actionable, and covers key objectives, risks, and resources effectively.

**\*6. Scoring for Rationale - Project Management & Commitment to Standard**

- 0 Points - If no certification is obtained.
- 5 Points: Have International recognize project management certificate(PMP/PRINCE2) and be compliant with ISO 27001 or ISO 14001, or equivalent relevant standard.

**2.5 Section I-1.**

**2.6 Section I-2.**

**2.7 Section I-3.**



3 PART: Schedule of Requirement and Price Schedule

Instructions Please add the price for each deliverable listed below. Upload breakdown of financial proposal using template provided. make sure that the total in the breakdown matches with total of deliverables in the system.

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1: Submission of result specific workplan, work modality, and individual contribution on the advancement of NGOAB's online system in collaboration with a hired IT Firm	Temporary research and development services						
2-Deliverable 2: Submission of the monthly progress report on the proper functioning of NGOAB's online system by a hired IT firm including individual monthly contribution on the redesigning, management and networking of the existing system al	Temporary research and development services						



Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
3-Deliverable 3: Submission of the monthly progress report on the proper functioning of NGOAB's online system by a hired IT firm including individual monthly contribution on the redesigning, management and networking of the existing system al	Temporar y research and developm ent services						
4-Deliverable 4: Submission of the monthly progress report on the proper functioning of NGOAB's online system by a hired IT firm including individual monthly contribution on the redesigning, management and networking of the existing system al	Temporar y research and developm ent services						



Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
5-Deliverable 5: Submission of the monthly progress report on the proper functioning of NGOAB's online system by a hired IT firm including individual monthly contribution on the redesigning, management and networking of the existing system al	Temporary research and development services						
6-Deliverable 6: Submission of the monthly progress report on the proper functioning of NGOAB's online system by a hired IT firm including individual monthly contribution on the redesigning, management and networking of the existing system al	Temporary research and development services						

\*For Additional Attributes of lines, please review the negotiation lines from supplier portal.

