



**REQUEST FOR PROPOSAL (RFP)**  
**Local or International Firm/Institute/Organization to 'Conduct a group training on Planning, Organizing and Effective Delivery'**

NAME & ADDRESS OF FIRM	DATE: July 15, 2021
	REFERENCE: UNDP-RFP-2021-239

**Dear Sir / Madam:**

We kindly request you to submit your proposal to '**Conduct a group training on Planning, Organizing and Effective Delivery**'. Please be guided by the form attached here to as Annex 2, in preparing your Proposal.

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

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

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Thursday, 26<sup>th</sup> July 2021 [12:30 PM Pakistan Standard Time OR 3:30 AM EDT]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

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

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

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

Karwal Abashtari Kafe

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

"for"

*Hari Kafe*

**Knut Ostby**  
**Resident Representative**

*Kanwal Abbas*

## Annex 1

## Description of Requirements

Context of the Requirement	RFP for selection of Local or International Firm/Institute/Organization to 'Conduct a group training on Planning, Organizing and Effective Delivery'
Brief Description of the Required Services <sup>1</sup>	Please see Annex 4 the ToR (Term of Reference) for the description of the required services.
List and Description of Expected Outputs to be Delivered	As per deliverables of TOR
Person to Supervise the Work/Performance of the Service Provider	HR Analyst, UNDP
Frequency of Reporting	As mentioned in TORs
Progress Reporting Requirements	As per the TOR
Location of work	UNDP Pakistan, Islamabad
Expected duration of work	3 months starting from the date of contract signing
Target start date	15 August 2021
Latest completion date	14 November 2021
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Applicable
Implementation Schedule indicating	<input checked="" type="checkbox"/> Required

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

breakdown and timing of activities/sub-activities																					
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																				
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency <b>[PAK RUPEES]</b>																				
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> (the invoice submitted should indicate the price and tax portion separately).  Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use.  In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.																				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																				
Payment Terms	<table border="1"> <tr> <th colspan="4">Payment will be based on following deliverables</th></tr> <tr> <th>Sr.#</th><th>Deliverables</th><th>% Payment</th><th>Timeline</th></tr> <tr> <td>1</td><td>Development of training methodology (activity-based training plan) &amp; materials including content/guidelines</td><td>-</td><td>Aug 2021</td></tr> <tr> <td>2</td><td>Deliver 3-day training program for 30 participants in 2 batches each (minimum 15 participants in each) – ideally external setting/outdoor *COVID19 SOPS permitting</td><td>80%</td><td>Tentative 28 August – 30 Aug 2021 2 Sep – 4 Sep 2021</td></tr> <tr> <td>3</td><td>Submission of Post Training Evaluation Report &amp;</td><td>20%</td><td>Up to 3 months</td></tr> </table>	Payment will be based on following deliverables				Sr.#	Deliverables	% Payment	Timeline	1	Development of training methodology (activity-based training plan) & materials including content/guidelines	-	Aug 2021	2	Deliver 3-day training program for 30 participants in 2 batches each (minimum 15 participants in each) – ideally external setting/outdoor *COVID19 SOPS permitting	80%	Tentative 28 August – 30 Aug 2021 2 Sep – 4 Sep 2021	3	Submission of Post Training Evaluation Report &	20%	Up to 3 months
Payment will be based on following deliverables																					
Sr.#	Deliverables	% Payment	Timeline																		
1	Development of training methodology (activity-based training plan) & materials including content/guidelines	-	Aug 2021																		
2	Deliver 3-day training program for 30 participants in 2 batches each (minimum 15 participants in each) – ideally external setting/outdoor *COVID19 SOPS permitting	80%	Tentative 28 August – 30 Aug 2021 2 Sep – 4 Sep 2021																		
3	Submission of Post Training Evaluation Report &	20%	Up to 3 months																		

	<table border="1"> <tr> <td></td><td>follow-up with support to staff as required</td><td></td><td>from training dates</td></tr> </table>		follow-up with support to staff as required		from training dates																							
	follow-up with support to staff as required		from training dates																									
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	HR Analyst, UNDP																											
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Institutional Services <input checked="" type="checkbox"/> Purchase Order																											
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.																											
Criteria for the Assessment of Proposal	<table border="1"> <thead> <tr> <th colspan="3">Technical</th> </tr> <tr> <th>Summary</th><th>Weight</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>Expertise of firm/organization/institute</td><td>30%</td><td>300</td></tr> <tr> <td>Proposed methodology, approach and implementation plan</td><td>40%</td><td>400</td></tr> <tr> <td>Trainer/s Profiles</td><td>30%</td><td>300</td></tr> <tr> <td><b>Total</b></td><td><b>100%</b></td><td><b>1000</b></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Form 1 Technical Proposal Evaluation</th><th>Points obtainable</th></tr> </thead> <tbody> <tr> <td colspan="3"><b>Expertise of the Firm/Organization</b></td></tr> <tr> <td>1.</td><td>           - At least seven years of experience delivering trainings to large and diverse audiences   <i>The bidder must provide two relevant contracts as proof of these engagements (each contract carries 60 marks)</i> </td><td>120</td></tr> </tbody> </table>	Technical			Summary	Weight	Points Obtainable	Expertise of firm/organization/institute	30%	300	Proposed methodology, approach and implementation plan	40%	400	Trainer/s Profiles	30%	300	<b>Total</b>	<b>100%</b>	<b>1000</b>	Form 1 Technical Proposal Evaluation		Points obtainable	<b>Expertise of the Firm/Organization</b>			1.	- At least seven years of experience delivering trainings to large and diverse audiences  <i>The bidder must provide two relevant contracts as proof of these engagements (each contract carries 60 marks)</i>	120
Technical																												
Summary	Weight	Points Obtainable																										
Expertise of firm/organization/institute	30%	300																										
Proposed methodology, approach and implementation plan	40%	400																										
Trainer/s Profiles	30%	300																										
<b>Total</b>	<b>100%</b>	<b>1000</b>																										
Form 1 Technical Proposal Evaluation		Points obtainable																										
<b>Expertise of the Firm/Organization</b>																												
1.	- At least seven years of experience delivering trainings to large and diverse audiences  <i>The bidder must provide two relevant contracts as proof of these engagements (each contract carries 60 marks)</i>	120																										

2.	<ul style="list-style-type: none"> <li>- Past experience of delivering trainings on delivering similar trainings in professional setups</li> </ul> <i>The bidder must provide two letters of recommendation (each contract carries 40 marks)</i>	80
3.	<ul style="list-style-type: none"> <li>- Experience of working with organizations in the development sector</li> </ul> <i>The bidder must provide two contracts as proof of work (each contract carries 40 marks)</i>	80
4.	<b>Financial Standing</b> <ul style="list-style-type: none"> <li>- Audit reports of the years 2018-19 and 2019-20 as proofs of sound financial standing and long-term profitability (10 marks each). Current ratio should be 1 or more than 1.</li> </ul>	20
	Total	<b>300</b>

  

Form # 2		
<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
<b>Proposed Methodology, Approach and Implementation Plan</b>		
2.1	Have the important aspects of the training been addressed in sufficient detail and do they correspond with the Terms of Reference? The proposal must include details of training methodology, overview of the training content and activities to be conducted, as well as post training support plan.	220
2.2	Is the proposal responsive to the challenges posed by Covid 19 in Pakistan? Does the implementation strategy include contingency plan in case Outdoor/External training set up is not possible.	90
2.3	Training implementation plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Is there a post training support plan in place to ensure efficient delivery of training.	90
		<b>400</b>

  

<b>Technical Proposal Evaluation Form 3</b>		<b>Points Obtainable</b>
<b>Lead Trainer/Trainers' Profile</b>		

	3.1	Should possess atleast Bachelors degree coupled with relevant professional certifications. Masters degree with relevant certifications will be an asset.	60
	3.2	Should possess At least 5 years of experience delivering similar group trainings	60
	3.3	Past experience of delivering trainings within the development sector	80
	3.4	Overall profile of trainers and past experience of delivering trainings to senior professionals and diverse audiences	100
		<b>Sub-total</b>	300
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Firm/Organization		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Aneex 3) <input checked="" type="checkbox"/> Detailed TOR ( <i>Annex 4</i> ) <input checked="" type="checkbox"/> CV Template (Annex 5) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 6)		
Contact Person for Inquiries (Written inquiries only)	<i>Pramila Tripathi</i> <i>Associate Procurement Officer</i> <a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.		
Joint Venture	<input checked="" type="checkbox"/> NOT ALLOWED.		

Other Information <i>[pls. specify]</i>	<b>Minimum Qualifying Criteria</b>																													
	<p><input checked="" type="checkbox"/> Technical and Financial proposals should be submitted as separate PDF files Financial Proposal must be password protected.;</p> <p><input checked="" type="checkbox"/> Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise/ Organizational Organogram</p> <p><input checked="" type="checkbox"/> Valid Certificate of Registration of the Firm/organizations;</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statements of last two years(2018-2019 and 2019-2020) (Income Statement and Balance Sheet)</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Two [02] Clients in past three (03) years;</p> <p><input checked="" type="checkbox"/> Please provide Two (02) relevant Contracts/Purchase Order/Work Orders of work undertaken with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract). <i>please fill below table with details “Details of previous contracts”;</i></p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last Seven (07) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p> <p><input checked="" type="checkbox"/> CVs of all the personnel that will be assigned to this job.</p>																													
	<table border="1"> <thead> <tr> <th data-bbox="453 907 626 989">Name of Funding Organization</th> <th data-bbox="626 907 760 989">Period of Contract</th> <th data-bbox="760 907 971 989">Type of Services Provided/Product delivered</th> <th data-bbox="971 907 1105 989">Value of Contract</th> <th data-bbox="1105 907 1235 989">Location (Country/Region)</th> <th data-bbox="1235 907 1425 989">Year of Implementation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Name of Funding Organization	Period of Contract	Type of Services Provided/Product delivered	Value of Contract	Location (Country/Region)	Year of Implementation																		
Name of Funding Organization	Period of Contract	Type of Services Provided/Product delivered	Value of Contract	Location (Country/Region)	Year of Implementation																									

Deadline for Submission	<p><b>Friday, 30<sup>th</sup> July 2021</b> (12:30 PM Pakistan standard Time or 3:30 AM EDT)</p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>
-------------------------	--



<b>Electronic submission (eTendering) requirements</b>	<ul style="list-style-type: none"> <li>• Technical and financial proposals should be submitted in separate PDF files</li> <li>• File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>• All files must be free of viruses and not corrupted.</li> <li>• Password for financial proposal must not be provided to UNDP until requested by UNDP ( see notes below)</li> </ul> <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> <li>• The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers.</li> <li>• Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: <a href="mailto:pramila.tripathi@undp.org">pramila.tripathi@undp.org</a></li> <li>• <b>While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system.</b> It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</li> </ul>
<b>Pre-proposal conference</b>	N/A

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

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

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

**B. Proposed Methodology for the Completion of Services**

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

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

**C. Qualifications of Key Personnel**

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

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

*[Name and Signature of Authorized Person]*

*[Designation]*

*[Date]*

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

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

**Currency of Quotation PKR**

Sr	Item Description	Rate	Total Amount in PKR
1.	Professional fee for 3-day training to 30 participants in 2 batches as per the TOR: minimum 15 participants in each	Lumpsum	
2.	Applicable tax		
	Total Amount in PKR		

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

*[Designation]*

*[Date]*

**Annex – A**  
**TERMS OF REFERENCE**

<b>I. POSITION INFORMATION</b>	
Position Title	Local or International Firm/Institute/Organization to 'Conduct a group training on Planning, Organizing and Effective Delivery'
Duty Station	Islamabad
Project	CO Pakistan
Engagement Modality	RFP/Institutional Contract
Period of assignment/services	3 months starting from the date of contract signing
Justification	<p><b>The CO HR unit needs to contract a firm/organization/institute for the following reasons:</b></p> <p>The UNDP Country Office intends to engage a relevant organization/individual to deliver a group training on planning, organizing and effective work management/delivery. This is one of the priority learning areas for the year and is also aligned with the changing dynamics prevalent due to Covid-19.</p> <p>Ideally, the preferred firm/individual should have sound experience in delivering similar trainings while adopting modern tools and techniques to aid learning.</p>
<b>II. RESPONSIBILITIES</b>	
<p><b>1. Background:</b></p> <p>In light of the Annual L&amp;D Plan, the office intends to address its learning needs by conducting a group training for Pakistan CO staff on effective planning, organizing, and management of work/life balance. For this purpose, a reputable firm is being sought to deliver the subject training in the most efficient and effective manner.</p> <p><b>Scope of Work</b></p> <p>The scope of work includes;</p> <ol style="list-style-type: none"> <li>1- Deliver a 3-day group training on planning and organizing and its impact on effective delivery and work/life balance.</li> <li>2- Train participants on innovative approaches and tools to develop and set goals effectively, e.g SMART approaches to planning and organizing</li> <li>3- Train participants on dealing with complexities, conflicting deadlines, and prioritizing work/tasks/addressing challenges</li> <li>4- Train participants on how to improve work-life balance through different approaches and best practices.</li> <li>5- Post training evaluation of participants learning effectiveness and follow-up with support if/as required</li> <li>6-</li> </ol> <p><b>2. Expected deliverables, timeframe for the work (and payment schedules):</b></p>	

<b>Sr.#</b>	<b>Deliverables</b>	<b>% Payment</b>	<b>Timeline</b>
1	Development of training methodology (activity-based training plan) & materials including content/guidelines	-	Aug 2021
2	Deliver 3-day training program for 30 participants in 2 batches each (minimum 15 participants in each) – ideally external setting/outdoor *COVID19 SOPS permitting	80%	Tentative 28 Aug – 30 Aug 2021 2 Sep – 4 Sep 2021
3	Submission of Post Training Evaluation Report & follow-up with support to staff as required	20%	Up to 3 months from training dates

### III. Qualification & Experience

- 1- The organization/institute must be a legally registered entity and provide certificate of registration of business, including articles of incorporation, or equivalent document if proposer is not a corporation.
- 2- The organization/Applicant must have atleast 7 years of prior experience delivering similar trainings to senior executives of reputed international organizations with a proven track record of good performance. Letters of recommendation will be sought.
- 3- The organization must provide an affidavit declaring non-involvement in litigation, no black listing by the UN or any other international donor organization, no bankruptcy or any pending legal action that can possibly impair its working in future, and no instance of contract default and/or cancellation due to non-performance or poor quality of services rendered.
- 4- The bidder must provide tax registration/payment certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer.
- 5- Firms are requested to provide separate profiles of all the relevant trainers being proposed for the subject training. Experience and knowledge of the development sector will be preferred.

### IV. Evaluation Criteria

<b>Technical</b>		
<b>Summary</b>	<b>Weight</b>	<b>Points Obtainable</b>
Expertise of firm/organization/institute	30%	300
Proposed methodology, approach and implementation plan	40%	400
Trainer/s Profiles	30%	300
<b>Total</b>	<b>100%</b>	<b>1000</b>

<b>Form 1      Technical Proposal Evaluation</b>		<b>Points obtainable</b>
<b>Expertise of the Firm/Organization</b>		
4.	<ul style="list-style-type: none"> <li>- At least seven years of experience delivering trainings to large and diverse audiences</li> </ul> <i>The bidder must provide two relevant contracts as proof of these engagements (each contract carries 60 marks)</i>	120
5.	<ul style="list-style-type: none"> <li>- Past experience of delivering trainings on delivering similar trainings in professional setups</li> </ul> <i>The bidder must provide two letters of recommendation (each contract carries 40 marks)</i>	80
6.	<ul style="list-style-type: none"> <li>- Experience of working with organizations in the development sector</li> </ul> <i>The bidder must provide two contracts as proof of work (each contract carries 40 marks)</i>	80
4	<p><b><u>Financial Standing</u></b></p> <ul style="list-style-type: none"> <li>- Audit reports of the years 2018-19 and 2019-20 as proofs of sound financial standing and long-term profitability (10 marks each). Current ratio should be 1 or more than 1.</li> </ul>	20
	<b>Total</b>	<b>300</b>

<b>Form # 2</b>		
<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
<b>Proposed Methodology, Approach and Implementation Plan</b>		
2.1	Have the important aspects of the training been addressed in sufficient detail and do they correspond with the Terms of Reference? The proposal must include details of training methodology, overview of the training content and activities to be conducted, as well as post training support plan.	220
2.2	Is the proposal responsive to the challenges posed by Covid 19 in Pakistan? Does the implementation strategy include contingency plan in case Outdoor/External training set up is not possible.	90
2.3	Training implementation plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Is there a post training support plan in place to ensure efficient delivery of training.	90
		<b>400</b>

<b>Technical Proposal Evaluation</b>	
--------------------------------------	--

Form 3		Points Obtainable
<b>Lead Trainer/Trainers' Profile</b>		
3.1	Should possess atleast Bachelors degree coupled with relevant professional certifications. Masters degree with relevant certifications will be an asset.	60
3.2	Should possess At least 5 years of experience delivering similar group trainings	60
3.3	Past experience of delivering trainings within the development sector	80
3.4	Overall profile of trainers and past experience of delivering trainings to senior professionals and diverse audiences	100
	<b>Sub-total</b>	300

Annex-5																																			
PERSONNEL																																			
<p><b>3.1 Management Structure:</b> Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.</p>																																			
<p><b>3.2 Staff Time Allocation:</b> Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: This <i>spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.</i>)</p>																																			
<p><b>3.3 Qualifications of Key Personnel.</b> Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:</p>																																			
<table border="1"> <tr> <td><b>Name:</b></td> <td colspan="2"></td> </tr> <tr> <td><b>Position for this Contract:</b></td> <td colspan="2"></td> </tr> <tr> <td><b>Nationality:</b></td> <td colspan="2"></td> </tr> <tr> <td><b>Contact information:</b></td> <td colspan="2"></td> </tr> <tr> <td><b>Countries of Work Experience:</b></td> <td colspan="2"></td> </tr> <tr> <td><b>Language Skills:</b></td> <td colspan="2"></td> </tr> <tr> <td><b>Educational and other Qualifications:</b></td> <td colspan="2"></td> </tr> <tr> <td colspan="3"><b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i></td> </tr> <tr> <td colspan="3"><b>Relevant Experience (From most recent):</b></td> </tr> <tr> <td><b>Period: From – To</b></td> <td><b>Name of activity/ Project/ funding organisation, if applicable:</b></td> <td><b>Job Title and Activities undertaken/Description of actual role performed:</b></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			<b>Name:</b>			<b>Position for this Contract:</b>			<b>Nationality:</b>			<b>Contact information:</b>			<b>Countries of Work Experience:</b>			<b>Language Skills:</b>			<b>Educational and other Qualifications:</b>			<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>			<b>Relevant Experience (From most recent):</b>			<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>			
<b>Name:</b>																																			
<b>Position for this Contract:</b>																																			
<b>Nationality:</b>																																			
<b>Contact information:</b>																																			
<b>Countries of Work Experience:</b>																																			
<b>Language Skills:</b>																																			
<b>Educational and other Qualifications:</b>																																			
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>																																			
<b>Relevant Experience (From most recent):</b>																																			
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>																																	



<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References no.1 (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.2</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.3</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>  I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.  <hr/> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Signature of the Nominated Team Leader/Member</span> <span>Date Signed</span> </div>		

**Annex 6**

**Standard Terms and Conditions  
Seperately Attached.**