

United Nations Development Programme



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REQUEST FOR PROPOSAL

DEVELOP MASTER PLANS OF TWO URBAN CENTERS IN MERGED DISTRICTS

RFP No: **UNDP-RFP-2021-040**

ORPS: 298

Project: Merged Area Governance Project –UNDP.

Country: Pakistan

Issued on: 2 March 2021

A handwritten signature in black ink, consisting of stylized initials.

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form (**Not Applicable**)
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form
 - Form H: Form of Proposal Security (Not Applicable)
 - Section 7: Form of Performance Security (Not Applicable)

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet by or before **24th March 2021 (12:30 PM Pakistan Standard Time OR 3:30 AM EDT)**, set out in Bid Data Sheet, through UNDP E-Tendering System <https://etendering.partneragencies.org>

Please acknowledge receipt of this RFP by sending an email to pakistan.procurement.info@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "**Accept Invitation**" function **on or before 9th March 2021** in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



01-Mar-2021

Name: Kanwal Abbas
Title: Procurement Analyst
Date: **March 2, 2021**

Approved by:



01-Mar-2021

Name: For Knut Ostby
Title: Resident Representative
Date: **March 2, 2021**

SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their</p>

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	employees meet the eligibility requirements as established by UNDP.
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected</p>

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	or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by BDS; g) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1 The Financial Proposal and Financial Proposal Submission Form shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the

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	<p>Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV,</p>

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	<p>Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity</p>

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Proposal Validity Period	<p>period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as</p>

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	an amendment to RFP.
SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>g) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>h) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p> <p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal and Financial Proposal Submission Form should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical</p>

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e-Tendering submission	<p>Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal and Financial Proposal Submission Form files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal and Financial Proposal Submission Form should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering 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-notice/resources/
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the</p>

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	Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. Proposal Opening	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> i) Preliminary Examination j) Minimum Eligibility and Qualification (if pre-qualification is not done) k) Evaluation of Technical Proposals l) Evaluation of Financial Proposals
28. Preliminary Examination	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions

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	<p>of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p>

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	<ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal

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	<p>point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the

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	receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form _____ available _____ at https://popp.undp.org/ layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor _____ protest _____ procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

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SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 3:00 PM PST 16th March 2021</p> <p>Online Via Zoom</p> <p>Interested parties who wish to attend the pre-proposal conference are kindly requested to send the name, and company name to Ms. Seemab Rashid at pakistan.procurement.info@undp.org by and before 12:00 hours PST 15th March 2021.</p> <p>Please mention RFP REF# UNDP-RFP-2021-040 Urban Planning Firm in subject of your email</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	<input checked="" type="checkbox"/> Not Required
10	18	Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (US\$) <input checked="" type="checkbox"/> Local Currency i.e. PAK Rupees

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			In case of US\$, the UN Rate of Exchange of respective month shall apply when proposal submission period closes. The Local vendor will be paid in PKR.
11	31	Deadline for submitting requests for clarifications/ questions	Five (05) days before the submission date.
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Seemab Rashid- Sr. Procurement Associate Address: UNDP Country Office, 4th Floor, Serena Business Complex, Pakistan. E-mail address: pakistan.procurement.info@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the following websites http://www.pk.undp.org/content/pakistan/en/home/operations/procurement0/ AND https://etendering.partneragencies.org Please keep visiting the above websites till the closing date for additional information and updates.
14	23	Deadline for Submission	24th March 2021 (12:30 PM Pakistan Standard Time OR 3:30 AM EDT). PLEASE NOTE :- 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. 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.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in E-tendering module.

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15	22	Proposal Submission Address	<p>To be submitted in e-Tendering system:</p> <p>https://etendering.partneragencies.org</p> <p>Note: Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and Instructional videos available on this link:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
16	22	Electronic submission (e-Tendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ 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 and Financial Proposal Submission Form <u>must</u> not be provided to UNDP until requested by UNDP (see note below) <p>Note:</p> <ul style="list-style-type: none"> ▪ The Proposer is required to prepare and submit the Financial Proposal and Financial Proposal Submission Form in a password protected PDF file separate from the rest of the proposal submission as indicated in the Instructions to Proposers. ▪ Password for the Financial Proposal and Financial Proposal Submission Form <u>must</u> not be provided to UNDP until it is formally requested by UNDP focal point indicated below: seemab.rashid@undp.org
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>Where the minimum passing score of technical proposal is 70%.</p>
18		Expected date for commencement of Contract	<i>May 3, 2021</i>
19		Maximum expected duration of contract	Expected duration of work is approx. 1 year effective from the date of signing of the contract.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP

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			http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<p>Technical, Financial Proposal and Financial Proposal Submission Forms should be submitted in separate PDF files and Financial Proposal and Financial Proposal Submission Form must be password protected.</p> <p>Note:</p> <p>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 and Financial Proposal Submission Form in the e-tendering system. It should only be mentioned in the Password Protected File/Attachment of Financial Proposal and Financial Proposal Submission Form. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>

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SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided- as mentioned in Form-B
- Technical and Financial Proposals and Financial Proposal Submission Form submitted separately
- Bid Validity
- Proposal Security submitted as per RFP requirements with compliant validity period. (Not Applicable)

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity. Power of Attorney Power of Attorney to the authorised representative	Form B: Bidder Information Form
Legal Status/ Tax payer	Tax Registration/Payment Certificate issued by the Internal Revenue Authority	Form B: Bidder Information Form
Financial proposals is Password Protected	Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Certifications	The firm must be registered with Pakistan Council of Architects and Town Planners (PCATP) Provide registration certificate as evidence.	Form B: Bidder Information Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		

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History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Three Contracts of value USD 90,000 (for international firms) or PKR 14.4 Million (for a local firm) each, of Similar nature of work (Urban planning & GIS Mapping) implemented over last three (03) years with National/Multinational Organizations. Evidence of at least 3 contracts is required	Form D: Qualification Form
Financial Standing	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Minimum average annual turnover of PKR 32 Million (For local bidders) or USD 200,000 (For international bidders) for the last 02 years (2018-2019 and 2019-2020) UNDP will calculate the average annual turnover from audited statements provided by the proposers in submission.	Form D: Qualification Form

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TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	The expertise of Firm/Organization submitting Proposal	40%	280
2.	Proposed Methodology, Approach, activities and Implementation Plan	40%	280
3.	Management Structure and Key Personnel	20%	140
Total Score			700

Technical Proposal Evaluation-Form 1		Maximum Points obtainable
The expertise of Firm/Organization		
1.1	General Organizational Capability and capacity, which is likely to affect the implementation: management structure (25 marks), project management controls (25 marks).	50
1.2	Presence of the firm in Peshawar, DI khan or Kohat (70)	70
1.3	<p>Relevant experience of working with UN Agencies, International development organizations and Government Departments (working experience in the KP or ex FATA)</p> <p>3-5 years experience of Urban planning and GIS mapping with Government (30 marks)</p> <p>3-5 years experience of Urban planning and GIS mapping with UN Agencies as well as Government (60 marks)</p> <p>3-5 years and above Urban planning and GIS mapping with Government, UN Agencies and International development organizations (100 marks)</p> <p>Please provide evidence of contracts executed in the past.</p>	100
1.4	<p>Quality of final reports produced in previous contracts completed in past 5 years. Copies of or links to at least 3 finalized reports approved by clients are required.</p> <p>20 Mark each</p>	60
Total Form 1		280

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Technical Proposal Evaluation- Form 2		Maximum Points Obtainable
Proposed Methodology, Approach, activities and Implementation Plan		
2.1	To what degree does the proposer understand the intended task (the objectives, the deliverables, and intended activities within which the assignment is ought to be carried out?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	40
2.3	Is the conceptual framework adopted appropriate for the task?	40
2.4	To what extent does the proposal reflect the knowledge of the firm about the assignment.	50
2.5	Is the presentation clear and are the sequence of activities and the planning logical, realistic, and promise efficient implementation to the project?	50
2.6	Detailed work plan	50
Total Form 2		280

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Management Structure and Key Personnel		
Technical Proposal Evaluation- Form 2		Total Score
3.1	Team Lead minimum requirement is as per below mentioned criteria - Masters in Urban Planning with Project Management (10 marks) - Minimum 15 years relevant experiences in urban planning and development, land use and town planning, etc (05 marks) 16 years and above relevant experiences in urban planning and development, land use and town planning, etc (10 marks)	20
3.2	Urban Planning Specialist I- minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(4marks) 8 years of relevant experience (2marks) 9-10 and above (4 marks)	8
3.3	Urban Regeneration/Renewal Specialist (Urban Planner/Urban Architect) minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(4 marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.4	Urban Development Control/ Regulation/ Zoning By-Laws Specialist: Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(4 marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.5	Urban Ecologist/Environmental Specialist: minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study (4 marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.6	GIS/MIS Specialist: minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study (4 marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7

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3.7	Urban Recreation/ Tourism/ Heritage conservation expert Landscape Architect with experience in heritage conservation; minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(4marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.8	Urban Finance/Revenue generation Expert: Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(4 marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.9	Urban Governance/Institutional development specialist: Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(4 marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.10	Urban Infrastructure (WATSAN) Specialist: Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(4 marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.11	Urban Transportation Specialist: Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(4 marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.12	Security expert: Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study (4 marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.13	Urban Design Specialist/ Architect with master and experience in Urban Design: Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(6marks)	7

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	8 years of relevant experience (2marks) 9-10 and above (3 marks)	
3.14	Urban Sociologist: Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(6marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.15	Disaster Risk Reduction Specialist (Urban Planner with disaster management experience) : Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(6marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.16	Population/Demographics specialist (Master in Demography/Population studies) : Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(6marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.17	Statistical Analyst/SPSS Expert (Master in Statistics with experience in SPSS): Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(6marks) -8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
3.18	Behavioral Change Communication Strategy: Minimum requirement is as per below mentioned criteria -Master's degree in the relevant field of study(6marks) 8 years of relevant experience (2marks) 9-10 and above (3 marks)	7
Total Form 3		140

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SECTION 5. TERMS OF REFERENCE

Section 5. Terms of Reference

MASTER PLANNING OF 02 URBAN CENTERS OF MERGED DISTRICTS

District	Urban Center	Activity
South Waziristan	Wana	Development of Master Plan
North Waziristan	Miran Shah/Mir Ali ²	Development of Master Plan

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² Miran shah and Mir Ali is packaged as a one Mater Plan because of the proximity of both urban centers

Introduction:

In Pakistan, there is a rapid rate of urbanization, both from rural migration, as well as from local population growth. The World Urban Population has crossed the 50% mark in 2007, meaning that more people now live in Urban Areas than Rural Areas. Pakistan will reach that tipping point in 2020, as per some estimates. It is an accepted fact that there is a direct correlation between the level of urbanization and the level of socio-economic development and GDP. No country in the world has developed while remaining predominantly rural.

The Pakistan economy is transforming with an increasing reliance on urban economic growth. With economic activities in the urban areas producing 78% of the GDP, the aging urban infrastructure is unable to provide basic services that will stimulate this economic growth and create jobs. Improved urban planning and service delivery, combined with large infrastructure investments, will provide the building blocks for sustainable urban economic growth.

Urbanization is an essential component of development, as no country in the world has developed without the process of urbanization. Urban areas are better managed, have a lower cost of service delivery per capita, provide better living conditions, and better opportunities for personal growth and accomplishment. The new growth framework launched by the Federal Government also emphasizes cities as prime movers, which can revolutionize our economy. During the last couple of decades, the ratio of GDP from the agricultural sector has been declining, with corresponding increases in the industrial and services sectors. The real value addition in the agricultural economy is highly dependent upon a vibrant and prosperous urban sector.

The Government of Khyber Pakhtunkhwa, after the FATA merger, looks forward to expediting work on the development projects in the merged areas and to make the best use of the available resources to facilitate the government in bringing its tribal areas into the mainstream.

The Report of the Committee on FATA Reforms 2016 highlights Urbanization as a strategy for Socio-Economic Development of FATA. It states that an important component of the development plan for the newly Merged Districts would be the concept of social transformation of FATA by encouraging urbanization, by setting up modern urban hubs in all district HQs and other important trading centers.

The Ten-Year FATA Development Plan (Tribal Decade Strategy 2020-30) envisages the development of Urban Centers in Merged Districts. Existing Urban Hubs must be upgraded, and other designated sites developed, specifically the following:

1. Wana (South Waziristan)
2. Miran Shah/MirAli (North Waziristan)

The Local Government Reform Unit (LGRU) is operating as a robust platform to steer regular coordination among development partners, working on reforms in the Local Government (LG) System of Khyber Pakhtunkhwa. The unit is spearheading multiple interventions of LG reforms: development of legislative frameworks including the Local Government Amendment Act 2019 and Rules of Business, capacity enhancement of government functionaries, and awareness campaigning about new LG system in merged areas of Khyber Pakhtunkhwa. LGRU's interventions are aimed at establishing effective local governments in the province.

The technical and financial assistance for undertaking this assignment is provided by the UNDP funded Merged Areas Governance Project (MAGP). The activity will be spearheaded by LGRU which will oversee and monitor the progress of the consulting firm. The counterparts in this project are the MAGP, the Government of Khyber Pakhtunkhwa (GoKP), Local Government Department, and concerned District Administration. The Urban Policy Unit (UPU) established in the Planning and Development Department

has been steering urban development in the province. Rigorous consultations and feedback will be done with the UPU throughout the process starting from very beginning. Several meetings have been conducted already with the UPU to understand the scope and activities under this assignment while creating symmetry and synergies with such assignments currently being designed by the UPU. The target populations are the local communities residing in the catchment and nearby areas around these urban centers.

Background

Urbanization presents one of the key challenges and, at the same time, opportunities in the new millennium. Urbanization is taking place at a rapid pace and is beyond the effective control of most governments across the world. Even in jurisdictions where growth control boundaries have been implemented, such boundaries have been repeatedly revised to meet the demand for growth.

The scale and complexity of urban problems are increasing everywhere. All cities must plan ahead and develop strategic Master Plans to ensure a sustainable future in the rapidly changing urban environment. These plans must be reviewed and updated at a regular interval to ensure a better economic, social, and environmental future. Those cities that fail to plan ahead and execute the plans will not be competitive in the globalized world. Urban economies are contributing significantly to the national exchequer and at the same time have become key employment markets. Cities indeed are important engines of economic growth and provide significant economies of scale in the provision of jobs, housing and services.

Urbanization is a universal phenomenon and is occurring at a varying pace in different countries. In Pakistan, the rate of urbanization is one of the fastest in the world. At the moment, Pakistan is almost two thirds rural, but it is projected that the urban population will increase to fifty percent by 2030. The migration of rural to urban, coupled with the increase in population, and the transformation of villages into towns, means that urban living will be the way of the future.

The GoKP intends to develop urban areas of the Merged Districts as sustainable, livable and well-managed engines of economic growth as part of its resolve efforts for mainstreaming the ex-FATA. A comprehensive, strategic, regional, and long-term plan is required for all merged districts for sustainable peace, development, and growth.

The rationale for the study

Master Plans are to be developed for all two selected urban centers that include Wana (District South Waziristan), and Miran shah/Mirali (District North Waziristan).

Some efforts have been made in this regard previously, but there were issues with those plans. The earlier initiatives taken for the merged districts are covered below;

Tribal Areas Rural-to-Urban Centers Conversion Initiative (TARUCCI)

A previous effort in erstwhile FATA regarding urbanization was the Tribal Areas Rural-to-Urban Centers Conversion Initiative (TARUCCI), which started in 2012. It envisaged the development of at least two small urban hubs in every tribal agency of FATA. The idea was to develop Master Plans for 14 major towns, with facilities like housing townships, bazaars/commercial areas, upgraded residential schools and colleges for girls and boys, civic amenities and services including sewerage and garbage disposal facilities, transportation facilities. The idea was also to provide security through cantonments managed by Army or Frontier Corps garrison already present at the selected locations.

The Fourteen Urban Centers identified were, Khar, Ghallanai, LandiKotal, Kalaya, Ghiljo, Sadda, Parachinar, Miranshah, Mir Ali, Wana, Sarwakal, Darra Adam Khel, Darazinda FR DI Khan and Jandola FR Tank. Spatial Plans were developed for Khar, Sadda, Parachinar, LandiKotal and Ghalanai. The Initiative had World Bank support; however, it was not primarily focused on Urbanization and Urban Planning and plans were incomplete and could not be implemented fully. The initiative was closed in June 2016-17.

Detailed Urban Planning is needed as that is the only mechanism to provide high quality infrastructure at less per capita cost, with improved facilities for MA residents, in a secure environment.

Scope of the study:

A consulting firm will be hired for the preparation of the master plan in accordance with these terms of references (ToR's). The study is for 03 urban hubs i.e. Wana (District South Waziristan) and Miran Shah/Mirali (District Orakzai).

The study is to be referred as WANA, MASTER PLAN 2040, and Miran shah/Mir Ali³ MASTER PLAN 2040 (note. Miran shah/Mirali as package as one master plan)

The scope of the project is explained below but not limited to the following;

- a) A comprehensive vision will be developed for the District Head Quarters of Merged Districts.
- b) Administrative boundaries will be delineated at the inception phase which shall be refined in later stages after situational analysis.
- c) Detailed field surveys and studies will be conducted, and situational analysis will be performed for the existing conditions of urban structure and all sectoral profiles will be prepared to suggest further proposals.
- d) Planned hierarchy of settlements and integrated and systematic growth of trunk infrastructure and services in the province.
- e) It will provide guidelines for the emerging development corridors and suggest parameters for reducing migration to big urban centers.
- f) It will provide guidelines for the proper development of surrounding rural areas.

Therefore, an independent Master Plan will be prepared for each target city. The plan will cover 20 years (2021 – 2040) to cater to the development needs of the city.

Study objectives:

This project is conceived and designed to develop a long-term holistic planning vision through a collaborative process which is essentially expected to take the form of a strategic planning framework i.e. "Master Plan" to shape the target urban center's future physical form.

The objectives of the master plan project are;

1. To create a long term shared "Planning and Development Vision" for the selected urban hubs while taking all stakeholders on board through a collaborative process.




³ Miran Shah & Mirali will have one Master Plan because of the proximity of both Urban centers

2. Identify and delineate a comprehensive and common administrative boundary which will be adopted as administrative limits for integrated spatial planning, urban development, resource management and service delivery.
3. Strategies to provide affordable, diverse and environmentally sustainable housing to cater for the demands arising from all income groups. Plan must focus on the provision of a variety of housing including vertical condos, mixed-use, vertically shared 2-3 storied residences, low-income housing and the in-demand suburban housing.
4. Identification of areas/corridors for the future spatial growth of the urban center while addressing environmentally sustainable and equitable opportunities, disaster resilience and enhanced mobility and accessibility.
5. Propose comprehensive strategies for the promotion of sustainable local economic growth, a diversified local and regional economy, and enhancing investment climate for the region to be competitive and economically robust in the long run.
6. Formulation of plans and strategies including projects to protect the physical environment and land fertility of the area to utilize its potential at regional level.
7. Formulation of strategies to conserve and maintain the natural terrain of the area and promote local tourism to enhance livelihood opportunities.
8. Enhancing accessibility and mobility facilitated through planned growth of the urban center augmented by ancillary road infrastructure. This augmentation and enhancement should be primarily focused on pedestrian infrastructure and public modes of commuting.
9. Strategies for the provision of improved and environmentally sustainable infrastructure to extend essential urban municipal services at affordable prices including water, electricity, gas, sewerage, drainage and telecommunication across the town limits to enhance quality of life.
10. Strategies to enhance urban security and resilience against natural disasters.
11. Strategies for Institutional re-structuring/reforms and capital Improvement Planning to support effective plan implementation.
12. Devising Action Plans for different areas of plan implementation and projects development. These plans should assign implementation responsibilities, phasing for different plan tiers and financing options.
13. Assessing the feasibilities for the development of workable frameworks for plan implementation and project development through public-private partnerships (PPP), joint ventures, BOT and standalone public interventions.
14. Further, strategies to establish an improved system of urban governance to enhance livability improved service delivery and financial sustainability.

The Master Plan specific objectives are:

- a) To critically review the current policies and ongoing schemes of urban development to pinpoint the shortcomings, suggest appropriate changes in the current policies and strategies to remove its deficiencies.

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- b) To assess the impact of urbanization (population growth, re-classification, and expansion in the urban boundaries) on the basic services and to suggest strategies to upgrade/extend urban infrastructure to keep pace with the urban growth;
- c) To examine the existing regulatory and institutional framework, including governance measures of the city and suggest improvements;
- d) Identify and conceptualize the scale and type (i.e. built form, density, the mix of uses) of development appropriate for various intensification areas;
- e) Devise strategies for affordable housing, livelihood and recreation facilities for all in proximity both in the existing city and new areas;
- f) Devise strategies for urban regeneration/slum up-gradation and to encourage mixed-used high-density vertical development at an appropriate location within the existing urban core;
- g) Devise a policy framework and specific design guidelines to address local issues affecting intensification/densification currently and in the future;
- h) Assess the adequacy of municipal services (stormwater, solid waste management, sewage treatment, and municipal water supply) and social amenities such as (parks and playground, public and private transits, bus stops and terminals; roads capacities, junctions improvement, and parking facilities) to achieve the required levels of intensification for identified and conceptualized development scenarios;
- i) To suggest a legal, financial and technical mechanism between urban planning and land administration systems to enable feasible land to be accessed and used for development in the future.
- j) Recommend appropriate criteria for intensification proposals. Criteria should address matters such as, but not be limited to:
 - Compatibility/suitability of the new development with existing built-up area,
 - Relationship between density, massing and height of existing and proposed buildings including minimum and maximum permitted densities,
 - Provision of appropriate access to existing and proposed development,
 - Existing built and natural environments,
 - Transit supportive densities/proximity to transit facilities
 - Connections to the existing transport system
 - Contributions to attractive, safe, and comfortable pedestrian environments
 - Traffic impacts
- k) Strategies to ensure coordination among public/private institutions to carry out desired development in a coordinated manner (Proper development control mechanism);
- l) Strategies to enhance urban security issues;
- m) Strategies to conserve heritage, built and natural environments of the region;
- n) Strategies to explore and enhance urban tourism to serve as an essential part of the future urban economy;

- o) Strategies to improve the system of revenue generation/economic productivity of the institutions through the identification of buoyant sources of tax and revenue generation such as land valuation (betterment) taxation; urban land taxation etc.
- p) Enhance connectivity and transit mobility to support and complement mixed-use high-rise development to reduce financial and environmental burdens of conventional commuting;
- q) Strategies for the Plan Implementation and to establish a system of monitoring and review of the plan proposals.

Consulting Firm's profile

The consulting firm is expected to be very familiar with master plan development /strategic plan preparation with considerable experience in taking up/completion of master plan development. The consulting firm must have a multi-disciplinary team of professionals and technical experts. The firm must have the capacity to use different spatial analytical techniques and software and must demonstrate experience of conducting similar studies locally and/or internationally. The national or international consulting firms with the presence of urban planning firms in Khyber Pakhtunkhwa, especially those with demonstrated experience in and familiarity with the Merged Areas. The consulting firm must also have valid registration with PAC and PACATP. **UNDP will hire one consulting firm for the development of two master plans in Merged Areas.(JV/Consortium/Association are not allowed to apply).**

The Consulting firm must have the following experts with 08 years or above experience as core members; Team Leader is required to have fifteen years of relevant experience with project management experience)

Description of Activity	Units	Total Period of Engagement (Days/Months)	Remarks
Team Leader (15 years of experience)	1	12 months	Full time
Urban Planning Specialist (Deputy TL)	1	44days	Intermittent
Urban Regeneration/Renewal Specialist (Urban Planner/Urban Architect)	1	44days	Intermittent
Urban Development Control/ Regulation/ Zoning By-Laws Specialist	1	44days	Intermittent
Urban Ecologist/Environmental Specialist	1	44days	Intermittent
GIS/MIS Specialist	1	44days	Intermittent
Behavioral Change Communication Specialist	1	44days	Intermittent
Urban Recreation/ Tourism/ Heritage conservation expert Landscape Architect with experience in heritage conservation.	1	44days	Intermittent
Urban Finance/Revenue generation Expert	1	44days	Intermittent
Urban Governance/Institutional development specialist	1	44days	Intermittent
Urban Infrastructure (WATSAN) Specialist	1	44days	Intermittent
Urban Transportation Specialist	1	44days	Intermittent
Security Specialist	1	44days	Intermittent
Urban Design Specialist/ Architect with master and experience in Urban Design.	1	44days	Intermittent
Urban Sociologist	1	44days	Intermittent

Disaster Risk Reduction Specialist (Urban Planner with disaster management experience)	1	44days	Intermittent
Population/Demographic specialist (Master in Demography/Population studies)	1	44days	Intermittent
Statistical Analyst/SPSS Expert (Master in Statistics with experience in SPSS)	1	44days	Intermittent

Tasks & Assignments:

Consulting firm is desired to undertake the following tasks, these tasks involve both primary and secondary data, public consultations, desk studies and official interviews. Data collection through various social and physical surveys will be carried out for not less than 2% of households as per the 2017 census data. The data will be collected throughout the designated area using stratified random sampling techniques for developing a proper representative sample of the entire area.

Task A – Vision Formulation and Community Consultation

To ensure public participation (including line/plan implementation departments) at all stages of the planning process consulting firm shall conduct public informational meetings to introduce the project intent, mixed-use development components, and to seek guidance on the identification of goals/vision, objectives, issues, concerns, opportunities, etc.

- The Consulting firm is required to hold meetings with all public sector departments and elected representatives of the designated areas (MPAs etc.) and share the outputs of the planning process in seminars as well as a public hearing.
- Conducting 1 Focus Group Discussion (FGD) per Neighborhood Council in the selected urban hubs.
- Five FGDs of civil society organizations like Bar council, traders' associations, vendor associations, political party local level leaders etc.
- Two general public hearings at the mid and final stage of the MASTER PLAN preparation.

The consulting firm will incorporate the inputs provided by all stakeholders in the final version of the MASTER PLAN. The public hearing is a necessary part of this exercise to ensure general public participation in the plan-making.

Task B- Background Study/Analysis

The consulting firm will study in detail the existing situation through background studies/analysis and will project all components of the MASTER PLAN over the plan period 2040.

46.3.1 Land-use/land Suitability Analysis

a) Mapping of the historical growth trends of the designated areas

The consulting firm is required to research the historical urban growth trends and drivers of urban growth over the last twenty years. The probable sources for mapping the trends over every five years are the municipal records. Plotting of historical growth trends on GIS maps of the city-region and articulating the drivers of urban growth.

b) Housing trends and needs assessment through projected population growth estimates

It has been observed that the housing needs have been the primary drivers of urban growth necessitated by rural to urban migration due to various factors. The growth pattern and projected growth needs over next 20 years need to be analyzed and mapped.

c) Density maps

To reduce urban sprawl, there is a need to promote high-density mixed-use development. Therefore, the consulting firm will devise policy guidelines for the establishment of high-density mixed-use development both within the existing urban boundaries including the future growth areas. The consulting firm is required to prepare maps showing the existing and proposed high-density mixed-use development.

d) Land use Base map

The consulting firm is required to develop a GIS/MIS based detailed land use Base map for the quantification of built-up, infilling, brownfields, and open land available for future development for the projected city boundary till 2040. The consulting firm will prepare a detailed land use map for the city.

LGRU will coordinate with UPU in the provisioning of required satellite imageries to the consulting firm to develop an up to date map of the city including surrounding areas to support suitability analysis of existing and proposed land uses for urban development and other ancillary uses. A land-use survey of each type is a prerequisite of this study. The consulting firm will prepare the Base map at a scale of 1:2000 with the following details:

- a) Counter lines are drawn at a counter interval of 5 meters.
- b) Boundaries (District, Tehsil, City, Neighborhood, UC, Ward)
- c) All major and minor streets, roads, railway lines and airports
- d) Water supply, sanitation, sewer, SNGPL and telephone networks
- e) Water bodies (spring, streams, river and other water bodies)
- f) Residential (planned and un-planned areas, sprawl, building heights – single, double or multi-story, density)
- g) Commercial (retail, wholesale and warehouses including mixed-used development)
- h) Industrial (all types)
- i) Amenities (education, health, religious, banks, police stations, libraries, and community halls etc.)
- j) Parks and playgrounds
- k) Brownfields (for re-development)
- l) Open spaces (agriculture all types, vacant, and graveyards etc.)
- m) Land cover analysis with raster imagery (5 raster images having minimum 7 bands) and Spatio-temporal growth analysis

46.3.2 Land Management

Consulting firm are required to critically analyze existing land management policies/practices and develop better options regarding urban land management/land revenue system to improve the existing land management in urban areas through a GIS/MIS based land management system.

46.3.3 Municipal Finance (Taxation and Revenue Generation)

It is of key importance that urban planning and associated work should be sustainable long term. The following tasks hence are part of the review, analysis, strategy and recommendations;

- a) Conduct a consultative review and discern municipal finance (taxation and revenue generation) from other urban provincial taxes like property tax, land tax, capital value tax, stamp duty etc.
- b) Review the current municipal taxation structure
- c) The volume of urban tax collected and patterns of reinvestment in the municipal services (this would include a comparative analysis of tax collected and municipal spending over 6-years period of time)
- d) Identify possible sources for exclusively municipal tax structure including giving options for reinvestment of tax collected in the municipal service delivery within the framework of Financial Rules and Secondary Rules framework (FR, SR), through a consultative review process
- e) Land valuation for collection of property and other taxes
- f) Design a municipal taxation structure which is to be utilized at municipal level through a consultative process

46.3.4 Governance and Institutions

Consulting firm is required to objectively analyze and assess the institutional capacity (both in terms of human and financial resources) to implement and monitor the Master Plan and relevant laws/bye-laws. They may suggest improvements in the institutional structure and laws/bylaws.

46.3.5 Land-use Regulations and Plans

Consulting firm is required to study and analyze all existing urban planning, development and environment-related national, provincial laws and regulation (bylaws) as well as the previous and existing plans to propose a viable solution for various issues of society accurately in the local context. They will have to devise city-level planning and development standards and downward regulations, intensification or increased Floor Area Ratio (FAR) guidelines/rules.

46.3.6 Environment

Consulting firm are required to analyze the urban environment in order to safeguard and improve through Strategic Environmental Assessment (SEA) the likely negative environmental impacts of the proposed new developments. The study of various sources responsible for environmental pollution (air and water) is necessary and remedial measures are required through this study. For the task the consulting firm will undertake the following surveys:

- a) Air quality survey at various points (mutually identified) of the area
- b) Water quality analysis (drinking water supply and watercourses)
- c) Soil contamination surveys
- d) Soil and geological survey/data

- e) Analysis of noise level at various points (mutually identified) of the city
- f) Identification of environmentally sensitive areas

46.3.7 Demography, livelihood and housing

The consulting firm is required to divide the area into various zones, calculate its population densities, economic activities and related facilities to revitalize the existing economic base and socio-economic structure of the area. The following surveys are required:

- a) Housing surveys including but not limited to house age, height, occupancy and condition are required to identify housing shortages and associated problems of housing
- b) Accessibility surveys for emergency and other vehicles
- c) Household socio-economic condition/livelihood survey
- d) Distance from primary/middle/secondary schools to home
- e) Mode and cost of travel from home to school
- f) Availability of basic and specialized health facilities
- g) Distance from the basic health facility
- h) Mode and cost of travel and health services

Recommendations for the provision of housing to all income groups are necessary to ensure the provision of affordable housing in the city. Consulting firm required to identify slums within the area boundary and furnish slum rehabilitation techniques and for the prevention of such areas in the future.

46.3.8 Urban Transportation, Mobility & Accessibility

The Consulting firm required to study the existing traffic and transportation system of the area. Various transportation surveys are to be carried out to explore the constraints and opportunities and come up with suitable solutions for traffic and transportation within the city.

- a) Development of detailed roads and parking inventory
- b) Origin, Destination and Cordon Survey
- c) Traffic counts at various roads and junctions to determine roads and junction capacities
- d) Public Transport User Interview Survey
- e) Household Interview Survey (HIS)
- f) Traffic Signage Survey (signage relevant to public transport)
- g) Parking Survey as parking lots identifications/developments is an important component of this study
- h) Mobility survey and to identify synergy between land-use and transport etc.
- i) Traffic flow volume, trend, axle weightage, etc. Data can be collected from weighing stations and established traffic count permanent stations-or any other means including a survey on the main arteries and by-pass roads.

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46.3.9 Historical/Social/Culture Heritage Development

The consulting firm is required to study and map all existing historical monuments or places of socio-cultural heritage area to propose appropriate guidelines for the development and preservation of these localities to capitalize on the cityscape to create social and cultural hubs.

46.3.10 Urban Design and Public Realm

The consulting firm is required to analyze existing building lines, public spaces, vistas, sidewalks, street lighting, monuments, parks, etc. for improvements and to identify opportunities for enhancing existing and creating new sites. The consulting firm are required to propose urban beautification and design aspects for the existing and new development within the city.

46.3.11 Quality of Life

The consulting firm is required to study the adequacy and location of existing facilities. Diagnostic analysis for Quality of Life standards in the city is to be conducted. The diagnostic analysis will include but not limited to the following:

- a) Public spaces (parks, food outlets, libraries, public hall, sports courts/grounds) mapping and state of dilapidation.
- b) Heritage sites mapping and their state of preservation as well as trends of encroachment and dilapidation
- c) Civic facilities such as Public Toilets, Street Furniture, Streets Lights, Parking Lots, and other amenities exist in the city neighborhoods.

46.3.12 Economy (Industry, Trade & Local Commerce)

Detailed profiling of industry, commerce, and commercial sectors of the areas will be prepared including but not limited to the following:

- A sectoral profile of commerce, industry and commercial activities of the designated area in terms of spatial growth, employment and share to the district's economy.
- Past and present development interventions in commerce and industrial sector
- Local, provincial and national level policies of commerce and industrial sector
- Analysis and planning proposals about the adequacy of facilities and infrastructure that support these activities

46.3.13 Water Supply, Sanitation and Solid Waste Management

Profiling of all Municipal Services including the identification of new and existing sources for water supply (depletion rates of water and sub-soil aquifer data) and their mapping, sanitation and solid waste management along with existing conditions of (sources of water and their depletion rates as sub-soil aquifer data and surface runoff calculation), sewage flows and their mean calculation, solid waste tonnage calculation, methods of collection and disposal (landfills capacity, using and locations) etc.

Consulting is required to identify depressed areas in terms of services and facilities. Policy directions and action plan is required to generate funds for construction, maintenance and operation of public amenities at feasible locations.

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46.3.14 Citizens Behaviour

The consulting firm will conduct a Perception and Behavioral Survey of the population focusing on issues of urban responsibility using Knowledge, Attitude, and Practice (KAP) methodology on a valid sample. The KAP survey will investigate the reasons for and incentives and disincentives of citizens to behave responsibly while utilizing municipal services, especially their behavior towards solid waste and other disposal and use of public spaces and services.

46.3.15 National and international best practice references

Consulting firm is expected to study and relate national and international best practices for their proposals to ensure the success of the proposed strategies. Studies for the surrounding areas are specifically required to ensure disadvantaged rural villages in the vicinity of cities are addressed. Examine best practices concerning slum up-gradation and elimination of squatter settlements, especially including recent success stories at the national level and other developing countries' practices such as Malaysia, India, etc.

Task C – Master Plan Strategic Scenario Development/Mapping

- a) Showing suitable land parcels based on multi-criteria analysis for various activities through viable projections for the housing of all income groups, space required for commercial and industrial activities and other necessary components;
- b) Land use pattern both existing and future options;
- c) Land use mix with a range of potential uses (residential, work, leisure, services, etc.)
- d) Infilling, intensification, and redevelopment
- e) Natural systems, natural resources of the district and environmental conservation areas
- f) A detailed inventory of existing features including topographical and natural constraints, wetlands, agricultural lands, aggregate resources, groundwater recharge areas, floodplains, fisheries, wildlife etc.
- g) Major, agricultural; tree plantation sites
- h) Allied infrastructure requirements to support Strategic Development proposals

Task D – Preparation of Action Plans

For successful implementation of the Master Plan the consulting firm will develop detailed and comprehensive action plans for various components of the master plan including but not limited to:

- i. Action Plan for zoning and land management.
- ii. Action Plan for future housing of all income groups.
- iii. Action Plan for slum identification and up-gradation.
- iv. Action plan for health facilities
- v. Action plan for educational facilities
- vi. Action Plan for Quality of Life
- vii. Action Plan for WATSAN and Solid Waste Management (SWM).

- viii. Action Plan for Transportation and Traffic Management as well as Parking Lots
- ix. Action Plan for Municipal Services.
- x. Action Plan for Disaster Risk Reduction and Emergency Planning.
- xi. Action Plan for Economic Development.
- xii. Action Plan for Tourism, heritage and conservation.
- xiii. Action Plan for Environmental protection.
- xiv. Action Plan for Rural-Urban Fringe and Regional Development.
- xv. Action Plan for commercialization, industrialization and investment attraction.
- xvi. Action Plan for security measures of the city
- xvii. Action Plan for the local institutional framework implementing MASTER PLAN
- xviii. Action Plan for BCC

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Deliverables with time Framework and Payment Schedule:

The study deliverables will be written documents containing the study findings with supporting diagrams/maps, charts and analytical summaries and recommendations concerning policy direction. All deliverables are to be submitted to the Local Government Reforms Unit (Client). A minimum of 5 hard copies of each deliverable at each stage of the study as well as an electronic version of the deliverable including all drawing files (i.e. AutoCAD, GIS, MS Word Format, etc.) as mentioned against each delivery are required to be submitted to the Client. Following deliverables and payment schedule are necessary parts of the assignment:

#	Deliverables	Time and Payment schedule	Percentage of payment	Approving authority
1	Submission of Inception Report incorporating contents and detailed methodology as well as list of various surveys along with their questionnaires to be carried out for the MASTER PLAN preparation. The consulting firm will provide in the inception report a detail work plan of all activities to enable LGRU to properly monitor the activities of the consulting firm will ensure the completion of project on time. Presentation will be made to the client/agencies responsible for implementation at the local level.	Inception report will be submitted within one month from the start of the project. On approval of the inception report 10% payment will be made to the consulting firm.	10%	CTS
2	Report on vision development and public consultation Task - A. The report will mention deliberation upon establishment of goals and objectives for the project. It will also incorporate public and stakeholders including line agencies as well as political representative hearing	The time duration for completing Task - A are one month and must be submitted at the end of month two of the project. On approval of the report, 10% payment will be made to the consulting firm.	10%	CTS
3	Submission of reports and maps: Data Analysis and background studies – Task B.	The consulting firm is required to complete the task within 3 Months and must be submitted at the end of month five of the project. On approval of the report, 20%	20%	CTS

		payment will be made to the consulting.		
4	Submission of draft MASTER PLAN & Scenario Maps – Task C. The consulting firm will have to present the draft plan to the client including other agencies responsible for implementation of the plan at the local level. The consulting firm will have to submit the revised plan or gives alternatives to the plan proposals if it is objected at any forum.	Time duration of Task – C is required to complete the task within 3 months and must be submitted at the end of month eight of the project. On approval of the draft Master Plan and scenario maps 20% payment will be made to the consulting firm.	20%	CTS
5	Formulation of Sector-wise Action Plans – Task D. The consulting firm will have to present draft Sector Action Plans to the client and agencies responsible for implementation at the local level. The consulting firm will have to submit the revised Sector Action Plans or provide alternatives to its proposals if it is objected at any forum. The Consulting firm will provide cost estimates (with sufficient details) with preliminary design for each planning proposal. Sector Action plans will be submitted separately of the MASTER PLAN.	Draft Strategies and Action Plans will be submitted within 2 months and must be submitted at the end of month ten of the project. On approval of the draft strategies 20% payment will be made to the consulting firm.	20%	CTS
6	The consulting firm will have to submit the final Master Plan along with Maps, Action Plans and cost estimates (20 Sets of each Report & Scenario Maps along with 20 sets of CDs) in its original editable format AutoCAD/Arc GIS including metadata to the client. Final presentation will be made before the client/implementing agencies. The consulting firm are required to submit the revised plan or give alternatives to the plan proposals, if it is objected at any forum before the final approval.	Final MASTER PLAN will be submitted at the end of 12th month from the start date of the project. On approval of the final MASTER PLAN report and Sector Wise	20%	CTS

		Action Plans the remaining 20% payment will be made to the consulting firm.		
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Benefits of the project:

- i. The MASTER PLANS will provide tools that will help to control and regulate the physical growth of the large urban centers by proposed strategies to preserve the integrity of cities, environment, and resources.
- ii. The project will provide guidelines for feasible and high priority investment in urban infrastructure.
- iii. The project will help to identify and strengthen government policies/ programs in the urban sector. It will provide an opportunity not only to strengthen the existing local government institutions but will also to develop new urban management initiations responsible for the growth and development of the city creating opportunities for investment and job creation.
- iv. The project will provide a venue to the public for debates regarding population, housing, land use, the supply of land, transport & other infrastructures for future needs.
- v. The preparation of detailed base maps of large urban centers on suitable scale with the necessary information will help different organizations for various purposes.
- vi. The project will illuminate the future housing requirements of the city.
- vii. It will provide a framework for various infrastructure activities.
- viii. The project will ensure the provision of basic facilities/ amenities to the people.
- ix. The project will improve the environmental aspect of the city and will prevent the substantial loss of the limited but productive agriculture farmlands in the close vicinity of urban centers.
- x. Help in detailed planning at tehsil and union council levels to avoid the creation of slums and to reduce negative impacts on the environment, particularly on the life-supporting system (water, air, and land).
- xi. Help in preventing loss of environment resources such as pristine rivers and natural resources due to unplanned development.
- xii. Help in tracking the dynamics of urban land uses and other developments about the environment and economy in the future.
- xiii. More reliable data will become available for planning, monitoring, and rational decision.
- xiv. Facilitate future urban infrastructure development works such as industrial estates, commercial areas, roads, and streets to achieve economic development while conserving the natural resource base of the region. This will also reduce mitigation the cost of poorly sited development.
- xv. The availability of a GIS / RS facility will also be shared with the Urban Policy Unit where all the line departments will have access to up to date data/information acquisition. Through proper

training and capacity building measures the skills of the concerned departments on using GIS and remote sensing techniques for implementation and up-dating MASTER PLAN will be developed and institutionalized. This will greatly save on future planning costs. The establishment of a GIS lab/ center at provincial level which will have maps of various urban land uses which can be overlaid, updated or re-produced at any desired scale and a comprehensive status of each area marked for various uses, similarly, the area for each user can be quantified and highlighted.

- xvi. The ultimate beneficiaries will be the people living in the urban centers for which these MASTER PLANS will be prepared and implemented.
- xvii. The information collected will be helpful to industries and proponents of other development projects including EPA in formulating environmental protection measures, especially for Environment Impact Assessments of various projects within the jurisdiction of these cities.
- xviii. The MASTER PLANS will strictly enforce land use planning and zoning that will ensure the protection of green spaces, environmentally sensitive areas, parks and playgrounds, and other open spaces in and around nearby big urban centers and areas of outstanding beauty and conservation of biodiversity.

Institutional Arrangements:

To implement the project in association with national and international consulting firm, a strong organizational setup is required for coordination, facilitation, communication, feedback, supervision, and control over the work plan. The MAGP/LGRU will provide overall coordination, supervision, and backstopping support in close collaboration with Urban Policy Unit and relevant departments. The team will actively engage and consult with all provincial-level departments/agencies especially the UPU, LG Department, P&D, Finance, Home Department etc. At the district level, the activity will be housed and coordinated through the Deputy Commissioner Office. The Deputy Commissioner of the concerned district shall oversee all the initiatives of the planning process and will create upstream linkages with LGRU, UPU, and other provincial departments and downstream linkages with district-level departments, TMAs, and other stakeholders and local level.

Presence or Project Offices:

The consulting firm must have a project office in any of these locations; Peshawar, Kohat, DI-Khan or Kohat. The Key staff members of the firm shall be required to be placed in the Project Office.

The Consulting firm's staff travel, accommodation and other costs envisages throughout the contract duration shall be borne by the firm and included in the Financial proposal.

Review and approvals:

Day to day direct reporting of the Team Leader shall be to Project Officer-Local Government. Rest of the team members shall report to the Team Leader. However, the final approval of the deliverables shall be the discretion of the Chief Technical Specialist-MAGP.

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SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Form of Proposal Security Not Applicable	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a password protected PDF files)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

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FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet. We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

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FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<input checked="" type="checkbox"/> Power of Attorney to the authorised representative to submit/sign the RFP submission documents and for further correspondence with UNDP on behalf of organization <input checked="" type="checkbox"/> Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected; <input checked="" type="checkbox"/> Proposer's Profile providing organogram, details of employees, CVs of key professionals, list of clients and available facilities/expertise; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer <input checked="" type="checkbox"/> Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two years 2018-19 & 2019-20.

- ☒ Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation.
 - ☒ Official Letter of Appointment as local representative, if proposer is submitting a proposal on behalf of an entity located outside the country.
 - ☒ Statement of Satisfactory Performance from the Top Three Clients in terms of Contract Value the past three years for reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided.
 - ☒ The organization should have at least 5 years of proven experience in successfully operating a similar (as per TORs) online platform in Pakistan or another country; Share evidence of at least One platform developed.
 - ☒ All information regarding any past and current litigation during the last three (3) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded,
 - ☒ CVs of all the personnel that will be assigned to this job.
 - ☒ An affidavit on stamp paper that the Proposer has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.
 - ☒ The firm must be registered with Pakistan Council of Architects and Town Planners (**PCATP**)
- Provide registration certificate as evidence.

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FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION
FORM (NOT APPLICABLE)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Name of partner:

Signature: _____

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Date: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

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List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;

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- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

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FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Expertise of Firm / Organization

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

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FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Note: This Financial Proposal Submission Form must be password protected and should not be included as part of the technical proposal.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

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FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped PDF version of financial proposal through e-tendering system. 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.

Currency of the proposal: PKR/USD

Scope of Proposal Price and Schedule of Payments

#	Deliverables	Time and Payment schedule	Percentage of payment	Approving authority
1	Submission of Inception Report incorporating contents and detailed methodology as well as list of various surveys along with their questionnaires to be carried out for the MASTER PLAN preparation. The consulting firm will provide in the inception report a detail work plan of all activities to enable LGRU to properly monitor the activities of the consulting firm will ensure the completion of project on time. Presentation will be made to the client/agencies responsible for implementation at the local level.	Inception report will be submitted within one month from the start of the project. On approval of the inception report 10% payment will be made to the consulting firm.	10%	CTS
2	Report on vision development and public consultation Task - A. The report will mention deliberation upon establishment of goals and objectives for the project. It will also incorporate public and stakeholders including line agencies as well as political representative hearing	The time duration for completing Task - A are one month and must be submitted at the end of month two of the project. On approval of the report, 10% payment will be made to the consulting firm.	10%	CTS
3	Submission of reports and maps: Data Analysis and background studies – Task B.	The consulting firm is required to complete the task within 3 Months and must be submitted at the end of month five of the project. On approval of the report, 20% payment will be made to the consulting.	20%	CTS
4	Submission of draft MASTER PLAN & Scenario Maps – Task C. The consulting firm will have to present the draft plan to the client including other agencies responsible for implementation of the plan at the local level.	Time duration of Task – C is required to complete the task within 3 months and must be submitted at	20%	CTS

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	The consulting firm will have to submit the revised plan or gives alternatives to the plan proposals if it is objected at any forum.	the end of month eight of the project. On approval of the draft Master Plan and scenario maps 20% payment will be made to the consulting firm.		
5	Formulation of Sector-wise Action Plans – Task D. The consulting firm will have to present draft Sector Action Plans to the client and agencies responsible for implementation at the local level. The consulting firm will have to submit the revised Sector Action Plans or provide alternatives to its proposals if it is objected at any forum. The Consulting firm will provide cost estimates (with sufficient details) with preliminary design for each planning proposal. Sector Action plans will be submitted separately of the MASTER PLAN.	Draft Strategies and Action Plans will be submitted within 2 months and must be submitted at the end of month ten of the project. On approval of the draft strategies 20% payment will be made to the consulting firm.	20%	CTS
6	The consulting firm will have to submit the final Master Plan along with Maps, Action Plans and cost estimates (20 Sets of each Report & Scenario Maps along with 20 sets of CDs) in its original editable format AutoCAD/Arc GIS including metadata to the client. Final presentation will be made before the client/implementing agencies. The consulting firm are required to submit the revised plan or give alternatives to the plan proposals, if it is objected at any forum before the final approval.	Final MASTER PLAN will be submitted at the end of 12th month from the start date of the project. On approval of the final MASTER PLAN report and Sector Wise Action Plans the remaining 20% payment will be made to the consulting firm.	20%	CTS

- This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.
- Kindly specify the currency of your proposal.

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Table 2: Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Units	Total Period of Engagement (Months/days)	Unit Price	Total Price	Comments
A. Personnel Services					
Team Leader	1	12 Months			Monthly basis
Urban Planning Specialist I (master's in urban& Regional Planner) Deputy TL	1	110 days			110 days in total will be required over a period of one year on intermittent basis
Urban Regeneration/Renewal Specialist (Urban Planner/Urban Architect)	1	44days			44 days in total will be required over a period of one year intermittent basis
Urban Development Control/ Regulation/ Zoning By-Laws Specialist	1	44days			44 days in total will be required over a period of one year intermittent basis
Urban Ecologist/Environmental Specialist	1	44days			44 days in total will be required over a period of one year intermittent basis
GIS/MIS Specialist	1	44days			44 days in total will be required over a period of one year intermittent basis
Urban Recreation/ Tourism/ Heritage conservation expert Landscape Architect with experience in heritage conservation.	1	44days			44 days in total will be required over a period of one year intermittent basis
Urban Finance/Revenue generation Expert	1	44days			44 days in total will be required over a period of one year intermittent basis
Urban Governance/Institutional development specialist	1	44days			44 days in total will be required over a period of one year intermittent basis

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Urban Infrastructure (WATSAN) Specialist	1	44days			44 days in total will be required over a period of one year intermittent basis
Urban Transportation Specialist	1	44days			44 days in total will be required over a period of one year intermittent basis
Security Expert	1	44days			44 days in total will be required over a period of one year intermittent basis
Behavioral Communication Specialist	1	44days			44 days in total will be required over a period of one year intermittent basis
Urban Design Specialist/ Architect with master and experience in Urban Design.	1	44days			44 days in total will be required over a period of one year intermittent basis
Urban Sociologist	1	44days			44 days in total will be required over a period of one year intermittent basis
Disaster Risk Reduction Specialist (Urban Planner with disaster management experience)	1	44days			44 days in total will be required over a period of one year intermittent basis
Population/Demographic specialist (Master in Demography/Population studies)	1	44days			44 days in total will be required over a period of one year intermittent basis
Statistical Analyst/SPSS Expert (Master in Statistics with experience in SPSS)	1	44days			44 days in total will be required over a period of one year intermittent basis
Admin & Finance Officer	1	12 Months			Monthly basis
Facilitation Assistants	2	10 Months			Monthly basis
Support staff/Security	2	12 Months			Monthly basis
Total					
B. Operations Cost					
Project/field office rent	1	12			
Rent of Office Equipment and Furniture	Lump Sum	1			
Satellite Imageries with 0.5m resolution of provisional sum settlement of fresh & Achieves' images	Lump Sum	1			
Utilities	Lump Sum	12			

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Office Supplies/Stationery	Lump Sum	12			
Mobility, Travelling and communication(project movements)	Lump Sum	10			
Mobility, Trveling and communciation(related costs for surveys)	1	1			
Official meetings/visits/events	Lump Sum	10			
Total					
Total (A+ B)					
Admin Cost @7%	Lump Sum	1			
Grand Total					

Bidders can add more lines under each category to provide further bifurcation of price or add any new heads as appropriate. If you think less resources are required, and project can be done innovatively with less cost then please quote accordingly.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

- **Important Note:** This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.
- Kindly specify the currency of your proposal.
- Please note that Local vendors are paid in PKR and if the quoted price is in USD then UN exchange rate for that month will be used.

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