



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: January 17, 2020
	REFERENCE: UNDP-RFP-2020-026
	JTN: 12953
	ORPS: 2359

Dear Sir / Madam:

We kindly request you to submit your Proposal for Conducting "**Data Analysis For Generating City Level Data For Sustainable Development In Cities**". Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Friday 31<sup>st</sup> January 2020 12:30 PM PST OR 02:30 AM EST** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Wednesday, 22<sup>nd</sup> January 2020 [12:30 PM Pakistan Standard Time OR 02:30 AM EST]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through the e-Tendering system on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If there is requirement of any clarification related to this RFP, kindly send queries to [pakistan.procurement.info@undp.org](mailto:pakistan.procurement.info@undp.org).

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 4.

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/protestandsanctions/>

UNDP encourages every prospective Service Provider 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: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

**Sincerely yours,**

  
**Ignacio Artaza**  
**Resident Representative (a.i.)**

  
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### Description of Requirements

Context of the Requirement	Data Analysis For Generating City Level Data For Sustainable Development In Cities
Brief Description of the Required Services	<p>The Asia-Pacific is experiencing urban growth at a rate that is higher than the overall population growth rate. In 2018 the Asia-Pacific region became majority urban, and by 2050, urban areas are estimated to account for two-thirds of the region's population. While six out of the ten fastest growing cities in the world are secondary cities in Asia, many of the smaller cities up to now have been bypassed by the benefits of globalisation, leading to inequality amongst these urban areas. Trends indicate that secondary and tertiary cities are expected to absorb much of the future urban population growth giving birth to a number of challenges associated with high population growth rate and poor urban planning.</p> <p>While levels of urbanization in Pakistan are still low, compared to other countries in Asia, it is rapidly increasing. At an annual rate of 3%, Pakistan's has the highest rate of urbanization in South Asia. More than half of the country's population is clustered in and around 8 cities, making urban areas account for 78% of the GDP. Currently, around 37% of the population (65 million people) live in urban areas and by 2030, it is estimated that 46 percent of the population will be urban.</p> <p>The United Nations Development Programme's Bangkok Regional Hub (UNDP BRH) for the Asia and the Pacific is supporting UNDP Country Offices in the region in undertaking planned urban transition that is inclusive and sustainable for cities in the region, drawing upon UNDP's internal thematic expertise, especially on inclusive growth, governance, gender, disaster risk reduction, climate change, and health. As part of its urban offer to countries and cities across the region, UNDP introduced its Matching Platform for Cities and the Private Sector at the World Urban Forum 2018. The Matching Platform offers a structured process for cities and businesses to come together to address pressing urban challenges. Having identified the key challenges cities face, the Matching Platform aims to source the best solutions for cities to pilot and potentially take to scale.</p> <p>In Pakistan, UNDP is collaborating with the Metropolitan Corporation Islamabad (MCI) – the local government institution in the federal capital – to roll out the matching platform for Islamabad. This will be part of the ongoing collaboration between UNDP and MCI on a number of different challenges associated with urbanization, such as water scarcity, low revenue generation, productive city centers etc. However, to source solutions from external partners availability of city level data on key indicators of urbanization is critical to design and pilot new initiatives. Data is also a necessary requirement to track progress over time.</p> <p>To provide data for the successful rollout of the Matching Platform, UNDP is seeking the services of a firm to review data availability for city level data and propose innovative methodology and a cost-effective measurement tool to help overcome the huge data gaps that exist in measuring progress on sustainable development in cities. Data repository analyst will liaison between UNDP &amp; city governments to set the direction, strategy, and deployment of data that is critical for city's development.</p>

	<b>Scope of Work</b> The firm will be responsible for the following: <ol style="list-style-type: none"> <li>1. Review of indicators and data repository developed in of cities across the world, with a special focus on South Asian cities</li> <li>2. Propose list of indicators related to SDGs &amp; relevant for social and economic development of city</li> <li>3. Undertake consultation with relevant stakeholders to finalize list of indicators</li> <li>4. Develop interdisciplinary consortium of higher education institutions, city governments, business associations and healthcare institutes to generate city level data on relevant indicators</li> <li>5. Develop a frame work to help set the direction, strategy and deployment of data that is critical to success of project</li> <li>6. Collect data from different sources</li> </ol>
List and Description of Expected Outputs to be Delivered	The detailed Outputs and deliverables are given in TORs as Annex- 5
Person to Supervise the Work/Performance of the Service Provider	Assistant Resident Representative, Development Policy Unit, UNDP.
Frequency of Reporting	Monthly
Progress Reporting Requirements	Deliverables based.
Location of work	<input checked="" type="checkbox"/> Home Based.
Expected duration of work	09 Months
Target start date	15 <sup>th</sup> Febraury 2020
Latest completion date	15 <sup>th</sup> November 2020
Travels Expected	Not Required
Special Security Requirements	<b>Note:</b> UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required



activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency <b>[PAK RUPEES]</b>
Value Added Tax on Price Proposal	<p><input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> (the invoice submitted should indicate the price and tax portion separately).</p> <p>Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.</p>
Validity Period of Proposals (Counting for the last day of submission of quotes)	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<b>Deliverables and Payment Schedule</b>

	<b>Schedule of payment</b>			
	<b>Deliverables</b>	<b>Percentage of Payment</b>	<b>Timeline</b>	<b>Condition for Payment Release</b>
	Submission of an inception report along with methodology to achieve deliverables of the project	20%	Within 2 month of signing the contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP 's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Develop interdisciplinary consortiums of relevant stakeholders and convene meetings of urban platform to discuss data collection framework and methodology on selected indicators	40%	Within 3 month of submitting first deliverable	
	Submit a report to UNDP indicating the innovative methodology and a cost-effective measurement tool to help overcome the huge data gaps that exist in measuring progress on sustainable development in cities	40%	Within 4 month of submitting second deliverable	
	<b>Total</b>	<b>100%</b>		
Person(s) to review/inspect/ approve outputs/comple ted services and authorize the disbursement of payment	Assistant Resident Representative, Development Policy Unit, DPU- UNDP			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> 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.			
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm <b>40% with 280 Marks out of 700</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>40% with 280 marks out of 700</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>20% with 140 marks out of 700</b>  <b><u>Financial Proposal (30%)</u></b>			

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (**Financial Score= (Lowest Offer/Offer\*300)**)

Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable
1.	Expertise of Firm/ Organization submitting Proposal	40%	280
2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	40%	280
3.	Management Structure and Qualification of Key Personnel	20%	140
		<b>Total</b>	<b>700</b>

Form 1: Technical Proposal Evaluation		Points Obtainable
Expertise of Firm / organization		
1.1	Experience of Organization (Minimum (5) years' experience in undertaking policy research, organizing consultations and producing publications to National/Multinational organization and government departments	130
1.2	Financial Stability: Financial stability (Last two years Audited Accounts/Statements, Current Ratio should be more than 1. (25 marks for each year).	60
1.3	Provide 3 relevant contracts/performance certificates/publications to provide proof of services with name of the organizations (each proof carries 30 marks)	90
<b>Total Part 1</b>		<b>280</b>

Form 2: Technical Proposal Evaluation		Points Obtainable
Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan		
2.1	Has the approach to undertaking the assignment provided in sufficient detail?	80
2.2	Is the proposed methodology outlining the key areas on innovative approaches for the implementation of the SDGs as per ToRs?	80
2.3	Is the presentation clear and the planning clear with sufficient breakdown?	60

	2.4	Does the conceptual framework provide a work plan for undertaking the assignment	60
	<b>Total Part 2</b>		<b>280</b>
	<b>Form 3: Management Structure and Qualification of Key Personnel– (Names and curriculum vitae of individuals who will be involved in completing the services)</b>		
	<b>3.1 Data Analyst</b>		
	<b>Qualification</b>		
	Minimum Master's in Public Policy, Economics, Statistics or Data Analytics or a related field;		20
	Data research and analysis experience in socio-economic development with either the UN and/or NGO 5 years Experience (10 marks) 5 to 8 years (15 marks) more than 8 years (20 marks)		20
	Some understanding of development issues and experience of working in development organizations		40
	<b>Sub Total</b>		<b>80</b>
	<b>3.2 Research Analysts (02 Position) 30 Marks for each positions.</b>		
	Minimum Master's in Development Management, Project and Business Management, Public Policy, Economics or a related field;;		20
	Minimum 2 years of research and analysis experience in socio-economic development		20
	Some understanding of development issues and experience of working is development organizations		20
	<b>Sub Total</b>		<b>60</b>
	<b>Total Part 3</b>		<b>140</b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]		
Contact Person for Inquiries (Written inquiries only)	<p><b><i>pakistan.procurement.info@undp.org</i></b></p> <p>Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>		



Minimum Eligibility Criteria	<ol style="list-style-type: none"> <li>1. Three relevant Contracts with National/Multinational Organizations (please attach copies of contracts).</li> <li>2. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise.</li> </ol>
	<ol style="list-style-type: none"> <li>3. Three satisfactory performance certificates along with duration of each assignment</li> <li>4. Proof of financial stability such as Audited Financial Statements along with the auditor's report for the last two years (2017-18 &amp; 2018-19) along with Bank statements/certificates indicating financial standing.</li> <li>5. Firm's valid registration with Income Tax/Sales Tax Department.</li> <li>6. An affidavit on stamp paper that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.</li> <li>7. Copy of business registration certificate along with the articles and memorandum of association.</li> </ol>
Deadline for Submission	<p><b>Friday 31<sup>st</sup> January 2020 12:30 PM PST OR 02:30 AM EST</b></p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Try to 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.</li> </ol>

<b>Electronic submission (eTendering) requirements</b>	<ul style="list-style-type: none"> <li>• Technical and financial proposals should be submitted in separate PDF files</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 must not be provided to UNDP until requested by UNDP ( see notes below)</li> </ul>
	<p><b>Important Notes for financial proposal:</b></p> <ul style="list-style-type: none"> <li>• The proposer is required to prepare and submit the financial proposal 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 financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: <a href="mailto:haroon.gul@undp.org">haroon.gul@undp.org</a></li> <li>• <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 in the e-tendering system.</b> It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</li> </ul>
<b>Pre-proposal conference</b>	N/A

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
- g) Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.

### B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*



**FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

**A. Cost Breakdown per Deliverable\***

<b>Schedule of payment</b>			
<b>Deliverables</b>	<b>Percentage of Payment</b>	<b>Timeline</b>	<b>Amount in Rs.</b>
1. Submission of an inception report along with methodology to achieve deliverables of the project	20%	Within 2 month of signing the contract	
2. Develop interdisciplinary consortiums of relevant stakeholders and convene meetings of urban platform to discuss data collection framework and methodology on selected indicators	40%	Within 3 month of submitting first deliverable	
3. Submit a report to UNDP indicating the innovative methodology and a cost-effective measurement tool to help overcome the huge data gaps that exist in measuring progress on sustainable development in cities	40%	Within 4 month of submitting second deliverable	
<b>Total</b>	<b>100%</b>		

*\*This shall be the basis of the payment tranches*

<b>Description of Activity</b>	<b>Remuneration per Unit of Time in Rs.</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Price in Rs.</b>
<b>I. Personnel Services</b>				
1. Data Analyst				
2. Research Analyst				
3. Research Analyst				
<b>II. Out of Pocket Expenses</b>				
1. Communication Cost				
2. Travel				
3. Miscellaneous Cost				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's Authorized Person]**[Designation]**[Date]*

***General Terms and Conditions for Services***  
**Separately attached**

## Terms of Reference

### Data Analysis for generating city level data for sustainable development in cities

#### A. **Project Title:** Development Policy Unit

#### B. **Background**

The Asia-Pacific is experiencing urban growth at a rate that is higher than the overall population growth rate. In 2018 the Asia-Pacific region became majority urban, and by 2050, urban areas are estimated to account for two-thirds of the region's population. While six out of the ten fastest growing cities in the world are secondary cities in Asia, many of the smaller cities up to now have been bypassed by the benefits of globalisation, leading to inequality amongst these urban areas. Trends indicate that secondary and tertiary cities are expected to absorb much of the future urban population growth giving birth to a number of challenges associated with high population growth rate and poor urban planning.

While levels of urbanization in Pakistan are still low, compared to other countries in Asia, it is rapidly increasing. At an annual rate of 3%, Pakistan's has the highest rate of urbanization in South Asia. More than half of the country's population is clustered in and around 8 cities, making urban areas account for 78% of the GDP. Currently, around 37% of the population (65 million people) live in urban areas and by 2030, it is estimated that 46 percent of the population will be urban.

The United Nations Development Programme's Bangkok Regional Hub (UNDP BRH) for the Asia and the Pacific is supporting UNDP Country Offices in the region in undertaking planned urban transition that is inclusive and sustainable for cities in the region, drawing upon UNDP's internal thematic expertise, especially on inclusive growth, governance, gender, disaster risk reduction, climate change, and health. As part of its urban offer to countries and cities across the region, UNDP introduced its Matching Platform for Cities and the Private Sector at the World Urban Forum 2018. The Matching Platform offers a structured process for cities and businesses to come together to address pressing urban challenges. Having identified the key challenges cities face, the Matching Platform aims to source the best solutions for cities to pilot and potentially take to scale.

In Pakistan, UNDP is collaborating with the Metropolitan Corporation Islamabad (MCI) – the local government institution in the federal capital – to roll out the matching platform for Islamabad. This will be part of the ongoing collaboration between UNDP and MCI on a number of different challenges associated with urbanization, such as water scarcity, low revenue generation, productive city centers etc. However, to source solutions from external partners availability of city level data on key indicators of urbanization is critical to design and pilot new initiatives. Data is also a necessary requirement to track progress over time.

To provide data for the successful rollout of the Matching Platform, UNDP is seeking the services of a firm to review data availability for city level data and propose innovative

methodology and a cost-effective measurement tool to help overcome the huge data gaps that exist in measuring progress on sustainable development in cities. Data repository analyst will liaison between UNDP & city governments to set the direction, strategy, and deployment of data that is critical for city's development.

### **C. Scope of Work**

The firm will be responsible for the following:

- Review of indicators and data repository developed in of cities across the world, with a special focus on South Asian cities
- Propose list of indicators related to SDGs & relevant for social and economic development of city
- Undertake consultation with relevant stakeholders to finalize list of indicators
- Develop interdisciplinary consortium of higher education institutions, city governments, business associations and healthcare institutes to generate city level data on relevant indicators
- Develop a frame work to help set the direction, strategy and deployment of data that is critical to success of project
- Collect data from different sources

### **D. Expected Outputs and Deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b>	<b>Payment schedule</b>
Submission of an inception report along with methodology to achieve deliverables of the project	2 month	Assistant Resident Representative, Development Policy Unit, UNDP	20%
Develop interdisciplinary consortiums of relevant stakeholders and convene meetings of urban platform to discuss data collection framework and methodology on selected indicators	3 months	Assistant Resident Representative, Development Policy Unit, UNDP	40%
Submit a report to UNDP indicating the innovative methodology and a cost-effective measurement tool to help overcome the huge data gaps that exist in measuring progress on sustainable development in cities	4 months	Assistant Resident Representative, Development Policy Unit, UNDP	40%



**E. Institutional Arrangement**

The firm will be reporting to the Assistant Resident Representative, Development Policy Unit, UNDP.

**F. Duration of the Work**

9 months

**G. Duty Station**

Home Based.

