



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 23, 2021
	REFERENCE: UNDP-RFP-2021-041 JTN: 14759

**Dear Sir / Madam:**

We kindly request you to submit your Proposal for **“topographic survey and master planning of FIVE camping sites in the KP province (Each site measuring approximately 20 Kanals).**

Your proposal should be submitted through e-Tendering online system by or before the deadline of **9<sup>th</sup> March 2021 at 12:30 PM PST OR 2:30 AM EST** 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 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 **2<sup>nd</sup> March 2021 [12:30 PM Pakistan Standard Time OR 2:30 AM EST]**. 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](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.

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,**

"for"



**Knut Ostby**  
**Resident Representative**

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**Annex 1****Description of Requirements**

Context of the Requirement	RFP for topographic survey and master planning of Five camping sites in the KP province."
Brief Description of the Required Services <sup>1</sup>	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	Project Management Specialist – Eco Tourism and Camping Pods Village Project
Frequency of Reporting	Deliverable Based
Progress Reporting Requirements	Deliverable Based The Final Report of the each deliverable shall have to be submitted by completion of activity(s) within 20 days.
Location of work	5 different sites – 2 in district Chitral, 1 in Upper Dir and 2 in district Swat of KP Province. ( all sites are situated on high altitudes)
Expected duration of work	7 months for development of detailed Master Planning and Topography survey.
Target start date	1 <sup>st</sup> April 2021
Latest completion date	30 <sup>th</sup> October 2022
Travels Expected	Required: Consultancy Firm shall be required to have its own transportation arrangements, therefore bidder should explain in detail this fact as well matching its monitoring plan and filed visits and other requirements during the consultancy.
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	<input checked="" type="checkbox"/> Not Applicable

<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.

be excluded from Price Proposal)							
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 <b>[PAK RUPEES]</b>						
Value Added Tax on Price Proposal	<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	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"> <thead> <tr> <th>Description of Deliverable activity</th> <th>Details</th> <th>Time Line</th> <th>Conditions for the payment</th> </tr> </thead> </table>	Description of Deliverable activity	Details	Time Line	Conditions for the payment		
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	wise			
	Topographic Survey plan along with Master planning of site #1	<ul style="list-style-type: none"> <li>• Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>• Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>• Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>	Within thirty (30) days from the date of meeting the following conditions: <ul style="list-style-type: none"> <li>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</li> <li>b) Receipt of invoice from the Service Provider.</li> </ul>
	Topographic Survey plan along with Master planning of site #2	<ul style="list-style-type: none"> <li>• Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>• Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>• Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>	
	Topographic Survey plan along with Master planning of site #3	<ul style="list-style-type: none"> <li>• Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>• Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>• Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>	

	Topographic Survey plan along with Master planning of site #4	<ul style="list-style-type: none"> <li>• Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>• Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>• Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>	
	Topographic Survey plan along with Master planning of site #5	<ul style="list-style-type: none"> <li>• Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>• Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>• Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>	
Outputs				
<p>Topographic Survey and Master Plan for Each site covering the following:</p> <p>Topography of the site</p> <ol style="list-style-type: none"> <li>1. The top survey should cover all the features within the site and outside the site boundaries for at least a distance of 20 ft from the boundaries.</li> <li>2. The contour interval should be 5 feet.</li> <li>3. Use of well-known brand equipment will be preferred (for example Leica/ Sokkia/ Spectra Precision);</li> <li>4. Topographic features in the study area must include, but not limited to, the following features: <ul style="list-style-type: none"> <li>• Electric pole, tube well, utilities within the site such as gas, water, drainage, sewage disposal within the site;</li> <li>• Trees more than 2m height with their local/ scientific name;</li> </ul> </li> </ol>				

	<ul style="list-style-type: none"> <li>• Water body</li> <li>• Large stones having main dimension more than 2ft</li> <li>• Adjacent road with width, alignment and elevation</li> </ul> <ol style="list-style-type: none"> <li>5. All existing features need to be surveyed in such a way that the surveyed data can be overlaid on Google Earth properly;</li> <li>6. Two Temporary Bench Mark (TBM) have to be fixed on permanent structures nearby the site and GPS location of the TBM has to be clearly marked on the map. Also, a digital photograph of the TBM location has to be submitted with the deliverables.</li> <li>7. Generation of CAD format data of the site based on surveyed data and showing proper dimension of each infrastructure/tree/water body including the spaces between objects.</li> <li>8. Digital photographs at daylight condition need to be taken for at least 4 views of the whole site from different angles</li> </ol> <p>Master Planning for each Site:</p> <p>Consultant will provide a comprehensive Master Plan in schematic as well as 3d formats for each camping site that can be implemented using indigenous material and basic skilled manpower from the local area, the Master Plan should incorporate/ include the following</p> <ol style="list-style-type: none"> <li>1. Location and levels of Camping Pods (10 in each site)</li> <li>2. Location of Washrooms (10 in each camp), Kitchen (2 in each site), front office, guard room and BBQ Decks (Consultant to provide Design &amp; Specs)</li> <li>3. Walkways layout (Consultant to provide Design &amp; Specs)</li> <li>4. External lighting (walkway lights, periphery lights-co Consultant to provide Design &amp; Specs)</li> <li>5. Water Supply layout/design (Consultant to provide Design &amp; Specs)</li> <li>6. Consultant Firm will provide e interior and exterior /architecture design of washroom &amp; kitchen (prefabricated structures). The design should be in line with the aesthetics of the camping pods</li> <li>7. Sewerage design including location of septic tanks and soakage pits and sewerage lines (Consultant to provide Design &amp; Specs)</li> <li>8. Location of Employee/Staff accommodation tents/prefabs, Tuck shop and earmarking of areas for future use</li> <li>9. Perimeter fencing consistent with vicinity design, with double entry gates and other gates wide enough for maintenance equipment access. (Consultant to provide Design &amp; Specs)</li> <li>10. Main Entrance Gate (Consultant to provide Design &amp; Specs)</li> </ol>
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	<p>11. Storm Drainage to ensure no pooling of water during monsoon months (Consultant to provide Design &amp; Specs)</p> <p>12. Water efficient irrigation for plantation from nearest water source including tank, piping and other equipment (Consultant to provide Design &amp; Specs)</p> <p>13. Alternate Energy Source (if any)</p> <p>14. Garbage Disposal Mechanism (landfill etc.- Consultant to provide Design &amp; Specs)</p> <p>15. CCTV network (Consultant to provide Design &amp; Specs)</p> <p>16. Signage for facilitating tourists such as directions, utility markings, rules and regulations, and emergency contact numbers etc...</p> <p>17. Exterior seating of the camping village (Consultant to provide Design &amp; Specs)</p> <p>18. Plantation layout (fruit plants, ground cover, shrubs etc. with common and biological page)</p> <p>19. Consultant to provide Design &amp; Specs for any other site-specific feature as required by the client</p> <p>20. Consultant to provide an Emergency Operations Plan for each site for Emergency Preparedness and Emergency Operations to ensure an effective response to all types of emergencies that can be reasonably anticipated including that related to natural hazard as well as security related issues.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Senior Consultant Engineer and Project Management Specialist of Eco Tourism and Camping Pods Village Project.
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><b>Technical Proposal (70%)</b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm <b>50% with 350 Marks out of 700</b></p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>25% with 175 marks out of 700</b></p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>25% with 175 marks out of 700</b></p> <p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>																						
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		Note: Audited financial statements for years 2017-18 and 2018-19 shall be submitted with the proposal. (30 marks for each year)	
	1.3	Relevance of:  - Specialized knowledge  - Having expertise in designing and supervision.  -Have worked with major multilateral/bilateral projects  Experience of providing services to major, multilateral, bilateral or UN agencies, as well as collaboration with Government institution would be an advantage.	70
	1.4	Completion of minimum of 5 similar nature projects in last Five (05) Years.  Note: At least 3 satisfactory performance certificates and 5 contract copies shall be submitted with proposal. (10 marks for each satisfactory performance certificate and 10 marks for provision of each contract )	100
	1.5	Registration with PEC, provide valid registration/membership certificate for year 2020-21 (category A-1).	35
	1.6	Registration with PCATP, provide valid registration/membership certificate for year 2020-21	25
	Sub-Total -1		350
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 objectives and requirements of the task		35
2.2	Have the important aspects of the task been addressed in enough detail and do they correspond to the Terms of References?		30

	2.3	Is the features and functions section well defined and corresponds to the Terms of Reference?	30																																																
	2.4	Work plan: Clarity of presentation and sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks?	40																																																
	2.5	Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and reflected the resources / services to carry out monitoring?  Is there any risk identified, while implementing the project and what are the proposed mitigation measures outlined in the proposal?	40																																																
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		Minimum DAE in Q.S	5	
		5 years’ relevant experience of managing large infrastructure projects (2 marks per year for each site engineer)	10	
	3.5	<b>Site Surveyor (1 Nos.)</b>		<b>15</b>
		Minimum DAE in Civil Engineering (5 mark for each site engineer)	5	
		5 years relevant experience of managing large infrastructure projects (2 mark per year for each site engineer)	10	
	<b>Sub Total 4</b>			<b>140</b>
Mandatory Note: CVs of the personnel assigned should be signed, dated and attached 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"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR (Annex 5) <input checked="" type="checkbox"/> Standard CV Template (Annex 6)			
Contact Person for Inquiries (Written inquiries only)	<div>Muhammad Tahir ul Islam Procurement Officer <a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a></div> <div>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.</div>			

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<b>Deadline for Submission</b>	<p><b>9<sup>th</sup> March 2021</b> (12:30 PM Pakistan standard Time or 2:30 AM EST)</p> <p><b>Please note:</b></p> <p>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.</p> <p>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.</p>
<b>Electronic submission (eTendering) requirements</b>	<p>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> <p>Important Notes for financial proposal:</p> <p>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.</p> <p>Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: <a href="mailto:tahir.islam@undp.org">tahir.islam@undp.org</a></p> <p><b>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.</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.</p>
<b>Pre-proposal conference</b>	<p>N/A</p>

## Annex 1

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[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*

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

*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 Authorized Person]  
[Designation]  
[Date]*

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**Annex 2****FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL**

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

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped financial proposal.

Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should be aligned with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Our attached Financial Proposal is for the sum (estimated based on percentage) of [Insert amount in words and figures]. This amount is determined on the following basis.

A. \_\_\_\_\_% for of the estimated contract amount for the designing, equivalent to PKR \_\_\_\_\_

Above amount are exclusive of all kind of taxes.

B. \_\_\_\_\_ is tax amount for provision of above services at the rate of \_\_\_\_\_%

Please insert separate line for taxes.

Grand Total = A + B + C

**Estimated Project Cost is PKR 45 Million for total civil construction work on FIVE(05) sites.**

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**Cost Breakdown per Deliverable\***

<b>Deliverable</b>	<b>Description of Deliverable activity wise</b>	<b>Details</b>	<b>Time Line</b>	<b>% of payment</b>	<b>Total Amount in PKR</b>	<b>Conditions for the payment</b>
Deliverable 1	Topographic Survey plan along with Master planning of site #1	<ul style="list-style-type: none"> <li>Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>	<b>20%</b>		Within thirty (30) days from the date of meeting the following conditions:  c) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and
Deliverable 2	Topographic Survey plan along with Master planning of site #2	<ul style="list-style-type: none"> <li>Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>	<b>20%</b>		d) Receipt of invoice from the Service Provider.
Deliverable 3	Topographic Survey plan along with Master planning of site #3	<ul style="list-style-type: none"> <li>Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>Detailed Design and</li> </ul>	<b>30 Days.</b>	<b>20%</b>		

		Specification of all features included in the Master plan for each site as indicated in the ToRs				
Deliverable 4	Topographic Survey plan along with Master planning of site #4	<ul style="list-style-type: none"> <li>Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>	<b>20%</b>		
Deliverable 5	Topographic Survey plan along with Master planning of site #5	<ul style="list-style-type: none"> <li>Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>	<b>20%</b>		
<b>Total</b>				<b>100%</b>		

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

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

*[Designation]*

*[Date]*

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## **Annex 4**

### ***General Terms and Conditions for Services***

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**Annex-5****TERMS OF REFERENCE (TOR)****Engagement of an Organization/Firm for Consultancy Services to prepare Topography Survey and detailed Master Planning of the Camping Pods sites Under Second Phase of the Project.****Project Title: Implementation of Camping Pods Villages – 2<sup>nd</sup> Phase of Eco Tourism and Camping Pods Villages KP****Project Description and Objectives:**

After the execution and completion of the first phase of the camping pods village project by UNDP, the KP Government again showed its willingness to engage UNDP as the implementing partner to execute the second phase of the eco-tourism and camping pods village project. To implement the second phase, Financing Agreement with GoKP has been signed for the establishment of 5 camping sits in different parts of KPK to promote eco-tourism in the province.

**Rational for the Establishment of Camping Pods:**

UNDP in partnership with GoKP seeking consultant services for Topographic Survey and Master Planning for construction of 5 additional camping sites in the scenic valleys of the KP province. These campong sites will help the tourism industry to groom further ultimately contributing towards the livelihoods opportunities for the people especially youth of the areas. Also, the tourist will have access to and facilities in the new tourists destinations thus promoting eco-friendly and adventure tourism in the province. The proposed consulting services will enable the project to conceive the right type of interventions suitable for the establishment of the camping pods villages in the province.

**A. Objective of Consultancy**

The objective is to engage a well reputed architecture/landscaping/engineering firm having requisite experience in Eco Friendly Landscape Designing of Recreational resorts/ parks for the establishment of Camping Villages in KP province. The consultant firm will conduct topographic survey and master planning of 5 camping sites in the KP province.

**B. Activity and Scope of Work**

The consultant Firm will be working in close coordination with Eco-Tourism Project team and department of tourism Government of KP for the timely completion of the following tasks.

**C. A: Topographic Survey:**

Topographic survey of 05 camping pod sites (each measuring approx. 20 kanals) at different location of KP. The exact locations of the sites will be determined later. However, 2 sites will be district Chitral, 2 in Swat and 1 in upper Dir district. Following task are to be done in the Topographic Survey:

1. The top survey should cover all the features within the site and outside the site boundaries for at least a distance of 20 ft from the boundaries.
2. The contour interval should be 5 feet.
3. Use of well-known brand equipment will be preferred (for example Leica/ Sokkia/ Spectra Precision);

4. Topographic features in the study area must include, but not limited to, the following features:
  - Electric pole, tube well, utilities within the site such as gas, water, drainage, sewage disposal within the site;
  - Trees more than 2m height with their local/ scientific name;
  - Water body
  - Large stones having main dimension more than 2ft
  - Adjacent road with width, alignment and elevation
5. All existing features need to be surveyed in such a way that the surveyed data can be overlaid on Google Earth properly;
6. Two Temporary Bench Mark (TBM) have to be fixed on permanent structures nearby the site and GPS location of the TBM has to be clearly marked on the map. Also, a digital photograph of the TBM location has to be submitted with the deliverables.
7. Generation of CAD format data of the site based on surveyed data and showing proper dimension of each infrastructure/tree/water body including the spaces between objects.
8. Digital photographs at daylight condition need to be taken for at least 4 views of the whole site from different angles

#### **B: Master Planning:**

Consultant will provide a comprehensive Master Plan in schematic as well as 3d formats for each camping village that can be implemented using indigenous material and basic skilled manpower from the local area, the Master Plan should incorporate/ include the following:

1. Location and levels of Camping Pods (10 in each site)
2. Location of Washrooms (10 in each camp), Kitchen (2 in each site), front office, guard room and BBQ Decks (Consultant to provide Design & Specs)
3. Walkways layout (Consultant to provide Design & Specs)
4. External lighting (walkway lights, periphery lights-co Consultant to provide Design & Specs)
5. Water Supply layout/design (Consultant to provide Design & Specs)
6. Sewerage design including location of septic tanks and soakage pits and sewerage lines (Consultant to provide Design & Specs)
7. Consultant Firm will provide e interior and exterior /architecture design of washroom & kitchen (prefabricated structures). The design should be in line with the aesthetics of the camping pods.
8. Location of Employee/Staff accommodation tents/prefabs
9. Perimeter fencing consistent with vicinity design, with double entry gates and other gates wide enough for maintenance equipment access. (Consultant to provide Design & Specs)
10. Main Entrance Gate (Consultant to provide Design & Specs)
11. Storm Drainage to ensure no pooling of water during monsoon months (Consultant to provide Design & Specs)
12. Water efficient irrigation for plantation from nearest water source including tank, piping and other equipment (Consultant to provide Design & Specs)
13. Alternate Energy Source (if any)
14. Garbage Disposal Mechanism (landfill etc.- Consultant to provide Design & Specs)
15. CCTV network (Consultant to provide Design & Specs)

16. Signage for facilitating tourists such as directions, utility markings, rules and regulations, and emergency contact numbers etc...
17. Exterior seating of the camping village (Consultant to provide Design & Specs)
18. Plantation layout (fruit plants, ground cover, shrubs etc. with common and biological page)
19. Consultant to provide Design & Specs for any other site-specific feature as required by the client.
20. Consultant to provide an Emergency Operations Plan for each site for Emergency Preparedness and Emergency Operations to ensure an effective response to all types of emergencies that can be reasonably anticipated including that related to natural hazard as well as security related issues.

#### **D. Top Supervision Services:**

The consultant form will provide top supervision services and ensure that the execution of works is in accordance with the master plan and quality of works is maintained as per specifications and engineering standards.

**In Financial proposal the consultant may include Office Chagres , Travelling Charge and other requirement if any.**

#### **Methodology:**

- An appropriate methodology will have to be determined by the consultant in consultations with the UNDP.
- The consultant will work in close collaboration with the UNDP and Technical Committee of the Project
- Consultant will give progress review on monthly basis against agreed milestone and work schedule submitted by vendor to UNDP and Technical Working Group.
- Consultant will manage photo record site wise with date and time for each major activity.
- Consultant is fully responsible to develop SOPs for contractors, check request, measurements and initial verification of bills.

††

**Deliverable of consultant against time lines:**

<b>Deliverable</b>	<b>Description of Deliverable activity wise</b>	<b>Details</b>	<b>Time Line</b>
Deliverable 1	Topographic Survey plan along with Master planning of site #1	<ul style="list-style-type: none"> <li>Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>
Deliverable 2	Topographic Survey plan along with Master planning of site #2	<ul style="list-style-type: none"> <li>Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>
Deliverable 3	Topographic Survey plan along with Master planning of site #3	<ul style="list-style-type: none"> <li>Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>
Deliverable 4	Topographic Survey plan along with Master planning of site #4	<ul style="list-style-type: none"> <li>Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> <li>Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	<b>30 Days.</b>
Deliverable 5	Topographic Survey plan along with Master planning of site #5	<ul style="list-style-type: none"> <li>Topographic Survey plan on Autocad format and 3x colored hard copies on A3 paper for each site</li> <li>Schematic Master Plan of each site in 3D format incorporating all features as indicating in the ToRs on soft format as well as 3x colored hard copies A3 size.</li> </ul>	<b>30 Days.</b>

		<ul style="list-style-type: none"> <li>Detailed Design and Specification of all features included in the Master plan for each site as indicated in the ToRs</li> </ul>	
<b>Total</b>			

**Note: The contractual obligations can commence immediately after a contract is signed. UNDP expects that those submitting proposals will factor this timeline into account.**

<b>Annex 6</b>		
<b>PERSONNEL</b>		
<p><b>3.1 Management Structure:</b> 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.</p>		
<p><b>3.2 Staff Time Allocation:</b> Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: This <i>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.</i>)</p>		
<p><b>3.3 Qualifications of Key Personnel.</b> 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:</p>		
<b>Name:</b>		
<b>Position for this Contract:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Work Experience:</b>		
<b>Language Skills:</b>		
<b>Educational and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		

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<b>References no.1 (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>
<b>Reference no.2</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>
<b>Reference no.3</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>
<b>Declaration:</b>  <p>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.</p> <p>_____</p> <p>Signature of the Nominated Team Leader/Member <span style="float: right;">Date Signed</span></p>	

