



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 24, 2020
	REFERENCE: UNDP-RFP-2020-137-readvertised ORPS: 2507

Dear Sir / Madam:

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

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Thursday, 8th October 2020 12:30 PM PST OR 3:30 AM EDT** indicated in <https://etendering.partneragencies.org>.

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

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **wednesday, 30th September 2020 [12:30 PM Pakistan Standard Time OR 3:30 AM EDT]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through the e-Tendering system on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If there is requirement of any clarification related to this RFP, kindly send queries to pakistan.procurement.info@undp.org.

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

A handwritten signature in blue ink, appearing to be 'Ali Saad'.

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A handwritten signature in blue ink, appearing to be 'S/S'.

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



23-Sep-2020

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

Ali Saeed



Annex 1

Description of Requirements

Context of the Requirement	Hiring of Firm for planning and organizing five (5) search and rescue (SAR) trainings in Sindh and Balochistan (3 trainings to be conducted in karachi and 2 in Gawadar)
Brief Description of the Required Services	<p>Over the past 20 years, UNDP has been extending support to the Government of Pakistan in shifting its focus from relief to the resilience approach, which seeks to reduce risks, mitigate disaster impact and undertake disaster preparedness. UNDP has also been supporting national, subnational and district governments in developing institutional capacity for systematic disaster risk management.</p> <p>UNDP in Pakistan has played a crucial role in promoting knowledge on earthquake and tsunami risk reduction for more than two decades. UNDP is implementing a project titled "Strengthening tsunami and earthquake preparedness in coastal areas of Pakistan", with financial assistance from Government of Japan. UNDP is closely working with NDMA, Sindh and Balochistan PDMA's, PMD and other stakeholders for policy discourse on the existing capacity and institutional arrangements of different agencies involved in disaster risk preparedness and response in the coastal areas.</p> <p>Tsunami is considered as rapid onset hazard that provides very little time if its generated by nearby source and leaves devastating inland impacts. On the 1000 km coastline of Pakistan, number of maritime agencies exist for defence purposes and play active role in relief operation in case any natural disaster hits coastal belt. Therefore, there is need to strengthen the capacity of PDMA's and district administrations of coastal areas for carrying out appropriate relief, search and rescue operation as first responders in their respective jurisdiction.</p> <p>UNDP is closely working with PDMA's and district administration of Sindh and Balochistan and intends to provide technical five search and rescue trainings to the hundred (100) government officials on carrying out relief, search & rescue operations. The train cadre under this activity will indirectly benefit whole population of these three districts Karachi West, Malir and Gwadar.</p> <p>Under the proposed project, UNDP intends to engage a firm/organization to organize five well-organized search and rescue trainings based on a model that covers basic search and rescue, first aid, medical emergency, fire and water rescue for an efficient response during tsunami or any other coastal hazard.</p>
List and Description of Expected Outputs to be Delivered	<p>Expected Outputs / Deliverables, timeframe for the work</p> <p>Outcome: The firm/organization is expected to organize five well-organized search and rescue trainings based on a model that covers basic search and rescue, first aid and medical emergency, fire and water rescue methods for an efficient response during tsunami or any other coastal hazard.</p>

	Sr#	Deliverables	Action Required	Estimated Timelines
	1	Inception report including workplan for the trainings and brief description of each segment of training	Develop a detailed inception report and training for SAR, with a breakdown of all activities required	30 October 2020
	2	Comprehensive training manual for SAR	Training manual on SAR covering basic search and rescue, first aid, medical emergency, fire and water rescue	30 November 2020
	3	Completion report of three (1,2,3) SAR trainings	Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants.	30 December 2020
	4	Completion report of Fourth and Fifth training	Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants	15 January 2021
	5	Final Report	Final report of the assignment following completion, detailing activities, outcomes, and challenges	15 February 2021
	Total			100%
Person to Supervise the Work/Performance of the Service Provider	National Project Manager (Tsunami & Earthquake Preparedness Project, UNDP)			
Frequency of Reporting	Bi-monthly			
Progress Reporting Requirements	Deliverables based.			
Location of work	<input checked="" type="checkbox"/> Sindh & Baluchistan			

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Expected duration of work	<p>The entire assignment must be completed within a maximum of three (03) months after issuance of signing of contract.</p> <ol style="list-style-type: none"> 1. Three (03) months effective from the date of signing of contract. 2. Trainings and reporting must be completed by Feb15, 2021. 3. UNDP will not provide office space, laptops, or equipment for this assignment to trainers. Consulting firm/trainers shall arrange their own travel and accommodation for duration of the assignment. 4. Firm/Organization shall be responsible for arrangement for training halls, travel of participants, refreshments and other costs related to the training venue. 	
Target start date	30 th Oct, 2020	
Latest completion date	Feb 2021	
Travels Expected	Yes to Karachi and Gwadar	
Special Security Requirements	Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	No	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required	
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]	
Value Added Tax on Price Proposal	<p><input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately).</p> <p>Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental</p>	

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	authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.																										
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																										
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																										
Payment Terms	Deliverables and Payment Schedule <table border="1"> <thead> <tr> <th>Sr#</th><th>Deliverables</th><th>Action Required</th><th>% Payment</th><th>Condition for Release of Payment</th></tr> </thead> <tbody> <tr> <td>1</td><td>Inception report including workplan for the trainings and brief description of each segment of training</td><td>Develop a detailed inception report and training for SAR, with a breakdown of all activities required</td><td>20%</td><td rowspan="5">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider</td></tr> <tr> <td>2</td><td>Comprehensive training manual for SAR</td><td>Training manual on SAR covering basic search and rescue, first aid and medical emergency, fire and water rescue methods</td><td>20%</td></tr> <tr> <td>3</td><td>Completion report of three (1,2,3) trainings</td><td>Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants.</td><td>20%</td></tr> <tr> <td>4</td><td>Completion report of Fourth and Fifth Training</td><td>Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants</td><td>20%</td></tr> <tr> <td>5</td><td>Final Report</td><td>Final report of the assignment following completion,</td><td>20%</td></tr> </tbody> </table>	Sr#	Deliverables	Action Required	% Payment	Condition for Release of Payment	1	Inception report including workplan for the trainings and brief description of each segment of training	Develop a detailed inception report and training for SAR, with a breakdown of all activities required	20%	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider	2	Comprehensive training manual for SAR	Training manual on SAR covering basic search and rescue, first aid and medical emergency, fire and water rescue methods	20%	3	Completion report of three (1,2,3) trainings	Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants.	20%	4	Completion report of Fourth and Fifth Training	Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants	20%	5	Final Report	Final report of the assignment following completion,	20%
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Manager (Tsunami & Earthquake Preparedness Project, UNDP)																																
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services																																
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																																
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	1.3	Experience and Links/Networks: Demonstrated relevant experience of firm. (20 marks each year) Five (5) years of professional experience in Search and Rescue (including water search and rescue) trainings (each year carries 20 marks)	100
	1.4	Financial Stability: Financial stability (Last three years Audited Accounts (2016-2017 and 2017-2018, 2018-2019). Current Ratio should be more than 1. (10 marks for each Audited statement).	30
	1.8	Relevant Experience: Minimum three relevant Contracts with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract (10 marks for each contract).	30
			210
	Form 2 		

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		Suitability for the Project			
		- Past experience working on similar projects: At least 5 years of experience in training of trainers or instructors in SAR (including first aid)	20		
		- Professional Experience in the area of specialization	10		
		- Knowledge of the region	5		
		- Language Qualifications	5		
		Competency. 1. An individual with a good level of technical expertise and specialist Pakistani/regional experience; 2. Given its central importance, we expect capacity building to be a cross-cutting skill of all experts employed on this project; 3. Working knowledge of government process & procedures 4. Excellent knowledge and understanding of roles & responsibilities of provincial/regional governments in delivering the project; 5. Excellent coordination skills with different governments and development agencies etc. 6. High level of management, facilitation and representational skills	30		
	3.2	Search and Rescue Expert	75 Marks	70	
		General Qualification Bachelor's Degree Holder / SAR certification	10		
		- Suitability for the Project	10		
		- 5 years' experience in developing and implementing similar projects	15		
		Team building and training module development	10		
		- Professional Experience in the area of specialization	15		
		- Knowledge of the subject	10		
		- Language Qualifications	5		
		Total -3	175		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider				
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]				

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<p>Contact Person for Inquiries (Written inquiries only)</p>	<p><i>pakistan.procurement.info@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Minimum Eligibility Criteria</p>	<ol style="list-style-type: none"> 1. Three relevant Contracts with National/Multinational Organizations (please attach copies of contracts). 2. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. 3. Three satisfactory performance certificates along with duration of each assignment 4. Proof of financial stability such as Audited Financial Statements along with the auditor's report for the last three years (2016-17, 2017-18 & 2018-19) along with Bank statements/certificates indicating financial standing. 5. Firm's valid registration with Income Tax/Sales Tax Department please share NTN and STN certificates. 6. An affidavit on stamp paper that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients. 7. Copy of business registration certificate along with the articles and memorandum of association.
<p>Deadline for Submission</p>	<p>Thursday 8th Oct 2020 (12:30 PM Pakistan standard Time or 3:30 AM EDT)</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.

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

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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

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conditions and context of the work.

C. Qualifications of Key Personnel

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

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

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

[Designation]

[Date]

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Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL

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

A. Cost Breakdown per Deliverable*

Sr#	Deliverables	Action Required	% Payment	Amount (PKR)
1	Inception report including workplan for the trainings and brief description of each segment of training	Develop a detailed inception report and training for SAR, with a breakdown of all activities required	20%	
2	Comprehensive training manual for SAR	Training manual on SAR covering basic search and rescue, first aid and medical emergency, fire and water rescue methods	20%	
3	Completion report of three (1,2,3) SAR trainings	Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post training assessment forms filled by participants.	20%	
4	Completion report of Fourth and Fifth Training	Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants	20%	
5	Final Report	Final report of the assignment following completion, detailing activities, outcomes, and challenges	20%	
Total 100%				

Breakdown of the Cost:

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	Description	Unit Type	Unit	Unit Cost	Total Budget (PKR)
A	HR/Operations Cost				
A.1	Team Leader	month	3		
A.2	SAR Expert	month	3		
	Sub-Total (A)				
B	Activities/events Cost				
B.1	Printing of promotional and informational material for Five Trainings	Workshop	5		
B.2	Logistics and Travel Arrangements in Three Cities for local trainees	Workshop	5		
	Sub-Total (B)				-
	Grand Total				-

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

[Designation]

[Date]

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Annex 4

General Terms and Conditions for Services
Separately attached

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Annex-5

Terms of Reference (ToRs)**Terms of Reference (TORs) / Description of Requirements**

Context of the Requirement	Firm/organization for planning and organizing five (5) search and rescue (SAR) trainings in Sindh and Balochistan (3 trainings to be conducted in karachi and 2 in Gawadar)
Duty Station / Place of work	Karachi and Gawadar
Project	Tsunami and Earthquake Preparedness Project in coastal Areas of Pakistan
Engagement Modality	Institutional Services Contract
Period of assignment/services	<p>The entire assignment must be completed within a maximum of three (03) months after issuance of purchase order/signing of contract.</p> <ul style="list-style-type: none"> • Three (03) months effective from the date of signing of contract. • Trainings and reporting must be completed by December 30, 2020. • UNDP will not provide office space, laptops, or equipment for this assignment to trainers. Consulting firm/trainers shall arrange their own travel and accomodation for duration of the assignment. • Firm/Organization shall be responsible for arrangement for training halls, travel of participants, refreshements and other costs related to the training venue.
Due Date	Feb 2021
Justification and Background	<p>Over the past 20 years, UNDP has been extending support to the Government of Pakistan in shifting its focus from relief to the resilience approach, which seeks to reduce risks, mitigate disaster impact and undertake disaster preparedness. UNDP has also been supporting national, subnational and district governments in developing institutional capacity for systematic disaster risk management.</p> <p>UNDP in Pakistan has played a crucial role in promoting knowledge on earthquake and tsunami risk reduction for more than two decades. UNDP is implementing a project titled "Strengthening tsunami and earthquake preparedness in coastal areas of Pakistan", with financial assistance from Government of Japan. UNDP is closely working with NDMA, Sindh and Balochistan PDMAs, PMD</p>

Ali Saad



	<p>and other stakeholders for policy discourse on the existing capacity and institutional arrangements of different agencies involved in disaster risk preparedness and response in the coastal areas.</p> <p>Tsunami is considered as rapid onset hazard that provides very little time if its generated by nearby source and leaves devastating inland impacts. On the 1000 km coastline of Pakistan, number of maritime agencies exist for defence purposes and play active role in relief operation in case any natural disaster hits coastal belt. Therefore, there is need to strengthen the capacity of PDMA and district administration of coastal areas for carrying out appropriate relief, search and rescue operation as first responders in their respective jurisdiction.</p> <p>UNDP is closely working with PDMAs and district administration of Sindh and Balochistan and plan to provide technical search and rescue trainings to 100 government officials on carrying out relief, search & rescue operations. The train cadre under this activity will indirectly benefit whole population of these three districts Karachi West, Malir and Gwadar.</p> <p>Under the proposed project, UNDP intends to engage a firm/organization to organize five well-organized search and rescue trainings based on a model that covers basic search and rescue, first aid and medical emergency, fire and water rescue for an efficient response during tsunami or any other coastal hazard.</p>																				
List and Description of Expected Outputs to be Delivered	<p>Expected Outputs / Deliverables, timeframe for the work</p> <p>Outcome: The firm/organization is expected to organize five well-organized search and rescue trainings based on a model that covers basic search and rescue, first aid and medical emergency, fire and water rescue methods for an efficient response during tsunami or any other coastal hazard.</p> <table><tr><th>Sr#</th><th>Deliverables</th><th>Action Required</th><th>Estimated Timelines</th><th>% Payment</th></tr><tr><td>1</td><td>Inception report including workplan for the trainings and brief description of each segment of training</td><td>Develop a detailed inception report and training for SAR, with a breakdown of all activities required</td><td>15 October 2020</td><td>20</td></tr><tr><td>2</td><td>Comprehensive training manual for SAR</td><td>Training manual on SAR covering basic search and rescue, first aid and medical emergency, fire and water rescue methods</td><td>10 November 2020</td><td>20%</td></tr><tr><td>3</td><td>Completion report of three (1,2,3) SAR trainings</td><td>Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post</td><td>10 December 2020</td><td>20%</td></tr></table>	Sr#	Deliverables	Action Required	Estimated Timelines	% Payment	1	Inception report including workplan for the trainings and brief description of each segment of training	Develop a detailed inception report and training for SAR, with a breakdown of all activities required	15 October 2020	20	2	Comprehensive training manual for SAR	Training manual on SAR covering basic search and rescue, first aid and medical emergency, fire and water rescue methods	10 November 2020	20%	3	Completion report of three (1,2,3) SAR trainings	Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges. Pre and post	10 December 2020	20%
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Ali Saied



			training assessment forms filled by participants .		
	4	Completion report of Fourth and Fifth Training	Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants	15 January 2021	20%
	5	Final Report	Final report of the assignment following completion, detailing activities, outcomes, and challenges	30 February 2021	20%
	Total		100 %		

The Contractor will ensure that the above mentioned deliverables are achieved as part of the contract signed with UNDP Pakistan



Ali Saeed