



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: October 2, 2020
	REFERENCE: UNDP-RFP-2020-306

Dear Sir / Madam:

We kindly request you to submit your **Proposal to Develop Computer-based Training Courses for the KP Prosecution Training Academy, Conduct a Training of Trainers for the E-center Staff on Computer-based Courses and Conduct an IT Training for the Prosecutors and Clerical Staff of Prosecution Academy**. Please be guided by the form attached here to as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Friday, 16th th October 2020 at 12:30 PM PST OR 3:30 AM EDT** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Thursday 08th October 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.

 Ali Saeed 

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

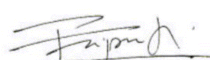
Thank you and we look forward to receiving your Proposal.

Sincerely yours,

"for"



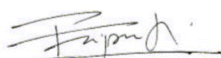
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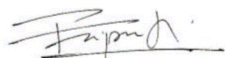
Annex 1**Description of Requirements**

Context of the Requirement	RFP for Engagement of an organization to Develop Computer-based Training Courses for the KP Prosecution Training Academy, Conduct a Training of Trainers for the E-center Staff on Computer-based courses and Conduct an IT Training for the Prosecutors and Clerical Staff of Prosecution Academy
Brief Description of the Required Services ¹	Please see Annex 4 the ToR (Term of Reference) for the description of the required services.
List and Description of Expected Outputs to be Delivered	As per deliverables of TOR
Person to Supervise the Work/Performance of the Service Provider	Prosecution Specialist, Aman-O-Insaf Programme, UNDP
Frequency of Reporting	As mentioned in TORs
Progress Reporting Requirements	The Final Report of each deliverable shall be submitted upon completion of activity(s) within 20 days.
Location of work	<input checked="" type="checkbox"/> Khyber Pakhtunkhwa (the firm key deliverable will be relevant to KP but the study and review of available computer-based training courses and training materials, from other provinces may also be required). meetings with stakeholders may be undertaken on skype/telephone/zoom etc.
Expected duration of work	16 months commencing from the date of signing of contract including 4 months for designing computer-based courses and 12 months maintenance and support period
Target start date	30 October 2020
Latest completion date	28 February 2022
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> 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)	<input checked="" type="checkbox"/> Not Applicable

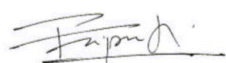
¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.



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	<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). Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted								
Payment Terms	Deliverables and Payment Schedule The payment is linked with achievements of the below-mentioned deliverables and shall be released upon satisfactory completion of each deliverable report certified by UNDP. <table border="1" data-bbox="462 1501 1421 1848"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td> Deliverable -1: On submission of <ul style="list-style-type: none"> • timeline/workplan, • list of respondents and Interview questionnaire for review </td><td>10%</td><td rowspan="2"> 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 </td></tr> <tr> <td> Deliverable -2: On submission of <ul style="list-style-type: none"> • First version of computer courses for review </td><td>10%</td></tr> </tbody> </table>	Outputs	Percentage	Condition for Payment Release	Deliverable -1: On submission of <ul style="list-style-type: none"> • timeline/workplan, • list of respondents and Interview questionnaire for review 	10%	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	Deliverable -2: On submission of <ul style="list-style-type: none"> • First version of computer courses for review 	10%
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Deliverable -2: On submission of <ul style="list-style-type: none"> • First version of computer courses for review 	10%								



	<ul style="list-style-type: none">• Draft e-learning manuals for review		b) Receipt of invoice from the Service Provider.
	Deliverable – 3: On Submission of <ul style="list-style-type: none">• Final version of computer courses Final e-learning manuals	30%	
	Deliverable -4: On submission of <ul style="list-style-type: none">• Conduct a training of trainers to develop a pool of master trainers. Conduct a training for the academy staff on Information Technology related matters	30%	
	Deliverable -5: On submission of 12 months maintenance support	20%	
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Prosecution Speciliast and Programme Manager, Amm-O-Insaf Programme, UNDP		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Institutional Services <input checked="" type="checkbox"/> Purchase Order		
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.		
Criteria for the Assessment of Proposal	<p>The award of the contract shall be made to the Evaluation firm whose offer has been evaluated and determined as:</p> <p>a) Responsive/compliant/acceptable, and</p> <p>b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. 70%-30%.</p> <p>Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.</p> <p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 35% with 245 Marks out of 700</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% with 280 marks out of 700</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25% with 175 marks out of 700</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</p>		



Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Relevance experience of the firm in conducting evaluations	35%	245
2.	Proposed methodology, approach, tools and implementation plan	40%	280
3.	Management structure and key personnel	25%	175
Total			700

Technical Proposal Evaluation-Form 1		Maximum Points obtainable
Expertise of Firm/Organization		
1.1	Experience of Organization (Minimum 5 years' experience in provision of similar services as required under the TORs to National/Multinational organization) and profile having demonstrated experience of similar work. (Zero marks will be given for less than Five (05) years and 80 marks will be given for Five (05) year's and above.)	80
1.2	Financial stability (Last two years Audited Account (2017-18 & 2018-19); Quick Ratio should be 1 or more than 1. (20 marks for each year).	40
1.3	Relevant Experience: Minimum Two (02) relevant Contracts/Purchase Order/Work Orders of work undertaken in Khyber Pakhtunkhwa with National/Multinational Organizations (Provide proof of service with name of the organization). (20 Marks for each contract/PO)	40
1.4	Provide two satisfactory performance certificates along with the duration of each assignment (20 Marks for each certificate)	40
1.5	General Organizational Capability: strength of project management support e.g. project management control , human resources, finance and organization structure. organization (organogram).	45
Total 1		245

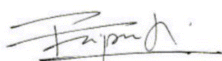
Technical Proposal Evaluation- FORM 2		Maximum Points Obtainable
Proposed Methodology, Approach, Tools and Implementation Plan		
2.1	To what degree does the bidder understand the task? (i.e. the objectives, methodology, the deliverables, intended activities and the context within which the assignment is going to be carried out)	60
2.2	Have the important aspects of the tasks in TORs been addressed in sufficient details?	50

2.3	Are the different components of the project adequately weighted relative to one another?	40
2.4	Is the proposed methodology by the firm fair (10 marks)/good (20 Marks)/excellent (40 marks)	40
2.5	Is the scope of work well defined and does it correspond to the TOR?	40
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? Work plan to be submitted.	50
Total 2		280

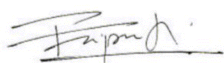
Mandatory Note: CVs of the personnel assigned should be signed, dated and attached

Technical Proposal Evaluation- FORM 2		Maximum Points Obtainable
Proposed Methodology, Approach, Tools and Implementation Plan		
3.1	Criminal Justice System Expert	95
	<ul style="list-style-type: none"> At least a master or advanced degree in Law, Criminology, Legal Studies. (20) 7+ years of progressively responsible professional experience in Criminal Justice System. (30) Experience for less than 3 years = 0 Marks Experience 4- 6 years = 15 Marks Experience 7 years and above = 30 marks In-depth understanding of the trainings for the prosecutors and other criminal justice actors. (20) Experience with national and international organizations, and criminal justice institutions will be an advantage. (15) Fluency (oral and written) in English and Urdu is required. (10) 	
3.2	Software Expert	80
	Qualification: <ul style="list-style-type: none"> At least master degree in Computer Science or software engineering/ICT. . (20) Experience for less than 3 years = 0 Marks Experience 4- 6 years = 15 Marks Experience 7 years and above = 30 marks 7-year progressive experience in the sector of software development. (25) 3-year experience in leading such an assignment, role including software design and development, (15) Experience with national and international organizations (10) Fluency (oral and written) in English and Urdu is required. (10) 	
Total Part: 3		175

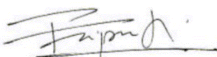
with the proposals and prepared following the template in Annex 6 of the RFP.



UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider																													
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Aneex 3) <input checked="" type="checkbox"/> Detailed TOR (<i>Annex 4</i>) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 5) <input checked="" type="checkbox"/> CV Template (Annex 6)																													
Contact Person for Inquiries (Written inquiries only)	<i>Pramila Tripathi</i> <i>Associate Procurement Officer</i> pakistan.procurement.info@undp.org 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.																													
Joint Venture	<input checked="" type="checkbox"/> NOT ALLOWED.																													
Other Information [pls. specify]	<p>Minimum Qualifying Criteria</p> <input checked="" type="checkbox"/> Technical and Financial proposals should be submitted as separate PDF files Financial Proposal must be password protected; <input checked="" type="checkbox"/> Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise/ Organizational Organogram <input checked="" type="checkbox"/> Valid Certificate of Registration of the Firm/organizations; <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two(02) Years (2017-18 & 2018-19); <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Two [02] Clients in past three (03) years; <input checked="" type="checkbox"/> Please provide Two (02) relevant Contracts/Purchase Order/Work Orders of work undertaken in Khyber Pakhtunkhwa with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract). <i>please fill below table with details "Details of previous contracts";</i> <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last Seven (07) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. <input checked="" type="checkbox"/> CVs of all the personel that will be assigned to this job.																													
	<table border="1"> <thead> <tr> <th>Name of Funding Organization</th> <th>Period of Contract</th> <th>Type of Services Provided/Product delivered</th> <th>Value of Contract</th> <th>Location (Country/Region)</th> <th>Year of Implementation</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Name of Funding Organization	Period of Contract	Type of Services Provided/Product delivered	Value of Contract	Location (Country/Region)	Year of Implementation																		
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Deadline for Submission	<p>Wednesday, 16th October 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.
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: pramila.tripathi@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	<p>N/A</p>



FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

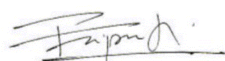
B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



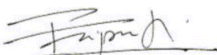
If required by the RFP, the Service Provider must provide :

- 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 Authorized Person]

[Designation]

[Date]

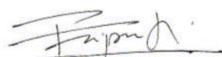
A handwritten signature in black ink, appearing to be "F. J. Smith", written over a horizontal line.

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

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

Cost Breakdown per Deliverable*

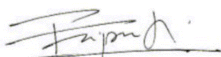
	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive) PKR
1	Deliverable -1: On submission of <ul style="list-style-type: none"> • timeline/workplan, • list of respondents and • Interview questionnaire for review 	10%	
2	Deliverable -2: On submission of <ul style="list-style-type: none"> • First version of computer courses for review • Draft e-learning manuals for review 	20%	
3	Deliverable – 3: On Submission of <ul style="list-style-type: none"> • Final version of computer courses • Final e-learning manuals 	20%	
4	Deliverable -4: On submission of <ul style="list-style-type: none"> • Conduct a training of trainers to develop a pool of master trainers. Conduct a training for the academy staff on Information Technology related matters	30%	
	Deliverable -5: On submission of 12 months maintenance support	20%	

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


Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Unit Rate	Total Amount
I. Personnel Services					
Criminal Justice System Expert		4 months	1		
Software Expert		4 months	1		
Course development					
E-Learning Centre for the Academy. The E-Learning Center will offer computer-based training courses, which will include:					
Legal research	Lumpsum				
Legal drafting,	Lumpsum				
Criminology,	Lumpsum				
Case presentation skills	Lumpsum				
E-Learning Manuals for the Prosecution Academy	Lumpsum				
Training of Trainers to develop a pool of master trainers	Lumpsum				
Training for the academy staff on Information Technology related matters to enable the academy staff to run computer-based courses, maintain E-Learning Centre, basic troubleshooting, data entry and development of computer-generated reports	Lumpsum				
II. Out of Pocket Expenses					
1. Travel Costs					
2. Daily Allowance					
3. Communications					
4. Reproduction					
5. Equipment Lease					
6. Others (plz specify)					
III. Other Related Costs					

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



TERMS OF REFERENCE (TOR)**Hiring of Firm/Organization to:**

- (i) Develop Computer-based Training Courses for the KP Prosecution Training Academy.**
- (ii) Conduct a Training of Trainers for the E-center staff on Computer-based courses and**
- (iii) Conduct an IT Training for the Prosecutors and Clerical staff of Prosecution Academy.**

Project Title: Rule of Law for Peaceful, Just and Inclusive Societies (Amn-o-Insaf)**Project Description:**

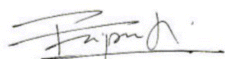
UNDP Supporting Rule of Law for Peaceful, Just and Inclusive Societies (Amn-o-Insaf) aims to promote an enabling environment to support the Government and rule of law institutions in its on-going efforts to secure peace and stability in Pakistan. Under this Programme and support of government and international development partners, assistance is provided for institutional development and capacity building to the rule of law institutions to ensure effective and timely delivery of justice services. The Programme also supports legal aid services and reforms as well as citizen empowerment through civil society organizations and Bar Councils. At the outcome level, the Programme endeavours to firmly establish a justice system that provides quality services, which are trusted, affordable, accessible and viewed as fair by local communities.

In Khyber Pakhtunkhwa province, the Programme has been engaged with key stakeholders including the Judiciary, Police, Prisons, Local Government, Prosecution, Bar Council, and Community Based Organizations, the Programme seeks to enhance confidence and trust between local communities and the rule of law institutions. Strengthening Prosecution Service is one of the priority areas of the Programme. The Programme has provided support to the Prosecution in terms of training, refurbishment of prosecution offices, and provision of libraries, equipment and furniture.

As the need for a Prosecution Training Academy is highlighted in the Khyber Pakhtunkhwa Rule of Law Roadmap, the Programme, with financial support from INL, has started construction of the Prosecution Training Academy in Peshawar. The academy, which has both training and living facilities, including a day care center for children and hostel for women, is expected to be completed by end of 2020. The academy will meet the training needs of the Khyber Pakhtunkhwa Prosecution Department including the Newly Merged Districts (NMDs) and may be able to support other justice-sector institutions.

Since, the construction of the academy is in progress, meanwhile the Programme intends to engage a firm to perform the following functions:

- to develop an E-Learning Center for the academy. The E-Learning Center will offer computer-based training courses which include legal research, legal drafting, criminology, and case presentation skills etc. The computer-based trainings will be available 24 hours and focus on self-learning methods. The computer-based training courses will be made mandatory for the new appointees, and available for senior officers on the direction of direction of management.
- The consulting firm will also develop E-Learning Manuals for the Prosecution Academy and will conduct a Training of Trainers to develop a pool of master trainers from prosecution department, which will helping academy imparting trainings for the prosecution officers in future.



- The firm will organize a training for the academy staff on Information Technology related matters to enable the academy staff to run computer-based courses, maintain E-Learning Centre, basic troubleshooting, data entry and development of computer-generated reports.

Objective:

The objective of the assignment is:

- To develop an E-Learning Centre for the Academy. The E-Learning Center will offer computer-based training courses, which will include legal research, legal drafting, criminology, and case presentation skills etc.
- To develop E-Learning Manuals for the Prosecution Academy
- To conduct a Training of Trainers to develop a pool of master trainers,
- To conduct a training for the academy staff on Information Technology related matters to enable the academy staff to run computer-based courses, maintain E-Learning Centre, basic troubleshooting, data entry and development of computer-generated reports.

Scope of Work:

The firm will closely work with the Prosecution Department Government of Khyber Pakhtunkhwa, UNDP and US Embassy particularly INL.

The firm will undertake the following functions:

Section -1:

- Prepare a timeline/workplan to timely complete assignment in consultation with the UNDP and Prosecution Department.
- Prepare a list of respondents for in-depth interviews
- Review and assess available computer-based/e-learning courses for the criminal justice institutions and prepare a report on best practices.

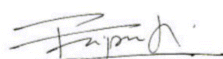
Section -2:

- Design E-Learning Centre for the academy. The E-Learning Center will offer computer-based training courses which include legal research, legal drafting, criminology, and case presentation skills etc. (topic and themes for the courses will be finalized in consultation with prosecution department)
- Design the solution architecture of the E-Learning Center in a manner for better performance, flexibility, scalability, and extendibility.
- Ensure access control and application level security.

Section-3:

- Develop E-Learning Manuals for the Prosecution Academy
- Conduct a 5 day Training of Trainers to develop a suitable pool of 10 master trainers, (firm will be responsible to conduct/facilitate training, While UNDP will provide nominees list and will be responsible for all training logistic arrangement and bear its expenses)).
Conduct 2 day training for the 20 academy staff on Information Technology related matters (firm will be responsible to conduct/facilitate training, While UNDP will provide nominees list and will be responsible for all training logistic arrangements and bear its expenses)

Section-4:



- Provide 12 months support & maintenance service after the completion of E-Learning Center. (Support & Maintenance will cover fixing all bugs and system errors.)
- Manage system to take timely backup of the entire database to meet up the challenge of system recovery, in case of any disaster or missing data.
- The firm will closely coordinate with the criminal justice actors including Judiciary, Police, Prisons, Prosecution and Home Departments, law schools and the U.S. Embassy throughout.
- The firm will conduct 25 Key Informant Interviews (KIIs) Remotely to record input of the stakeholders:

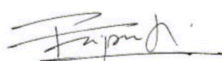
S. No.	Department/Institution	Number
1	Home Department	3
2	Prosecution Directorate	13 (At least 25% women)
3	KPJA/High Court	2
4	Police Academy/Department	3
5	UN Agencies/INGOs	3
6	US Embassy	1
	Total	25

Expected Outputs and Target Completion:

S. No.	Deliverables/outputs	Estimated Duration	Review & Approvals
1	<ul style="list-style-type: none"> • Submit a timeline/workplan, • list of respondents and • Interview questionnaire for review 	5 days	Prosecution Directorate /UNDP/INL
2	<ul style="list-style-type: none"> • Submit first version of computer courses for review • Submit draft e-learning manuals for review 	50 days	Prosecution Directorate /UNDP/INL
3	<ul style="list-style-type: none"> • Submit final version of computer courses • Submit final e-learning manuals 	20 days	Prosecution Directorate /UNDP/INL
4	<ul style="list-style-type: none"> • Conduct a training of trainers to develop a pool of master trainers, • Conduct a training for the academy staff on Information Technology related matters 	15 days	Prosecution Directorate /UNDP/INL
5	<ul style="list-style-type: none"> • 12 months maintenance support 	12 months	Prosecution Directorate

Duration of Work:

The duration of this contract will be 16 months commencing from the date of signing contract including 4 months for designing computer-based courses and 12 months maintenance and support period

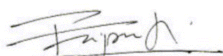


Geographical Coverage:

- 1) Khyber Pakhtunkhwa (the firm key deliverable will be relevant to KP but the study and review of available computer-based training courses and training materials, from other provinces may also be required). meetings with stakeholders may be undertaken on skype/telephone/zoom etc.

Qualification-and Experience:

Description of Firm/Expert	Qualification/experience
Firm	<ul style="list-style-type: none"> • Must have experience of managing at least Two (2) web-based applications. • At least 5 years of experience of development of software or e-learning platforms. • Firm must demonstrate its management capacity (website link/brochures and other documents describing similar assignments, experience, strength of project management support e.g. project management control , human resources, finance and organization structure. • Having a valid registration/license to work in Pakistan • Having a registered office in Pakistan • Financial stability (Last two years Audited Account (2017-18 & 2018-19); Quick Ratio should be 1 or more than 1. • Minimum Three (02) relevant Contracts/Purchase Order/Work Orders of work undertaken in Khyber Pakhtunkhwa with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract). • Provide three satisfactory performance certificates along with the duration of each assignment • General Organizational Capability: One firm, size of the firm / organization (organogram).
Criminal Justice system Expert	<ul style="list-style-type: none"> • At least a master or advanced degree in law or Criminology or Legal Studies. • 7+ years of progressively responsible professional experience in Criminal Justice System. • In-depth understanding of the trainings for the prosecutors and other criminal justice actors. • Experience with national and international organizations, and criminal justice institutions will be an advantage. • Fluency (oral and written) in English and Urdu is required.
Software/Database expert	<ul style="list-style-type: none"> • At least master degree in Computer Science or software engineering / ICT .. • 7-year progressive experience in the sector of software development. • 3-year experience in leading such an assignment, role including software design and development, • Experience with national and international organizations • Fluency (oral and written) in English and Urdu is required.



Scope of Price Proposal and Schedule of Payments

S. No.	Schedule of Payment (PKR)	Percentage of Payment (PKR)
1	Deliverable -1: On submission of <ul style="list-style-type: none"> • timeline/workplan, • list of respondents and • Interview questionnaire for review 	10%
2	Deliverable -2: On submission of <ul style="list-style-type: none"> • First version of computer courses for review • Draft e-learning manuals for review 	10%
3	Deliverable – 3: On Submission of <ul style="list-style-type: none"> • Final version of computer courses • Final e-learning manuals 	30%
4	Deliverable -4: On submission of <ul style="list-style-type: none"> • Conduct a training of trainers to develop a pool of master trainers. • Conduct a training for the academy staff on Information Technology related matters • (firm will be responsible to conduct/facilitate training, UNDP will provide list of nominees, and will be responsible for all logistic arrangements and bear expensis of training.) 	30%
5	Deliverable -5: On submission of 12 months maintenance support	20%

Evaluation Process:

The firm will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

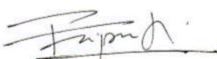
- Responsive / compliant / acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: 70%

Financial Criteria weight: 30%

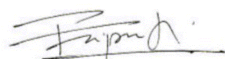
The firm obtaining a minimum of 70% on the Technical evaluation will be considered for the Financial Evaluation.

Mandatory Note: CVs of the personnel assigned and dated should be attached with the proposals and prepared following the template in Annex 6.



Annex 5

**Standard Terms and Conditions
Seperately Attached.**

A handwritten signature in black ink, appearing to read "Fapm", with a horizontal line underneath.

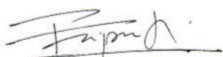
Annex-6**PERSONNEL**

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

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

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

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



Declaration:

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

Signature of the Nominated Team Leader/Member

Date Signed

