



REQUEST FOR PROPOSAL (RFP) (UNDP-RFP-2021-153)

29th April 2021

Ref # UNDP-RFP-2021-153

JTN # 15029

Dear Sir / Madam:

We kindly request you to submit your **Proposal to conduct Baseline study to Evaluate the Level of Awareness of Citizens on Basic Laws, Procedural Laws, Women Protection Laws and Rights, Legal Rights and Available Legal Support Mechanisms**

Your proposal should be submitted through e-Tendering online system by or before the deadline of **13th May 2021 at 12:30 PM PST OR 3:30 AM EDT** indicated in <https://etendering.partneragencies.org>.

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

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Wednesday 05th May, 2021 [12:30 PM Pakistan Standard Time OR 3:30 AM EDT]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

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

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

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected. Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

"for"



**Knut Ostby
Resident Representative**

Annex 1

Description of Requirements

Context of the Requirement	RFP to Conduct Baseline study to Evaluate the Level of Awareness of Citizens on Basic Laws, Procedural Laws, Women Protection Laws and Rights, Legal Rights and Available Legal Support Mechanisms
Brief Description of the Required Services ¹	Please see Annex 4 the ToR (Term of Reference) for the description of the required services.
List and Description of Expected Outputs to be Delivered	As per deliverables of TOR
Person to Supervise the Work/Performance of the Service Provider	Monitoring and Evaluation Specialist, Aman-O-Insaf Programme, UNDP
Frequency of Reporting	As mentioned in TORs
Progress Reporting Requirements	The Final Report of the assignment shall have to be submitted within 05 days upon completion of activity(s).
Location of work	07 districts of Khyber Pakhtunkhwa i.e Peshawar, Mardan, Swat (will also access Chitral), Kohat (will also access Hangu), Khyber, Bajaur, Kurram, and 05 districts of Balochistan: Quetta, Pishin, Lasbela, Naseerabad, Jaffarabad. Note: Due to COVID-19 alternative modalities for data collection may also be adopted by connecting with respondents through tele-means
Pre-proposal conference will be held on:	N/A
Expected duration of work	3 Months
Target start date	May 25, 2021
Latest completion date	August 24, 2021
Travels Expected	As per requirements in mentioned field area(s).
Special Security Requirements	<input checked="" type="checkbox"/> Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Report to the UNDP on deliverable basis. Submit all the deliverables to the Programme Manager UNDP AOI or his designate. Visit the UNDP office (Peshawar, Islamabad, Quetta) on needs-based basis; and Be allowed to use the space provided by UNDP for meetings (if needed)
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Required

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

timing of activities/sub-activities									
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required								
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]								
Value Added Tax on Price Proposal	<p><input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately).</p> <p>Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use.</p> <p>In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.</p>								
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted								
Payment Terms	<p>Deliverables and Payment Schedule</p> <p>The payment is linked with achievements of the below-mentioned deliverables and shall be released upon satisfactory completion of each deliverable report certified by UNDP.</p> <table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td> <p>Deliverable 1</p> <p>On submission of the following key documents:</p> <ul style="list-style-type: none"> A complete research plan including a comprehensive methodology, activity plan, and enumerators/researcher frame and approval of the same by UNDP-AOI A comprehensive literature review of all </td><td>20%</td><td>Within 30 Days after award of contract</td><td> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> </td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	<p>Deliverable 1</p> <p>On submission of the following key documents:</p> <ul style="list-style-type: none"> A complete research plan including a comprehensive methodology, activity plan, and enumerators/researcher frame and approval of the same by UNDP-AOI A comprehensive literature review of all 	20%	Within 30 Days after award of contract	<p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p>
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	<p>relevant research on the aforementioned themes along with a list of bibliography in any standard format (MLA, Harward, Chicago, etc.)</p> <ul style="list-style-type: none">• A complete set of Research instruments including HH survey questionnaire (refined following a pre-test), KII and FGD guides, (English and final translated version in Urdu), field plans, survey and sampling protocols, desk review report, training material for the enumerators			b) Receipt of invoice from the Service Provider.
	<p>Deliverable 2</p> <p>Conduct field work in KP, MAs and Balochistan (survey, KIIs and FGDs as explained in the ToR)</p> <p>Submission of consolidated and cleaned quantitative (HH survey) data in excel, transcribed and cleaned interview data from KIIs and FGDs. Documentary evidence of the survey process, pictures, videos of the interviews etc.</p>	30%	65 Days after award of contract	
	<p>Deliverable 3</p> <p>Submission of draft report followed by presentation to provincial government partners and UN partners.</p> <p>Final report after incorporation of comments from UNDP.</p> <p>Present key research findings at a UNDP organized event (1 federal event and 2 provincial events)</p>	50%	90 Days After award of contract	
	Person(s) to review/inspect/ approve outputs/completed services and authorize the	Monitoring and Evaluation Speciliast and Programme Manager, Amm-O-Insaf Programme, UNDP		

disbursement of payment																														
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Institutional Services <input checked="" type="checkbox"/> Purchase Order																													
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.																													
Criteria for the Assessment of Proposal	<p>The award of the contract shall be made to the Evaluation firm whose offer has been evaluated and determined as:</p> <p>a) Responsive/compliant/acceptable, and b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. 70%-30%.</p> <p>Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.</p> <p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise of the Firm 30% with 210 Marks out of 700</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 45% with 315 marks out of 700</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25% with 175 marks out of 700</p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th> <th>Score Weight</th> <th>Points Obtainable</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Expertise of Firm / Organization</td> <td>30%</td> <td>210</td> </tr> <tr> <td>2.</td> <td>Proposed research methodology, approach and implementation plan</td> <td>45%</td> <td>315</td> </tr> <tr> <td>3.</td> <td>Management structure and key personnel</td> <td>25%</td> <td>175</td> </tr> <tr> <td colspan="3">Total</td> <td>700</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Technical Proposal Evaluation-Form 1</th> <th>Maximum Points obtainable</th> </tr> </thead> <tbody> <tr> <td colspan="3">Expertise of Firm/Organization</td> </tr> <tr> <td>1.1</td> <td>Minimum 10 years of demonstrated experience in conducting research, evaluation studies and situation and context analysis at national or international level.</td> <td>60</td> </tr> </tbody> </table>	Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	1	Expertise of Firm / Organization	30%	210	2.	Proposed research methodology, approach and implementation plan	45%	315	3.	Management structure and key personnel	25%	175	Total			700	Technical Proposal Evaluation-Form 1		Maximum Points obtainable	Expertise of Firm/Organization			1.1	Minimum 10 years of demonstrated experience in conducting research, evaluation studies and situation and context analysis at national or international level.	60
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		Zero marks will be given for less than 10 years of experience	
1.2	2 years of research experience in at least one of the following thematic areas: ADR, legal aid, access to justice, institutions, and law 25 Marks for each year.	50	
1.3	Minimum of two years of experience of providing service for major, multilateral, bilateral or UN agencies, as well as collaboration with Government institution 10 Marks for each year	20	
1.4	Provide at least 02 research reports as a sample conducted under the same theme Maximum 20 Marks for each report.	40	
1.5	Prior experience in conducting a citizen awareness surveys specifically in rule of law for UN, EU, etc.	20	
1.6	Financial stability (Last two years Audited Account (2017-18 & 2018-19); Quick Ratio should be 1 or more than 1	20	
Total 1		210	

Technical Proposal Evaluation- FORM 2		Maximum Points Obtainable
Proposed Methodology, Approach, Tools and Implementation Plan		
2.1	To what degree does the firm understand the intended task; the objectives of the research, methodology of the research, the deliverables, intended activities and the context where the research is conducted?	50
2.2	Has the firm proposed to carry out entire scope of the work?	40
2.3	Has the firm provided a detailed research methodology?	70
2.4	Has the firm proposed to complete quantitative and qualitative data collection within the specified time frame?	40
2.5	Has the firm provided the sampling strategy for quantitative data collection?	40
2.6	Has the firm provided detail strategy about the qualitative data collection including number of Key Informant Interviews (KII's) and Focal Group Discussion (FGD's)?	40
2.7	Has the firm provided detail of the data management plan including the analysis and the statistical software to be used?	35
Total 2		315

FORM # 3		Maximum Points Obtainable
Technical Proposal Evaluation		
Management Structure and Key Personnel (Names and curriculum vitae of individuals who will be involved in completing the services)		
3.1	Research Team Lead	

	Master's degree or above in public administration/management, project management.	15
	At least 10 years of relevant experience with managing similar projects Less Than 10 years =Zero Marks 10 and above years= 30 Marks	30
	Relevant Certification	10
	Sub-Total	55
3.2	Qualitative Expert	
	Master or advanced degree in Social Sciences, development studies or a related field	7
	At least 7 years of experience in conducting qualitative research, impact evaluations and report writing Less than 7 years of experience=Zero Marks 7 and above years of experience= 20 Marks	20
	Fluency (oral and written) in English and Urdu is required	3
	Sub-Total	30
3.3	Survey Expert/Quantitative Expert	
	Master or advanced degree in Social Sciences, development studies or a related field	7
	At least 7 years of experience in conducting quantitative research, designing large scale HH survey, impact evaluations and report writing Less than 7 years of experience=Zero Marks 7 and above years of experience= 20 Marks	20
	Fluency (oral and written) in English and Urdu is required	3
	Sub-Total	55
3.4	Data Analyst	
	Master's degree in computer science/Statistics or any other relevant degree	7
	At least 5 years of experience in managing and analyzing data from large scale surveys Less than 5 years of experience=Zero Marks 5 and above years of experience= 20 Marks	20
	Well versed with statistical software including SPSS, STATA or any other	3
	Sub-Total	30
3.5	Legal Expert	
	Master's degree in Law or LL.M or LL.B or a related field	5
	7-year experience of working in rule of law sector Less than 7 years of experience=Zero Marks 7 and above years of experience= 20 Marks	20
	Demonstrated experience of conducting research quantitative or qualitative and report writing	5
	Sub-Total	30
	Total 3	175
Mandatory Note: CVs of the personnel assigned should be signed, dated and attached with the proposals and prepared following the template in Annex 6 of the RFP.		

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Aneex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR (<i>Annex 5</i>) <input checked="" type="checkbox"/> Standard CV Template (<i>Annex 6</i>)
Contact Person for Inquiries (Written inquiries only)	<p><i>Muhammad Tahir ul Islam</i> <i>Procurement Officer</i> pakistan.procurement.info@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Joint Venture	<input checked="" type="checkbox"/> NOT ALLOWED.

Other Information
[pls. specify]

Minimum Qualifying Criteria

☒ Technical and Financial proposals should be submitted as separate PDF files Financial Proposal must be password protected. Technical proposal should be inclusive of Brief Methodology and Work Plan for implantation of activities.

☒ Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise and Organizational Organogram ;

☒ Valid Certificate of Registration of the Firm/organizations with SECP, Registrar of Firms or FBR in the name of the firm;

☒ Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two(02) Years (2017-18 & 2018-19);

☒ Minimum Three (03) relevant Contracts/Purchase Order/Work Orders of work in last 10 (ten) years undertaken with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract).

☒ Provide three(03) satisfactory performance certificates along with the duration of each assignment Minimum Three (03) relevant Contracts/Purchase Order/Work Orders of work undertaken with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract).

☒ Provide at least 02 research reports as a sample.

☒ All information regarding any past and current litigation during the last Three (03) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.

☒ CVs of all the 5 personnel that will be assigned to this job.

Name of Funding Organization	Period of Contract	Type of Services Provided/Product delivered	Value of Contract	Location (Country/Region)	Year of Implementation

Deadline for Submission	<p>12th May 2021 (12:30 PM Pakistan standard Time or 2:30 AM EST)</p> <p>Please note:</p> <p>Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</p>
Electronic submission (eTendering) requirements	<p>Technical and financial proposals should be submitted in separate PDF files File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below)</p> <p>Important Notes for financial proposal:</p> <p>The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers.</p> <p>Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: tahir.islam@undp.org</p> <p><i>While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</i></p>

TERMS OF REFERENCE (TOR)

Hiring a Firm/ Organization to conduct

Baseline study to Evaluate the Level of Awareness of Citizens on Basic Laws, Procedural Laws, Women Protection Laws and Rights, Legal Rights and Available Legal Support Mechanisms

A. Project Title: Promoting Rule of Law and Enhancing the Criminal Justice System in Khyber Pakhtunkhwa including Newly Merged Districts and Balochistan

B. Project Description

European Union (EU) signed in July 2020 a financing agreement with the Government of Pakistan (GoP) to support a Rule of Law (RoL) Program for a period of five years. The overall objective of this program is to contribute to the strengthening of rule of law in Khyber Pakhtunkhwa (KP) and its Newly Merged Districts (NMDs), and Balochistan, and to ensure equal access to justice in particular for women and marginalized groups.

The RoL program has as three specific objectives:

1. support reform processes to ensure delivery of people-centered justice;
2. enhance access to justice for all, particularly women and less privileged groups; and
3. improve service delivery of the security sector in line with constitutional safeguards and international standards

One part of this program will be implemented by UNDP and UN Women. The implementation entails contribution to all three specific objectives in KP and NMDs and specific focus on result 2 in Balochistan. UNODC will focus geographically on Balochistan under key EU results 1 and 3 under a separate agreement with EU.

UNDP and UN Women actions and interventions are centered on rebuilding public confidence in the formal justice and security sectors through reform and development at policy, management, outreach and accountability levels, with special focus on gender-responsive programming through UN Women's expertise in the area. Positioned to support better service delivery at the local level, linked to relevant policies and legal framework on the federal level, the RoL program will leverage divisional and provincial systems for sustainable change- by ensuring that methodology and structure are based on provincial development policies, strategies, best practice and lessons learned from UNDP and UN Women's previous work in these areas.

In connection with the rule of law initiatives and as a way to understand the level of awareness and understanding on basic laws, procedure, women's protection laws legal rights, and available legal support mechanisms including legal aid, local mediation forums, police services, etc. UNDP with the support of EU and in coordination with the UN Women and UNODC intends to undertake a systematic research in the target areas of Balochistan, Khyber Pakhtunkhwa (KP) including Newly Merged Districts (NMDs)

C. Objectives

The study is intended to provide a baseline on citizen awareness and understanding of basic laws, procedural laws, women's protection laws, legal rights and available legal support mechanisms

including but not limited to legal aid, mediation forums, police services in selected areas of Balochistan, KP and MAs.

D. Scope of Work

The firm is expected to:

- a) Submit a detailed work plan in consultation with UNDP, UN Women and UNODC.
- b) Prepare a research design and a questionnaire. (Note: The list of questionnaires in Section E are meant as a sample.)
- c) Develop quantitative data collection tools, a sample in consultation with UNDP, UN Women and UNODC for collection of quantitative primary data.
- d) Endorsement of survey tools and methodology by UN partner agencies and provincial government counterparts.
- e) Conduct a desk review based on existing materials on awareness on legal rights, gender, women protection laws, available legal support mechanism, i.e., legal aid, women shelter homes.
- f) Hold 10 Focused Group Discussion (FGDs) (05 in KP and 05 in Baluchistan, minimum four FGDs should be exclusively with women respondents) and 40 Key Informant Interviews (KII) (20 KIIs in KP and 20 in Baluchistan).
- g) Prepare and share a draft report for review by UNDP and other UN Agencies; and
- h) Presentation of findings and draft report to provincial RoL delivery units.
- i) Incorporate comments/feedback and submit a final report for endorsement by UNDP

Note: *The structure and sequence of the report will be discussed and agreed with UN partner agencies*

E. Research Questions

The guiding questions which need to be explored to provide evidence to establish a robust baseline include but are not limited to the following:

- To what extent the citizen knows their constitutional rights guaranteed by the Constitution of Pakistan 1973?
- To what extent the citizen knows their legal rights and where to report if in case offence is committed?
- What are the pre-trial rights specifically for children and women's?
- What are the rights of an accused during trial? Specifically, when an accused is a child or a woman?
- What remedy is available to a woman, if she is deprived unlawfully of her legal inheritance right?
- What legal remedies are available to a woman if her husband is not giving her proper maintenance and to her children?
- What legal remedies are available to a woman if her husband or relatives in case of domestic violence?

- What legal remedies are available to a woman if she is deprived of her children custody unlawfully?
- Does the citizen know where to go or contact, if they are facing difficulty to engage a lawyer to plead their case in a court of law?
- Is there a mediation forum available under the supervision of state or a functionary of government? Like DRC in KP and *Musalihati Anjuman* in Balochistan, etc.
- To what extent the citizens feel that the Rule of Law generally, and for GBV has improved, in KP, NMDs and Balochistan, disaggregated by gender, social group and districts?
- What is the percentage of disputants showing trust on the formal and informal/mediation system, disaggregated by sex, marginalized groups age, location and districts?
- What are the number of disputants who are using the informal/mediation system disaggregated by sex, marginalised groups, age location (urban/rural) and districts?
- What are the number of people who have received free legal aid disaggregated by sex, marginalised groups, age, location and districts?
- What are the number of persons disaggregated by sex, marginalized groups, age, location and district accessing formal justice institutions (model police stations and selected courts)?

Note: It should be noted that the above questions are only guiding questions. The consultant will be required to discuss and agree with UNDP which final questions are relevant and plausible and add specific questions if needed.

F. Expected Outputs and Targets Completions

S.NO	Deliverable	Timeline	Review & Approvals
1	<p>Upon Submissions of</p> <p>A complete workplan that incorporates a detailed research plan, research design/ methodology, activity plan, and enumerators/researcher frame.</p> <p>A comprehensive literature review of all relevant research on the aforementioned themes along with a list of bibliography in any standard format (MLA, Harvard, Chicago etc.)</p> <p>Research instruments including Household survey questionnaire (refined following a pre-test), KII and FGD guides, (English and final translated versions in Urdu), field plans, survey and sampling protocols, desk review report, training materials for the enumerators.</p>	By 30 days after signing contract	UNDP
2	<p>Conduct field work in KP, MAs and Balochistan (survey, KIIs and FGDs as explained in the ToR)</p> <p>Consolidated and cleaned quantitative data in excel, transcribed and cleaned interview data from KIIs and FGD. Documentary evidence of the survey process, pictures, videos of the interviews, etc.</p>	65 days after signing contract	UNDP

3	Submission of draft report followed by presentation to provincial government partners and UN partners. Final report after incorporation of comments from UNDP. Present key research findings at a UNDP organized event (1 federal event and 2 provincial events)	90 days after signing of contract	UNDP
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G. Duration of Work

The duration of this contract will be 3 months commencing from the date of signing contract

H. Project Geographical Location

7 districts of KP:

Peshawar, Mardan, Swat (will also access Chitral), Kohat (will also access Hangu), Khyber, Bajaur, Kurram

5 districts of Balochistan:

Quetta, Pishin, Lasbela, Naseerabad, Jaffarabad

Note: Due to COVID-19 alternative modalities for data collection may also be adopted by connecting with respondents through tele-means.

I. Scope of Price Proposal and Schedule of Payments

Deliverables	Payment	Estimated duration	% of payment
Deliverable 1	Upon Submissions of A complete workplan that incorporates a detailed research plan, research design/ methodology, activity plan, and enumerators/researcher frame. A comprehensive literature review of all relevant research on the aforementioned themes along with a list of bibliography in any standard format (MLA, Harvard, Chicago etc.) Research instruments including Household survey questionnaire (refined following a pre-test), KII and FGD guides, (English and final translated versions in Urdu), field plans, survey and sampling protocols, desk review report, training materials for the enumerators.	By 30 days after signing contract	20 %
Deliverable 2	Conduct field work in KP, MAs and Balochistan (survey, KIIs and FGDs as explained in the ToR) Consolidated and cleaned quantitative data in excel, transcribed and cleaned interview data from KIIs and FGD. Documentary evidence of the survey process, pictures, videos of the interviews, etc.	65 days after signing contract	30%
Deliverable 3	Submission of draft report followed by presentation to provincial government partners and UN partners. Final report after incorporation of comments from UNDP. Present key research findings at a UNDP organized event (1 federal event and 2 provincial events)	90 days after signing of contract	50%

J. Evaluation Process

The award of the contract shall be made to the Evaluation firm whose offer has been evaluated and determined as:

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

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.

Technical Proposal (70%)

- ☒ Expertise of the Firm **30% with 215 Marks out of 700**
- ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan **45% with 315 marks out of 700**
- ☒ Management Structure and Qualification of Key Personnel **25% with 210 marks out of 700**

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization	30%	210
2	Proposed research methodology, approach and implementation plan	45%	315
3	Management structure and key personnel	25%	175
Total			700

Form 1 - Technical Proposal Evaluation		Points Obtainable
Expertise of the Firm/Organization		
1.1	Minimum 10 years of demonstrated experience in conducting research, evaluation studies and situation and context analysis at national or international level.	60
1.2	2 years of research experience in at least one of the following thematic areas: ADR, legal aid, access to justice, institutions, and law	50
1.3	Minimum of two years of experience of providing service for major, multilateral, bilateral or UN agencies, as well as collaboration with Government institution	20

1.4	Provide at least 02 research reports as a sample conducted under the same theme	40
1.5	Prior experience in conducting a citizen awareness surveys specifically in rule of law for UN, EU, etc.	20
1.6	Financial stability (Last two years Audited Account (2017-18 & 2018-19); Quick Ratio should be 1 or more than 1	20
Total – Expertise of the Firm/ Organization		210

Form 2 - Technical Proposal Evaluation		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the firm understand the intended task; the objectives of the research, methodology of the research, the deliverables, intended activities and the context where the research is conducted?	50
2.2	Has the firm proposed to carry out entire scope of the work?	40
2.3	Has the firm provided a detailed research methodology?	70
2.4	Has the firm proposed to complete quantitative and qualitative data collection within the specified time frame?	40
2.5	Has the firm provided the sampling strategy for quantitative data collection?	40
2.6	Has the firm provided detail strategy about the qualitative data collection including number of KII's and FGD's?	40
2.7	Has the firm provided detail of the data management plan including the analysis and the statistical software to be used?	35
Total - Proposed Methodology, Approach and Implementation Plan		315

Form 3 - Technical Proposal Evaluation		Points Obtainable
Management Structure and Key Personnel		
3.1	Research Team Lead	
	Master's degree or above in public administration/management, project management.	15
	At least 10 years of relevant experience with managing similar projects Less Than 10 years =Zero Marks 10 and above years= 30 Marks	30
	Relevant Certification	10
	Sub-Total	55
3.2	Qualitative Expert	

	Master or advanced degree in Social Sciences, development studies or a related field	7
	At least 7 years of experience in conducting qualitative research, impact evaluations and report writing Less than 7 years of experience=Zero Marks 7 and above years of experience= 20 Marks	20
	Fluency (oral and written) in English and Urdu is required	3
	Sub-Total	30
3.3	Survey Expert/Quantitative Expert	
	Master or advanced degree in Social Sciences, development studies or a related field	7
	At least 7 years of experience in conducting quantitative research, designing large scale HH survey, impact evaluations and report writing Less than 7 years of experience=Zero Marks 7 and above years of experience= 20 Marks	20
	Fluency (oral and written) in English and Urdu is required	3
	Sub-Total	55
3.4	Data Analyst	
	Master's degree in computer science/Statistics or any other relevant degree	7
	At least 5 years of experience in managing and analyzing data from large scale surveys Less than 5 years of experience=Zero Marks 5 and above years of experience= 20 Marks	20
	Well versed with statistical software including SPSS, STATA or any other	3
	Sub-Total	30
3.5	Legal Expert	
	Master's degree in Law or LL.M or LL.B or a related field	5
	7-year experience of working in rule of law sector Less than 7 years of experience=Zero Marks 7 and above years of experience= 20 Marks	20
	Demonstrated experience of conducting research quantitative or qualitative and report writing	5
	Sub-Total	30
Total - Management Structure and Key Personnel		175

K. Note on Copy Right

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Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

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

*[Name and Signature of Authorized Person]
[Designation]
[Date]*

Annex 3**FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL**

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

Cost Breakdown per Deliverable*

Deliverable	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive) PKR</i>
1	<p>Upon Submissions of</p> <p>A complete workplan that incorporates a detailed research plan, research design/ methodology, activity plan, and enumerators/researcher frame.</p> <p>A comprehensive literature review of all relevant research on the aforementioned themes along with a list of bibliography in any standard format (MLA, Harvard, Chicago etc.)</p> <p>Research instruments including Household survey questionnaire (refined following a pre-test), KII and FGD guides, (English and final translated versions in Urdu), field plans, survey and sampling protocols, desk review report, training materials for the enumerators.</p>	20 %	
2	<p>Conduct field work in KP, MAs and Balochistan (survey, KIIs and FGDs as explained in the ToR)</p> <p>Consolidated and cleaned quantitative data in excel, transcribed and cleaned interview data from KIIs and FGD. Documentary evidence of the survey process, pictures, videos of the interviews, etc.</p>	30%	
3	<p>Submission of draft report followed by presentation to provincial government partners and UN partners.</p> <p>Final report after incorporation of comments from UNDP.</p> <p>Present key research findings at a UNDP organized event (1 federal event and 2 provincial events)</p>	50%	
	Total	100%	

**This shall be the basis of the payment tranches*

Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

Annex 4

**Standard Terms and Conditions
Seperately Attached.**