



## REQUEST FOR PROPOSAL

UNDP-RFP-2022-235

Dear Sir / Madam:

We kindly request you to submit your Proposal for [the provision of services to conduct **Policy Study on Economic and Youth Development in Newly Merged Districts of Khyber Pakhtunkhwa**

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?prcBuId=300000127715297&\\_adf.ctrl-state=azywmctp\\_1&\\_afLoop=6329722925931702&\\_afWindowMode=0&\\_afWindowId=null&\\_afFS=16&\\_afMT=screen&\\_afMFW=1042&\\_afMFH=575&\\_afMFDW=1280&\\_afMFDH=720&\\_afMFC=8&\\_afMFCl=0&\\_afMFM=0&\\_afMFR=144&\\_afMFG=0&\\_afMFS=0&\\_afMFO=0](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCl=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=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/unscoc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your proposal



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## 1 Overview

### 1.1 General Information

<b>Title</b>	UNDP-RFP-2022-235
<b>Contact Point</b>	Seemab Rashid
<b>Outcome</b>	
<b>Two Stage</b>	Yes
<b>Evaluation</b>	
<b>E-Mail</b>	pakistan.procurement.info@undp.org
<b>Reference Number</b>	UNDP-RFP-2022-235
<b>Beneficiary Country</b>	Pakistan
<b>Introduction</b>	<p>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: <a href="http://supplier.nextgenerp.partneragencies.org/">http://supplier.nextgenerp.partneragencies.org/</a> 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: <a href="https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271">https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271</a>.</p> <p>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.</p> <p>[UNDP OFFICE Pakistan PROCUREMENT UNIT]</p>

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

### 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	22/07/22 07:01 AM
<b>Close Date</b>	08/08/22 10:00 AM
<b>Estimated Award Date</b>	2022-09-29T10:00:00.000+00:00
<b>Time Zone</b>	Coordinated Universal Time

### 1.3 Response Rules

*This negotiation is governed by all the rules displayed below.*



	Rule
<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
General terms	File	General terms
Annex 3 Financial proposal for	File	Financial Proposal Form
Terms Of Reference.docx	File	Terms of Reference



## 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 Annex 1 describing main scope of the requirements and other provisions to this process, herewith attached.

[ATTACH COMPLETED ANNEX 1. YOU CAN USE THE TEMPLATE/EXAMPLE ATTACHED WITH THIS TEMPLATE]

#### \*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 contracts (goods and/or services)

General Terms and Conditions for de minimis contracts (services only, less than \$50,000)

*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**

Have you provided company profile? Please provide profile of the company/firm along with details of employees, CVs of key professionals, and available facilities/expertise

*Target: Company profile provided*

**\*2. Legal Documents**

Have you provided legal documents including company registration certificate etc?

Please provide copy of Certificate of Registration of the Business, including Articles of Incorporation, SECP Registration or other equivalent registration documents which ever apply.

*Target: Legal documents provided*

**\*3. TAX payer certificates**

Have you provided Tax registration certificates? please provide your NTN or STRN documents.

*Target: NTN/ STRN certificates provided*

**\*4.**

**Blacklisting**

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: Please provide affidavit on stamp paper*

- \*5. **Experience certificates**  
3 years of Specific relevant experience in social and economic research, governance, and social development fields. Please provide evidence of relevant experience.

*Target: Relevant projects as evidence of experience*

### 2.3 Section 3. Technical evaluation detailed criteria

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

Reputation of Organization (Competence / Reliability)

Firm may submit the profile along with assignment details including amount carried out in last 10 years

Firms having 3-4 Years of Experience (7 Marks)  
Firms having 5 and Above 5 Years of Experience (10 Marks)

*Target: please upload relevant contracts*

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

Last two years Audit Statements (2019-2020 and 2020-2021) Quick ratio should be one or more than 1 (05 marks for each audit statement)

*Target: financial statement 2019-2020*

\*3. **Section 1 - Expertise of the Firm/Organization**

Three satisfactory performance certificates along with the amount and duration of each assignment (**Each certificate carries 10 marks**)

*Target: Certificate 1*

\*4. **Section 1 - Expertise of the Firm/Organization**

Experience of working with UN agencies, international development organizations and government departments. Please provide Copies of three contracts. (**Each contract Copy carry 10 marks**).

*Target: Provide relevant contract 1*

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



Experience of Similar relevant projects undertaken. please provide 3 contract copies as evidence of relevant experience.

**(Each Contract carry 20 Marks)**

*Target: Provide Relevant Contract 1*

**\*6. 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: Please upload technical proposal*

**\*7. Section 2- Proposed Methodology, Approach and Implementation Plan**

Have the important aspects of the task been addressed in sufficient detail? (50 Marks)

*Target: Technical proposal*

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

Is the conceptual framework adopted appropriate for the task? **(75 Marks)**

*Target: Please upload Technical proposal*

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

To what extent does the proposal reflect the knowledge of the firm about different elements of the SDG framework development for Khyber Pakhtunkhwa? **(50 Marks)**

*Target: Technical proposal highlighting KP context*

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

Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? **(60 Marks)**

*Target: Technical Proposal*

**\*11. Section -3 Management Structure and Key Personnel**

**Team Leader**

Minimum Master's degree in Economics, Development Studies or any other



related discipline to socio-economic development. **(35 Marks)**

Minimum 05 years of relevant experience in socio-economic development including environment, social infrastructure, economic research, governance, community development etc. Also proven experience in leading research on sectoral policy and plans especially related to socio-economic and other related sectors.

**Each year of experience carry 8 Marks**

*Target: Please provide CV of Team leader*

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

**Socio-Economic Specialist**

Minimum Master's degree in Economics, Development Studies, MBA, Social Work, Social Sciences, and Public Policy **(25 Marks)**

Minimum 5 years of relevant experience in social development issues including environment, social infrastructure and community development etc. OR.

05 number of consultancies in area of Socio-Economic development, Social Development.

Also proven experience in leading research on sectoral policy and plans especially related to socio-economic and other related sectors.

**One year or One Consultancy carry 06 Marks (Total 30 Marks)**

*Target: Please upload CV of Socio-Economic Specialist*

**\*13. Section -3 Management Structure and Key Personnel**

**Labor-Economist**

Master's/PhD degree in Economics, Development Economics, Labor Economics, International Development, Development Studies with specialization in Labor Economics and Public Policy. **(25 marks )**

Minimum 5 years of relevant experience in social development issues including economic research, Market Assessment, governance, community development etc. Also proven experience in leading research on sectoral policy and plans especially related to socio-economic and other related sectors.



OR.

05 number of consultancies in area of job market assessment, Public Policy, Resource management

Also proven experience in leading research on Job market assessment especially related to socio-economic and other related sectors.

**One year or One Consultancy carry 06 Marks (30 Marks)**

*Target: Upload CV of Labor-Economist*

**\*14. Section -3 Management Structure and Key Personnel**

**02 x Research Associate**

The support team should include two Research Associates for data analysis with at least a bachelor's degree in Economics, data science, social sciences and related fields;

**Masters Degree (15 Marks)**

**Bachelors Degree (10 Marks)**

Minimum 03 years of experience in data analysis for development projects

**5 Marks for each year of Experience (15 years)**

**30 Marks for each Research Associate. Total 60 Marks.**

*Target: Research Associate CV 1*

**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.

Attachments:

File Name or URL	Type	Description
Annex 3 Financial proposal for	File	Financial proposal From

*Response attachments are required.*

**2.5 Section I-1.**



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

**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-Economic Analysis	81121500						