**FIELD VISIT OF THE EXECUTIVE BOARD OF UNDP/UNFPA/UNOPS**

**BANGLADESH**

 **26-30 JUNE 2022**

**TERMS OF REFERENCE**

1. **Purpose of the Field Visit**

The field visit for 2022 for the Executive Board of UNDP/UNFPA/UNOPS will take place in Bangladesh 26-30 June 2022. The ***purpose*** of the field visit is the following:

* Allow Executive Board members to observe the United Nations and the participating agencies field operations, and their work within the UN country team;
* Help Bureau and Executive Board members to understand the linkages between the country programmes (where relevant) of the various organizations to national development priorities, the United Nations Sustainable Development Cooperation Framework, bilateral development assistance and other relevant frameworks;
* Provide insight into the implementation of the policies and strategies of the organizations at the country and regional level; and
* Discuss the impact and results of the programmes of the organizations and the impact of United Nations strategies and programmes with government and non-government counterparts at the national, local and community levels.
1. **Development Background UNDP, UNFPA, UNOPS Presence in Bangladesh**

**UNDP:**

UNDP’s country programme for Bangladesh covers the period 2022-2026 and is aligned with the UN Sustainable Development Cooperation Framework (UNSDCF) for Bangladesh. The country programme supports three strategic priorities of the UNSDCF: (a) inclusive and sustainable economic development; (b) a sustainable, healthy and resilient environment; and (c) transformative, participatory and inclusive governance. UNDP works with public, private and civil society stakeholders to facilitate more inclusive solutions as the integrator across the 2030 Agenda for Sustainable Development. UNDP works at both national and local levels on evidence-based policymaking and strengthening capacity for planning, implementation and monitoring. In addition, as the overall focus of national development is currently on LDC graduation, it is also UNDP’s principal priority. In this new programme cycle, UNDP is engaging in: a) Addressing spatial poverty traps through localization of the SDGs in lagging regions and environmentally critical areas; (b) Building alliances for advocacy for green growth and climate change mitigation, nature-based solutions and universal coverage of the social safety net; (c) Identifying transboundary solutions for common development challenges; (d) Intensifying strategic engagement with the private sector; (e) Advancing the culture of innovation for new-generation governance, citizen-centric public service delivery and digital solutions to ensure last-mile connectivity; and (f) Supporting Bangladesh in its global positioning and branding. To this end, UNDP is playing three specific interconnected roles: (a) Designing future-proof policies to ensure the relevance of the Government’s planning; (b) Policy advocacy through cutting-edge research to ensure that risks and opportunities are debated and integrated into policy planning; (c) Acting as a facilitator to bring together traditional and non-traditional stakeholders, i.e. innovative development financing options through public-private partnerships.

**UNFPA:**

UNFPA has been working in partnership with the Government of the People’s Republic of Bangladesh since 1974, providing technical and advisory services and support. Our main partners are various Government Ministries, the Parliament, United Nations Agencies, academic institutions, and civil society organizations. UNFPA works in priority districts throughout the country, taking into account the needs of the most vulnerable and marginalized populations, areas that face challenges in achieving development goals. In the face of increasing climate-related disasters, UNFPA's programme focuses on areas most affected by natural disasters, through preparedness and response efforts. The tenth UNFPA country programme seeks to accelerate action towards the achievement of universal access to sexual and reproductive health and reproductive rights, focusing on those furthest behind: delivering a resilient, agile and thriving Bangladesh where every woman and girl lives in dignity and safety, every pregnancy is wanted, every childbirth is safe, and the potential of every young person is realized. It supports the Government to achieve the 2030 Agenda, seeks to address the unfinished agenda of the International Conference on Population and Development (ICPD) Programme of Action through the achievement of the three transformative results of UNFPA, and is aligned to the UNSDCF and the Government’s eighth five-year plan.

**UNOPS:**

UNOPS has been present in Bangladesh since 2003, with a focus on improving the living conditions of the people in Bangladesh through the successful implementation of projects in high priority sectors such as Rohingya response, health, resilience, climate change and infrastructure. The aim of these projects has been to deliver world class services effectively and efficiently and enhance the implementation capacity of the Government of Bangladesh around our core areas of project management, procurement and sustainable resilient infrastructure. Key projects in Bangladesh include 1) The National Resilience Programme (NRP), a joint program with UNDP and UN-Women, funded by the UK and Swedish Governments, 2) Bangladesh Climate-Resilient Infrastructure and Nature-Based Solutions Assessment with Ministry of Environment Forestry and Climate Change funded by the Global Center on Adaptation and 3) UNOPS-ILO Advisory Support to Remediation Coordination Cell (RCC) working in the Ready Made Garment Sector. UNOPS in Bangladesh is also supporting the Government of Bangladesh, Ministry of Health COVID-19 response with procurement of protection equipment, HR services and oxygen generation plants with funding from the World Bank and the Global Fund.

1. **Methodology**

***Overview of the timing/duration of the field visit***

The visit will last **5 working days** and will be preceded by at least 1 videoconference serving as a ***pre-visit briefing*** with the UN Country Team (UNCT) and the field visit participants prior to the trip. The UN Resident Coordinator and the representatives of UNDP, UNFPA, and UNOPS in Bangladesh will participate and provide a brief overview giving highlights of their respective country programmes and other relevant issues. In addition to reviewing the programme of work, participants may ask practical questions pertaining to dress code, climate, accommodations, etc.

The field visit is proposed to include the following:

* A one-day start to the visit with a thorough introductory briefing by the UNCT on security, national development context and the programmes of the 3 agencies, overview of the UNCT and an informal question-and-answer session, followed by a first round of meetings with government counterparts, necessary courtesy calls with authorities and meetings with other partners, including those in the diplomatic community, civil society and the private sector;
* One-day visit to a joint (UNDP/UNFPA/UNOPs) project site, including interaction with stakeholders
* One or two days of visits by all Board members to organization-specific project sites; and
* The last day will have a debriefing with the UNCT, with any possible follow up meetings with government authorities, other partners, with possible media interaction. with an overall review of the visit. Interaction in the public domain may be considered if appropriate, and there should be time for individual organization meetings and time allocated for final drafting of the report.

At the end of each day, time should be allocated in the programme of work for the Executive Board team to take stock of the day’s events and meetings, and discuss key issues. There should also be time allocated to work on the report of the field visit, with a view to bring the report close to completion before the end of the field visit.

***Overview of possible items to be discussed and UN and partner meetings/visits***

The Executive Board Members will study and review all aspects related to strategy, programming, programme and project delivery in Bangladesh, including advocacy and policy dialogue with the government; financial and administrative authorities; field operations at subnational levels; work with non-governmental organizations and the private sector; cohesion and coordination among United Nations organizations and with government; and the working of the United Nations Country Team and its relation to other development partners.

The visits will, to the extent possible, be conducted as working visits for study and dialogue, with courtesy and protocol calls kept to a minimum. The programme will be developed to allow field visit members to interact with stakeholders relevant to the programmes of the Boards, their specific roles, responsibilities, experience and skills.

Issues to be discussed may include the following:

(a) The country programme cycle (situation analysis, preparation of the country programme, midterm and final reviews, major evaluations of the country programme) and results achieved against objectives;

1. (b) Effectiveness of communication between the organization(s)3 and national and local counterparts, the United Nations country team and bilateral partners;
2. (c) Comparative advantages, impact, results and sustainability of programmes supported by the organization(s);
3. (d) Emergency preparedness and response capacity;

(e) Relevance of the United Nations and national ownership;

(f) Decentralization;

(g) United Nations system coordination and communication;

(h) Relevance and impact of Executive Board decisions;

(i) Linkages with the organization’s strategic plan and global initiatives such as the Sustainable Development Goals and other relevant frameworks;

(j) Reviewing the response of the United Nations system to country needs; and

(k) Impact of gender equality and human rights programmes across the organizations.

The team will visit a representative sample of programme/project interventions and will spend as much time as possible outside of capitals. Within the framework of the field visit, the team will meet a representative sample of participants in the organizations` programme operations, including:

(a) UNDP/UNFPA/UNOPS field staff (international and national professional staff, general service staff, UN Volunteers and others);

(b) Members of the United Nations Country Team;

(c) National counterparts at national, subnational and local levels;

(d) National decision-makers working in areas relevant to cooperation with UNDP, UNFPA, and UNOPS;

(e) Representatives of civil society, media, religious leaders, community-based organizations, youth and children’s groups, professional organizations, and the private sector;

(f) International and national non-governmental organizations; and

(g) Donors, including bilateral cooperation agencies, the regional banks and the World Bank.

1. **Programme of Work**

The programme of work for the visit will be proposed by the country representatives of UNDP, UNFPA, UNOPS in consultation with the UN Resident Coordinator. This will have a detailed agenda/schedule for each day of the field visit. In designing the programme of work, a balance would be drawn between the programmes of the concerned organizations in terms of site visits and meetings, as well as between rural and urban settings regarding project site visits.

The Executive Board secretariats of UNDP, UNFPA, and UNOPS will review the preliminary draft programme and submit their comments and feedback for revising the draft as needed. The draft will also be shared with the respective regional bureau/office for their information and, if requested, additional comments with be considered. When the programme of work is finalized, a briefing package will be prepared by the country office, which will provide all the background materials for the visit, such as the programme, country profile, information on the organizations, and briefs on the project sites to be visited.

1. **Participation and Roles**

***Participation***

* In accordance with the [Field Visit Guidelines](https://www.undp.org/sites/g/files/zskgke326/files/undp/library/corporate/Executive%20Board/2020/First-regular-session/Executive%20Board%20Field%20Visit%20Guidelines%20FINAL.pdf) the team visiting Bangladesh will be comprised of **6 members of the Executive Board**, up to 2 from the Western European and Other States Group, and 1 from each of the African, Asia-Pacific, Eastern European, and Latin America and the Caribbean Groups of States, plus representatives from the Board secretariats of UNDP/UNFPA/UNOPS.
* ***Selection criteria*** specify that participants:
* Cannot be a national of the country to be visited;
* Be familiar with the work of UNDP/UNFPA/UNOPS (i.e. officials who have been dealing with UNDP/UNFPA/UNOPS matters, whether from the capital or Permanent Mission to the UN);
* Be reasonably certain of his or her participation in subsequent meetings of the EB.
* It is advised that at ***least one*** mission member have ambassadorial status and that at least 60 per cent of field visit members be at senior representation level.

***Roles***

* The highest-level representative should be appointed as ***team leader***. The team leader will be primarily responsible for chairing meetings and speaking on behalf of the delegation. Sub-groups may be necessary as well, in which case it may be useful to identify ***sub-group leaders***.
* A ***lead rapporteur*** will be identified with the other participants also serving as rapporteurs for an overall team effort in producing the final report.
* When visiting project sites, it is sometimes recommended to split the delegation into two or more sub-groups to facilitate the interaction with beneficiaries and partners. To ensure comprehensive leadership and reporting, each sub-group will include a team leader and a rapporteur.
* A ***focal point in the UNCT*** in Bangladesh will be designated by UNDP to liaise with the Executive Board secretariat to assist with all arrangements, in conjunction with UNFPA and UNOPS counterparts.
1. **Logistical Arrangements**

***Coordination***

Field visits are organized under the auspices of the UN Country Team and representatives of UNDP, UNFPA, and UNOPS. The Executive Board Secretariat, in consultation with UNFPA and UNOPS, will coordinate with the UNDP Resident Representative to facilitate all arrangements for the visit. As mentioned above, a focal point will be designated by UNDP to liaise with the Executive Board secretariat to assist with all arrangements, in conjunction with UNFPA and UNOPS counterparts. A logistical note will be prepared by the UNCT as soon as possible once the logistical arrangements have been finalized.

***Travel Expenses***

* The Executive Board secretariat will make the travel arrangements for the participants, if needed, through the UNDP Travel/Visa Section.
* Costs for all necessary internal travel by car or airplane are shared equally and paid for by UNDP, UNFPA and UNOPS. The expenses for the participants’ airfare to and from their originating point, accommodations and daily subsistence allowance (DSA) are shared equally by each agency, except for WEOG and other donor participants who cover their own travel and DSA costs.
* UNDP, UNFPA and UNOPS will cover the DSA for accompanying staff from the three agencies’ country offices while travelling with the team, including interpreters, driver overtime, gasoline and other incidentals related to the visit that the country team deems appropriate and necessary. The composition of accompanying staff has to be justified by role and should be kept to the minimum possible. All expenses should be kept to a minimum.
* The UNDP, UNFPA, and UNOPS Bangladesh country teams should submit for approval, as early as possible, prior to the visit, an estimated budget for expenses expected to be incurred in connection with the visit. The Executive Board Secretariat in consultation with its counterparts in UNFPA and UNOPS will review it toward finalization of the budget. The costs will be jointly cost-shared by UNDP, UNFPA, and UNOPS.

***Accommodations***

The UN Country Team will arrange standard, secure accommodations based on the DSA rate. Meals, unless hosted and paid for by an entity, are normally paid for by each participant using his or her DSA. The hotels should be centrally located and should offer meeting facilities.

***Visas, immunizations/medical clearance***

The Executive Board Secretariat will process visas for the participants, if needed, through the UNDP Travel/Visa Section. They will also advise as to any immunizations and vaccinations and/or medical clearances needed, as advised by the UN Country Team and UN Medical Services.

***Covid-19 considerations***

As developments are constantly changing, the latest travel restrictions and Covid-19 testing requirements will continue to be monitored by the country team and Executive Board Secretariat, for relevant advice and instructions to the delegation. This includes any possible Covid-19 tests that may be needed prior to travel.

1. **Expected Outputs**

***Report***

A brief formal report of the field visit will be prepared by the rapporteurs for discussion during the Executive Board’s Second Regular Session 2022. As mentioned earlier, during the visit, appropriate time will be allocated and plans made for the preparation of the report, which should be completed in draft form before the end of the visit. The final report must follow United Nations guidelines as to length and date of submission to the United Nations for translation and processing.