



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 15, 2020
	REFERENCE: UNDP-RFP-2020-290

**Dear Sir / Madam:**

We kindly request you to submit your Proposal to **“Develop Vertical Linkages between Young People and the State by placing 24 youth interns in 4 Provincial Government Line Departments in Khyber Pakhtunkhwa”** Please be guided by the form attached here to as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Tuesday, 30<sup>th</sup> September 2020 at 12:30 PM PST OR 3:30 AM EDT** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-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 **Tuesday, 22<sup>nd</sup> September 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).

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.

 Ali Saied





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,**

**"For"**



**Aliona Niculita**  
**Resident Representative a.i**





### Description of Requirements

Context of the Requirement	Kamyab Jawan: Youth Empowerment Programme Youth & Social Cohesion Decentralized Evaluation of Youth Empowerment Programme
Brief Description of the Required Services	<p><b>Scope of Evaluation</b></p> <p>UNDP's Kamyab Jawan: Youth Empowerment Programme seeks to promote young people's trust in state institutions by creating avenues for inclusive policy formulation and strengthening vertical linkages between youth and state institutions responsible for governing them. This will be done by promoting youth informed policy formulation in selected government institutions working directly on young people's development in Khyber Pakhtunkhwa.</p> <p>The intervention aims to address the limited platforms available for young people to communicate their demands to policy and decision makers in the Government. Creation of these avenues can be instrumental in strengthening youth informed democratic governance in Pakistan responding to the needs of a large segment of the country's population. The pilot project will be implemented in Khyber Pakhtunkhwa whereby a total of 24 fresh graduates from universities in the province will be placed as interns in 4 Provincial Government departments including Youth Affairs (YA), Home and Tribal Affairs (HTA), Khyber Pakhtunkhwa Information Technology Board (KPITB), and Planning and Development (P&amp;D). The implementing partner will be responsible for selecting 24 interns; placing them in the above departments for a period of 3 months (12 interns in two batches); undertaking one week training of interns on basic skills to be effectively functional in Government departments; and extended three month mentorship for each batch from seasoned professionals with experience of working in the government sector. During the length of their internship, each intern will receive a monthly stipend of PKR 25,000, the implementing partner will be responsible for the payment of this stipend</p> <p>Keeping in view the highly specialized requirements for the assignment (research, networking, training, and mentorship), UNDP seeks to engage a research firm/organization/institute with demonstrable linkages with provincial government line departments and networks of young people to facilitate job placement and meaningful youth engagement..</p> <p>The scope of work includes;</p> <ol style="list-style-type: none"> <li>1- Orientation meetings with departments of planning and development, home and tribal affairs, youth affairs, and the Khyber Pakhtunkhwa information technology board to assess their job requirements for interns.</li> <li>2- Based on departmental requirements, select (through competitive process) 24 interns for placements in the target departments. The interns are to be placed in two batches of 12 for a period of 3 months with each department getting a total of 4 placements (2 per batch of 12). During the length of their internship, each intern will receive a monthly stipend of PKR 25,000, the implementing partner will be responsible for the payment of this stipend.</li> <li>3- Undertake a one week training on the skills and knowledge required to function effectively in government offices with the selected interns.</li> <li>4- Provide three month extended mentorship to the two batches of 12 interns each- mentors will offer advice on tackling work related challenges on an as needed basis.</li> </ol>





List and Description of Expected Outputs to be Delivered	Inception report consisting of project activities, meeting schedules, selection strategy, training and mentorship content including profiles of selected mentors, and work plan. <i>The partner is required to submit complete training module for one week training of interns on basic skills to effectively function in government departments; the skills may include communications, report/letter writing, and effective negotiation strategies.</i>	October 2020	
	Activities report including details of training and mentorship of the first batch of 12 interns along with their experiences and achievements during placement in government departments. The report must include photographs, testimonials, human interest stories, and lessons learned.	January 2021	
	Final activities report including details of training and mentorship of 24 interns along with their experiences and achievements during placement in government departments. The report must include photographs, testimonials, human interest stories, and lessons learned.	April 2021	
Person to Supervise the Work/Performance of the Service Provider	Service Provider will submit the Reports of deliverables to Chief Youth Empowerment Program which will be verified and approved by Assistant Resident Representative, CPRU.		
Frequency of Reporting	As per TORs and Regular e-updates on completion of each stage		
Progress Reporting Requirements	Human Interest Stories Photographs Detailed reports		
Location of work	Four (04) Provincial Government Line Departments in Khyber Pakhtunkhwa		
Expected duration of work	The duration of the the contract is for 8 months		
Target start date	10th October 2020		
Latest completion date	15th June 2021		
Travels Expected	Travel is expected and all cost related related to travel shall be borne by bidders.		
Special Security Requirements	<b>Note:</b> UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.		





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





Payment Terms	<b>SN</b>	<b>Deliverables</b>	<b>% Payment</b>	<b>Timeline</b>
	1	Approval of <b>inception report</b> consisting of project activities, meeting schedules, selection strategy, training and mentorship content including profiles of selected mentors, and work plan. <i>The partner is required to submit complete training module for one week training of interns on basic skills to effectively function in government departments; the skills may include communications, report/letter writing, and effective negotiation strategies.</i>	30%	Oct-20
	2	Approval of <b>activities report</b> including details of training and mentorship of the first batch of 12 interns along with their experiences and achievements during placement in government departments. The report must include photographs, testimonials, human interest stories, and lessons learned.	40%	Jan-21
	3	Approval of <b>final activities report</b> including details of training and mentorship of 24 interns along with their experiences and achievements during placement in government departments. The report must include photographs, testimonials, human interest stories, and lessons learned.	30%	May-21
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Assistant Resident Representative, CPRU-UNDP Pakistan			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Institutional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm <b>30% with 210 Marks out of 700</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>40% with 280 marks out of 700</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>30% with 210 marks out of 700</b>			



**Financial Proposal (30%)**

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of the Firm	30%	210
2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	40%	280
3.	Management structure and key personnel	30%	210
<b>Total</b>			<b>700</b>

Form 1 Technical Proposal Evaluation		Points obtainable
<b>Expertise of the Firm/Organization</b>		
1.	At least two years of experience of working on youth development projects with the Government of Khyber Pakhtunkhwa;  <i>The bidder must provide two relevant contracts as proof of these engagements (each contract carries 45 marks)</i>	90
2.	Past experience of working on the personal and professional development of young people <i>The bidder must provide two contracts as proof of work (each contract carries 30 marks)</i>	60
3.	Experience of working with multilateral and bilateral donors, and UN agencies  <i>The bidder must provide two contracts as proof of work (each contract carries 20 marks)</i>	40
4	<b>Financial Standing</b> Audit reports of the years 2017-18 and 2018-19 as proofs of sound financial standing and long-term profitability (10 marks each). Current ratio should be 1 or more than 1	20
<b>Total</b>		<b>210</b>





Form # 2		
<b>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 with the Terms of Reference? The proposal must include details of intern selection methodology, overview of the training content along with mentorship strategy, and a short monitoring plan.	200
2.2	Is the proposal responsive to the challenges posed by Covid 19 in Pakistan? Does the implementation strategy include	70
2.3	Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility to adapt to the COVID 19 context? e.g: Proposed work plan	45
		<b>315</b>
<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
<b>Form 3</b>		
<b>Key Personnel</b>		
<b>Project Manager</b>		
3.1	Must have Master's degree in social sciences (Political Science, Sociology, Economics, Development Studies, or International Relations etc.) or Business Management	10
3.2	At least two years of experience of implementing youth development projects with the Government of Pakistan	20
3.3	Past experience of working on the personal and professional development of youth	35
	<b>Sub-total</b>	<b>65</b>





<b>Internships and Training Coordinator</b>		
3.4	Must have Bachelor's degree in social sciences (Political Science, Sociology, Economics, Development Studies, or International Relations etc.) or Business Management	20
3.5	At least two years' experience of conducting trainings on issues pertaining to the personal and professional development of young people.	30
	<b>Sub-total</b>	50
<b>Mentor 1</b>		
3.6	Must have Bachelor's degree in social sciences (Political Science, Sociology, Economics, Development Studies, or International Relations etc.), Law, or Business Management	10
3.7	More than two years of demonstrable work experience in the Government set up.	15
3.8	Experience of working in one of the partner departments will be an asset	5
	<b>Sub-total</b>	30
<b>Mentor 2</b>		
3.8	Must have Bachelor's degree in social sciences (Political Science, Sociology, Economics, Development Studies, or International Relations etc.), Law, or Business Management	10
3.9	More than two years of developing professional and personal capacities of young people	20
	<b>Total</b>	<b>175</b>
Mandatory Note: CVs of the personnel assigned should be signed, dated and attached with the proposals and prepared following the template in Annex 6 of the RFP.		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider	
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5] <input checked="" type="checkbox"/> CV Template [Annex-6]	





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>
Minimum Eligibility Criteria	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;</li> <li><input checked="" type="checkbox"/> Sales Tax and Income Tax Certificates, 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;</li> <li><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation, or Valid Certificates of registration with Security Exchange Commission of Pakistan. (SECP)</li> <li><input checked="" type="checkbox"/> Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two years 2017-18 &amp; 2018-19 and financial standing with a minimum average turnover of PKR 7 million in the last two years.</li> <li><input checked="" type="checkbox"/> Provide evidence of minimum two (02) of similar projects completed during last three (03) years. Relevant details such as cost of the project, completion period and prototypes etc. along with certificates/contracts and reports must be provided.</li> <li><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top Three Clients in the past three years for reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided.</li> <li><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last three (03) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded, s</li> <li><input checked="" type="checkbox"/> CVs of all the personnel that will be assigned to this assignment.</li> <li><input checked="" type="checkbox"/> An affidavit on organization letter head that the company has never been black listed by any institution / department / agency.</li> </ul>





<b>Deadline for Submission</b>	<p><b>30<sup>th</sup> September 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>
<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:tahir.islam@undp.org">tahir.islam@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>	<p>The Pre-Proposal Conference will be held on 22<sup>nd</sup> September 2020 at 1 PM online through ZOOM Application. Interested Firms will inform their confirmation to attend this online session till 21<sup>st</sup> September 2020 before COB to email id <a href="mailto:pakistan.prouement.info@undp.org">pakistan.prouement.info@undp.org</a> &amp; <a href="mailto:Pramila.tripathi@undp.org">Pramila.tripathi@undp.org</a>;</p> <p>Please mention the RFP number is subject line of email</p>





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

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

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

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





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

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

**C. Qualifications of Key Personnel**

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

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

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

*[Designation]*

*[Date]*

A handwritten signature in black ink, appearing to be "S. I. ...", with a horizontal line underneath.



## 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\***

Sr. No	Description of deliverables	Submission timeline	Percentage of the payment	Amount in Rs.
1	<b>Deliverable 1</b> Approval of <b>inception report</b> consisting of project activities, meeting schedules, selection strategy, training and mentorship content including profiles of selected mentors, and work plan.  <i>The partner is required to submit complete training module for one week training of interns on basic skills to effectively function in government departments; the skills may include communications, report/letter writing, and effective negotiation strategies.</i>	October 2020	30%	
2	<b>Deliverable 2</b> Approval of <b>activities report</b> including details of training and mentorship of the first batch of 12 interns along with their experiences and achievements during placement in government departments.  The report must include photographs, testimonials, human interest stories, and lessons learned.	January 2021	40%	
3	<b>Deliverable 3</b> Approval of <b>final activities report</b> including details of training and mentorship of 24 interns along with their experiences and achievements during placement in government departments.  The report must include photographs, testimonials, human interest stories, and lessons learned	May 2021	30%	

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




	Description	Unit Type	Unit	Unit Cost	No. of Months	Total Budget (PKR)
<b>A</b>	<b>Personnel Cost</b>					
A.1	Project Manager	count	1		8	
A.2	Internship & Training Coordinator	count	1		8	
A.5	Mentors	count	2		6	
A.3	Staff Travel Cost	Count	2		2	
A.4	Staff insurance Cost	Count	4		n/a	
	<b>Sub-Total (A)</b>					
<b>B</b>	<b>Interns</b>					
B.1	Interns	count	24	25,000	3	1,800,000
B.2	Travel Cost & Accomodation	count	24		n/a	
B.3	Insurance Cost	Count	24		n/a	
	<b>Sub-Total (B)</b>					
<b>C</b>	<b>Miscellaneous</b>					
C.1	Stationery	n/a	-		n/a	
C.2	IT & Software	Month	8			
C.3	Cost of Printing	Count	100		n/a	
	<b>Sub-Total (C)</b>					
	<b>Total Amount</b>					
	<b>% GST</b>					
	<b>Total Amount including Tax</b>					

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

*[Designation]*

*[Date]*



**Annex 4**

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



## TERMS OF REFERENCE

I. POSITION INFORMATION	
Position Title	Firm/Institute/Organization to 'Develop vertical linkages between young people and the state by placing 24 youth interns in 4 Provincial Government Line Departments in Khyber Pakhtunkhwa'.
Duty Station	Peshawar
Project	Youth Empowerment Programme
Engagement Modality	RFP/Institutional Contract
Period of assignment/services	8 months starting from the date of contract signing
Justification	<p><b>The project needs to recruit a firm/organization/institute for the following reasons:</b></p> <p>UNDP's Kamyab Jawan: Youth Empowerment Programme seeks to promote young people's trust in state institutions by creating avenues for inclusive policy formulation and strengthening vertical linkages between youth and state institutions responsible for governing them. This will be done by promoting youth informed policy formulation in selected government institutions working directly on young people's development in Khyber Pakhtunkhwa.</p> <p>The intervention aims to address the limited platforms available for young people to communicate their demands to policy and decision makers in the Government. Creation of these avenues can be instrumental in strengthening youth informed democratic governance in Pakistan responding to the needs of a large segment of the country's population. The pilot project will be implemented in Khyber Pakhtunkhwa whereby a total of 24 fresh graduates from universities in the province will be placed as interns in 4 Provincial Government departments including Youth Affairs (YA), Home and Tribal Affairs (HTA), Khyber Pakhtunkhwa Information Technology Board (KPITB), and Planning and Development (P&amp;D). The implementing partner will be responsible for selecting 24 interns; placing them in the above departments for a period of 3 months (12 interns in two batches); undertaking one week training of interns on basic skills to be effectively functional in Government departments; and extended three month mentorship for each batch from seasoned professionals with experience of working in the government sector.</p> <p>Keeping in view the highly specialized requirements for the assignment (research, networking, training, and mentorship), UNDP seeks to engage a research firm/organization/institute with</p>





	demonstrable linkages with provincial government line departments and networks of young people to facilitate job placement and meaningful youth engagement.
--	---

## II. RESPONSIBILITIES

### 1. Background:

Pakistan has the largest generation of young people ever recorded in national history. Sixty-eight per cent (68%) of Pakistanis are below the age of 30, and 27% are aged between 15-29 years. Understanding the risks, vulnerabilities, barriers, challenges, needs and aspirations of Pakistani youth and finding opportunities to catalyze their potential is essential if Pakistan is to succeed in promoting sustainable and inclusive development processes, and achieve its Sustainable Development Goals. UNDP approaches this issue through an inclusive development lens in line with the SDGs 2030 Agenda, working to advance young people's participation in civic and political life, their economic empowerment and their role as resilience-builders

UNDP is at the forefront of promoting youth-focused development programming through its flagship Kamyab Jawan: Youth Empowerment Programme (YEP), which supports the Government of Pakistan in the implementation of the UNDP National Human Development Report 2017's recommendations as well as the national and provincial priorities related to youth empowerment and employment. YEP's three programmatic pillars comprise: 1) Promotion of civic and social engagement of youth for effective and inclusive policy-making and implementation; 2) Provision of critical life and livelihood skills to at-risk, vulnerable, marginalized and excluded youth segments. Building on this, UNDP's Kamyab Jawan: Youth Empowerment Programme seeks to strengthen young people's trust in state institutions by creating avenues for inclusive policy formulation and establishing vertical linkages between youth and state institutions responsible for governing them. This will be done by promoting youth informed policy formulation in selected government institutions working directly on young people's development in Khyber Pakhtunkhwa.

The intervention aims to address the limited platforms available for young people to communicate their demands to policy and decision makers in the Government. Creation of these avenues can be instrumental in strengthening youth informed democratic governance in Pakistan responding to the needs of a large segment of the country's population. The pilot project will be implemented in Khyber Pakhtunkhwa whereby a total of 24 fresh graduates from universities in the province will be placed as interns in 4 Provincial Government departments including Youth Affairs (YA), Home and Tribal Affairs (HTA), Khyber Pakhtunkhwa Information Technology Board (KPITB), and Planning and Development (P&D). The implementing partner will be responsible for selecting 24 interns; placing them in the above departments for a period of 3 months (12 interns in two batches); undertaking one week training of interns on basic skills to be effectively functional in Government departments; and extended three month mentorship for each batch from seasoned professionals with experience of working in the government sector. During the length of their internship, each intern will receive a monthly stipend of PKR 25,000, the implementing partner will be responsible for the payment of this stipend.





Keeping in view the highly specialized requirements for the assignment (research, networking, training, and mentorship), UNDP seeks to engage a firm/organization/institute with demonstrable linkages with provincial government line departments and networks of young people to facilitate job placement and meaningful youth engagement through skills development and mentorship.

### Scope of Work

The scope of work includes;

1. Orientation meetings with departments of planning and development, home and tribal affairs, youth affairs, and the Khyber Pakhtunkhwa information technology board to assess their job requirements for interns.
2. Based on departmental requirements, select (through competitive process) 24 interns for placements in the target departments. The interns are to be placed in two batches of 12 for a period of 3 months with each department getting a total of 4 placements (2 per batch of 12). During the length of their internship, each intern will receive a monthly stipend of PKR 25,000, the implementing partner will be responsible for the payment of this stipend.
3. Undertake a one week training on the skills and knowledge required to function effectively in government offices with the selected interns.
4. Provide three month extended mentorship to the two batches of 12 interns each- mentors will offer advice on tackling work related challenges on an as needed basis.

### 5. Expected deliverables, timeframe for the work (and payment schedules):

Sr.#	Deliverables	% Payment	Timeline
1	<p>Approval of inception report consisting of project activities, meeting schedules, selection strategy, training and mentorship content including profiles of selected mentors, and work plan.</p> <p><i>The partner is required to submit complete training module for one week training of interns on basic skills to effectively function in government departments; the skills may include communications, report/letter writing, and effective negotiation strategies.</i></p>	30%	October 2020



2	<p>Approval of activities report including details of training and mentorship of the first batch of 12 interns along with their experiences and achievements during placement in government departments.</p> <p>The report must include photographs, testimonials, human interest stories, and lessons learned.</p>	40%	January 2021
3	<p>Approval of final activities report including details of training and mentorship of 24 interns along with their experiences and achievements during placement in government departments.</p> <p>The report must include photographs, testimonials, human interest stories, and lessons learned.</p>	30%	May 2021

### III. Qualification & Experience

- 1- Applicant must be a legally registered entity and provide certificate of registration of business, including articles of incorporation, or equivalent document if proposer is not a corporation.
- 2- Applicant must have demonstrable linkages with Government line departments in Khyber Pakhtunkhwa reflected in past experience of implementing projects in collaboration with relevant departments of the provincial government.
- 3- Applicant must have past experience of working on the personal and professional development of young people.
- 4- Applicant must provide an affidavit declaring non-involvement in litigation, no black listing by the UN or any other international donor organization, no bankruptcy or any pending legal action that can possibly impair its working in future, and no instance of contract default and/or cancellation due to non-performance or poor quality of services rendered.
- 5- Applicant must provide audit reports of the last two years (2017-2018; 2018-2019) to demonstrate the current soundness of its financial standing with a minimum average turnover of PKR 7 million in the last two years.
- 6- The bidder must provide 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.
- 7- Firms are requested to provide separate CVs of all team members. A dynamic mix of candidates with specialization in capacity building of youth, coordination and project implementation with government line departments, and professional and personal mentorship of youth are required.





**Annex-6****PERSONNEL**

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

**3.2 Staff Time Allocation:** Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: This *spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

**3.3 Qualifications of Key Personnel.** Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

<b>Name:</b>		
<b>Position for this Contract:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Work Experience:</b>		
<b>Language Skills:</b>		
<b>Educational and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References no.1 (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.2</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.3</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	





**Declaration:**

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

\_\_\_\_\_

Signature of the Nominated Team Leader/Member

Date Signed

\_\_\_\_\_

A handwritten signature in black ink, appearing to be "J. L. [unclear]", with a stylized flourish at the end.