



## REQUEST FOR PROPOSAL (RFP)

|                        |  |
|------------------------|--|
| NAME & ADDRESS OF FIRM | DATE: May 8, 2020                          |
|                        | REFERENCE: UNDP-RFP-2020-137<br>ORPS: 2507 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **“Planning and Organizing Five Search and Rescue ToTs in Sindh and Balochistan”**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Friday, 22<sup>nd</sup> May 2020 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-notices/resources/](http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/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 **Monday, 18<sup>th</sup> May 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](mailto:pakistan.procurement.info@undp.org).

AS

A handwritten signature in black ink, appearing to be 'Anwar', is written over a horizontal line.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

[http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

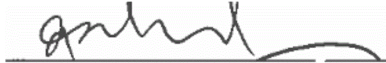
**Sincerely yours,**



5/8/2020

**For Ignacio Artaza  
Resident Representative**

Ali Saied



**Annex 1****Description of Requirements**

|  |  |
|--|--|
| Context of the Requirement                 | Firm/organization for Planning and Organizing Five Search and Rescue ToTs in Sindh and Balochistan   |
| Brief Description of the Required Services | <p><b>Background:</b></p> <p>Over the past 20 years, UNDP has been extending support to the Government of Pakistan in shifting its focus from a relief (reactive) approach to a resilience approach, which seeks to reduce risks, mitigate disaster impact and undertake disaster preparedness. UNDP has also been supporting national, subnational and district governments in developing institutional capacity for systematic disaster risk management.</p> <p>UNDP in Pakistan has played a crucial role in promoting knowledge on earthquake and tsunami risk reduction for more than a decade. Under the One UN Pilot programme (2009-2012), UNDP's pioneer effort, "Strengthening Tsunami Early Warning System", was initiated and implemented in partnership with several key stakeholders including the Pakistan Meteorological Department, National Institute of Oceanography, Karachi Port Trust, NDMA, PDMA, DDMA's, the Pakistan Red Crescent Society and local community organizations.</p> <p>Having established a strong background in community preparedness, it was time to introduce a state-of-the-art technical intervention to address the "only 10-20 minutes away tsunami risk" on the coast of Pakistan. Under this programme, UNDP achieved many milestones that were recognized nationally and globally. In 2017, UNDP also implemented some pilot interventions as part of its regional initiative titled "Reducing the Loss of Lives of Schoolchildren from Tsunamis in the Asia-Pacific through Better Awareness and Preparedness". The project covered 18 countries in the Asia-Pacific region, based on their high exposure to tsunami hazard. Under this project, UNDP conducted earthquake and tsunami school preparedness drills in selected coastal schools by involving students and teachers. School earthquake and tsunami safety plans were also developed, and evacuation sites were marked. UNDP is also currently assisting NDMA in developing a National Tsunami Policy Framework through broad based consultation with relevant stakeholders and maritime agencies.</p> <p>UNDP has recently signed a project titled "Strengthening tsunami and earthquake preparedness in coastal areas of Pakistan", with financial assistance from Government of Japan. UNDP will closely work with NDMA, Sindh and Balochistan PDMA's, PMD and other stakeholders for initiating a policy discourse on the existing capacity and institutional arrangements of different agencies involved in disaster risk preparedness and response in the coastal areas. The project will upgrade the existing system of</p> |

|  |  |   |   |                     |           |
|--|--|---|---|---------------------|-----------|
|  | <p>tsunami early warning and national seismic monitoring by providing relevant early warning, communications, remote sensing and IT equipment to relevant institutions (PMD and its National Seismic Monitoring Tsunami Early Warning Center, NDMA/PDMAs). The project will also undertake a detailed earthquake and tsunami risk assessment of the three selected districts of the project.</p> <p>Tsunamis affect communities in many ways. For the reduction of loss of lives and damage to assets/critical infrastructure, the project will install 06 tsunami early warning systems in project target districts, through revision of district specific SOPs and installation of EWS equipment, including through modern communication tools. UNDP will closely work with the PDMAs of Sindh and Balochistan and will provide technical trainings to government officials on carrying out relief, search &amp; rescue operations. UNDP will also establish youth groups in selected villages/settlements in all three project districts and evacuation drills will be organized in schools and health facilities by simulating earthquake and tsunami scenarios.</p> <p>Furthermore, the project will carry out mangrove plantation and reinforcing and retrofitting of facilities for earthquake and tsunami mitigation &amp; preparedness through low-cost retrofitting of the selected buildings against earthquake and tsunami risks. UNDP will also Identify and develop tsunami evacuation sites (designated areas with shelter facilities), and prepare and mark evacuation routes with tsunami signboards, following regional and global best practices.</p> |   |   |                     |           |
| List and Description of Expected Outputs to be Delivered | <b>Expected Outputs / Deliverables, timeframe for the work</b>   |   |   |                     |           |
|  | <b>Outcome:</b> Five well-organized Trainings of Trainers (ToTs) or Training of Instructors (Tols) based on a model that covers basic search and rescue, first aid and medical emergency, fire and water rescue for an efficient response during tsunami or any other coastal hazard.  |   |   |                     |           |
|  | Sr#  | Deliverables  | Action Required   | Estimated Timelines | % Payment |
|  | 1  | Inception report including workplan for the trainings and brief description of each segment of training | Develop a detailed inception report and training for SAR, with a breakdown of all activities required | by May 2020         | 20%       |

|   |  |  |  |                   |     |
|---|--|--|--|-------------------|-----|
|   | 2  | Detailed training manuals for each section of training | Training manuals covering each aspect of training with methodology   | by June/July 2020 | 20% |
|   | 3  | Completion report of three (1,2,3) trainings           | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants . | by August 2020    | 20% |
|   | 4  | Completion report of Fourth and Fifth Training         | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants   | By September 2020 | 20% |
|   | 5  | Final Report   | Final report of the assignment following completion, detailing activities, outcomes, and challenges  | November 2020     | 20% |
|   | <b>Total</b>   |  | <b>100 %</b>   |                   |     |
|   | Person to Supervise the Work/Performance of the Service Provider |  |  |                   |     |
| National Project Manager (Tsunami & Earthquake Preparedness Project, UNDP)  |  |  |  |                   |     |
| Frequency of Reporting  |  |  |  |                   |     |
| Bi-monthly  |  |  |  |                   |     |
| Progress Reporting Requirements   |  |  |  |                   |     |
| Deliverables based.   |  |  |  |                   |     |
| Location of work  |  |  |  |                   |     |
| <input checked="" type="checkbox"/> Sindh & Baluchistan   |  |  |  |                   |     |
| Expected duration of work   |  |  |  |                   |     |
| The entire assignment must be completed within a maximum of six (06) months after issuance of purchase order/signing of contract.<br>1. Six (06) months effective from the date of signing of contract.<br>2. The ToTs and reporting must be completed by November 30, 2020.<br>3. UNDP will not provide office space, laptops, or equipment for this assignment to trainers. Consulting firm/trainers shall arrange their own travel and accomodation for duration of the assignment.<br>4. UNDP shall make arrangement for training halls, travel of participants, refreshements and other costs related to the training venue. |  |  |  |                   |     |

|   |   |
|---|---|
| Target start date   | June 15, 2020   |
| Latest completion date  | December 30.2020  |
| Travels Expected  | Yes to Karachi and Quetta   |
| Special Security Requirements   | <b>Note:</b> UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.   |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)            | UNDP shall make arrangement for training halls, travel of participants, refreshements and other costs related to the training venue.  |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities      | <input checked="" type="checkbox"/> Required  |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required  |
| Currency of Proposal  | <input checked="" type="checkbox"/> Local Currency <b>[PAK RUPEES]</b>  |
| Value Added Tax on Price Proposal   | <input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b><br>(the invoice submitted should indicate the price and tax portion separately).<br><br>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<br>(Counting for the last day of submission of quotes) | <input checked="" type="checkbox"/> 90 days<br><br>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   | <b>Deliverables and Payment Schedule</b> <table border="1"> <thead> <tr> <th>Sr#</th><th>Deliverables</th><th>Action Required</th><th>% Payment</th><th>Condition for Release of Payment</th></tr> </thead> <tbody> <tr> <td>1</td><td>Inception report including workplan for the trainings and brief description of each segment of training</td><td>Develop a detailed inception report and training for SAR, with a breakdown of all activities required</td><td>20%</td><td rowspan="6">           Within thirty (30) days from the date of meeting the following conditions:<br/>           a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br/>           b) Receipt of invoice from the Service Provider         </td></tr> <tr> <td>2</td><td>Detailed training manuals for each section of training</td><td>Training manuals covering each aspect of training with methodology</td><td>20%</td></tr> <tr> <td>3</td><td>Completion report of three (1,2,3) trainings</td><td>Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants .</td><td>20%</td></tr> <tr> <td>4</td><td>Completion report of Fourth and Fifth Training</td><td>Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants</td><td>20%</td></tr> <tr> <td>5</td><td>Final Report</td><td>Final report of the assignment following completion, detailing activities, outcomes, and challenges</td><td>20%</td></tr> <tr> <td colspan="2"><b>Total</b></td><td colspan="3"><b>100 %</b></td></tr> </tbody> </table> | Sr#  | Deliverables | Action Required   | % Payment | Condition for Release of Payment | 1 | Inception report including workplan for the trainings and brief description of each segment of training | Develop a detailed inception report and training for SAR, with a breakdown of all activities required | 20% | Within thirty (30) days from the date of meeting the following conditions:<br>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br>b) Receipt of invoice from the Service Provider | 2 | Detailed training manuals for each section of training | Training manuals covering each aspect of training with methodology | 20% | 3 | Completion report of three (1,2,3) trainings | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants . | 20% | 4 | Completion report of Fourth and Fifth Training | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants | 20% | 5 | Final Report | Final report of the assignment following completion, detailing activities, outcomes, and challenges | 20% | <b>Total</b> |  | <b>100 %</b> |  |  |
| Sr#   | Deliverables   | Action Required  | % Payment    | Condition for Release of Payment  |           |                                  |   |   |   |     |   |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |              |  |  |
| 1   | Inception report including workplan for the trainings and brief description of each segment of training  | Develop a detailed inception report and training for SAR, with a breakdown of all activities required  | 20%          | Within thirty (30) days from the date of meeting the following conditions:<br>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br>b) Receipt of invoice from the Service Provider |           |                                  |   |   |   |     |   |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |              |  |  |
| 2   | Detailed training manuals for each section of training   | Training manuals covering each aspect of training with methodology   | 20%          |   |           |                                  |   |   |   |     |   |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |              |  |  |
| 3   | Completion report of three (1,2,3) trainings   | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants . | 20%          |   |           |                                  |   |   |   |     |   |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |              |  |  |
| 4   | Completion report of Fourth and Fifth Training   | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants   | 20%          |   |           |                                  |   |   |   |     |   |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |              |  |  |
| 5   | Final Report   | Final report of the assignment following completion, detailing activities, outcomes, and challenges  | 20%          |   |           |                                  |   |   |   |     |   |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |              |  |  |
| <b>Total</b>  |  | <b>100 %</b>   |              |   |           |                                  |   |   |   |     |   |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |              |  |  |





|   |   | Points obtainable        |
|---|---|--------------------------|
| <b>Expertise of the Firm/Organization</b>                     |   |                          |
| 1.1   | Reputation of Organization and Staff / Credibility / Reliability / Industry Standing.   | 20                       |
| 1.2   | Provide three satisfactory performance certificate along with duration of each assignment (each certificate carries 10 marks)   | 30                       |
| 1.3   | Experience and Links/Networks:<br><br>Demonstrated relevant experience of firm.<br><b>(20 marks each year )</b><br>Five (5) years of professional experience in SAR trainings (each year carries 20 marks)  | 100                      |
| 1.4   | <b>Financial Stability:</b><br>Financial stability (Last three years Audited Accounts (2016-2017 and 2017-2018, 2018-2019). Current Ratio should be more than 1. (10 marks for each Audited statement).   | 30                       |
| 1.8   | Relevant Experience: Minimum three relevant Contracts with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract (10 marks for each contract).  | 30                       |
|   |   | <b>210</b>               |
|   |   |                          |
| <b>Form 2 Technical Proposal Evaluation</b>                   |   | <b>Points Obtainable</b> |
| <b>Proposed Methodology, Approach and Implementation Plan</b> |   |                          |
| 2.1   | Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References?<br>e.g. Proposed Methodology & Approach, including work plan, demonstrating knowledge of emergency response (100 marks) and experience of planning and organizing SAR trainings in Pakistan (100 marks) | 200                      |
| 2.2   | Is the proposal well defined and corresponds to the Terms of Reference and is line with UNDP's mandate to capacities for emergency response in for DRR? (Clear and concise approach)  | 115                      |
|   |   | <b>315</b>               |

| Technical Proposal Evaluation<br>Form 3 |   |                  |  | Points<br>Obtainable |
|---|---|------------------|--|----------------------|
| Management Structure and Key Personnel  |   |                  |  |                      |
| 3.1                                     | <b>Team Leader</b>  | <b>100 Marks</b> |  | 70                   |
|   | Degree Holder in computer science or other relevant qualification (such as disaster management / Humanitarian - emergency response, emergency management etc. )   | 30               |  |                      |
|   | Suitability for the Project   |                  |  |                      |
|   | - <b>Past experience working on similar projects:</b><br>At least 5 years of experience in training of trainers or instructors in SAR (including first aid)   | 20               |  |                      |
|   | - Professional Experience in the area of specialization   | 10               |  |                      |
|   | - Knowledge of the region   | 5                |  |                      |
|   | - Language Qualifications   | 5                |  |                      |
|   | <b>Competency.</b><br>1. An individual with a good level of technical expertise and specialist Pakistani/regional experience;<br>2. Given its central importance, we expect capacity building to be a cross-cutting skill of all experts employed on this project;<br>3. Working knowledge of government process & procedures<br>4. Excellent knowledge and understanding of roles & responsibilities of provincial/regional governments in delivering the project;<br>5. Excellent coordination skills with different governments and development agencies etc.<br>6. High level of management, facilitation and representational skills | 30               |  |                      |
|   |   |                  |  |                      |
| 3.2                                     | <b>Search and Rescue Expert</b>   | <b>75 Marks</b>  |  | 70                   |
|   | General Qualification<br>Bachelor's Degree Holder / SAR certification   | 10               |  |                      |
|   | - Suitability for the Project   | 10               |  |                      |
|   | - 5 years' experience in developing and implementing similar projects   | 15               |  |                      |
|   | Team building and training module development   | 10               |  |                      |

|   |  |   |            |  |  |
|---|--|---|------------|--|--|
|   |  | - Professional Experience in the area of specialization | 15         |  |  |
|   |  | - Knowledge of the subject                              | 10         |  |  |
|   |  | - Language Qualifications                               | 5          |  |  |
|   |  | Total -3  | <b>175</b> |  |  |
| UNDP will award the contract to:                      | <input checked="" type="checkbox"/> One and only one Service Provider  |   |            |  |  |
| Annexes to this RFP                                   | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)<br><input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3)<br><input checked="" type="checkbox"/> General Terms and Conditions (Annex 4)<br><input checked="" type="checkbox"/> Detailed TOR [Annex-5] |   |            |  |  |
| Contact Person for Inquiries (Written inquiries only) | <p><b><i>pakistan.procurement.info@undp.org</i></b></p> <p>Any delay in UNDP's response shall 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>                                    |   |            |  |  |

|                                       |  |
|---------------------------------------|--|
| <p>Minimum Eligibility Criteria</p>   | <ol style="list-style-type: none"> <li>1. Three relevant Contracts with National/Multinational Organizations (please attach copies of contracts).</li> <li>2. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise.</li> <li>3. Three satisfactory performance certificates along with duration of each assignment</li> <li>4. Proof of financial stability such as Audited Financial Statements along with the auditor's report for the last three years (2016-17, 2017-18 &amp; 2018-19) along with Bank statements/certificates indicating financial standing.</li> <li>5. Firm's valid registration with Income Tax/Sales Tax Department please share NTN and STN certificates.</li> <li>6. An affidavit on stamp paper that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.</li> <li>7. Copy of business registration certificate along with the articles and memorandum of association.</li> </ol> |
| <p><b>Deadline for Submission</b></p> | <p><b>Friday, 22<sup>nd</sup> May 2020</b> (12:30 PM Pakistan standard Time or 3:30 AM EDT)</p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>  |

|  |  |
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| <b>Electronic submission (eTendering) requirements</b> | <ul style="list-style-type: none"> <li>• Technical and financial proposals should be submitted in separate PDF files</li> <li>• File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>• All files must be free of viruses and not corrupted.</li> <li>• Password for financial proposal must not be provided to UNDP until requested by UNDP ( see notes below)</li> </ul> <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> <li>• The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers.</li> <li>• Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: <a href="mailto:ali.saeed@undp.org">ali.saeed@undp.org</a></li> <li>• While entering financial proposal in the e-tendering system, <b>always mention your bid price as PKR 1.</b> Please <b>do not mention the value of your financial proposal in the e-tendering system.</b> It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</li> </ul> |
| <b>Pre-proposal conference</b>                         | <b>N/A</b>   |

## Annex 2

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

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

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

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

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

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

**C. Qualifications of Key Personnel**

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

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

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



**Annex 3****FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL**

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

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

| <b>Sr#</b>   | <b>Deliverables</b>   | <b>Action Required</b>   | <b>% Payment</b> | <b>Amount (PKR)</b> |
|--------------|---|--|------------------|---------------------|
| 1            | Inception report including workplan for the trainings and brief description of each segment of training | Develop a detailed inception report and training for SAR, with a breakdown of all activities required  | 20%              |                     |
| 2            | Detailed training manuals for each section of training  | Training manuals covering each aspect of training with methodology   | 20%              |                     |
| 3            | Completion report of three (1,2,3) trainings  | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants . | 20%              |                     |
| 4            | Completion report of Fourth and Fifth Training  | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants   | 20%              |                     |
| 5            | Final Report  | Final report of the assignment following completion, detailing activities, outcomes, and challenges  | 20%              |                     |
| <b>Total</b> |   | <b>100 %</b>   |                  |                     |

*\*This shall be the basis of the payment tranches***Breakdown of the Cost:**

| <b>Description of Activity</b>    | <b>Remuneration<br/>per Unit of<br/>Time in Rs.</b> | <b>Total Period<br/>of<br/>Engagement</b> | <b>No. of<br/>Personnel</b> | <b>Total<br/>Price in<br/>Rs.</b> |
|-----------------------------------|---|---|-----------------------------|-----------------------------------|
| <b>I. Personnel Services</b>      |   |   |                             |                                   |
| 1.                                |   |   |                             |                                   |
| 2.                                |   |   |                             |                                   |
| 3.                                |   |   |                             |                                   |
| 4.                                |   |   |                             |                                   |
| <b>II. Out of Pocket Expenses</b> |   |   |                             |                                   |
| 1. Travel Costs                   |   |   |                             |                                   |
| 2. Daily Allowance                |   |   |                             |                                   |
| 3. Communications                 |   |   |                             |                                   |
| 4. Reproduction                   |   |   |                             |                                   |
| 5. Equipment Lease                |   |   |                             |                                   |
| 6. Others                         |   |   |                             |                                   |
| <b>III. Other Related Costs</b>   |   |   |                             |                                   |

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

*[Designation]*

*[Date]*

**Annex 4**

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

**Annex-5****Terms of Reference (ToRs)****Terms of Reference (TORs) / Description of Requirements**

|                               |  |
|-------------------------------|--|
| Context of the Requirement    | Firm/organization for Planning and Organizing Five Search and Rescue ToTs in Sindh and Balochistan<br><br><b>Five Trainings (each training to be 3-5 days, for 25 participants each)</b>   |
| Duty Station / Place of work  | Karachi and Gawadar  |
| Project                       | Tsunami and Earthquake Preparedness Project in coastal Areas of Pakistan   |
| Engagement Modality           | Institutional Services Contract  |
| Period of assignment/services | The entire assignment must be completed within a maximum of six (06) months after issuance of purchase order/signing of contract. <ul style="list-style-type: none"> <li>• Six (06) months effective from the date of signing of contract.</li> <li>• The ToTs and reporting must be completed by December 30, 2020.</li> <li>• UNDP will not provide office space, laptops, or equipment for this assignment to trainers. Consulting firm/trainers shall arrange their own travel and accommodation for duration of the assignment.</li> <li>• UNDP shall make arrangement for training halls, travel of participants, refreshments and other costs related to the training venue.</li> </ul> |
| Due Date                      | December 2020  |
| Justification and Background  | Over the past 20 years, UNDP has been extending support to the Government of Pakistan in shifting its focus from a relief (reactive) approach to a resilience approach, which seeks to reduce risks, mitigate disaster impact and undertake disaster preparedness. UNDP has also been supporting national, subnational and district governments in developing institutional capacity for systematic disaster risk management.<br><br>UNDP in Pakistan has played a crucial role in promoting knowledge on earthquake and tsunami risk reduction for more than a decade. Under the One UN Pilot programme   |

|  |   |
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|  | <p>(2009-2012), UNDP's pioneer effort, "Strengthening Tsunami Early Warning System", was initiated and implemented in partnership with several key stakeholders including the Pakistan Meteorological Department, National Institute of Oceanography, Karachi Port Trust, NDMA, PDMA, DDMA, the Pakistan Red Crescent Society and local community organizations.</p> <p>Having established a strong background in community preparedness, it was time to introduce a state-of-the-art technical intervention to address the "only 10-20 minutes away tsunami risk" on the coast of Pakistan. Under this programme, UNDP achieved many milestones that were recognized nationally and globally. In 2017, UNDP also implemented some pilot interventions as part of its regional initiative titled "Reducing the Loss of Lives of Schoolchildren from Tsunamis in the Asia-Pacific through Better Awareness and Preparedness". The project covered 18 countries in the Asia-Pacific region, based on their high exposure to tsunami hazard. Under this project, UNDP conducted earthquake and tsunami school preparedness drills in selected coastal schools by involving students and teachers. School earthquake and tsunami safety plans were also developed, and evacuation sites were marked. UNDP is also currently assisting NDMA in developing a National Tsunami Policy Framework through broad based consultation with relevant stakeholders and maritime agencies.</p> <p>UNDP has recently signed a project titled "Strengthening tsunami and earthquake preparedness in coastal areas of Pakistan", with financial assistance from Government of Japan. UNDP will closely work with NDMA, Sindh and Balochistan PDMA, PMD and other stakeholders for initiating a policy discourse on the existing capacity and institutional arrangements of different agencies involved in disaster risk preparedness and response in the coastal areas. The project will upgrade the existing system of tsunami early warning and national seismic monitoring by providing relevant early warning, communications, remote sensing and IT equipment to relevant institutions (PMD and its National Seismic Monitoring Tsunami Early Warning Center, NDMA/PDMAs). The project will also undertake a detailed earthquake and tsunami risk assessment of the three selected districts of the project.</p> <p>Tsunamis affect communities in many ways. For the reduction of loss of lives and damage to assets/critical infrastructure, the project will install 06 tsunami early warning systems in project target districts, through revision of district specific SOPs and installation of EWS equipment, including through modern communication tools. UNDP will closely work with the PDMA of Sindh and Balochistan and will provide technical trainings to government officials on carrying out relief, search &amp; rescue operations. UNDP will also establish youth groups in selected villages/settlements in all three project districts and evacuation drills will be organized in schools and health facilities by simulating earthquake and tsunami scenarios.</p> <p>Furthermore, the project will carry out mangrove plantation and reinforcing and retrofitting of facilities for earthquake and tsunami mitigation &amp; preparedness through low-cost retrofitting of the selected buildings against earthquake and tsunami risks. UNDP will also identify and develop tsunami evacuation sites (designated areas with</p> |
|--|---|

|  | shelter facilities), and prepare and mark evacuation routes with tsunami signboards, following regional and global best practices.  |  |              |                 |           |   |   |   |     |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |  |  |
|--|---|--|--------------|-----------------|-----------|---|---|---|-----|---|--|--|-----|---|--|--|-----|---|--|--|-----|---|--------------|---|-----|--------------|--|--|--|
| List and Description of Expected Outputs to be Delivered | <p><b>Expected Outputs / Deliverables, timeframe for the work</b></p> <p><b>Outcome:</b> <b>Five (each training to be 3-5 days, for 25 participants each)</b> well-organized Trainings of Trainers (ToTs) or Training of Instructors (Tols) based on a model that covers basic search and rescue, first aid and medical emergency, fire and water rescue for an efficient response during tsunami or any other coastal hazard.</p> <p><b>The Contractor will ensure that the above mentioned deliverables are achieved as</b></p> <table><tr><th>Sr#</th><th>Deliverables</th><th>Action Required</th><th>% Payment</th></tr><tr><td>1</td><td>Inception report including workplan for the trainings and brief description of each segment of training</td><td>Develop a detailed inception report and training for SAR, with a breakdown of all activities required</td><td>20%</td></tr><tr><td>2</td><td>Detailed training manuals for each section of training</td><td>Training manuals covering each aspect of training with methodology</td><td>20%</td></tr><tr><td>3</td><td>Completion report of three (1,2,3) trainings</td><td>Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants .</td><td>20%</td></tr><tr><td>4</td><td>Completion report of Fourth and Fifth Training</td><td>Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants</td><td>20%</td></tr><tr><td>5</td><td>Final Report</td><td>Final report of the assignment following completion, detailing activities, outcomes, and challenges</td><td>20%</td></tr><tr><td colspan="2"><b>Total</b></td><td></td><td></td></tr></table> <p><b>part of the</b></p> <p><b>contract signed with UNDP Pakistan:</b></p> | Sr#  | Deliverables | Action Required | % Payment | 1 | Inception report including workplan for the trainings and brief description of each segment of training | Develop a detailed inception report and training for SAR, with a breakdown of all activities required | 20% | 2 | Detailed training manuals for each section of training | Training manuals covering each aspect of training with methodology | 20% | 3 | Completion report of three (1,2,3) trainings | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants . | 20% | 4 | Completion report of Fourth and Fifth Training | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants | 20% | 5 | Final Report | Final report of the assignment following completion, detailing activities, outcomes, and challenges | 20% | <b>Total</b> |  |  |  |
| Sr#  | Deliverables  | Action Required  | % Payment    |                 |           |   |   |   |     |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |  |  |
| 1  | Inception report including workplan for the trainings and brief description of each segment of training   | Develop a detailed inception report and training for SAR, with a breakdown of all activities required  | 20%          |                 |           |   |   |   |     |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |  |  |
| 2  | Detailed training manuals for each section of training  | Training manuals covering each aspect of training with methodology   | 20%          |                 |           |   |   |   |     |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |  |  |
| 3  | Completion report of three (1,2,3) trainings  | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants . | 20%          |                 |           |   |   |   |     |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |  |  |
| 4  | Completion report of Fourth and Fifth Training  | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants   | 20%          |                 |           |   |   |   |     |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |  |  |
| 5  | Final Report  | Final report of the assignment following completion, detailing activities, outcomes, and challenges  | 20%          |                 |           |   |   |   |     |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |  |  |
| <b>Total</b>   |   |  |              |                 |           |   |   |   |     |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |  |  |
|  |   |  |              |                 |           |   |   |   |     |   |  |  |     |   |  |  |     |   |  |  |     |   |              |   |     |              |  |  |  |

Firms to include remuneration of the trainers, travel/accomodation at the districts (Karachi and Gwadar).