# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**Technical Proposal Envelope:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Technical Proposal Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form (Not Applicable) |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Proposal |  |
| * Form H: Proposal Security Form (Not Applicable) |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Financial Proposal Envelope**

**(Must be submitted in a password protected PDF file)**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form |  |
| * Form G: Financial Proposal Form |  |

# 

# Form A: Technical Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organisation or the World Bank Group or any other international Organisation;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

# Form B: Bidder Information Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | ☒ Power of Attorney to the authorised representative to submit/sign the RFP submission documents and for further correspondence with UNDP on behalf of organisation.  ☒ Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal must be password protected.;  ☒ Proposer’s Profile providing organogram, details of employees, CVs of key professionals, list of clients and available facilities/expertise;  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  Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor’s Report for the past three years 2016-2017, 2017-2018 and 2018-2019.  Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation.  Valid Memorandum of Understanding (MOU) with the Economic Affairs Division (EAD) – Pakistan or the evidence of application submitted to EAD in case MOU is not readily available. Applicable for NGOs only.  Official Letter of Appointment as local representative, if proposer is submitting a proposal on behalf of an entity located outside the country if applicable  Demonstrate Relevant experience implementing similar activities in the past three (03) Years. Relevant details such as cost of the project, completion period etc. along with certificates/copy of contract as an evidence must be provided  Statement of Satisfactory Performance from the Top Three Clients in terms of Contract Value the past five 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 bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.  At least Three (03) contracts or related Projects. Please provide evidence of these contracts. |

## 

# Form C: Joint Venture/Consortium/Association Information Form

# (Not Applicable)

## **(Not Applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture ***OR***  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfilment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 

## **Form D:** QualificationForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

If JV/Consortium/Association, to be completed by each partner.

**Historical Contract Non-Performance**

|  |  |  |  |
| --- | --- | --- | --- |
| Contract non-performance did not occur for the last 3 years | | | |
| Contract(s) not performed for the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

  Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       USD  Year       USD  Year       USD |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio |  |  |  |

 Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

# Form E: Format of Technical Proposal

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder’s proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Expertise of Firm / Organisation**

* 1. Brief description of the, including the year and country of incorporation, and types of activities undertaken.
  2. General organisational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
  3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  4. Quality assurance procedures and risk mitigation measures.
  5. Organisation’s commitment to sustainability.

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

This section should demonstrate the bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in enough detail and different components of the project should be adequately weighted relative to one another.

* 1. A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  2. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  3. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
  5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  7. Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organisation chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  2. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| Employment Record/ Experience | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organisation, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

# 

# Form F: Financial Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Password Protected Financial Proposal.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## **Note: This Financial Proposal Submission Form must be password protected and should not be included as part of the technical proposal.**

# 

# Form G: Financial Proposal Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped PDF version of financial proposal through e-tendering system. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification. The Financial Proposal should be aligned with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

**Note**: **This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.**

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

1. **Cost Breakdown per Deliverables\***

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Deliverables**  ***[list them as referred to in the TOR]*** | **Percentage of Total Price (Weight for payment) %** | **Price**  **(Lump Sum, All Inclusive) in PKR** |
| 1 | - Approval (by UNDP) of project inception report including project background, activities, approach/methodology, timeline, monitoring and evaluation plan, communications strategy, work plan, and risk analysis/mitigation. | 10% |  |
| 2 | **Output 1: A detailed baseline research on trends in student knowledge, perception and behaviours on peacebuilding and social cohesion is commissioned to identify positive influencers for working on peace building and social cohesion.**  Approval of baseline research mapping young people’s attitudes and perceptions about inclusiveness, tolerance, and social cohesion and identifying positive influencers for involvement in project implementation. | 10% |  |
| 3 | **Output 2: At least 100 young women activists in the target universities are identified, capacitated, and mentored (in coordination with universities’ administration and HEC) to emerge as youth leaders on community resilience and social cohesion.**  -Approval of a detailed report explaining the process of identification of 100 women activists through competitive process for capacity development as youth leaders and implementers of projects on peace, tolerance, and inclusiveness. The report must include brief details of the selected beneficiaries. | 10% |  |
| 3.1 | **Output 2: At least 100 young women activists in the target universities are identified, capacitated, and mentored (in coordination with universities’ administration and HEC) to emerge as youth leaders on community resilience and social cohesion.**  - Approval of a comprehensive training and mentorship report comprising details of 5- 4 day trainings for the capacity development of 100 female activistson leadership, negotiations, and communications skills along with background sessions on women’s role in peacebuilding. The report should also include details and highlights of the 3 month mentorship programme based on distant/digital learning with reputable female activists working on social cohesion and peacebuilding in Khyber Pakhtunkhwa. | 10% |  |
| 4 | **Output 3: Programmatic and technical advisory support is provided to promising young candidates to undertake on-campus peacebuilding projects and 15 successful projects are linked with the regional N-Peace Network.**  -Approval of an activity report providing details of the 20 projects implemented by young candidates along with human interest stories of the 15 successful projects linked with the regional N-Peace Network. | 20% |  |
| 5 | **Output 4: A total of 4 high level inclusive consultation sessions (2 in each university) between university administration, provincial/national stakeholders, and student body representatives are organized to institutionalize project activities.**  Approval of an activity report detailing the highlights of 4 high level inclusive consultation sessions (2 in each university) between university administration, provincial/national stakeholders, student body representatives and students to institutionalize project activities (based on successful engagement models).  **Output 5: At least 40 young women are mobilized and capacitated to form peer support groups for the provision of mental health support to at least 60 vulnerable females (30 in each university).**  -Approval of activity report highlighting the selection, mobilization, and capacitation of at least 40 young women to form peer support groups for the provision of mental health support to at least 60 vulnerable females (30 in each university). The report must also provide details and selected human interest stories of 60 vulnerable females benefitting from mental health support. | 20% |  |
| 6 | **Output 6: Discourse on the need for effective engagement for peace building and social cohesion is catalyzed and deepened through publication of 25 articles in mainstream print and digital media in Khyber Pakhtunkhwa**  A short report on the training of 20 journalists for publishing 25 newspaper articles, op-eds on women’r role in peacebuilding and enhancing social cohesion. Final published articles must be attached at the end of the report.  Submission of final project report with overview of all project activities, photographs, human interest stories, and lessons learned. | 20% |  |
|  | **Total** | **100%** | **PKR** |

*\*Basis for payment tranches*

1. **Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Description** | **Unit Type** | **Unit** | **Unit Cost** | **Total Price (PKR)** |
| **A** | **HR/Operations Cost** | | | | |
| 1 | Project Coordinator/Manager | month | 12 |  |  |
| 2.1 | Trainer/Mentor-Malakand-1 | month | 4 |  |  |
| 2.2 | Trainer/Mentor-Malakand-2 | month | 4 |  |  |
| 2.3 | Trainer/Mentor- Swat-1 | month | 4 |  |  |
| 2.4 | Trainer/Mentor- Swat-2 | month | 4 |  |  |
| 3 | Youth Engagement Specialist | month | 12 |  |  |
| 4 | M&E Officer | month | 12 |  |  |
| 5 | Utilities, communications & travel expense |  |  |  |  |
|  | **Sub-total** |  |  |  | **-** |
| **1** | **Output 1: A detailed baseline research on trends in student knowledge, perception and behaviors on peacebuilding and social cohesion is commissioned to identify positive influencers for working on peace building and social cohesion.** | | | | |
|  | Research consultant fee | Days | 43 |  |  |
|  | Data Analyst Fee | Days | 25 |  |  |
|  | Daily rate of 8 data collectors (4 per university) engaged for 15 days-UNDP encourages using local data collectors for cultural sensitivity and cost effectiveness | Days | 120 |  |  |
|  | Two day training of data collectors on research tools-venue cost | Days | 2 |  |  |
|  | Consultant travel cost to Swat for training | Days | 4 |  |  |
|  | Consultant accomodation cost for training in Swat | Days | 3 |  |  |
|  | Consultant Monitoring visits in Swat and Malakand- a total of two three day monitoring visits are expected in the two locations- Accomodation Cost | Days | 8 |  |  |
|  | Consultant monitoring visits in Swat and Malakand- a total of two three day monitoring visits are expected in the two locations- travel cost | Days | 10 |  |  |
|  | Stationery cost for 8 researchers (stationery includes 8 notebooks, 16 ballpoints, and 24 sheets) | Stationery package | 8 |  |  |
|  | Publishing cost of 80 copies of research | Per copy | 80 |  |  |
|  | Refreshment costs for Focus Group Discussion Participants- a total 12 FGDs (6 in each campus) are expected to be undertaken with various groups; each focus group will have a maximum of 12 participants | Refreshments box | 144 |  |  |
|  | **Sub-total** |  |  |  | **-** |
| **2** | **Output 2: At least 100 young women activists in the target universities are identified, capacitated, and mentored (in coordination with universities’ administration and HEC) to emerge as youth leaders on community resilience and social cohesion.** | | | | |
| 2.1 | Meetings with universities' administrations for signing MoUs- a total of 3 meetings are expected in each university with the final meeting culiminating in MoU signing- Travel cost for two staff members from the IP | Days | 9 |  |  |
|  | Meetings with universities' administrations for signing MoUs- a total of 3 meetings are expected in each university with the final meeting culiminating in MoU signing- Accomodation cost for two staff members from the IP | Days | 7 |  |  |
| 2.2 | Consultant cost for developing training manual on leadership, negotiations, and communications skills for women led PVE social action plans | Days | 20 |  |  |
|  | Printing cost for training manual (125 copies) | Copies | 125 |  |  |
| 2.3 | Outreach and communications plan for identifying mentors and participants for the capacity development and mentorship of 100 young women (50 each in Swat and Malakand)- includes costs of 10 banners, 100 posters, and 200 flyers in each university | Communications material package | 2 |  |  |
|  | Outreach and communications plan for identifying mentors and participants for the capacity development and mentorship of 100 young women (50 each in Swat and Malakand); communications specialist cost | Days | 20 |  |  |
| 2.4 | Organize 4 -5 day trainings to build capacities of 100 young women. Two trainings will be organized per university catering to a batch of 25 students per university- Venue cost | Days | 20 |  |  |
|  | Organize 4 -5 day trainings to build capacities of 100 young women. Two trainings will be organized per university catering to a batch of 25 students per university- Refreshments cost | Trainees | 108 |  |  |
|  | Travel cost for 2 staff members attending training for 4 days (2 days each in Swat and Malakand) | Days | 8 |  |  |
|  | Accomodation cost for 2 staff members attending training for 4 days (2 days each in Swat and Malakand) | Days | 6 |  |  |
| 2.5 | Accomodation costs for 4 mentor check-ins. One per batch of 25 students | Days | 2 |  |  |
|  | Travel cost for 4 mentor check-ins- One per batch of 25 students | Days | 6 |  |  |
|  | Per day specialist trainer cost for 5 day trainings (20 days in total in 2 universities for 4 batches) | Days | 20 |  |  |
|  | Stationery cost for 100 trainees (lump sum cost of package consisting of a ball pen, notebook, 50 sheets of paper) | Stationery package | 100 |  |  |
| 2.6 | Lessons learned workshop with trainees- venue cost | Days | 2 |  |  |
|  | Lessons learned workshop with trainees- refreshments cost | Attendees | 108 |  |  |
|  | Lessons learned workshop with trainees- travel cost for two staff members | Days | 6 |  |  |
| 2.7 | Consultant cost for behavioral sciences specialist for designing and implementing a pre and post behavior assessment tool (lump sum package including cost of two day training for staff implementing the tool). | Days | 20 |  |  |
|  | **Sub-total** |  |  |  | **-** |
| **3** | **Output 3: Programmatic and technical advisory support is provided to promising young candidates to undertake on-campus peacebuilding projects and 15 successful projects are linked with the regional N-Peace Network.** | | | | |
| **3.1** | **Venue cost for 2 day pitching event in Swat. The event will include panel members from the IP, UNDP, and Universities. At least 100 students (50 from each university) are expected to participate in the event.** | Days | 4 |  |  |
|  | Refreshments cost for 110 participants | Participants | 110 |  |  |
|  | Travel cost for 2 staff members attending training from Islamabad | Days | 8 |  |  |
|  | Accomodation cost for two staff members; stay for six days to attend 2 two day pitching events; one in each university | Days | 6 |  |  |
| **3.2** | **Per project programme implementation and technical advisory cost support** | Lump sum | 20 |  |  |
| **3.3** | **Printing cost for 50 high quality research reports highlighting human interest stories, pictoral evidences, and achievements of successful social action projects** | Copies | 50 |  |  |
|  | Photographer cost taking high quality photographs for human interest stories | Per day | 5 |  |  |
|  | Travel cost for photographer | Per day | 7 |  |  |
|  | Accomodation cost of photographer | Per day | 5 |  |  |
| **3.4** | **Selection and Linkage of 15 best activists with the regional N-peace award. Travel cost for 2 day event in Islamabad. Two coasters will be arranged for 2 days to transport 25 people travelling to Islamabad from Swat and Malakand** | Per day | 4 |  |  |
|  | Accomodation cost for 25 participants staying in Islamabad for 2 days; include 10 university staff members and 15 students from two universities | Per day | 2 |  |  |
|  | **Sub-total** |  |  |  | **-** |
| **4** | **Output 4: A total of 4 high level inclusive consultation sessions (2 in each university) between university administration, provincial/national stakeholders, and student body representatives are organized to institutionalize project activities.** | | | | |
| **4.1** | **Conduct dialogues as per project plan-Venue cost** | Days | 4 |  |  |
|  | Refreshments for 70 participants taking part in the dialogues in Swat and Malakand; 35 participants each are expected to participate in the dialogues in Swat and Malakand respectively | Refreshments | 140 |  |  |
|  | Travel cost for 2 staff members from the IP participating in the dialogues in Swat and Malakand | Days | 8 |  |  |
|  | Accomodation cost of 2 IP staff members participating in the dialogues in Swat and Malakand | Days | 6 |  |  |
|  | Travel cost for 2 HEC colleagues travelling from Islamabad to participate in both dialogues | Days | 8 |  |  |
|  | Accomodation cost for 2 HEC colleagues travelling from Islamabad to participate in both dialogues | Days | 6 |  |  |
|  | Stationery cost for 140 participants, 35 each for 4 dialogues (stationery consists of 35 ballpoints, 20 flip charts, 35 notebooks, and assorted markers etc.) | Stationery package | 140 |  |  |
|  | Cost of dialogue moderator | Days | 4 |  |  |
|  | Lump sum IC materials cost per dialogue (IC material includes 2 banners and 2 standees per dialogue) | IC package |  |  |  |
|  | **Sub-total** |  |  |  | **-** |
|  | **Output 5: At least 40 young women are mobilized and capacitated to form peer support groups for the provision of mental health support to at least 60 vulnerable females (30 in each university).** | | | | |
| **5.1** | **4 Outreach events (2 per university) in each university to identify female mentors/activists- refreshments cost for 2000 participants (500 per university)** | Per person | 2,000 |  |  |
|  | Lump sum IC material cost for each event (each IC material package includes 5 banners, 100 posters, 200 flyers) | per package | 4 |  |  |
| **5.2** | **Conduct 4 trainings (2/university) with selected women activists-Venue cost for 4 trainings-each training will last 5 days-Venue Cost** | Days | 20 |  |  |
|  | Cost of trainer for 4-5 day trainings | Days | 20 |  |  |
|  | Refreshments cost for 40 participants participating in 4 5 day trainings | Per person | 40 |  |  |
|  | Lump sum stationery cost for 40 participants (stationery includes 50 ball points, 40 notebooks, assorted flip charts, and markers) | Per package | 40 |  |  |
|  | IC material cost for 4 trainings (includes 4 banners and 4 standees) | Per package | 4 |  |  |
| **5.3** | **Develop capacities of 40 women activists on providing peer and counselling support to vulnerable women. 4-5 day trainings (2 per university with batches on counselling and peer support for women with extremist tendencies-Trainer fee** | Days | 20 |  |  |
|  | Venue cost for 4 5 day trainings in Swat and Malakand- the hall will be enagaged for a total of 20 days (10 each in Swat and Malakand) | Days | 20 |  |  |
|  | Refreshments cost for 40 participants participating in 4 5 day trainings | Days | 20 |  |  |
|  | Stationery for 40 participants (the pack contains 40 notebooks, 40 ballpoints, assorted flip charts and markers) | Per participant | 40 |  |  |
| **5.4** | **Monitor and assist support groups with the provision of mental health/counseling/targeted support to 60 young women needing support- 4 Psychologists cost per month** | Months | 16 |  |  |
| **5.5** | **Assessment of 60 young women who received mental health/counseling/targeted support.** | Days | 20 |  |  |
|  | **Sub-total** |  |  |  | **-** |
|  | **Output 6: Discourse on the need for effective engagement for peace building and social cohesion is catalyzed and deepened through publication of 25 articles in mainstream print and digital media in Khyber Pakhtunkhwa** | | | | |
| **6.1** | Training for 20 journalists for writing articles on women, peace and security issues- Consultant cost for developing training manual | Days | 15 |  |  |
|  | Venue cost for 2 day training of 20 journalists | Days | 2 |  |  |
|  | Refreshments cost for 20 journalists | Participants | 40 |  |  |
|  | Training manual publishing cost | Copies | 30 |  |  |
| **6.2** | Per article cost for 25 articles on women, peace, and security issues | articles | 25 |  |  |
|  | **Sub-total** |  |  |  |  |
|  | **Grand Total** |  |  |  | **#REF!** |
|  | **Grand Total** |  |  |  | **-** |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

# Form H: Form of Proposal Security – (Not Applicable)

Proposal Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: UNDP Representative (Rupee) Account

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called “the Bidder”) has submitted a Proposal to UNDP dated Click here to enter a date. to execute Services [Insert Title of Services] (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Proposal after the date of the opening of the Proposals;
3. Fails to comply with UNDP’s variation of requirement, as per RFP instructions; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*

# Section 7: FORM FOR PERFORMANCE SECURITY

*(This must be finalized using the official letterhead of the A rated Insurance Company. Except for indicated fields, no changes may be made on this template)*

**PERFORMANCE BOND**

To,

UNDP Representative (Rupee) Account:

By this Bond ...................................................................................................[INSERT NAME AND ADDRESS OF THE CONTRACTOR] as Principal (hereinafter called "the Contractor") and ................................................[INSERT

NAME, LEGAL TITLE AND ADDRESS OF SURETY, BONDING COMPANY OR INSURANCE COMPANY] as Surety (hereinafter called "the Surety") are held and firmly bound unto .....................................................[INSERT NAME AND ADDRESS OF EMPLOYER] as Obligee (hereinafter called "the Employer") in the amount of. ........................................................[INSERT AMOUNT OF BOND IN FIGURES AND IN WORDS], for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a contract with the Employer dated for ................................................... [INSERT TITLE OF CONTRACT AND BRIEF DESCRIPTION OF THE WORKS] in accordance with the documents, plans, specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto) then this obligation shall be null and void; otherwise it shall remain in full force and effect. Whenever the Contractor shall be , and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

(1) complete the Contract in accordance with its terms and conditions; or

(2) obtain a bid or bids from qualified Bidders for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsible Bidder, arrange for a Contract between such Bidder and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term " Balance of the Contract Price", as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or

(3) pay the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors and assigns of the Employer.

This bond shall be valid until twenty eight calendar days after issuance of the Certificate of Final Completion.

In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this.........day of..................2020

SIGNED ON: SIGNED ON:

ON BEHALF OF: ON BEHALF OF:

NAME &TITLE: