



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 26, 2020
	REFERENCE: UNDP-RFP-2020-086
	JTN: 13137
	ORPS: 2451

Dear Sir / Madam:

We kindly request you to submit your Proposal for Conducting "**Boot Camp, Challenge Cup and Incubation Services: Innovative low-cost Water Recycling & Conservations Solutions in Hospitality Sector**". 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 **Thursday 12<sup>th</sup> March 2020 12:30 PM PST OR 03:30 AM EDT** 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 **Tuesday, 03<sup>rd</sup> March 2020 [12:30 PM Pakistan Standard Time OR 03:30 AM EDT]**. 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.)**



## Description of Requirements

Context of the Requirement	Boot Camp, Challenge Cup and Incubation Services: Innovative low-cost Water Recycling & Conservations Solutions in Hospitality Sector
Project Title	Policy Support Programme-DPU-UNDP
Brief Description of the Required Services	<p>Being both water-stressed (high water withdrawals relative to availability) and water-scarce (low water availability per capita), Pakistan is encountering an increasingly urgent water issue. This issue is further compounded by the fact that Pakistan has the 4th highest water usage around the world, along with one of the fastest growing urban population. It is estimated that the country might run dry by 2025, when it will face an "absolute scarcity" of water with less than 500 cubic meters available per person in Pakistan.</p> <p>To support the government in addressing the challenge of rapid urbanization and utilizing it to generate economic development and sustainable growth for the cities, UNDP Pakistan has established urban platforms in major cities including Islamabad, Lahore and Karachi. The urban platforms debate and discusses urban challenges and propose solutions around these. Thus far urban platform has worked on issues of water conservation/recycling and revenue generation for local government.</p> <p>Over consumption of water mainly due to the low monetary value of water and limited regulations on preventing excessive water usage is one of the underlying reasons for water scarcity. This is a challenge that has been identified in discussions during urban platform meetings. One of the industries that is identified by the Islamabad Urban Platform as having a great margin to reduce water usage/conserved water is hospitality sector.</p> <p>In this regard, UNDP is seeking services from a(n) firm/organization to organize and coordinate a water recycling/conservation innovation challenge to crowd source ideas and prototypes from the public, individuals, teams and organizations alike, and solicit 2 finalists - 1 in behavioral change and 1 in technology to reduce water consumption, recycle water and raise the awareness for water conservation - to materialize their designs/ ideas in hotels.</p> <p><b>Scope of Work</b></p> <p>The selected firm will be responsible for the following:</p> <ol style="list-style-type: none"> <li>1. Develop a concept note/implementation strategy for organizing boot camp and challenge competition;</li> <li>2. Mobilize stakeholders' entrepreneurs, academia, private sector, solution providers etc. to be part of boot camp and challenge competition;</li> <li>3. Organize bootcamp to develop understanding of the subject followed by organizing challenge competition to solicit proposals.</li> <li>4. Develop and execute a dissemination strategy for the challenge competition;</li> </ol>

	<ol style="list-style-type: none"> <li>5. Engage with hospitality sector to develop partnerships and a package (comprising of financial resources) to execute and implement ideas;</li> <li>6. Setting up a committee of relevant stakeholders to review proposals and selecting the 2 best proposals for implementation;</li> <li>7. Develop selection criteria taking into account the sustainability, scalability, feasibility and testability of the entries for shortlisting participants;</li> <li>8. Organize a proposal presentation workshop for around 12 shortlisted proposal (as the final stage) for selection of 2 best proposals for implementation.</li> <li>9. With support from the selection committee, select two designs/ ideas (one in behavioral change and one in infrastructure);</li> <li>10. Provide administrative supports and arrange logistics for shortlisted participants to facilitate implementation of the idea;</li> <li>11. Provide personalized trainings for shortlisted participants;</li> <li>12. Hold working demonstration and test the designs with industry stakeholders;</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"/> Islamabad (Boot Camp and Challenge Cup)
Expected duration of work	03 Months
Target start date	25 <sup>th</sup> March 2020
Latest completion date	25 <sup>th</sup> June 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 activities/sub-activities	<input checked="" type="checkbox"/> Required
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>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>% Of Payment</b>	<b>Review and Approvals Required</b>
	Prepare an inception report/ concept note regarding the challenge Cup for UNDP	Within 1 week of signing the contract	20%	Assistant Resident Representative, Development Policy Unit, UNDP
	Organize a 3 day bootcamp with around 100 participants including representatives from entrepreneurs, academia, private sector, solution providers etc at a hotel in Islamabad.	Within 3 weeks of submitting first deliverable	20%	Assistant Resident Representative, Development Policy Unit, UNDP
	Execute the challenge competition followed a proposal presentation workshop to select two proposals for implementation	Within 4 weeks of submitting first deliverable	20%	Assistant Resident Representative, Development Policy Unit, UNDP
	Support the implementation of the final two selected designs/ ideas in one hotel after the challenge and hold working demonstration after implementation of idea. Submission of final implementation report.	Within 4 weeks of submitting second deliverable	40%	Assistant Resident Representative, Development Policy Unit, UNDP
Person(s) to review/inspect/ approve outputs/completed 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"/> Contract for Professional Services			
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>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm <b>30% with 210 Marks out of 700</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>50% with 350 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>			

**Financial Proposal (30%)**

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	30%	210
2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	50%	350
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	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing.	45
1.2	<b>Financial Stability:</b> Financial stability Last Two years Audited Account (2017-2018 and 2018-2019) Quick ratio should be more than one for each year. 15 marks for each year.	30
1.3	<b>Relevant Experience:</b> Demonstrated experience of five years in providing boot camp/innovation activity planning and management (Each year carry 15 marks)	75
1.4	Experience of working with UN agencies, international development organizations and government departments. Please provide three contracts – each contract carry 10 marks.	30
1.5	Provide three satisfactory performance certificate of similar nature of work, (each proof carries 10 marks)	30
<b>Total Part 1</b>		<b>210</b>

Form 2: Technical Proposal Evaluation		Points Obtainable
Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan		

	2.1	To what degree does the bidder understand the scope of work?	80
	2.2	Has the approach to undertake the assignment provided in sufficient details?	70
	2.3	Comprehensive knowledge of Pakistan's innovation, technology and entrepreneurship ecosystem, including relevant incubation centres; major entrepreneurship and innovation focused events; and government and non-government entities working to promote the same.	60
	2.4	Is the proposal well defined and in line with UNDP's mandate to promote innovation in public-private partnerships? (Clear and concise approach)	70
	2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	70
	<b>Total Part 2</b>		<b>350</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 Team Leader (01)</b>		
	<b>Qualification</b>		
		The Team Leader should have a master's degree Management, Social Sciences or in a related field	30
		Demonstrated experience in organizing high profile events with of five (05) years of experience (Each year carry 10 marks)	50
	<b>Sub Total</b>		<b>80</b>
	<b>3.2 Communication Officer</b>		
		Bachelor's degree in Social Sciences, Communication or a related field;	30
		Three (03) years of experience in organizing and/or supporting events (Each year carry 10 marks)	30
	<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> <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/Organization 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> <p><b>Note:</b> Joint venture/consortium are not eligible to apply for this RFP document.</p>
Deadline for Submission	<p><b>Thursday 12<sup>th</sup> March 2020 12:30 PM PST OR 03:30 AM EDT</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>	<b>N/A</b>

## 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, contract 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. Prepare an inception report/ concept note regarding the challenge Cup for UNDP	20%	Within 1 week of signing the contract	
2. Organize a 3 day bootcamp with around 100 participants including representatives from entrepreneurs, academia, private sector, solution providers etc at a hotel in Islamabad.	20%	Within 3 weeks of submitting first deliverable	
3. Execute the challenge competition followed a proposal presentation workshop to select two proposals for implementation	20%	Within 4 weeks of submitting first deliverable	
4. Support the implementation of the final two selected designs/ ideas in one hotel after the challenge and hold working demonstration after implementation of idea. Submission of final implementation report.	40%	Within 4 weeks 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>Qty</b>	<b>No of Months/Engage ment Period</b>	<b>Unit Price</b>	<b>Total Price in Rs.</b>
<b>I. Personnel Services</b>				
Team Lead	01			
Communication officer	01			
<b>II. Out of Pocket Expenses</b>				
Boot Camp Expenses (Venue, Boarding and Lodging of around 100 participants for 3 days)	100			
Challenge Competition Expenses (Advertising cost, demonstration expenses of selected proposals)	12			
Travel				
Miscellaneous Cost				
<b>III. Other Related Costs</b>				
<b>Total-PKR</b>				

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

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

## **Terms of Reference**

### **Boot Camp, Challenge Cup and Incubation Services: Innovative low-cost Water Recycling & Conservations Solutions in Hospitality Sector**

#### **A. Project Title**

#### **Policy Support Programme**

#### **B. Project Description**

Being both water-stressed (high water withdrawals relative to availability) and water-scarce (low water availability per capita), Pakistan is encountering an increasingly urgent water issue. This issue is further compounded by the fact that Pakistan has the 4th highest water usage around the world, along with one of the fastest growing urban population. It is estimated that the country might run dry by 2025, when it will face an "absolute scarcity" of water with less than 500 cubic meters available per person in Pakistan.

To support the government in addressing the challenge of rapid urbanization and utilizing it to generate economic development and sustainable growth for the cities, UNDP Pakistan has established urban platforms in major cities including Islamabad, Lahore and Karachi. The urban platforms debate and discusses urban challenges and propose solutions around these. Thus far urban platform has worked on issues of water conservation/recycling and revenue generation for local government.

Over consumption of water mainly due to the low monetary value of water and limited regulations on preventing excessive water usage is one of the underlying reasons for water scarcity. This is a challenge that has been identified in discussions during urban platform meetings. One of the industries that is identified by the Islamabad Urban Platform as having a great margin to reduce water usage/conserved water is hospitality sector.

In this regard, UNDP is seeking services from a(n) firm/organization to organize and coordinate a water recycling/conservation innovation challenge to crowd source ideas and prototypes from the public, individuals, teams and organizations alike, and solicit 2 finalists - 1 in behavioral change and 1 in technology to reduce water consumption, recycle water and raise the awareness for water conservation - to materialize their designs/ ideas in hotels.

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

The selected firm will be responsible for the following:

- Develop a concept note/implementation strategy for organizing boot camp and challenge competition;
- Mobilize stakeholders' entrepreneurs, academia, private sector, solution providers etc. to be part of boot camp and challenge competition;
- Organize bootcamp to develop understanding of the subject followed by organizing challenge competition to solicit proposals.
- Develop and execute a dissemination strategy for the challenge competition;
- Engage with hospitality sector to develop partnerships and a package (comprising of financial resources) to execute and implement ideas;

- Setting up a committee of relevant stakeholders to review proposals and selecting the 2 best proposals for implementation;
- Develop selection criteria taking into account the sustainability, scalability, feasibility and testability of the entries for shortlisting participants;
- Organize a proposal presentation workshop for around 12 shortlisted proposal (as the final stage) for selection of 2 best proposals for implementation.
- With support from the selection committee, select two designs/ ideas (one in behavioral change and one in infrastructure);
- Provide administrative supports and arrange logistics for shortlisted participants to facilitate implementation of the idea;
- Provide personalized trainings for shortlisted participants;
- Hold working demonstration and test the designs with industry stakeholders;

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

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b>
Prepare an inception report/ concept note regarding the challenge Cup for UNDP	Within 1 week of signing the contract	Assistant Representative, Development Policy Unit, UNDP Resident
Organize a 3 day bootcamp with around 100 participants including representatives from entrepreneurs, academia, private sector, solution providers etc at a hotel in Islamabad.	Within 3 weeks of submitting first deliverable	Assistant Representative, Development Policy Unit, UNDP Resident
Execute the challenge competition followed a proposal presentation workshop to select two proposals for implementation	Within 4 weeks of submitting first deliverable	Assistant Representative, Development Policy Unit, UNDP Resident
Support the implementation of the final two selected designs/ ideas in one hotel after the challenge and hold working demonstration after implementation of idea. Submission of final implementation report.	Within 4 weeks of submitting second deliverable	Assistant Representative, Development Policy Unit, UNDP Resident

#### **E. Institutional Arrangement**

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

#### **F. Duration of the Work**

The assignment will be for a period of 3 months.