



REQUEST FOR PROPOSAL

Dear Sir / Madam:

We kindly request you to submit your Proposal for hiring of a **Research Firm for Diagnostic Study of the Youth Entrepreneurship Ecosystem in Pakistan**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal. Proposals may be submitted on or before the deadline indicated in the system directly in the portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Offers received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Offers must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.nextgenerp.partneragencies.org/> using the profile you may have in the portal. In case you have never registered before, follow this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afrLoop=6329722925931702&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1042&_afrMFH=575&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=0

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements. The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and



Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective supplier to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your proposal



Tender Overview

Hiring of Research Firm for Diagnostic Study of the Youth Entrepreneurship Ecosystem in Pakistan



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1 Overview

1.1 General Information

Title	UNDP-RFP-2022-201
Contact Point	Seemab Rashid
Outcome	
Two Stage	Yes
Evaluation	
E-Mail	pakistan.procurement.info@undp.org
Reference Number	UNDP-RFP-2022-201
Beneficiary Country	Pakistan

Introduction

Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: <http://supplier.nextgenerp.partneragencies.org/> using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271>.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

[UNDP OFFICE PAKISTAN
PROCUREMENT UNIT]

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Tender Timeline

Preview Date	
Open Date	20/06/22 04:14 AM
Close Date	04/07/22 09:00 AM
Time Zone	Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.



	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency PKR ()

1.5 Attachments

File Name or URL	Type	Description
Terms of Reference.pdf	File	Terms of Reference
Submission Forms.docx	File	Submission forms
Financial Proposal cost breakd	File	Excel sheet for financial proposal
general terms and Conditions d	File	General terms & Conditions
Financial proposal submission	File	Financial proposal submission forms



2 Requirements

**Response is required*

Please read the questions carefully and answer the questions by selecting an appropriate response. kindly also upload relevant documents where necessary.

Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

2.1 Section 1. General Provisions

1. General Instructions

Please read carefully review TORs describing main scope of the requirements and other provisions to this process.

*2. General Terms and Conditions

Do you confirm acceptance of UNDP General Terms and conditions available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> and herewith attached?

General Terms and Conditions for de minimis contracts (services only)

Attachments:

File Name or URL	Type	Description
general terms and Conditions d	File	

Target: Confirm acceptance of GTCs

3. Criteria for Evaluation and Contract Award

[SELECT THE EVALUATION METHOD, KEEP THE SELECTED ONE AND DELETE THE MEHTOD NOT APPLICABLE]

Lowest Price Quote among technically responsive offers

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)



Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

Technical Proposal (70%)

Expertise of the Firm

Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan

Management Structure and Qualification of Key Personnel

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

2.2 Section 2. Documents to be submitted

***1. Company Profile**

1. Please provide profile of the company/firm along with details of employees, CVs of key professionals, and available facilities/expertise. At least 5 years of relevant work experience in carrying out research studies on youth entrepreneurship.

Target: Company profile provided

***2. Legal Documents**

Please confirm that you firm is a legally registered entity. Have you provided legal documents including copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration

Target: Legal documents provided

***3.**

1. Please provide an affidavit on stamp paper that the company/firm has never been blacklisted by any institution/department/agency and that it has not been involved in litigation with any of its clients.



Target: Affidavit provided

*4.

1. Please provide three satisfactory performance certificates along with the duration of each relevant assignment. (Provide reports of previous research studies conducted).

Target: 3 Performance certificates provided

*5.

1. Please provide Copy of NTN/STRN of business as evidence of registration.

Target: Tax registration documents Provided

2.3 Section 3. Technical evaluation detailed criteria

***1. Section 1 - Expertise of the Firm/Organization**

5-year and above demonstrated relevant experience in carrying out mixed-methods research studies on youth entrepreneurship. **(80 marks)**

4 to 5 years **(60 marks)**

3 to 4 years **(40 marks)**

Target: Evidence of experience provided

***2. Section 1 - Expertise of the Firm/Organization**

Experience of conducting analysis of both quantitative and qualitative data on youth entrepreneurship. Please share evidence. **(50 marks)**



Quantitative data analysis only **(25 marks)**

Qualitative data analysis only **(25 marks)**

Target: Reports shared

*3.

Section-1 Expertise of the Firm/Organization

Experience of working with 20 or more stakeholders including MSMEs, startups, young entrepreneurs, youth organizations, government, and the private sector. Please share evidence. **(50 marks)**

15 to 19 relevant stakeholders **(40 marks)**

10 to 14 relevant stakeholders **(30 marks)**

5 to 9 relevant stakeholders **(20 marks)**

Less than 5 relevant stakeholders **(10 marks)**

Target: evidence of experience shared

*4.

Section 1 - Expertise of the Firm/Organization



Experience in preparing 5 or more research study reports on entrepreneurship and start-up ecosystem. Please share evidence. **(40 marks)**

3 to 4 reports **(30 marks)**

1 to 2 reports **(20 marks)**

Target: Share Evidence

***5. Section 1 - Expertise of the Firm/Organization**

Experience of applying innovative tools and methodology in 5 or more previous assignments. Please share evidence. **(20 marks)**

3 to 4 assignments **(15 marks)**

1 to 2 assignments **(10 marks)**

Target: Please share evidence

***6. Section 1 - Expertise of the Firm/Organization**



Financial stability - Last two years Audited Accounts (2019-2020; 2020-2021) Current Ratio should be 1 or more than 01. **(20 marks)**

2019 - 2020 **(10 marks)**

2020 - 2021 **(10 marks)**

Target: Provide financial statements

***7. Section 1 - Expertise of the Firm/Organization**

Experience of working with major multilateral, bilateral or UN agencies, private sector or government departments. Provide copies of at least two contracts/POs. **(20 marks)**

One contract **(10 marks)**

Target: Share evidence

***8. Section 2- Proposed Methodology, Approach and Implementation Plan**

To what degree does the proposer understand the intended task; the objectives, the deliverables, and intended activities within which the assignment is ought to be carried out? Does the proposal address how the study will include the different stages of startups/enterprises including pre-seed, seed and beyond with a particular focus on grassroots startups/enterprises from rural areas? Does the approach and methodology cover different demographics and geographical areas? **(80 marks)**

Target: Upload required info in technical proposal

***9. Section 2- Proposed Methodology, Approach and Implementation Plan**

Does the proposal correspond to the Terms of Reference and does it explain how it intends to analyse the six domains of Youth Co:Lab's youth entrepreneurship ecosystem framework with a youth-responsive lens?



(50 marks)

Target: Please attach technical proposal

***10. Section 2- Proposed Methodology, Approach and Implementation Plan**

Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and reflected the resources / services to carry out monitoring? e.g. Monitoring strategy

(40 marks)

Target: Please attach technical proposal with relevant information

***11. Section 2- Proposed Methodology, Approach and Implementation Plan**

Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and reflected the resources / services to carry out monitoring? e.g. Monitoring strategy

(40 marks)

Target: upload technical proposal

***12. Section -3 Management Structure and Key Personnel**

Lead Researcher (01 person) – (50 marks)

Experience: (30 Marks Max.)

The Lead Researcher should have at least 5 years of experience leading various research studies (preferably on youth entrepreneurship) and should be able to demonstrate project/research lead experience coordinating diverse teams, liaising with multiple stakeholders and working with MSMEs, startups, young entrepreneurs, youth organizations, government and the private sector.

10 years and above **(30 marks)**

8 to 9 years **(25 marks)**



6 to 7 years **(20 marks)**

Up to 5 years **(15 marks)**

Qualification: (20 Marks Max.)

The Research Lead should have a Master's degree in Development Studies, Business, Public Policy or any other related field

Target: Please upload CV

*13. Section -3 Management Structure and Key Personnel

Assistant Researcher (02 persons) who will be supporting the Lead Researcher with conducting research and data analysis, coordinating with stakeholders, conducting meetings. **(30 Marks Max per CV)**

Experience:(20 Marks Max.)

3 years of research experience

8 years and above **(20 marks)**

6 to 7 years **(15 marks)**

4 to 5 years **(10 marks)**

Up to 3 years **(5 marks)**



Education:(10 Marks Max.)

Master's degree in Development Studies, Business Public Policy or any other related field

Target: Please Upload CVs of both personell

*14.

Section -3 Management Structure and Key Personnel

Interviewers/Facilitators (05) who will be responsible for data collection and facilitation of interviews, surveys, etc. **(7 Marks Max. per CV)**

Experience:(4 Marks Max.)

3 years of experience working with research/consultancy firm

3 years and above **(4 marks)**

1 to 2 years **(3 marks)**

Less than 1 year **(2 marks)**

Education:(3 Marks Max.)

Bachelor's degree in Economics, Business Administration, Development Studies or related field

Target: Upload 5 CVs

*15. **Section -3 Management Structure and Key Personnel**

Data Collection Coordinators (05) who will be responsible for coordination of data collection and organization of meetings/workshops/interviews and will be supporting with smooth execution of the data collection. **(7 Marks Max. per CV)**



Experience:(4 Marks Max.)

3 years of experience working with research/consultancy firm

3 years and above **(4 marks)**

1 to 2 years **(3 marks)**

Less than 1 year **(2 marks)**

Education:(3 Marks Max.)

Bachelor's degree in Economics, Business Administration, Development Studies or related field

Target: Upload 5 CVs

***16. Section -3 Management Structure and Key Personnel**

Communications Officer (01) who will be responsible for managing communications, design and visibility of the project. **(30 Marks)**

Experience:(20 Marks Max.)

3 years of experience in communications work

8 years and above **(20 marks)**

6 to 7 years **(15 marks)**

4 to 5 years **(10 marks)**



Up to 3 years **(5 marks)**

Education:(10 Marks Max.)

Master's degree in Communications, Marketing, Media Studies, Journalism, Graphic Designing, Development Studies or related field

Target: Upload CV

2.4 Section 4. Financial Evaluation

*1. Financial Proposal

Please provide the cost breakdown of your financial proposal as per the template and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated line items.

Response attachments are required.

2.5 Section I-1.

I-1. Total Amount from the Supplier's Response.

Attachments:

File Name or URL	Type	Description
Financial proposal submission	File	

2.6 Section I-2.

I-1. This is an internal criteria. Each evaluator need to put the maximum score based on the scores given in the detailed criteria up to the maximum score allowed, e.g 700 points.



3 Lines

Instructions

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Research	80141500						