



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: March 17, 2021
	REFERENCE: UNDP-RFP-2021-103

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of services for **Development of Implementation Plan for National Action Plan on Business and Human Rights**". Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of Wednesday **31<sup>st</sup> March 2021 12:30 PM PST OR 3:30 AM EDT** indicated in <https://etendering.partneragencies.org>.

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

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Thursday 25<sup>th</sup> March 2021**. If that is not the case, UNDP would appreciate your indicating the reason, for our records. Clicking the Acceptance button **will enable you to receive updates/notifications, but it will not restrict you from submitting the bid till the deadline.**

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

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

A blue ink signature of Asim Muneer is visible on the left side of the page.

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The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:


<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

 16-Mar-2021

For Knut Ostby  
Resident Representative

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## Annex 1

## Description of Requirements

Context of the Requirement	<b>“Development of Implementation Plan for National Action Plan on Business and Human Rights”</b>
Brief Description of the Required Services <sup>1</sup>	<p><b>Background</b></p> <p>UNDP Pakistan’s rights-based approach to democracy building focuses on capacity development of state established institutions to better implement their respective mandates. Against this background, UNDP’s inclusive governance and rights-based development programming focuses on technical and capacity-building support for national and sub-national government stakeholders.</p> <p>UNDP, Decentralization, Human Rights and Local Governance (DHL) Project is providing technical assistance to the Ministry of Human Rights (MoHR) in development of a National Action Plan (NAP) on Business &amp; Human Rights (BHR). Currently under revision, a first draft of the NAP has been developed in collaboration with MoHR, with the aim of launching the NAP by July 2021. In the first draft, the priorities for the federal and provincial governments have been established. However, further clarification of the role and responsibilities of various stakeholders, as well as implementation timelines, is required for the effective implementation of the NAP.</p> <p><b>Scope of Work</b></p> <p>In order to assist both the federal and provincial governments in the effective implementation of the NAP, the DHL project proposes to provide technical assistance to its government counterparts—including MoHR, other relevant federal ministries, and provincial governments—in the development of a specific, precise, and measurable NAP Implementation Plan. This will be informed by a consultative process. The outcomes of this process will form the basis for the final revisions of the NAP, in time for its launch, with the Implementation Plan being embedded into the NAP in the form of an Annex.</p> <p>Additionally, the project will provide technical support to MoHR and provincial governments through the development of a multi-stakeholder Monitoring and Review Group.</p> <p>Furthermore, in order to promote an evidence-based approach to implementation of the NAP, in line with international best practices, and informed by up-to-date local and global research, UNDP aims to convene and oversee a BHR Academic Working group, to be constituted by leading academics / researchers, as well as civil society experts. The purpose of this group will be to discuss and disseminate the latest knowledge on BHR, and provide innovative solutions in the Pakistani context, especially with relevance to the implementation of the NAP.</p>

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

List and Description of Expected Outputs to be Delivered	Expected key outputs/deliverables/mandatory requirements:			
	Sr. #	Deliverables	% Payment	Timeline
	1	<b>Develop an Implementation Plan for the NAP on BHR</b> <ul style="list-style-type: none"> <li>Develop an inter-ministerial and provincial governments' consultative process plan to clarify implementation roles, responsibilities, and timelines</li> <li>Utilise outcomes of consultative process to develop NAP Implementation Plan</li> <li>Draft Terms of Reference for NAP Implementation Committee.</li> <li>Coordinate with UNDP on above.</li> </ul>	35%	20 Days
	2	<b>Develop a Monitoring Mechanism and Review Process</b> <ul style="list-style-type: none"> <li>Conduct a desk review of regional and global monitoring mechanisms for countries which have launched and implemented a NAP on BHR</li> <li>Utilise findings, adapted to Pakistani context, from desk review to draft a monitoring and review process guide for NAP in Pakistan</li> <li>Draft Terms of Reference for NAP Monitoring and Review Group.</li> <li>Coordinate with UNDP on above.</li> </ul>	35%	20 Days
	3	<b>Develop and Launch Academic Working Group on BHR</b> <ul style="list-style-type: none"> <li>Draft Terms of Reference for a BHR Academic Working Group</li> <li>Conduct a stakeholder mapping, and build a contacts' database, of</li> </ul>	30%	20 Days

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	leading academics and civil society organisations/experts relevant to BHR in Pakistan <ul style="list-style-type: none"> <li>• Organise, with oversight from UNDP, the launch of the Academic Working Group and First Symposium/Rountable.</li> <li>• Coordinate with UNDP on above</li> </ul>		
Person to Supervise the Work/Performance of the Service Provider	The programmatic oversight of the intervention will be conducted by the relevant government partners, as well as UNDP management team.		
Frequency of Reporting	[As per deliverables mentioned in the Detailed TORs]		
Progress Reporting Requirements	The firm / company shall submit proper Reports of progress and may be asked for presentation on their progress.		
Location of work	<input checked="" type="checkbox"/> Islamabad		
Expected duration of work	The entire assignment must be completed within 60 days spread across a maximum of six (6) months after issuance of purchase order/signing of contract. UNDP will not provide office space for this assignment.		
Target start date	1 <sup>st</sup> May 2021		
Latest completion date	31 <sup>st</sup> Oct 2021		
Travels Expected	Required		
Special Security Requirements	<b>Note:</b> UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.		
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> All project related costs will be borne by the Contracting firm.		
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required		
Names and curriculum vitae	<input checked="" type="checkbox"/> Required		

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of individuals who will be involved in completing the services																					
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]																				
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> (the invoice submitted should indicate the price and tax portion separately).  Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.																				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																				
Payment Terms	<table border="1"> <thead> <tr> <th colspan="4">Payment schedule for Software Development</th></tr> <tr> <th>Sr. #</th><th>Deliverables</th><th>% Payment</th><th>Timeline</th></tr> </thead> <tbody> <tr> <td>1</td><td>Develop an Implementation Plan for the NAP on BHR</td><td>35 %</td><td>20 Days</td></tr> <tr> <td>2</td><td>Develop a Monitoring Mechanism and Review Process</td><td>35 %</td><td>20 Days</td></tr> <tr> <td>3</td><td>Develop and Launch Academic Working Group on BHR</td><td>30 %</td><td>20 Days</td></tr> </tbody> </table>	Payment schedule for Software Development				Sr. #	Deliverables	% Payment	Timeline	1	Develop an Implementation Plan for the NAP on BHR	35 %	20 Days	2	Develop a Monitoring Mechanism and Review Process	35 %	20 Days	3	Develop and Launch Academic Working Group on BHR	30 %	20 Days
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Person(s) to review/inspect/ approve outputs/completed services and	<i>The programmatic oversight of the intervention will be conducted by the relevant government partners, as well as UNDP management team.</i>																				

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

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authorize the disbursement of payment																															
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Institutional Services																														
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).  This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																														
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 30% with 210 Marks out of 700  <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% with 280 marks out of 700  <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% with 210 marks out of 700</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (<i>Financial Score= (Lowest Offer/Offer to be evaluated*300)</i>)</p> <table border="1"> <thead> <tr> <th>Summary</th><th>Weight</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>Expertise of firm/organization/institute</td><td>30%</td><td>210</td></tr> <tr> <td>Proposed methodology, approach and implementation plan</td><td>30%</td><td>210</td></tr> <tr> <td>Management Structure and Key Personnel</td><td>40%</td><td>280</td></tr> <tr> <td>Total 70% weightage</td><td>100</td><td>700</td></tr> <tr> <td>Financial Proposal-30% weightage</td><td></td><td>300</td></tr> <tr> <td>Total</td><td></td><td>1,000</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Form 1 Technical Proposal Evaluation</th><th>Points obtainable</th></tr> </thead> <tbody> <tr> <td colspan="2"><b>Expertise of the Firm/Organization</b></td><td></td></tr> <tr> <td>1.1</td><td>Reputation of Organization and Staff / Credibility / Reliability / Industry Standing.</td><td>30</td></tr> </tbody> </table>	Summary	Weight	Points Obtainable	Expertise of firm/organization/institute	30%	210	Proposed methodology, approach and implementation plan	30%	210	Management Structure and Key Personnel	40%	280	Total 70% weightage	100	700	Financial Proposal-30% weightage		300	Total		1,000	Form 1 Technical Proposal Evaluation		Points obtainable	<b>Expertise of the Firm/Organization</b>			1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing.	30
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		Provide three satisfactory performance certificates along with duration of each assignment (each certificate carries 10 marks)	
	1.2	<p>Experience and Links/Networks:</p> <p>a) Minimum of ten (10) years of professional experience in conducting:</p> <ul style="list-style-type: none"> <li>- Professional activities relevant to human rights, BHR, and intl. law</li> <li>- Publications relevant to human rights, BHR, and intl. law</li> <li>- Seminars/conferences/workshops relevant to human rights, BHR, and intl. law</li> </ul> <p>10 marks for each year – relevance to be judged by evaluation panel based on above list of activities/experience</p>	100
	1.3	<p><b>Financial Stability:</b></p> <p>Financial stability (Last two years Audited Account (2018-2019 and 2019-2020) (30 Marks- 15 marks each year)</p>	30
	1.4	<p><b>Relevant Experience:</b> Minimum three relevant Contracts with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract 10 marks for each contract.</p>	30
	1.5	Past experience of working with UNDP, particularly on human rights	20
			210
<b>Form 2 Technical Proposal Evaluation</b>			<b>Points Obtainable</b>
<b>Proposed Methodology, Approach and Implementation Plan</b>			
	2.1	<p>Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References?</p> <p>1. e.g. Proposed Methodology &amp; Approach (Knowledge of business and human rights mechanisms and Pakistan's National Action Plan on BHR (65 marks) coupled with experience of Pakistan's legal and institutional mechanisms (65 marks)</p>	130
	2.2	Is the proposal well defined and corresponds to the Terms of Reference? (Clear and concise approach)	40
	2.3	Work plan: Clarity of presentation and sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation	40

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	of the proposed tasks and demonstrates flexibility to adapt to local context? e.g. Proposed work plan.	
		210
Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Key Personnel		
3.1	- <b>Project Manager</b>	<b>105</b>
	- Masters degree in law	35
	- Suitability for the Project	
	- <b>Past experience working on similar projects:</b> - At least 5 years of experience in international / business law	20
	- Professional Experience in the area of specialization	15
	- Knowledge of the region	10
	- Language Qualifications	10
	<b>Competency.</b> 1. An individual with a good level of technical expertise and specialist Pakistani/regional experience; 2. Given its central importance, we expect capacity building to be a cross-cutting skill of all experts employed on this project; 3. Working knowledge of government process & procedures, especially in conflict affected areas; 4. Excellent knowledge and understanding of roles & responsibilities of provincial/regional governments in delivering the project; 5. Excellent coordination skills with different governments and development agencies etc. High level of management, facilitation and representational skills	15
3.2	<b>Legal Associate</b>	<b>105</b>
	General Qualification	35
	Bachelor's Degree Holder in Law	
	- Suitability for the Project	
	- 3 years' experience in developing and implementing similar projects	20
	- Business and international law experience /	15
	- Professional Experience in the area of specialization	15
	- Knowledge of the subject	10

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		- Language Qualifications	10
	3.3	<b>Research Associate</b>	<b>70</b>
		General Qualification	30
		Educational Qualifications - Bachelor's degree in law or related field	
		At least 3 years' relevant experience	40
		<b>Total</b>	<b>280</b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> Description of requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]		
Contact Person for Inquiries (Written inquiries only)	<p><b><i>pakistan.procurement.info@undp.org</i></b></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>		

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Minimum Eligibility Criteria	<ol style="list-style-type: none"> <li>1. Technical and financial proposals should be submitted in separate PDF files and financial proposal is password protected.</li> <li>2. Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department. <b>(Sole proprietors are not eligible to apply)</b>.</li> <li>3. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. At least 5 years of work experience in the area of domestic and international law.</li> <li>4. Past experience of working with the MoHR on business and human rights and Pakistan's National Action Plan on Business and Human Rights</li> <li>5. An affidavit on stamp paper that the company/firm has never been blacklisted by any institution / department / agency and that it has not been involved in litigation with any of its clients.</li> <li>6. Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration</li> <li>7. Submit all other documents as requested in the evaluation criteria Form 1,2, and 3.</li> </ol>
Deadline for Submission	<p><b>31<sup>st</sup> March 2021</b> (12:30 PM Pakistan standard Time or 3:30 AM EDT)</p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>

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

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**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL**

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
- g) Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.

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

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

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and context of the work.

**C. Qualifications of Key Personnel**

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

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

*[Designation]*

*[Date]*

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## Annex 3

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

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

Description of Activity	No. of Personnel/ Events	Unit	Total Period of Engagement	Remunerati on per Unit of Time (PKR)	Total Price (PKR)
<b>I. Personnel Services</b>					
1. Services					
a. Project Manager	1	Days	20		
2. Services					
a. Legal Associate	1	Days	25		
3. Services					
a. Research Associate	1	Days	25		
<b>II. Out of Pocket Expenses</b>					
1. Travel Costs - Core Team	1	EA	4		
2. Communications and Reporting	1	EA	8		
4. Others	1	EA	8		
<b>III. Other Related Costs</b>					
<b>Total</b>					

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

[Designation]

[Date]

**Note:**

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

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***Annex 4***

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



## ANNEX V

**Terms of Reference**  
**Terms of Reference (TORs) / Description of Requirements**

Context of the Requirement	National Firm for <b>"Development of Implementation Plan for National Action Plan on Business and Human Rights"</b>
Duty Station / Place of work	Islamabad
Project	Decentralization, Human Rights and Local Governance (DHL)
Engagement Modality	Institutional Contract
Period of assignment/services	The entire assignment must be completed within 60 days spread across a maximum of six (6) months after issuance of purchase order/signing of contract. - UNDP will not provide office space for this assignment.
Due Date	September, 2021
Justification and Background	<p>UNDP Pakistan's rights-based approach to democracy building focuses on capacity development of state established institutions to better implement their respective mandates. Against this background, UNDP's inclusive governance and rights-based development programming focuses on technical and capacity-building support for national and sub-national government stakeholders.</p> <p>UNDP, Decentralization, Human Rights and Local Governance (DHL) Project is providing technical assistance to the Ministry of Human Rights (MoHR) in development of a National Action Plan (NAP) on Business &amp; Human Rights (BHR). Currently under revision, a first draft of the NAP has been developed in collaboration with MoHR, with the aim of launching the NAP by July 2021. In the first draft, the priorities for the federal and provincial governments have been established. However, further clarification of the role and responsibilities of various stakeholders, as well as implementation timelines, is required for the effective implementation of the NAP.</p> <p><b>Scope of Work</b></p> <p>In order to assist both the federal and provincial governments in the effective implementation of the NAP, the DHL project proposes to provide technical assistance to its government counterparts—including MoHR, other relevant federal ministries, and provincial governments—in the development of a specific, precise, and measurable NAP Implementation Plan. This will be informed by a consultative process. The outcomes of this process will form the basis for the final revisions of the NAP, in time for its launch, with the Implementation Plan being embedded into the NAP in the form of an Annex. Additionally, the project will provide technical support to MoHR and provincial governments through the development of a multi-stakeholder Monitoring and Review Group.</p>

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	Furthermore, in order to promote an evidence-based approach to implementation of the NAP, in line with international best practices, and informed by up-to-date local and global research, UNDP aims to convene and oversee a BHR Academic Working group, to be constituted by leading academics / researchers, as well as civil society experts. The purpose of this group will be to discuss and disseminate the latest knowledge on BHR, and provide innovative solutions in the Pakistani context, especially with relevance to the implementation of the NAP.				
List and Description of Expected Outputs to be Delivered	<b>Expected Outputs / Deliverables, timeframe for the work</b>				
	The Contractor will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:				
	No.	Deliverables	Action/s Required	Estimated Timelines	% Payment
	1.	Develop an Implementation Plan for the NAP on BHR	<ul style="list-style-type: none"> <li>Develop an inter-ministerial and provincial governments' consultative process plan to clarify implementation roles, responsibilities, and timelines</li> <li>Utilise outcomes of consultative process to develop NAP Implementation Plan</li> <li>Draft Terms of Reference for NAP Implementation Committee</li> <li>Coordinate with UNDP on above</li> </ul>	20 days	35%
	2.	Develop a Monitoring Mechanism and Review Process	<ul style="list-style-type: none"> <li>Conduct a desk review of regional and global monitoring mechanisms for countries which have launched and implemented a NAP on BHR</li> <li>Utilise findings, adapted to Pakistani context, from desk review to draft a monitoring and review process guide for NAP in Pakistan</li> <li>Draft Terms of Reference for NAP Monitoring and Review Group</li> </ul>	20 days	35%

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			<ul style="list-style-type: none"> <li>• Coordinate with UNDP on above</li> </ul>		
	3.	Develop and Launch Academic Working Group on BHR	<ul style="list-style-type: none"> <li>• Draft Terms of Reference for a BHR Academic Working Group</li> <li>• Conduct a stakeholder mapping, and build a contacts' database, of leading academics and civil society organisations/experts relevant to BHR in Pakistan</li> <li>• Organise, with oversight from UNDP, the launch of the Academic Working Group and First Symposium/Rountable</li> <li>• Coordinate with UNDP on above</li> </ul>	20 days	30%
	<b>Total</b>			60 days	100

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