



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 20, 2021
	REFERENCE: UNDP-RFP-2021-282

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of services for **Capacity Building & Sensitization of National & Provincial Parliamentarians on HIV Stigma & Discrimination**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of Monday **6th Sept 2021 12:30 PM PST OR 3:30 AM EDT** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to 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 26th August 2021**. If that is not the case, UNDP would appreciate your indicating the reason, for our records. Clicking the Acceptance button **will enable you to receive updates/notifications, but it will not restrict you from submitting the bid till the deadline**.

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

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



**For Knut Ostby
Resident Representative**

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Annex 1

Description of Requirements

Context of the Requirement	Hiring of the firm for the provision of services for Capacity Building & Sensitization of National & Provincial Parliamentarians on HIV Stigma & Discrimination											
Brief Description of the Required Services ¹	<p>Background</p> <p>UNDP Pakistan’s ongoing national and provincial HIV/AIDS intervention is addressing disease related stigma and discrimination against the key populations of men who have sex with men (MSM), transgender persons (TG) and female sex workers (FSW) across the country. As a co-sponsor in the Joint UN Team on HIV/AIDS, UNDP, through its Decentralization, Human Rights and Local Governance Project (DHL) has gained in-roads into ongoing collaborative efforts with other UN agencies (including UNAIDS, UNICEF, UNODC, and UNFPA), national and provincial AIDS control programs, civil society and private sector being implemented across the country towards ending the AIDS epidemic in the country.</p> <p>As Principal Recipient (PR) under the GF grant, UNDP Pakistan has a unique leverage point to rollout specific interventions on human rights and social inclusion through DHL’s expertise and experience since 2018. DHL-UNDP will design and rollout the component on HIV related stigma and discrimination under the grant.</p> <p>Scope of Work</p> <p>UNDP in collaboration key partners will implement the stigma and discrimination component of the GF Grant and will engage with various stakeholders across all tiers of governance to capacitate and sensitize them on HIV related stigma and its challenges as a barrier for vulnerable and marginalized populations to accessing social protection and life-saving health care.</p> <p>For this purpose, UNDP aims to engage a firm to design and rollout a capacity building and sensitization program for national and provincial Parliamentarians on HIV related stigma and discrimination.</p>											
List and Description of Expected Outputs to be Delivered	<p>Expected key outputs/deliverables/mandatory requirements:</p> <table><tr><th>No</th><th>Deliverables</th><th>Action/s Required</th><th>Estimated Timelines</th></tr><tr><td>1.</td><td>Concept development and design of capacity</td><td><ul style="list-style-type: none">Partake in concept development and designing of materials for capacity building</td><td>15 days</td></tr></table>				No	Deliverables	Action/s Required	Estimated Timelines	1.	Concept development and design of capacity	<ul style="list-style-type: none">Partake in concept development and designing of materials for capacity building	15 days
No	Deliverables	Action/s Required	Estimated Timelines									
1.	Concept development and design of capacity	<ul style="list-style-type: none">Partake in concept development and designing of materials for capacity building	15 days									

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

		building and sensitization materials	and sensitization for national and provincial Parliamentarians on HIV related S&D using a participatory approach in close collaboration and consultation with DHL-UNDP and other key partners including UNAIDS <ul style="list-style-type: none"> • Ensure close liaison with DHL-UNDP for design of materials 	
	2.	Conduct Capacity Building & Sensitization Workshop	<ul style="list-style-type: none"> • Develop introductory notes, Prepare list of participants, agenda and invitations for Parliamentarians for workshop in close collaboration with DHL-UNDP and key partners (UNAIDS) • Design, develop knowledge materials for and conducting 01 workshop for capacity building and sensitization of Parliamentarians; undertake pre and post workshop survey (expectations and feedback) • Conduct workshop and provide logistical and other support during the workshop to participants and DHL-UNDP • Document the entire process in narrative, meticulously take notes and archive them for sharing with DHL, undertake photographic and video documentation (with due written consensus of the participants); collate testimonials from the stake-holders; and finalise all information in the form of a draft report on the workshop and submit to DHL-UNDP (and other partners) for feedback and input • Make required changes and submit strategy to DHL UNDP focal person(s) after input from project • Any other follow up required after the conclusion of workshop by DHL-UNDP 	15 days
		Total		30 days
Person to Supervise the Work/Performance of the Service Provider	The programmatic oversight of the intervention will be conducted by the relevant government partners, as well as UNDP management team.			

Frequency of Reporting	[As per deliverables mentioned in the Detailed TORs]
Progress Reporting Requirements	The firm / company shall submit proper Reports of progress and may be asked for presentation on their progress.
Location of work	<input checked="" type="checkbox"/> Islamabad
Expected duration of work	The entire assignment must be completed within 30 days spread across a maximum of Three(3) months after issuance of purchase order/signing of contract. UNDP will not provide office space for this assignment.
Target start date	1 st Oct 2021
Latest completion date	31 st Dec 2021
Travels Expected	Required
Special Security Requirements	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"/> All project related costs will be borne by the Contracting firm.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately). 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

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

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	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"> <thead> <tr> <th colspan="4">Payment schedule for Software Development</th></tr> <tr> <th>Sr.#</th><th>Deliverables</th><th>% Payment</th><th>Timeline</th></tr> </thead> <tbody> <tr> <td>1</td><td>Concept development and design of capacity building and sensitization materials</td><td>50 %</td><td>15 Days</td></tr> <tr> <td>2</td><td>Conduct Capacity Building & Sensitization Workshop</td><td>50 %</td><td>15 Days</td></tr> <tr> <td></td><td>Total</td><td>100%</td><td>30 Days</td></tr> </tbody> </table>	Payment schedule for Software Development				Sr.#	Deliverables	% Payment	Timeline	1	Concept development and design of capacity building and sensitization materials	50 %	15 Days	2	Conduct Capacity Building & Sensitization Workshop	50 %	15 Days		Total	100%	30 Days
Payment schedule for Software Development																					
Sr.#	Deliverables	% Payment	Timeline																		
1	Concept development and design of capacity building and sensitization materials	50 %	15 Days																		
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	Total	100%	30 Days																		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>The programmatic oversight of the intervention will be conducted by the relevant government partners, as well as UNDP management team.</i>																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Institutional Services																				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 30% with 210 Marks out of 700																				

☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% with 210 marks out of 700
☒ Management Structure and Qualification of Key Personnel 40% with 280 marks out of 700
Financial Proposal (30%)
 To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (*Financial Score= (Lowest Offer/Offer to be evaluated*300)*)

Summary	Weight	Points Obtainable
Expertise of firm/organization/institute	30%	210
Proposed methodology, approach and implementation plan	30%	210
Management Structure and Key Personnel	40%	280
Total 70% weightage		700
Financial Proposal-30% weightage		300
Total		1,000

Form 1 Technical Proposal Evaluation		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing. Provide three satisfactory performance certificates along with duration of each assignment (each certificate carries 10 marks)	30
1.2	Experience and Links/Networks: a) Minimum of 5 (five) years of professional experience in conducting: 5 years of experience in any of the below mentioned area (10 marks) - Professional engagement with multi-stakeholders on human rights, social inclusion and stigma and discrimination against vulnerable and marginalized populations (30 marks) - Design and rollout of capacity building and sensitization programs on human rights issues (30 marks)	120

	<p>- Expertise on issues of key populations with respect to HIV/AIDS barriers including stigma and discrimination against them other related human rights and social exclusion issues (30 marks)</p> <p>20 bonus marks for specific experience in designing and rolling out capacity building and sensitization programs for Parliamentarians and other relevant stakeholders on human rights and health issues, including HIV/AIDS.</p>	
1.3	Financial Stability: Last two years Audited Accounts (2018-2019 and 2019-2020) (30 Marks- 15 marks each year)	30
1.4	Relevant Experience: Minimum three relevant Contracts with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract 10 marks for each contract.	30
		210

Form 2 Technical Proposal Evaluation		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	Have the key important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References? e.g Proposed Methodology & Approach (Knowledge of design and rollout of capacity building on human rights and health issues in Pakistan's context and interventions (100 marks) coupled with past experience in working on related issues to HIV/AIDS key populations and stakeholders (30 marks)	130
2.2	Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise the efficient implementation of the proposed tasks?	80
		210

Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Key Personnel		
3.1	Project Manager (Lead Expert & Master Trainer)	100
	Masters' degree in Social Sciences or relevant field	30

		Suitability for the Project		
		- Experience working on similar projects:	15	
		At least 5 years of experience in design and rollout of capacity building and sensitization programs in Pakistan		
		5 years of experience (10 points) More than 5 year's (5 additional points)		
		- Professional Experience in specialization – design and rollout of capacity building and sensitization on human rights and health issues (including HIV/AIDS)	10	
		- Knowledge of and experience of engagement with multi-stakeholders and key population communities (including Parliamentarians) and relevant challenges and issues	10	
		- Language Qualifications	10	
		Competency. An individual with a good level of technical expertise in design and rollout of capacity building and sensitization programs on human rights, social inclusion for national and provincial stakeholders	10	
		- Knowledge of the subject	10	
		- Language Qualifications	5	
		Sub Total	100	
	3.2	Project Officer (Deputy Trainer & Expert)		70
		General Qualification Educational Qualifications - Bachelor's degree in Social Sciences or related field	30	
		At least 3 years' relevant experience in designing and rolling out capacity building and sensitization workshops on human rights and health security issues in Pakistan	40	
		3 years of experience (35 points) More than 3 year's (5 additional points) Sub Total	70	
	3.3	Project Associate/ Training Associates (Male)		55
		General Qualification Educational Qualifications - Bachelor's degree in Social Sciences or related field	20	
		At least 3 years' relevant experience in support to design and organizing capacity building and sensitization workshops	35	
		3 years of experience (30 points) More than 3 year's (5 additional points) Sub Total	55	

	3.4	Project Associate/ Training Associates (Female)		55
		General Qualification Educational Qualifications - Bachelor's degree in Social Sciences or related field	20	
		At least 3 years' relevant experience in support to design and organizing capacity building and sensitization workshops 3 years of experience (30 points) More than 3 year's (5 additional points)	35	
		Sub Total	55	
		Total Part 3		280
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Annexes to this RFP	<input checked="" type="checkbox"/> Description of requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]			
Contact Person for Inquiries (Written inquiries only)	<p><i>pakistan.procurement.info@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>			

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Minimum Eligibility Criteria	<ol style="list-style-type: none"> 1. Technical and financial proposals should be submitted in separate PDF files and financial proposal is password protected. 2. Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department. (Sole proprietors are not eligible to apply). 1. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. At least 5 years of work experience in sensitization and capacity building with various groups including Parliamentarians 2. Past experience of working and engagement with Parliamentarians on human rights, social inclusion and stigma and discrimination against vulnerable and marginalized populations 3. Experience of logistics and administrative support for organising workshops and events with stakeholders including Parliamentarians and government stakeholders 3. An affidavit on stamp paper that the company/firm has never been blacklisted by any institution / department / agency and that it has not been involved in litigation with any of its clients. 4. Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration 5. Submit all other documents as requested in the evaluation criteria Form 1,2, and 3.
Deadline for Submission	<p>6th Sept 2021 (12:30 PM Pakistan standard Time or 3:30 AM EDT)</p> <p>Please note:</p> <ol style="list-style-type: none"> 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. 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.

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

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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

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.
- g) Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.

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

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and context of the work.

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 the Service Provider's Authorized Person]

[Designation]

[Date]

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Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL

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

Description of Activity	UOM	Total Period of Engagement	No. of Personnel/Events	Unit Price (PKR)	Total Price (PKR)
I. Personnel Services					
Lead/Master Training Specialist	Days	15	1		
Deputy Trainer & Expert	Days	15	1		
Training Associates	Days	10	2		
II. Out of Pocket Expenses					
1. Others (Supplies, Communication etc for the workshop)	EA	Lumpsum	1		
Grand Total					

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

[Designation]

[Date]

Note:

- a) *Please mention the currency of your proposal. Local vendors are paid in PKR hence their proposal should be in PKR.*
- b) **Note:** The Price of proposal should be inclusive of all applicable tax, UNDP will not provide any exemption to the bidder.

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Annex 4

General Terms and Conditions for Services
Separately attached

ANNEX V

Terms of Reference (ToRs)

Terms of Reference (TORs) / Description of Requirements

Context of the Requirement	National Firm for "Capacity Building & Sensitization of National & Provincial Parliamentarians on HIV Stigma & Discrimination"
Place of work	Islamabad
Project	Decentralization, Human Rights and Local Governance (DHL) & PMU (Global Fund), UNDP
Contract Modality	Institutional Services
Contract Duration	The entire assignment must be completed within 30 days spread across a maximum of three (3) months after issuance of purchase order/signing of contract. - UNDP will not provide office space for this assignment.
Due Date	December 31, 2021
Justification and Background	<p>UNDP Pakistan's ongoing national and provincial HIV/AIDS intervention is addressing disease related stigma and discrimination against the key populations of men who have sex with men (MSM), transgender persons (TG) and female sex workers (FSW) across the country. As a co-sponsor in the Joint UN Team on HIV/AIDS, UNDP, through its Decentralization, Human Rights and Local Governance Project (DHL) has gained in-roads into ongoing collaborative efforts with other UN agencies (including UNAIDS, UNICEF, UNODC, and UNFPA), national and provincial AIDS control programs, civil society and private sector being implemented across the country towards ending the AIDS epidemic in the country.</p> <p>As Principal Recipient (PR) under the GF grant, UNDP Pakistan has a unique leverage point to rollout specific interventions on human rights and social inclusion through DHL's expertise and experience since 2018. DHL-UNDP will design and rollout the component on HIV related stigma and discrimination under the grant.</p> <p>Scope of Work UNDP in collaboration key partners will implement the stigma and discrimination component of the GF Grant and will engage with various stakeholders across all tiers of governance to capacitate and sensitize them on HIV related stigma and its challenges as a barrier for vulnerable and marginalized populations to accessing social protection and life-saving health care.</p>

	For this purpose, UNDP aims to engage a firm to design and rollout a capacity building and sensitization program for national and provincial Parliamentarians on HIV related stigma and discrimination.				
List and Description of Expected Outputs to be Delivered	Expected Outputs / Deliverables, timeframe for the work				
	The Contractor will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:				
	No.	Deliverables	Action/s Required	Estimated Timelines	% Payment
	3.	Concept development and design of capacity building and sensitization materials	<ul style="list-style-type: none"> Partake in concept development and designing of materials for capacity building and sensitization for national and provincial Parliamentarians on HIV related S&D using a participatory approach in close collaboration and consultation with DHL-UNDP and other key partners including UNAIDS Ensure close liaison with DHL-UNDP for design of materials 	15 days	50%
	4.	Conduct Capacity Building & Sensitization Workshop	<ul style="list-style-type: none"> Develop introductory notes, Prepare list of participants, agenda and invitations for Parliamentarians for workshop in close collaboration with DHL-UNDP and key partners (UNAIDS) Design, develop knowledge materials for and conducting 01 workshop for capacity building and sensitization of Parliamentarians; undertake pre and post workshop survey (expectations and feedback) Conduct workshop and provide logistical and other support during the workshop to participants and DHL-UNDP Document the entire process in narrative, meticulously take notes and archive them for sharing with DHL, undertake photographic and video documentation (with due written consensus of the participants); collate testimonials from the stake-holders; and finalise all information in the form of a draft report on the workshop and submit to 	15 days	50%

			DHL-UNDP (and other partners) for feedback and input <ul style="list-style-type: none">• Make required changes and submit strategy to DHL UNDP focal person(s) after input from project• Any other follow up required after the conclusion of workshop by DHL-UNDP			
	Total			30 days	100	

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