



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: April 22, 2021
	REFERENCE: UNDP-RFP-2021-138

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of services for **Promotion of Gender Justice in Pakistan**. 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 Thursday **6th May 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-notices/resources/>

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Thursday 29th April 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.

A blue ink signature of Abul Mubashir is shown on a light blue rectangular background.

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A handwritten signature in black ink, possibly reading 'Sj', is shown.

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

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

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

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

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

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

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

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

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

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

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Thank you and we look forward to receiving your Proposal.

Sincerely yours,

 20-Apr-2021

**For Knut Ostby
Resident Representative**

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Annex 1

Description of Requirements

Context of the Requirement	Hiring of the firm for the Promotion of Gender Justice in Pakistan
Brief Description of the Required Services ¹	<p>Background</p> <p>Access to justice for women in Pakistan has a long and chequered history, which continues to influence present day attempts to rectify the situation. Women's and trans-persons' gravely disproportionate lack of access to justice in Pakistan is a consequence of the antiquated and parallel legal systems, of the judiciary's lack of ingenuity² and of an intersection of various social, cultural, structural, instrumental & legal complexities and anomalies that can only be understood and addressed through an interdisciplinary analysis of the lives of affected individuals.</p> <p>Barriers to women's access to justice in Pakistan principally include chronic under reporting of offenses and seeking of judicial redressal, exacerbated by laws, systems and procedures that determine the path a woman has to take in her quest for justice being heavily invested in patriarchal values, which generally also dictate the larger social order of the Pakistani society. These gendered schisms in accessibility may be influenced by geographic, physical, linguistic and financial factors. The indirect costs of accessing justice (e.g. time burdens and opportunity costs) associated with delays are as prohibitive as the direct costs (e.g. seeking legal counsel, legal representation and support for litigation). Hence, Pakistan ranks 151 out of 153 on the Global Gender Gap Index³, an index designed to measure gender equality.</p> <p>Constitutionally, the fundamental rights and protections of all citizens in Pakistan stem from the Constitution of the Islamic Republic of Pakistan 1973, in addition to its ratification of seven international human rights conventions⁴. An entire chapter enunciates these rights: the right to equality before the law and no discrimination on the basis of sex, protection of life and liberty, and right to a fair trial.</p> <p>Despite the passing of several progressive national pro-women and trans-persons laws (along with provincial laws and protection initiatives), their implementation remains largely absent, and the concerned populations are still largely unaware of their constitutional and legal rights</p>

¹ 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.

² Women's Access to Justice in Pakistan

Working Paper; OHCHR:

https://www.ohchr.org/documents/HRBodies/CEDAW/AccessToJustice/AuratFoundationAndWarAgainstRape_Pakistan.pdf

³ <http://reports.weforum.org/global-gender-gap-report-2020/the-global-gender-gap-index-2020/>

⁴ International Covenant on Civil and Political Rights (ICCPR); International Covenant on Economic, Social and Cultural Rights (ICESCR); Convention on the Elimination of All Forms of Discrimination against Women (CEDAW); Convention on the Elimination of All Forms of Racial Discrimination (ICERD); Convention on the Rights of Persons with Disabilities (CRPD); Convention on the Rights of the Child (CRC); Convention against Torture (CAT); Covenant on Economic, Social and Cultural Rights (CESR).

– and how to claim them. This is even more the case regarding women’s rights enshrined in international treaties. It is thus crucial to assist developing mechanisms and support structures for women’s access to justice for all parts of Pakistan and along all tiers of the judicial system.

During the implementation of previous and continuing interventions targeting women, UNDP has repeatedly observed a dire need for legal aid and access to justice throughout the country – and especially in rural areas or in marginalized urban localities. At the national and provincial levels, civil society organizations and NGOs working on women’s rights are conscious of the lack of awareness, complaint registration system, legal aid and referral mechanisms. However, these organizations lack resources and access to the communities.

Eventually, gendered gaps in access to justice combine the structural exclusion of women and trans-persons with the unavailability of readily accessible and authentic legal advice in confidential and secured settings - with denial of rights ranging from harassment, forms of violence, being prohibited from claiming inheritance, property rights to partaking in public life. This situation remains particularly threatening for the lives and well-being of local community women and trans-persons associated with civil society groups and rights initiatives, as underscored in the Universal Periodic Review findings.

Scope of Work

The key purpose of the proposed project is to ensure availability of and access to gender informed and gender-responsive, free, authentic and expeditious legal assistance to most marginalized women in order for them to claim their rights. The project will make a measurable difference in the lives of women seeking justice.

In terms of the project overview, the project aims at the establishment of a country-wide network of Gender Desks providing free legal counselling, legal representation, case management, referral and protection advisory to women and trans-persons. This network will be part of a larger women assistance and protection system being established by UNDP, comprising the Gender Desks, psycho-social support helplines and shelter homes.

The Decentralization, Human Rights and Local Governance (DHL) team of UNDP Pakistan will leverage on its experience and expertise in setting up pilot Gender Desks through different projects and funding streams. Indeed, following the establishment of pilot Gender Desks in the Newly Merged Areas of Khyber Pakhtunkhwa, it has refined the concept and developed a model gender desk. UNDP is now building on its existing Gender Desks’ experience to replicate the Gender Desk model in the four provinces of Pakistan:

The contractor will set up five Gender Desks, acting as ‘one-stop shops’ registering clients’ providing information, assistance and referral, -- with the guarantee of confidentiality of beneficiaries -- and will:

1. Interact directly with community women, trans-persons and children to listen to their concerns, register their grievances, offer them advisory and where needed assist them

- with free legal counselling, legal assistance and making referrals where needed to protection, health and other social protection safety nets;
- 2. Be an integral part of a coherent referral and support mechanism on gender justice and addressing gender-based violence;
- 3. Promote and oversee women's and marginalized groups' integrated support networks within the communities;
- 4. Coordinate with the local governmental authorities to represent and table community members' legal issues and priorities to influence local decision-making structures for informed, rights-based and responsive decision making;
- 5. Collate human rights-based data (ensuring confidentiality protocols) for analysis and feeding into policy, institutional and service delivery decision-making.

The establishment and scaling up of existing Gender Desks will ensure studied, expeditious and customized responsiveness – in confidential and secured environment – to heterogeneous populations with just as diverse legal issues. This means ensuring a rights-based approach focusing on the most vulnerable and/or marginalized women: women from religious and ethnic minorities and/or marginalized groups such as those with disabilities or trans-persons. The contractor will also provide initial technical training on all aspects of effective service provision and pertaining to a spectrum of rights violations faced by women – ranging from gender-based violence; domestic violence, harassment, denial of inheritance and property rights, discrimination at the workplace to women witness protection (for which there is yet no framework in Pakistan). The Gender Desks will progressively develop and implement specific advisory services associated with local civil society organizations and public life.

Finally, to ensure an optimal service provision of the network created, the Gender Desk Officers hired under the project will operate through an integrated peer learning and peer exchange system (ensuring client confidentiality) virtually and in person, in addition to their initial training programme. The gender desks placed within the government's existing structures will be handed over to the respective provincial stakeholders (line departments) for continued operation through government financing. This will ensure sustainability and also support experience-sharing, peer-learning and the overall quality and sustainability of the women-led network. These will also be supported through advocacy with the relevant partners (civil society, government representatives, community leaders) as well as a communication campaign designed and led by community women representatives and trans-persons.

The Gender Desk Officers are expected to be hired from their respective communities with strong relations with and trust of the community members. The officers must have experience and knowledge of engaging with community members, especially women. They must demonstrate commitment to and experience of dealing with cases of social exclusion, gender-based violence, discrimination, harassment and other related issues, and referral mechanisms for such cases. The Gender Desk Officers must have completed a Bachelor's degree, have

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	<p>relevant experience and be fluent in English, Urdu and one regional language (based on their location).</p> <p>The partnering organization will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan. The contractor will also provide to UNDP a monthly reporting aggregating the number of cases dealt with by the Gender Desks (legal advisory and referrals), as well as highlighting the challenges met and strategic recommendations.</p>
List and Description of Expected Outputs to be Delivered	Expected key outputs/deliverables/mandatory requirements:

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	Sr#	Deliverables	Action Required	Estimated Timelines
	1	Short Roadmap for the strengthening of Gender Justice in Pakistan	<ul style="list-style-type: none"> Draft a roadmap highlighting the needs for capacity development and the steps to be taken for the operationalization of the project. Share with UNDP for approval. 	June 2021
	2	Five (5) Gender Desks establishment notification	<ul style="list-style-type: none"> Reach out to the relevant governmental partners (provincial social welfare department, local government...) in the five locations (Lahore, Multan, Karachi, Quetta and Swat) for the establishment of gender desks. With the support of UNDP, identify the best location for each Gender Desk. Hire 5 women Gender Desk Officers to work in each location. Share with UNDP the 5 notifications issued by the relevant governmental partner. 	July 2021
	3	Training report on an initial capacity-building training of the Gender Desks officers on Legal Aid	<ul style="list-style-type: none"> Prepare a training curriculum for the initial training of the Gender Desks Officers and share with UNDP. Once reviewed, organize the training of the five Gender Desks officers on legal aid. 	Aug 2021
	4	Communication campaign	<ul style="list-style-type: none"> Prepare a communication campaign strategy document detailing the communication measures to be taken to communicate to women of the targeted areas, and particularly women from vulnerable and/or marginalized populations, taking into account the Do No Harm principle. Consult with UNDP to integrate Behavioural Insight (BI) components to the campaign. Launch the campaign in the 5 locations in the targeted 	Sept 2021

			communities.	
	5	Final consolidated report on the support provided by the Gender Desks	<ul style="list-style-type: none"> Consolidate the number and specificities of all the cases dealt with by the Gender Desks. Provide a detailed overview of the support provided by the Gender Desks, an analysis of the challenges faced by women and persons with non-binary gender identities in each location, as well as a series of recommendations for improving legal aid and social inclusion. 	November 2021
	6	5 success stories	<ul style="list-style-type: none"> Following the first months of work of the Gender Desk Officers, draft 5 evidence based success case studies (one per gender desk) highlighting the impact made by the intervention in the community or in the life of individuals. Share the draft case studies with UNDP and integrate UNDP's comments. 	December 2021
Person to Supervise the Work/Performance of the Service Provider	<i>The programmatic oversight of the intervention will be conducted by Project Analyst (UNDP-DHL) in close coordination with Provincial Rights-Based Development Officers. Furthermore, monitoring missions will be conducted by DGU, in line with CO assurance plan.</i>			
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"/> Lahore, Multan, Karachi, Quetta and Swat			
Expected duration of work	The entire assignment must be completed within 160 days spread across a maximum of seven (7) months effective from the date of signing of contract. UNDP will not provide office space for this assignment.			
Target start date	1 st June 2021			
Latest completion date	31 st Jan 2022			

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Travels Expected	Required
Special Security Requirements	Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<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 of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]
Value Added Tax on Price Proposal ⁵	<p><input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately).</p> <p>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.</p>
Validity Period of Proposals (Counting for the last day of	<input checked="" type="checkbox"/> 90 days

⁵ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<i>submission of quotes)</i>	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>Sr#</th><th>Deliverables</th><th>Estimated Timelines</th><th>% Payment</th></tr> </thead> <tbody> <tr> <td>1</td><td>Short Roadmap for the strengthening of Gender Justice in Pakistan</td><td>June 2021</td><td>20%</td></tr> <tr> <td>2</td><td>Five (5) Gender Desks establishment notification</td><td>July 2021</td><td>20%</td></tr> <tr> <td>3</td><td>Training report on an initial capacity-building training of the Gender Desks officers on Legal Aid</td><td>Aug 2021</td><td>20%</td></tr> <tr> <td>4</td><td>Communication campaign</td><td>Sept 2021</td><td>15%</td></tr> <tr> <td>5</td><td>Final consolidated report on the support provided by the Gender Desks</td><td>November 2021</td><td>15%</td></tr> <tr> <td>6</td><td>5 success stories</td><td>December 2021</td><td>10%</td></tr> <tr> <td>Total</td><td></td><td></td><td>100%</td></tr> </tbody> </table>	Sr#	Deliverables	Estimated Timelines	% Payment	1	Short Roadmap for the strengthening of Gender Justice in Pakistan	June 2021	20%	2	Five (5) Gender Desks establishment notification	July 2021	20%	3	Training report on an initial capacity-building training of the Gender Desks officers on Legal Aid	Aug 2021	20%	4	Communication campaign	Sept 2021	15%	5	Final consolidated report on the support provided by the Gender Desks	November 2021	15%	6	5 success stories	December 2021	10%	Total			100%
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>The programmatic oversight of the intervention will be conducted by the relevant government partners, as well as UNDP management team.</i>																																
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services																																
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <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.																																

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Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 50% with 350 Marks out of 700</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% with 210 marks out of 700</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% with 140 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>																							
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	1.2	At least 3 years of professional experience in gender-justice, legal and social inclusion. Provide at least one contract for each area. 3 years and above experience in Gender Justice : 40 Marks 3 years and above experience in Legal and social inclusion : 40 Marks 3 years and above experience in Women Empowerment : 40 Marks	120
	1.3	3 Years of experience in designing and imparting trainings on the legal aid, access to justice and social inclusion. Share evidence of trainings conducted in each area. Experience in designing and imparting trainings on Gender Justice : 25 Marks Experience in designing and imparting trainings on Legal aid and social inclusion : 25 Marks Experience in designing and imparting trainings on Women Empowerment : 25 Marks	75
	1.4	Demonstrated relevant experience in the four Provinces (Balochistan, Sindh, Punjab, Khyber Pakhtunkhwa) (15 points for each)	60
	1.5	Demonstrated experience with government processes and procedures (preferably with provincial social welfare/women development departments); particularly on protection mechanisms. (Provide evidence – 2 Copies of contracts)	50
	1.6	Experience of working with UN Agencies and other International Development Organizations (Provide evidence – Copies of contracts)	25
			350
	Form 2 Technical Proposal Evaluation		Points Obtainable
	Proposed Methodology, Approach and Implementation Plan		
	2.1	To what degree does the bidder understand the task? (i.e. the objectives, methodology, the deliverables, intended activities and the context within which the project is going to be carried out).	70

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	2.2	Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise the efficient implementation of the proposed tasks?	70
	2.3	To what extent the proposed workplan and approach is adapted to the local context and the local specificities?	70
		Sub-Total	210
	Form 3		Points Obtainable
	Technical Proposal Evaluation		
	Management Structure and Key Personnel		
	3.1	Project Manager	70
		Master's degree in any field relevant to the work: gender studies, political sciences or social sciences.	20
		A minimum of 5 years of professional experience in in the management of programmes related to the provision of legal aid, access to justice, women empowerment or other relevant community-based work. 5 years of experience (30 points) More than 5 year's (5 additional points)	35
		Demonstrated high-level management, facilitation, representation, communication skills and report writing skills in English.	15
3.2	Legal Aid Expert	70	
	Master's degree in Law	20	
	A minimum of 5 years of professional experience of handling cases related to social exclusion, gender-based violence, harassment, discrimination and related issue. (30 points) Experience of curriculum development and training in legal aid is an advantage. (additional 10 points).	40	
	Excellent communications skills in Urdu and English	10	
	Sub-Total	140	
UNDP will award the contract to:		<input checked="" type="checkbox"/> One and only one Service Provider	

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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><i>pakistan.procurement.info@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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<p>Minimum Eligibility Criteria</p>	<ul style="list-style-type: none"> • Technical and financial proposals should be submitted in separate PDF files and financial proposal is password protected. • Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department. (Sole proprietors are not eligible to apply). • Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration. • Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. A minimum of three (3) years of professional experience on legal aid, gender justice, social inclusion, women empowerment and/or similar projects. • Experience of designing and imparting basic training in those areas. • Provide 3 valid performance certificates (letters or emails from clients) confirming satisfactory performance of the bidder in above mentioned thematic area. • 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. • Submit all other documents as requested in the evaluation criteria Form 1,2, and 3.
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Deadline for Submission	<p>6th May 2021 (12:30 PM Pakistan standard Time or 3:30 AM EDT)</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.
Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> • Technical and financial proposals should be submitted in separate PDF files • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below) <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> • The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers. • Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: seemab.rashid@undp.org • While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.
Pre-proposal conference	<p>N/A</p>

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Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

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

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

[Designation]

[Date]

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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)

Promotion of Gender Justice in Pakistan (Lahore, Multan, Karachi, Quetta, Swat)					
Budget description	Unit type	Number of units	Unit Price (PKR)	Total Price (PKR)	Remarks
I. Personnel Services					
1. Project Manager	Months	7			
2. Legal Aid Expert	Months	7			
3. Five (5) Gender Desks Officers (GDO)	GDO	5			
Sub-Total (A)					
II. Trainings					
1. Capacity-building trainings of the Gender Desks Officers	Training	5			
Sub-Total (B)					
III. Out of Pocket Expenses					
1. Travel Costs	Trip	30			1 trip per quarter x 3 quarters x 5 cities x 2 people (=30 trips)
2. Communications	Lumpsum	1			Includes: Success stories; social media campaign; TVC and print media coverage; advocacy & outreach events, etc.
3. Furniture, stationery, misc. items	Number of GDOs	5			
Sub-Total (C)					
Grand total (A+B+C) PKR					

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

[Designation]

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[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

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

Context of the Requirement	National Firm for the Promotion of Gender Justice in Pakistan
Duty Station / Place of work	Lahore, Multan, Karachi, Quetta and Swat
Project	Decentralization, Human Rights and Local Governance (DHL)
Engagement Modality	Professional Services
Period of assignment/services	The entire assignment must be completed within 160 days spread across a maximum of seven (7) months effective from the date of signing of contract. 1. Seven (7) months effective from the date of signing of contract. 2. UNDP will not provide office space for this assignment.
Due Date	Jan 31, 2022
Justification and Background	<p>Access to justice for women in Pakistan has a long and chequered history, which continues to influence present day attempts to rectify the situation. Women's and trans-persons' gravely disproportionate lack of access to justice in Pakistan is a consequence of the antiquated and parallel legal systems, of the judiciary's lack of ingenuity⁶ and of an intersection of various social, cultural, structural, instrumental & legal complexities and anomalies that can only be understood and addressed through an interdisciplinary analysis of the lives of affected individuals.</p> <p>Barriers to women's access to justice in Pakistan principally include chronic under reporting of offenses and seeking of judicial redressal, exacerbated by laws, systems and procedures that determine the path a woman has to take in her quest for justice being heavily invested in patriarchal values, which generally also dictate the larger social order of the Pakistani society. These gendered schisms in accessibility may be influenced by geographic, physical, linguistic and financial factors. The indirect costs of accessing justice (e.g. time burdens and opportunity costs) associated with delays are as prohibitive as the direct costs (e.g. seeking legal counsel, legal representation and support for litigation). Hence, Pakistan ranks 151 out of 153 on the Global Gender Gap Index⁷, an index designed to measure gender equality.</p> <p>Constitutionally, the fundamental rights and protections of all citizens in Pakistan stem from the Constitution of the Islamic Republic of Pakistan 1973, in addition to its ratification of seven international human rights conventions⁸. An entire chapter</p>

⁶ Women's Access to Justice in Pakistan

Working Paper; OHCHR:

https://www.ohchr.org/documents/HRBodies/CEDAW/AccessToJustice/AuratFoundationAndWarAgainstRape_Pakistan.pdf

⁷ <http://reports.weforum.org/global-gender-gap-report-2020/the-global-gender-gap-index-2020/>

⁸ International Covenant on Civil and Political Rights (ICCPR); International Covenant on Economic, Social and Cultural Rights (ICESCR); Convention on the Elimination of All Forms of Discrimination against Women (CEDAW); Convention on the Elimination

	<p>enunciates these rights: the right to equality before the law and no discrimination on the basis of sex, protection of life and liberty, and right to a fair trial.</p> <p>Despite the passing of several progressive national pro-women and trans-persons laws (along with provincial laws and protection initiatives), their implementation remains largely absent, and the concerned populations are still largely unaware of their constitutional and legal rights – and how to claim them. This is even more the case regarding women’s rights enshrined in international treaties. It is thus crucial to assist developing mechanisms and support structures for women’s access to justice for all parts of Pakistan and along all tiers of the judicial system.</p> <p>During the implementation of previous and continuing interventions targeting women, UNDP has repeatedly observed a dire need for legal aid and access to justice throughout the country – and especially in rural areas or in marginalized urban localities. At the national and provincial levels, civil society organizations and NGOs working on women’s rights are conscious of the lack of awareness, complaint registration system, legal aid and referral mechanisms. However, these organizations lack resources and access to the communities.</p> <p>Eventually, gendered gaps in access to justice combine the structural exclusion of women and trans-persons with the unavailability of readily accessible and authentic legal advice in confidential and secured settings - with denial of rights ranging from harassment, forms of violence, being prohibited from claiming inheritance, property rights to partaking in public life. This situation remains particularly threatening for the lives and well-being of local community women and trans-persons associated with civil society groups and rights initiatives, as underscored in the Universal Periodic Review findings.</p>
List and Description of Expected Outputs to be Delivered	<p>Scope of Work</p> <p>The key purpose of the proposed project is to ensure availability of and access to gender informed and gender-responsive, free, authentic and expeditious legal assistance to most marginalized women in order for them to claim their rights. The project will make a measurable difference in the lives of women seeking justice.</p> <p>In terms of the project overview, the project aims at the establishment of a country-wide network of Gender Desks providing free legal counselling, legal representation, case management, referral and protection advisory to women and trans-persons. This network will be part of a larger women assistance and protection system being established by UNDP, comprising the Gender Desks, psycho-social support helplines and shelter homes.</p>

of All Forms of Racial Discrimination (ICERD); Convention on the Rights of Persons with Disabilities (CRPD); Convention on the Rights of the Child (CRC); Convention against Torture (CAT); Covenant on Economic, Social and Cultural Rights (CESR).

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	<p>The Decentralization, Human Rights and Local Governance (DHL) team of UNDP Pakistan will leverage on its experience and expertise in setting up pilot Gender Desks through different projects and funding streams. Indeed, following the establishment of pilot Gender Desks in the Newly Merged Areas of Khyber Pakhtunkhwa, it has refined the concept and developed a model gender desk. UNDP is now building on its existing Gender Desks' experience to replicate the Gender Desk model in the four provinces of Pakistan:</p> <p>The contractor will set up five Gender Desks, acting as 'one-stop shops' registering clients' providing information, assistance and referral, -- with the guarantee of confidentiality of beneficiaries -- and will:</p> <ol style="list-style-type: none"> 6. Interact directly with community women, trans-persons and children to listen to their concerns, register their grievances, offer them advisory and where needed assist them with free legal counselling, legal assistance and making referrals where needed to protection, health and other social protection safety nets; 7. Be an integral part of a coherent referral and support mechanism on gender justice and addressing gender-based violence; 8. Promote and oversee women's and marginalized groups' integrated support networks within the communities; 9. Coordinate with the local governmental authorities to represent and table community members' legal issues and priorities to influence local decision-making structures for informed, rights-based and responsive decision making; 10. Collate human rights-based data (ensuring confidentiality protocols) for analysis and feeding into policy, institutional and service delivery decision-making. <p>The establishment and scaling up of existing Gender Desks will ensure studied, expeditious and customized responsiveness – in confidential and secured environment – to heterogenous populations with just as diverse legal issues. This means ensuring a rights-based approach focusing on the most vulnerable and/or marginalized women: women from religious and ethnic minorities and/or marginalized groups such as those with disabilities or trans-persons. The contractor will also provide initial technical training on all aspects of effective service provision and pertaining to a spectrum of rights violations faced by women – ranging from gender-based violence; domestic violence, harassment, denial of inheritance and property rights, discrimination at the workplace to women witness protection (for which there is yet no framework in Pakistan). The Gender Desks will progressively develop and implement specific advisory services associated with local civil society organizations and public life.</p> <p>Finally, to ensure an optimal service provision of the network created, the Gender Desk Officers hired under the project will operate through an integrated peer learning and peer exchange system (ensuring client confidentiality) virtually and in person, in addition to their initial training programme. The gender desks placed within the government's existing structures will be handed over to the respective provincial stakeholders (line departments) for continued operation through government financing. This will ensure</p>
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	<p>sustainability and also support experience-sharing, peer-learning and the overall quality and sustainability of the women-led network. These will also be supported through advocacy with the relevant partners (civil society, government representatives, community leaders) as well as a communication campaign designed and led by community women representatives and trans-persons.</p> <p>The Gender Desk Officers are expected to be hired from their respective communities with strong relations with and trust of the community members. The officers must have experience and knowledge of engaging with community members, especially women. They must demonstrate commitment to and experience of dealing with cases of social exclusion, gender-based violence, discrimination, harassment and other related issues, and referral mechanisms for such cases. The Gender Desk Officers must have completed a Bachelor's degree, have relevant experience and be fluent in English, Urdu and one regional language (based on their location).</p> <p>The partnering organization will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan. The contractor will also provide to UNDP a monthly reporting aggregating the number of cases dealt with by the Gender Desks (legal advisory and referrals), as well as highlighting the challenges met and strategic recommendations.</p>
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Sr#	Deliverables	Action Required	Estimated Timelines	% Payment
1	Short Roadmap for the strengthening of Gender Justice in Pakistan	<ul style="list-style-type: none"> Draft a roadmap highlighting the needs for capacity development and the steps to be taken for the operationalization of the project. Share with UNDP for approval. 	June 2021	20%
2	Five (5) Gender Desks establishment notification	<ul style="list-style-type: none"> Reach out to the relevant governmental partners (provincial social welfare department, local government...) in the five locations (Lahore, Multan, Karachi, Quetta and Swat) for the establishment of gender desks. With the support of UNDP, identify the best location for each Gender Desk. Hire 5 women Gender Desk Officers to work in each location. Share with UNDP the 5 notifications issued by the relevant governmental partner. 	July 2021	20%
3	Training report on an initial capacity-building training of the Gender Desks officers on Legal Aid	<ul style="list-style-type: none"> Prepare a training curriculum for the initial training of the Gender Desks Officers and share with UNDP. Once reviewed, organize the training of the five Gender Desks officers on legal aid. 	Aug 2021	20%
4	Communication campaign	<ul style="list-style-type: none"> Prepare a communication campaign strategy document detailing the communication measures to be taken to communicate to women of the targeted areas, and particularly women from vulnerable and/or 	Sept 2021	15%

		<p>marginalized populations, taking into account the Do No Harm principle.</p> <ul style="list-style-type: none"> • Consult with UNDP to integrate Behavioural Insight (BI) components to the campaign. • Launch the campaign in the 5 locations in the targeted communities. 		
5	Final consolidated report on the support provided by the Gender Desks	<ul style="list-style-type: none"> • Consolidate the number and specificities of all the cases dealt with by the Gender Desks. • Provide a detailed overview of the support provided by the Gender Desks, an analysis of the challenges faced by women and persons with non-binary gender identities in each location, as well as a series of recommendations for improving legal aid and social inclusion. 	November 2021	15%
6	5 success stories	<ul style="list-style-type: none"> • Following the first months of work of the Gender Desk Officers, draft 5 evidence based success case studies (one per gender desk) highlighting the impact made by the intervention in the community or in the life of individuals. • Share the draft case studies with UNDP and integrate UNDP's comments. 	December 2021	10%
Total				100%

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