**Annex 2**

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

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

[insert: *Location]*.

[insert: *Date]*

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

Dear Sir/Madam:

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

1. **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 :

1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
2. Business Licenses – Registration Papers, Tax Payment Certification, etc.
3. Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;
4. Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
5. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
6. 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.
7. Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.
8. **Proposed Methodology for the Completion of Services**

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

1. **Qualifications of Key Personnel**

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

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

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

*[Designation]*

*[Date]*

**Annex 3**

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mangroves Plantation 100 Hectare (District Gwadar)** | | | | | | |
|  | **Description** | **Unit Type** | **Unit Price** | **Quantity** | **Total Price in PKR** | **Remarks** |
| **Human Resource** | | | | | | |
| **1** | Project Coordinator | Month |  | 5 |  | one project coordinator for 5 months due to the scale and scope of the intervention limited to only one district i.e. Gwadar. |
| **2** | Field Officer | Month |  | 5 |  |  |
| **Pre-Plantation Cost** | | | | | | |
| 3 | Consultation meeting with Key stakeholders | Meeting |  | 5 |  | 5-8 participants per meeting and it also involves mobility cost |
| 4 | Site selection and land demarcation | Field Visit |  | 5 |  | District Field Staff proposed to visit within district. Mainly mobility and other field level expenses |
| 5 | Collection and Transportation of seeds/propagules for 100 Hectares | Seed |  | 300,000 |  | This cost includes collection and transportation both |
| 7 | Plantation of seeds/propagules | seed |  | 300,000 |  | seeds will be used for nursery raising and then propagules will be planted in the selected site. |
| **Post Plantation/maintenance Cost** | | | | | |  |
| 7 | **Restocking and maintenance** | | | | | |
| 8 | Nursery Raising for restocking (20% of the total seeds) | Seeds |  | 15000 |  | Failure of plants @20% of total Caseload-  20% of total seeds planted which is common in plantation practices |
| 9 | Staff @ 2 per area for maintenance and protection | Months |  | 10 |  | Post plantation care that will be carried out by involving communities as protectors |
| 10 | Monitoring cost | Months |  | 5 |  | It will be done by the Organization that we will engage and the District Forest Department. |
| 11 | Operation cost@5% | Months |  | 5 |  | Vehicle, Fuel and communication |
|  | **Grand Total** |  |  |  |  |  |

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

*[Designation]*

*[Date]*

***Note:***

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

***Annex 4***

## General Terms and Conditions for Services

**Separately attached**

**Annex V**

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

|  |  |
| --- | --- |
| Context of the Requirement | Firm/organization for mangrove plantation & restoration on 100 hectares in the coastal of District Gwadar in Balochistan. |
| Duty Station / Place of work | District Gwadar |
| Project | Strengthening Tsunami and Earthquake Preparedness Project in coastal Areas of Pakistan |
| Engagement Modality | Professional services |
| Period of assignment/services | The entire assignment must be completed within a maximum of five (05) months after issuance of purchase order/signing of contract.   1. Five (05) months effective from the date of signing of contract. 2. UNDP will not provide office space, laptops, or equipment for this assignment to the selected consulting firm/orginzation. |
| Due Date | 25th May,2021 |
| Justification and Background | Over the past 20 years, UNDP has been extending support to the Government of Pakistan in shifting its focus from relief to the resilience approach, which seeks to reduce risks, mitigate disaster impact and undertake disaster preparedness. UNDP has also been supporting national, subnational and district governments in developing institutional capacity for systematic disaster risk management.  UNDP in Pakistan has played a crucial role in promoting knowledge on earthquake and tsunami risk reduction for more than two decades. UNDP is implementing a project titled “Strengthening tsunami and earthquake preparedness in coastal areas of Pakistan”, with financial assistance from the Government of Japan. UNDP is closely working with NDMA, Sindh and Balochistan PDMAs, PMD and other stakeholders for policy discourse on the existing capacity and institutional arrangements of different agencies involved in disaster risk preparedness and response in the coastal areas.  Tsunami is considered as rapid onset hazard that provides very little time if its generated by nearby source and leaves devasting inland impacts. On the 1000 km coastline of Pakistan, number of maritime agencies exist for defence purposes and play active role in relief operation in case any natural disaster hits coastal belt. Therefore, mangrove plantation & restoration helps stabilizes the coastline and prevents erosion from waves and storms that will create resilience model for replication on entire coast.  Under the project, UNDP intends to engage an organization/firm for the establsihment of mangrove plantations & rehabilitation of 100 hectares to strengthenbio shields for coastal hazards. .  The expected organization/firm is required to involve all potential stakeholders forest, wildlife departments, district administration, conservation organizations and local communities for successful implementation of the project. These stakeholders shall participate in every stage (design, execution and monitoring of the activities) of project implementation on establishment of magrove plantations. |
| List and Description of Expected Outputs to be Delivered | **Expected Outputs / Deliverables, timeframe for the work**  The firm is expected to initiate the process for plantation of mangroves on 100 hectares in the existing mangrove habitat along the coastal areas of project district. The firm is expected to undertake the following key activities for subject activity:   1. Conduct a feasibility and assessment study jointly with Forest Balochistan Department (BFD) for selection of a suitable site for establishing mangrove plantations. The assessment study is expected to be based on the environment and ecology, geomorphology and other landform characteristics, salinity, the source of fresh water and drainage system and details of local communities. 2. The key recommendations shall be based on the standard sitting criteria, developed prior to the assessment and findings. 3. The use of advance tools i.e., remote sensing and satellite imagery should be in the methodology is highly recommended and desirable. 4. Following the selection and finalization of the sites, the organization/ firm will be responsible to liaise with the relevant government departments, organizations, and local communities to undertake the establishment of mangrove plantations which includes seed collection, nursery raising, planting, and tending. 5. The organization/firm will also be required to provide a strategy for sustainable management of the established sites, preferably with the involvement of local forest department and communities.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Sr#** | **`**  **Deliverables** | **Action Required** | **Estimated Timelines** | **% Payment** | | 1 | Inception Report with workplan, methodology, selection criteria and recomendations | Develop and submit a detailed inception report, workplan in close coordination with Balochistan Forest Department (BFD) and outlining key implementation methodology. | June 10, 2021 | 20 | | 2 | Site selection and land demarcation | Selection of sites/location and land demarcation notification by Balochistan Forest Department and other relevant departments, if needed. | July 15, 2021 | 20% | | 3 | Collection and transportation of seeds/propagules | Collection and transportation of seeds/propagules in the target districts | August 15, 2021 | 20% | | 4 | Plantation of seeds/propagules | Plantation of seeds/propagule | September 15,2021 | 20% | | 5 | Restocking and post plantation maintenance | Field visit reports & pictures | August 20, 2021 | 20% | | 6 | Final Report | Submission of final report | October 30, 2021 |  | | **Total** | | **100 %** | | |   **The Contractor will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:** |