**Annex 2**

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

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

[insert: *Location]*.

[insert: *Date]*

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

Dear Sir/Madam:

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

1. **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 :

1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
2. Business Licenses – Registration Papers, Tax Payment Certification, etc.
3. Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;
4. Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
5. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
6. 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.
7. Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.
8. **Proposed Methodology for the Completion of Services**

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

1. **Qualifications of Key Personnel**

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

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

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

*[Designation]*

*[Date]*

**Annex 3**

**FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL**

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

1. **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 assigment following completion, detailing activities, outcomes, and challenges | 20% |  |
| Total 100% | | | |  |

**Breakdown of the Cost:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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 Arrnagements 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]*

**Annex 4**

## General Terms and Conditions for Services

**Separately attached**

**Annex-5**

**Terms of Reference (ToRs)**

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

|  |  |
| --- | --- |
| Context of the Requirement | Firm/organization for planning and organizing five (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 | The entire assignment must be completed within a maximum of three (03) months after issuance of purchase order/signing of contract.   * 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 | 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.  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 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.  Tsunami is considered as rapid onset hazard that provides very little time if its generated by nearby source and leaves devasting 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.  UNDP is closely working with PDMAs and district administration of Sindh and Balochistan and plan to provide technical 05 search and resuce trainings to 100 government officials on carrying our relief, search & rescue operations. The train cadre under this activity will indirectly benefit whole population of these three districts Karachi West, Malir and Gwadar.  Under the proposed project, UNDP intends to enagage a firm/organization to organize five well-organized search and resuce 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. |
| List and Description of Expected Outputs to be Delivered | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Expected Outputs / Deliverables, timeframe for the work**  **Outcome:** The firm/organization is expected to organize five well-organized search and  resuce 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.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 Novermber 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 training assessment forms filled by participants . | 10 December 2020 | 20% | | 4 | Completion report of Fourth and Fifth Training | Carry out trainings and produce a report following completion, detailing activities, outcomes, and challenges, Pre and post training assessment forms filled by participants | 15 January 2021 | 20% | | 5 | Final Report | Final report of the assigment 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**