



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**UNDP-IC-2021-122**  
**Date: 27<sup>th</sup> April 2021**  
**JTN: 14911**

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**Country:** Pakistan

**Description of the assignment:** Individual Contract: National Consultant to conduct Mid Term Evaluation

**Project name:** Pakistan Snow Leopard Ecosystem and Protection Project

**Period of assignment/services (if applicable):** The duration of the assignment will be 40 working days spread over four (04) months from the date of signing of contract.

**Important Note:** Final selected IC will be required to provide a statement of health certificate along with proof of health insurance.

**Duty Station:** Home based

Please submit your Technical and Financial proposals **via email** to the following address:

[bids.pk@undp.org](mailto:bids.pk@undp.org) no later than **11<sup>th</sup> May 2021 at 12:30 PM PST (Pakistan Standard Time)**. Hand Delivery is not acceptable.

**Important note for email submissions:** Please put "**UNDP-IC-2021-122- National Consultant to conduct Mid Term Evaluation**" in the subject line. Further, our system will not accept emails those are more than 30 MB size. If required, segregate your emails to accommodate email data restrictions. For segregated emails please use sequence of emails like Email 1, Email 2 in the subject line. For attachment purposes please only use MS Word, Excel, Power Point or PDF formats.

If you request additional information, please write to [pakistan.procurement.info@undp.org](mailto:pakistan.procurement.info@undp.org). The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of your proposal. All/any query regarding the submission of the proposal may be sent prior to the deadline at the-mail/address mentioned above.

**Important Note:** Your financial proposal must be password protected file. You will be requested to provide the password of your financial proposal if you qualify the technical evaluation with minimum 70% score.

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## 1. BACKGROUND

The objective of Snow Leopard and Ecosystem Protection project is to promote a landscape approach for the survival of snow leopard and its prey species by reducing threats and applying sustainable land and forest management in critical habitats in Northern Pakistan. Key outcomes of the project are as follows:

Outcome: 1: Improved management of snow leopard landscapes that integrates sustainable forest and land management and compatible conservation practice

Outcome 2: Increased representation of priority snow leopard ecosystems in the Protected Area network

Outcome 3: Participatory conservation in the targeted landscape enhanced to reduce human-snow leopard conflicts and improve livelihoods of community

Outcome 4: Conservation and management approaches at national and international level supported by effective knowledge management and gender mainstreaming

## 2. OBJECTIVES OF THE ASSIGNMENT

This is the Terms of Reference (TOR) for the Midterm Review (MTR) of the full-sized UNDP-supported GEF-financed project titled Snow Leopard and Ecosystem Protection Program (PIMS# 5716) implemented through the Executing Agency/Implementing Partner Snow Leopard Foundation (SLF), which is to be undertaken in year 2021. The project started on the Project Document signature date 17 July 2018 and is in its third year of implementation. This TOR sets out the expectations for this MTR. The MTR process must follow the guidance outlined in the document Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects <https://www.thegef.org/project/snow-leopard-and-ecosystem-protection-program>

## 3. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED REPORT WORK

To whom to report the outcome:

The total duration of the MTR will be approximately 40 working days spread over four(04) months from when the consultant(s) are hired. The National Consultant will report to Assistant Resident Representative ECCU, UNDP Pakistan. The tentative MTR timeframe is as follows:

ACTIVITY	NUMBER OF WORKING DAYS	COMPLETION DATE
<i>NOTE: If the international consultant is unable to visit Pakistan, the National Consultant shall execute field visits and attend physical meetings. The international consultant will join virtually wherever possible.</i>		
Document review and preparing MTR Inception Report (MTR Inception Report due no later than 2 weeks before the MTR mission)	04 days	April 26, 2021
MTR mission: stakeholder meetings, interviews, field visits	15 days	May 02, 2021
Presentation of initial findings- last day of the MTR mission	1 day	May 03, 2021
Preparing draft report (due within 3 weeks of the MTR mission)	15 days	May 14, 2021
Finalization of MTR report/ Incorporating audit trail from feedback on draft report (due within 1 week of receiving UNDP comments on the draft)	05 days	May 16, 2021

Options for site visits should be provided in the Inception Report.

#	Deliverable	Description	Timing	Responsibilities
1	<b>MTR Inception Report</b>	MTR team clarifies objectives and methods of Midterm Review	No later than 2 weeks before the MTR mission	MTR team submits to the Commissioning Unit and project management
2	<b>Presentation</b>	Initial Findings	End of MTR mission	MTR Team presents to project management and the Commissioning Unit
3	<b>Draft MTR Report</b>	Full draft report (using guidelines on content outlined in Annex B) with annexes	Within 3 weeks of the MTR mission	Sent to the Commissioning Unit, reviewed by RTA, Project Coordinating Unit, GEF OFP
4	<b>Final Report*</b>	Revised report with audit trail detailing how all received comments have (and have not) been addressed in the final MTR report	Within 1 week of receiving UNDP comments on draft	Sent to the Commissioning Unit

\*The final MTR report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders. The principal responsibility for managing this MTR resides with the Commissioning Unit. The Commissioning Unit for this project's MTR is the Environment and Climate Change Unit, UNDP Country Office Pakistan.

The Commissioning Unit will contract the consultants and ensure the timely provision of per diems and travel arrangements within the country for the MTR team and will provide an updated stakeholder list with contact details (phone and email). The Project Team will be responsible for liaising with the MTR team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

## 4. DELIVERABLES

### Payment Criteria

- **20%** payment upon satisfactory delivery of the final MTR Inception Report and approval by the Commissioning Unit
- **40%** payment upon satisfactory delivery of the draft MTR report to the Commissioning Unit
- **40%** payment upon satisfactory delivery of the final MTR report and approval by the Commissioning Unit and RTA (via signatures on the MTR Report Clearance Form) and delivery of completed MTR Audit Trail

#### Criteria for issuing the final payment of 40%<sup>1</sup>:

<sup>1</sup> The Commissioning Unit is obligated to issue payments to the MTR team as soon as the terms under the ToR are fulfilled. If there is an ongoing discussion regarding the quality and completeness of the final deliverables that cannot be resolved between the Commissioning Unit and the MTR team, the Regional M&E Advisor and Vertical Fund Directorate will be consulted. If needed, the Commissioning Unit's senior management, Procurement Services Unit and Legal Support Office will be notified as

- The final MTR report includes all requirements outlined in the MTR TOR and is in accordance with the MTR guidance.
- The final MTR report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other MTR reports).
- The Audit Trail includes responses to and justification for each comment listed.

In line with the UNDP's financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the MTR, that deliverable or service will not be paid.

## 5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### Education

- A Master's degree in Environmental Sciences/Policy/Engineering, Wildlife Management, Biodiversity and Ecosystem Preservation or other closely related field

### Experience

- Relevant experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to Biodiversity thematic area;
- Experience in evaluating projects;
- Experience working in developing countries or Asia Pacific Region/Pakistan;
- Experience in relevant technical areas for at least 10 years;
- Demonstrated understanding of issues related to gender and Biodiversity; experience in gender sensitive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;
- Experience with implementing evaluations remotely will be considered an asset.

### Language

- Fluency in written and spoken English.

## 6. DOCUMENTS TO BE REVIEWED

1. Project documents including the work plan
2. Project progress reports
3. National Implementation Plan (NIP)
4. Previous inventories and related materials available with the project

## 7. FINANCIAL PROPOSAL

### **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

well so that a decision can be made about whether or not to withhold payment of any amounts that may be due to the evaluator(s), suspend or terminate the contract and/or remove the individual contractor from any applicable rosters.

## 8. EVALUATION

Individual consultants will be evaluated based on the Cumulative analysis. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- i) Responsive/compliant/acceptable, and
  - ii) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
- a. Technical Criteria weight: 70%
  - b. Financial Criteria weight: 30%

Only candidates obtaining a minimum of 49 out of 70 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<b><u>Technical Competencies</u></b>	<b>70</b>	
<ul style="list-style-type: none"> <li>A Master's degree in Environmental Sciences/Policy/Engineering, Wildlife Management, Biodiversity and Ecosystem Preservation or other closely related field</li> </ul>	10	
<ul style="list-style-type: none"> <li>Relevant experience with result-based management evaluation methodologies;</li> <li>Experience applying SMART indicators and reconstructing or validating baseline scenarios;</li> <li>Competence in adaptive management, as applied to Biodiversity thematic area;</li> <li>Experience in evaluating projects;</li> <li>Experience working in developing countries or Asia Pacific Region/Pakistan;</li> <li>Experience in relevant technical areas for at least 10 years;</li> <li>Demonstrated understanding of issues related to gender and Biodiversity; experience in gender sensitive evaluation and analysis;</li> <li>Excellent communication skills;</li> <li>Demonstrable analytical skills;</li> <li>Project evaluation/review experiences within United Nations system will be considered an asset;</li> <li>Experience with implementing evaluations remotely will be considered an asset</li> </ul>	30	
<ul style="list-style-type: none"> <li>Fluency in written and spoken English.</li> </ul>	30	
Financial proposal	<b>30</b>	
<b>Total Score</b>	<b>Technical score</b>	<b>70+30</b>
	<b>Financial</b>	

### Weight per Technical Competence

Weak: Below 70%	The individual consultant/contractor has demonstrated a <b>WEAK</b> capacity for the analyzed competence
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Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated a <b>OUTSATNDING</b> capacity for the analyzed competence

## Annex-I

### TERMS OF REFERENCE

#### HIRING OF INDIVIDUAL CONSULTANT FOR MID TERM EVALUATION

<b>Project Title</b>	<b>“Pakistan Snow Leopard Ecosystem and Protection Project”</b>
<b>Post Title</b>	<b>National Consultant</b>
<b>Duty Station</b>	<b>Home based</b>
<b>Duration</b>	<b>40 working days spread over a period of four(04) months effective from the date of signing of contract.</b>
<b>Contract</b>	<b>Individual Consultancy Contract – Short Term</b>

*Standard Template 1: Formatted for attachment to [UNDP Procurement Website](#)*

#### 1. INTRODUCTION

This is the Terms of Reference (TOR) for the Midterm Review (MTR) of the full-sized UNDP-supported GEF-financed project titled Snow Leopard and Ecosystem Protection Program (PIMS# 5716) implemented through the Executing Agency/Implementing Partner Snow Leopard Foundation (SLF), which is to be undertaken in year 2021. The project started on the Project Document signature date 17 July 2018 and is in its third year of implementation. This TOR sets out the expectations for this MTR. The MTR process must follow the guidance outlined in the document Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects <https://www.thegef.org/project/snow-leopard-and-ecosystem-protection-program>

#### 2. PROJECT BACKGROUND INFORMATION

##### Brief introduction to the project

The objective of Snow Leopard and Ecosystem Protection project is to promote a landscape approach for the survival of snow leopard and its prey species by reducing threats and applying sustainable land

and forest management in critical habitats in Northern Pakistan. key outcomes of the project are as follows:

Outcome: 1: Improved management of snow leopard landscapes that integrates sustainable forest and land management and compatible conservation practice

Outcome 2: Increased representation of priority snow leopard ecosystems in the Protected Area network

Outcome 3: Participatory conservation in the targeted landscape enhanced to reduce human-snow leopard conflicts and improve livelihoods of community

Outcome 4: Conservation and management approaches at national and international level supported by effective knowledge management and gender mainstreaming

## Project Location

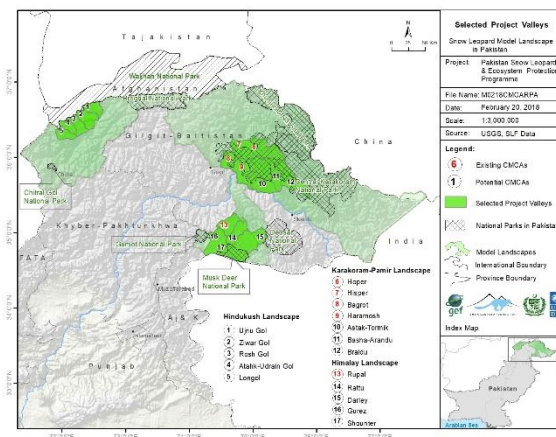
The location of the project (Figure below) includes 17 valleys (10 in GB, 5 in KP and 2 in AJ&K) and 7 National Parks (i. Central Karakuman National Park, ii. Quramber NP, iii. Khunjrab NP, iv. Chitral Gol NP, v. Broghal NP, vi. Musk Deer NP and vii. Gamot NP).

Timeframe of the project is 17 July 2018 – 30th June 2023.

Total budget of the project is US\$19,774,521

GEF Contribution in total budget of the project (Administered by UNDP) is US\$4,644,521.

The Co-financing of the project is US\$15,130,000.



## Justification of the project:

The high range Himalayan ecosystem in Pakistan is of critical importance for the biodiversity (almost 65% the mammal species, 80% of the avifauna, 51% of native freshwater fish species, 33% of herpetofauna and 80% of the endemic flowering plants) of Pakistan. Mountain in Northern Pakistan have the longest glaciers in the world and provide connectivity for high altitude fauna, acting as a bridge for the biota of Afghanistan, China, and India. It provides ecosystems of global significance that harbors and forms an important life-support system for a large number of remote and agro-pastoral communities that depend on it. It provides essential ecosystem services – a source of freshwater, maintains hydrological functions, reduces erosion and sedimentation downstream, provides food security and maintains land races of food crops grown in much of northern Pakistan. Overall, the country's northern mountains provide water to half of the nation and 70% of summer flow into the Indus River watershed. A higher coverage of protected areas (PAs) comprising: 9 wildlife sanctuaries; 15 national parks; and

37 game reserves in northern Pakistan (19 %, as opposed to 11% in the country) reflects the disproportionately greater importance of the area.

Northern Pakistan is a particularly important stronghold for the globally Endangered snow leopard (*Panthera uncia*, EN on the IUCN Red List; Appendix I of CITES; Appendix II on CMS/Bonn Convention). An estimated 200–420 snow leopards exist in Northern Pakistan, which constitutes among the world's largest concentrations of the species. A national-level assessment deemed the snow leopard Critically Endangered. Total snow leopard habitat available in Pakistan is c. 80,000 km<sup>2</sup> with the majority (>60%) located in GB. The snow leopard plays an important ecological role in controlling the populations and health of wild ungulate species and is an important indicator species of healthy mountain ecosystems. The snow leopard is also an important cultural icon for the peoples of Pakistan. Over nine million people live in northern Pakistan; cultural diversity is immense and includes one of the world's oldest known civilizations in the Kelash valleys. Other important species within northern Pakistan include: markhor (*Capra falconeri*; globally Near Threatened); Marco Polo sheep (*Ovis ammon polii*); alpine musk deer (*Moschus chrysogaster*; globally Endangered); Himalayan lynx (*Lynx lynx*); blue sheep (*Pseudois nayaur*); brown bear (*Ursus arctos*); Indian wolf (*Canis lupus*); and Himalayan ibex (*Capra sibirica*). Ibex, markhor and wild sheep are all key prey species of snow leopard and are therefore important to the species' survival.

An estimated livestock population of 4.56 million is dependent on alpine pastures alongside wild prey species. Juniper forests in particular play a significant role in soil and water conservation in dry mountain ecosystems, support ground vegetation cover that protects soil from water and wind erosion, lessens runoff, and regulates the flow of streams. Juniper trees reduce aridity by maintaining higher humidity and intercepting clouds for rain. Junipers provide grazing material not only to the large number of sheep and goats but also to wildlife by supplying much needed browse for important wild ungulates like markhor, ibex, blue sheep and musk deer in winter when ground vegetation is covered with heavy snow and provide shelter for other wildlife in the harsh winters. Many medicinal plants and threatened wildlife species occur in juniper patches throughout northern Pakistan. The average income of rural pastoral communities in northern Pakistan is estimated to be PKR 4,000–6,000 which is far below the national average for Pakistan (PKR 9,170 PKR, Ehlers and Kreutzmann, 2000). Poverty increases reliance and dependence on fragile natural resources, including pressure on herders to increase and protect stocking density.

These natural ecosystems are under severe threat from high dependence of local communities on natural resources, pressures from economic development, Illegal hunting and killing of wildlife and human-wildlife conflict, the emerging threat of illegal wildlife trade and wildlife crime, Illegal timber harvesting, Habitat Degradation due to unregulated livestock grazing, unsustainable gathering of fuel wood and non-timber forest products (NTFPs) by local people, Unregulated Tourism and encroachment in meadows, selective removal of medicinal and aromatic plants and climate change.

### **Institutional arrangements of Project**

Snow Leopard Foundation (SLF) is the implementing partner for the project, under UNDP's NGO execution modality, in cooperation with Ministry of Climate Change (MoCC). MoCC is the Government institution responsible for supervising the project. The project is in line with the Standard Basic Assistance Agreement between UNDP and the Government of Pakistan, and the Country Program.

The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources. Capacity assessment of SLF was undertaken during the project preparation, and the overall risk rating was identified as 'low'. A standard Project Cooperation Agreement (PCA)



was signed with SLF constituting the legal agreement between UNDP and SLF on the implementation of the project. SLF is working very closely with the provincial government agencies during the implementation of the project, ensuring that technical and extension support are solicited from the respective provincial government agencies.

The Project Board has been established and chaired by the Secretary, Ministry of Climate Change. The Board has high level cross-sectoral representation including representatives of the MOCC. PB is responsible for making by consensus, management decisions when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition. The PB shall meet at least twice each year. The Project Manager is managing the project on a day-to-day basis on behalf of the Implementing Partner.

Project Assurance is being provided by the UNDP Country Office. Additional quality assurance is being provided by the UNDP Regional Technical Advisor, as and when needed.

### **Project Management:**

The Project Management Unit (PMU) is established in the Snow Leopard Foundation. It comprises of a National Project Manager (NPM), Finance and Admin Officer and other related staff. The National Project Management Unit (NPMU), in collaboration with the MoCC and Landscape Coordination committees has an overall management and administrative responsibility to facilitate stakeholder involvement and in ensuring increased provincial level ownership of the project. The NPMU staff is located in Islamabad to ensure coordination among key stakeholders at the federal level and with provincial Forest and Wildlife Departments supported by the Landscape Coordination Committees.

### **Project Governance and Management at the Provincial level**

#### Provincial Coordinating Committees

Through the Provincial Coordinating Committees constituted in GB and KP, the Provincial Governments is playing a central role in advising, overseeing, planning and monitoring project activities as well as in facilitating development activities with relevant sector agencies in the snow leopard landscapes. The Mandate/Operational Modalities include: (i) Endorsement of the project work-plan, (ii) Coordination with other government & non-government departments, (iii) Endorsement/approval of landscape management Plan, (iv) Resolve issues not settled at District Conservation committee, and (v) Any other issue with the approval of the Chair.

#### **Regional Project Management Unit**

At the provincial level, oversight and coordination is the responsibility of a Regional Project Manager - a senior officer of the Snow Leopard Foundation. He/she will oversee the project. The Regional Project Manager will run the project on a day-to-day basis and coordinate the functioning of the Landscape Planning and Implementation Team. The Regional Project Manager will liaise with the provincial line agencies to ensure coordination and convergence of programs and resources. He/she will oversee the operation of the Landscape Planning and Implementation Team (LPIT) that include a Technical Specialists (Landscape Planning Coordinator/ Facilitator, Social Organizer, Natural Resource Management (NRM) Specialist and Livelihood/ Participatory Specialist) on contract basis.

#### **Valley Conservation Committees**

Site specific interventions and annual plans of operations (APOs) are being executed through the well-established democratic community institutions, and in close coordination with other community-based organizations as appropriate depending upon their compatibility and strengths. All livelihood and natural resource management planning is being coordinated through the LPIT under the supervision and guidance of Regional Program Manager (RPM), involving various stakeholders and mobilizers. Community level activities agreed through bottom up planning process and as outlined in the APO are being funded and operationalized under this project.

Pakistan reported 1,563 new cases of COVID-19 on 26 January 2021. The total number of cases notified since the beginning of the outbreak is 537,477 with 11,450 deaths (CFR: 2.13%). Out of the total 33,820 currently active cases 2,644 cases are hospitalized. On 26th January 2021, World Health Organization Pakistan in collaboration with District Health Authority Gujrat conducted training on SARI, ILI, and COVID-19 surveillance. The training was held at Aziz Bhatti Shaheed Teaching Hospital, Gujrat. The objective of the training was to build capacity of the health care workers on identification, reporting and testing of ILI / SARI cases and on basic clinical management of COVID19 cases.

When the COVID-19 related cases were reported in Gilgit-Baltistan and AJK went under lockdown for an indefinite period. The provincial/ State government suspended intercity transport services. From 1<sup>st</sup> April 2020, Government sealed all entry points to the mountainous Chitral valley in KP province to protect the region from the coronavirus outbreak. The project activities were badly affected from 22<sup>nd</sup> March 2020 to date due to Corona virus and resulting lock down situation in project areas.

### 3. MTR PURPOSE

The MTR will assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document, and assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results. The MTR will also review the project's strategy and its risks to sustainability as well as contributions made so far on UNDP Strategic Plan, SDGs and UNDP Country Programme Document (2018-2022).

In accordance with UNDP and GEF M&E policies and guidelines, GEF-financed projects are required to undergo a Midterm Review during the course of the project. The results and recommendations from the MTR will inform and guide the implementing entities regarding the issues and way forward by keeping its alignment with the scope and objectives of the project. The MTR will assess the progress achieved since its inception workshop till to-date against the achievement of the project objectives, outcomes and targets mentioned in the project document and assess early signs of project success or failure, suggest the appropriate strategy to be pursued in remaining period of the project as per UNDP-GEF MTR ToR Standard Template 1 for UNDP Procurement Website 19 the ground realities. Along suggesting the changes in project strategy, the MTR Recommendations may also recommend the upscaling and replication of the good practices/interventions carried out by the project since its inception till to-date.

The findings shall be acted upon by UNDP, Environment and Climate Change Unit, project Implementing Partner, Ministry of Climate Change and other key stakeholders of the project. The findings and any other relevant lessons and recommendations, particularly focusing on COVID-19 situation will be adopted and incorporated in the revised plans of the project.

❖ *The COVID fund raising campaign was launched in April 2020 and ration packages were distributed in COVID hard hit valleys in GB & Chitral but project funds were not utilized for this purpose.*

#### 4. MTR APPROACH & METHODOLOGY

The MTR report must provide evidence-based information that is credible, reliable and useful.

The MTR team will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Social and Environmental Screening Procedure/SESP, Risk log, UNDP Project Quality Assurance Reports (Design, Implementation & Monitoring)), the Project Document, Project Annual Work Plans, project reports including annual PIRs, UNDP Result Oriented Analysis Reports (ROAR; 2018-2020), project budget revisions, national strategic and legal documents, Project spot checks and Audit reports (to ensure compliance with UNDP Enterprise Risk Management Policy including UNDP HACT Framework) and any other materials that the team considers useful for this evidence-based review. The MTR team will review the baseline GEF focal area Core Indicators/Tracking Tools submitted to the GEF at CEO endorsement, and the midterm GEF focal area Core Indicators/Tracking Tools that must be completed before the MTR field mission begins.

The MTR team is expected to follow a collaborative and participatory approach<sup>2</sup> ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), the UNDP Country Office, the Nature, Climate and Energy (NCE) Regional Technical Advisor, direct beneficiaries, and other key stakeholders.

Engagement of stakeholders is vital to a successful MTR.<sup>3</sup> Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to the Ministry of Climate Change, UNDP, Provincial/ State Wildlife Departments in GB, KP and AJ&K, Valley Conservation and Development Organizations; executing agencies, senior officials and task team/component leaders, key experts and consultants in the subject area, Project Board, project stakeholders, academia, local government and CSOs, etc. Additionally, the MTR team is expected to conduct field missions to NPMU, Islamabad and Regional Project Management Units, Gilgit, Chitral and Sharda/District Neelum.

Owing to the COVID-19 pandemic and associated travel restrictions, the Country Office and project team will facilitate the MTR team to plan and carry out virtual interviews and meetings with the relevant stakeholders. The MTR team should be able to revise the approach in consultation with the CO evaluation manager/Head of Management Support Unit and other key stakeholders. These changes in approach should be agreed and reflected clearly in the MTR Report.

The MTR team needs to ensure its availability in Islamabad, however, travel to other cities may or may not be materialized keeping current COVID-19 scenario in mind. The final decision to be taken at an appropriate time; the dates closer to the mission dates.

The final MTR report should describe the full MTR approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the evaluation.

The specific design and methodology for the MTR should emerge from consultations between the MTR team and UNDP regarding what is appropriate and feasible for meeting the MTR team as per the purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The MTR team must, however, use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and SDGs are incorporated into the MTR report.

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<sup>2</sup> For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see [UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results](#), 05 Nov 2013.

<sup>3</sup> For more stakeholder engagement in the M&E process, see the [UNDP Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 3, pg. 93.

The final methodological approach including interview schedule, field visits and data to be used in the MTR must be clearly outlined in the Inception Report and be fully discussed and agreed between UNDP, stakeholders and the MTR team.

The final MTR report must describe the full MTR approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review. The MTR team may use questionnaires, field visits and interviews, and may revise the evaluation approach in consultation with the evaluation manager and key stakeholders. These changes in approach should be agreed and reflected clearly in MTR Inception Report)

MTR team should develop a methodology that takes this into account the conduct of the MTR virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, surveys and evaluation questionnaires. This should be detailed in the MTR Inception Report and agreed with the Commissioning Unit.

If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.). International consultant can work remotely with national evaluator support in the field if it is safe for them to operate and travel. No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority.

## **5. DETAILED SCOPE OF THE MTR**

The MTR team will assess the following four categories of project progress. See the *Guidance for Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* for extended descriptions.

### **i. Project Strategy**

#### Project design:

- Review the development problem addressed by the project and the underlying assumptions. Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project strategy and assess whether it provides the most effective route towards expected/intended results. Were lessons from other relevant projects properly incorporated into the project design?
- Review how the project addresses country priorities. Review country ownership. Was the project concept in line with the national sector development priorities and plans of the country (or of participating countries in the case of multi-country projects)?
- Review decision-making processes: were perspectives of those who would be affected by project decisions, those who could affect the outcomes, and those who could contribute information or other resources to the process, taken into account during project design processes?
- Review the extent to which relevant gender issues were raised in the project design. See Annex 9 of *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* for further guidelines.
  - Were relevant gender issues (e.g. the impact of the project on gender equality in the programme country, involvement of women's groups, engaging women in project activities) raised in the Project Document?
- Review the extent to which relevant Risks (Social & Environmental, operational, financial, political etc.) were identified in the project design and how these were mitigated and tracked during implementation and reported to UNDP and the Project Board?
- If there are major areas of concern, recommend areas for improvement.

#### Results Framework/Log frame:

- Undertake a critical analysis of the project's log frame indicators and targets, assess how "SMART" the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Time-bound), and suggest specific amendments/revisions to the targets and indicators as necessary after reviewing progress reported in PIRs, ROAR etc..
- Are the project's objectives and outcomes or components clear, practical, and feasible within its time frame?
- Examine if progress so far has led to or could in the future catalyse beneficial development effects (i.e. income generation, gender equality and women's empowerment, improved governance etc...) that should be included in the project results framework and monitored on an annual basis.
- Ensure broader development and gender aspects of the project are being monitored effectively. Develop and recommend SMART 'development' indicators, including sex-disaggregated indicators and indicators that capture development benefits.

## ii. Progress Towards Results

### Progress Towards Outcomes Analysis:

- Review the log frame indicators against progress made towards the end-of-project targets using the Progress Towards Results Matrix and following the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*; colour code progress in a "traffic light system" based on the level of progress achieved; assign a rating on progress for each outcome; make recommendations from the areas marked as "Not on target to be achieved" (red). The review will also assess the contributions made so far on UNDP Strategic Plan indicators and UNDP Country Programme Document Outcome/output indicators (2018-2022).

**Table. Progress Towards Results Matrix (Achievement of outcomes against End-of-project Targets)**

Project Strategy	Indicator <sup>4</sup>	Baseline Level <sup>5</sup>	Level in 1 <sup>st</sup> PIR (self-reported)	Midterm Target <sup>6</sup>	End-of-project Target	Midterm Level & Assessment <sup>7</sup>	Achievement Rating <sup>8</sup>	Justification for Rating
<b>Objective :</b>	Indicator (if applicable):							
<b>Outcome 1:</b>	Indicator 1:							
	Indicator 2:							
<b>Outcome 2:</b>	Indicator 3:							
	Indicator 4:							
	Etc.							
<b>Etc.</b>								

### (Annexure-I)

#### Indicator Assessment Key

<sup>4</sup> Populate with data from the Logframe and scorecards

<sup>5</sup> Populate with data from the Project Document

<sup>6</sup> If available

<sup>7</sup> Colour code this column only

<sup>8</sup> Use the 6 point Progress Towards Results Rating Scale: HS, S, MS, MU, U, HU

Green= Achieved	Yellow= On target to be achieved	Red= Not on target to be achieved
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In addition to the progress towards outcomes analysis:

- Compare and analyse the GEF Tracking Tool/Core Indicators at the Baseline with the one completed right before the Midterm Review.
- Identify remaining barriers to achieving the project objective in the remainder of the project.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

### **iii. Project Implementation and Adaptive Management**

#### Management Arrangements:

- Review overall effectiveness of project management as outlined in the Project Document. Have changes been made and are they effective? Are responsibilities and reporting lines clear? Is decision-making transparent and undertaken in a timely manner? Recommend areas for improvement.
- Review the quality of execution of the Executing Agency/Implementing Partner(s) and recommend areas for improvement.
- Review the quality of support provided by the GEF Partner Agency (UNDP) and recommend areas for improvement.
- Do the Executing Agency/Implementing Partner and/or UNDP and other partners have the capacity to deliver benefits to or involve women? If yes, how?
- What is the gender balance of project staff? What steps have been taken to ensure gender balance in project staff?
- What is the gender balance of the Project Board? What steps have been taken to ensure gender balance in the Project Board?

#### Work Planning:

- Review any delays in project start-up and implementation, identify the causes and examine if they have been resolved.
- Are work-planning processes results-based? If not, suggest ways to re-orientate work planning to focus on results?
- Examine the use of the project's results framework/ log frame as a management tool and review any changes made to it since project start.

#### Finance and co-finance:

- Consider the financial management of the project, with specific reference to the cost-effectiveness of interventions.
- Review the changes to fund allocations as a result of budget revisions and assess the appropriateness and relevance of such revisions.
- Does the project have the appropriate financial controls, including reporting and planning, that allow management to make informed decisions regarding the budget and allow for timely flow of funds? What were the findings of the HACT Micro-Capacity Assessment Report on Financial management/reporting and procurement controls; did HACT spot checks/Audits identified any issues? If yes, how they were resolved by the IP demonstrated by improved spot checks and audits observations?
- Informed by the co-financing monitoring table to be filled out by the Commissioning Unit and project team, provide commentary on co-financing: is co-financing being used strategically to help

the objectives of the project? Is the Project Team meeting with all co-financing partners regularly in order to align financing priorities and annual work plans?

Sources of Co-financing	Name of Co-financer	Type of Co-financing	Co-financing amount confirmed at CEO Endorsement (US\$)	Actual Amount Contributed at stage of Midterm Review (US\$)	Actual % of Expected Amount
Recipient Government	Ministry of Climate Change	In-Kind	2,000,000		
Recipient Government	Provincial Government of Gilgit Baltistan	In-Kind	6,400,000		
Recipient Government	Provincial Government of Khyber Pakhtunkhwa	In-Kind	3,200,000		
Recipient Government	Provincial Government of Azad Jammu and Kashmir	In-Kind	1,600,000		
Recipient Government	Museum of Natural History, Ministry of Science and Technology	Grant	200,000		
Recipient Government	Museum of Natural History, Ministry of Science and Technology	In-Kind	460,000		
CSO	Wildlife Conservation Society	Grant	240,000		
CSO	Wildlife Conservation Society	In-Kind	260,000		
CSO	Snow Leopard Foundation	Grant	720,000		
CSO	Snow Leopard Conservancy	Grant	50,000		
		<b>TOTAL</b>	<b>15,130,000</b>		

- Include the separate GEF Co-Financing template (filled out by the Commissioning Unit and project team) which categorizes each co-financing amount as 'investment mobilized' or 'recurrent expenditures'. (This template will be annexed as a separate file.)

Project-level Monitoring and Evaluation Systems:

- Review the monitoring tools currently being used: Do they provide the necessary information? Do they involve key partners? Are they aligned or mainstreamed with national systems, UNDP

- systems? Do they use existing information? Are they efficient and reliable? Are they cost-effective? Are additional tools required? How could they be made more participatory and inclusive?
- Examine the financial management of the project monitoring and evaluation budget. Are sufficient resources being allocated to monitoring and evaluation? Are these resources being allocated effectively?
  - Review the extent to which relevant gender issues were incorporated in monitoring systems. See Annex 9 of *Guidance for Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* for further guidelines.

#### Stakeholder Engagement:

- Project management: Has the project developed and leveraged the necessary and appropriate partnerships with direct and tangential stakeholders?
- Participation and country-driven processes: Do local and national government stakeholders support the objectives of the project? Do they continue to have an active role in project decision-making that supports efficient and effective project implementation?
- Participation and public awareness: To what extent has stakeholder involvement and public awareness contributed to the progress towards achievement of project objectives?
- How does the project engage women and girls? Is the project likely to have the same positive and/or negative effects on women and men, girls and boys? Identify, if possible, legal, cultural, or religious constraints on women's participation in the project. What can the project do to enhance its gender benefits?

#### Social and Environmental Standards (Safeguards)

- Validate the risks identified in the project's most current SESP, and those risks' ratings; are any revisions needed?
- Summarize and assess the revisions made since CEO Endorsement/Approval (if any) to:
  - The project's overall safeguards risk categorization.
  - The identified types of risks<sup>9</sup> (in the SESP).
  - The individual risk ratings (in the SESP).
- Describe and assess progress made in the implementation of the project's social and environmental management measures as outlined in the SESP submitted at CEO Endorsement/Approval (and prepared during implementation, if any), including any revisions to those measures. Such management measures might include Environmental and Social Management Plans (ESMPs) or other management plans, though can also include aspects of a project's design; refer to Question 6 in the SESP template for a summary of the identified management measures.
- What mechanism IP put in place for communities to be aware of how to report incidences of fraud and sexual exploitation and abuse? Have these mechanisms been effective?

A given project should be assessed against the version of UNDP's safeguards policy that was in effect at the time of the project's approval.

#### Reporting:

- Assess how adaptive management changes have been reported by the project management and shared with the Project Board.
- Assess how well the Project Team and partners undertake and fulfil GEF reporting requirements (i.e. how have they addressed poorly rated PIRs, if applicable?)

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<sup>9</sup> Risks are to be labeled with both the UNDP SES Principles and Standards, and the GEF's "types of risks and potential impacts": Climate Change and Disaster; Disadvantaged or Vulnerable Individuals or Groups; Disability Inclusion; Adverse Gender-Related impact, including Gender-based Violence and Sexual Exploitation; Biodiversity Conservation and the Sustainable Management of Living Natural Resources; Restrictions on Land Use and Involuntary Resettlement; Indigenous Peoples; Cultural Heritage; Resource Efficiency and Pollution Prevention; Labor and Working Conditions; Community Health, Safety and Security.



- Assess how lessons derived from the adaptive management process have been documented, shared with key partners and internalized by partners.

#### Communications & Knowledge Management:

- Review internal project communication with stakeholders: Is communication regular and effective? Are there key stakeholders left out of communication? Are there feedback mechanisms when communication is received? Does this communication with stakeholders contribute to their awareness of project outcomes and activities and investment in the sustainability of project results?
- Review external project communication: Are proper means of communication established or being established to express the project progress and intended impact to the public (is there a web presence, for example? Or did the project implement appropriate outreach and public awareness campaigns?)
- For reporting purposes, write one half-page paragraph that summarizes the project's progress towards results in terms of contribution to sustainable development benefits, as well as global environmental benefits.
- List knowledge activities/products developed (based on knowledge management approach approved at CEO Endorsement/Approval).

#### **iv. Sustainability**

- Validate whether the risks identified in the Project Document, Annual Project Review/PIRs and the ATLAS Risk Register are the most important and whether the risk ratings applied are appropriate and up to date. If not, explain why.
- In addition, assess the following risks to sustainability:

##### Financial risks to sustainability:

- What is the likelihood of financial and economic resources not being available once the GEF assistance ends (consider potential resources can be from multiple sources, such as the public and private sectors, income generating activities, and other funding that will be adequate financial resources for sustaining project's outcomes)?

##### Socio-economic risks to sustainability:

- Are there any social or political risks that may jeopardize sustainability of project outcomes? What is the risk that the level of stakeholder ownership (including ownership by governments and other key stakeholders) will be insufficient to allow for the project outcomes/benefits to be sustained? Do the various key stakeholders see that it is in their interest that the project benefits continue to flow? Is there sufficient public / stakeholder awareness in support of the long-term objectives of the project? Are lessons learned being documented by the Project Team on a continual basis and shared/ transferred to appropriate parties who could learn from the project and potentially replicate and/or scale it in the future?

##### Institutional Framework and Governance risks to sustainability:

- Do the legal frameworks, policies, governance structures and processes pose risks that may jeopardize sustenance of project benefits? While assessing this parameter, also consider if the required systems/ mechanisms for accountability, transparency, and technical knowledge transfer are in place.

##### Environmental risks to sustainability:

- Are there any environmental risks that may jeopardize sustenance of project outcomes?

### Conclusions & Recommendations

The MTR team will include a section in the MTR report for evidence-based conclusions, in light of the findings.

Additionally, the MTR consultant/team is expected to make recommendations to the Project Team. Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report's executive summary. See the *Guidance for Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* for guidance on a recommendation table.

The MTR team should make no more than 15 recommendations total.

### Ratings

The MTR team will include its ratings of the project's results and brief descriptions of the associated achievements in a *MTR Ratings & Achievement Summary Table* in the Executive Summary of the MTR report. See Annex E for ratings scales. No rating on Project Strategy and no overall project rating is required.

**Table. MTR Ratings & Achievement Summary Table for (Snow Leopard and Ecosystem Protection Program)**

Measure	MTR Rating	Achievement Description
<b>Project Strategy</b>	N/A	
<b>Progress Towards Results</b>	Objective Achievement Rating: (rate 6 pt. scale)	
	Outcome 1 Achievement Rating: (rate 6 pt. scale)	
	Outcome 2 Achievement Rating: (rate 6 pt. scale)	
	Outcome 3 Achievement Rating: (rate 6 pt. scale)	
	Etc.	
<b>Project Implementation &amp; Adaptive Management</b>	(rate 6 pt. scale)	
<b>Sustainability</b>	(rate 4 pt. scale)	

The total duration of the MTR will be approximately 40 working days over a time period of 08 weeks and shall not exceed four months from when the consultant(s) are hired. The tentative MTR timeframe is as follows:

ACTIVITY	NUMBER OF WORKING DAYS	COMPLETION DATE
<i>NOTE: If the international consultant is unable to visit Pakistan, the National Consultant shall execute field visits and attend physical meetings. The international consultant will join virtually wherever possible.</i>		
Document review and preparing MTR Inception Report (MTR Inception Report due no later than 2 weeks before the MTR mission)	04 days	April 26, 2021
MTR mission: stakeholder meetings, interviews, field visits	15 days	May 02, 2021
Presentation of initial findings- last day of the MTR mission	1 day	May 03, 2021
Preparing draft report (due within 3 weeks of the MTR mission)	15 days	May 14, 2021
Finalization of MTR report/ Incorporating audit trail from feedback on draft report (due within 1 week of receiving UNDP comments on the draft)	05 days	May 16, 2021

Options for site visits should be provided in the Inception Report.

#	Deliverable	Description	Timing	Responsibilities
1	<b>MTR Inception Report</b>	MTR team clarifies objectives and methods of Midterm Review	No later than 2 weeks before the MTR mission	MTR team submits to the Commissioning Unit and project management
2	<b>Presentation</b>	Initial Findings	End of MTR mission	MTR Team presents to project management and the Commissioning Unit
3	<b>Draft MTR Report</b>	Full draft report (using guidelines on content outlined in Annex B) with annexes	Within 3 weeks of the MTR mission	Sent to the Commissioning Unit, reviewed by RTA, Project Coordinating Unit, GEF OFF
4	<b>Final Report*</b>	Revised report with audit trail detailing how all received comments have (and have not) been addressed in the final MTR report	Within 1 week of receiving UNDP comments on draft	Sent to the Commissioning Unit

\*The final MTR report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

The principal responsibility for managing this MTR resides with the Commissioning Unit. The Commissioning Unit for this project's MTR is the Environment and Climate Change Unit, UNDP Country Office Pakistan.

The Commissioning Unit will contract the consultants and ensure the timely provision of per diems and travel arrangements within the country for the MTR team and will provide an updated stakeholder list with contact details (phone and email). The Project Team will be responsible for liaising with the MTR team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

A team of two independent consultants will conduct the MTR - one team leader with experience and exposure to projects and evaluations in other regions globally and one team expert, usually from the country of the project. The team leader will be responsible for the overall design and writing of the MTR report and may work remotely depending on the current circumstances. The team expert will assess emerging trends with respect to regulatory frameworks, budget allocations, capacity building, work with the Project Team in developing the MTR itinerary, etc.

The consultants cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

The selection of consultants will be aimed at maximizing the overall "team" qualities in the following areas:

#### Education

- A Master's degree in Environmental Sciences/Policy/Engineering, Wildlife Management, Biodiversity and Ecosystem Preservation or other closely related field

#### Experience

- Relevant experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to Biodiversity thematic area;
- Experience in evaluating projects;
- Experience working in developing countries or Asia Pacific Region/Pakistan;
- Experience in relevant technical areas for at least 10 years;
- Demonstrated understanding of issues related to gender and Biodiversity; experience in gender sensitive evaluation and analysis;
- Excellent communication skills;

- Demonstrable analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;
- Experience with implementing evaluations remotely will be considered an asset.

#### Language

- Fluency in written and spoken English.

The MTR team will be held to the highest ethical standards and is required to sign a code of conduct upon acceptance of the assignment. This MTR will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The MTR team must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The MTR team must also ensure security of collected information before and after the MTR and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information, knowledge and data gathered in the MTR process must also be solely used for the MTR and not for other uses without the express authorization of UNDP and partners.

#### **Payment Criteria**

- **20%** payment upon satisfactory delivery of the final MTR Inception Report and approval by the Commissioning Unit
- **40%** payment upon satisfactory delivery of the draft MTR report to the Commissioning Unit
- **40%** payment upon satisfactory delivery of the final MTR report and approval by the Commissioning Unit and RTA (via signatures on the MTR Report Clearance Form) and delivery of completed MTR Audit Trail

##### **Criteria for issuing the final payment of 40%<sup>10</sup>:**

- The final MTR report includes all requirements outlined in the MTR TOR and is in accordance with the MTR guidance.
- The final MTR report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other MTR reports).
- The Audit Trail includes responses to and justification for each comment listed.

In line with the UNDP’s financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the MTR, that deliverable or service will not be paid.

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<sup>10</sup> The Commissioning Unit is obligated to issue payments to the MTR team as soon as the terms under the ToR are fulfilled. If there is an ongoing discussion regarding the quality and completeness of the final deliverables that cannot be resolved between the Commissioning Unit and the MTR team, the Regional M&E Advisor and Vertical Fund Directorate will be consulted. If needed, the Commissioning Unit’s senior management, Procurement Services Unit and Legal Support Office will be notified as well so that a decision can be made about whether or not to withhold payment of any amounts that may be due to the evaluator(s), suspend or terminate the contract and/or remove the individual contractor from any applicable rosters.

### **Recommended Presentation of Proposal:**

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)<sup>12</sup> provided by UNDP;
- b) **CV and a Personal History Form** ([P11 form](#)<sup>13</sup>);
- c) **Brief description of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

**Criteria for Evaluation of Proposal:** Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP’s General Terms and Conditions will be awarded the contract.

### **ToR ANNEX A: List of Documents to be reviewed by the MTR Team**

- 1. PIF
- 2. UNDP Initiation Plan
- 3. UNDP Project Document
- 4. UNDP Social and Environmental Screening Procedure (SESP)

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<sup>11</sup> Engagement of the consultants should be done in line with guidelines for hiring consultants in the POPP: <https://info.undp.org/global/popp/Pages/default.aspx>

<sup>12</sup>

<https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

<sup>13</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

5. HACT Micro-Capacity Assessment Report
6. Project Inception Report
7. All Project Implementation Reports (PIR's)
8. All ROARs and Project Quality Assurance Reports (Design and Implementation & Monitoring)
9. Annual Work Plans (2018-2021)
10. Quarterly progress reports and work plans of the various implementation task teams
11. HACT spot check reports and HACT Financial Audit reports (2018, 2019, 2020)
12. Finalized GEF focal area Tracking Tools/Core Indicators at CEO endorsement and midterm (i) GEF Biodiversity Tracking Tool,
13. Oversight mission reports
14. All monitoring reports prepared by the project
15. Financial and Administration guidelines used by Project Team

The following documents will also be available:

16. Project operational guidelines, manuals and systems
17. UNDP country/countries programme document(s)
18. Minutes of the "Snow Leopard and Ecosystem Protection Program" Board Meetings and other meetings (i.e. Project Appraisal Committee meetings)
19. Project site location maps
20. Any additional documents, as relevant.

#### **ToR ANNEX B: Guidelines on Contents for the Midterm Review Report<sup>14</sup>**

- i.** Basic Report Information (*for opening page or title page*)
  - Title of UNDP supported GEF financed project
  - UNDP PIMS# and GEF project ID#
  - MTR time frame and date of MTR report
  - Region and countries included in the project
  - GEF Operational Focal Area/Strategic Program
  - Executing Agency/Implementing Partner and other project partners
  - MTR team members
  - Acknowledgements
- ii.** Table of Contents
- iii.** Acronyms and Abbreviations
- 1.** Executive Summary (*3-5 pages*)
  - Project Information Table
  - Project Description (brief)
  - Project Progress Summary (between 200-500 words)
  - MTR Ratings & Achievement Summary Table
  - Concise summary of conclusions
  - Recommendation Summary Table
- 2.** Introduction (*2-3 pages*)
  - Purpose of the MTR and objectives
  - Scope & Methodology: principles of design and execution of the MTR, MTR approach and data collection methods, limitations to the MTR
  - Structure of the MTR report
- 3.** Project Description and Background Context (*3-5 pages*)

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<sup>14</sup> The Report length should not exceed 40 pages in total (not including annexes).

- Development context: environmental, socio-economic, institutional, and policy factors relevant to the project objective and scope
  - Problems that the project sought to address: threats and barriers targeted
  - Project Description and Strategy: objective, outcomes and expected results, description of field sites (if any)
  - Project Implementation Arrangements: short description of the Project Board, key implementing partner arrangements, etc.
  - Project timing and milestones
  - Main stakeholders: summary list
4. Findings (*12-14 pages*)
- 4.1 Project Strategy
- Project Design
  - Results Framework/Logframe
- 4.2 Progress Towards Results
- Progress towards outcomes analysis
  - Remaining barriers to achieving the project objective
- 4.3 Project Implementation and Adaptive Management
- Management Arrangements
  - Work planning
  - Finance and co-finance
  - Project-level monitoring and evaluation systems
  - Stakeholder engagement
  - Social and Environmental Standards (Safeguards)
  - Reporting
  - Communications & Knowledge Management
- 4.4 Sustainability
- Financial risks to sustainability
  - Socio-economic to sustainability
  - Institutional framework and governance risks to sustainability
  - Environmental risks to sustainability
5. Conclusions and Recommendations (*4-6 pages*)
- 5.1 Conclusions
- Comprehensive and balanced statements (that are evidence-based and connected to the MTR's findings) which highlight the strengths, weaknesses and results of the project
- 5.2 Recommendations
- Corrective actions for the design, implementation, monitoring and evaluation of the project
  - Actions to follow up or reinforce initial benefits from the project
  - Proposals for future directions underlining main objectives
6. Annexes
- MTR ToR (excluding ToR annexes)
  - MTR evaluative matrix (evaluation criteria with key questions, indicators, sources of data, and methodology)
  - Example Questionnaire or Interview Guide used for data collection
  - Ratings Scales
  - MTR mission itinerary
  - List of persons interviewed
  - List of documents reviewed
  - Co-financing table (if not previously included in the body of the report)



- Signed UNEG Code of Conduct form
- Signed MTR final report clearance form
- *Annexed in a separate file:* Audit trail from received comments on draft MTR report
- *Annexed in a separate file:* Relevant midterm tracking tools (*METT, FSC, Capacity scorecard, etc.*) or Core Indicators
- *Annexed in a separate file:* GEF Co-financing template (categorizing co-financing amounts by source as 'investment mobilized' or 'recurrent expenditure')

#### ToR ANNEX C: Midterm Review Evaluative Matrix Template

This Midterm Review Evaluative Matrix must be fully completed/amended by the consultant and included in the MTR inception report and as an Annex to the MTR report.

Evaluative Questions	Indicators	Sources	Methodology
<b>Project Strategy: To what extent is the project strategy relevant to country priorities, country ownership, and the best route towards expected results?</b>			
(include evaluative question(s))	(i.e. relationships established, level of coherence between project design and implementation approach, specific activities conducted, quality of risk mitigation strategies, etc.)	(i.e. project documents, national policies or strategies, websites, project staff, project partners, data collected throughout the MTR mission, etc.)	(i.e. document analysis, data analysis, interviews with project staff, interviews with stakeholders, etc.)
<b>Progress Towards Results: To what extent have the expected outcomes and objectives of the project been achieved thus far?</b>			
<b>Project Implementation and Adaptive Management: Has the project been implemented efficiently, cost-effectively, and been able to adapt to any changing conditions thus far? To what extent are project-level monitoring and evaluation systems, reporting, and project communications supporting the project's implementation? To what extent has progress been made in the implementation of social and environmental management measures? Have there been changes to the overall project risk rating and/or the identified types of risks as outlined at the CEO Endorsement stage?</b>			
<b>Sustainability: To what extent are there financial, institutional, socio-economic, and/or environmental risks to sustaining long-term project results?</b>			
<b>Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?</b>			
<b>Efficiency: Was the project implemented efficiently, in line with international and national norms and standards?</b>			

Gender equality and women's empowerment: How did the project contribute to gender equality and women's empowerment?			

## ToR ANNEX D: UNEG Code of Conduct for Evaluators/Midterm Review Consultants<sup>15</sup>

### Evaluators/Consultants:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study limitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.
8. Must ensure that independence of judgement is maintained and that evaluation findings and recommendations are independently presented.
9. Must confirm that they have not been involved in designing, executing or advising on the project being evaluated.

### MTR Consultant Agreement Form

Agreement to abide by the Code of Conduct for Evaluation in the UN System:

Name of Consultant: \_\_\_\_\_

Name of Consultancy Organization (where relevant): \_\_\_\_\_

**I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.**

Signed at \_\_\_\_\_ (Place) on \_\_\_\_\_ (Date)

Signature: \_\_\_\_\_

<sup>15</sup> <http://www.unevaluation.org/document/detail/100>

## ToR ANNEX E: MTR Ratings

<b>Ratings for Progress Towards Results: (one rating for each outcome and for the objective)</b>		
6	Highly Satisfactory (HS)	The objective/outcome is expected to achieve or exceed all its end-of-project targets, without major shortcomings. The progress towards the objective/outcome can be presented as “good practice”.
5	Satisfactory (S)	The objective/outcome is expected to achieve most of its end-of-project targets, with only minor shortcomings.
4	Moderately Satisfactory (MS)	The objective/outcome is expected to achieve most of its end-of-project targets but with significant shortcomings.
3	Moderately Unsatisfactory (HU)	The objective/outcome is expected to achieve its end-of-project targets with major shortcomings.
2	Unsatisfactory (U)	The objective/outcome is expected not to achieve most of its end-of-project targets.
1	Highly Unsatisfactory (HU)	The objective/outcome has failed to achieve its midterm targets, and is not expected to achieve any of its end-of-project targets.

<b>Ratings for Project Implementation &amp; Adaptive Management: (one overall rating)</b>		
6	Highly Satisfactory (HS)	Implementation of all seven components – management arrangements, work planning, finance and co-finance, project-level monitoring and evaluation systems, stakeholder engagement, reporting, and communications – is leading to efficient and effective project implementation and adaptive management. The project can be presented as “good practice”.
5	Satisfactory (S)	Implementation of most of the seven components is leading to efficient and effective project implementation and adaptive management except for only few that are subject to remedial action.
4	Moderately Satisfactory (MS)	Implementation of some of the seven components is leading to efficient and effective project implementation and adaptive management, with some components requiring remedial action.
3	Moderately Unsatisfactory (MU)	Implementation of some of the seven components is not leading to efficient and effective project implementation and adaptive, with most components requiring remedial action.
2	Unsatisfactory (U)	Implementation of most of the seven components is not leading to efficient and effective project implementation and adaptive management.
1	Highly Unsatisfactory (HU)	Implementation of none of the seven components is leading to efficient and effective project implementation and adaptive management.

<b>Ratings for Sustainability: (one overall rating)</b>		
4	Likely (L)	Negligible risks to sustainability, with key outcomes on track to be achieved by the project’s closure and expected to continue into the foreseeable future
3	Moderately Likely (ML)	Moderate risks, but expectations that at least some outcomes will be sustained due to the progress towards results on outcomes at the Midterm Review
2	Moderately Unlikely (MU)	Significant risk that key outcomes will not carry on after project closure, although some outputs and activities should carry on
1	Unlikely (U)	Severe risks that project outcomes as well as key outputs will not be sustained

**ToR ANNEX F: MTR Report Clearance Form**

*(to be completed by the Commissioning Unit and RTA and included in the final document)*

**Midterm Review Report Reviewed and Cleared By:**

**Commissioning Unit (M&E Focal Point)**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Regional Technical Advisor (Nature, Climate and Energy)**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ToR ANNEX G: Audit Trail Template

*Note:* The following is a template for the MTR Team to show how the received comments on the draft MTR report have (or have not) been incorporated into the final MTR report. This audit trail should be included as an annex in the final MTR report.

**To the comments received on (date) from the Midterm Review of (Snow Leopard and Ecosystem Protection Program) (UNDP Project ID-PIMS #5716)**

*The following comments were provided in track changes to the draft Midterm Review report; they are referenced by institution ("Author" column) and not by the person's name, and track change comment number ("#" column):*

Author	#	Para No./ comment location	Comment/Feedback on the draft MTR report	MTR team response and actions taken

### Annexure-I

Project Strategy	Indicator <sup>16</sup>	Baseline Level <sup>17</sup>	Level in 1 <sup>st</sup> PIR (self-reported)	Midterm Target <sup>18</sup>	End-of-project Target	Midterm Level & Assessment <sup>19</sup>	Achievement Rating <sup>20</sup>	Justification for Rating
<b>Project Objective:</b>  To promote a landscape approach for the survival of snow leopard and its prey species by reducing threats and applying sustainable land and forest management in	Indicator 1: Area of snow leopard habitat under integrated landscapes management <sup>21</sup>	Approximately 10,000 hectares <sup>22</sup> currently managed effectively in protected areas	Progress made during the reporting period against this target is satisfactory and on track. The following activities were undertaken to achieve this target.  (i) The project's area of operation falls in three landscapes vis-à-vis Hindu Kush, Karakoram-Pamir and Himalaya falling in	At least 100,000 <sup>23</sup> hectares of additional snow leopard habitat brought under participatory conservation management approaches	At least 1,500,000 hectares <sup>24</sup> of critical snow leopard landscapes effectively managed under integrated participatory management landscape approaches			

<sup>16</sup> Populate with data from the Logframe and scorecards

<sup>17</sup> Populate with data from the Project Document

<sup>18</sup> If available

<sup>19</sup> Colour code this column only

<sup>20</sup> Use the 6 point Progress Towards Results Rating Scale: HS, S, MS, MU, U, HU

<sup>21</sup> As measured by (i) Effective and functional Provincial Coordination Committee with sector representation; (ii) Landscape Management Plans formalized and validated at provincial level; (iii) landscape effectively zoned with creation of CMCAs; (iv) community institutional arrangements in place for management of CMCAs; (v) partnership arrangements established with CSOs for collaborative actions in landscape.

<sup>22</sup> Including in particular Chitral Gol National Park and few CMCAs

<sup>23</sup> This includes areas brought under CMCAs following completion of the landscape management and valley conservation planning process

<sup>24</sup> This includes around 1,500,000 ha in the target 17 valley conservation areas and other PAs (CMCAs and NPs and WLS), which constitutes about 25% of the total area of the 3 landscapes

critical habitats in Northern Pakistan			<p><i>KP and GB provinces and AJ&amp;K state, respectively. These landscapes were identified by the Government of Pakistan as part of securing the Global Snow Leopard and Ecosystem Protection Program (GSLEP) goal of “Securing 20 landscapes by 2020”. Two Landscape Coordination Committees (LCCs) were established in GB and KP during the reporting period. Each LCC has membership from all the relevant government and non-government institutions, academia and local communities. A meeting of LCC was convened in GB on May 16, 2019 under the Chairmanship of the Secretary Forest, Wildlife and Environment</i></p>					
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			<p><i>Department. Similarly, a meeting of the LCC in KP was held on March 12, 2020 in Chitral District under the Chairmanship of Deputy Commissioner Chitral. A total of 54 members attended these meetings. Meanwhile, structure and ToRs of the LCC in AJ&amp;K was developed and notification was pursued with the AJ&amp;K Government. The Government has endorsed the case and the forum will be notified in the second half of 2020.</i></p> <p><i>(ii) The three Model Landscapes collectively spread across 59,183 Km<sup>2</sup> area and constitute 74% of the snow leopard range in the country. Following the guidelines of Global Snow Leopard and</i></p>					
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			<p><i>Ecosystem Protection Program (GSLEP), Landscape Management Plan of Karakorum-Pamir Landscape (38,245 Km<sup>2</sup> [3.8 million hectares]) was drafted during the reporting period while, contracts for the preparation of Landscape Management Plans for Himalaya and Hindu-Kush landscapes were awarded through a competitive process.</i></p> <p><i>(iii) Karakorum-Pamir Landscape was zoned into “Priority Wildlife Areas” and “Multiple Use Areas”. As defined by GSLEP, the Priority Wildlife Areas constitute “Core zone” and cover ~38% of total area of the landscape. The Multiple Use Areas form 62% (2. 3 million hectares) of the</i></p>					
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			<p><i>landscape and are set aside for integrated conservation and development activities. Community Managed Conservation Areas (CMCAs) are established in the Multiple Use Areas. The project is managing four CMCAs in the landscape falling in the PSLEP sites.</i></p> <p><i>(iv) The PSLEP signed ten (10) Memorandum of Understandings (MoUs) with government institutes, nongovernmental organizations and academia in the three model landscapes to promote collaborative actions and management of these landscapes, since the start of the project.</i></p>					
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	Indicator 2 (Mandatory Indicator 1.3.2): Number of additional people benefiting from strengthened livelihoods through solutions for improved management of natural resources and provision of ecosystem services	<i>Fragmented and stand-alone community managed activities currently exists in the 3 landscapes</i>	<i>This activity is on track. The following community support activities are being implemented in the project sites. (1) Livestock vaccination campaigns were launched in 14 project sites and 104,962 animals belonging to 5,169 households were vaccinated against various prevalent and contagious diseases. Besides, animals in the periphery of major protected areas were also vaccinated. (2) Thirty-three community livestock vaccinators were trained and engaged in livestock vaccination benefiting 33 households. (3) Nineteen (19) predator proof corrals were constructed at</i>	<i>At least 500 households are directly benefiting from improved sustainable grazing management and diversified livelihoods and incomes</i>	<i>At least 4,000 households<sup>25, 26</sup> (approximately 25,000 people, of which 40% will be women) directly benefit through sustainable resource management approaches</i>			
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<sup>25</sup> This constitutes about 30% of the HHs in the 17 target valleys

<sup>26</sup> Representing around 25,000 people

			<p><i>predation prone pastures and winter housing areas to protect a total of 7,600 animals of 380 households.</i></p> <p><i>(4) Thirteen (13) Livestock Insurance Schemes were established in 13 project valleys to compensate livestock killed by predators.</i></p> <p><i>(5) SFM and SLM activities including energy plantation, timber plantation, community forest nurseries, LPG provision and fodder cultivation, rehabilitation rangelands, fruit plantations, installation of solar pumps to uplift water and construction of protection walls to reduce flashflood devastation were implemented in 15</i></p>					
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			<p><i>project sites in GB, AJ&amp;K and KP.</i></p> <p><i>(6) About 1,000 hectares of forest patches were protected through social protection measures by engaging eight Community Forest Guards.</i></p> <p><i>(7) Forty-two (42) community members were hired as Community Wildlife Guards in consultation with the communities and provincial wildlife departments in the three landscapes for wildlife crime monitoring and surveillance in community battalions.</i></p> <p><i>(8) Roadmap and implementation plan for the initiation of Snow leopard Enterprises (SLE) which is a woman focused social enterprise program aimed to increase</i></p>					
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			<i>livelihood of the households' through promotion of local handicrafts and other products was developed and sites identified for the implementation of the activities.</i>					
	Indicator 3 (Mandatory indicator 2.5.1): Extent to which Institutional frameworks are in place for integration of conservation, sustainable natural resource use, control and management of wildlife crime and illegal wildlife trade and improved livelihoods into landscape	<i>Multiple use sustainable landscape planning and management approaches absent or limited within Northern Pakistan.</i>	<i>This activity is on track and can be assessed through the following two major interventions.  (i) Establishment, notification and meeting of the Landscape Coordination Committees (LCCs) as reported under indicator 1 (i). The LCC forums play central role in advising, overseeing, planning and monitoring project activities as well as in facilitating development activities with relevant sector agencies in the snow</i>	<i>Multiple use landscape frameworks agreed with key stakeholders and under review for official approval</i>	<i>Multiple use and sustainable landscape approaches institutionalized through national legislative, policy, and institutional arrangements in the three provinces</i>			

	planning and management		<p><i>leopard landscapes. The forums have representation from all relevant government and non-government departments, academia and even local communities of the PSLEP valleys.</i></p> <p><i>(ii) Development of Landscape Management Plans (LMPs) of the three landscapes and their gazettal from the respective provincial governments. For the first time, landscape approach is adopted for the conservation of snow leopard, sympatric species, and their habitats in snow leopard range in northern Pakistan. The guidelines developed by GSLEP and adopted by the twelve range governments, including Pakistan by developing their national priorities</i></p>					
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			<p><i>provide foundation for the zonation of the landscapes based on ecological information. This notion follows ecological principals and replaces the conventional zonation approach for the PAs based on administrative boundaries. As narrated under indicator 1 (ii), out of the three proposed LMPs, one was developed. The LMP explicitly identifies multiple and core areas and recommends cross cutting management measures for each of the ecological zones. The plan will be submitted to the LCC for review and approval during the second half of 2020. Moreover, LMPs for the rest of the two landscapes</i></p>					
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			<i>will be drafted by the end of 2020.</i>					
<b>Outcome<sup>27</sup> 1</b> Improved management of snow leopard landscapes that integrates sustainable forest and land management and compatible conservation practice	Indicator 4: Level of institutional capacity of provincial government agencies for planning, implementation and monitoring integrated landscape plans as measured by UNDP capacity development scorecard	<i>Limited institutional capacities for planning, implementation and monitoring of multiple use landscape as indicated by the capacity development baseline scores for: (i) National level-18</i>	<i>Achievement of this indicator is measured through the number of capacity building activities organized for the staff of the provincial government departments, especially wildlife, forest and environment departments in planning, undertaking and monitoring of the ecological and socioeconomic attributes of the landscapes, other PAs and Community Managed Conservation Areas (CMCAs) and equipping them with necessary gears to cope up with the hostile environment of the wilderness. The</i>	<i>20% Increase in institutional capacity from baseline</i>	<i>50% increase in institutional capacity from the baseline</i>			

<sup>27</sup>Outcomes are short to medium term results that the project makes a contribution towards, and that are designed to help achieve the longer term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project.

		<p>(ii) GB - 18</p> <p>(iii) AJK- 15</p> <p>(iv) KP - 18</p>	<p><i>following measures were taken to progress towards achieving the target.</i></p> <p>(i) <i>A training workshop on “Design, Survey and Analysis of Wildlife Populations” was designed and conducted in July 2019 to build capacity of researchers, wildlife managers, and conservationists in applied research in wildlife ecology. Both survey and analytical components of modern wildlife research were integrated in this training course which was felicitated by 4 renowned ecologists and conservation biologists from USA and Europe. A total of 30 participants from all the provinces and representing government departments, conservation NGOs,</i></p>					
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			<p><i>and academia attended this two week long training.</i></p> <p><i>(ii) Another nationwide training to assess wild ungulates using latest survey protocols was organized for more than 50 participants in October 2019. The training was organized on the direction of the Ministry of Climate Change to materialize the innovative initiative “Update Red Data Book of Wild Ungulates of Pakistan”.</i></p> <p><i>(iii) Apart from short trainings in wildlife monitoring techniques were arranged at the regional project management units in GB, KP and AJ&amp;K which were attended by the field staff of the forest and wildlife</i></p>					
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			<p><i>departments, students and local communities. More than 200 participants attended these theoretical and on field trainings.</i></p> <p><i>(iv) One hundred field kit containing camping and survey gear and equipment were distributed in the field staff of GB, KP and AJ&amp;K Wildlife Departments to enhance their capacity and improve wildlife surveillance.</i></p> <p><i>Holistic impact of these activities has likely resulted in increase of ~ 10% in the institutional capacity of the government agencies, and postgraduate students coming either from the snow leopard landscapes or outside the snow leopard range with</i></p>					
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			<i>commitment to become conservation biologists of the future. The CD scorecard will be updated at MTR and the capacity score of the institutions will be presented in the 2021 PIR.</i>					
	Indicator 5: Status of snow leopard and associated endangered species populations in the landscapes	<i>Snow leopard population estimate at + 200 <u>individuals</u> in Northern Pakistan with associated species baselines</i> <sup>28</sup> as: <i><u>Karakoram-Pamir LS:</u></i> <i>Himalayan Ibex- 4,900</i>	<i>Despite of several challenges faced such as delays in getting No Objection Certificate (NoC) for the research work and COVID-19 havoc during the reporting period, this activity is on track and the following milestones were achieved.</i>  <i>(i) Camera trapping surveys were conducted in Himalaya (Astore District, GB) and Hindu Kush (Chitral Gol national Park, KP) Landscapes in</i>	<i>Snow leopard and associated species baselines validated and monitoring showing stable or improving population trends</i>	<i>Stable or improved snow leopard and associated species populations in Northern Pakistan from existing baselines.</i>			

<sup>28</sup> Associated species where indicated will be verified and validated in Year 1, and where baseline values are unavailable (Himalaya LS) these will be determined in Year 1, and monitored subsequently

		<p>Markhor - 230 Blue Sheep – 750 Ladakh Urjal -50</p> <p><u>Hindu Kush LS:</u> Markhor – 3,400</p> <p><u>Himalaya LS:</u> Musk Deer, Brown bear</p>	<p>2019. The camera traps captured snow leopard, wolf, leopard cat, lynx, fox, ibex and markhor and other small mammals in the study sites. Planning for another camera trapping study was completed in collaboration with the University of Chitral. The study starts in July 2020 and ~95 trap stations will be set across 3,000 km<sup>2</sup> area for a period of 40-50 days. Study areas were identified in the remaining landscapes and protocols were updated.</p> <p>(ii) Genetic sampling was done in the three landscapes over an area of ~6,000 km<sup>2</sup>. Genetic sampling planned for 2020 were subcontracted. The sampling once completed will be analyzed to identify</p>					
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			<p><i>individual snow leopards and estimate and validate snow leopard population in Pakistan by the end of the project.</i></p> <p><i>(iii) Surveys of wild ungulates in the three landscapes were conducted. Surveys of ibex and markhor were undertaken in the entire Hindu Kush Landscape falling in Lower and Upper Chitral Districts of KP. Ibex counts in the landscape was 2,058 translated into a population estimate 2,164. Similarly, a total of 5,367 markhors were counted during these surveys undertaken in collaboration with the KP Wildlife Department in Chitral translated into population estimate of 6,248. Likewise, a total of 2,424 ibex and</i></p>					
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			<p><i>94 markhor were counted in the Karakoram-Pamir and Himalaya landscapes of GB. Planning for the ungulate surveys in remaining areas of GB were completed in consultation with the Parks and Wildlife Department, GB and will be initiated in July 2020 with the start of lambing season. Surveys of musk deer are planned in July 2020.</i></p> <p><i>Please, see the spatial distribution of the research and monitoring studies undertaken during the reporting period in the subsection “Project Location Data” of the PIR section “Communicating impacts”.</i></p>					
<b>Outcome 2</b>	<i>Indicator 6: Increase in extent of snow</i>	<i>3,100,000 ha of snow</i>	<i>This deliverable is on track. Progress made to proceed with this</i>	<i>At least 100,000 ha of additional priority snow</i>	<i>At least 200,000 ha of additional priority snow</i>			

Increased representation of priority snow leopard ecosystems in Protected Area network	<i>leopard habitat under PA network</i>	<i>leopard areas under existing PA network (national parks, sanctuaries, game reserves and community managed conservation areas, but with exception of around 10,000 ha under National Parks and/or CMAs, other areas lack appropriate management</i>	<p><i>target is summarized below.</i></p> <p>(i) <i>The project developed and introduced an innovative and latest approach hereinafter referred as “Species-Habitat Integrated Approach” to assess snow leopard habitat and existing PAs for their extend and effectiveness to support snow leopard and associated species and revisit PA boundaries based on ecological information.</i></p> <p>(ii) <i>Snow Leopard habitat and existing PAs in the Himalaya and Karakoram-Pamir Landscapes were assessed using the Species-Habitat integrated approach and applying spatial modeling tools during the reporting period.</i></p>	<i>leopard habitat, including 2,000 ha of high conservation value forests legally defined and included in PA network</i>	<i>leopard habitat, including 10,000 ha of high conservation value forests legally defined and included in PA network resulting in 2.96 million tCO<sub>2</sub>e sequestrated over 10-year period</i>			
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			<p><i>The exercise not only helped the provincial governments identify new areas to be notified as PAs but also facilitated in delineating existing PA boundaries, appropriately.</i></p> <p><i>(iii) Shounter valley (62,300 hectares) in AJ&amp;K was identified as potential site to establish new PA. While, areas identified for the establishment of Himalaya National Park (2,708 km<sup>2</sup> [270,800 hectares]) and Black Bear National Park (4, 119 km<sup>2</sup> [411,900 hectares]) in GB, proposals developed and shared with GB Wildlife Department for review and process notifications. Assessment of PAs in the Hindu Kush Landscape will be</i></p>					
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			<i>initiated in the second half of 2020. Spatial distribution of the existing and proposed PAs in the project sites are provided in the “Project Location Data” under the “Communication Impact” section of the PIR.</i>					
	<i>Indicator 7: Effectiveness in Management of protected areas within the landscape as measured by METT (Management Effectiveness Tracking Tool).</i>	<i>Current METT baseline scores for PAs are as follows:</i>  <i>Chitral Gol NP- 30;</i> <i>Broghil NP – 12;</i> <i>Central Karokoram NP – 22;</i> <i>Qurumba NP- 13;</i> <i>Khunjera NP -25;</i>	<i>This activity is on track. The following interventions supported the increase of METT scores of the selected NPs against the baseline.</i>  <i>(i) The project is implementing community support activities in the buffer zone of Chitral Gol National Park (CGNP) which in tandem with the capacity building, wildlife monitoring and surveillance measures lead to the improved management of the park.</i>	<i>Average increase by at least 10 points in METT from the baseline</i>	<i>Increase in METT score by at least 30 points from the baseline values</i>			

		<p><i>Musk Deer NP-18; Ghamot NP – 16</i></p> <p>(ii) Similarly, community support activities, trainings and wildlife monitoring surveys and engagement of community wildlife guards and forest guards contribute in enhancement of the METT score of Musk Deer national Park in AJ&amp;K.</p> <p>(iii) Watch and ward system in the Broghil National Park was improved by hiring wildlife guards, trainings, and provision of the field gear to staff.</p> <p>(iv) On field trainings in wildlife monitoring followed by wildlife monitoring surveys were conducted in Khunjerab National Park, Qurumbar National Park and Chitral Gol National</p>						
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			<p><i>Park and Ghamot National Parks besides provision of the field gear to the field staff. All these interventions were identified having low scores while, developing METT baseline for the selected NPs.</i></p> <p><i>(v) METT scores will be updated by the end of the 2020. However, a crude estimate of METT scores for the NPs reveal an increase of ~5 points over baseline.</i></p>					
	<p><i>Indicator 8: Number of management and financing plans for protected areas with adequate financial resources developed and approved by</i></p>	<p><i>4 PA management plans approved, but lack adequate budgetary provisions</i></p>	<p><i>This target is on track. The following progress was made towards achieving the target.</i></p> <p><i>(i) In the 4th Project Steering Committee (PSC) meeting of the project, the management decided to promote conservation tourism in the selected project</i></p>	<p><i>Guidelines for improved management of CMCA's developed and approved by government and at least 5 additional management and financing plans agreed</i></p>	<p><i>At least 17 additional management and financing plans for existing and new protected areas (CMCA's) revised, approved by government and operationalized</i></p>			

	<i>the provincial government.</i>		<p><i>sites. Promotion of Eco-tourism as a livelihood means has been identified as one of the thematic interventions in the project document which, also constitutes high priority area of the present government. At the onset, four community-based conservation tourism sites were selected in GB as part of the implementation of the PSC decision.</i></p> <p><i>(ii) Conservation tourism plans of Hopper, Bagrote and Rupal valleys were developed. Activities were identified for the implementation of the conservation tourism plan in Hopper valley.</i></p> <p><i>(iii) Conservation tourism committee was established in Hopper valley, agreements signed and</i></p>	<i>with local communities</i>	<i>with adequate financial support</i>			
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			<p><i>implementation of activities including Tourist Information and facilitation Center, Glamping Site, and View Point was started.</i></p> <p><i>(iv) First phase of the documentary on conservation tourism in Hopper valley was developed and screened and contract was awarded for the production of second phase to complete this documentary series.</i></p> <p><i>(v) A day long training on Ecotourism Promotion (ETP) in Snow Leopard Habitat” was organized in Gilgit in April 2019. The workshop was attended by 45 community members from four selected valleys of PSLEP including Hopper,</i></p>					
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			<p><i>Bagrot, Rupal and Haramosh.</i></p> <p><i>(vi) A total of 28 community activists from 4 valleys were trained as tour guides by arranging a training workshop in June, 2019.</i></p> <p><i>(vii) The contract was awarded for the development of National Strategic Plan for Ecologically and Socially Responsible Tourism promotion in the country.</i></p> <p><i>(viii) The contract was awarded for the development of Conservation Tourism Plans for two more valleys, one each in KP and AJ&amp;K.</i></p> <p><i>(ix) The contract for the development of integrated Management Plan for the Musk Deer</i></p>					
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			<p><i>National Park that falls in the Himalaya Landscape falling in AJ&amp;K and constitutes one of the seven National Parks to be supported under the project to enhance its Management Effectiveness Tracking Tool (METT) score was awarded.</i></p> <p><i>(x) Improve watch and ward of wildlife through involvement of communities in the monitoring of Broghil National Park, Chitral District was initiated. The implementation mechanism was agreed with the KP Wildlife Department during the reporting period.</i></p>					
	Indicator 9: Number of forest and wildlife staff and community	Limited and uncoordinated training programs	<p><i>This activity remains on track during the reporting period.</i></p> <p><i>(i) Two hundred and four (204) staff members of Forest and</i></p>	<i>(i) At least 50 forest and wildlife trained and actively enforcing environmentally</i>	<i>(i) At least 200 forest and wildlife trained and actively enforcing environmentally friendly</i>			

	<i>members actively engaged in wildlife crime monitoring and surveillance to reduce incidence of wildlife crime.</i>	<i>currently implemented and incidents of wildlife crime in landscape<sup>29</sup></i>	<p><i>Wildlife Departments in the three snow leopard range provinces along with officials of other relevant stakeholder organizations and 106 community members were trained and actively engaged in wildlife surveys, monitoring crime detection and surveillance to reduce incidences of wildlife crime.</i></p> <p><i>(ii) Six staff members of AJ&amp;K Wildlife Department were trained in using GPS and genetic sampling in September 2018.</i></p> <p><i>(iii) A two weeks international training in “Design, survey and analysis of wildlife populations” was organized from July 1-</i></p>	<p><i>friendly management practices and wildlife crime prevention measures in snow leopard habitats;</i></p> <p><i>(ii) At least 20 community members actively engaged in wildlife crime monitoring and surveillance in community battalions</i></p>	<p><i>management practices and wildlife crime prevention measures in snow leopard habitats</i></p> <p><i>(ii) At least 60 community members trained and actively engaged in wildlife crime monitoring and surveillance resulting in 25% decrease in incidents of wildlife crime from Year 1 baseline</i></p>			
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<sup>29</sup> Current number of wildlife crime incidents in 3 landscapes not accurate. Numbers to be validated in Year 1.

			<p><i>12, 2019 in Islamabad. Four international wildlife ecologists facilitated this training. The training was attended by 27 male and 03 female participants from relevant government and non-government organizations and academia coming from all the provinces.</i></p> <p><i>(iv) One hundred &amp; six (106) field staff of the KP and GB Wildlife Departments (40 from KP; 60 from GB; 06 AJ&amp;K) were trained in Double Observer Survey method and genetic sampling.</i></p> <p><i>(v) A training on Field Equipment Handling, Survey techniques and Trophy Hunting Guidelines was arranged for 18 staff members of GB Parks and Wildlife</i></p>					
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			<p><i>Circle staff in collaboration with Wildlife component of Ten Billion Trees Tsunami project GB on June 11-12, 2020, thus ensuring cross fertilization with ongoing projects.</i></p> <p><i>(vi) Forty-two (42) community members were hired as Community Wildlife Guards in consultation with the communities and provincial wildlife departments in the three landscapes for wildlife crime monitoring and surveillance in community battalions.</i></p> <p><i>(vii) About 400 hectares of forest patches were protected through social protection measures by engaging eight Community Forest Guards.</i></p>					
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<b>Outcome 3</b>  Participatory conservation in the targeted landscape enhanced to reduce human-snow leopard conflicts and improve livelihoods of community.	<i>Indicator 10: Number of Valley conservation plans developed and under implementation</i>	<i>Lack of integrated landscape planning approach es and the current planning process is mostly at sectoral level</i>	<i>This activity is on track. Fourteen Valley Conservation and Development Plans (VCDPs) of Ujnu, Washich (Zewar Gol), Shagrom (Atahk and Udrian Gol), Zondrangam (Rosh Gol), and Lon Koh (Lon Gol) Valleys in KP, Gurez and Shounter Valleys in AJ&amp;K and Hopper, Hisper, Haramosh, Astak, Tormic, Braldo and Basha Valleys in GB alleys were drafted that are under implementation. Consultant was hired for the development of rest of the VCDPs in GB.</i>	<i>At least 8 valley conservation plans developed and approved</i>	<i>At least 17 valley conservation plans developed, endorsed and under implementation</i>			
	<i>Indicator 11: Average increase in income of communities from sustainable livelihood and</i>	<i>Baseline incomes to be established in Year 1 through the valley conservati</i>	<i>The communities sharing the alpine ecosystem with snow leopard are mostly (31-49%) poor and live below poverty line (&lt; 2 US\$/Day). They rely on agropastoral</i>	<i>At least 5% increase in average incomes from sustainable livelihoods, natural resource management</i>	<i>Implementation of sustainable livelihood, natural resource management and wildlife deterrents systems ensures at least 15%</i>			

	resource management activities	on planning process	activities as major livelihood means. Revenue generated from livestock rearing accounts for 459 US\$ per household per year. Disease and predator caused mortality of livestock are major threats to mountain economy and constitutes about 352 US\$ and 191 US\$ per household per year. The project-initiated variety of community support activities aimed to reduce human-wildlife conflict such as development of livestock insurance schemes, predator proof corrals, capacity building and administration of biannual livestock vaccination in the project sites, besides SFM and SLM activities which aimed to improve	and business activities (At least 30% of beneficiaries are women)	average increase in incomes of participating communities from the baseline established in Y1, of which at least 30 % of households include women beneficiaries			
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			<p><i>productivity of rangelands and pastures in tandem with the sustainable livelihood activities. The activity is on track and we envisage a crude increase in income of the communities in the project sites ~3-5%. A detailed assessment is planned in January 2021.</i></p>					
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	<p><i>Indicator 12: Decreased incidences of human-wildlife conflict as indicated by:</i></p> <p><i>(i) Decrease in livestock lost to snow-leopard</i></p>	<p><i>(i) Average livestock<sup>30</sup> lost to wildlife estimated at 0.6 head/HH/Year</i></p> <p><i>(ii) Number of incidents of</i></p>	<p><i>(i) This activity is on track. The predation mitigation i.e. predator proof corrals, compensation i.e. livestock insurance schemes, diseases control i.e. livestock vaccination and surveillance improvement i.e. community guards' measures implemented in the project sites</i></p>	<p><i>(i) At least 10% decrease in livestock lost/year to wildlife</i></p> <p><i>(ii) At least 10% decrease in retaliatory killings of snow leopard and other predators</i></p>	<p><i>(i) At least 25% decrease in livestock lost/year to wildlife</i></p> <p><i>(ii) At least 50% decrease in retaliatory killings of snow leopard and other predators</i></p>			
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<sup>30</sup> Based on 2017 Survey undertaken by SLF in 49 valleys and 2,798 households surveyed predation rates in snow leopard ranges in Northern Pakistan to be validated in Year 1 on landscape basis



	<p><i>d and other predators;</i></p> <p><i>Reduce incidence of retaliatory killing of snow leopard and other predators</i></p>	<p><i>retaliatory killings of snow leopard and other predators to be assessed in Year 1</i></p>	<p><i>have resulted halting mass killing of livestock by predators and disease caused mortality of livestock. Conversely, we didn't notice retaliatory killing of snow leopard or other carnivores in the project sites. However, two livestock depredation incidences due to snow leopard and lynx were reported in Chitral and GB in valleys other than the project sites with minimal or no protection measures in place.</i></p> <p><i>(ii) To further strengthen the initiative, the development of community-based surveillance, monitoring and wildlife crime detection plan is being undertaken in collaboration with WWF-Pakistan.</i></p>					
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			<i>Equipment for the implementation of Spatial Monitoring and Reporting Tool (SMART) have been secured and training plan developed. The field implementation of SMART will be initiated in the second half of 2020 after training of the staff of wildlife departments in the operation and management of this spatial monitoring and reporting tool.</i>					
<b>Outcome 4</b> Implementation, upscaling and replication of project approaches supported by effective knowledge management and gender mainstreaming	<i>Indicator 13: Number of knowledge products reflecting best practices and lessons learned documented and disseminated and up-scaled.</i>	<i>No concerted effort exists in promoting best practices</i>	<i>This activity on track. The following measures were taken to achieve the target during the reporting period.</i>  <i>(i) A documentary “scaling up snow leopard conservation in Pakistan” depicting the concept of PSLEP project as an innovative approach and best practice was</i>	<i>Best practice and lessons identified and at least 3 under documentation</i>	<i>At least 10 best practices of sustainable grazing and forest use, ecotourism, human-wildlife conflict management, financial instruments for livestock predation resolution, gender mainstreaming being up-scaled in</i>			

			<p><i>developed. The documentary is available on the SLF YouTube page: <a href="https://www.youtube.com/watch?v=hYaztpAYkzk">https://www.youtube.com/watch?v=hYaztpAYkzk</a></i></p> <p><i>(ii) Another documentary on the “Conservation Tourism in Hopper Valley” was developed as prototype of best practice. The story was also featured in the second issue of magazine of SLF “Conservation Chronicles”.</i></p> <p><i>(iii) The project is working to develop Snow leopard Enterprises (SLE), a woman centered income generating activity.</i></p>		<i>5 additional valleys with non-project funding</i>			
	<i>Indicator 14: Increase in the level of awareness of communities</i>	<i>Baseline to be establishe</i>	<i>This activity on track and can be gauged through the following major deliverables</i>	<i>At least 20% of participating households (at least 40% of households</i>	<i>At least 50% of participating households (at least 40% of households</i>			

	in the target landscapes on conservation and sustainable use and threats to snow leopard and biodiversity	<i>d in Year 1</i>	<p><i>implemented during the reporting period.</i></p> <p><i>(i) A total 21 Snow Leopard Clubs (SLCs) were established in three landscapes having membership from boys (n=526) and girls (n=76).</i></p> <p><i>(ii) Three nature study camps were conducted, one each in Gilgit-Baltistan, Chitral and AJ&amp;K. A total of 118 students participated in these camps comprising of 78 boys and 40 girls.</i></p> <p><i>(iii) In October, 2018 Snow Leopard Day was celebrated at national and regional levels, whereas in 2019 the day was celebrated at regional level only. Over 150 guests including diplomatic community attended the national event while, the 350</i></p>	<i>include women beneficiaries) have good awareness of conservation, sustainable natural resource use and wildlife crime prevention benefits</i>	<i>include women beneficiaries) in landscapes aware of conservation, sustainable resource use and wildlife crime prevention benefits</i>			
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			<p><i>participants attended the regional events.</i></p> <p><i>(iv) The World Wildlife Day was celebrated in 2018, 2019 and 2020 at national and regional levels. About 400 guests attended the national events and over 350 guests participated in the regional events.</i></p> <p><i>(v) Other events organized included World Wetland Day and GIS day with total attendance of over 300.</i></p> <p><i>(vi) The media orientation and awareness workshop were organized in Chitral, KPK in 2019 for 20 media persons from print and electronic media.</i></p> <p><i>(vii) The myriad of educational resource material including</i></p>					
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			<p><i>Cartoon Story Books on NRM (500 copies each), Calendar 2019 &amp; 2020 (1000 copies each), two thematic posters (1000 copies each), Information Disk on Carnivores and Herbivores in Snow Leopard Habitat (1000 copies), flyer on importance and awareness about ecotourism (1000 copies), Newsletter Magazine – Carnivore Column, two issues (500 and 750 copies) and Bi-lingual PSLEP profile (1000 copies) were developed, printed and disseminated.</i></p> <p><i>(viii) Four popular articles were published in local print media and one in international print media (Gulf News) during the reporting period.</i></p>					
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			<p>(ix) <i>The National Project Manager (NPM) participated in a live show on TV Channel and highlighted snow leopard conservation initiatives in the country.</i></p> <p>(x) <i>Four scientific articles were published in international peer reviewed and Institute for Scientific Information (ISI) indexed journals.</i></p> <p>(xi) <i>Two documentaries on the PSLEP project concept and mandate and conservation tourism were developed and screened.</i></p>					
	<i>Indicator 15: Number of effective inter-provincial/trans-boundary collaboration</i>	<i>No concerted efforts at trans-boundary and inter-</i>	<i>The meetings were held with Ministry of Climate Change (MOCC), Government of Pakistan and WWF-Pakistan to develop a</i>	<i>At least 2 effective collaborative inter-provincial agreements negotiated and</i>	<i>At least 3 inter-provincial collaborative agreements negotiated, joint patrolling and</i>			

	<i>mechanisms negotiated and implemented</i>	<i>provincial collaboration exists</i>	<i>forum for effective inter-provincial collaboration mechanisms for monitoring and surveillance of wildlife and reduce poaching and illegal wildlife trade. Similarly, the matter was raised with the three provinces during meetings. However, this target is linked with the development of the strategy to curb IWT in the snow leopard range. The strategy is being finalized by the project and will be ready for review of the provincial wildlife departments and MOCC during the second half of 2020.</i>	<i>protocols agreed</i>	<i>informed regarding poaching and IWT shared to improve species conservation and trans-boundary to reduce poaching, and agreements reached with at least two neighboring countries for sharing of information on IWT and genetic composition of snow leopard populations</i>			
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**ANNEX:**

**ANNEX-I: TORs**

**ANNEX-II: GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF  
INDIVIDUAL CONTRACTORS**

**ANNEX-III: PROPOSAL SUBMISSION FORM**

**ANNEX-IV: CONFIRMING INTEREST AND AVAILABILITY**

**ANNEX- V: FINANCIAL PROPOSAL**

**ANNEX- VI: STATEMENT OF HEALTH**

**ANNEX-VII: P-11 FORM**

## GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS

**1. LEGAL STATUS:** The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN’ Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.

**2. STANDARDS OF CONDUCT:** In General: The Individual contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its obligations under the Contract. Should any authority external to UNDP seek to impose any instructions on the Contract regarding the Individual contractor’s performance under the Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of UNDP, and the Individual contractor shall perform its obligations under the Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In the performance of the Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The individual contractor must comply with all Security Directives issued by UNDP. Failure to comply with such security directives is grounds for termination of the Individual contractor for cause.

**Prohibition of Sexual Exploitation and Abuse:** In the performance of the Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

**3. TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS:** Title to any equipment and supplies that may be furnished by UNDP to the Individual contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment shall be returned to UNDP at the conclusion of the Contract or when no longer needed by the Individual contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Individual contractor, subject to normal wear and tear, and the Individual contractor shall be liable to compensate UNDP for any damage or degradation of the equipment that is beyond normal wear and tear.

UNDP shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual contractor has developed for UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual contractor of its obligations under the Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to UNDP a perpetual licence to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual contractor under the Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under the Contract

**4. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:** Information and data that are considered proprietary by either UNDP or the Individual contractor or that are delivered or disclosed by one of them ("Discloser") to the other ("Recipient") during the course of performance of the Contract, and that are designated as confidential ("Information"), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser's Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser's prior written consent, as well as to the Recipient's employees, officials, representatives and agents who have a need to know such confidential Information

solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, *provided that* the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent as required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

**5. TRAVEL, MEDICAL CLEARANCE AND SERVICE INCURRED DEATH, INJURY OR ILLNESS:** If the Individual contractor is required by UNDP to travel beyond commuting distance from the Individual contractor's usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at economy care when by air.

UNDP may require the Individual contractor to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of UNDP or before engaging in any travel required by UNDP or connected with the performance of the Contract. The Individual contractor shall provide such a Statement of Good Health as soon as practicable following such request, and prior to engaging in any such travel, and the Individual contractor warrants the accuracy of any such Statement, including, but not limited to, confirmation that the Individual contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

In the event of the death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Contract while the Individual contractor is traveling at UNDP expense or is performing any services under the Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor's dependants, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

**6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS:** The Individual contractor may not assign, delegate, transfer, pledge or make any other disposition of the Contract, of any part thereof, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licences or other forms of Contract concerning any goods or services to be provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute an Contract by UNDP thereto, unless any such undertakings, licences or other forms of Contract are the subject of a valid written undertaking by UNDP. No modification or change in the Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Contract signed by the Individual contractor and an authorized official or appropriate contracting authority of UNDP.

**7. SUBCONTRACTORS:** In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract. The Individual contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

**8. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS:** The Individual contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Individual contractor, in any manner whatsoever, use the name, emblem or official seal of UNDP, or any abbreviation of the name of UNDP, in connection with its business or otherwise without the written permission of UNDP.

**9. INDEMNIFICATION:** The Individual contractor shall indemnify, defend, and hold and save harmless UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to: (a) allegations or claims that the use by UNDP of any patented device, any copyrighted material or any other goods or services provided to UNDP for its use under the terms of the Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

**10. INSURANCE:** The Individual contractor shall pay UNDP promptly for all loss, destruction or damage to the property of UNDP caused by the Individual contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Contract. The Individual contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at the Individual contractor's sole expense, such life, health and other forms of insurance as the Individual contractor may consider to be appropriate to cover the period during which the Individual contractor provides services under the Contract. The Individual contractor acknowledges and agrees that none of the insurance arrangements the Individual contractor may make shall, in any way, be construed to limit the Individual contractor's liability arising under or relating to the Contract.

**11. ENCUMBRANCES AND LIENS:** The Individual contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due to the Individual contractor or to become due for any work done or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Individual contractor.

**12. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:** In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full

particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract.

In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract.

*Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Individual contractor. The Individual contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Individual contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute *force majeure* under the Contract

**13. TERMINATION:** Either party may terminate the Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of Contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a “cause” for or otherwise to be in itself a termination of the Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or a stay or is declared insolvent; the Individual contractor makes an assignment for the benefit of one or more of its creditors; (c) a Receiver is appointed on account of the insolvency of the Individual contractor ; (d) the Individual contractor offers a settlement in lieu of bankruptcy or receivership; or (e) UNDP reasonably determines that the Individual contractor has become subject to a

materially adverse change in its financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual contractor to perform any of its obligations under the Contract.

In the event of any termination of the Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the work not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Individual contractor and in which UNDP has or may be reasonably expected to acquire an interest.

In the event of any termination of the Contract, UNDP shall only be liable to pay the Individual contractor compensation on a pro rata basis for no more than the actual amount of work performed to the satisfaction of UNDP in accordance with the requirements of the Contract. Additional costs incurred by UNDP resulting from the termination of the Contract by the Individual contractor may be withheld from any amount otherwise due to the Individual contractor from UNDP..

**14. NON-EXCLUSIVITY:** UNDP shall have no obligation respecting, and no limitations on, its right to obtain goods of the same kind, quality and quantity, or to obtain any services of the kind described in the Contract, from any other source at any time.

**15. TAXATION:** Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, 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 exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments.

**16. AUDITS AND INVESTIGATIONS:**

Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. UNDP shall be entitled to a refund from the Individual contractor for any amounts shown by such audits to have been paid by UNDP other than in accordance with the terms and conditions of the Contract.

The Individual contractor acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Individual contractor generally relating to performance of the Contract. The right of UNDP to conduct an investigation and the Individual contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract.

The Individual contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Individual contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Individual contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Individual contractor's personnel and relevant documentation. The Individual contractor shall require its agents, including, but not limited to, the Individual contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

#### **17. SETTLEMENT OF DISPUTES:**

**AMICABLE SETTLEMENT:** UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the parties in writing.

**ARBITRATION:** Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

**18. PRIVILEGES AND IMMUNITIES:** Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.



**PROPOSAL SUBMISSION FORM****Dear Sir/Madam,**

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I undersigned, offer to provide individual consulting for **"INSERT REFERENCE NUMBER"** to UNDP Pakistan in accordance with the Price Schedule attached herewith and made part of this proposal.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of **90 days** from the date fixed for opening of proposal in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any proposal you may receive.

Dated: this -----day of -----2021

**Name and Signature**

**THIS DOCUMENT SHOULD BE PASSWORD PROTECTED IN YOUR SUBMISSION.**

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
  - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
  - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

- M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Email Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and,

in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies:]*

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template  
Brief Description of Approach to Work (if required by the TOR)

**THIS DOCUMENT SHOULD BE PASSWORD PROTECTED IN YOUR SUBMISSION.**

**BREAKDOWN OF COSTS<sup>31</sup>**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

<b>Cost Components</b>	<b>Unit Cost PKR</b>	<b>Quantity</b>	<b>Total Rate for the Contract Duration- PKR</b>
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel<sup>32</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			

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<sup>31</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>32</sup> Travel expenses are not required if the consultant will be working from home.

Others (pls. specify)			
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**B) Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount</b>
Deliverable 1		
Deliverable 2		
Deliverable 3		
<b>Total</b>	<b>100%</b>	<b>PKR .....</b>

*\*Basis for payment tranches*

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### FINANCIAL PROPOSAL

The Consultant is required to prepare the Price Schedule as a separate document from the rest of the technical response. All prices/rates quoted must be in **PKR**. The format shown below should be used in preparing the price schedule.

**Consultant is required to provide a copy of contract signed with another entity as evidence of its daily consultancy fee.**

Sr. #	Description/Break-up of Financial Proposal	Unit	Unit Cost (PKR)
A.	Consultancy Fee:		
B.	Travel		
C.	Others (Please specify using the breakdown table provided above)		
Total PKR			

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Total	100%	PKR.....

*\*Payment shall be made based on the deliverables agreed in the final contract that will be signed with the selected candidate.*

Name: .....

Signature: .....

Date: .....





## STATEMENT OF HEALTH – INDIVIDUAL CONTRACTORS

Name of Consultant/Individual Contractor:

Last Name, First Name

### Statement of Good Health

In accordance with the provisions of Clause 5 of the [General Terms & Conditions for Individual Contractors](#), I am submitting this statement to certify that I am in good health and take full responsibility for the accuracy of this Statement. I am aware that information pertaining to inoculation requirements in respect of official travel to countries can be referred to at <http://www.who.int/ith>.

I certify that my medical insurance coverage is valid for the period from  to (if applicable)

I certify that my medical insurance covers medical evacuations at Duty Station(s):  Duty Station(s) Rating:  "B through E". Duty stations with "A" or "H" do not require medical evacuation coverage.

The name of my medical insurance carrier is:

Policy Number:

Telephone Number of Medical Insurance Carrier:

**A copy of proof of insurance MUST be attached to this form.**

Signature of Consultant/Individual Contractor

Date


This statement is only valid for Consultant/Individual Contractor Contract No.

Signature of Officer Supervising the Contract

Name

Business Unit

## P-11 Form

<b>UNITED NATIONS DEVELOPMENT PROGRAMME</b>					
<h3 style="margin: 0;">Personal History Form</h3>					
<b>INSTRUCTIONS:</b> Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size.					
1. Family name (surname)		2. First names		3. Maiden name, if applicable	
4. Date of birth day   month   year	5. Place of birth	6. Nationality at birth	7. List all your current nationality(ies)	8. Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	
9. Marital status      Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>					
10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations has responsibilities. Do you have/experience any condition/situation which might limit your prospective field of work or your ability to engage in air travel?  No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", please describe:					
11. Permanent address   Telephone No.		12. Present address if different from that indicated in box 11   Telephone No.		13. Telephone numbers Home/Mobile; Work;  14. Personal and/or professional e-mail address:	
15. Have you any dependents? Yes <input type="checkbox"/> No <input type="checkbox"/> If the answer is "Yes", give the following information:					
Name	Date of birth	Relationship	Name	Date of birth	Relationship

<b>16.</b> Have you taken up legal permanent residence status in any country other than that of your nationality? No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", which country(ies)?	<b>17.</b> Have you taken any steps towards changing your present nationality? No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", explain fully:			
<b>18.</b> Are any of your family members (spouse/partner, father/mother, brother/sister, son/daughter) employed in the UN Common System, including UNDP? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", give the following information:				
<b>Name</b>	<b>Relationship</b>	<b>Name of Organization &amp; Duty Station</b>		
<b>19. Do you have any other (extended) family members employed by UNDP?</b> No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", give the following information:				
<b>Name</b>	<b>Relationship</b>	<b>Name of Unit &amp; Duty Station</b>		
<b>20.</b> Would you accept employment for less than six months? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>21.</b> Have you been interviewed for any UNDP positions in the last 12 months? If so, for which post(s)?			
<b>22. Languages – indicate mother tongue 1<sup>st</sup></b>	Ability to operate in the listed language(s) in a work environment			
	<b>Read</b>	<b>Write</b>	<b>Speak</b>	<b>Understand</b>
	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient
<b>23.</b> For General Service support level posts only, indicate if you have passed the following tests:				

UN/ASAT – Administrative Support Assessment Test (formerly known as clerical test):

No ☐ Yes ☐ if “Yes”, date taken:

UNDP/AFT – UNDP Accountancy and Finance Test: No ☐ Yes ☐ if “Yes”, date taken:

**24. EDUCATION:** Give full details - NB Please give exact titles of degrees in original language

Degrees claimed in the job application (even if they are not a requirement for the post) must be completed at the time of the application.

UNDP only recognizes degrees and diplomas from educational institutions that have been recognized or otherwise approved by competent authorities at the time that they were obtained. Degrees requiring little or no actual course work, degrees awarded for payment of fees only, and degrees granting substantial credits for “lifetime achievements” or “life/work experience” will normally not be recognized. Incomplete degrees are unacceptable to UNDP, regardless of whether they are associated with a recognized higher educational institution.

A. List all educational institutions attended, including secondary school, and diplomas/degrees or equivalent qualifications obtained (highest level education first). Give the exact name of the institution and the title of degrees, diplomas, etc. (Please do not translate or indicate equivalent degrees).

Name, place and country	Attended from/to Mo/Year Mo. /Year		Degrees / Diplomas obtained	Main course of study	In person or online/remote?

**B. Post-qualification training courses / learning activities**

Name, place and country	Type	Attended from/to Mo/Year Mo. /Year		Certificates or Diplomas obtained	In person or online/remote?

<b>C. UN Language Proficiency Exams (if any)</b>				
<b>D. UNDP Certification Programmes (if any)</b>				
<b>25. List membership of professional societies and activities in civic, public or international affairs</b>				
<b>26. List any significant publications you have written (do not attach them) or any special recognitions you have received</b>				
<b>27. Have you already been issued a UN Index Number? No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", please indicate this number:</b>				
<b>28. EMPLOYMENT RECORD:</b> Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Provide gross salary per annum and <b>indicate currency</b> for your last or present post.				

Are you a current or former UNV? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", please indicate roster number:				
<b>A. PRESENT POST (Last post, if not presently employed)</b>				
FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN grade of your post (if applicable): (do not indicate equivalency) Last UN step in your post (if applicable):
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (      %)
				<b>Type of contract:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> 100 Series  <input type="checkbox"/> Permanent  <input type="checkbox"/> FTA  <input type="checkbox"/> SC </div> <div style="width: 30%;"> <input type="checkbox"/> 200 series  <input type="checkbox"/> Indefinite  <input type="checkbox"/> TA  <input type="checkbox"/> UNV </div> <div style="width: 30%;"> <input type="checkbox"/> ALD/300 series  <input type="checkbox"/> Continuing  <input type="checkbox"/> SSA / IC  <input type="checkbox"/> Other </div> </div>
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:
				Do/did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:				
Reason for leaving:				
<b>B. PREVIOUS POSTS (In reverse order i.e. most recent post first)</b>				
FROM	TO	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): (do not indicate equivalency) Last UN step in your post (if applicable):
Month/Year	Month/Year		Final (gross)	
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				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:	
Description of your duties and related accomplishments:					
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Description of your duties and related accomplishments:					
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				<b>Type of contract:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> 100 Series  <input type="checkbox"/> Permanent  <input type="checkbox"/> FTA  <input type="checkbox"/> SC         </div> <div style="width: 30%;"> <input type="checkbox"/> 200 series  <input type="checkbox"/> Indefinite  <input type="checkbox"/> TA  <input type="checkbox"/> UNV         </div> <div style="width: 30%;"> <input type="checkbox"/> ALD/300 series  <input type="checkbox"/> Continuing  <input type="checkbox"/> SSA / IC  <input type="checkbox"/> Other         </div> </div>	
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				E-mail Address and Telephone No. of Supervisor:	
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:	
Description of your duties and related accomplishments:					
Reason for leaving:					
FROM	TO	SALARIES PER ANNUM			



Month/Year	Month/Year		Final (gross)	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): (do not indicate equivalency) Last UN step in your post (if applicable):
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Description of your duties and related accomplishments:				
Reason for leaving:				
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Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (      %)
				<b>Type of contract:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> 100 Series  <input type="checkbox"/> Permanent  <input type="checkbox"/> FTA  <input type="checkbox"/> SC         </div> <div style="width: 30%;"> <input type="checkbox"/> 200 series  <input type="checkbox"/> Indefinite  <input type="checkbox"/> TA  <input type="checkbox"/> UNV         </div> <div style="width: 30%;"> <input type="checkbox"/> ALD/300 series  <input type="checkbox"/> Continuing  <input type="checkbox"/> SSA / IC  <input type="checkbox"/> Other         </div> </div>
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NAME OF EMPLOYER				TYPE OF BUSINESS:		
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (      %)		
				<b>Type of contract:</b>		
				<input type="checkbox"/> 100 Series <input type="checkbox"/> Permanent <input type="checkbox"/> FTA <input type="checkbox"/> SC	<input type="checkbox"/> 200 series <input type="checkbox"/> Indefinite <input type="checkbox"/> TA <input type="checkbox"/> UNV	<input type="checkbox"/> ALD/300 series <input type="checkbox"/> Continuing <input type="checkbox"/> SSA / IC <input type="checkbox"/> Other
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:		
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:		
Description of your duties and related accomplishments:						
Reason for leaving:						
<b>29.</b> Have you any objections to our making inquiries of: (a) your present employer?      No <input type="checkbox"/> Yes <input type="checkbox"/> (b) your previous employers?      No <input type="checkbox"/> Yes <input type="checkbox"/>						
<b>30.</b> Are you now, or have you ever been, a national civil servant in your government? No <input type="checkbox"/> Yes <input type="checkbox"/>  If "Yes", Indicate dates of service:      Functions:      Country:						
<b>31.</b> References: list <b>three</b> persons not related to you who are familiar with your character and qualifications and who may be contacted for a reference  UNDP will not seek a reference from your <i>current</i> employer without obtaining prior consent. However, please note that UNDP may seek references from your former employers.						

Full Name	Full Address, including E-Mail Address and Telephone Number	Name of Organization, Business or Occupation

**32.** State any other relevant facts in support of your application. Include information regarding any periods of residence outside the country of your nationality

**33.** Have you ever been convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)?  
 No ☐ Yes ☐ If "Yes", give full particulars of each case in an attached statement

**34.** Have you ever had disciplinary measures imposed on you, including dismissal or separation from service, on the grounds of misconduct?  
 No ☐ Yes ☐ If "Yes", give full particulars of each case in an attached statement.

**35.** Have you ever been separated from service on the grounds of unsatisfactory performance?  
 No ☐ Yes ☐ If "Yes", give full particulars of each case in an attached statement.

**36.** I certify that the information I have provided in the present document is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or material omission made in this document may lead to the termination of my appointment or to dismissal. I understand this also applies to any other information or document requested by the Organization for the purpose of my recruitment to and employment with UNDP.

In connection with this application, I authorize former employers and educational institutions to release information about my background to UNDP or its agent. My signature below releases the aforesaid parties providing information about me from any liability whatsoever in collecting and disseminating the information obtained.

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**Note:**

Applications for employment at UNDP must include a completed and signed Personal History form (P.11). By submitting a Personal History form, the applicant authorizes UNDP or its agent to verify and validate all information provided in the P.11. The P.11 form is not valid without signature. The signed P.11 form serves to release any party cited in the form from any liability whatsoever for releasing information to UNDP or its agent.

You may be requested to provide documentary evidence of the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UNDP.

If Degrees/Certificates are in foreign language, you may be required to provide official English translation at time of request.