



*Empowered lives.  
Resilient nations.*

**REQUEST FOR PROPOSAL- Re Advertised**

Organization for the provision of services to Build Youth Leadership Capacity and Mainstream Young Men and Women in Policy Processes Leading to Inclusive and Pro-youth Legislation.

RFP No: UNDP-RFP-2019-219

JTN: 12029 ORPS: 1879

Project: Youth Empowerment Programme

Country: Pakistan

Issued on: 7 August 2019

*[Handwritten signatures]*

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## Section 1. Letter of Invitation

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The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form
  - o Form H: Form of Proposal Security (Not Applicable)
- Section 7: Form of Performance Security (Not Applicable)

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet by or before **2<sup>nd</sup> Sept 2019 (12:30 PM Pakistan Standard Time OR 3:30 AM EDT)**.

Please acknowledge receipt of this RFP by sending an email to [pakistan.procurement.info@undp.org](mailto:pakistan.procurement.info@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "**Accept Invitation**" function **on or before 21<sup>st</sup> August 2019** in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Zeeshan Zahid

Title: Manager Procurement

Date: **August 7, 2019**

Approved by:



Name: Agnes Kochan

Title: Operations Manager

Date: **August 7, 2019**



## Section 2. Instruction to Bidders

GENERAL PROVISIONS	
<b>1. Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP</p> <p>(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<b>6. Cost of Preparation of Proposal</b>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>



<b>7. Language</b>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<b>8. Documents Comprising the Proposal</b>	8.1 The Proposal shall comprise of the following documents: c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by BDS; g) Any attachments and/or appendices to the Proposal.
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<b>10. Technical Proposal Format and Content</b>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<b>11. Financial Proposals</b>	11.1 The Financial Proposal and Financial Proposal Submission Form shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
<b>12. Proposal Security</b>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.

	<p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</li> <li>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p>



	<ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p>

	17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.

#### SUBMISSION AND OPENING OF PROPOSALS





	<p>shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal and Financial Proposal Submission Form files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal and Financial Proposal Submission Form should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a> </li> </ul>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, and Modification of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	<p>25.1 <b>There is no public bid opening for RFPs.</b> UNDP shall open the Proposals</p>



	in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
<b>EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> <li>i) Preliminary Examination</li> <li>j) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>k) Evaluation of Technical Proposals</li> <li>l) Evaluation of Financial Proposals</li> </ul>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their</li> </ul>

	clients.
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> </ul>



	<ul style="list-style-type: none"> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Reparable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> </ul>

	<p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36. Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37. Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall



	<p>submit a Bank Guarantee in the full amount of the advance payment in the form _____ available _____ at _____</p> <p><a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor _____ protest _____ procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

### Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p><b>Time: 1100 hrs. 21st August 2019</b> UNDP 6<sup>th</sup> Floor, Serena Business Complex.</p> <p>Venue: Level 6, Serena Business complex UNDP office Islamabad. Interested parties who wish to attend the pre-proposal conference are kindly requested to send the name, NIC number and company name to Ms. Seemab Rashid at <a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a> by and before <b>12:00 hours PST 20<sup>th</sup> August 2019</b>, in order to obtain necessary security clearance.</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	<input checked="" type="checkbox"/> Not Required
10	18	Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (US\$) <input checked="" type="checkbox"/> Local Currency i.e. PAK Rupees

			In case of US\$, the UN Rate of Exchange of respective month shall apply when proposal submission period closes. The Local vendor will be paid in PKR.
11	31	Deadline for submitting requests for clarifications/ questions	Five (05) days before the submission date.
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: <b>Seemab Rashid- Sr. Procurement Associate</b> Address: UNDP Country Office, 4th Floor, Serena Business Complex, Pakistan. E-mail address: <a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the following websites  <a href="http://www.pk.undp.org/content/pakistan/en/home/operations/procurement0/">http://www.pk.undp.org/content/pakistan/en/home/operations/procurement0/</a>  AND  <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  Please keep visiting the above websites till the closing date for additional information and updates.
14	23	Deadline for Submission	<b>2<sup>nd</sup> Sept 2019 (12:30 PM Pakistan Standard Time OR 3:30 AM EDT).</b> <b>PLEASE NOTE :-</b>  1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.  2. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in E-tendering module.
15	22	Proposal Submission Address	To be submitted in e-Tendering system:  <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>



			<p>Note: Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and Instructional videos available on this link:</p> <p><a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></p>
16	22	Electronic submission (e-Tendering) requirements	<ul style="list-style-type: none"> <li>Format: PDF files only</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Password for Financial Proposal and Financial Proposal Submission Form <u>must</u> not be provided to UNDP until requested by UNDP (see note below)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The Proposer is required to prepare and submit the Financial Proposal and Financial Proposal Submission Form in a password protected PDF file separate from the rest of the proposal submission as indicated in the Instructions to Proposers.</li> <li>Password for the Financial Proposal and Financial Proposal Submission Form <u>must</u> not be provided to UNDP until it is formally requested by UNDP focal point indicated below: <a href="mailto:seemab.rashid@undp.org">seemab.rashid@undp.org</a></li> </ul>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>Where the minimum passing score of technical proposal is 70%.</p>
18		Expected date for commencement of Contract	<i>October 1, 2019</i>
19		Maximum expected duration of contract	Expected duration of work is 2 years effective from the date as per Work Plan subject to the signing of the contract.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>



22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
23		Other Information Related to the RFP	<p>Technical, Financial Proposal and Financial Proposal Submission Forms should be submitted in separate PDF files and Financial Proposal and Financial Proposal Submission Form must be password protected.</p> <p><b>Note:</b></p> <p><b>While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your Financial Proposal and Financial Proposal Submission Form in the e-tendering system. It should only be mentioned in the Password Protected File/Attachment of Financial Proposal and Financial Proposal Submission Form. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</b></p>

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided- as mentioned in Form-B
- Technical and Financial Proposals and Financial Proposal Submission Form submitted separately
- Bid Validity
- Proposal Security submitted as per RFP requirements with compliant validity period. (Not Applicable)

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity. Power of Attorney Power of Attorney to the authorised representative	Form B: Bidder Information Form
<b>Legal Status/ Tax payer</b>	Tax Registration/Payment Certificate issued by the Internal Revenue Authority	Form B: Bidder Information Form
<b>Financial proposals is Password Protected</b>	Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		



<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	The organization must have at least 3 years of work experience with parliamentarians and youth groups with evidence of access to high level parliamentarians.	Form D: Qualification Form
	The organization must have undertaken/completed at least two contracts of similar work. Provide copies of contracts as evidence. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Proposer must have a minimum average annual turnover of PKR 11 Million in the last 2 years evident from its financial statements. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

#### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise and Capacity of Firm / Organization	45%	315
2.	Proposed Methodology, Approach and Implementation Plan	30%	210
3.	Management Structure and Key Personnel	25%	175
	<b>Total</b>		<b>700</b>

Form 1 Technical Proposal Evaluation		Points obtainable
Expertise of the Firm/Organization		
1.1	<ul style="list-style-type: none"> <li>Experience of organizing and capacity building of parliamentarians through structured approaches and training programmes – please provide 2 contracts/reports of similar work undertaken <b>(50 marks: 25 Marks each)</b></li> <li>Footprint and strong rapport with key political parties in Pakistan (at least 2 contracts/reports as proof required) <b>(50 marks: 25 Marks each)</b></li> <li>Demonstrated experience in training youth groups at national and provincial level and building their leadership skills (40 marks)</li> </ul> <p>Training youth groups at National Level: 20 Marks Training youth groups at Provincial Level: 20 Marks</p>	140
1.2	General Organizational Capability which is likely to affect implementation (i.e. lose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls).	20
1.3	<ul style="list-style-type: none"> <li>Demonstrated 3 years of experience in working with universities and colleges and experience of working at grassroots for identifying, engaging, training and organizing youth events. Share sample reports/contracts etc as proof. <b>(30 marks)</b></li> </ul> <p>3 years and above experience: 30 Marks Above 2 Years' and less then 3 years' experience: 15 Marks</p> <ul style="list-style-type: none"> <li>General experience of coordinating creating synergies between government departments/functions. Share sample reports/contracts etc as proof. <b>(30 marks)</b></li> <li>Linkages and outreach to a wide variety of youth networks to reach young people and engage them. Share sample report/contract etc as proof. <b>(30 marks)</b></li> <li>Ability to work effectively in multidisciplinary/multicultural teams with sensitivity and respect for diversity. Share policy documents as evidence <b>(20 marks)</b></li> </ul>	110
1.4	<ul style="list-style-type: none"> <li>Experience of providing similar services to the government, multilateral and bilateral donors, and UN agencies <b>(5 marks)</b></li> <li>Proof of presence/recent work at national and provincial level (KP, Baluchistan and Sindh) <b>(10 marks)</b></li> </ul>	15
1.5	<p>Organizational Commitment to Sustainability:</p> <ul style="list-style-type: none"> <li>Organization is compliant with ISO 14001 or ISO 14064 or equivalent. <b>(2.5 marks)</b></li> </ul>	10



	<ul style="list-style-type: none"> <li>Organization is a member of the UN Global Compact. <b>(2.5 marks)</b></li> <li>Organization demonstrates significant commitment to sustainability through some other means- <b>(5 Marks)</b>, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues.</li> </ul>	
1.6	<p>Financial stability (Last two years Audited Accounts (2016-2017 &amp; 2017-18) Current Ratio should be 1 or more than 01 for each year (10 points for each year).</p> <p>Current Ratio more than one: 10 Points</p> <p>Current Ratio Less than one: Zero</p>	20
		<b>315</b>

<b>Form 2</b>		
<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
<b>Proposed Methodology, Approach and Implementation Plan</b>		
2.1	Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References?	50
2.2	Is the proposal well defined and corresponds to the Terms of Reference? (Clear and concise approach)	50
2.3	Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility to adapt to local context? e.g: Proposed work plan	60
2.4	Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and also reflected the resources / services to carry out monitoring? e.g. Monitoring strategy	50
<b>Total</b>		<b>210</b>

<b>Technical Proposal Evaluation Form 3</b>		<b>Points Obtainable</b>
<b>Key Personnel (Share CVs of proposed team )</b>		
3.1	<p><b>Team Leader/Project Manager-</b> <i>to lead the project team and ensure the overall compliance with the overall approach and the standard practices.</i></p> <p>1- Minimum Master's degree in social sciences, public policy, and/or any other related field <b>(10 marks)</b>.</p> <p>2- Experience of 8 years in implementing advocacy, capacity building and engagement experience with policy makers <b>(10 marks)</b>.</p> <p><i>8 Years' and above experience: 10 Marks</i></p>	30

	<p>5 -7 Years: 5 Marks</p> <p>3- General Experience of working with political leadership across the country specifically at national and KP, Balochistan and Sindh level <b>(10 marks)</b>.</p>	
3.2	<p><b>Communications Officer-</b> <i>to ensure the visibility of activities and to ensure that the programme receives optimal media coverage.</i></p> <p>1- Minimum Bachelor's degree in journalism, social sciences and/or any other related field <b>(10 Marks)</b></p> <p>2- Demonstrated experience of 3 years' in managing communications for high visibility programmes <b>(10 marks)</b>  3 Years'and above experience: 10 Marks  2 Years: 5 Marks</p> <p>3- Experience of working with mainstream media or directly working with policy makers or working with young people and parliamentarians on advocacy and legislative processes <b>(10 marks)</b>.</p>	30
3.3	<p><b>Monitoring and Evaluation Officer-</b> <i>to undertake regular monitoring visits to field sites and, based on community feedback and lessons learned, provide inputs to improve project implementation.</i></p> <p>1- Minimum Bachelor's degree in social sciences, business management and/or any other related field (10 Marks)</p> <p>2- Must have at least 2 years' of experience of conducting monitoring and evaluation of donor funded projects (10 marks)</p> <p>3- Experience of working with young people and work on advocacy and legislative processes (5 marks).</p>	25
3.4	<p><b>Field Coordinator/Social Mobilizer – (4 Nos.)</b> <i>to support inter-youth dialogues in universities.</i></p> <p>1- Minimum Bachelor's degree in social sciences and/or any other related field. (30 marks)</p> <p>2- Demonstrated experience of 3 years' in working on youth issues and capacity building. (45 marks)  3 Years' and above experience: 45 Marks  2 Years: 30 Marks</p> <p>3- Experience of working in Sindh and Khyber Pakhtunkhwa local government structures (15 marks)</p>	90
	Total	<b>175</b>



## Section 5. Terms of Reference

### TERMS OF REFERENCE

I. ASSIGNMENT INFORMATION	
Description	Engaging and organization for building youth leadership capacities and mainstreaming young men and women in policy processes leading to inclusive and pro-youth legislation.
Project	Joint Initiative of Youth Empowerment Programme (YEP) and Supporting Electoral and Legislative Processes (SELP) Project.
Engagement Modality	Professional Services Contract.
Period of assignment/services	Two years starting from the date of signing of contract.
Justification	<p><b>The project needs to engage an organization due to the following reasons:</b></p> <p>Under its programmatic Pillar 1 (Undertaking upstream and downstream work to mainstream and include youth in policy level discussions to contribute to inclusive and pro-youth legislation) UNDP's Youth Empowerment Programme (YEP) seeks to offer young people opportunities for effective engagement with strategic power actors through the provision of leadership skills leading to direct interface with policy makers to table their issues and find collaborative solutions.</p> <p>YEP's foundational work undertaken in 2018 facilitating interaction between young people and policy makers and Supporting Electoral and Legislative Processes (SELP) Project's work in KP with youth and young parliamentarians highlighted the lack of interface between young people and power actors in the government resulting in a near absence of youth informed policy making in Pakistan. In fact, UNDP's efforts to develop platforms to formally bridge the gap between youth and elected representatives were appreciated by the latter who called for greater interaction with young people to promote inclusive and pro-youth legislation and policy making for achieving SDGs.</p> <p>Ongoing work in this domain in Pakistan is either upstream or downstream – with little or no connections between the two streams of work. YEP and SELP see value in soliciting applications from organizations which can provide more holistic approaches for meaningful engagement and inclusion of young people in policy making processes for both upstream and downstream work.</p> <p>YEP and SELP are soliciting applications from organizations which can offer expertise, experience and linkages for undertaking work with parliamentarians, government, key policy actors and educational institutions at national and provincial levels and can also offer demonstrated outreach, networks and experience of organizing and capacity building of young people at the grassroots.</p> <p>We are looking for organizations that can undertake upstream and downstream programming work simultaneously to ensure that engagement at grassroots translates into linkages between youth and elected representatives and young people's inputs feed into the national discourse on inclusive and pro-youth legislation and policymaking.</p>



## II. RESPONSIBILITIES

### Background

There are more than 1.8 billion young people between the ages of 10-24 years in the world today, majority of whom are concentrated in developing countries. Disadvantaged by their locations, these young people face higher levels of poverty, economic inequality, and political instability compared to youth in rich and stable countries. These at-risk youth are also particularly vulnerable to and directly affected by national environments prone to disaster, conflict, violence and organized crime.

This development challenge is most visible in Pakistan where dynamic demographic shifts are occurring. Having suffered one of the highest global instances of terrorism in the last two decades, Pakistan is the fifth most populous and one of the youngest countries in the world. Currently, it has the largest generation of young people ever recorded in national history. Sixty-four per cent (64%) of Pakistanis are below the age of 30, and 29% are aged between 15-29 years.

Understanding the risks, vulnerabilities, barriers, challenges, needs and aspirations of Pakistani youth and finding opportunities to catalyze their potential is essential if Pakistan is to succeed in promoting sustainable and inclusive development processes, and achieve its Sustainable Development Goals as outlined in the Government of Pakistan's Vision 2025 Roadmap. UNDP approaches this issue through an inclusive development lens in line with the SDGs 2030 Agenda, working to advance young people's participation in civic and political life, their economic empowerment and their role as resilience-builders.

In Pakistan, UNDP is promoting youth-focused development programming through its flagship Kamyab Jawan: Youth Empowerment Programme (YEP), which supports the Government of Pakistan in the implementation of the UNDP National Human Development Report 2017's recommendations as well as the national and provincial priorities related to youth empowerment and employment. SELP project of UNDP is working with the parliamentary institutions for strengthening their representatives, legislative and oversight functions.

These interventions are aimed to support Pakistan's Federal and Provincial Governments to devise and implement integrated and pragmatic strategies by increasing tolerance, reducing inequalities and increasing engagement with different groups including youth in public life. YEP's three programmatic pillars comprise: 1) Promotion of civic and social engagement of youth for effective and inclusive policy-making and implementation; 2) Provision of critical life and livelihood skills to at-risk, vulnerable, marginalized and excluded youth segments – particularly young women, girls, minorities, trans-genders and especially abled youth -- to help them integrate and succeed in an inclusive and progressive society; and 3) Promotion of economic empowerment of youth through employment and entrepreneurship. As a five-year national programme with a provincial and regional footprint, YEP is currently being implemented at Federal and Provincial levels (Khyber Pakhtunkhwa, Balochistan and Sindh), and is an integral component of the UNDP Pakistan Country Programme Document 2018-22.

Young people presently lack the skills and opportunities to feed into and influence policy discussions which impact them the most. The absence of mechanisms at national, provincial and local level to facilitate direct interaction and linkages between young people and relevant government representatives translates into non-inclusive and non-responsive planning which does not address the needs of young people. There is a dearth of mechanisms to consolidate discussions at policy levels (if any) to feed into provincial and national discourse to ensure inclusion and pro-youth legislation. Young people have expressed frustrations over being consulted for feedback and opinions and no resultant inclusion in processes. Policy Makers often do not engage in critical discourse over youth development and key needs of the youth and appear to be disconnected from youth groups. This can also be proven by limited uptake of facilities and support announced by governments for the youth.

In this context, UNDP through YEP and SELP aims to initiate a holistic intervention to connect young people to each other and to policy makers. UNDP also seeks to build capacity of young elected members of



parliament on pro-youth legislation and key youth issues. Enabling young people to connect to policy makers and government will help in making policy planning and budgeting more inclusive and responsive to the needs of young people. Similarly, sensitization of parliamentarians and key policy actors on youth issues along with direct interface with youth will help in promoting and mainstreaming policy and legislative discourse on youth development in Pakistan in line with Agenda 2030 for Sustainable Development.

### **Scope of Work**

UNDP seeks to engage an organization to undertake the following work;

#### **Upstream Component**

- Map and identify at least 50 young parliamentarians in the National Assembly and provincial assemblies of Khyber Pakhtunkhwa, Sindh, and Balochistan (at least 10 in each legislature representing opposition and treasury benches) and organize them into four youth parliamentary forums/caucuses (one per assembly)- organizations can work with existing youth causes (if present) to prevent duplication of efforts. This should equate to approximately 10 days of desk review/meetings with youth parliamentarians for the initial stage and then 2 one day strategic planning workshops of each youth parliamentary forum/caucus (8 workshops in total, 2 in Balochistan, 2 in Sindh and 2 in KP and 2 at National level). Given that the trainings will be for one day and held in the Provincial/National capital, no accommodation or travel costs should be included. Bidders should consider meeting venue, trainers and refreshments.
- Develop capacities of youth forum/caucus members on the development challenges faced by youth in Pakistan, formal legislative and parliamentary procedures, and leadership, advocacy, communications, partnership building and negotiation skills. 3 one day trainings for each forum/caucus. Total 12 one day workshops, 3 in Balochistan, 3 in Sindh and 3 in KP and 3 at National level). Given that the trainings will be for one day and held in the Provincial/National capital, no accommodation or travel costs should be included. Bidders should consider meeting venue, trainers and refreshments.

(UNDP will provide additional technical expertise to support the training activities).

- Build formal digital linkages between provincial and national youth caucuses to promote and facilitate knowledge and experience sharing leading to synergized efforts for youth development in Pakistan. Use of existing social media platforms such as whatsapp should be consider as a medium to facilitate this network.
- Facilitate linkages between young people and parliamentarians leading to solid recommendations informing strategies for ensuring inclusion of young people in policy level discourse and effective advocacy for pro-youth legislation.
- Organize 6 one day provincial dialogues (2 each in Sindh, Khyber Pakhtunkhwa, and Balochistan) and 2 two federal dialogues between youth representatives and members of the federal and provincial youth forums/caucuses to sensitize and inform parliamentarians about the development challenges faced by youth and create a framework for youth informed legislation and policy formulation at the federal and provincial levels in Pakistan. Youth representatives for this activity will be selected through the downstream component (described below). Given that these are one day events, most of the participants should be able to cover their own travel/accommodation. In the case of low-income youth who require additional support to attend, basic support can be provided.
- Organize 3 one day visits to the provincial assemblies and one federal one day exposure visit to national assemblies for youth dialogue participants- the visits will allow young people to interact with members of the youth caucuses/forums in the legislatures and learn about parliamentary norms and procedures. Given that these are one day events, most of the participants should be able to cover their own travel/accommodation. In the case of low-income youth who require additional support to attend, basic support can be provided



- Create formal digital linkages between youth representatives (dialogue participants) and members of the youth caucuses/forums to facilitate youth informed legislation and policy formulation and strengthen accountability of elected representatives. Use of existing social media platforms such as whatsapp should be consider as a medium to facilitate this network.
- Based on the key discussion points of the dialogues, develop and implement an action plan/framework for raising young people's issues in the provincial and national assemblies through youth caucuses/forums.

### **Downstream Component**

- Select 6 provincial (2 each in Sindh, Khyber Pakhtunkhwa, and Balochistan) and 2 Federal universities for organizing 16 inter-youth dialogues (12 provincial-two per university and 4 federal- two per university) for identifying the development challenges faced by young people in Pakistan.
- Engage at least 800 youth (100 in each university; 50 per dialogue) in inter-youth dialogues (mentioned above) - young people should be selected on a competitive basis. The final participants in the inter-youth dialogue should represent diverse regional/ethnic/cultural/and gender backgrounds in line with UNDP's inclusion criteria and expectations. Where possible, partnerships with the universities should minimize costs for these events. Refreshments, trainers and training materials should be covered by the bidder. At least 5,000 youth should participate in the dialogues as interactive audience members to shape the discussion; the dialogues must be organized on university campuses. Where possible, partnerships with the universities should minimize costs for these events. Refreshments, trainers and training materials should be covered by the bidder.
- Based on the quality of participation in the inter-youth dialogues, select 80 youth (20 each from Sindh, Khyber Pakhtunkhwa, Balochistan, and ICT) for participation in the youth-policy maker dialogues (explained in the upstream component).
- Plan and implement four (one each in the 3 provinces and ICT) two day capacity development trainings on presentation, communications, and advocacy skills for 80 youth selected for participation in the youth-policy maker dialogues. For this training, the bidder can cover transport and reasonably priced accommodation for the participants as well as venue, trainer, refreshments and training materials.

Although the total duration of this project is for 24 months, we do not foresee that the bidder would require to be working full-time on this project throughout the duration. As such, we would suggest that bidders already working in this field cost-share relevant staff, operations and utilities to UNDP in order to provide the most cost-efficient management structure. More guidance is available in the comments section of the budget.

Expected deliverables, timeframe for the work in Pakistan (and payment schedules):

### ***Building youth capacity and mainstreaming young men and women in policy processes leading to support inclusive and pro-youth legislation***

Sr.#	Deliverables	% Payment	Timeline
1	Approval (by UNDP) of project inception report including project background, situation analysis, methodology, project strategy, work plan timeline, monitoring & evaluation, communications and advocacy plans.	15	Sept 2019
2	Completion of mapping and identification of universities and colleges and young parliamentarians, existing young	10	Sept 2019



	parliamentarian forums and/or youth parliament and national level and in KP, Balochistan and Sindh		
3	-Young parliamentarians in National assembly, Provincial Assembly in KP, Balochistan and Sindh are capacitated organized into forums/caucuses.	5	Dec 2019
4	- Signed partnerships agreements with selected universities, organizing youth and finalizing content for training of youth and young parliamentarians.	5	Dec2019
5	-Completed 2 inter-youth dialogues in Sindh; selected youth in Sindh are capacitated to participate in youth-parliamentarian dialogues.  - Completed 2 youth-parliamentarian dialogues in Sindh	10	April 2020
6	-Completed 2 inter-youth dialogues in Balochistan; selected youth in Balochistan are capacitated to participate in youth-parliamentarian dialogues.  -Completed 2 youth-parliamentarian dialogues in Balochistan	10	April 2020
7	-Completed 2 inter-youth dialogues in Khyber Pakhtunkhwa; selected youth in Khyber Pakhtunkhwa are capacitated to participate in youth-parliamentarian dialogues.  -Completed 2 youth-parliamentarian dialogues in Khyber Pakhtunkhwa	10	Oct 2020
8	-Completed 2 inter-youth dialogues in ICT; selected youth in ICT are capacitated to participate in youth-parliamentarian dialogues.  -Completed 2 youth-parliamentarian dialogues in Khyber Pakhtunkhwa	10	Jan 2021
9	-Submission of the final action plan for national and provincial youth caucuses for raising youth issues in national and provincial assemblies.  -Engagement with parliamentarians to facilitate the implementation of the action plan.	10	April 2021
10	Submission of final project report including details of project activities and instances of youth caucuses raising young people's issues in the assemblies.	15	July 2021

#### Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

#### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Form of Proposal Security Not Applicable	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

#### Financial Proposal Envelope

**(Must be submitted in a password protected PDF files)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>



## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

**Form B: Bidder Information Form**

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<input checked="" type="checkbox"/> Power of Attorney to the authorised representative to submit/sign the RFP submission documents and for further correspondence with UNDP on behalf of organization <input checked="" type="checkbox"/> Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected; <input checked="" type="checkbox"/> Proposer's Profile providing organogram, details of employees, CVs of key professionals, list of clients and available facilities/expertise; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer <input checked="" type="checkbox"/> Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two years 2016-17 & 2017-18.



- ☒ Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation.
- ☒ Official Letter of Appointment as local representative, if proposer is submitting a proposal on behalf of an entity located outside the country.
- ☒ Demonstrated Relevant experience in implementing similar activities in the past three (03) Years. Provide proof of completion of 2 similar nature projects/contracts in last three years;
- ☒ Statement of Satisfactory Performance from the Top Three Clients in terms of Contract Value the past three years for reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided.
- ☒ All information regarding any past and current litigation during the last three (3) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded,
- ☒ CVs of all the personnel that will be assigned to this job.
- ☒ An affidavit on stamp paper that the Proposer has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.

**Form C: Joint Venture/Consortium/Association Information Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Form D: Qualification Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

**Historical Contract Non-Performance**

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

**Litigation History** (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

### Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;



- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

### Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

#### SECTION 1: Expertise of Firm / Organization

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

#### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

#### SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.



### SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

#### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
<b>Professional certifications</b>	[Insert]
<b>Employment Record/Experience</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul> <i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
<b>References</b>	[Insert]
	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

**Form F: Financial Proposal Submission Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

**Note: This Financial Proposal Submission Form must be password protected and should not be included as part of the technical proposal.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*



**Form G: Financial Proposal Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped PDF version of financial proposal through e-tendering system. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should be aligned with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal: PKR/USD**

### Scope of Proposal Price and Schedule of Payments

***Building youth capacity and mainstreaming young men and women in policy processes leading to support inclusive and pro-youth legislation***

Sr.#	Deliverables	% Payment	Timeline	Payment PKR
1	Approval (by UNDP) of project inception report including project background, situation analysis, methodology, project strategy, work plan timeline, monitoring & evaluation, communications and advocacy plans.	15	Sept 2019	
2	Completion of mapping and identification of universities and colleges and young parliamentarians, existing young parliamentary forums and/or youth parliament and national level and in KP, Balochistan and Sindh	10	Sept 2019	
3	Young parliamentarians in National assembly, Provincial Assembly in KP, Balochistan and Sindh are capacitated organized into forums/caucuses.	5	Dec 2019	
4	Signed partnerships agreements with selected universities, organizing youth and finalizing content for training of youth and young parliamentarians.	5	Dec2019	
5	Completed 2 inter-youth dialogues in Sindh; selected youth in Sindh are capacitated to participate in youth-parliamentarian dialogues.  Completed 2 youth-parliamentarian dialogues in Sindh	10	April 2020	
6	Completed 2 inter-youth dialogues in Balochistan; selected youth in Balochistan are capacitated to participate in youth-parliamentarian dialogues.  Completed 2 youth-parliamentarian dialogues in Balochistan	10	April 2020	
7	Completed 2 inter-youth dialogues in Khyber Pakhtunkhwa; selected youth in Khyber	10	Oct 2020	

	Pakhtunkhwa are capacitated to participate in youth-parliamentarian dialogues.  Completed 2 youth-parliamentarian dialogues in Khyber Pakhtunkhwa			
8	Completed 2 inter-youth dialogues in ICT; selected youth in ICT are capacitated to participate in youth-parliamentarian dialogues.  Completed 2 youth-parliamentarian dialogues in Khyber Pakhtunkhwa	10	Jan 2021	
9	Submission of the final action plan for national and provincial youth caucuses for raising youth issues in national and provincial assemblies.  Engagement with parliamentarians to facilitate the implementation of the action plan.	10	April 2021	
10	Submission of final project report including details of project activities and instances of youth caucuses raising young people's issues in the assemblies.	15	July 2021	
	<b>Total</b>			

- This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.
- Kindly specify the currency of your proposal.



**Table 2: Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

	Description	Unit Type	Unit	Unit Cost	Total Cost (PKR)	Comments
<b>A</b>	<b>HR/Operations Cost</b>					
A.1	Programme Manager/Coordinator	month	24			As the project staff will not be employed full time activities UNDP proposes charging part of the total salaries of all proposed staff members hired under this project.
A.2	Field Coordinator - Sindh	month	4			
	Field Coordinator - KPK	month	4			
	Field Coordinator - Balochistan	month	4			
	Field Coordinator - Islamabad	month	4			
A.3	Communications Officer	month	12			
A.4	M&E Officer	month	12			
	Utilities, communications & travel expense					
	<b>Sub-Total (A)</b>					
<b>B</b>	<b>Activities/events Cost</b>					
B.1	Strategic planning workshops for young parliamentarians forums	Workshop	8			Includes venue, multi-media, decorations, food and refreshments, and trainer fee. The breakdown is given below.
B.2	Capacity development of youth forums/caucuses -refreshments	Training Events	12			
	Capacity development of youth forums/caucuses -trainer fee		8			Senior Level Consultant
	Capacity development of youth forums/caucuses -trainer travel		1			Includes the travel cost of trainer for all locations.

B.3	One day dialogues (between youth & parliamentarians)	Dialogues	8			This includes cost for venue, refreshments, multi-media, and decorations. Based on UNDP's past experience of organizing dialogues between youth and parliamentarians, the estimate number of participants is 200 per dialogue.
B.4	One day dialogues (inter-youth)	students	5,800			Includes venue, multi-media, decorations, food and refreshments, and moderator fee. For 16 dialogues in universities of each province and ICT.
	One day dialogues (inter-youth)-- Moderator	days	8			
B.5	Capacity building session with Youth- 2 day session- venue	days	8			Venue
	Capacity building session with Youth- 2 day session	per person	80			Refreshments for 80 people for all the sessions
	Capacity building session with Youth- 2 day session- moderator	per person	8			
	Capacity building session with Youth- 2 day session- action plan copies	per copy	500			Estimated number of pages of action plan are 35-40.
B.6	Printing of Communications and Advocacy Material	Flyers/Banners	15,000			Includes cost of communications material to be utilized during the students' mobilization phase for participation in inter-youth dialogues
	<b>Sub-Total (B)</b>					

**Bidders can add more lines under each category to provide further bifurcation of price or add any new heads as appropriate.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

- **Important Note:** This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.
- Kindly specify the currency of your proposal.