

United Nations Development Programme



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REQUEST FOR PROPOSAL

Hiring of a Firm for Conducting COVID19 KAP Survey and BIZ Survey

RFP No: UNDP-RFP-2020-268

ORPS: 311

Project: Merged Area Governance Project –UNDP. Project ID 122852

Country: Pakistan

Issued on: 17 September 2020

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security (Not Applicable)
 - o Section 7: Form of Performance Security (Not Applicable)

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet by or before **24th Sept 2020 (12:30 PM Pakistan Standard Time OR 3:30 AM EDT)**, set out in Bid Data Sheet, through UNDP E-Tendering System <https://etendering.partneragencies.org>

Please acknowledge receipt of this RFP by sending an email to pakistan.procurement.info@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the **"Accept Invitation"** function **on or before 22nd Sept 2020** in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Ali Saeed

Name: Ali Saeed

Title: Procurement Analyst (a.i)

Date: **September 17, 2020**

Approved by:

For Aliona Niculita

17-Sep-2020

Name: For Aliona Niculita

Title: Resident Representative a.i.

Date: **September 17, 2020**

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SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>

7. Language	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by BDS; g) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1 The Financial Proposal and Financial Proposal Submission Form shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.

	<p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. Currencies</p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p>

	<p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p>

	17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
SUBMISSION AND OPENING OF PROPOSALS	

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<p>22. Submission</p>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<p>Hard copy (manual) submission</p>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> g) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. h) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
<p>Email Submission</p>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal and Financial Proposal Submission Form should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
<p>e-Tendering submission</p>	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS,</p>

	<p>shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal and Financial Proposal Submission Form files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal and Financial Proposal Submission Form should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals</p>

	in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> i) Preliminary Examination j) Minimum Eligibility and Qualification (if pre-qualification is not done) k) Evaluation of Technical Proposals l) Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their

	clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;

	<ul style="list-style-type: none"> c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

	<p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall

	submit a Bank Guarantee in the full amount of the advance payment in the form _____ available _____ at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor _____ protest _____ procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

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SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 2:30 hrs. 22nd Sept 2020</p> <p>Online Via Zoom</p> <p>Interested parties who wish to attend the pre-proposal conference are kindly requested to send the name, and company name to Ms. Seemab Rashid at pakistan.procurement.info@undp.org by and before 12:00 hours PST 22nd Sept 2020.</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	<input checked="" type="checkbox"/> Not Required
10	18	Currency of Proposal	<p><input checked="" type="checkbox"/> United States Dollars (US\$)</p> <p><input checked="" type="checkbox"/> Local Currency i.e. PAK Rupees</p> <p>In case of US\$, the UN Rate of Exchange of respective month shall apply when proposal submission period closes. The Local vendor will be paid in PKR.</p>

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11	31	Deadline for submitting requests for clarifications/ questions	Five (05) days before the submission date.
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Seemab Rashid- Sr. Procurement Associate Address: UNDP Country Office, 4th Floor, Serena Business Complex, Pakistan. E-mail address: pakistan.procurement.info@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the following websites http://www.pk.undp.org/content/pakistan/en/home/operations/procurement0/ AND https://etendering.partneragencies.org Please keep visiting the above websites till the closing date for additional information and updates.
14	23	Deadline for Submission	24th Sept 2020 (12:30 PM Pakistan Standard Time OR 3:30 AM EDT). PLEASE NOTE :- 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. 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.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in E-tendering module.
15	22	Proposal Submission Address	To be submitted in e-Tendering system: https://etendering.partneragencies.org Note: Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and Instructional videos

			<p>available on this link:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
16	22	Electronic submission (e-Tendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for Financial Proposal and Financial Proposal Submission Form <u>must</u> not be provided to UNDP until requested by UNDP (see note below) <p>Note:</p> <ul style="list-style-type: none"> The Proposer is required to prepare and submit the Financial Proposal and Financial Proposal Submission Form in a password protected PDF file separate from the rest of the proposal submission as indicated in the Instructions to Proposers. Password for the Financial Proposal and Financial Proposal Submission Form must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: seemab.rashid@undp.org
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>Where the minimum passing score of technical proposal is 70%.</p>
18		Expected date for commencement of Contract	<i>October 12, 2020</i>
19		Maximum expected duration of contract	Expected duration of work is approx. 1 month (Until 31 st Oct 2020) with effective from the date as per Work Plan subject to the signing of the contract.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

23		Other Information Related to the RFP	<p>Technical, Financial Proposal and Financial Proposal Submission Forms should be submitted in separate PDF files and Financial Proposal and Financial Proposal Submission Form must be password protected.</p> <p>Note:</p> <p>While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your Financial Proposal and Financial Proposal Submission Form in the e-tendering system. It should only be mentioned in the Password Protected File/Attachment of Financial Proposal and Financial Proposal Submission Form. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>
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SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided- as mentioned in Form-B
- Technical and Financial Proposals and Financial Proposal Submission Form submitted separately
- Bid Validity
- Proposal Security submitted as per RFP requirements with compliant validity period. (Not Applicable)

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity. Power of Attorney Power of Attorney to the authorised representative	Form B: Bidder Information Form
Legal Status/ Tax payer	Tax Registration/Payment Certificate issued by the Internal Revenue Authority	Form B: Bidder Information Form
Financial proposals is Password Protected	Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		

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History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Two Contracts of value USD 30,000 (for international firms) or PKR 5 Million (for a local firm) each, of Similar nature of work (Surveys, Robocalls, and inhouse software development) implemented over last three (03) years with National/Multinational Organizations. Evidence of at least 2 contracts is required	Form D: Qualification Form
Financial Standing	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Minimum average annual turnover of PKR 16.5 Million (For local bidders) or USD 100,000 (For international bidders) for the last 03 years. UNDP will calculate the average annual turnover from audited statements provided by the proposers in submission.	Form D: Qualification Form

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TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise and Capacity of Firm / Organization	30%	210
2.	Proposed Methodology, Approach and Implementation Plan	50%	350
3.	Management Structure and Key Personnel	20%	140
Total			700

Technical Proposal Evaluation Form I		Points Obtainable
Expertise of firm/ organization submitting proposal		
1.1	(i) A summarized, 3-page corporate profile, including pen-portraits of permanent senior management staff (at least 3) (ii) Details of facilities and resources (offices, employees, linkages), and length of overall experience in quantitative research. (35 marks for each point)	70
1.2	Previous experience in Distance / Telephonic Surveys/robocall campaign, for (i) snow ball activity listing minimum 3000 sample size and survey activity for 3000 and above sample size. (ii) technology-based data collection,; design custom software according to the survey needs. (30 marks for each point)	60
1.3	General Organizational 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. software development.	30
1.4	Working experience with any 2; Academia, Government, Development Organizations, INGO, UN Agencies, and Donors. Jobs completion certificate / satisfactory performance/ reference letters must be attached.	40
1.5	Organizational Commitment to Sustainability: <ul style="list-style-type: none"> Organization is compliant with ISO 14001 or ISO 14064 or equivalent. (2.5 marks) Organization is a member of the UN Global Compact. (2.5 marks) Organization demonstrates significant commitment to sustainability through some other means- (5 Marks), for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues.	10
Total score		210

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Form 2		
Technical Proposal Evaluation		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the proposer understand the intended task (Conducting a telephonic and software based survey); the objectives, the deliverables, and intended activities within which the assignment is ought to be carried out? Have the important aspects of the task been addressed in enough detail?	80
2.2	Is the Implementation methodology for the assignment well defined and does it correspond to the TORs?	40
2.3	Work plan with clear timelines (week-wise) for producing each deliverable, specifying which activities would be run in parallel and why. This workplan must confirm to a timeline beginning with signing of contract and submission of deliverables.	40
2.4	Sample Implementation & Field Deployment Plan (Implementation and field deployment plans along with HR requirements and timelines)	50
2.5	Pretesting methodology, report and finalized questionnaire	50
2.6	Survey Datasets and Reports	50
2.7	Inhouse capacity of data base and software development	40
Total		350

Form 3		
Technical Proposal Evaluation		Points Obtainable
Key Personnel		
3.1	Survey Coordinator	
	Education-Master's degree in social science	10
	Experience- 3 years'	5
3.2	Application Designer	
	Education- Bachelor's degree in relevant field (Program development/system engineer)	10
	Experience- 3 years	5
	Application Backend Developer	

3.3	Education- Bachelor's degree in relevant field (Program development/system engineer	10
	Experience- 3 years	5
3.4	Application Frontend Developer	
	Education- Bachelor's degree in relevant field (Program development/system engineer	10
	Experience-3 years	5
3.5	Deployment Engineer	
	Education- Bachelor's degree in relevant field (Program development/system engineer	10
	Experience- 5 years	5
3.6	Resource Person (Trainer)	
	Education-Masters Degree	10
	Experience- 5 years	5
3.7	Enumerators Quantity:16 for both KAP and BIZ survey	
	Education- Bachelor Degree	5
	Experience- experience of 3 to 5 surveys	5
3.8	Data Base Administrator	
	Education-Qualified/Certified DBA (Data Base administrator)	10
	Experience- 3 years	5
3.9	Supervisor	
	Education- Bachelors Degree	5
	Experience- 3 year	5
3.10	Quality Assurance Coordinator	
	Education- Masters Degree	10
	Experience-5 years	5
Total		140

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SECTION 5. TERMS OF REFERENCE

Section 5. Terms of Reference

Context of the Requirement	Hiring of a Firm for Conducting COVID19 KAP Survey and BIZ Survey
Duty Station / Place of work	Peshawar-Khyber Pakhtunkhwa, Pakistan
Project	Merged Area Governance Project
Period of assignment /services	Expected duration of work is 66 working days effective from the date of signing of the contract.
Due Date	As per deliverable.
Justification and Background	<p>KAP SURVEY</p> <p>The Coronavirus disease 2019 (COVID-19) has resulted in significant economic, social and health concerns for economies throughout the world. However, there is limited information on individual beliefs and perceptions about COVID-19. It is not clear how individuals perceive the threats and spread of the influenza, and whether they fully realize the importance of social distancing and other standard operating procedures (SOPs) set by the government. Since a vaccine to curtail the transmission of the disease is not yet available, governments rely on behavioral responses (compliance with a lockdown, social distancing, wearing a mask, hand hygiene) to contain the outbreak. Misperceived risks and misconceptions about the influenza could produce an unnecessary burden on the health system, result in increased fatalities, and have serious macroeconomic implications. Therefore, it is important to understand individual knowledge and perceptions about the virus as these attitudes influence compliance with governmental SOPs and hence the spread of COVID-19.</p> <p>BIZ ASSESSMENT</p> <p>According to the World Bank, 90% of all enterprises can be classified as Micro and Small Enterprises (MSEs) and they generate a significant portion of the employment in almost all economies. No economy can hope to reduce unemployment without a vibrant MSE sector. It is important to have a supportive environment that nurtures MSEs as one of the key objectives of the government. MSEs are facing multiple challenges to growth and must tackle headwinds that even threaten their survival under the current difficult economic scenario. In recent years, a lot of importance has been given to creating an enabling business environment that facilitates the development of MSEs. Unlike internal dynamics, such as business management, strategy, HR policies etc – the business environment is influenced by external shocks, government policy and decisions by institutional stakeholders that promote or retard their growth. By improving the business environment for MSEs, not only the growth opportunities for these firms should increase but it will also contribute</p>

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	<p>to the overall development of the private sector. That is the reason why many donor and development agencies also suggest that reforms should specifically focus on these enterprises.</p> <p>For this purpose, a BIZ Assessment of the Merged Areas of Khyber Pakhtunkhwa is proposed to generate insights useful to design policies, programmes, and regulatory reforms necessary for MSE development. The Merged Areas include 7 districts and 6 subdivisions. The proposed survey will focus on understanding the economic and financial conditions in the region and how they affect individuals as well as businesses. To effectively implement the Tribal Decades Strategy (TDS), it is crucial that interventions be designed with a clear understanding of ground realities. Such a survey will help to lay down a baseline for business climate assessment so that in the years to come government reforms may be directed based on data and evidence. The BIZ survey will be implemented by the Merged Areas Governance Project (MAGP) as it seeks to support the execution of the TDS/Accelerated Implementation Programme (AIP) through technical assistance in the areas of project formulation, context specific innovations in service delivery systems, results oriented programming, and data collection and analysis to contribute to development of locally feasible solutions.</p> <p>The BIZ survey will be carried out in all the jurisdictions of Merged Areas and it will involve primary data collection through a phone-based survey keeping in view the prevailing situation in terms of the COVID-19 Pandemic. The purpose of using this approach is to mitigate risks associated with delays in commencing the study under COVID-19 travel restrictions and physical distancing requirements and to provide immediate support to Government of Khyber Pakhtunkhwa with important findings regarding the existing business climate.</p>
Objectives	<p>KAP SURVEY</p> <p>The COVID19 KAP survey will accomplish the following objectives:</p> <ul style="list-style-type: none"> a) Extract information regarding perceived threats of COVID-19 b) Understand behavioral response to the pandemic and how individuals update their beliefs when provided with new information c) Explore and identify commonalities as well as heterogeneity in beliefs and behavioral responses d) Analyze compliance with standard operating procedures (SOPs), which would inform the government on ways to improve the compliance rate e) Provide a baseline database of how COVID-19 has disrupted economic and social life. <p>BIZ SURVEY</p> <p>The BIZ survey will be carried out with the following objectives:</p> <ul style="list-style-type: none"> a. Understand the profile of entrepreneurs in terms of age, education, marital status, family size, monthly income; b. Understand the profile of MSEs in terms of years of existence, nature of business, sales, number of employees, asset base, registration in tax regime, access to formal banking channels, access to credit; c. Understand the expectations of the MSEs from the government;

	<ul style="list-style-type: none"> d. Understand the major challenges of the MSEs; e. To indicate need for appropriate government policies and programmed for supporting MSEs development; f. To initiate and formulate an informed business-government dialogue and address constraints in business development of the Merged Areas; g. To provide a focus on regulatory reform in the area; and h. To lay a statistical foundation for monitoring progress in the Merged Areas business climate over time.
Scope of Work	<p>KAP SURVEY:</p> <p>The focus of this study is twofold: (i) extracting information at the individual level regarding perceived threats of COVID-19, and (ii) analyzing the behavioral modifications employed by individuals in response to the virus. Using demographic information, we also intend to evaluate the heterogeneity in these responses. The long-term goal of this project is to understand how individuals update their attitudes and adapt behavior when provided with new information about the threats of the virus as well as to investigate their perceptions of the trade-off between economic and public health concerns in policies/SOPs i.e. their <i>willingness to pay</i> (WTP) for policy measures to mitigate the pandemic. There is a dearth of such research in the developing world, particularly in a conflict-prone region like Khyber Pakhtunkhwa (KP). Due to variability in information accessibility and absorption, the response to the virus is expected to differ between developed and developing countries. The outcomes of these analyses will inform the government about individual attitudes, challenges they face and assist them with policy design.</p> <p>The information collected will include demographics, and attitudes and knowledge about COVID-19. Telephone-based data collection procedures are designed to ensure the safety of the people involved. The COVID-19 KAP survey would support constructing trends based on the information collected and help the government to develop strategies to diminish the spread of the disease.</p> <p>BIZ Survey</p> <p>The primary goal of the survey is to provide quantitative data that allows an assessment of the Merged Areas' business environment on firm performance in an internationally comparable manner. BIZ survey will draw upon the World Bank's field-tested Productivity and Investment Climate Survey instrument adapted to the local conditions. The length of the questionnaire will be kept to a maximum interview of 12-15 minutes. Beyond this time limit, cooperation of participants may diminish and affect quality of data. The design and piloting phase will be used to determine whether the interview time can be brought down to 10 minutes or shorter.</p>
Quality Assurance Framework	<p>Data Validation:</p> <ul style="list-style-type: none"> i. Each call will be recorded with the consent of the respondent. A sample of call record with respective filled questionnaires will be shared with UNDP on weekly basis for data validation.

	<p>ii. The firm will provide facility to the physical monitoring team to listen to the live calls.</p> <p>Monitoring Survey Activities:</p> <p>i. Physical Monitoring: A nominated UNDP official will pay regular monitoring visit to office/hall/location where the enumerator seated and making call from.</p> <p>ii. Remote Monitoring: A video link will be provided to UNDP team for remote monitoring.</p>
Sample Size Selection	<p>KAP SURVEY:</p> <p>In order to identify patterns and commonalities as well as to find meaningful heterogeneity, and for purposes of recording individuals' behavior in the long run, a representative sample of 4000 individuals will be drawn from the general population. To ensure that the sample is representative, the distribution of the sample would be across the districts of KP and will provide demographic disaggregation as well as, the weight of each district population. This sample size is similar to an earlier study done in the UK and the US (Akesson et al. 2020).</p> <p>BIZ Survey</p> <p>The population of interest for this study consists of all MSEs in the Merged Areas. Business enterprises will be disaggregated based on their size and type e.g. manufacturing and services. Although 150 observations are generally considered sufficient, a greater sample size is preferred if higher precision is required, for instance when manufacturing and services sectors are treated separately. Thus, since the total number of MSEs in the Merged Areas is unknown a sample size of 239 has been determined using a standard statistical formula in accordance with the desired precision of 5% in a 90% confidence interval.</p>
<p>KAP Survey-Responsibilities of the Firm</p> <p>The survey firm is expected to perform following tasks:</p>	
Questionnaire / Tool Design	<p>With these goals in mind, four questionnaires were designed at the individual level. The questions encompass the effects of COVID-19 and how people have been responding to it. These include changes to economic and social life, perceptions about the disease, knowledge on the spread of the virus, beliefs about SOPs and their personal and public benefits, compliance with governmental suggestions and policies, and assessments of individual variations in levels of WTP. Given this wide array of questions, the analyses could facilitate and assist the KP government with SOPs amendment and policy design.</p>
Candidates Enrollment	<p>Throughout 32 districts of the Khyber Pakhtunkhwa robocalls will be made to recruit participants in the incentive-based study. The participation will be at will and each participant will be paid PKR 200 upon completing the responses (This cost will be paid by UNDP to the firm for onward transfer to respondents and shouldn't be included in the financial proposal of the firm). The firm will be responsible for enrolling 4000 respondents in accordance with the population weighted district sample size. An additional 20% (800) respondents will be also enrolled keeping in view the dropout scenario.</p>

Pilot Test	Before securing a large data set, a pilot test would be conducted to find the feasibility of the four questionnaires designed for the study. This will help in fine tune the questionnaires for the telephonic survey. The pilot would be conducted on 2% of the total sample size i.e. 4,000. For the pilot activity the firm will generate and submit a tabulated dataset, as first a deliverable.
	Software Development The firm is required to develop a software for software-based dialing/calls, data recording, balance (incentive) transfer upon completion of the questionnaire, report generation and dataset tabulation as per the Lead Economic Advisor requires.
	Baseline Survey For developing a baseline, the firm will telephonically collect information on the 4 designed questionnaires, the distribution of the questionnaires over the 4000 person sample is as follows: questionnaires 1 and 4 will each be administered to 15% (totally 30% of the sample) and questionnaires 2 and 3 will each be administered to 35% (totally 70% of the sample). Upon completion of the baseline survey the firm will share the final dataset with the UNDP team as second deliverable, for analysis and experiment design.
	Messaging (Experiment) In the experiment phase, 2 experiment groups will be considered. Group 1 will receive informative messages on COVID-19 through an android application and group 2 will receive messages through a robocall. Employing both methods is a logistical consideration given restrictions on use of robocalls and it will enhance the affordability of the study. Group one will have 400 participants randomly selected from the overall sample size. The firm will develop an android app and will offer it to participants during the baseline survey. Being a participant in group one is at will, but it is mandatory that the participant will have the app live for 30 days to receive compensation. Upon the completion of 30-day period, he or she will receive an incentive of PKR 1000. (This cost will be paid by UNDP to the firm for onward transfer to respondents and shouldn't be included in the financial proposal of the firm). Group 2 will be drawn from 8 randomly selected districts. All the baseline survey participants from these 8 districts will receive messages through robocalls. Once the experiments are complete the firm will share the lists of the participants with dataset of experiment as a third deliverable to UNDP.
	End-line Survey As the survey is designed on a longitudinal approach to examine change over time, an end-line telephonic survey will be conducted for all 4000 participants of the baseline. The firm will share the end-line survey dataset with UNDP as a fourth and final deliverable.
BIZ SURVEY-Responsibilities of the Firm Team/firm with experience of data collection in the Merged Areas will be engaged to carry out the survey. All activities will be administered individually depending of their respective requirements. To ensure anonymity as a credible feature of the data, an independent team/firm will be used for data collection. The team/firm will have top-level capabilities and extensive experience.	

Sample Size Selection	The population of interest for this study consists of all MSEs in the Merged Areas. Business enterprises will be disaggregated based on their size and type e.g. manufacturing and services. Although 150 observations are generally considered sufficient, a greater sample size is preferred if higher precision is required, for instance when manufacturing and services sectors are treated separately. Thus, since the total number of MSEs in the Merged Areas is unknown a sample size of 239 has been determined using a standard statistical formula in accordance with the desired precision of 5% in a 90% confidence interval.				
Questionnaire / Tool Designing	UNDP specialists already have developed tool (B2) in line with the World Bank Business listing tool already used by BoS KP, this tool covers and facilitates the broader spectrum of the analysis required by the KP government.				
Piloting	The pilot would be conducted over 2% of the total sample size. For the pilot activity, the firm will generate and submit a tabulated dataset, as a first deliverable.				
Software Development	The firm is required to develop a software to identify duplication in provided numbers collected through the Labour Market Survey or the additional numbers collected through snowball sampling. The telephonic survey will utilize software-based dialing, data recording, report generation and dataset tabulation as per the Lead Economic Advisor and VEOM team analysts' requirements.				
Businesses Listing (Snowball)	The firm will be provided with a Business Contact List generated in the Validation Survey under COVID19 Response (Business and Labour Survey II). The firm will add an additional 1000 business contact number through a snowball approach. The cumulative list will be the second deliverable to UNDP.				
Biz Survey (B2 Questionnaire)	The firm will telephonically collect information using the design tool B2 for 239 MSE operations in Newly Merged Districts. The dataset of the B2 will be the 3 rd and final deliverable.				
Time Frame	The firm is expected to complete both the surveys within 66 days of signing the contract.				
Project Team Organization	<p>The following matrix describes the human resource requirements for the project, regarding key personnel. The selected firm will be responsible for contract management of all key and non-key (e.g. Enumerators, Data Entry Operators, etc.) personnel retained by the firm for project activities. The Level of Effort and duration of service of these key personnel should be clearly linked to and reflective of their responsibilities (described below) and justified accordingly by the firm, in their Technical and Financial Proposals.</p> <table border="1"> <thead> <tr> <th>Designation</th><th>Responsibilities</th></tr> </thead> <tbody> <tr> <td>Application Designer</td><td> <ul style="list-style-type: none"> The Application designer will design survey application and android application for KAP and Biz survey. </td></tr> </tbody> </table>	Designation	Responsibilities	Application Designer	<ul style="list-style-type: none"> The Application designer will design survey application and android application for KAP and Biz survey.
Designation	Responsibilities				
Application Designer	<ul style="list-style-type: none"> The Application designer will design survey application and android application for KAP and Biz survey. 				

	Application Backend Developer	<ul style="list-style-type: none">The application backend developer will develop and maintain the application database.	
	Application Frontend Developer	<ul style="list-style-type: none">The application frontend developer will develop and maintain the application dashboards.	
	Quality Assurance Coordinator	<ul style="list-style-type: none">The quality assurance Coordinator shall quality assure the data collection throughout the project.	
	Deployment Engineer	<ul style="list-style-type: none">The development Engineer shall ensure the ensure the developed applications work with the available platforms throughout the project life.	
	Survey Coordinator	<ul style="list-style-type: none">Survey coordinator will be responsible to manage the performance of survey teams.	
	Resource Person (Trainer)	<ul style="list-style-type: none">The resource person shall be responsible to train the enumerators to conduct the survey in the effective manner to get accurate responses against the questioners developed.	
	Enumerators	<ul style="list-style-type: none">The enumerators are responsible to conduct the survey and interview the respondents.	
	Database Administrator	<ul style="list-style-type: none">The Database administrator is responsible for over all Data base management and maintenance.	
	Supervisors	<ul style="list-style-type: none">Supervisors shall supervise the enumerators in the field.	
<p>Deviations from this management structure in the Technical Proposal may be accepted if clear reasoning and strong justification is provided. The contracted firm's team of key personnel would be composed of the same individuals cited in their Technical Proposal and any changes therein, subsequent to award of contract, would need to be cleared beforehand by UNDP.</p>			
Underlying Mandatory Requirements	<p>The selected organization is expected to conform to the following mandatory requirements:</p> <p>a. Maintain confidentiality of individuals;</p> <p>b. Obtain necessary approvals to undertake research from relevant state authorities prior to project initiation (including No-Objection-Certificates) for survey activities, where required;</p> <p>c. Maintain complete neutrality, impartiality and independence in terms of interests, ideologies, relationships and beliefs that could bias observations and findings for the research;</p> <p>d. Respect local socio-cultural norms, traditions and practices in the conduct of research; and</p> <p>e. Remain sensitive to the working environment, needs, priorities and timelines of government counterparts at all time.</p> <p>f. Strictly refrain from presenting plagiarized content in any deliverable submitted for review.</p> <p>g. Follow office protocols define for the COVID-19 keeping in view the staff safety.</p> <p>h. The firm will ensure transparency and accountability throughout the data collection process by recording the calls with consent of the resplendent.</p> <p>i. The firm will provide remote monitoring facility for the UNDP team.</p> <p>j. Complete the activity within given timeframe, providing quality deliverables before the cutoff date would be appreciated.</p> <p>k. Act in strict conformity to the laws of the country.</p> <p>l. Refrain from employing children.</p>		

	<p>m. Not be affiliated or linked to any political party.</p> <p>n. Maintain strict neutrality and refrain from any activities which could be interpreted as biased.</p> <p>o. Conduct only activities related to the assignment.</p> <p>p. Refrain from any interference in other aspects of the government's work.</p> <p>q. Utilize existing local resources where possible to build local capacity.</p>																																														
Management and reporting	<p>Day-to-day reporting to the Lead Economic Advisor</p> <p>Matrix Manager: Chief Technical Specialist, MAGP</p> <p>The consulting firm/ organization/ company will provide one full-time technical expert as a Team Lead and one Survey Expert as team member.</p> <ul style="list-style-type: none"> Under the overall guidance from the Chief Technical Specialist, the team will be reporting to Lead Economic Advisor, MAGP as and when required. The team will work in close collaboration with the Bureau of Statistics and Industries Department of Government of KP. 																																														
List and Description of Expected Outputs to be Delivered	<p>UNDP would process payments after completion and approval of agreed-upon deliverables in close consultation with DFID. Any delays in this regard, within reasonable bounds, would be accommodated by the contracted firm.</p> <p>Following deliverables will be submitted according to agreed timeline:</p> <table border="1"> <thead> <tr> <th></th><th>Activity</th><th>Key outputs/deliverables</th><th>Estimated time</th><th>Payment Percentage</th><th>Review & Approvals Required from</th></tr> </thead> <tbody> <tr> <td colspan="6">Covid-19 KAP survey</td></tr> <tr> <td>1</td><td>Pilot test of Questionnaires</td><td>System generated dataset of the Pilot test for 80 persons</td><td>08 days (after signing the contract)</td><td>20%</td><td>CTS/LEA</td></tr> <tr> <td>2</td><td>Baseline Survey</td><td>System generated dataset of the Baseline Survey for 4000 applications</td><td>20 days (after signing the contract)</td><td>20%</td><td>CTS/LEA</td></tr> <tr> <td>3</td><td>Messaging (Experiment)</td><td>System generated list of the experiment participants and dataset of the experiment for 400 applications (8 districts)</td><td>55 days (after signing the contract)</td><td>20%</td><td>CTS/LEA</td></tr> <tr> <td>4</td><td>End-line Survey</td><td>System generated dataset of the end-line survey</td><td>65 Days (after signing the contract)</td><td>10%</td><td>CTS/LEA</td></tr> <tr> <td colspan="3">Total Covid-19 KAP survey (A)</td><td>66 Days</td><td>70%</td><td></td></tr> </tbody> </table>						Activity	Key outputs/deliverables	Estimated time	Payment Percentage	Review & Approvals Required from	Covid-19 KAP survey						1	Pilot test of Questionnaires	System generated dataset of the Pilot test for 80 persons	08 days (after signing the contract)	20%	CTS/LEA	2	Baseline Survey	System generated dataset of the Baseline Survey for 4000 applications	20 days (after signing the contract)	20%	CTS/LEA	3	Messaging (Experiment)	System generated list of the experiment participants and dataset of the experiment for 400 applications (8 districts)	55 days (after signing the contract)	20%	CTS/LEA	4	End-line Survey	System generated dataset of the end-line survey	65 Days (after signing the contract)	10%	CTS/LEA	Total Covid-19 KAP survey (A)			66 Days	70%	
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Total Covid-19 KAP survey (A)			66 Days	70%																																											

Biz Assessment					
1	Pilot of Designed Tool	System Generated Pilot Test Dataset as per agreed Tabulation Format	05 days (after signing the contract)	10%	CTS/LEA
2	Businesses Listing (Snowball)	System Generated Dataset of Business Listing Activity	13 days (after signing the contract)	10%	CTS/LEA
3	Telephonic Survey (B2 Questionnaire)	System Generated Report and Dataset as per agreed Tabulation formats	20 days (after signing the contract)	10%	CTS/LEA
Total Biz Assessment (B)			20 Days	30%	
Grand Total including both A+B			86 Days	100%	

Ali Saied



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	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Form of Proposal Security Not Applicable	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a password protected PDF files)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Ali Saad

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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:

- a) 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;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) 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);
- e) 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;
- f) 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<input checked="" type="checkbox"/> Power of Attorney to the authorised representative to submit/sign the RFP submission documents and for further correspondence with UNDP on behalf of organization <input checked="" type="checkbox"/> Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected; <input checked="" type="checkbox"/> Proposer's Profile providing organogram, details of employees, CVs of key professionals, list of clients and available facilities/expertise; <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two years 2017-18 & 2018-19.

- ☒ Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation.
- ☒ Official Letter of Appointment as local representative, if proposer is submitting a proposal on behalf of an entity located outside the country.
- ☒ Statement of Satisfactory Performance from the Top Three Clients in terms of Contract Value 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.
- ☒ The organization should have at least 5 years of proven experience in successfully operating a similar (as per TORs) online platform in Pakistan or another country; Share evidence of at least One platform developed.
- ☒ All information regarding any past and current litigation during the last three (3) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded,
- ☒ CVs of all the personnel that will be assigned to this job.
- ☒ An affidavit on stamp paper that the Proposer has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.



FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	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 fulfillment 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: Qualification Form

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

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> 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)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> 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
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
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:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;

- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

A handwritten signature in black ink, appearing to be 'SJ' or similar, located on the right side of the page.

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 / Organization

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational 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).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization'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 sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 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.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 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.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 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

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization 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.
- 3.2 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	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, 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.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	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 Financial Proposal sealed under a separate envelope.

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.

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

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]



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.

Currency of the proposal: PKR/USD

Scope of Proposal Price and Schedule of Payments

	Activity	Key outputs/deliverables	Estimated time	Payment	Price (Insert Currency)
Covid-19 KAP survey					
1	Pilot test of Questionnaires	System generated dataset of the Pilot test for 80 persons	08 days (after signing the contract)	20%	
2	Baseline Survey	System generated dataset of the Baseline Survey for 4000 applications	20 days (after signing the contract)	20%	
3	Messaging (Experiment)	System generated list of the experiment participants and dataset of the experiment for 400 applications (8 districts)	55 days (after signing the contract)	20%	
4	End-line Survey	System generated dataset of the end-line survey	65 Days (after signing the contract)	10%	
Total Covid-19 KAP survey (A)			66 Days	70%	
Biz Assessment					
1	Pilot of Designed Tool	System Generated Pilot Test Dataset as per agreed Tabulation Format	05 days (after signing the contract)	10%	
2	Businesses Listing (Snowball)	System Generated Dataset of Business Listing Activity	13 days (after signing the contract)	10%	
3	Telephonic Survey (B2 Questionnaire)	System Generated Report and Dataset as per agreed Tabulation formats	20 days (after signing the contract)	10%	
Biz Assessment (B)			20 Days	30%	
GRAND TOTAL (A+B) (Insert Currency)			66 Days	100%	

- This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.
- Kindly specify the currency of your proposal.

Table 2: 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.

PART (A) Budget Template for COVID-19 SOP and Demographic Survey					
S#	Expense Title	Unit (In Days)	Frequency / Number	Unit price	Total Price
1	Softwar Development and Maintainance				
1.1	Server Machine	50	1		
1.2	Software Engineer	50	1		
1.3	Database Administrator	50	1		
Sub-Total (1)					
2	Incentive & additional cost on incentive				
2.1	Balance transfer - 1st Part of Survey is Baseline	One Time	200		
2.2	Additional charges on incentive	One Time	1		
2.3	App user incentive	One Time	1,000		
2.4	Additional charges on app user incentive	One Time	1		
2.5	Balance transfer - 2nd Part of Survey is Endline	One Time	200		
2.6	Additional charges on balance transfer	One Time	1		
Sub-Total (2)					
3	App Development				
3.1	App Designer	20	1		
3.2	App Backend Developer	30	2		
3.2	App Frontend Developer	30	2		
3.4	QA	25	1		
3.5	Deployment Engineer	5	1		
Sub-Total (3)					
4	Robocalls				
4.1	Robocalls for survey consent	One Time	1		
4.2	Robocalls in different districts	One Time	1		
Sub-Total (4)					
5	Enumerators Training				
5.1	Resource Person (Trainer)	5	2		
5.2	Enumerators	5	10		
5.3	Supervisors	5	2		
5.4	Venue	5	1		
5.5	Pick and Drop	5	3		
Sub-Total (5)					
6	Pilot Testing				
6.1	Enumerators	4	10		
6.2	Supervisors	4	2		
6.3	Pick and Drop	4	3		
Sub-Total (6)					
7	Baseline Survey				

7.1	Enumerators	30	10		
7.2	Supervisors	30	2		
7.3	Pick and Drop	30	3		
Sub-Total (7)					
8	Endline Survey				
8.1	Enumerators	25	10		
8.2	Supervisors	25	2		
8.3	Pick and Drop	25	3		
Sub-Total (8)					
9	Survey Management Expense				
9.1	Survey Coordinator	55	1		
9.2	Office / Hall Rent	60	1		
9.3	IT Equipment's	60	14		
9.4	Telephones / Cell Bills	One Time	1		
9.5	Electricity Bills	One Time	1		
9.6	Stationary	One Time	1		
9.7	Covid-19 Protocols (Masks, Handsanitizers, Disinfectants and Tissues)	One Time	1		
Sub-Total (9)					
Total (Part A)					

PART B - Budget template for BIZ Assessment Survey					
S#	Expense Title	Unit (In Days)	Frequency / Number	Unit Price	Total Price
1	Softwar Development and Maintainance				
1.1	Server Machine	20	1		
1.2	Software Engineer	20	2		
1.3	Database Administrator	20	1		
Sub-Total (1)					
2	Enumerators Training				
2.1	Resource Person (Trainer)	2	1		
2.2	Enumerators	2	6		
2.3	Supervisors	2	1		
2.4	Venue	2	1		
2.5	Pick and Drop	2	2		
Sub-Total (2)					
3	Pilot Testing				
3.1	Enumerators	1	6		
3.2	Supervisors	1	1		
3.3	Pick and Drop	1	2		
Sub-Total (3)					
4	Snowball				
4.1	Enumerators	5	6		
4.2	Supervisors	5	2		
4.3	Pick and Drop	5	2		

Sub-Total (4)					
5	Survey (B-1 & L-1)				
5.1	Enumerators	9	6		
5.2	Supervisors	9	1		
5.3	Pick and Drop	9	2		
Sub-Total (5)					
6	Survey Management Expense				
6.1	Survey Coordinator	17	1		
6.2	Office / Hall Rent	17	1		
6.3	IT Equipment's	17	6		
6.4	Telephones / Cell Bills	One Time	1		
6.5	Electricity Bills	One Time	1		
6.6	Stationary	One Time	1		
6.7	Covid-19 Protocols (Masks, Handsanitizers, Disinfectants and Tissues)	One Time	1		
Sub-Total (6)					
Total (Part B)					
Grand Total (A + B)					

Bidders can add more lines under each category to provide further bifurcation of price or add any new heads as appropriate. If you think less resources are required, and project can be done innovatively with less cost then please quote accordingly.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

- **Important Note:** This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.
- Kindly specify the currency of your proposal.
- Please note that Local vendors are paid in PKR and if the quoted price is in USD then UN exchange rate for that month will be used.