



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: October 23, 2020
	REFERENCE: UNDP-RFP-2020-349
	JTN: 14188
	ORPS: 525

Dear Sir / Madam:

We kindly request you to submit your Proposal for **“Development of Online Platform for Engagement of Youth in Parliamentary Affairs”** 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 **Monday, 2nd November 2020 12:30 PM PST OR 3:30 AM EDT** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-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, 29th 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.

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.

Ali Saied

A handwritten signature in blue ink, appearing to be 'Ali Saied', is written over a faint blue line.

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 did not award 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) Aliona Niculita
Resident Representative a.i.**

23-Oct-2020

Ali Saied

Annex 1**Description of Requirements**

Context of the Requirement	Firm/Institute/Organization for Development of Online Platform for Engagement of Youth in Parliamentary Affairs
Brief Description of the Required Services	<p>Background:</p> <p>One of the main problems that UNDP seeks to address is the lack of inclusion of youth and marginalized communities in the policymaking process. A modern and sustainable solution to this is the digitization of parliamentary affairs, which allows the public at large to monitor upcoming laws, track government expenditures, and voice their opinions. A notable example of this is the UK's 'Engage Britain' platform (only for reference) which runs polls and allows users to voice their opinions and observe topics of national interest.</p> <p>In many countries today legislatures remain in the nascent stages of using information technology. However, a major shift in this direction has been prompted by the COVID-19 pandemic; in Pakistan, Bhutan and Timor Leste, for instance, COVID-19 compelled legislators to use digital resources to continue parliamentary business, especially during crucial sessions to present and pass budgets. This constituted an important step towards instituting meaningful e-parliament reforms. The unprecedented disruptions caused by COVID-19 provide entry points to bring out transformative and innovative digital reforms in terms of effectively carrying out parliamentary functions, increasing transparency of parliamentary business, enhancing public involvement in legislative business, reaching out to marginalised groups, and systematically engaging young men and women.</p> <p>Given the above context, UNDP Bangkok Regional Hub for Asia and the Pacific is proposing a two-pronged Regional intervention based on (i) a multi-country digital transformation readiness assessment (ii) a digital engagement platform to enhance youth engagement in legislation and parliamentary decision-making through assessing the opportunities and challenges faced in mainstreaming digital technology in the parliamentary space in three countries—Bhutan, Pakistan and Timor Leste in the Asia-Pacific Region. These countries have been selected given that they have active parliament and youth programming as well as an interest to expand on their digital transformation portfolios.</p> <p>While the digital transformation readiness assessment will be carried out by UNDP directly with support from the Global Centre in Singapore, UNDP is seeking the support of a firm to develop a digital engagement platform to enhance youth engagement in legislation and parliamentary decision-making and support in estimating behavioural changes to youth engagement in decision-making.</p> <p>Objective:</p> <p>UNDP requires the support of a firm to develop a digital engagement platform to enhance youth engagement in legislation and parliamentary decision-making and support in estimating behavioural changes to youth engagement in decision-making in Pakistan, Timor Leste and Bhutan.</p>
List and Description of Expected	<p>Outputs:</p> <ol style="list-style-type: none"> Development of a Digital Youth-Parliament Engagement Platform for UNDP to promote youth engagement in legislation and parliamentary decision-making

Outputs to be Delivered	Activities: <ul style="list-style-type: none"> i. Develop/adapt and customize an online platform to gauge nuanced perceptions of youth regarding upcoming issues in the legislative agenda of the parliaments of Pakistan, Timor Leste, and Bhutan, in consultation with relevant UNDP country teams. The platform should bring together elements of behaviour and data science and should be based on a tried and tested model. ii. Design prototype of the engagement platform in coordination with UNDP participating colleagues agree on the seed question that will be asked in each country to gauge opinions; and develop a recruitment plan for participants of the engagement platform (the dissemination in each country will be supported by UNDP) iii. Perform test run of the engagement platform and subsequently launch it to run the actual engagement and obtain results [at least 100,000 youth should be engaged across the three participating countries; (60,000 in Pakistan and 20,000 in Timor and Bhutan respectively)], coordinating with all stakeholders to ensure that the exercise runs well. iv. The data generated and stored on the newly developed platform will be fully owned by UNDP and be provided on request. UNDP will have full rights to access all the information for analysis to gain insights on youth perceptions and to further improve its interventions in relevant thematic areas. v. An information dashboard should be developed for UNDP based on the data generated by the platform for the duration of the contract. This dashboard will present key indicators related to platform usage, user demographics, etc. in real time. vi. Big data analysis of the data and presentation of the results highlighting areas of consensus and divide among the participants in each of the three countries. This analysis should draw heavily on behavior science and data science to provide an innovative way of presenting and interpreting big data.
Person to Supervise the Work/Performance of the Service Provider	Programme Manager, Youth Empowerment Programme, UNDP Pakistan
Frequency of Reporting	Deliverable wise
Progress Reporting Requirements	Deliverables based.
Location of work	Home based
Expected duration of work	02 Months
Target start date	10 November 2020
Latest completion date	31 December 2020

Travels Expected	None
Special Security Requirements	Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable
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"/> [PAK RUPEES] for local bidders <input checked="" type="checkbox"/> [USD] for international bidders
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

	Schedule of payment			
	Deliverables	Percentage of Payment	Timeline	Condition for Payment Release
	1. Submission of project Inception Report, which includes agreeing on the seed question that will be asked on the platform, coordinating with UNDP web development team to set up the digital platform, and agreeing on strategy to recruit individuals	15%	November 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider
	2. Development and testing - includes coordination with UNDP web development team to develop the digital platform and test run it. Proof of a successful test-run will be the deliverable.	20%	November 2020	
	3. Run actual engagement - includes running the actual engagement platform and coordinating with all stakeholders to ensure that the exercise runs well. An initial report on use of platform by end users in each country will be the deliverable here.	40%	December 2020	
	4. Analysis and results - includes analysis of the data and presentation of results via an online meeting Submission of Final Report	25%	December 2020	
	Total	100%		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Manager, Youth Empowerment Programme, UNDP Pakistan			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%.			

Ali Saad

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.																																											
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise of the Firm 25% with 175 Marks out of 700</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 45% with 315 marks out of 700</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% with 210 marks out of 700</p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. (Financial Score= (Lowest Offer/Offer*100))</p> <table><tr><th colspan="2">Summary of Technical Proposal Evaluation</th><th>Score Weight</th><th>Points Obtainable</th></tr><tr><td>1.</td><td>Expertise of Firm/ Organization submitting Proposal</td><td>25%</td><td>175</td></tr><tr><td>2.</td><td>Proposed Approach / Technical proposal</td><td>45%</td><td>315</td></tr><tr><td>3.</td><td>Personnel</td><td>30%</td><td>210</td></tr><tr><td></td><td colspan="2">Total</td><td>700</td></tr></table> <table><tr><th colspan="2">Form 1: Technical Proposal Evaluation</th><th>Points Obtainable</th></tr><tr><td colspan="3">Expertise of Firm / organization</td></tr><tr><td>1.1</td><td>Relevant experience in designing customized engagement platforms and analyzing user behavior. 0-3 Years (30 marks) 3-5 Years (50 marks) 5 above Years (60 Maraks)</td><td>60</td></tr><tr><td>1.2</td><td>Evidence of at least 02 relevant contracts in providing services relating to data science, online engagement platforms, or behavioral science. (30 marks per contract)</td><td>60</td></tr><tr><td>1.3</td><td>General Organizational Capability (i.e. size of the firm / organization, strength of project management support, project financing capacity and management controls).</td><td>15</td></tr><tr><td>1.4</td><td>Financial Stability: Audited Financial Statements for past 02 years (2019-2018 [or most recent] and 2018-2017) for assessing Quick Ratio (QR) and QR should be more than 1 for each year. (Each year carries 20 marks)</td><td>40</td></tr><tr><td></td><td>Total Part 1</td><td>175</td></tr></table>			Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable	1.	Expertise of Firm/ Organization submitting Proposal	25%	175	2.	Proposed Approach / Technical proposal	45%	315	3.	Personnel	30%	210		Total		700	Form 1: Technical Proposal Evaluation		Points Obtainable	Expertise of Firm / organization			1.1	Relevant experience in designing customized engagement platforms and analyzing user behavior. 0-3 Years (30 marks) 3-5 Years (50 marks) 5 above Years (60 Maraks)	60	1.2	Evidence of at least 02 relevant contracts in providing services relating to data science, online engagement platforms, or behavioral science. (30 marks per contract)	60	1.3	General Organizational Capability (i.e. size of the firm / organization, strength of project management support, project financing capacity and management controls).	15	1.4	Financial Stability: Audited Financial Statements for past 02 years (2019-2018 [or most recent] and 2018-2017) for assessing Quick Ratio (QR) and QR should be more than 1 for each year. (Each year carries 20 marks)	40		Total Part 1	175
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Form 2: Technical Proposal Evaluation		Points Obtainable	
Proposed Work Plan and Approach			
2.1	Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References?	140	
2.2	Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility to adapt to local context?	130	
2.3	Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and also reflected the resources / services to carry out monitoring?	45	
Total Part 2		315	
Form 3: KEY PERSONNEL PROFILE – (Names and curriculum vitae of individuals who will be involved in completing the services)			
Project Manager The Project Manager CV will be evaluated as below;		90	
Education; Should have a PhD in Behavioral Science (40 Marks)			
Experience: (50 max) 0-2 years of experience in relevant field (10 marks) 3-5 years of experience in relevant field (25 marks) 5 years above experience in relevant field (50 marks)			
Data Analyst Officer (01 position); (maximum marks 50)			
Education; Masters Degree in social studies or related fields (30 marks)		50	
Experience: 1-5 years of experience in behavior science and data science (2 marks for each year)			
Software Engineer (01 position); (maximum marks 40)		40	
Education; Bachelors Degree in social studies computer science or related fields (20 marks)			
Experience: 1-5 years of experience in behavior science and data science (2 marks for each year)			

	Data Base Manager (01 position); (maximum marks 30) Education; Bachelors Degree in social studies computer science or related fields (10 marks) Experience: 1-5 years of experience in behavior science and data science (2 marks for each year)	30
	Total	210
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider	
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]	
Contact Person for Inquiries (Written inquiries only)	<p><i>pakistan.procurement.info@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>	
Minimum Eligibility Criteria	<ol style="list-style-type: none"> Two relevant Contracts with National/Multinational Organizations (please attach copies of contracts). Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. Two satisfactory performance certificates along with duration of each assignment Firm's valid registration with Income Tax/Sales Tax Department (NTN/STN) under relevant jurisdiction. An affidavit/declaration on company letter head that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients. Copy of business registration certificates. 	

Deadline for Submission	<p>Monday, 2nd November 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 <u>PASSWORD PROTECTED PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers.</u> • Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: israr.ahmad@undp.org • While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.
Pre-proposal conference	N/A

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 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]

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*

Schedule of payment			
Deliverables	Percentage of Payment	Timeline	Amount in Rs.
1. Submission of project Inception Report, which includes agreeing on the seed question that will be asked on the platform, coordinating with UNDP web development team to set up the digital platform, and agreeing on strategy to recruit individuals	15%	Nov 2020	
2. Development and testing - includes coordination with UNDP web development team to develop the digital platform and test run it	20%	Nov 2020	
3. Run actual engagement - includes running the actual engagement platform and coordinating with all stakeholders to ensure that the exercise runs well	40%	Dec 2020	
4. Analysis and results - includes analysis of the data and presentation of results via an online meeting Submission of Final Report	25%	Dec 2020	
Total	100%		

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

Description of Activity	Remuneration per Unit of Time (Currency)	Total Period of Engagement Days	No. of Personnel	Total Price (Currency)
I. Design, Research & Multi-country stakeholder coordination				
Programme Manager			01	
Data Analyst			01	
II. Software Adaptation				
1. Software Engineer			01	
2. Database Manager			01	
3. Website Hosting			01	
III. Other Related Costs				

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

[Designation]

[Date]

Annex 4

General Terms and Conditions for Services
Separately attached

Annex-5

**Hiring of Firm/Institute/Organization for Development Of Online Platform for Engagement of Youth in
Parliamentary Affairs
Terms of Reference (TOR)**

A. Project Title

Kamyab Jawan - Youth Empowerment Programme

B. Project Description**Background:**

One of the main problems that UNDP seeks to address is the lack of inclusion of youth and marginalized communities in the policymaking process. A modern and sustainable solution to this is the digitization of parliamentary affairs, which allows the public at large to monitor upcoming laws, track government expenditures, and voice their opinions. A notable example of this is the UK's 'Engage Britain' platform (mentioned only for reference) which runs polls and allows users to voice their opinions and observe topics of national interest.

In many countries today legislatures remain in the nascent stages of using information technology. However, a major shift in this direction has been prompted by the COVID-19 pandemic; in Pakistan, Bhutan and Timor Leste, for instance, COVID-19 compelled legislators to use digital resources to continue parliamentary business, especially during crucial sessions to present and pass budgets. This constituted an important step towards instituting meaningful e-parliament reforms. The unprecedented disruptions caused by COVID-19 provide entry points to bring out transformative and innovative digital reforms in terms of effectively carrying out parliamentary functions, increasing transparency of parliamentary business, enhancing public involvement in legislative business, reaching out to marginalised groups, and systematically engaging young men and women.

Given the above context, UNDP Bangkok Regional Hub for Asia and the Pacific is proposing a two-pronged Regional intervention based on (i) a multi-country digital transformation readiness assessment (ii) a digital engagement platform to enhance youth engagement in legislation and parliamentary decision-making through assessing the opportunities and challenges faced in mainstreaming digital technology in the parliamentary space in three countries—Bhutan, Pakistan and Timor Leste in the Asia-Pacific Region. These countries have been selected given that they have active parliament and youth programming as well as an interest to expand on their digital transformation portfolios.

While the digital transformation readiness assessment will be carried out by UNDP directly with support from the Global Centre in Singapore, UNDP is seeking the support of a firm to develop a digital engagement platform to enhance youth engagement in legislation and parliamentary decision-making and support in estimating behavioural changes to youth engagement in decision-making.

Objective:

UNDP requires the support of a firm to develop a digital engagement platform to enhance youth engagement in legislation and parliamentary decision-making and support in estimating behavioural changes to youth engagement in decision-making in Pakistan, Timor Leste and Bhutan.

Outputs:

- ii. Development of a Digital Youth-Parliament Engagement Platform for UNDP to promote youth engagement in legislation and parliamentary decision-making

Activities:

- iii. Develop/adapt and customize an online platform to gauge nuanced perceptions of youth regarding upcoming issues in the legislative agenda of the parliaments of Pakistan, Timor Leste, and Bhutan, in consultation with

relevant UNDP country teams. The platform should bring together elements of behaviour and data science and should be based on a tried and tested model.

- iv. Design prototype of the engagement platform in coordination with UNDP participating colleagues agree on the seed question that will be asked in each country to gauge opinions; and develop a recruitment plan for participants of the engagement platform (the dissemination in each country will be supported by UNDP)
- v. Perform test run of the engagement platform and subsequently launch it to run the actual engagement and obtain results (at least 100,000 youth should be engaged across the three participating countries 60,000 in Pakistan and 20,000 in Timor and Bhutan respectively), coordinating with all stakeholders to ensure that the exercise runs well.
- vi. The data generated and stored on the newly developed platform will be fully owned by UNDP and be provided on request. UNDP will have full rights to access all the information for analysis to gain insights on youth perceptions and to further improve its interventions in relevant thematic areas.
- vii. An information dashboard should be developed for UNDP based on the data generated by the platform for the duration of the contract. This dashboard will present key indicators related to platform usage, user demographics, etc. in real time.
- viii. Big data analysis of the data and presentation of the results highlighting areas of consensus and divide among the participants in each of the three countries. This analysis should draw heavily on behavior science and data science to provide an innovative way of presenting and interpreting big data.

C. Expected Outputs and Deliverables

Schedule of payment			
Deliverables	Percentage of Payment	Timeline	Condition for Payment Release
1. Submission of project Inception Report, which includes agreeing on the seed question that will be asked on the platform, coordinating with UNDP web development team to set up the digital platform, and agreeing on strategy to recruit individuals	15%	November 2020	Within thirty (30) days from the date of meeting the following conditions: b) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider
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4. Analysis and results - includes analysis of the data and presentation of results via an online meeting Submission of Final Report	25%	December 2020	
Total	100%		

D. Institutional Arrangement

The consultant firm will report to Programme Manager – CPRU, UNDP Pakistan.

E. Duration of the Work

Duration of the assignment is **02 Months** after signing of contract.

F. Duty Station

Home based assignment.