

United Nations Development Programme



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REQUEST FOR PROPOSAL

Hiring of Consultant Firm/Organization

For

Research, Dialogue, Advocacy and Capacity Building for SDGs

RFP No: UNDP-RFP-2021-293

ORPS: 1394

Project: National Initiatives for SDGs

Country: Pakistan

Issued on: 25 August 2021

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form (Not Applicable)
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security (Not Applicable)
- Section 7: Form of Performance Security (Not Applicable)

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals i.e **15th September 2021 (12:30 PM Pakistan Standard Time) OR 03:30 AM EDT** set out in Bid Data Sheet, through UNDP E-Tendering System <https://etendering.partneragencies.org>

Please acknowledge receipt of this RFP by sending an email to pakistan.procurement.info@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “**Accept Invitation**” function **on or before 13th September 2021** in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Kanwal Abbas

Name: Kanwal Abbas
Title: Manager Procurement
Date: **August 25, 2021**

Approved by:

Knut Ostby

Name: (For) Knut Ostby
Title: Resident Representative
Date: **August 25, 2021**

SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their</p>

	employees meet the eligibility requirements as established by UNDP.
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless</p>

	of the conduct or outcome of the procurement process.
7. Language	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by BDS; g) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1 The Financial Proposal and Financial Proposal Submission Form shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than

	<p>what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done</p>

	<p>without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>g) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>h) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p> <p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal and Financial Proposal Submission Form should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has</p>

e-Tendering submission	<p>been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal and Financial Proposal Submission Form files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal and Financial Proposal Submission Form should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after</p>

	the bid has been opened
25. Proposal Opening	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> i) Preliminary Examination j) Minimum Eligibility and Qualification (if pre-qualification is not done) k) Evaluation of Technical Proposals l) Evaluation of Financial Proposals
28. Preliminary Examination	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions

	<p>against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and

	<p>evaluation criteria based on what has so far been found by the evaluation team;</p> <ul style="list-style-type: none"> c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall

	<p>be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any

	<p>outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form _____ available _____ at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor _____ protest _____ procedures: https://www.undp.org/procurement/business/protest-and-sanctions</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be conducted.</p> <p>Time: 1400 hrs. 31st August 2021</p> <p>Online Via Zoom</p> <p>Interested parties who wish to attend the pre-proposal conference are kindly requested to send the name, and company name to Mr. Haroon Gul at pakistan.procurement.info@undp.org with reference number in subject line by and before 12:00 hours PST 31st August 2021.</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	<input checked="" type="checkbox"/> Not Required
10	18	Currency of Proposal	<p><input checked="" type="checkbox"/> United States Dollars (US\$)</p> <p><input checked="" type="checkbox"/> Local Currency i.e. PAK Rupees</p> <p>In case of US\$, the UN Rate of Exchange of respective month shall apply when proposal submission period closes. The Local vendor will be paid in PKR.</p>

11	31	Deadline for submitting requests for clarifications/ questions	Five (05) days before the submission date.
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Haroon Gul- Procurement Assistant, UNDP Address: UNDP Country Office, 4th Floor, Serena Business Complex, Pakistan. E-mail address: pakistan.procurement.info@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the following websites https://www.pk.undp.org/content/pakistan/en/home/procurement.html AND https://etendering.partneragencies.org Please keep visiting the above websites till the closing date for additional information and updates.
14	23	Deadline for Submission	15th September 2021 (12:30 PM Pakistan Standard Time OR 03:30 AM EDT). PLEASE NOTE :- 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. 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.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in E-tendering module. Business Unit: PAK10 Event ID : 0000010224
15	22	Proposal Submission Address	To be submitted in e-Tendering system: https://etendering.partneragencies.org Note: Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and Instructional videos

			<p>available on this link:</p> <p>https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p>
16	22	Electronic submission (e-Tendering) requirements	<ul style="list-style-type: none"> Format: PDF files only 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 and Financial Proposal Submission Form <u>must</u> not be provided to UNDP until requested by UNDP (see note below) <p>Note:</p> <ul style="list-style-type: none"> The Proposer is required to prepare and submit the Financial Proposal and Financial Proposal Submission Form in a password protected PDF file separate from the rest of the proposal submission as indicated in the Instructions to Proposers. Password for the Financial Proposal and Financial Proposal Submission Form must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: haroon.gul@undp.org
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>Where the minimum passing score of technical proposal is 70%.</p>
18		Expected date for commencement of Contract	<i>September 27, 2021</i>
19		Maximum expected duration of contract	Expected duration of work is approx. 09 months with effective from the date as per Work Plan subject to the signing of the contract.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

23		Other Information Related to the RFP	<p>Technical, Financial Proposal and Financial Proposal Submission Forms should be submitted in separate PDF files and Financial Proposal and Financial Proposal Submission Form must be password protected.</p> <p>Note:</p> <p>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 and Financial Proposal Submission Form in the e-tendering system. It should only be mentioned in the Password Protected File/Attachment of Financial Proposal and Financial Proposal Submission Form. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>
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SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided- as mentioned in Form-B
- Technical and Financial Proposals and Financial Proposal Submission Form submitted separately
- Bid Validity
- Proposal Security submitted as per RFP requirements with compliant validity period. (Not Applicable)

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity. Power of Attorney Power of Attorney to the authorised representative	Form B: Bidder Information Form
Legal Status/ Tax payer	Tax Registration/Payment Certificate issued by the Internal Revenue Authority	Form B: Bidder Information Form
Financial proposals is Password Protected	Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		

History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	a). The Firm should have 10 years of proven experience in undertaking research and conducting consultation/Policy dialogue around issue of socio-economic development.	Form D: Qualification Form
	b). Minimum Two Contracts of Value each PKR 08 Million , of similar nature of work implemented over last five (05) years with National/Multinational Organizations. Evidence of at least (02) two contracts is required – Please submit contract copies as evidence. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Proposer must have a minimum average annual turnover of PKR 50 Million in the last 2 years evident from its financial statements. The annual turnover will be calculated through Audited Statements provided by the proposer in submission. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	

TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise and Capacity of Firm / Organization	30%	210
2.	Proposed Methodology, Approach, and Implementation Plan	40%	280
3.	Management Structure and Key Personnel	30%	210
Total			700

Form 1: Technical Proposal Evaluation		Points Obtainable
Expertise of Firm / organization		
1.1	(i) A summarized, 3-page corporate profile, organogram with detailed profiles of senior management staff. (ii) Details of facilities and resources (offices, employees, linkages), and length of overall experience. (10 marks for each point)	20
1.2	Financial Stability: Financial stability Last Two years Audited Account (2018-19 and 2019-2020) Quick ratio should be more than one for each year. (10 marks for each year).	20
1.3	Three satisfactory performance certificates for Projects completed in last three Years (Each proof carries 10 marks)	30
1.4	Experience of working with UN agencies, international development organizations and government departments on policy research, conducting consultation and advocacy on social economic development issues. Please provide Copies of two contracts. (Each contract Copy carry 25 marks).	50
1.5	Experience of Similar consultancy services (Policy research and advocacy on social economic development issues), Brief description on work undertaken • 10-12 years of previous experience of similar services provided (80 Marks)	80
1.6	Organizational Commitment to Sustainability: • Organization is compliant with ISO 14001 or ISO 14064 or equivalent. (2.5 marks) • Organization is a member of the UN Global Compact. (2.5 marks) Organization demonstrates significant commitment to sustainability through some other means- (5 Marks), for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues.	10
Total Part 1		210

Form 2: Technical Proposal Evaluation		Points Obtainable
Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan		
2.1	To what degree does the proposer understand the objectives, the deliverables, and intended activities within which the assignment is ought to be carried out? Have the important aspects of the task been addressed in enough detail?	50
2.2	Is the Implementation methodology for the assignment well defined and does it correspond to the TORs? e.g Proposed Methodology & implementation plan	40
2.3	Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility to adapt to local context? e.g Proposed work plan, level of innovation	40
2.4	To what extent does the proposal reflect the knowledge of the firm about research, trainings and conducting dialogues with different stakeholders at different levels?	60
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	60
2.6	Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and also reflected the resources / services to carry out monitoring? e.g Monitoring and evaluation strategy	30
Total Part 2		280
Form 3: Management Structure and Qualification of Key Personnel– (Names and curriculum vitae of individuals who will be involved in completing the services)		Points Obtainable
3.1	Team Leader (1)	
	Qualification	
	Education: Master's/PhD degree in Economics, Development Economics, Public Policy, or a discipline related to environmental and social sciences <ul style="list-style-type: none"> • PhD degree (20 Marks). • Master Degree (15 Marks) 	20
	Experience: 7 years of relevant experience in management also proven experience in leading national and international projects. Experience on SDGs will be preferred. <ul style="list-style-type: none"> • 7-8 Years of experience- 20 Marks • 5-6 Years of experience – 15 Marks 	20
	Sub Total	40
3.2	Public Policy Expert (02 Position) (Each Position carry 15 marks)	
	Qualification	
	Master's/PhD degree in Development Economics, Public Policy, and Social Sciences or related fields. <ul style="list-style-type: none"> • PhD degree (15 Marks- Each applicant carry 7.5 Marks). • Master Degree (10 Marks- Each applicant carry 05 Marks) 	15

	Experience: 5 years of experience in leading and conducting research on areas relevant to SDGs, COVID, socio economic issues, etc. experience working with different public data sets will be preferred. <ul style="list-style-type: none"> • 5-6 Years of experience- (15 Marks- Each applicant carry 7.5 Marks) • 2-4 Year of experience – (10 Marks- Each applicant carry 05 Marks) 	15
	Sub Total	30
3.3	Data Specialist (03 Position) (Each Position carry 10 marks)	
	Qualification	
	Master degree in Development Studies, Economics, Statistics, demography or related fields. <ul style="list-style-type: none"> • Master degree (15 Marks- Each applicant carry 05 Marks). • Bachelors Degree (09 Marks- Each applicant carry 03 Marks) 	15
	Experience: 5 years of experience with data analysis and hands on experience of SPSS, STATA or other quantitative software <ul style="list-style-type: none"> • 5-6 Years of experience- (15 Marks- Each applicant carry 05 Marks) • 2-4 Year of experience – (09 Marks- Each applicant carry 03 Marks) 	15
	Sub Total	30
3.4	Research Analysts (07 Position) (Each Position carry 10 marks)	
	Qualification	
	Master's in Development studies, Economics, Public Policy, and Social Sciences. <ul style="list-style-type: none"> • Master Degree (35 Marks- Each applicant carry 05 Marks). • Bachelors Degree (28 Marks- Each applicant carry 04 Marks) 	35
	Experience: 2 years of experience in conducting research on areas relevant to SDGs, COVID, socio economic issues, etc. experience working with different public data sets will be preferred. <ul style="list-style-type: none"> • 2-3 Years of experience-(35 Marks- Each applicant carry 05 Marks) • 1 Year of experience – (28 Marks- Each applicant carry 04 Marks) 	35
	Sub Total	70
	Communications Specialist/Designer (02 Position) (Each Position carry 10 marks)	
	Master's degree in communications, journalism, or a related discipline (10 Marks- Each applicant carry 05 Marks)	10
	Minimum 05 years of experience in leading and developing documentaries and other video materials <ul style="list-style-type: none"> • 5-6 Years of experience-(10 Marks- Each applicant carry 05 Marks) • 3-4 Year of experience – (08 Marks- Each applicant carry 04 Marks) 	10
	Sub Total	20
3.6	Admin Associates (02 Position) (Each Position carry 10 marks)	
	Qualification	
	Bachelor's degree is required. (10 Marks- Each applicant carry 05 Marks)	10

	Minimum 2 years of experience to support team in conducting dialogues, meetings, consultations with government, departments and ministries <ul style="list-style-type: none"> • 2-3 Years of experience-(10 Marks- Each applicant carry 05 Marks) • 1 Year of experience – (08 Marks- Each applicant carry 04 Marks) 	10
	Sub Total	20
Total Part 3		210

SECTION 5. TERMS OF REFERENCE

Research, Dialogue, Advocacy and Capacity Building for SDGs

A. Project Title

National Initiatives for SDGs

B. Project Description

The Ministry of Planning, Development & Special Initiatives, in partnership with UNDP, launched a national initiative on SDGs that uses the UN guidelines on 'Mainstreaming, Acceleration and Policy Support (MAPS) for SDGs' to localize the ambitious and universal SDG framework in the context of Pakistan. Under the initiative, UNDP is also partnering with all provincial and regional Planning and Development Departments (PDDs) for a coordinated approach in localizing and implementing SDGs. SDG Support Units have been established at the MoPD&SI and PDDs across the country (including in Gilgit-Baltistan and Pakistan Administered Kashmir). The SDG units are fully capacitated with technical staff, and jointly funded by UNDP and the Federal and Provincial Governments, which showcases the government's commitment at national and sub-national level towards SDGs.

This project has four interlinked, mutually reinforcing outputs: (1) plans, policies and resource allocation are aligned to 2030 Agenda; (2) monitoring, reporting and evaluation capacities are strengthened; (3) financing flows are increasingly aligned with the 2030 Agenda; and (4) innovative approaches to accelerate progress on prioritized SDGs

C. Scope of Work

Given the wide scope of mainstreaming SDGs within Government planning and implementation processes as well as with key stakeholders and the general Pakistan population, the Federal SDGs Unit intends to procure the services of a firm to (i) To design, conduct and disseminate research; (ii) To design, organize and disseminate dialogues with the relevant stakeholders to achieve priority SDGs targets; (iii) Design, organize and assess capacity building, advocacy and communications activities.

D. Rationale & Description of Expected Outputs:

All activities will be carried out in close consultation and coordination with UNDP Pakistan's Development Policy Unit, Ministry of Planning, Development and Special Initiatives, and the Federal SDGs Unit and will include extensive consultations with line departments and other relevant stakeholders. The firm will conduct desk reviews for the research studies and consult with relevant departments, ministries and stakeholders. The firm will also identify the gaps, conduct in-depth interviews, and focus group discussions, and incorporate all relevant stakeholder feedback in the report.

Key Activities under the Assignment:

1. Research Studies:

Federal Unit:

S#	Research Studies	Description
1	Conduct impact study of Covid-19 on achievement of priority SDGs in Pakistan	This study will highlight the impact of COVID 19 on SDGs from a human development perspective i-e education, health and quality of life. The study result will show the significance of urgent investment in these dimensions to achieve the Agenda 2030. The study is expected to employ qualitative and quantitative techniques for analysis. For example, see data modelling for scenario forecasting at https://data.undp.org/content/assessing-covid-impacts-on-the-sdgs/ - UNDP COVID baseline, high damage and SDG Push scenarios. It is expected to make use of the latest PSLM, COVID and Census Survey microdata to draw a specific set of recommendations. The COVID impact study will also show opportunities out of this crisis such as digital transformation with regards to job creation and mitigating climate impacts. The study completed in these respects will be the final deliverable
2	Review of PSDP and ADP to monitor SDG related financial progress	The study will analyze the financial progress in last five years PSDP and ADP allocations in Goal 3, Goal 4 and Goal 6
3	Development of SDGs Implementation Plans in consultation with federal ministries (03 ministries MoNHS&R, MoNFS, MoFE&PT)	These plans will enlist activities, timelines, budgets and targets to be achieved on yearly basis until 2030 with a clear set of assumptions. The plans will be developed after thorough homework in close coordination with the respective ministries and assessment of human and financial resources available to the ministries. It will be ensured that these plans enjoy complete ownership of the respective ministries and have an in-built mechanism for regular monitoring and compliance. Duly approved plans will be the final deliverable for this activity.
4	Consultation and Study on Goal 3 & 4 with relevant lead ministries/development partners for the financing needs to achieve priority SDG targets by 2025 and 2030	This activity will have a consultation and study components. Through consultations with the relevant stakeholder including ministries and provincial departments, total financing needs will be estimated to achieve priority targets under Goal 3 and 4 until 2030. Duly approved reports by the concerned ministries will be treated as the final deliverable.

Gilgit Baltistan & Pakistan Administered Kashmir (PAK)

The firm will complete a total of 5 research studies for Gilgit Baltistan & Pakistan Administered Kashmir (PAK) on themes related to SDGs implementation, monitoring and evaluation, engagement with non-government stakeholders, financing requirements for SDGs and scope of administrative data on SDGs reporting.

Sr#	Research Studies	Description
1.	Study on the current level of engagement of non-governmental stakeholders (private sector, CSOs, NGOs, academia, media, and others) and their socioeconomic and environmental impact in Gilgit Baltistan & Pakistan Administered Kashmir (PAK).	<ol style="list-style-type: none"> Conduct thorough desk review and comprehensive consultations with Academia, Private Businesses, NGOs, CSOs, Women, Media, Academia Youth, UN Agencies, Donors and other relevant stakeholders at all Divisional Headquarters and Districts in Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan to gauge their work in context with SDGs. Undertake detailed assessment of their activities/operations and map their activities/interventions with relevant SDGs. This mapping exercise should be supplemented with identification of gaps and areas of improvement for relevant stakeholders in both regions. Furnish a comprehensive report guidelines/SoPs for better engagement of aforesaid stakeholders in implementation and reporting on SDGs. The document should also develop a strategy to promote and strengthen Public Private Partnerships in Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan to accelerate and mainstream progress against SDGs targets.
2.	Study on financial requirement for achieving SDGs considering impact assessment of past initiatives, proposed targets, and the SDG Framework for Gilgit Baltistan & Pakistan Administered Kashmir (PAK).	<ol style="list-style-type: none"> Conduct thorough desk review of all the available Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan financial documents including ADPs, current budgets, sectoral plans, departmental plans, financial rules and regulations, functional classification and estimates of revenue receipts, revenue expenditure, capital receipts and disbursements, estimates of budget accounts etc. in context with SDGs. Assess the budgetary allocations (recurrent and development) of different major sectors [i.e., health, education, tourism, power, communication & works, local government & rural development and agriculture etc.] with overall total budget for the last decade (i.e., from 2010 to 2020) in both regions. Examine and analyze increasing, decreasing and stagnant trends in financial allocations and performance in term of achievements against the SDGs in Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan. Assess the impact of financial allocations on socio-economic and environmental development in both the regions. Identify the most critical areas having the greatest margin for development within the limited financial space available to regional governments. Conduct a fiscal space assessment forecasting future resource needs for achieving the SDGs in Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan and identify potential sources of revenue generation in both regions. Provide recommendations to improve the development planning in both regions, including improvement in the ADP formulation process. This could include provision of tools for the authorities in Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan to ensure an informed decision-making process.

		<ul style="list-style-type: none"> h. Conduct a comprehensive assessment of the Annual Budget (and GB ADPs & recurrent budget for the last 10 years) for impacts on selected outcome indicators in both regions. i. Furnish recommendations on development of an integrated budget for both Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan. j. Make public finance more transparent through revision of PFM Rules both in Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan. k. An info session on budgeting, public finance, and SDGs along with headline findings should be presented to Members of Legislative Assemblies of Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan.
3.	SDGs Implementation Plan for Gilgit Baltistan & Pakistan Administered Kashmir (PAK) in line with the SDG Framework.	<ul style="list-style-type: none"> a. Extensive desk review of each region's policies, plans, strategies, budget documents, statistical reports, surveys results (MICS, PSLM, NNS, PDHS, LFS etc.), ADPs, PSDPs, SDGs data and previous MDGs/SDGs including the respective SDG Frameworks.
4.	SDGs M&E Framework/Plan for Gilgit Baltistan & Pakistan Administered Kashmir (PAK)	<ul style="list-style-type: none"> b. Development of Implementation Plan and M&E Plans for Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan which will require detailed consultations with concerned stakeholders in all districts of both administrative regions. This includes divisional/district-level workshops and key informant interviews with relevant stakeholders from Government departments, civil society, academia, media, private sector, and UN agencies in order to collect data and build consensus for the documents. These plans need to be developed at the district level and disaggregated at the target level. The Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan SDG Units will assist as required. c. Conduct a trend analysis of key available SDGs indicators since year 2000 to 2020 at the regional and district-levels, including via computations, microdata analysis and through administrative data. d. Identify and suggest approaches that would address key governance, access, quality, and other related challenges for 17 SDGs. e. Identify and recommend appropriate mechanisms for Government departments as well as Development Partners, Civil Society Organizations, Media, Academia, Private Businesses, UN agencies and other relevant stakeholders to streamline monitoring, evaluation, and reporting on SDGs in Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan. f. Develop a detailed and practical Implementation Plan with defined timelines, key roles, and responsibilities in light of consultative sessions held with key stakeholders for both regions. g. Develop a monitoring and evaluation framework and plan to enable tracking of implementation activities. h. Present SDGs Implementation Plan and M&E Plan to all relevant stakeholders from Government line departments in Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan through consultative workshop/sessions and address their feedback.

5.	Research study on administrative data for reporting and progress tracking on SDGs in Gilgit Baltistan & Pakistan Administered Kashmir (PAK)	<ul style="list-style-type: none"> a. Administrative data is a major component in reporting and progress tracking on SDG indicators. This study will include comprehensive consultations with line departments and other agencies collecting institutional data. b. Detailed analysis of the MIS systems of line departments and their use for reporting on SDGs c. Detailed analysis of the statistical capacity of the line departments d. Estimation of SDG indicators on which institutional data is available e. Recommendations for each of the line departments to improve reporting on SDGs specific to each of the relevant SDG indicators f. A comprehensive report will be prepared
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2. Consultations:**Federal Unit**

S#	Consultations	Description
1.	Consultations with provinces and regions for baseline, milestones and targets setting (federal ministries provinces, regions)	All the federal ministries, the four provinces and the two regions already have SDGs indicators baseline, milestones and targets in some form. These baselines, milestones and targets need to be firmed up with marked budgetary allocations and action plans since this is the decade of action. It is expected these baselines, milestones and targets are documented and published after due approval from respective forums. The publication of approved baselines, milestones and targets will be considered as the final deliverable for this activity.
2.	Consultation with Capital Development Authority (CDA) in collaboration with Sight Savers/SEDA to analyze the existing infrastructure in Islamabad with respect to the needs of PWDs	Under SDG 11, Islamabad should be an inclusive and model city reflecting sustainability and leaving no one behind in each respect. With due consultation and engagement of key stakeholders, a budgeted action plan with timelines, duly approved by CDA would be the final deliverable for this activity.
3.	Engagement with the corporate sector to mobilize CSR funds to adopt a school/hospital/public /public amenity	SDGs achievement is not possible without due ownership and support of the private sector. Under Goal 17 of building partnerships, as a case in point, should have at least one school/hospital/public /public amenity adopted by a local private sector entity. This activity would result in taking this idea to the business entities in Pakistan and result in formal handing over of a school/hospital/public /public amenity to any private business entity anywhere in Pakistan. Final handing over will be treated as a final deliverable under this activity.
4.	Consultation with CDA/District Administration ICT and study on complete waste recycling at household and commercial levels and development of a plan as per international standards.	This activity will have a consultation and study components. With consultation with CDA and ICT administration, an assessment and an approved action plan will be the final deliverable for this activity.

3. Capacity Building:

S#	Capacity Building	Description
1.	Support and strengthened institutional coordination mechanism among planning departments, PBS/Bureau of Statistics/statistical cells and relevant departments for SDGs monitoring and reporting	There remain ambiguities around data sharing and collaboration among PBS, provincial and regional bureaus. After due consultations, a mutually agreed and approved document establishing a clear data flow mechanism will be treated as the final deliverable for this activity.

2.	8 trainings (Gilgit Baltistan (4) and Pakistan Administered Kashmir (4)) to 20 relevant Govt. staff on computations from microdata and administrative data calculations for SDGs reporting.	<ul style="list-style-type: none"> a. Conduct a situational analysis through desk review and focused interviews with the Bureau of Statistics and Statistical Cell of P&DD, Gilgit-Baltistan to ascertain their technical capacities. The firm may also approach PBS to understand the level of technical skills required to analyze data for SDGs. b. Furnish a comprehensive report on the capacity need assessment to enhance their technical capacities. c. The firm will particularly enhance the technical capacities of Bureau of Statistics/Statistical Cell Gilgit-Baltistan regarding SDGs reporting. This includes training on analysis of various microdata sets (PSLM, LFS, MICS, PDHS) for estimating 20 key SDG indicators including MPI index. Training on computation of 20 key SDG indicators using administrative data. The firm will use STATA for conducting these trainings. d. A pre & post test of the participants will be conducted to gauge the improvement as a result of this activity. e. A final report will be prepared
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4. Advocacy & Communications:

The firm will undertake a total of 48 advocacy sessions, 20 in Pakistan Administered Kashmir (PAK) and 20 in Gilgit-Baltistan, in addition 8, 4 each in Pakistan Administered Kashmir (PAK) and Gilgit Baltistan with youth and media persons to sensitize non-government stakeholders on SDGs and key achievements. Additionally, the firm will produce 02 short documentaries 01 for Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan each on success stories for female-led businesses.

S#	Activities	Description
1.	20 advocacy sessions on SDGs and SDGs Framework in all 10 districts of Pakistan Administered Kashmir (PAK) targeting academia, youth, women, persons with disabilities, vulnerable groups, CSOs, NGOs and the private sector.	<ul style="list-style-type: none"> a. The firm will conduct 2 advocacy sessions on SDGs in each of the 10 districts in both Gilgit-Baltistan and Pakistan Administered Kashmir (PAK). The advocacy sessions will include orientation on overall SDG framework and on SDGs relevant to the districts. b. The role of academia, youth, development sector, private sector, community, and government in achieving 2030 Agenda will be discussed during the sessions.
2.	20 advocacy sessions on SDGs in all 10 districts of Gilgit-Baltistan targeting academia, youth, women, persons with disabilities, vulnerable groups, CSOs, NGOs and the private sector.	
3.	Prepare 01 documentary on women led successful business models in Pakistan Administered Kashmir (PAK) highlight success stories to be replicated in other parts of the regions.	<ul style="list-style-type: none"> a. The firm will identify potential success stories of women entrepreneurs from different districts for both Gilgit-Baltistan and Pakistan Administered Kashmir (PAK). b. The firm will prepare a documentary on the shortlisted women led successful businesses.
4.	Prepare 01 documentary on women led successful business models in Gilgit-Baltistan - highlight success stories to be replicated in other parts of the regions.	

Sr #	Trainings	Description
5	02 trainings to 20 media personnel in Pakistan Administered Kashmir (PAK) on content creation and advocacy especially for social/digital media.	a. In consultation with UNDP CO, SDGs Support Unit MoPD&SI and Government of's relevant departments, the firm will design the media training for the media personnel in Pakistan Administered Kashmir (PAK) and .
6	02 trainings to 20 media personnel in Gilgit-Baltistan on content creation and advocacy especially for social/digital media.	<p>The training should focus on content creation for electronic, digital, and social media and their role in mainstreaming SDGs. Furthermore, regulatory aspects for print, electronic and digital media in Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan will be discussed.</p> <p>b. Work with local media to shift focus from conventional promotions to 'people centric' media coverage.</p> <p>c. Deliver the trainings for the Media Personnel in Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan.</p> <p>d. A final report will be prepared on this activity</p>
7	02 divisional level trainings for youth on digital marketing (vlogging, youtubing, etc.) and digital content creation to open avenues for a 'creative economy' in Pakistan Administered Kashmir (PAK).	a. Review previous work done on creative economies, digitization, youth bulge and ICTs to develop a comprehensive training manual with relevant skills for both Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan.
8	02 divisional level trainings for youth on digital marketing (vlogging, youtubing, etc.) and digital content creation to open avenues for a 'creative economy' in Gilgit-Baltistan.	<p>b. Interact with local communities to understand their perceptions and identify culturally relevant trainings to youth. This includes identifies opportunities for improving participation of women in existing value chains across both regions leveraging digital marketing and ecommerce.</p> <p>c. Conduct digital marketing trainings for youth to increase their ICT capabilities and entrepreneurial skills. This will involve training a group of 35 youth in each division on content creation, digital marketing (vlogging, youtubing)</p> <p>d. Provide feasible recommendations and future steps for Gilgit-Baltistan and Pakistan Administered Kashmir (PAK) to facilitate youth through establishing IT Parks, Incubation Centers, etc.</p> <p>e. The firm will ensure 30 to 50 percent participation of females in the trainings.</p>

E. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Percentage for payment	Review and Approvals Required
Prepare a concept note with timeline to undertake the assignments including the strategy/methodology for research studies, consultations, trainings and communications & advocacy as mentioned in the scope of work.	1 Weeks	10%	Assistant Resident Representative Development Policy Unit
Submit nine (9) research studies for Federal, Gilgit-Baltistan and Pakistan Administered Kashmir (PAK) with policy recommendations for acceleration in SDGs implementation in Pakistan. (payment will be released after completion of each study)	10 Weeks	30 %	
9 Capacity building trainings of technical institutions (PBS, BOS and statistical cell in Federal (1) Pakistan Administered Kashmir (PAK) (4) and Gilgit-Baltistan -(4)	10 Weeks	20%	
Hold 4 meetings/consultations/dialogues, with relevant government departments and other potential stakeholders (NGOs, Development Partners, CSOs, Technical Experts etc) as mentioned in the scope of work.	10 Weeks	10 %	
The firm will undertake a total of 48 advocacy sessions 20 in Pakistan Administered Kashmir (PAK) and 20 in Gilgit-Baltistan to sensitize non-government stakeholders on SDGs and key achievements. Additionally, 2 training each in Pakistan Administered Kashmir (PAK) and in Gilgit-Baltistan of media person and 2 training each for youth on digital marketing. The firm will also produce 02 short documentaries 01 for Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan each (4 - 5 minutes) on success stories for female-led businesses.	4 Weeks	20%	
Submit final report on the assignments fulfilling all requirements/activities agreed and reflected in the ToRs	1 Weeks	10%	

F. Institutional Arrangement

The Firm will report to Assistant Resident Representative, Development Policy Unit, UNDP and take close policy guidance from MoPDSI Chief SDGs Section. The team members of the firm will work in close coordination with Project Manager, Federal SDG Support and Project Coordinators

of Gilgit-Baltistan and Pakistan Administered Kashmir (PAK) Units. All reports/documents/progress update will be submitted to the Project Manager, Federal SDG Unit and UNDP, as per agreed timeframe against the deliverables.

The firm is expected to work at national level and in Pakistan Administered Kashmir (PAK) and Gilgit Baltistan. In this regard the firm is expected to have all requirement NOC (No Object Certificate). UNDP will not be responsible for facilitating any such requirement.

NGOs/CSO are required to submit a signed MOU with EAD.

F. Duration of the Work: 9 Months

G. Location of Work: Islamabad, Gilgit Baltistan & Pakistan Administered Kashmir (PAK)

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form (Not Allowed)	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Form of Proposal Security (Not Applicable)	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Files:

(Must be submitted in a password protected PDF files)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORMA: TECHNICAL PROPOSAL SUBMISSIONFORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<input checked="" type="checkbox"/> Power of Attorney to the authorised representative to submit/sign the RFP submission documents and for further correspondence with UNDP on behalf of organization. <input checked="" type="checkbox"/> Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected.; <input checked="" type="checkbox"/> Proposer's Profile providing organogram, details of employees, CVs of key professionals, list of clients and available facilities/expertise; <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two years 2018-19 & 2019-20.

- ☒ Certificate of Registration of the Business, including Articles of Incorporation, SECP or equivalent document if Proposer is not a corporation.
- ☒ Official Letter of Appointment as local representative, if proposer is submitting a proposal on behalf of an entity located outside the country.
- ☒ Statement of Satisfactory Performance from the Top Three Clients in terms of Contract Value the past three years for reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided.
- ☒ Two relevant Contracts of Value **PKR 08 Million each** with National/Multinational Organizations **(please attach copies of contracts).**
- ☒ All information regarding any past and current litigation during the last three (3) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded,
- ☒ **CVs** of all the personnel that will be assigned to this job.
- ☒ An affidavit on stamp paper that the Proposer has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM (NOT ALLOWED)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]
Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)		[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Expertise of Firm / Organization

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION
FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Note: This Financial Proposal Submission Form must be password protected and should not be included as part of the technical proposal.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped PDF version of financial proposal through e-tendering system. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should be aligned with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: PKR/USD

Scope of Proposal Price and Schedule of Payments

Sr. No	Deliverables/ Outputs	% of Payment	Amount in PKR
1	Prepare a concept note with timeline to undertake the assignments including the strategy/methodology for research studies, consultations, trainings and communications & advocacy as mentioned in the scope of work.	10%	
2	Submit nine (9) research studies for Federal, Gilgit-Baltistan and Pakistan Administered Kashmir (PAK) with policy recommendations for acceleration in SDGs implementation in Pakistan. (payment will be released after completion of each study)	30%	
3	9 Capacity building trainings of technical institutions (PBS, BOS and statistical cell in Federal (1) Pakistan Administered Kashmir (PAK) (4) and Gilgit-Baltistan -(4)	20%	
4	Hold 4 meetings/consultations/dialogues, with relevant government departments and other potential stakeholders (NGOs, Development Partners, CSOs, Technical Experts etc) as mentioned in the scope of work.	10%	
5	The firm will undertake a total of 48 advocacy sessions 20 in Pakistan Administered Kashmir (PAK) and 20 in Gilgit-Baltistan to sensitize non-government stakeholders on SDGs and key achievements. Additionally, 2 training each in Pakistan Administered Kashmir (PAK) and in Gilgit-Baltistan of media person and 2 training each for youth on digital marketing. The firm will also produce 02 short documentaries 01 for Pakistan Administered Kashmir (PAK) and Gilgit-Baltistan each (4 - 5 minutes) on success stories for female-led businesses.	20%	
6	Submit final report on the assignments fulfilling all requirements/activities agreed and reflected in the ToRs	10%	
Total		100%	

Table 2: Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format.

Description of Activity	No. of Personnel	Total Period of Engagement	Unit Cost-PKR	Total Price in Rs.
I. Personnel Services				
Team Leader	01	09 Months		
Public Policy Expert	02	09 Months		
Data Specialists	03	09 Months		
Research Analyst	07	09 Months		
Communications Specialist/designer	02	09 Months		
Admin Associate	02	09 Months		
II. Workshops/Training and advocacy sessions				
Consultation	4 (Session)			
Capacity building workshops	9 (Workshop)			
Advocacy sessions	48 (Session)			
Short documentaries	2			
III. Out of Pocket Expenses				
Travel Costs				
Miscellaneous Cost				
Grand Total				

Important Note: This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.

- **Kindly specify the currency of your proposal. Local Firm's quotation should be in PKR.**
- **Note: The Price of proposal should be inclusive of all applicable tax, UNDP will not provide any exemption to the bidder.**
- **Please note that Local vendors are paid in PKR and if the quoted price is in USD then UN exchange rate for that month will be used.**

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]