

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 12th May 2021

Ref #: UNDP-IC-2021-098- re-advertised

Country: Pakistan

Description of the assignment: Individual Contract: *National Consultant for "DHL Mid Term Evaluation" - re-advertised*

Project name: Decentralization, Human Rights and Local Governance (DHL)

Period of assignment/services (if applicable): The duration of the assignment will be **40 working days** spread over **3 months** with effect from the date of signing of the contract.

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

Duty Station: Islamabad and Home based

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

bids.pk@undp.org no later than **31st May 2021 at 12:30 PM (Pakistan Standard Time)**. Hand Delivery is not acceptable.

Important note for email submissions: Please put **"UNDP-IC-2021-098- National Consultant "Mid Term Lead Evaluator"** 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. 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 e-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 pass technical evaluation with minimum 70% score.

Background:

Developed in the post devolution context, UNDP's Decentralization, Human Rights and Local Governance (DHL) is a multi-sector project aimed at strengthening federal, provincial and local governance mechanisms. The project focuses on the provision of capacity development and technical assistance to a range of governmental, non-governmental and private sector stakeholders responsible for the protection and promotion of rights, to strengthen the human rights ecosystem at provincial and federal levels. From 2019-2020, UNDP Pakistan has thus developed and delivered an integrated package of human rights initiatives targeting human rights policy development and implementation, capacity building of key human rights institutions, strengthening human rights data collection, promoting responsible business practices, and empowering rights holders. The project also seeks to strengthen the capacities of targeted institutions including the Federal Ministry for Human Rights (MOHR), the National Commission for Human Rights (NCHR), National Commission on the Status of Women, the Ombudsperson's Office along with provincial government line departments and institutions.

The core objective of the project is to ensure inclusive service delivery in all four provinces of Pakistan by providing capacity development support to relevant federal ministries and provincial line departments with an aim towards creating an enabling environment for effective local governance and rights-based development.

Project Strategy

The project's theory of change is centered on assisting the national, provincial and local government stakeholders in Pakistan through interventions targeting policies, institutional strengthening and community stabilization for improved access to rights-based development. Through its key components- including strengthening inclusive service delivery mechanisms, community stabilization and enabling rights-based development initiatives, the project contributes towards creating an enabling environment for improved access to Rule of Law, human rights and social inclusion in target areas. Key government partners include the Ministry of Human Rights, Provincial line departments for Social Human Rights, Local Government departments, and UN Agencies: in particular, United Nations Population Fund (UNFPA), UNWOMEN and the Office of the United Nations High Commissioner for Human Rights (OHCHR).

At the policy level, the project focuses on supporting provincial governments in preparing inclusive, rights-based policies, such as human rights policies in Sindh and Balochistan. At the institutional level DHL supports the digitization of existing government systems and at a community level, works towards social inclusion of vulnerable populations and marginalized groups, particularly women, transgender persons, in coordination with provincial local government and social welfare departments.

DHL project has four outputs:

1. Federal organs are strengthened for improved and effective implementation of their mandates.
2. Provincial Governments are technically equipped to develop gender-mainstreamed legislative, institutional and policy frameworks on devolved subjects
3. Local Governments across Pakistan incorporate and use methodologies of inclusive development planning, implementation and monitoring

4. Citizens oversight mechanisms of government action strengthened through advocacy and communications support.

Across the four outputs, project activities are currently being funded by German Ministry of Foreign Affairs (GMFA), UKAid, Government of Australia and UNDP.

2. Evaluation purpose, scope and objectives

Evaluation Purpose/Objectives

This evaluation is being undertaken to:

- Assess project effectiveness and draw upon lessons that will align programming strategy for the next four years
- Evaluate appropriateness of project activities in following two distinct areas: terms of achieving outputs as per project documents, and secondly, as per the needs of the government of Pakistan, including MoHR, NCHR, Provincial Human and Social Welfare Departments and other non-government stakeholders
- Explore strategies for replication and link to policy advocacy, i.e. serve as evidence base for policy and institutional reforms.

Scope of Evaluation:

UNDP Pakistan intends to conduct an evaluation of DHL for activities implemented during 2019 and 2020. For this purpose, UNDP Pakistan seeks the services of a Lead Evaluator to provide evaluation expertise for UNDP supported DHL project activities nationwide.

The evaluation will compile lessons learnt and provide recommendations that will guide programmatic priorities and interventions for improved project design. The evaluation will be based on five assessment criteria defined by the United Nations Evaluation Group (UNEG) i.e. efficiency, effectiveness, relevance, impact and sustainability.

This scope of work includes evaluation of selected project interventions and resources falling under areas of the four Outputs under DHL. Target groups for the evaluation include MoHR, Provincial Human Rights, Social Welfare and Local Government Departments, other relevant government organizations including, civil society and UN partners including donor agencies. Interviews will be conducted virtually with some in-person meetings in Islamabad.

Scope of Work:

The expert will lead the evaluation process and will be responsible:

1. To assess/evaluate project achievements against UNDP Pakistan's Country Project Document (CPD) Outcome/CPD Output/Project indicators, and intended and unintended impacts on government and community stakeholders
2. To assess whether the CPD output/Project Output Results have been achieved in a cost-effective and cost-efficient manner
3. To determine whether cross cutting issues such as gender, inclusion and sustainability were mainstreamed in the implementation of the project.
4. To identify lessons learned on effectiveness of the project design, intervention strategies and implementation.

5. The evaluation shall mainly focus on relevance of project activities to needs of the beneficiaries/institutions, effectiveness and efficiency of implementation approach, and sustainability and impact of the project interventions
6. To suggest improvements for future and ongoing programmes, or identify best practices and experiences for replication in the future.

The Lead Evaluator will steer the evaluation process from evaluation design to completion of the assignment.

The DHL Project Analyst, Rights-Based Development and Social Inclusion Experts will support and assist the Lead Evaluator planning and execution of activities for this evaluation. The Lead Evaluator will execute the evaluation process in collaboration with relevant UNDP programme and support team and ensure that the assignment is completed within the agreed timeframe.

This is an Islamabad based assignment, any travel outside of Islamabad will be organized by UNDP, if required.

3. Evaluation criteria and key questions

Evaluation Criteria: Impact of project interventions will be measured against the following criteria

Relevance, effectiveness, efficiency, impact and sustainability. .

These are discussed below separately;

- A. Relevance:** Relevance of project interventions assessed for the extent to which they are focused on strengthening rights-based development, community stabilization and social inclusion. It also refers to the extent to which the project responds to the needs and priorities of citizens of Pakistan.
- B. Effectiveness:** extent to which project objectives have been achieved or are likely to be achieved; and the extent to which intended beneficiaries and democratic institutions have benefitted from project interventions.
- C. Efficiency:** Is the relation between inputs of resources and results achieved appropriate and justifiable?
- D. Impact:** Explore if and how various project components had a positive/less positive/no impact on each other
- E. Sustainability:** Assess the sustainability of results achieved, such as partner capacity developed, and voter awareness improved.

Cross-cutting:

- F. Human Rights** Assess the impact of project interventions on marginalized groups
- G. Gender Equality** Assess the impact of project interventions on mainstreaming gender equality.

Key Evaluation Questions:

Specifically, the evaluation will assess the relevance, efficiency, effectiveness, impact and sustainability of DHL results achieved through the questions listed below. Specific questions must be developed by the Lead Evaluator in-line with project documents and available data. A thorough

review of the proposed questions by the programme team, evaluation manager and project will be done, and these will be set in the inception report.

The evaluation questions should focus on areas directly relevant to the project interventions including:

1. Rights-based Development
2. Community Stabilization
3. Social Inclusion and Social Protection.

This list of questions is representative and not exhaustive and will be further detailed and agreed upon as part of the evaluation inception report.

1. Relevance:

- a) To what extent was the project in line with federal and provincial development priorities, the country program's outputs and outcomes, the UNDP Strategic Plan and the SDGs?
- b) To what extent does the project contribute to the theory of change for the relevant country program outcomes?
- c) Extent to which project initiatives such as awareness raising campaigns, capacity building initiatives and public outreach products were relevant to the needs of partners and stakeholders?
- d) To what extent does the project contribute to LNOB¹, gender equality, the empowerment of women and the human rights-based approach?
- e) Evaluate the extent to which DHL implementation strategy has been responsive to the emerging needs and priorities of MoHR, provincial line departments and other partners and stakeholders; and to the context of Pakistan's emerging political and development scenario;
- f) Evaluate whether project activities were relevant for the implementation of strategic and other plans of stakeholders?:
 - i) What is the stakeholder involvement in the project?
 - ii) What is the community's involvement in planning and implementing this project?
 - iii) What is the private sector's involvement in planning and implementing this project?
 - iv) What is the local/provincial & federal government's involvement in planning and implementing this project?

2. Efficiency

- a) To what extent have the project implementation strategy and execution been efficient and cost-effective to achieve overall outcomes?
- b) To what extent has there been an economical use of financial and human resources? Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes?
- c) To what extent have project funds and activities been delivered in a timely manner?

3. Effectiveness

¹Leave No One Behind

- a) To what extent did the project contribute to the country program outcomes and outputs, the SDGs, the UNDP Strategic Plan and national development priorities?
- b) In which areas does the project have the greatest achievements? Why and what have been the supporting factors? How can the project build on or expand these achievements?
- c) In which areas does the project have the fewest achievements? What have been the constraining factors and why? How can or could they be overcome in the next phase?
- d) What, if any, alternative strategies would have been more effective in achieving the project's objectives?
- e) Were the project initiatives including institutional strengthening of rights-based development institutions, gender mainstreaming and engagement with civil society, such as media, effective to achieve project outcomes?
- f) Are the project outputs clear, practical and feasible?
- g) To what extent have stakeholders such as MoHR and provincial line departments remained involved in project implementation?
- h) To what extent has the project been appropriately responsive to citizen needs?
- i) To what extent has the project contributed to promotion and protection of rights of the most vulnerable populations, gender equality and social inclusion and protection.
- j) Assess the extent to which vulnerable groups have been supported in accessing their rights (including at-risk youth and women, transgender persons and persons with disabilities)
- k) Assess whether a gender and human rights perspective has been taken into consideration and has been effective for the targeted institutions and communities;
- l) Assess how the programme components complemented each other to contribute to the achievement of programme objectives
- m) Assess the level of effectiveness of the UNDP and DHL oversight and management structures during the review period, in addition to quality and adequacy of programme monitoring and reporting?

4. Impact

- a) Explore if and how various project components had a positive/less positive/no impact on each other:
 - I. What has been the impact of DHL interventions on rights-based development with an aim to promoting an environment for community stabilization in target locations?
 - II. What has been the impact of capacity building initiatives for MoHR, Provincial Human Rights, Local Government and Social Welfare Departments on key target populations; women, youth, transgender persons and other vulnerable groups.
 - III. What has been the impact of partnerships with UN programs and external organizations such as civil society?
- b) Did the project address cross cutting issues such as gender mainstreaming, inclusion and human rights?
- c) Was there evidence of results and recognition of UNDP support by the government and partner UN Agencies (including OHCHR)?
- d) How is the programme impacting the targeted communities at large?

- e) How has the level of harmony increased in the targeted communities? Since the start of the project? In comparison with/other areas?
- f) How has the perception of insecurity changed in target communities? Since the start of the project? In comparison with/other areas?
- g) Do the intervention results respond to the needs of all stakeholders, youth-men, women, transgender and other key groups, as identified at the design stage?

5. Sustainability

- a) Assess the sustainability of DHL initiatives for institutional strengthening of stakeholders such as capacity building initiatives of human rights, community stabilization and social inclusion stakeholders
- b) To what extent will financial and economic resources be available to sustain the benefits achieved by the project?
- c) To what extent do mechanisms exist to allow stakeholders to carry forward the results attained on human rights, gender equality, empowerment of women, and social inclusion and protection?
- d) To what extent are lessons learned being documented by the project team on a continual basis and shared with appropriate parties who could learn from the project?
- e) To what extent has sustainability measures been incorporated in UNDP interventions?
- f) To what extent do mechanisms, procedures and policies exist to allow primary stakeholders to carry forward the results attained on gender equality, empowerment of women, human rights and human development?
- g) To what extent do stakeholders support the project's long-term objectives?
- h) To what extent are lessons learned being documented by the project team on a continual basis and shared with appropriate parties who could learn from the project?

6. Human rights

- a) To what extent have economically and socially marginalized groups including at-risk, persons with disabilities, women, transgender and other disadvantaged and marginalized groups benefited from DHL interventions?
- b) To what extent have national and international human rights principles been integrated into the programme design.

7. Gender equality

- a) Is the gender marker data assigned to DHL project representative of reality?
- b) To what extent have gender equality, inclusion and the empowerment of women been addressed in the design, implementation and monitoring of the project?

Please note that specific questions on the key outputs of DHL are expected to be included in the inception report. The Lead Evaluator will finalize the specific questions to be used in coordination with UNDP.

4. Methodology

The evaluation process is designed as per UNDP guidelines in line with the four Outputs of DHL project.

The evaluation process will be carried out by the Lead Evaluator in coordination with the UNDP team. He/she will conduct exhaustive document review by applying qualitative data collection tools and ascertain the effectiveness and impact of the project interventions.

Qualitative data will be collected as primary data, applying a series of social research methods including semi-structured interviews, interviews with key informants and discussions. This will be useful to assess the extent to which the strategies and activities undertaken by the DHL project have achieved objectives given in the project documents²; positive achievements of the interventions; challenges faced during implementation and steps taken to address them; lessons learned; and possible recommendations to guide the project in future. In order to get a holistic appraisal of the above mentioned, the evaluation will engage relevant stakeholders in consultation with UNDP teams.

The methodology and evaluation questions will be finalised by the Lead Evaluator in coordination with UNDP and will be part of the inception report.

It is visualized that the methodology will encompass the following:

- **Document review –Review of the following project documents and reports prepared during the project implementation**

- Project document/Project proposals and other relevant documents
- Theory of change and results framework.
- Project reports including monthly and annual reports
- Annual workplans.
- Evaluation/ programme monitoring reports
- Partners reports, strategic plans and legislative business etc. and relevant documents and IEC material
- Project supported publications and IEC material
- Project board meeting minutes
- Donor Reports

- **Interviews, participatory meetings & discussions with key stakeholders**

All interviews and discussions should be undertaken as per UNDP evaluation guidelines. UNDP team might accompany evaluators, as observers, during discussions and interviews with some key stakeholders. In addition to meetings with UNDP staff including DHL project team members, Management Support Unit, Democratic Governance Unit and Deputy Resident Representative etc., approximately 20 interviews and discussions will be conducted with partners and stakeholders. Duration of each interview will be between 45-60 minutes. Interviews with stakeholders based in locations other than Islamabad or as required by interviewee, will be held online. Questions for the interviews may be shared beforehand with the interviewees.

Based upon the above assessment, the evaluation team will compile lessons learnt and make recommendations for the future.

The data gathered during evaluation process will be the property of UNDP.

² Project Documents for DHL are the project proposals signed with respective donors

5. Evaluation products (key deliverables)

1. **Evaluation Workplan and Inception Report:** Proposed approach, methodology, timeline, and estimated budget for completion of the work requested. The candidate will submit an inception report that would reflect the evaluators understanding of the assignment, schedule of tasks, activities and deliverables along with assigned responsibilities for the Lead Evaluator. He/she can start conducting interviews before finalizing the inception report. The finalized evaluation work plan can be modified with UNDP's approval throughout implementation of the assignment if conditions or needs change. The finalized plans, given in the inception report, with attached approved amendments will be used as the basis for assessing completion and quality of the assignment.
2. **Draft Evaluation Report:** After the field activities, the Lead Evaluator will submit a draft evaluation report of DHL, highlighting achievements, constraints, and lessons learnt as well as corrective measures where required and recommendations
3. **Evaluation report audit trail and final evaluation report.** Comments and changes by the evaluator in response to the draft report should be retained by the evaluator to show how they have addressed comments. After receiving written comments and feedback to the draft evaluation report from UNDP, the evaluation team will submit a final report addressing this feedback.
4. Separate 1-2 pager **summary brief** with infographics summarizing the key findings of the evaluation for sharing with external audiences.
And **submission of data to UNDP:** all the primary data collected for this assignment will be submitted to UNDP in electronic form within 30 days of completion of assignment.

The Evaluation Report should contain the following:

- Title page
- List of acronyms and abbreviations
- Table of contents, including a list of annexes
- Executive summary
- Introduction: background and context of the project
- Description of the project – it's logic theory, results framework
- Purpose of the evaluation
- Key questions and scope of the evaluation
- Approach and methodology
- Findings
- Analysis - explanation and interpretation of findings
- Conclusions
- Lessons learnt and recommendations
- Annexes

Report format will be finalized by the evaluation team in consultation with UNDP.

Related Evaluation Activities

To achieve the objectives and produce the deliverables of the evaluation, the Lead Evaluator will be expected to undertake related activities including:

1. **Contextualize DHL interventions:** The Lead Evaluator will contextualize DHL interventions as related to the history and challenges of human rights, community stabilization and social inclusion in Pakistan.

2. **Prepare Inception Report:** The Lead Evaluator will present an Inception Report elaborating the evaluation methodology to the stakeholders at the beginning of the evaluation.
3. **Meetings with stakeholders**
 - a. The UNDP project team will brief the Lead Evaluator and provide all necessary details and clarifications on the documents made available for the document review.
 - b. The evaluation team will have meeting and discussions with the project team, Chief Technical Specialist, Assistant Resident Representative Democratic Governance Unit, Management Support Unit (MSU), Deputy Resident Representative and Resident Representative UNDP.
 - c. The evaluation team will meet with relevant government counterparts, including the MoHR, provincial human rights, social welfare and local government departments, statutory bodies, UN and civil society partners and document their learning and experiences with the project
 - d. The evaluation team will meet with bilateral donor representatives present in the country including GMFA and Australia.
4. **Consultation on draft report and recommendations** following the submission of the draft report, undertake consultations with UNDP to receive feedback for incorporation into the final report.

6. Required qualifications, competencies and skills for Lead Evaluator

Lead Evaluator for this assignment should have:

1. Master's Degree in Social Sciences or any other related discipline
2. Minimum 10 years of experience in monitoring and evaluation, data analysis and report writing for large projects in developing countries particularly in Pakistan
3. Solid understanding of human rights, community stabilization, local governance, gender mainstreaming, government structures and protection mechanisms within the Pakistani context
4. Extensive experience in leading evaluations of development projects particularly rights-based development and community stabilization programs
5. Proven capacity to effectively collect, analyse and evaluate data/information
6. Ability to organize and synthesize information in a systematic manner
7. Prior experience of designing research methodology and conducting interviews with senior government and political officials, civil society and communities
8. Well versed in data management and statistical analysis of data
9. Well versed in report writing with proven experience in producing a high-quality evaluation and assessment reports
10. Excellence in report writing
11. Relevant experience and knowledge of the United Nations projects
12. Ability to communicate in English and Urdu
13. Familiarity with UNDP/UN evaluation policies and procedures, and with the programming principles of the UNDP/UN
14. Good coordination and time management skills

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, impartiality) results orientation;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Has the ability to work both independently and in a team, and ability to deliver high-quality work on tight timelines.

Behavioural competencies:

- Gender-sensitive;
- Comfortable working in dynamic environments that change frequently;
- Able to perform in a high-stress and difficult security environment, with austere living quarters.

Computer Skills:

- Proficiency in MS Office and statistical analysis software

7. Evaluation ethics

This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The consultant 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 consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners.

8. Management and implementation arrangements

Deputy Resident Representative, UNDP Pakistan, will be the Evaluation Commissioner (EC) and Head of Management Support Unit will be the Evaluation Manager (EM). EC will be supported by EM in safeguarding the independence of the evaluation exercise and ensure the quality of evaluation in a timely fashion. To ensure independence and impartiality, EM will be the focal person for this evaluation. EM will ensure that the evaluation is conducted as per the evaluation plan and in line with this ToR.

DGU staff and DHL project team will facilitate EM and the work of the Lead Evaluator before and during the assignment period. These TORs shall be the basis upon which compliance with assignment requirements and overall quality of services provided by the Lead Evaluator will be assessed by UNDP. Lead Evaluator will perform the tasks mentioned below for the DHL evaluation process. Lead Evaluator will steer the process and be responsible for quality assurance and timely submission of final report.

9. Time frame for the evaluation process.

Duration of the Work: The duration of the work is 40 days working days over a period of 3 months. Detailed time frame for evaluation is given below:

S#	Deliverables	Description of deliverables	Submission timeline (no. of days)
1.	Deliverable 1	Inception report including methodology and key questions and workplan	5
2.	Deliverable 2	Draft Evaluation Report which obtains data collection from field visits	15
3.	Deliverable 3	Evaluation report audit trail and Final Report	15
4.	Deliverable 4	Submission, presentation of summary brief and submission of evaluation data to UNDP	5

A. Scope of Price Proposal and Schedule of Payments

a) *Payment terms for the Contractor are as under:*

- i) The amount of contract is fixed regardless of changes in the cost components;
- ii) Payment will be paid upon receipt of deliverables (mentioned in Section D) as under:

Deliverable	Description of Deliverables	Payment Percentage
1.	Inception report including methodology and key questions and workplan	20% of total amount
2.	Draft Evaluation Report which obtains data collection from field visits	25% of total amount
3	Evaluation report audit trail and Final Report	35% of total amount
4	Submission, presentation of summary brief and submission of evaluation data to UNDP	20% of total amount

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Institutional Arrangement:

Chief Technical Specialist (CTS) DHL Project, will supervise the Consultant.

Required Qualifications

The contractor should possess the following:

- a) Master's Degree in Social Sciences or any other related discipline
- b) Minimum 10 years of experience in monitoring and evaluation, data analysis and report writing for large projects in developing countries particularly in Pakistan particularly for Human Rights centered programmes or projects, and/or for projects with a comprehensive gender or inclusion focus.
- c) Solid understanding of human rights, community stabilization, local governance, gender mainstreaming, government structures and protection mechanisms within the Pakistani context demonstrated through any or all of the following: publications, articles, certified trainings received/delivered, affiliations with HR groups/platforms nationally or internationally.
- d) At least 10 years of demonstrated experience in leading evaluations of development projects particularly rights-based development, gender and inclusion and community stabilization programs.
- e) Proven capacity to effectively collect, analyse and evaluate data/information
- f) Prior experience of designing research methodology and conducting interviews with senior government and political officials, civil society and communities
- g) Well versed in data management and statistical analysis of data
- h) Well versed in report writing with proven experience in producing a high-quality evaluation and assessment reports
- i) Excellence in report writing
- j) Relevant experience and knowledge of the United Nations projects
- k) Ability to communicate in English and Urdu

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Technical Proposal:

- (i) Explaining why they are the most suitable for the work.
- (ii) Updated CV- Brief background including past experience of doing similar work
 - i. Implementation methodology
 - ii. Activity plan (Timeline)
 - iii. Budget and work plan
- (iii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

6. EXPECTED PERIOD OF CONSULTANCY

Duration of the Work:

- a) Duration of work is 40 days over a period of 3 months.

- b) Target date for the start of Contract is June 15, 2021 and expected completion date is August 14, 2021.

Duty Station

The Contractor's duty station for the contract duration at Islamabad

Please note that incase of travel outside duty station, the travel cost shall be paid by UNDP on actual basis and may not be incorporated in the financial proposal.

7. FINANCIAL PROPOSAL

Lump sum contracts

- All proposals must be expressed on Per day basis (all inclusive) for the whole assignment stated above. Total contract value will be = Daily rate X total number of days worked
- Proposals must be in the local currency i.e. PKR
- Provide evidence/proof of your consultancy rate as well.**
- Please note that incase of travel outside duty station, the travel cost shall be paid by UNDP on actual basis and may not be incorporated in the financial proposal.**

8. EVALUATION

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

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

Only candidates obtaining a minimum of 70% (49 out of 70) point would be considered for the financial evaluation.

Criteria	Weight	Max. Point
Technical	70	
Master's Degree in Social Sciences, Public Policy or any other related discipline <i>(10 points for a Masters in Human Rights/Gender Studies/Sociology or a PhD in Economics/Public Policy from reputed universities. Irrelevant Phds do not count for additional points; 6-8 points if the university is reputable but the degree is more generalized but related such as Anthropology or Public Policy. Less than 6 if none of the above, with justification.)</i>	10	
Minimum 10 years of experience in monitoring and evaluation, data analysis and report writing for large projects in developing countries particularly in Pakistan for Human Rights centered programmes or projects, and/or for projects with a comprehensive gender or inclusion focus. <i>(20 points if all experience relevant, 10-16 for some experience is relevant, under 10 little and under 5 for no relevant experience)</i>	20	

Demonstrated understanding of human rights, community stabilization, local governance, gender mainstreaming, government structures and protection mechanisms within the Pakistani context.		20	
1. Publications/articles (4) 2. Certified trainings received/delivered (2) 3. affiliations with HR groups/platforms nationally or internationally (2) 4. CV demonstrates at least 3 years of HR/gender/rights based development specific experience (6) 5. Demonstrated report writing and data collection, gathering experience for HR/gender/rights based development (6)			
Approach/methodology to assignment <i>(16-20 for proposal with relevant detail of each task, and overall understanding of the sensitivity of data gathering and analysis; 10-16 of methodology is relevant but lacks sufficient detail, less than 10 if proposal does not offer much beyond the TORs advertised.)</i>		20	
Financial		30	
Total score	Technical score 70+30 Financial		
Weight per Technical Competence			
Weak: Below 70%	The individual consultant has demonstrated a WEAK capacity for the analyzed competence		
Satisfactory: 70-75%	The individual consultant has demonstrated a SATISFACTORY capacity for the analyzed competence		
Good: 76-85%	The individual consultant has demonstrated a GOOD capacity for the analyzed competence		
Very Good: 86-95%	The individual consultant has demonstrated a VERY GOOD capacity for the analyzed competence		
Outstanding: 96-100%	The individual consultant has demonstrated an OUTSTANDING capacity for the analyzed competence		

Note: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

ANNEX

ANNEX	I - TERMS OF REFERENCES (TOR)
ANNEX	II- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
ANNEX	III- PROPOSAL SUBMISSION FORM
ANNEX	IV- CONFIRMING INTEREST AND AVAILABILITY
ANNEX	V- FINANCIAL PROPOSAL
ANNEX	VI- Statement of Health

Your submission should also include Detail CV including assignments completed, years of experience and detailed TORs under each job.

Terms of Reference (TOR)

Lead Evaluator

MID-TERM EVALUATION OF DECENTRALIZATION, HUMAN RIGHTS AND LOCAL GOVERNANCE (DHL)

Project/Project Summary

Project/outcome title	Decentralization, Human Rights and Local Governance (DHL)	
Atlas ID	00070684	
Corporate outcome and output	<p>Outcome 9: Increased effectiveness and accountability of governance mechanisms</p> <p>Output 9.1: Democratic governance of state institutions, including Parliament, Provincial assemblies, local governments and electoral management bodies, strengthened to be responsive to citizens and accountability, for improved service delivery.</p>	
Country	Pakistan	
Region	Asia Pacific Region	
Date project document signed	July 18, 2019	
Project Dates	Start Jul 18, 2019	Planned End Dec 31, 2022
Project budget	7,795,440 USD	
Project expenditure at the time of evaluation	2,983,218 USD till December 31, 2020	
Funding source	GMFA, UKaid, Government of Australia, SDC, GIZ, UNDP	
Implementing Party	UNDP Pakistan	

1. Background and context

Developed in the post devolution context, UNDP's Decentralization, Human Rights and Local Governance (DHL) is a multi-sector project aimed at strengthening federal, provincial and local governance mechanisms. The project focuses on the provision of capacity development and technical

assistance to a range of governmental, non-governmental and private sector stakeholders responsible for the protection and promotion of rights, to strengthen the human rights ecosystem at provincial and federal levels. From 2019-2020, UNDP Pakistan has thus developed and delivered an integrated package of human rights initiatives targeting human rights policy development and implementation, capacity building of key human rights institutions, strengthening human rights data collection, promoting responsible business practices, and empowering rights holders. The project also seeks to strengthen the capacities of targeted institutions including the Federal Ministry for Human Rights (MOHR), the National Commission for Human Rights (NCHR), National Commission on the Status of Women, the Ombudsperson's Office along with provincial government line departments and institutions.

The core objective of the project is to ensure inclusive service delivery in all four provinces of Pakistan by providing capacity development support to relevant federal ministries and provincial line departments with an aim towards creating an enabling environment for effective local governance and rights-based development.

Project Strategy

The project's theory of change is centered on assisting the national, provincial and local government stakeholders in Pakistan through interventions targeting policies, institutional strengthening and community stabilization for improved access to rights-based development. Through its key components- including strengthening inclusive service delivery mechanisms, community stabilization and enabling rights-based development initiatives, the project contributes towards creating an enabling environment for improved access to Rule of Law, human rights and social inclusion in target areas. Key government partners include the Ministry of Human Rights, Provincial line departments for Social Human Rights, Local Government departments, and UN Agencies: in particular, United Nations Population Fund (UNFPA), UNWOMEN and the Office of the United Nations High Commissioner for Human Rights (OHCHR).

At the policy level, the project focuses on supporting provincial governments in preparing inclusive, rights-based policies, such as human rights policies in Sindh and Balochistan. At the institutional level DHL supports the digitization of existing government systems and at a community level, works towards social inclusion of vulnerable populations and marginalized groups, particularly women, transgender persons, in coordination with provincial local government and social welfare departments.

DHL project has four outputs:

1. Federal organs are strengthened for improved and effective implementation of their mandates.
2. Provincial Governments are technically equipped to develop gender-mainstreamed legislative, institutional and policy frameworks on devolved subjects
3. Local Governments across Pakistan incorporate and use methodologies of inclusive development planning, implementation and monitoring
4. Citizens oversight mechanisms of government action strengthened through advocacy and communications support.

Across the four outputs, project activities are currently being funded by German Ministry of Foreign Affairs (GMFA), UKAid, Government of Australia and UNDP.

10. Evaluation purpose, scope and objectives

Evaluation Purpose/Objectives

This evaluation is being undertaken to:

- Assess project effectiveness and draw upon lessons that will align programming strategy for the next four years
- Evaluate appropriateness of project activities in following two distinct areas: terms of achieving outputs as per project documents, and secondly, as per the needs of the government of Pakistan, including MoHR, NCHR, Provincial Human and Social Welfare Departments and other non-government stakeholders
- Explore strategies for replication and link to policy advocacy, i.e. serve as evidence base for policy and institutional reforms.

Scope of Evaluation:

UNDP Pakistan intends to conduct an evaluation of DHL for activities implemented during 2019 and 2020. For this purpose, UNDP Pakistan seeks the services of a Lead Evaluator to provide evaluation expertise for UNDP supported DHL project activities nationwide.

The evaluation will compile lessons learnt and provide recommendations that will guide programmatic priorities and interventions for improved project design. The evaluation will be based on five assessment criteria defined by the United Nations Evaluation Group (UNEG) i.e. efficiency, effectiveness, relevance, impact and sustainability.

This scope of work includes evaluation of selected project interventions and resources falling under areas of the four Outputs under DHL. Target groups for the evaluation include MoHR, Provincial Human Rights, Social Welfare and Local Government Departments, other relevant government organizations including, civil society and UN partners including donor agencies Interviews will be conducted virtually with some in-person meetings in Islamabad.

Scope of Work:

The expert will lead the evaluation process and will be responsible:

7. To assess/evaluate project achievements against UNDP Pakistan's Country Project Document (CPD) Outcome/CPD Output/Project indicators, and intended and unintended impacts on government and community stakeholders
8. To assess whether the CPD output/Project Output Results have been achieved in a cost-effective and cost-efficient manner
9. To determine whether cross cutting issues such as gender, inclusion and sustainability were mainstreamed in the implementation of the project

10. To identify lessons learned on effectiveness of the project design, intervention strategies and implementation
11. The evaluation shall mainly focus on relevance of project activities to needs of the beneficiaries/institutions, effectiveness and efficiency of implementation approach, and sustainability and impact of the project interventions
12. To suggest improvements for future and ongoing programmes, or identify best practices and experiences for replication in the future.

The Lead Evaluator will steer the evaluation process from evaluation design to completion of the assignment.

The DHL Project Analyst, Rights-Based Development and Social Inclusion Experts will support and assist the Lead Evaluator planning and execution of activities for this evaluation. The Lead Evaluator will execute the evaluation process in collaboration with relevant UNDP programme and support team and ensure that the assignment is completed within the agreed timeframe.

This is an Islamabad based assignment, any travel outside of Islamabad will be organized by UNDP, if required.

11. Evaluation criteria and key questions

Evaluation Criteria: Impact of project interventions will be measured against the following criteria

Relevance, effectiveness, efficiency, impact and sustainability. .

These are discussed below separately;

- H. Relevance:** Relevance of project interventions assessed for the extent to which they are focused on strengthening rights-based development, community stabilization and social inclusion. It also refers to the extent to which the project responds to the needs and priorities of citizens of Pakistan.
- I. Effectiveness:** extent to which project objectives have been achieved or are likely to be achieved; and the extent to which intended beneficiaries and democratic institutions have benefitted from project interventions.
- J. Efficiency:** Is the relation between inputs of resources and results achieved appropriate and justifiable?
- K. Impact:** Explore if and how various project components had a positive/less positive/no impact on each other
- L. Sustainability:** Assess the sustainability of results achieved, such as partner capacity developed, and voter awareness improved.

Cross-cutting:

- M. Human Rights** Assess the impact of project interventions on marginalized groups
- N. Gender Equality** Assess the impact of project interventions on mainstreaming gender equality

Key Evaluation Questions:

Specifically, the evaluation will assess the relevance, efficiency, effectiveness, impact and sustainability of DHL results achieved through the questions listed below. Specific questions must be developed by the Lead Evaluator in-line with project documents and available data. A thorough review of the proposed questions by the programme team, evaluation manager and project will be done, and these will be set in the inception report.

The evaluation questions should focus on areas directly relevant to the project interventions including:

4. Rights-based Development
5. Community Stabilization
6. Social Inclusion and Social Protection.

This list of questions is representative and not exhaustive and will be further detailed and agreed upon as part of the evaluation inception report.

1. Relevance:

- g) To what extent was the project in line with federal and provincial development priorities, the country program's outputs and outcomes, the UNDP Strategic Plan and the SDGs?
- h) To what extent does the project contribute to the theory of change for the relevant country program outcomes?
- i) Extent to which project initiatives such as awareness raising campaigns, capacity building initiatives and public outreach products were relevant to the needs of partners and stakeholders?
- j) To what extent does the project contribute to LNOB³, gender equality, the empowerment of women and the human rights-based approach?
- k) Evaluate the extent to which DHL implementation strategy has been responsive to the emerging needs and priorities of MoHR, provincial line departments and other partners and stakeholders; and to the context of Pakistan's emerging political and development scenario;
- l) Evaluate whether project activities were relevant for the implementation of strategic and other plans of stakeholders?:
 - v) What is the stakeholder involvement in the project?
 - vi) What is the community's involvement in planning and implementing this project?
 - vii) What is the private sector's involvement in planning and implementing this project?
 - viii) What is the local/provincial & federal government's involvement in planning and implementing this project?

2. Efficiency

- d) To what extent have the project implementation strategy and execution been efficient and cost-effective to achieve overall outcomes?

³Leave No One Behind

- e) To what extent has there been an economical use of financial and human resources? Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes?
- f) To what extent have project funds and activities been delivered in a timely manner?

3. Effectiveness

- n) To what extent did the project contribute to the country program outcomes and outputs, the SDGs, the UNDP Strategic Plan and national development priorities?
- o) In which areas does the project have the greatest achievements? Why and what have been the supporting factors? How can the project build on or expand these achievements?
- p) In which areas does the project have the fewest achievements? What have been the constraining factors and why? How can or could they be overcome in the next phase?
- q) What, if any, alternative strategies would have been more effective in achieving the project's objectives?
- r) Were the project initiatives including institutional strengthening of rights-based development institutions, gender mainstreaming and engagement with civil society, such as media, effective to achieve project outcomes?
- s) Are the project outputs clear, practical and feasible?
- t) To what extent have stakeholders such as MoHR and provincial line departments remained involved in project implementation?
- u) To what extent has the project been appropriately responsive to citizen needs?
- v) To what extent has the project contributed to promotion and protection of rights of the most vulnerable populations, gender equality and social inclusion and protection.
- w) Assess the extent to which vulnerable groups have been supported in accessing their rights (including at-risk youth and women, transgender persons and persons with disabilities)
- x) Assess whether a gender and human rights perspective has been taken into consideration and has been effective for the targeted institutions and communities;
- y) Assess how the programme components complemented each other to contribute to the achievement of programme objectives
- z) Assess the level of effectiveness of the UNDP and DHL oversight and management structures during the review period, in addition to quality and adequacy of programme monitoring and reporting?

4. Impact

- h) Explore if and how various project components had a positive/less positive/no impact on each other:
 - I. What has been the impact of DHL interventions on rights-based development with an aim to promoting an environment for community stabilization in target locations?
 - II. What has been the impact of capacity building initiatives for MoHR, Provincial Human Rights, Local Government and Social Welfare Departments on key target populations; women, youth, transgender persons and other vulnerable groups.
 - III. What has been the impact of partnerships with UN programs and external organisations such as civil society?

- i) Did the project address cross cutting issues such as gender mainstreaming, inclusion and human rights?
- j) Was there evidence of results and recognition of UNDP support by the government and partner UN Agencies (including OHCHR)?
- k) How is the programme impacting the targeted communities at large?
- l) How has the level of harmony increased in the targeted communities? Since the start of the project? In comparison with/other areas?
- m) How has the perception of insecurity changed in target communities? Since the start of the project? In comparison with/other areas?
- n) Do the intervention results respond to the needs of all stakeholders, youth-men, women, transgender and other key groups, as identified at the design stage?

5. Sustainability

- i) Assess the sustainability of DHL initiatives for institutional strengthening of stakeholders such as capacity building initiatives of human rights, community stabilization and social inclusion stakeholders
- j) To what extent will financial and economic resources be available to sustain the benefits achieved by the project?
- k) To what extent do mechanisms exist to allow stakeholders to carry forward the results attained on human rights, gender equality, empowerment of women, and social inclusion and protection?
- l) To what extent are lessons learned being documented by the project team on a continual basis and shared with appropriate parties who could learn from the project?
- m) To what extent has sustainability measures been incorporated in UNDP interventions?
- n) To what extent do mechanisms, procedures and policies exist to allow primary stakeholders to carry forward the results attained on gender equality, empowerment of women, human rights and human development?
- o) To what extent do stakeholders support the project's long-term objectives?
- p) To what extent are lessons learned being documented by the project team on a continual basis and shared with appropriate parties who could learn from the project?

6. Human rights

- c) To what extent have economically and socially marginalized groups including at-risk, persons with disabilities, women, transgender and other disadvantaged and marginalized groups benefited from DHL interventions?
- d) To what extent have national and international human rights principles been integrated into the programme design

7. Gender equality

- c) Is the gender marker data assigned to DHL project representative of reality?
- d) To what extent have gender equality, inclusion and the empowerment of women been addressed in the design, implementation and monitoring of the project?

Please note that specific questions on the key outputs of DHL are expected to be included in the inception report. The Lead Evaluator will finalize the specific questions to be used in coordination with UNDP.

12. Methodology

The evaluation process is designed as per UNDP guidelines in line with the four Outputs of DHL project.

The evaluation process will be carried out by the Lead Evaluator in coordination with the UNDP team. He/she will conduct exhaustive document review by applying qualitative data collection tools and ascertain the effectiveness and impact of the project interventions.

Qualitative data will be collected as primary data, applying a series of social research methods including semi-structured interviews, interviews with key informants and discussions. This will be useful to assess the extent to which the strategies and activities undertaken by the DHL project have achieved objectives given in the project documents⁴; positive achievements of the interventions; challenges faced during implementation and steps taken to address them; lessons learned; and possible recommendations to guide the project in future. In order to get a holistic appraisal of the above mentioned, the evaluation will engage relevant stakeholders in consultation with UNDP teams.

The methodology and evaluation questions will be finalised by the Lead Evaluator in coordination with UNDP and will be part of the inception report.

It is visualized that the methodology will encompass the following:

- **Document review –Review of the following project documents and reports prepared during the project implementation**
 - Project document/Project proposals and other relevant documents
 - Theory of change and results framework.
 - Project reports including monthly and annual reports
 - Annual workplans.
 - Evaluation/ programme monitoring reports
 - Partners reports, strategic plans and legislative business etc. and relevant documents and IEC material
 - Project supported publications and IEC material
 - Project board meeting minutes
 - Donor Reports
- **Interviews, participatory meetings & discussions with key stakeholders**

All interviews and discussions should be undertaken as per UNDP evaluation guidelines. UNDP team might accompany evaluators, as observers, during discussions and interviews with some key stakeholders. In addition to meetings with UNDP staff including DHL project team members, Management Support Unit, Democratic Governance Unit and Deputy Resident Representative etc.,

⁴ Project Documents for DHL are the project proposals signed with respective donors

approximately 20 interviews and discussions will be conducted with partners and stakeholders. Duration of each interview will be between 45-60 minutes. Interviews with stakeholders based in locations other than Islamabad or as required by interviewee, will be held online. Questions for the interviews may be shared beforehand with the interviewees.

Based upon the above assessment, the evaluation team will compile lessons learnt and make recommendations for the future.

The data gathered during evaluation process will be the property of UNDP.

13. Evaluation products (key deliverables)

5. **Evaluation Workplan and Inception Report:** Proposed approach, methodology, timeline, and estimated budget for completion of the work requested. The candidate will submit an inception report that would reflect the evaluators understanding of the assignment, schedule of tasks, activities and deliverables along with assigned responsibilities for the Lead Evaluator. He/she can start conducting interviews before finalizing the inception report. The finalized evaluation work plan can be modified with UNDP's approval throughout implementation of the assignment if conditions or needs change. The finalized plans, given in the inception report, with attached approved amendments will be used as the basis for assessing completion and quality of the assignment.
6. **Draft Evaluation Report:** After the field activities, the Lead Evaluator will submit a draft evaluation report of DHL, highlighting achievements, constraints, and lessons learnt as well as corrective measures where required and recommendations
7. **Evaluation report audit trail and final evaluation report.** Comments and changes by the evaluator in response to the draft report should be retained by the evaluator to show how they have addressed comments. After receiving written comments and feedback to the draft evaluation report from UNDP, the evaluation team will submit a final report addressing this feedback.
8. Separate 1-2 pager **summary brief** with infographics summarizing the key findings of the evaluation for sharing with external audiences.
And **submission of data to UNDP:** all the primary data collected for this assignment will be submitted to UNDP in electronic form within 30 days of completion of assignment.

The Evaluation Report should contain the following:

- Title page
- List of acronyms and abbreviations
- Table of contents, including a list of annexes
- Executive summary
- Introduction: background and context of the project
- Description of the project – its logic theory, results framework
- Purpose of the evaluation
- Key questions and scope of the evaluation
- Approach and methodology
- Findings
- Analysis - explanation and interpretation of findings
- Conclusions
- Lessons learnt and recommendations
- Annexes

Report format will be finalized by the evaluation team in consultation with UNDP.

Related Evaluation Activities

To achieve the objectives and produce the deliverables of the evaluation, the Lead Evaluator will be expected to undertake related activities including:

3. **Contextualize DHL interventions:** The Lead Evaluator will contextualize DHL interventions as related to the history and challenges of human rights, community stabilization and social inclusion in Pakistan.
4. **Prepare Inception Report:** The Lead Evaluator will present an Inception Report elaborating the evaluation methodology to the stakeholders at the beginning of the evaluation.
5. **Meetings with stakeholders**
 - e. The UNDP project team will brief the Lead Evaluator and provide all necessary details and clarifications on the documents made available for the document review.
 - f. The evaluation team will have meeting and discussions with the project team, Chief Technical Specialist, Assistant Resident Representative Democratic Governance Unit, Management Support Unit (MSU), Deputy Resident Representative and Resident Representative UNDP.
 - g. The evaluation team will meet with relevant government counterparts, including the MoHR, provincial human rights, social welfare and local government departments, statutory bodies, UN and civil society partners and document their learning and experiences with the project
 - h. The evaluation team will meet with bilateral donor representatives present in the country including GMFA and Australia.
6. **Consultation on draft report and recommendations** following the submission of the draft report, undertake consultations with UNDP to receive feedback for incorporation into the final report.

14. Required qualifications, competencies and skills for Lead Evaluator

Lead Evaluator for this assignment should have:

- 01 Master's Degree in Social Sciences or any other related discipline
02. Minimum 10 years of experience in monitoring and evaluation, data analysis and report writing for large projects in developing countries particularly in Pakistan
03. Solid understanding of human rights, community stabilization, local governance, gender mainstreaming, government structures and protection mechanisms within the Pakistani context
04. Extensive experience in leading evaluations of development projects particularly rights-based development and community stabilization programs
05. Proven capacity to effectively collect, analyse and evaluate data/information
06. Ability to organize and synthesize information in a systematic manner
07. Prior experience of designing research methodology and conducting interviews with senior government and political officials, civil society and communities
08. Well versed in data management and statistical analysis of data
09. Well versed in report writing with proven experience in producing a high-quality evaluation and assessment reports

10. Excellence in report writing
11. Relevant experience and knowledge of the United Nations projects
12. Ability to communicate in English and Urdu
13. Familiarity with UNDP/UN evaluation policies and procedures, and with the programming principles of the UNDP/UN
14. Good coordination and time management skills

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, impartiality) results orientation;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Has the ability to work both independently and in a team, and ability to deliver high-quality work on tight timelines.

Behavioural competencies:

- Gender-sensitive;
- Comfortable working in dynamic environments that change frequently;
- Able to perform in a high-stress and difficult security environment, with austere living quarters.

Computer Skills:

- Proficiency in MS Office and statistical analysis software

15. Evaluation ethics

This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The consultant 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 consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners.

16. Management and implementation arrangements

Deputy Resident Representative, UNDP Pakistan, will be the Evaluation Commissioner (EC) and Head of Management Support Unit will be the Evaluation Manager (EM). EC will be supported by EM in safeguarding the independence of the evaluation exercise and ensure the quality of

evaluation in a timely fashion. To ensure independence and impartiality, EM will be the focal person for this evaluation. EM will ensure that the evaluation is conducted as per the evaluation plan and in line with this ToR.

DGU staff and DHL project team will facilitate EM and the work of the Lead Evaluator before and during the assignment period. These TORs shall be the basis upon which compliance with assignment requirements and overall quality of services provided by the Lead Evaluator will be assessed by UNDP. Lead Evaluator will perform the tasks mentioned below for the DHL evaluation process. Lead Evaluator will steer the process and be responsible for quality assurance and timely submission of final report.

17. Time frame for the evaluation process.

Duration of the Work: The duration of the work is 40 days working days. Detailed time frame for evaluation is given below:

S#	Deliverables	Description of deliverables	Submission timeline (no. of days)	Payment Instalment Schedule
1	Deliverable 1	Inception report including methodology and key questions and workplan	5	20% of the instalment
2	Deliverable 2	Draft Evaluation Report which obtains data collection from field visits	15	25% of the instalment
3	Deliverable 3	Evaluation report audit trail and Final Report	15	35% of the instalment
4	Deliverable 4	Submission, presentation of summary brief and submission of evaluation data to UNDP	5	20% of the instalment

Annexes

These will be provided to evaluators after signing the contract with UNDP and/or during inception meeting:

- i. Relevant project documents/proposals
- ii. Key stakeholders and partners
- iii. Documents to be reviewed and consulted
- iv. Yearly targets versus results reported

- v. Yearly budgets (donor-bifurcated) versus expenditure reported (Variance analysis)
- vi. PQAs (design, implementation)
- vii. Evaluation Quality criteria
- viii. Evaluation matrix template
- ix. Draft outline of the evaluation report format
- x. Code of conduct forms



INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

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 donor 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. LIMITATION ON ACTIONS: Except with respect to any indemnification obligations in Article 9, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 17, above, arising out of the Contract must be commenced within three (3) years after the cause of action has accrued.

The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action, or in the case of a breach of warranty, when tender of delivery is made, except that, if a warranty extends to future performance of the goods or any process or system and the discovery of the breach consequently must await the time when such goods or other process or system is ready to perform in accordance with the requirements of the Contract, the cause of action accrues when such time of future performance actually begins,

19. 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 services to UNDP Pakistan in accordance with the Price Schedule and TORs 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

Signature

**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:

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.

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 COSTS⁵
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A) Breakdown of Cost by Components:

Cost Components	Unit Cost PKR	Quantity	Total Rate for the Contract Duration- PKR
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel ⁶ Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B) Breakdown of Cost by Deliverables*

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

⁵ The costs should only cover the requirements identified in the Terms of Reference (TOR)

⁶ Travel expenses are not required if the consultant will be working from home.

**Basis for payment tranches*

ANNEX V

THIS DOCUMENT SHOULD BE PASSWORD PROTECTED IN YOUR SUBMISSION.

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 [list them as referred to in the TOR]	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:



*Empowered lives.
Resilient nations.*

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