



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: March 12, 2020
	REFERENCE: UNDP-RFP-2020-090 JTN: 13160 ORPS: 2428

Dear Sir / Madam:

We kindly request you to submit your Proposal for Conducting "**the Final Evaluation of Stabilisation and Development Programme (SDP), former Fata Transition And Recovery Programme (FTRP), UNDP Pakistan**" Please be guided by the form attached here to as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **6th April 2020 at 12:30 PM PST OR 3:30 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 **19th March 2020 [12:30 PM Pakistan Standard Time OR 3:30 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.

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.

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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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Ignacio Artaza
Resident Representative





Description of Requirements

Context of the Requirement	Engagement of Evaluation Firm to conduct the Final Evaluation of Stabilisation and Development Programme (SDP), former Fata Transition And Recovery Programme (FTRP), UNDP Pakistan
Brief Description of the Required Services	<p>Background:</p> <p>Following years of political restructuring, the erstwhile Federally Administered Tribal Areas (FATA) were merged into the Khyber Pakhtunkhwa (KP) province. One of the most significant political reforms in Pakistan's history, the merger is an exceptional allowance of constitutional rights and governance structures to the most underdeveloped areas of the country with very limited livelihood opportunities and lack of access to basic services.</p> <p>The Stabilisation and Development Programme (SDP), former FATA Transition and Recovery Programme (FTRP) was launched in May 2015 to complement the efforts of the Government of Pakistan in enabling the safe and voluntary return of Temporarily Displaced Persons (TDPs) to their areas of origin, with a focus on relief, recovery and sustainable peace. SDP was initially designed to support the FATA Sustainable Return and Rehabilitation Strategy (SRRS). Following the merger into KP, the programme has re-aligned its priorities with the Tribal Decade Strategy (2020-2030) and supports the Government's policies aiming at development and growth of the Newly Merged Districts (NMDs) of KP.</p> <p>The funding of the programme was secured over the years with partnership with the United States Agency for International Development (USAID), Government of the United Kingdom Department for International Development (DFID), European Union (EU), the Government of Japan, Global Affairs Canada and the United Nations Central Emergency Response Funds (CERF).</p> <p>SDP is oriented around four main and reinforcing goals: a) enhancing community resilience and social cohesion to support civil society participation; b) increasing access to basic services through improved physical infrastructures; c) promoting livelihoods and catalyzing economic recovery processes; and d) removing barriers of access to education and creating an enabling environment to foster peacebuilding.</p> <p>Over the last four years, SDP has assisted more than 800,000 individuals. In response to the evolving environment, the programme has transitioned from relief and recovery efforts to sustainable development. It has shown discernible signs of communities adopting positive coping mechanisms while re-establishing their families in their returning areas.</p>
	<p>Through SDP UNDP aims to support the Government in fostering a stable environment in the NMDs, where the people are resilient, have improved access to basic services, livelihood sources and economic opportunities thereby contributing to their overall development and stability.</p>

	<p>Objective:</p> <p>SDP started in 2015 however no baseline or evaluation was conducted due to access and security issues in the NMDs, thus this will be the first evaluation to be conducted of the programme. The aim of the evaluation is to assess the overall impact of the programme from its start in 2015 until the end of 2019. In addition, the evaluation will compile lessons learnt, and provide recommendations that will facilitate updates to the design of the programme and related future interventions. The evaluation will be based on five assessment criteria defined by UNEG i.e. efficiency, effectiveness, relevance, impact and sustainability.</p> <p>The scope of the evaluation covers the interventions carried out from the inception of SDP in May 2015 until 31st December 2019. The geographic area for the evaluation will include the following districts: Khyber, Kurram, North Waziristan, South Waziristan, Orakzai and Frontier Region districts of Bannu, Tank and Peshawar.</p> <p>Target groups for the evaluation include individual beneficiaries, communities, development partners, Government counterparts and Implementing Partners (IPs).</p> <p>Specifically, the evaluation will assess the relevance, efficiency, effectiveness, impact and sustainability of SDP through the following questions. This list of questions is representative and not exhaustive and will be further detailed and agreed upon as part of the evaluation inception report:</p> <p>1. Relevance:</p> <ul style="list-style-type: none"> a) To what extent was the project in line with the national development priorities, the country programme's outputs and outcomes, the UNDP Strategic Plan and the SDGs? b) To what extent does the project contribute to the theory of change for the relevant country programme outcome as well as assess the relevance of the project's four components for supporting the recovery/rehabilitation and development of the NMDs? c) To what extent were lessons learned from other relevant projects considered in the project's design as well as during its execution between 2015 and 2019? d) To what extent were perspectives of those who could affect the outcomes, and those who could contribute information or other resources to the attainment of stated results, taken into account during the project design and implementation processes? e) To what extent does the project contribute to LNOB¹, gender equality, the empowerment of women and the human rights-based approach? f) Evaluate the extent to which SDP implementation strategy has been responsive to the emerging needs and priorities of Government counterparts and beneficiary communities; and to the context of the emerging development scenario of the NMDs;
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¹Leave No One Behind



	<p>2. Efficiency:</p> <ul style="list-style-type: none"> a) To what extent was the project management structure as outlined in the project document efficient in generating the expected results? b) To what extent have the UNDP project implementation strategy and execution been efficient and cost-effective? c) To what extent has there been an economical use of financial and human resources? Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes? d) To what extent have resources been used efficiently? Have activities supporting the strategy been cost-effective? e) To what extent have project funds and activities been delivered in a timely manner? f) To what extent do the M&E systems utilized by UNDP ensure effective and efficient project management? g) Assess the adequacy of funds for programme implementation up to 2019 and analyse project strategy for resource mobilization for future interventions. <p>3. Effectiveness</p> <ul style="list-style-type: none"> a) To what extent did the project contribute to the country programme outcomes and outputs, the SDGs, the UNDP Strategic Plan and national development priorities? b) To what extent were the four project outputs achieved? c) What factors have contributed to achieving or not achieving intended country programme outputs and outcomes? d) To what extent has the UNDP partnership and resource mobilisation strategy with Government departments, UN agencies, CSOs and international donors ensured coordinated support for the development of NMDs been appropriate and effective? e) In which areas does the project have the greatest achievements? Why and what have been the supporting factors? How can the project build on or expand these achievements in the next phase? f) In which areas does the project have the fewest achievements? What have been the constraining factors and why? How can or could they be overcome in the next phase? g) What, if any, alternative strategies would have been more effective in achieving the project's objectives?
	<ul style="list-style-type: none"> h) Are the projects outputs clear, practical and feasible in line with project theory of change? i) Assess how the four programme components complemented each other to contribute to the achievement of the objective of enhancing stability and development in the NMDs j) To what extent have stakeholders including beneficiary communities been involved in project implementation?

	<p>k) To what extent are project management and implementation participatory, flexible, creative and responsive to respond to emerging needs and priorities of the NMDs and is this participation contributing towards achievement of the project outputs?</p> <p>l) To what extent has the project been appropriately responsive to the needs of the national constituents and changing partner priorities?</p> <p>m) To what extent has the project contributed to gender equality, the empowerment of women and the realization of human rights?</p> <p>n) Assess the level of effectiveness of the UNDP and SDP oversight and management structures during the review period; Quality and adequacy of programme monitoring and reporting in timely decision making by Project Managers;</p> <p>a) Assess whether a gender and human rights perspective has been taken into consideration and has been effective for the targeted institutions and communities;</p> <p>4. Impact:</p> <p>a) Explore if and how various programme components had a positive/less positive/no impact on each other;</p> <p style="padding-left: 40px;">I. What has been the impact of training and grants on the lives of the beneficiaries?</p> <p style="padding-left: 40px;">II. Conduct a tracer of representative sample of skill and entrepreneurship beneficiaries and document the rate of success.</p> <p style="padding-left: 40px;">III. How has the infrastructure component contributed to the development of NMDs and what is the functionality status of infrastructure schemes?</p> <p style="padding-left: 40px;">IV. How has the education component affected the lives of children especially girls in the context of NMDs?</p> <p>b) Evaluate the impact of the programme on the wider development environment of the NMDs;</p> <p>c) Assess what changes in the social and economic development at the level of individuals, institutions and communities - intended and unintended, positive and negative – have been brought about by the programme.</p> <p>d) Were there clear evidence of results and recognition of UNDP support?</p> <p>5. Sustainability:</p> <p>a) Assess the sustainability of capacity building programmes particularly provision of business grants, interest free loans, and skills training on youth;</p> <p>b) The extent to which the community physical infrastructure, market infrastructure and public infrastructure schemes are sustainable after the phase-out of the programme.</p> <p>c) Are there any financial risks that may jeopardize the sustainability of project outputs?</p> <p>d) To what extent will financial and economic resources be available to sustain the benefits achieved by the project?</p>
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	<ul style="list-style-type: none"> e) Are there any social or political risks that may jeopardize sustainability of project outputs and the project's contributions to country programme outputs and outcomes? f) Do the legal frameworks, policies and governance structures and processes within which the project operates pose risks that may jeopardize sustainability of project benefits? g) To what extent did UNDP actions pose an environmental threat to the sustainability of project outputs? h) What is the risk that the level of stakeholders' ownership will be sufficient to allow for the project benefits to be sustained? i) To what extent do mechanisms, procedures and policies exist to allow primary stakeholders to carry forward the results attained on gender equality, empowerment of women, human rights and human development? j) To what extent do stakeholders support the project's long-term objectives? k) To what extent are lessons learned being documented by the project team on a continual basis and shared with appropriate parties who could learn from the project? l) To what extent do UNDP interventions have well-designed and well-planned exit strategy? m) What could be done to strengthen exit strategy and sustainability? <p>Human rights</p> <ul style="list-style-type: none"> a) To what extent have poor, indigenous and physically challenged, women and other disadvantaged and marginalized groups benefited from the work of SDP? <p>Gender equality</p> <ul style="list-style-type: none"> a) To what extent have gender equality and the empowerment of women been addressed in the design, implementation and monitoring of the project? b) Is the gender marker data assigned to this project representative of reality? c) To what extent has the project promoted positive changes in gender equality and the empowerment of women? Were there any unintended effects? <p>Tasks and assignments to be undertaken:</p> <p>A detailed methodology and sampling design will be prepared by the evaluation firm which will be part of the inception report. It should focus on methods to achieve the objectives of the evaluation. The evaluation team will do an exhaustive Document Review followed by applying both qualitative and quantitative data collection tools to ascertain the effectiveness and impact of the programme interventions. Qualitative data will be collected as primary data applying a series of social research methods including semi-structured interviews, interviews with key informants, Focus Group Discussions with beneficiaries. Questionnaire survey, as secondary data collection tool, will be conducted first where respondents will be stakeholder organisations and communities. Findings of this survey will help develop the Focus Group Discussions and semi-structured interviews to gain a detailed overview of the communities' as well as stakeholder organizations opinion on project implementation and to triangulate with survey results.</p>
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	<p>1. Document review of all relevant documentation.</p> <p>This would include a review of inter alia</p> <ul style="list-style-type: none"> o Project document (as well as contribution agreements). o Theory of change and results framework. o project quality assurance reports. o Annual workplans. o Consolidated quarterly and annual reports. o Results-oriented monitoring report. o Highlights of project board meetings. o Technical/financial monitoring reports. <p>2. Meetings with stakeholders</p> <ul style="list-style-type: none"> a) The UNDP SDP team will brief the evaluation firm upon arrival and provide all necessary details and clarifications on the documents made available for the desk review. b) The evaluation firm will meet with the programme team, Programme Manager, Chief Crisis Prevention and Recovery Unit (CPRU), the Management Support Unit (MSU), the Deputy Resident Representative and Resident Representative UNDP.
	<ul style="list-style-type: none"> c) The evaluation firm will meet with relevant Government counterparts, including the Directorate of Projects, the Planning and Development Department, the Education Department and others. d) The evaluation firm will meet with bilateral donor representatives present in the country, including USAID, Japan, Canada, the European Union and others. e) The evaluation firm will meet with relevant Civil Society Organisations/IPs of SDP and document their experience and learnings from the programme. f) Beneficiary feedback will be sought from the local communities, including females to gauge their feedback on various programme interventions. <p>3. Surveys and questionnaires involving other stakeholders including key government counterparts, donor community members, representatives of key civil society organizations, and communities.</p> <p>4. Semi-structured interviews with key stakeholders including key government counterparts, donor community members, representatives of key civil society organizations, and communities</p>
	<ul style="list-style-type: none"> a. Development or evaluation questions around relevance, effectiveness, efficiency and sustainability and designed for different stakeholders to be interviewed. b. Key informant and focus group discussions with men and women, beneficiaries and stakeholders. c. All interviews should be undertaken in full confidence and anonymity. The final evaluation report should present specific comments without disclosing identity of individuals.

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	<p>To ensure the quality of reported results, data triangulation will be included as part of the methodology. Based upon the above assessment, the evaluation team will compile lessons learnt and make recommendations for the future.</p> <p>The quantitative and qualitative data will be the property of UNDP and will be shared in totality with UNDP as soon as data is recorded and coded. Data will be used while presenting the findings without compromising the confidentiality and anonymity of the participants. For this, labels will be used to hide the identities of the participants in the final report however in the first draft to UNDP the evaluation firm will produce the findings with data without labels. The coding and labelling scheme will be discussed and implemented after approval from UNDP.</p> <p>The findings of the report will be based on concrete qualitative and quantitative data as evidence. The analysis will be an important section of the report which will be based on the findings reported earlier in the report. The conclusions will be rooted in the analysis of the findings. The recommendations will be linked to conclusions.</p>
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	<p>Chief Technical Advisor will supervise the Contractor and to whom the Service Provider/Contractor will be directly responsible, reporting, and seeking approval/acceptance of output from. Deputy Resident Representative, UNDP Pakistan, will be the Evaluation Commissioner (EC) and Head of Management Support Unit will be the Evaluation Manager (EM). EC will be supported by EM in safeguarding the independence of the evaluation exercise and ensure the quality of evaluation in a timely fashion. To ensure independence and impartiality, EM will be the focal person for this evaluation. EM will ensure that the evaluation is conducted as per the evaluation plan and in line with this ToR.</p> <p>CPRU Unit and SDP team will facilitate EM and the work of the consulting firm before and during the assignment period. This ToR shall be the basis upon which compliance with assignment requirements and overall quality of services provided by the evaluation firm will be assessed by UNDP.</p>
Frequency of Reporting	Bi-Monthly
Progress Reporting Requirements	<p>a. Inception Report: The evaluation firm will submit an inception report that would reflect the evaluators understanding of the assignment, proposed approach and methodology; and schedule of tasks, activities and deliverables along with assigned responsibilities for the mission members. The inception report will be carried out the following and based on preliminary discussions with UNDP after the desk review and will be</p>

	<p>produced before the evaluation starts (before any formal evaluation interviews, survey distribution or field visits)</p> <p>b. Evaluation debriefings. Immediately following an evaluation, the contracting firm will deliver a preliminary debriefing and findings.</p> <p>c. Draft Evaluation Report: The evaluation firm will submit (i) before the end of the evaluation mission- a draft evaluation report of SDP, highlighting achievements, constraints, and lessons learnt as well as corrective measures where required and recommendations</p> <p>d. Evaluation report audit trail: Comments and changes by the evaluator in response to the draft report should be retained by the evaluator to show how they have addressed comments</p> <p>e. Final Report: within one week after receiving written comments and feedback to the draft evaluation report from UNDP and SDP Management, the evaluation team will submit the final report addressing the received feedback.</p> <p>f. Presentation of Executive Summary and Recommendations: The evaluation firm will present a summary of evaluation findings, conclusions and recommendations at a debriefing meeting with UNDP and development partners. This meeting will be organised by the evaluation firm in collaboration with UNDP to share the preliminary recommendations and receive feedback from SDP counterpart institutions and development partners.</p> <p>The Evaluation Report should contain the following:</p> <ul style="list-style-type: none"> • Title page • List of acronyms and abbreviations • Table of contents, including a list of annexes • Executive summary • Introduction: background and context of the programme • Description of the programme – it's logic theory, results framework and external factors likely to affect the success • Purpose of the evaluation • Key questions and scope of the evaluation with information on limitations and de-limitations • Approach and methodology • Findings • Analysis - explanation and interpretation of findings • Conclusions • Recommendations • Lessons, generalizations, alternatives • Annexes
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Signature

Location of work	<input checked="" type="checkbox"/> The evaluation firm will be based in Peshawar with occasional visits to Islamabad and frequent field visits to the NMDs where SDP implements activities (to be agreed upon as part of the methodology in the inception report).
Expected duration of work	The duration of the work is three months: one month in the field and the rest of the time will be dedicated to desk work and report writing
Target start date	20th April 2020
Latest completion date	20th July 2020
Travels Expected	Khyber Pakhtunkhwa- Newly Merged Districts (5 project districts covering) <ul style="list-style-type: none"> • South Waziristan • North Waziristan • Khyber • Kurram • Orakzai
Special Security Requirements	Note: 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. Travelling to the erstwhile FATA for data collection purpose requires NoC. The evaluation firm will be responsible to acquire NoC from competent authorities.
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

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Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]																												
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately). 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.																												
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days 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.																												
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																												
Payment Terms	Deliverables and Payment Schedule The payment is linked with achievements of the below-mentioned deliverables and shall be released upon satisfactory completion of each deliverable report certified by UNDP. <table border="1" data-bbox="335 1146 1461 1653"> <thead> <tr> <th>Deliverables</th><th>Description of deliverables</th><th>Submission timeline</th><th>Percentage of the payment</th></tr> </thead> <tbody> <tr> <td>Deliverable 1</td><td>Submission of an inception report</td><td>10 days</td><td>15% of the instalment</td></tr> <tr> <td>Deliverable 2</td><td>Evaluation debriefings</td><td>10 days</td><td>10% of the instalment</td></tr> <tr> <td>Deliverable 3</td><td>Draft Evaluation Report</td><td>30 days</td><td>20% of the instalment</td></tr> <tr> <td>Deliverable 4</td><td>Evaluation report audit trail</td><td>10 days</td><td>20% of the instalment</td></tr> <tr> <td>Deliverable 5</td><td>Final Report</td><td>20 days</td><td>25% of the instalment</td></tr> <tr> <td>Deliverable 6</td><td>Presentation of executive summary and recommendations</td><td>10 days</td><td>10% of the instalment</td></tr> </tbody> </table>	Deliverables	Description of deliverables	Submission timeline	Percentage of the payment	Deliverable 1	Submission of an inception report	10 days	15% of the instalment	Deliverable 2	Evaluation debriefings	10 days	10% of the instalment	Deliverable 3	Draft Evaluation Report	30 days	20% of the instalment	Deliverable 4	Evaluation report audit trail	10 days	20% of the instalment	Deliverable 5	Final Report	20 days	25% of the instalment	Deliverable 6	Presentation of executive summary and recommendations	10 days	10% of the instalment
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Evaluation Manager																												

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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	<p>The award of the contract shall be made to the Evaluation firm whose offer has been evaluated and determined as:</p> <p>a) Responsive/compliant/acceptable, and</p> <p>b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. 70%-30%.</p> <p>Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.</p> <p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise of the Firm 30% with 210 Marks out of 700</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% with 280 marks out of 700</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% with 210 marks out of 700</p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th><th>Score Weight</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>1</td><td>Relevance experience of the firm in conducting evaluations</td><td>30%</td><td>210</td></tr> <tr> <td>2.</td><td>Proposed methodology, approach, tools and implementation plan</td><td>40%</td><td>280</td></tr> <tr> <td>3.</td><td>Management structure and key personnel</td><td>30%</td><td>210</td></tr> <tr> <td colspan="2">Total</td><td></td><td>700</td></tr> </tbody> </table>			Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	1	Relevance experience of the firm in conducting evaluations	30%	210	2.	Proposed methodology, approach, tools and implementation plan	40%	280	3.	Management structure and key personnel	30%	210	Total			700
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3.	Management structure and key personnel	30%	210																				
Total			700																				
	Technical Proposal Evaluation-Form I		Maximum Points obtainable																				
	Expertise of Firm/Organization																						
	1.1	10 years of programme evaluation experience in recovery, rehabilitation and development programmes. (Eight (08) marks for each year)	80																				

	1.2	Financial Stability: Current ratio should be 1 or more than Note: Audited financial statements for years 2017-18 and 2018-19 shall be submitted with the proposal. (20 Marks for each year)	40
	1.3	Familiarity with international context and post-conflict/ crises in developing societies	30
	1.4	Proven capacity to effectively collect, analyse and evaluate data/information. (Previous evaluation reports (maximum 5 reports) conducted by the firm should be submitted as a proof (10 marks for each report)	50
	1.5	Experience and knowledge of the socio-political context of the NMDs and Khyber Pakhtunkhwa would be a strong asset.	10
	Total 1		210
	Technical Proposal Evaluation- FORM 2		Maximum Points Obtainable
	Proposed Methodology, Approach, Tools and Implementation Plan		
	2.1	To what degree does the bidder understand the objectives and requirements of the task?	60
	2.2	Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References and standards of evaluation (United Nations Evaluation Group)?	50
	2.3	Is the methodology of the evaluation well defined in a scientific/sound statistical manner and corresponds to the Terms of Reference?	60
	2.4	Is the data collection, data analysing and tabulation plan well defined and presented in the methodology?	50
	2.5	Work plan: Clarity of presentation and sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks?	60
	Total 2		280
	FORM # 3		Maximum Points Obtainable
	Technical Proposal Evaluation		
	Management Structure and Key Personnel (Names and curriculum vitae of individuals who will be involved in completing the services)		
	3.1	Senior Evaluator (Team Lead) (1):	
		Minimum post-graduate degree in social sciences	20
		10 years of experience of conducting/leading evaluation (5 marks per year).	50
	3.2	Field Researchers (One man and one woman) (2)	

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		Minimum three years experience in conducting interviews and FGDs at household and individual level	40
		Minimum graduate degree in social sciences	20
		Understanding of local language (Pashto) preferred	10
	3.3	Data Analyst (1)	
		Minimum graduate degree in computer science or relevant field	10
		Minimum three years experience in data management statistical analysis of data	20
	3.4	Report writer (1)	
		Minimum post-graduate degree in social sciences	10
		Minimum four years experience in writing high-quality evaluation and assessment reports	30
	Total 3		210
Mandatory Note: CVs of the personnel assigned should be signed, dated and attached with the proposals and prepared following the template in Annex 6 of the RFP.			
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><i>pakistan.procurement.info@undp.org</i></p> <p>Any delay in UNDP’s response shall be not 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>		

RS

<p>Minimum Eligibility Criteria</p>	<ul style="list-style-type: none"> ☑ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; ☑ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer; ☑ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation, or Valid Certificates of registration with Security Exchange Commission of Pakistan. (SECP) ☑ Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two years 2017-18 & 2018-19. ☑ Provide evidence of minimum 5 of similar projects completed during last ten years. Relevant details such as cost of the project, completion period and prototypes etc. along with certificates/contracts must be provided. ☑ Statement of Satisfactory Performance from the Top Three Clients in the past three years for reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided. ☑. All information regarding any past and current litigation during the last three (3) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded, s ☑ CVs of all the personnel that will be assigned to this assignment. ☑ An affidavit on organization letter head that the company has never been black listed by any institution / department / agency.
<p>Deadline for Submission</p>	<p>6th April 2020 (12:30 PM Pakistan standard Time or 3:30 AM EDT)</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. 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.

SS

Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> • Technical and financial proposals should be submitted in separate PDF files • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below) <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> • 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. • Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: tahir.islam@undp.org • 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. 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.
Pre-proposal conference	<p>The Pre-Proposal Conference will be held on 19th March 2020 at 11 AM in the office of UNDP , 6th Floor, Serena Business Complex, Islamabad.</p>

PC

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*

Sr. No	Description of deliverables	Submission timeline	Percentage of the payment	Amount in Rs.
1	Submission of an inception report	10 days	15% of the instalment	
2	Evaluation debriefings	10 days	10% of the instalment	
3	Draft Evaluation Report	30 days	20% of the instalment	
4	Evaluation report audit trail	10 days	20% of the instalment	
5	Final Report	20 days	25% of the instalment	
6	Presentation of executive summary and recommendations	10 days	10% of the instalment	

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

Description of Activity	Remuneration per Unit of Time in Rs.	Total Period of Engagement	No. of Personnel	Total Price in Rs.
I. Personnel Services				
Team Leader				
Team Member 1				
Team Member 2				
Team Member 3				
Team member 5				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]



Annex 4

General Terms and Conditions for Services
Separately attached

Hiring of firm/organization/ company for conducting the Final Evaluation of Stabilisation and Development Programme (SDP), former Fata Transition And Recovery Programme (FTRP), UNDP Pakistan

Terms of Reference (TOR)

A. Project Title

Stabilisation and Development Programme (SDP)

B. Project Description

Background:

Following years of political restructuring, the erstwhile Federally Administered Tribal Areas (FATA) were merged into the Khyber Pakhtunkhwa (KP) province. One of the most significant political reforms in Pakistan's history, the merger is an exceptional allowance of constitutional rights and governance structures to the most underdeveloped areas of the country with very limited livelihood opportunities and lack of access to basic services.

The Stabilisation and Development Programme (SDP), former FATA Transition and Recovery Programme (FTRP) was launched in May 2015 to complement the efforts of the Government of Pakistan in enabling the safe and voluntary return of Temporarily Displaced Persons (TDPs) to their areas of origin, with a focus on relief, recovery and sustainable peace. SDP was initially designed to support the FATA Sustainable Return and Rehabilitation Strategy (SRRS). Following the merger into KP, the programme has re-aligned its priorities with the Tribal Decade Strategy (2020-2030) and supports the Government's policies aiming at development and growth of the Newly Merged Districts (NMDs) of KP.

The funding of the programme was secured over the years with partnership with the United States Agency for International Development (USAID), Government of the United Kingdom Department for International Development (DFID), European Union (EU), the Government of Japan, Global Affairs Canada and the United Nations Central Emergency Response Funds (CERF).

SDP is oriented around four main and reinforcing goals: a) enhancing community resilience and social cohesion to support civil society participation; b) increasing access to basic services through improved physical infrastructures; c) promoting livelihoods and catalyzing economic recovery processes; and d) removing barriers of access to education and creating an enabling environment to foster peacebuilding.

Over the last four years, SDP has assisted more than 800,000 individuals. In response to the evolving environment, the programme has transitioned from relief and recovery efforts to sustainable development. It has shown discernible signs of communities adopting positive coping mechanisms while re-establishing their families in their returning areas.

Through SDP UNDP aims to support the Government in fostering a stable environment in the NMDs, where the people are resilient, have improved access to basic services, livelihood sources and economic opportunities thereby contributing to their overall development and stability.



C. Scope of Work

SDP started in 2015 however no baseline or evaluation was conducted due to access and security issues in the NMDs, thus this will be the first evaluation to be conducted of the programme. The aim of the evaluation is to assess the overall impact of the programme from its start in 2015 until the end of 2019. In addition, the evaluation will compile lessons learnt, and provide recommendations that will facilitate updates to the design of the programme and related future interventions. The evaluation will be based on five assessment criteria defined by UNEG i.e. efficiency, effectiveness, relevance, impact and sustainability.

The scope of the evaluation covers the interventions carried out from the inception of SDP in May 2015 until 31st December 2019. The geographic area for the evaluation will include the following districts: Khyber, Kurram, North Waziristan, South Waziristan, Orakzai and Frontier Region districts of Bannu, Tank and Peshawar.

Target groups for the evaluation include individual beneficiaries, communities, development partners, Government counterparts and Implementing Partners (IPs).

Tasks and assignments to be undertaken:

A detailed methodology and sampling design will be prepared by the evaluation firm which will be part of the inception report. It should focus on methods to achieve the objectives of the evaluation. The evaluation team will do an exhaustive Document Review followed by applying both qualitative and quantitative data collection tools to ascertain the effectiveness and impact of the programme interventions. Qualitative data will be collected as primary data applying a series of social research methods including semi-structured interviews, interviews with key informants, Focus Group Discussions with beneficiaries. Questionnaire survey, as secondary data collection tool, will be conducted first where respondents will be stakeholder organisations and communities. Findings of this survey will help develop the Focus Group Discussions and semi-structured interviews to gain a detailed overview of the communities' as well as stakeholder organizations opinion on project implementation and to triangulate with survey results.

1. Document review of all relevant documentation.

This would include a review of inter alia

- o Project document (as well as contribution agreements).
- o Theory of change and results framework.
- o project quality assurance reports.
- o Annual workplans.
- o Consolidated quarterly and annual reports.
- o Results-oriented monitoring report.
- o Highlights of project board meetings.
- o Technical/financial monitoring reports.



2. Meetings with stakeholders

- a) The UNDP SDP team will brief the evaluation firm upon arrival and provide all necessary details and clarifications on the documents made available for the desk review.
- b) The evaluation firm will meet with the programme team, Programme Manager, Chief Crisis Prevention and Recovery Unit (CPRU), the Management Support Unit (MSU), the Deputy Resident Representative and Resident Representative UNDP.
- c) The evaluation firm will meet with relevant Government counterparts, including the Directorate of Projects, the Planning and Development Department, the Education Department and others.
- d) The evaluation firm will meet with bilateral donor representatives present in the country, including USAID, Japan, Canada, the European Union and others.
- e) The evaluation firm will meet with relevant Civil Society Organisations/IPs of SDP and document their experience and learnings from the programme.
- f) Beneficiary feedback will be sought from the local communities, including females to gauge their feedback on various programme interventions.

3. Surveys and questionnaires involving other stakeholders including key government counterparts, donor community members, representatives of key civil society organizations, and communities.

4. Semi-structured interviews with key stakeholders including key government counterparts, donor community members, representatives of key civil society organizations, and communities

- a. Development of evaluation questions around relevance, effectiveness, efficiency and sustainability and designed for different stakeholders to be interviewed.
- b. Key informant and focus group discussions with men and women, beneficiaries and stakeholders.
- c. All interviews should be undertaken in full confidence and anonymity. The final evaluation report should present specific comments without disclosing identity of individuals.

To ensure the quality of reported results, data triangulation will be included as part of the methodology. Based upon the above assessment, the evaluation team will compile lessons learnt and make recommendations for the future.

The quantitative and qualitative data will be the property of UNDP and will be shared in totality with UNDP as soon as data is recorded and coded. Data will be used while presenting the findings without compromising the confidentiality and anonymity of the participants. For this, labels will be used to hide the identities of the participants in the final report however in the first draft to UNDP the evaluation firm will produce the findings with data without labels. The coding and labelling scheme will be discussed and implemented after approval from UNDP.

The findings of the report will be based on concrete qualitative and quantitative data as evidence. The analysis will be an important section of the report which will be based on the findings reported earlier in the report. The conclusions will be rooted in the analysis of the findings. The recommendations will be linked to conclusions.



D. Expected Outputs and Deliverables

Sr.No	Deliverables	Submission timeline	Review and Approvals Required
1	Submission of an inception report	10 days	
2	Evaluation debriefings	10 days	
3	Draft Evaluation Report	30 days	
4	Evaluation report audit trail	10 days	
5	Final Report	20 days	
6	Presentation of executive summary and recommendations	10 days	

E. Institutional Arrangement

Chief Technical Advisor will supervise the Contractor and to whom the Service Provider/Contractor will be directly responsible, reporting, and seeking approval/acceptance of output from. Deputy Resident Representative, UNDP Pakistan, will be the Evaluation Commissioner (EC) and Head of Management Support Unit will be the Evaluation Manager (EM). EC will be supported by EM in safeguarding the independence of the evaluation exercise and ensure the quality of evaluation in a timely fashion. To ensure independence and impartiality, EM will be the focal person for this evaluation. EM will ensure that the evaluation is conducted as per the evaluation plan and in line with this ToR.

CPRU Unit and SDP team will facilitate EM and the work of the consulting firm before and during the assignment period. This ToR shall be the basis upon which compliance with assignment requirements and overall quality of services provided by the evaluation firm will be assessed by UNDP.

F. Duration of the Work

The duration of the work is three months: one month in the field and the rest of the time will be dedicated to desk work and report writing.

G. Duty Station

The evaluation firm will be based in Peshawar with occasional visits to Islamabad and frequent field visits to the NMDs where SDP implements activities (to be agreed upon as part of the methodology in the inception report).



H. Scope of Price Proposal and Schedule of Payments

The payment is linked with achievements of the below-mentioned deliverables and shall be released upon satisfactory completion of each deliverable report certified by UNDP.

Deliverables	Description of deliverables	Submission timeline	Percentage of the payment
Deliverable 1	Submission of an inception report	10 days	15% of the instalment
Deliverable 2	Evaluation debriefings	10 days	10% of the instalment
Deliverable 3	Draft Evaluation Report	30 days	20% of the instalment
Deliverable 4	Evaluation report audit trail	10 days	20% of the instalment
Deliverable 5	Final Report	20 days	25% of the instalment
Deliverable 6	Presentation of executive summary and recommendations	10 days	10% of the instalment

I. Competencies

- The firm should have minimum 10 years of experience in monitoring and evaluation of large programmes in developing countries.
- Familiarity with international context and post-conflict/ crises in developing societies.
- Relevant experience and knowledge of the United Nations programmes.
- Experience in human resources and institutional capacity development, including gender equality.
- Proven capacity to effectively collect, analyse and evaluate data/information.
- Ability to organize and synthesize information in a systematic manner
- The firm should have a diverse team composition of both men and women including researchers, data analyst, report writer and a team lead.
- The team lead should have experience of leading evaluations of development programmes particularly recovery and rehabilitation initiatives in post-conflict areas
- The researcher team should comprise of one man and woman and should have prior experience of designing research methodology and conducting interviews and FGDs at household and individual level
- The data analyst should be well versed in data management and statistical analysis of data
- The report writer should be well versed in report writing with proven experience in producing a high-quality evaluation and assessment reports
- The firm should be familiar with UNDP/UN evaluation policies and procedures, and with the programming principles of the UNDP/UN.
- Proven experience in evaluation of post disaster development programmes and stabilization programmes.

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- The firm should be familiar with the reality in the NMDs. The team leader will allocate roles and responsibilities within the team, including meeting schedules and drafting duties and be responsible for timely delivery of the mission reports.
- The evaluation firm should have proven relevant background and experience in the context of the NMDs.
- Excellence in report writing.
- Ability to communicate in English, Urdu and Pashto.

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, impartiality) results orientation;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Has the ability to work both independently and in a team, and ability to deliver high-quality work on tight timelines.

Behavioural competencies:

- Gender-sensitive;
- Comfortable working in dynamic environments that change frequently;
- Able to perform in a high-stress and difficult security environment, with austere living quarters.

Computer Skills:

- Proficiency in MS Office and statistical analysis software

