

**REQUEST FOR PROPOSAL (RFP)**

NAME & ADDRESS OF FIRM	DATE: October 9, 2020
	REFERENCE: <b>UNDP-RFP-2020-302</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of services to **Baseline Assessment of current scenario of plastic waste management for Rahim Yar Khan City**. 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 Tuesday 23<sup>rd</sup> Oct 2020 12:30 PM PST OR 3:30 AM EDT indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to 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 **Wednesday 14<sup>th</sup> Oct 2020**. If that is not the case, UNDP would appreciate your indicating the reason, for our records. Clicking the Acceptance button **will enable you to receive updates/notifications, but it will not restrict you from submitting the bid till the deadline**.

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

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

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

Ali Saeed

A handwritten signature in blue ink, appearing to be '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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



08-Oct-2020

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

*Ali Saeed*



## Annex 1

## Description of Requirements

Context of the Requirement	Baseline Assessment of current scenario of plastic waste management for Rahim Yar Khan City
Brief Description of the Required Services <sup>1</sup>	<p><b>1. Background</b></p> <p>Solid Waste Management in Pakistan has been a long-lasting issue. The issue is problematic in both rural and urban settings. UNDP is well established in the domain of Environment and Climate Change and maintain strong relations with both federal and provincial governments on this front. During last few years, the emphasis on the solid waste management has increased. This has been widely recognized by all the stakeholders in the supply chain including corporates/Pvt. sector, government and non-government entities. Rahim Yar Khan is an Industrial state where many industries have their units including Unilever, packaging industries and fertilizers. To deeply assess the current mechanism of solid waste management in Rahim Yar Khan, UNDP Pakistan aims to acquire services of a firm to conduct a bassline in Rahim Yar Khan.</p> <p>UNDP Pakistan is working with the local innovators, industry, private sector and government to develop systemic solutions in order to identify approaches to transition towards a circular economy for plastics waste. The aim is to ensure plastic never becomes waste, and to minimize their leakage into the environment. To understand the extent of the problem, UNDP Pakistan, along with Unilever Pakistan explored the journey of plastics in Pakistan particularly in Rahim Yar Khan with the citizens, corporates, key industry players, government, and academia. Collectively, UNDP and Unilever conducted a deep dive of plastics system in Rahim Yar khan city by interviewing key system players and undertook a field visit to market to understand consumer patterns and behaviors of plastics waste. In addition, an attempt was made to understand the end to end pathway of plastics waste. Unilever staff from around the country spent four days of intense systemic design workshop to further unpack the plastics and other related socio-economic challenges.</p> <p>In the workshop, a series of leads for testing and prototyping in Rahim Yar khan including an experiment for mainstreaming informal waste collection system into a formal structured system; through a two-neighborhood model. Other leads identified included technological, infrastructural, political, and social-economic solutions which will be weighed on account of a feasibility criteria (authority, acceptance and ability) to identify the readiest experiments. In order to further build upon our work in Rahim Yar Khan city, UNDP wishes to conduct a baseline study to help assess and benchmark the current practices of waste management in the city.</p> <p><b>Scope of Work:</b></p> <p>The scope of the work can be split in 2 phases:</p> <p><b>Phase 1 - Design of research methodology:</b></p>

<sup>1</sup> 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.

	<p>The bidder should propose a research methodology for the baseline study.</p> <ul style="list-style-type: none"> <li>i. Overall approach for measuring the plastic waste generated and methodology with the relevant and statistically appropriate sampling frame.</li> <li>ii. Collection of qualitative data through key informant interviews (KII) and or focus group discussions (FGDs) or other available digital tools. Explain the rationale for choosing the specific data collection tool(s).</li> <li>iii. In addition to qualitative data, the baseline should also gather quantitative data from primary and secondary research study and surveys which should reveal the following baseline metrics for Rahim Yar Khan: <ul style="list-style-type: none"> <li>a. Total plastic waste generated (tonnage)</li> <li>b. Plastic waste collection (tonnage)</li> <li>c. Plastic waste collection gap (tonnage)</li> <li>d. Type of Plastic Waste generated</li> <li>e. Segregation pattern of plastic waste (at source/at time of collection or at the site of trash can etc.)</li> <li>f. Need of transfer station in the city</li> <li>g. Plastic waste generated (tonnage) by each segment of stakeholders from various socio-economic categories</li> <li>h. Chain of Plastic waste from waste pickers to concerned industries which recycles/reuse plastic waste in one form or other</li> <li>i. Plastic waste been dumped at the dump site (tonnage)</li> <li>j. Propose a sampling frame</li> <li>k. Propose appropriate sample size; the sample will be comprising of all stakeholders from various socio-economic categories such as households, shops; commercial establishments, hospitals, schools, government offices, factories, etc. of all sizes like small, medium and large.</li> <li>l. The categorization of various stakeholders along the value chain, small and big ragman/junk dealer; waste pickers; either regulated or un-regulated (licensed or licensed)</li> </ul> </li> <li>iv. The baseline should include; <ul style="list-style-type: none"> <li>a. The categorization, scale and scope of various recyclers; recycling companies (small or</li> </ul> </li> </ul>
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big; to be categorized in terms of recycle plant specifications), especially the plastic waste.

- b. What kind of products are being produced by the existing recyclers and what financial model is the most suitable for the city managers
- c. What factors are to be considered to assess the financial viability of the small-scale recycling plants; keeping in mind the waste generation capacity of the selected locations
  - Analyze possible enterprise options for the stakeholders like waste pickers, individually or as group, through interviews, discussions with waste pickers, with particular focus on gender (including third sex) and youth
  - Analyze the available solutions of low-cost eco-friendly products such as biodegradable bags and or other products developed from recycled plastic that can be produced on mass scale
  - Assess the manufacturer awareness and the availability of the alternates of the polythene bags such as oxy-biodegradable bags
  - Provide valuable insights into the nature and effort of recovery of post-consumer plastics
  - Develop the sampling frame to include the sampling methodology, tools and technology to be used for collection of primary and secondary data sources
- v. Implementation guidelines – including detailed checklist and detailed questionnaire and ethical concerns in a more stakeholder's participatory manner;
- vi. Undertake high quality photography of the existing works undertaken, collection points, recovery centers (if any), landfill sites, disposal methodology and patterns.  
Small videos and audio interviews of all stakeholders included in value-chain. This will help to draw out conclusions to frame proper collection methods.
- vii. Detailed work plan and implementation milestones for the baseline study

**Phase 2 - Data collection and assessment:**

This phase comprises baseline data collection and analysis. The contractor will procure required concurrence from the city administration (UNDP will support wherever required in terms of getting approvals from LocalAdministration); if required before the study and collect the basic information for each of the stakeholders mentioned above.

The contractor will research on the availability of recycling plants at local and national level their specification details, cost details, capacity and capability efficiency to recycle plastic waste and provide analysis of the most feasible option at each proposed geographic location. The contractor

	<p>shall conduct the baseline measurement for a period of at least 4 weeks in each of the cities/area. The measurement days shall be exclusive of travel and preparatory work for each of the cities/area. A team of required strength needs to be deputed for conducting the study. The baseline information collection questionnaire will be used after the approval of UNDP. It is important to note that the baseline information / data would also contain photographic/audio/video evidences.</p> <p><b>Summary Report</b></p> <p>The contractor shall submit a final report on outcome of the study for each city/area which should include data analytics and recommendations. Presentations will be made on each city/area and a final copy of presentation submitted as agreed.</p>												
List and Description of Expected Outputs to be Delivered	<p><b>Expected key outputs/deliverables/mandatory requirements:</b></p> <table><tr><th>Deliverables</th><th>Estimated Duration to Complete</th><th>Target Due Dates</th></tr><tr><td><p>1. Inception Report including design framework, methodology and work plan:</p><p>a) Submission of the layout/framework and methodology to be adopted in the cities/areas including the baseline survey forms/ questionnaire.</p><p>b) Presentation on the methodology to be adopted in any one city/area; Feedback of UNDP to be incorporated before finalizing.</p></td><td><p>Within ten days from the date of signing the contract</p></td><td><p>The overall contract shall be valid for 3 months to complete baseline study in Rahim Yar Khan city. The time period for completing the Baseline study is 8 weeks</p></td></tr><tr><td><p>2. Completion of data collection and analysis report and submission of draft report:</p><p>a. Desk review, primary and secondary data collection for each of the agreed cities/area.</p><p>b. Report to contain the collected data</p><p>c. The analysis in line with the framework agreed during the first meeting.</p></td><td><p>Within eight weeks of finalizing the survey tools and methodologies</p></td><td></td></tr><tr><td><p>3. Final report and Presentation [3 hard copies and 3 pen drives]</p></td><td><p>Within twelve weeks of finalizing the</p></td><td></td></tr></table>	Deliverables	Estimated Duration to Complete	Target Due Dates	<p>1. Inception Report including design framework, methodology and work plan:</p> <p>a) Submission of the layout/framework and methodology to be adopted in the cities/areas including the baseline survey forms/ questionnaire.</p> <p>b) Presentation on the methodology to be adopted in any one city/area; Feedback of UNDP to be incorporated before finalizing.</p>	<p>Within ten days from the date of signing the contract</p>	<p>The overall contract shall be valid for 3 months to complete baseline study in Rahim Yar Khan city. The time period for completing the Baseline study is 8 weeks</p>	<p>2. Completion of data collection and analysis report and submission of draft report:</p> <p>a. Desk review, primary and secondary data collection for each of the agreed cities/area.</p> <p>b. Report to contain the collected data</p> <p>c. The analysis in line with the framework agreed during the first meeting.</p>	<p>Within eight weeks of finalizing the survey tools and methodologies</p>		<p>3. Final report and Presentation [3 hard copies and 3 pen drives]</p>	<p>Within twelve weeks of finalizing the</p>	
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	<p>a. Submission of final report addressing the comments on draft report from UNDP;</p> <p>b. Submission of a short documentary on baseline (3-5 minutes)</p> <p>c. Presentation on the findings and incorporating the feedback on the report</p> <p>Final report and key findings;</p> <p><u>Recommendation</u> At each step, UNDP is to be consulted and informed. With the approval of design by UNDP, printing 50 copies of the report.</p>	survey tools and methodologies	
Person to Supervise the Work/Performance of the Service Provider	<i>The programmatic oversight of the intervention will be conducted by Programme Officer-ECCU UNDP.</i>		
Frequency of Reporting	<b><i>[As per deliverables mentioned in the Detailed TORs]</i></b>		
Progress Reporting Requirements	The firm / company shall submit proper Reports of progress and may be asked for presentation on their progress.		
Location of work	<input checked="" type="checkbox"/> Rahim Yar Khan		
Expected duration of work	The overall contract shall be valid for 3 months to complete baseline study in Rahim Yar Khan City. The Baseline study duration is 30 days spread over 3 months. UNDP will not provide office space for this assignment.		
Target start date	15 <sup>th</sup> Nov 2020		
Latest completion date	14 <sup>th</sup> Feb 2021		
Travels Expected	Rahim Yar Khan		
Special Security Requirements	<b>Note:</b> UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.		
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> All project related costs will be borne by the Contracting firm.		
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Required		

timing of activities/sub-activities								
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required							
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [ <b>PAK RUPEES</b> ]							
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> (the invoice submitted should indicate the price and tax portion separately).  Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.							
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.							
Partial Quotes	<input checked="" type="checkbox"/> Not permitted							
Payment Terms	<table border="1"> <thead> <tr> <th>Deliverables</th> <th>Estimated Duration to Complete</th> <th>Percentage payment based on deliverable</th> </tr> </thead> <tbody> <tr> <td>4. Inception Report including design framework, methodology and work plan:</td> <td rowspan="2">Within ten days from the date of signing the contract</td> <td rowspan="2">20%</td> </tr> <tr> <td>c) Submission of the layout/framework and methodology to be adopted in the cities/areas including the baseline survey forms/questionnaire.</td> </tr> </tbody> </table>	Deliverables	Estimated Duration to Complete	Percentage payment based on deliverable	4. Inception Report including design framework, methodology and work plan:	Within ten days from the date of signing the contract	20%	c) Submission of the layout/framework and methodology to be adopted in the cities/areas including the baseline survey forms/questionnaire.
Deliverables	Estimated Duration to Complete	Percentage payment based on deliverable						
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c) Submission of the layout/framework and methodology to be adopted in the cities/areas including the baseline survey forms/questionnaire.								

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

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	d) Presentation on the methodology to be adopted in any one city/area; Feedback of UNDP to be incorporated before finalizing.		
	5. Completion of data collection and analysis report and submission of draft report: d. Desk review, primary and secondary data collection for each of the agreed cities/area. e. Report to contain the collected data f. The analysis in line with the framework agreed during the first meeting.	Within eight weeks of finalizing the survey tools and methodologies	50%
	6. Final report and Presentation [3 hard copies and 3 pen drives] d. Submission of final report addressing the comments on draft report from UNDP; e. Submission of a short documentary on baseline (3-5 minutes) f. Presentation on the findings and incorporating the feedback on the report Final report and key findings;  <u>Recommendation</u> At each step, UNDP is to be consulted and informed. With the approval of design by UNDP, printing 50 copies of the report.	Within twelve weeks of finalizing the survey tools and methodologies	30%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>The programmatic oversight of the intervention will be conducted by UNDP</i>		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Institutional Services		

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Criteria for Contract Award	<div><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%.</div> <div><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).</div> <div>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.</div>																																
Criteria for the Assessment of Proposal	<div><b><u>Technical Proposal (70%)</u></b></div> <div><div><input checked="" type="checkbox"/> Expertise of the Firm <b>25% with 175 Marks out of 700</b></div><div><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>45% with 315 marks out of 700</b></div><div><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>30% with 210 marks out of 700</b></div></div> <div><b><u>Financial Proposal (30%)</u></b></div> <div>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (<i>Financial Score= (Lowest Offer/Offer to be evaluated*300)</i>)</div> <table><tr><th>Summary</th><th>Weight</th><th>Points Obtainable</th></tr><tr><td>Expertise of firm/organization/institute</td><td>25%</td><td>175</td></tr><tr><td>Proposed methodology, approach and implementation plan</td><td>45%</td><td>315</td></tr><tr><td>Management Structure and Key Personnel</td><td>30%</td><td>210</td></tr><tr><td>Total 70% weightage</td><td>100</td><td>700</td></tr><tr><td>Financial Proposal-30% weightage</td><td></td><td>300</td></tr><tr><td>Total</td><td></td><td>1,000</td></tr></table> <div><table><tr><th colspan="2">Form 1 Technical Proposal Evaluation</th><th>Points obtainable</th></tr><tr><td colspan="3">Expertise of the Firm/Organization</td></tr><tr><td>1.1</td><td>Demonstrated experience in the field of baseline data measurement (not less than 05 years)</td><td>50</td></tr></table></div>			Summary	Weight	Points Obtainable	Expertise of firm/organization/institute	25%	175	Proposed methodology, approach and implementation plan	45%	315	Management Structure and Key Personnel	30%	210	Total 70% weightage	100	700	Financial Proposal-30% weightage		300	Total		1,000	Form 1 Technical Proposal Evaluation		Points obtainable	Expertise of the Firm/Organization			1.1	Demonstrated experience in the field of baseline data measurement (not less than 05 years)	50
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1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, experience	25	
1.3	Experience of working on Plastic or Solid Waste Management; Organization should have completed at least 03 baselines with particular focus on Solid waste management.  Share evidence of 3 completed contracts. 20 marks for each contract	60	
1.4	<b>Financial Stability:</b> Financial stability (Last Two years Audited Accounts (2017-2018, 2018-2019). 10 marks for each Audited statement	20	
1.5	Relevant Experience: Minimum three relevant Contracts with National/Multinational Organizations (Provide proof of service with name of the organization and amount of at least 2 contracts (10 marks for each contract).	20	
		<b>175</b>	
<b>Form 2    </b>			

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	<b>Management Structure and Key Personnel</b>		
	3.1	<p>The Team Leader should have a Master’s Degree in Environment, Natural resource Management, Solid waste Management, Urban Planning and/or any other related field and demonstrated project management experience coordinating diverse teams across provinces and ensuring results based management. <b>(40 Marks)</b></p> <p>The leader must have at least 10 years of cumulative experience related to solid waste management. <b>(35 Marks)</b></p> <p>The leader must have working experience in a similar capacity on at least three (3) major solid waste projects of a similar magnitude and complexity in the past 07 years <b>(35 marks)</b>.</p> <p><b>Total 110 marks</b></p>	110
	3.2	<p><b>Support team qualification, experience:</b></p> <p>The support team will include:</p> <ul style="list-style-type: none"><li>One Project support Officer, Bachelors in Environment and/or related field and 2 years of relevant experience</li></ul> <p>Total <b>70</b> marks (20 for Education; 30 for experience)</p> <ul style="list-style-type: none"><li>One Videographer, Bachelor degree in communications or media studies with 2 years’ experience in making documentaries</li></ul> <p>Total <b>50 Marks</b> (20 for Education, 30 for experience)</p>	100
		Total Part 3	<b>210</b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> Description of requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]		
Contact Person for Inquiries (Written inquiries only)	<p><b><i>pakistan.procurement.info@undp.org</i></b></p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>		

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Minimum Eligibility Criteria	<ol style="list-style-type: none"> <li>1. Technical and financial proposals should be submitted in separate PDF files and financial proposal is password protected.</li> <li>2. Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department. <b>(Sole proprietors are not eligible to apply).</b></li> <li>3. Profile of the Organization: (provide name, and address, legal status and detail of the work experience /relevant projects, in the required area.) Please only include relevant experiences related baseline studies and plastic waste/solid waste management.</li> <li>4. Three satisfactory performance certificates for Projects completed in last Five Years along with duration of each contract.</li> <li>5. An affidavit on stamp paper that the company/firm has never been blacklisted by any institution / department / agency and that it has not been involved in litigation with any of its clients.</li> <li>6. Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration</li> <li>7. A minimum of three (05) years of professional experience in Plastic waste management. Provide evidence of 3 relevant projects.</li> <li>8. Submit all other documents as requested in the evaluation criteria Form 1,2, and 3.</li> </ol>
Deadline for Submission	<p><b>23<sup>rd</sup> Oct 2020</b> (12:30 PM Pakistan standard Time or 3:30 AM EDT)</p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>

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

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## 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 :

#### 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.
- g) Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.

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

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

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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\***

Deliverables	Estimated Duration to Complete	Percentage payment	Price (Lump Sum, All Inclusive )in PKR
<ul style="list-style-type: none"> <li>Inception Report including design framework, methodology and work plan:</li> <li>Submission of the layout/framework and methodology to be adopted in the cities/areas including the baseline survey forms/ questionnaire.</li> <li>Presentation on the methodology to be adopted in any one city/area; Feedback of UNDP to be incorporated before finalizing.</li> </ul>	Within ten days from the date of signing the contract	20%	
<ul style="list-style-type: none"> <li>Completion of data collection and analysis report and submission of draft report:</li> <li>Desk review, primary and secondary data collection for each of the agreed cities/area.</li> <li>Report to contain the collected data</li> <li>The analysis in line with the framework agreed during the first meeting.</li> </ul>	Within eight weeks of finalizing the survey tools and methodologies	50%	
<ul style="list-style-type: none"> <li>Final report and Presentation <ul style="list-style-type: none"> <li>[3 hard copies and 3 pen drives]</li> </ul> </li> <li>Submission of final report addressing the comments on draft report from UNDP;</li> <li>Submission of a short documentary on baseline (3-5 minutes)</li> <li>Presentation on the findings and incorporating the feedback on the report <ul style="list-style-type: none"> <li>Final report and key findings;</li> <li><u>Recommendation</u></li> <li>At each step, UNDP is to be consulted and informed. With the approval of design by UNDP, printing 50 copies of the report.</li> </ul> </li> </ul>	Within twelve weeks of finalizing the survey tools and methodologies	30%	
<b>Grand Total PKR</b>		<b>100%</b>	

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**B. Cost Breakdown by Cost Component:**

	Description	Unit Type	Unit	Unit Price	Total Price
<b>A</b>	<b>HR/Operations Cost</b>				
A.1	Team Leader	Weeks	30		
A.2	Project Support Officer	Days	30		
A.3	Communications Officer/Videographer	Days	30		
	<b>Sub-Total (A)</b>				
<b>B</b>	<b>Activities/events Cost</b>				
B.1	Data Collection and Analysis	Data Collection Team.Statistical Analysis	30		
B.2	Videography	Documentary	1		
B.3	Publications	Reports	50		
B.4	Operational Charges/Misc	Operations	1		
	<b>Sub-Total (B)</b>				
	<b>Grand Total A+B</b>				-

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

*[Designation]*

*[Date]*

**Note:**

- a) Please mention the currency of your proposal. Local vendors are paid in PKR hence their proposal should be in PKR.
- b) Note: The Price of proposal should be inclusive of all applicable tax, UNDP will not provide any exemption to the bidder.

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***Annex 4***

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

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**ANNEX V****Terms of Reference****Baseline Assessment of current scenario of plastic waste management for Rahim Yar Khan City****Assignment Information**

- 1) **Title of services:** Baseline Assessment of current scenario of plastic waste management for Rahim Yar Khan City
- 2) **Location of Work:** Rahim Yar Khan-Pakistan
- 3) **Project Title:** Climate Change Adaptation and Mitigation-Phase II
- 4) **Contract Type:** Contract for services
- 5) **Duration of Contract:** The overall contract shall be valid for 3 months to complete baseline study in Rahim Yar Khan City. The Baseline study duration is 30 days spread over 3 months.
- 6) **Justification:**

Solid Waste Management in Pakistan has been a long-lasting issue. The issue is problematic in both rural and urban settings. UNDP is well established in the domain of Environment and Climate Change and maintain strong relations with both federal and provincial governments on this front. During last few years, the emphasis on the solid waste management has increased. This has been widely recognized by all the stakeholders in the supply chain including corporates/Pvt. sector, government and non-government entities. Rahim Yar Khan is an Industrial state where many industries have their units including Unilever, packaging industries and fertilizers. To deeply assess the current mechanism of solid waste management in Rahim Yar Khan, UNDP Pakistan aims to acquire services of a firm to conduct a baseline in Rahim Yar Khan.

**B. Project Description**

UNDP Pakistan is working with the local innovators, industry, private sector and government to develop systemic solutions in order to identify approaches to transition towards a circular economy for plastics waste. The aim is to ensure plastic never becomes waste, and to minimize their leakage into the environment. To understand the extent of the problem, UNDP Pakistan, along with Unilever Pakistan explored the journey of plastics in Pakistan particularly in Rahim Yar Khan with the citizens, corporates, key industry players, government, and academia. Collectively, UNDP and Unilever conducted a deep dive of plastics system in Rahim Yar Khan city by interviewing key system players and undertook a field visit to market to understand consumer patterns and behaviors of plastics waste. In addition, an attempt was made to understand the end to end pathway of plastics waste. Unilever staff from around the country spent four days of intense systemic design workshop to further unpack the plastics and other related socio-economic challenges.

In the workshop, a series of leads for testing and prototyping in Rahim Yar Khan including an experiment for mainstreaming informal waste collection system into a formal structured system; through a two-neighborhood model. Other leads identified included technological, infrastructural, political, and social-economic solutions which will be weighed on account of a feasibility criteria (authority, acceptance and ability) to identify the readiest experiments. In order to further build upon our work in Rahim Yar Khan

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city, UNDP wishes to conduct a baseline study to help assess and benchmark the current practices of waste management in the city.

### **C. *Scope of Work***

The scope of the work can be split in 2 phases:

#### **Phase 1 - Design of research methodology:**

The bidder should propose a research methodology for the baseline study.

- viii. Overall approach for measuring the plastic waste generated and methodology with the relevant and statistically appropriate sampling frame.
- ix. Collection of qualitative data through key informant interviews (KII) and or focus group discussions (FGDs) or other available digital tools. Explain the rationale for choosing the specific data collection tool(s).
- x. In addition to qualitative data, the baseline should also gather quantitative data from primary and secondary research study and surveys which should reveal the following baseline metrics for Rahim Yar Khan:
  - m. Total plastic waste generated (tonnage)
  - n. Plastic waste collection (tonnage)
  - o. Plastic waste collection gap (tonnage)
  - p. Type of Plastic Waste generated
  - q. Segregation pattern of plastic waste (at source/at time of collection or at the site of trash can etc.)
  - r. Need of transfer station in the city
  - s. Plastic waste generated (tonnage) by each segment of stakeholders from various socio-economic categories
  - t. Chain of Plastic waste from waste pickers to concerned industries which recycles/reuse plastic waste in one form or other
  - u. Plastic waste been dumped at the dump site (tonnage)
  - v. Propose a sampling frame
  - w. Propose appropriate sample size; the sample will be comprising of all stakeholders from various socio-economic categories such as households, shops; commercial establishments, hospitals, schools, government offices, factories, etc. of all sizes like small, medium and large.

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- x. The categorization of various stakeholders along the value chain, small and big ragman/junk dealer; waste pickers; either regulated or un-regulated (licensed or licensed)
- xi. The baseline should include;
  - d. The categorization, scale and scope of various recyclers; recycling companies (small or big; to be categorized in terms of recycle plant specifications), especially the plastic waste.
  - e. What kind of products are being produced by the existing recyclers and what financial model is the most suitable for the city managers
  - f. What factors are to be considered to assess the financial viability of the small-scale recycling plants; keeping in mind the waste generation capacity of the selected locations
    - Analyze possible enterprise options for the stakeholders like waste pickers, individually or as group, through interviews, discussions with waste pickers, with particular focus on gender (including third sex) and youth
    - Analyze the available solutions of low-cost eco-friendly products such as biodegradable bags and or other products developed from recycled plastic that can be produced on mass scale
    - Assess the manufacturer awareness and the availability of the alternates of the polythene bags such as oxy-biodegradable bags
    - Provide valuable insights into the nature and effort of recovery of post-consumer plastics
    - Develop the sampling frame to include the sampling methodology, tools and technology to be used for collection of primary and secondary data sources
- xii. Implementation guidelines – including detailed checklist and detailed questionnaire and ethical concerns in a more stakeholder's participatory manner;
- xiii. Undertake high quality photography of the existing works undertaken, collection points, recovery centers (if any), landfill sites, disposal methodology and patterns.  
Small videos and audio interviews of all stakeholders included in value-chain. This will help to draw out conclusions to frame proper collection methods.
- xiv. Detailed work plan and implementation milestones for the baseline study

## **Phase 2 - Data collection and assessment:**

This phase comprises baseline data collection and analysis. The contractor will procure required concurrence from the city administration (UNDP will support wherever required in terms of getting approvals from Local Administration); if required before the study and collect the basic information for each of the stakeholders mentioned above.

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The contractor will research on the availability of recycling plants at local and national level their specification details, cost details, capacity and capability efficiency to recycle plastic waste and provide analysis of the most feasible option at each proposed geographic location. The contractor shall conduct the baseline measurement for a period of at least 4 weeks in each of the cities/area. The measurement days shall be exclusive of travel and preparatory work for each of the cities/area. A team of required strength needs to be deputed for conducting the study. The baseline information collection questionnaire will be used after the approval of UNDP. It is important to note that the baseline information / data would also contain photographic/audio/video evidences.

### Summary Report

The contractor shall submit a final report on outcome of the study for each city/area which should include data analytics and recommendations. Presentations will be made on each city/area and a final copy of presentation submitted as agreed.

### D. Expected Outputs and Deliverables

The submission of the following deliverables within mentioned timeline is required from the contractor/firm

Deliverables	Estimated Duration to Complete	Percentage payment	Target Dates	Due
<ul style="list-style-type: none"> <li>Inception Report including design framework, methodology and work plan:</li> <li>Submission of the layout/framework and methodology to be adopted in the cities/areas including the baseline survey forms/questionnaire.</li> <li>Presentation on the methodology to be adopted in any one city/area; Feedback of UNDP to be incorporated before finalizing.</li> </ul>	Within ten days from the date of signing the contract	20%	The overall contract shall be valid for 3 months to complete baseline study in Rahim Yar Khan city. The time period for completing the Baseline study is 8 weeks	
<ul style="list-style-type: none"> <li>Completion of data collection and analysis report and submission of draft report:</li> <li>Desk review, primary and secondary data collection for each of the agreed cities/area.</li> <li>Report to contain the collected data</li> <li>The analysis in line with the framework agreed during the first meeting.</li> </ul>	Within eight weeks of finalizing the survey tools and methodologies	50%		
<ul style="list-style-type: none"> <li>Final report and Presentation               <ul style="list-style-type: none"> <li>[3 hard copies and 3 pen drives]</li> </ul> </li> </ul>	Within twelve weeks of finalizing the	30%		

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<ul style="list-style-type: none"><li>• Submission of final report addressing the comments on draft report from UNDP;</li><li>• Submission of a short documentary on baseline (3-5 minutes)</li><li>• Presentation on the findings and incorporating the feedback on the report<ul style="list-style-type: none"><li>○ Final report and key findings;</li><li>○ <u>Recommendation</u></li><li>○ At each step, UNDP is to be consulted and informed. With the approval of design by UNDP, printing 50 copies of the report.</li></ul></li></ul>	survey tools and methodologies		
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