**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**

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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. |

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)

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| --- | --- | --- | --- | --- | --- |
| **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]*

*[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 V**

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

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| --- | --- |
| 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 | 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 ingenuity[[1]](#footnote-1) 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.  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 Index[[2]](#footnote-2), an index designed to measure gender equality.  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 conventions[[3]](#footnote-3). 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.  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.  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. |
| List and Description of Expected Outputs to be Delivered | **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 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.  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 relevant experience and be fluent in English, Urdu and one regional language (based on their location).  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. |

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| Sr# | Deliverables | Action Required | Estimated Timelines | % Payment |
| 1 | Short Roadmap for the strengthening of Gender Justice in Pakistan | * 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 | * 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 | * 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 | * 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 communities. | Sept 2021 | 15% |
| 5 | Final consolidated report on the support provided by the Gender Desks | * 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 | * 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% |

1. Women’s Access to Justice in Pakistan

   Working Paper; OHCHR: https://www.ohchr.org/documents/HRBodies/CEDAW/AccesstoJustice/AuratFoundationAndWarAgainstRape\_Pakistan.pdf [↑](#footnote-ref-1)
2. http://reports.weforum.org/global-gender-gap-report-2020/the-global-gender-gap-index-2020/ [↑](#footnote-ref-2)
3. 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). [↑](#footnote-ref-3)