



### REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 17, 2021
	REFERENCE: UNDP-RFP-2021-320
	ORPS: 1417

Dear Sir / Madam:

We kindly request you to submit your Proposal to “**Developing Socioeconomic Baseline Profile for South Punjab**”. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Monday 04<sup>th</sup> October 2021 12:30 PM PST OR 03:30 AM EDT** indicated in <https://etendering.partneragencies.org>.

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

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation” button no later than **Monday, 27<sup>th</sup> September 2021 [12:30 PM Pakistan Standard Time OR 03:30 AM EDT]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records. Clicking the Acceptance button **will enable you to receive updates/notifications, but it will not restrict you from submitting the bid till the deadline.**

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

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

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

Haroon Gul

Karwal Abbas

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

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

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

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

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

<https://www.undp.org/procurement/business/protest-and-sanctions>

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

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

[http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

**Sincerely yours,**



17-Sep-2021

**(For) Knut Ostby**  
**Resident Representative**

*Haroon Gul*

*Karwal2Abbas*

## Annex 1

## Description of Requirements

Context of the Requirement	Hiring of a Firm for Developing Socioeconomic Baseline Profile for South Punjab
Project Title	Mainstreaming, Acceleration and Policy Support for SDGs in Punjab
Brief Description of the Required Services	<p><b>a. Background</b></p> <p>In pursuance to United Nation's General Assembly Resolution on Agenda 2030, National Assembly of Pakistan passed a resolution declaring Sustainable Development Goals (SDGs) as National Goals for Pakistan in February 2016. As part of Pakistan's institutional arrangements under the "National Initiative on SDG", Planning &amp; Development Board, Government of the Punjab established Punjab SDGs Support Unit in June 2016.</p> <p>In the light of the lessons learned from MDGs era, the government of Punjab under the National initiative on Sustainable Development Goals (SDGs) established Punjab SDGs Project at Planning &amp; Development Department (P&amp;DD) in collaboration with United Nations Development Programme (UNDP). The overall purpose of SDGs Project is to support provincial government and line departments for mainstreaming SDGs at provincial and district level—integrating different dimensions of SDGs into planning and budgeting processes.</p> <p><b>b. Rationale and Objective of the Assignment</b></p> <p>Punjab has nearly 32% of the population in the province still experience multidimensional poverty. The study on MPI shows that poverty incidence in Punjab not only features considerable disparities between urban and rural areas, but it also shows that incidence of poverty is highest in Southern Districts of Punjab. These regional disparities can be attributed to inequitable resource allocation and an uneven model of development. Based on the statistics from Pakistan Social and Living Standards Measurement (PSLM) survey for the year 2014-15, the districts in Punjab with the highest proportion of multidimensionally poor population include Muzaffargarh, Rajanpur, D.G. Khan, Rahim Yar Khan and Bahawalpur. The performance of social indicators in the southern region of Punjab is critical with no significant improvement in education, health and standards of living in comparison to districts in North and the districts in central Punjab. For instance, the MPI for Muzaffargarh and Rajanpur 64.8% and 64.4% respectively, compared to Lahore 4.3% and Rawalpindi 7.5%. The performance of districts of South Punjab on other social sector indicators is also not very satisfactory and most of the districts are off-track in terms of their progress on SDGs (refer to the detailed District SDGs Profiles developed by Punjab SDGs Support Unit).</p> <p>The recent administrative reforms in Punjab, including the establishment of the South Punjab Secretariat provide a strategic opportunity to address these long-standing regional disparities of South Punjab. Government line departments—Health, Education, Law, Police, Planning &amp; Development, Local government, Finance, Board of Revenue, Housing and Urban</p>

Development, Communications and Works, Irrigation, and Agriculture—have been decentralized with the mandate to address the social, economic and environmental dimensions of sustainable development and integration of South Punjab's Economy into the mainstream provincial and national economy. With this new administrative set-up, South Punjab now needs a comprehensive socioeconomic baseline profiles that can inform the South Punjab Secretariat in designing their key policies and public-sector investment strategies.

Given this context, Punjab SDGs Unit intends to hire services of a firm having sound technical expertise and experience in conducting assessments/socio-economic surveys in public sector settings.

### **C. Scope of Work**

The main purpose of developing South Punjab's socioeconomic baseline profiles is to garner a comprehensive and in-depth understanding of the political, social and economic landscape of South Punjab before any policy reforms are introduced to address disparities. The Punjab SDGs Support Unit aims to use these socioeconomic baseline profiles to address the longstanding socioeconomic disparities faced by South Punjab through a comprehensive regional development strategy and policy reforms.

The purpose of this assignment is to answer the following key questions on South Punjab's socioeconomic baseline:

#### **1. Demographics**

- What are the demographic characteristics of South Punjab and its districts?
- Develop an understanding of the age, employment ratios, key occupations, gender dynamics of the region
- What are the population indicators? Is there a youth bulge and can that be utilized as an opportunity? What is the population forecast for the next five-ten years?
- What are the labor force characteristics?

#### **2. Political Landscape**

- What are the key characteristics of South Punjab's political economy and the political set-up?
- What does the provincial, district and local administration look like? Are there any influential civil society, non-profit or private actors that dominate the political landscape?
- A brief stakeholder mapping of political actors
- What are the strengths, weaknesses, opportunities, and threats to the political economy of South Punjab?

#### **3. Social and Human Development**

- What are the on-ground realities with respect to South Punjab's social and human development?

- Provide a quantitative and qualitative analysis of the level of education, literacy and skills development in the province among different demographic groups
- Health, nutrition and quality of life
- Establishment of district-wise indexes such as Human Development Index, Standard of Living Index, Education Index, Health and Nutrition Index, Child Development Index, Youth Development Index, Gender Inequality Index, Labor Development Index, Well-being Index by district
- Studying the impact of different socio-economic factors on the above indices in each district
- Housing, social protection and social safety nets
- Status of gender equity and prevalence of violence against women in the region
- Highlight regional disparities across districts and disparities among vulnerable segments of the population

#### **4. *Economic Landscape & Resource Profiling***

- Overview of the economy of South Punjab
- Share in Punjab and national economy
- Different drivers of economic growth
- GDP growth and structural changes
- Impact of national and provincial policies on the growth of South Punjab
- Contribution of various sectors / sub-sectors towards the economy and labor market segregated by different segments of labor-force
- Value-chains and market linkages within the districts and regions
- Regional connectivity of each district and potential for further improvements
- Initiatives for human resource development and skilled labor force export
- Progress and poverty through social security and poverty alleviation programmes run by government, NGOs, and private actors
- Correlation between national and provincial economic factors with that of South Punjab
- What are the political government's manifestos related to the economy of South Punjab
- Overview of the natural resources, heritage, and tourism in the region
- Investment in climate change and existing policies and mechanisms to ensure sustainability
- Fiscal transfers from the centre and province and caps if any?
- Local resource/revenue generation
- Investment opportunities in the region/districts
- Existing initiatives for research and development, and innovation and experimentation, and potential opportunities for future

#### **D. Approach for baseline profiles and methodology**

In order to develop the socioeconomic baseline profiles for South Punjab, the firm can take an approach that is consultative and inclusive. The firm will be expected to

	<ul style="list-style-type: none"> <li>a) conduct comprehensive literature reviews, reviews of government documents/laws/policies, any other relevant reports including national/sub-national survey reports</li> <li>b) develop socioeconomic baseline profiles using quantitative and qualitative analysis</li> <li>c) conduct structured interviews with government officials, civil society, non-profit and private actors that are influential</li> <li>d) hold consultation sessions with key regional stakeholders to fully inform the socioeconomic baseline profiles.</li> </ul>
List and Description of Expected Outputs to be Delivered	The detailed Outputs and deliverables are given in TORs as Annex- 5
Person to Supervise the Work/Performance of the Service Provider	Assistant Resident Representative, Development Policy Unit, UNDP.
Frequency of Reporting	<b><i>As per deliverables mentioned in the Detailed TORs</i></b>
Progress Reporting Requirements	Deliverables based.
Location of work	<input checked="" type="checkbox"/> Lahore and Field visits to districts in South Punjab
Expected duration of work	06 Months
Target start date	25th October 2021 (approx.)
Latest completion date	25 <sup>th</sup> March 2022 (approx.)
Travels Expected	Yes
Special Security Requirements	<b>Note:</b> UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded	Not Applicable

from Price Proposal)			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required		
	<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b>
	Literature review studying the legal system and recent policy changes, macroeconomic assessment establishing the regional disparities. Review of previous budget documents, allocations, and expenditure.	4 Weeks	Project Manager and ARR
	Initial consultations with key stakeholders (provincial and district) and formulation of a comprehensive plan for socio economic profiling laying out the design/methodology, data collection mechanism and data analysis approach	4 Weeks	
	Designing Data Collection Instrument, piloting and then Data Collection: Key Informants, Interviews and FGDs and Data Analysis	10 Weeks	
	Submission of a draft report, and presentation during the consultation session with provincial line departments/South Punjab's administration to share the findings of report	04 Weeks	
	Final report after incorporating the comments and feedback from the consultation session	02 Weeks	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required		
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency <b>[PAK RUPEES]</b>		
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> (the invoice submitted should indicate the price and tax portion separately).  Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.		

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> <b>90 days</b>  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																							
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																							
Payment Terms	<b>Deliverables and Payment Schedule</b> <table border="1"> <thead> <tr> <th>Deliverables/Outputs</th><th>Estimated Timeline</th><th>% of payment</th><th>Review and Approvals Required</th></tr> </thead> <tbody> <tr> <td>Literature review studying the legal system and recent policy changes, macroeconomic assessment establishing the regional disparities. Review of previous budget documents, allocations, and expenditure.</td><td>October 2021</td><td>20%</td><td rowspan="5">Project Manager and ARR</td></tr> <tr> <td>Initial consultations with key stakeholders (provincial and district) and formulation of a comprehensive plan for socio economic profiling laying out the design/methodology, data collection mechanism and data analysis approach</td><td>Nov 2021</td><td>20%</td></tr> <tr> <td>Designing Data Collection Instrument, piloting and then Data Collection: Key Informants, Interviews and FGDs and Data Analysis</td><td>Dec-Jan 2022</td><td>20%</td></tr> <tr> <td>Submission of a draft report, and presentation during the consultation session with provincial line departments/South Punjab's administration to share the findings of report</td><td>Feb 2022</td><td>20%</td></tr> <tr> <td>Final report after incorporating the comments and feedback from the consultation session</td><td>March 2022</td><td>20%</td></tr> </tbody> </table>				Deliverables/Outputs	Estimated Timeline	% of payment	Review and Approvals Required	Literature review studying the legal system and recent policy changes, macroeconomic assessment establishing the regional disparities. Review of previous budget documents, allocations, and expenditure.	October 2021	20%	Project Manager and ARR	Initial consultations with key stakeholders (provincial and district) and formulation of a comprehensive plan for socio economic profiling laying out the design/methodology, data collection mechanism and data analysis approach	Nov 2021	20%	Designing Data Collection Instrument, piloting and then Data Collection: Key Informants, Interviews and FGDs and Data Analysis	Dec-Jan 2022	20%	Submission of a draft report, and presentation during the consultation session with provincial line departments/South Punjab's administration to share the findings of report	Feb 2022	20%	Final report after incorporating the comments and feedback from the consultation session	March 2022	20%
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Assistant Resident Representative, Development Policy Unit, DPU- UNDP																							
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Institutional Services																							



Criteria for Contract Award	<div><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.</div>																																														
Criteria for the Assessment of Proposal	<div><div><b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm <b>30% with 210 Marks out of 700</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>40% with 280 marks out of 700</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>30% with 210 marks out of 700</b></div><div><b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (<b>Financial Score= (Lowest Offer/Offer*300)</b>)</div></div> <table><tr><th colspan="2">Summary of Technical Proposal Evaluation</th><th>Score Weight</th><th>Points Obtainable</th></tr><tr><td>1.</td><td>Expertise of Firm/ Organization/Institute</td><td>30%</td><td>210</td></tr><tr><td>2.</td><td>Proposed Methodology,Approach &amp; the Implementation Plan</td><td>40%</td><td>280</td></tr><tr><td>3.</td><td>Management Structure and Qualification of Key Personnel</td><td>30%</td><td>210</td></tr><tr><td colspan="3">Total 70% weightage</td><td>700</td></tr><tr><td colspan="3">Financial Proposal 30% weightage</td><td>300</td></tr><tr><td colspan="3">Total</td><td>1000</td></tr></table> <table><tr><th colspan="2">Form 1: Technical Proposal Evaluation</th><th>Points Obtainable</th></tr><tr><td colspan="3">Expertise of Firm / organization</td></tr><tr><td>1.1</td><td>Reputation of Organization and Staff (Competence / Reliability)</td><td>10</td></tr><tr><td>1.2</td><td><b>Financial Stability:</b> Financial stability Last Two years Audited Account (2018-19 and 2019-2020) Quick ratio should be more than one for each year. (<b>10 marks for each year</b>).</td><td>20</td></tr><tr><td>1.3</td><td><b>Relevant Experience:</b> Three satisfactory performance certificates for Projects completed in last three Years with duration of each assignment. (<b>Each proof carries 15 marks</b>)</td><td>45</td></tr><tr><td>1.4</td><td>Experience of working with UN agencies, international development organizations and government departments. Please provide Copies of two contracts.</td><td>40</td></tr></table>	Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable	1.	Expertise of Firm/ Organization/Institute	30%	210	2.	Proposed Methodology,Approach & the Implementation Plan	40%	280	3.	Management Structure and Qualification of Key Personnel	30%	210	Total 70% weightage			700	Financial Proposal 30% weightage			300	Total			1000	Form 1: Technical Proposal Evaluation		Points Obtainable	Expertise of Firm / organization			1.1	Reputation of Organization and Staff (Competence / Reliability)	10	1.2	<b>Financial Stability:</b> Financial stability Last Two years Audited Account (2018-19 and 2019-2020) Quick ratio should be more than one for each year. ( <b>10 marks for each year</b> ).	20	1.3	<b>Relevant Experience:</b> Three satisfactory performance certificates for Projects completed in last three Years with duration of each assignment. ( <b>Each proof carries 15 marks</b> )	45	1.4	Experience of working with UN agencies, international development organizations and government departments. Please provide Copies of two contracts.	40
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1.6	Experience of Similar Evaluations especially of the Public Sector Projects/Programmes (3 in No), Brief description on similar projects undertaken <b>(Each Services Carry 15 Marks )</b>	<ul style="list-style-type: none"> <li>• <b>5-8 years</b> of previous experience of similar services provided (<b>50 Marks</b>)</li> <li>• <b>3-4 years</b> of previous experience of similar services provided (<b>30 Marks</b>)</li> </ul>	95
	<b>Total Part 1</b>		<b>210</b>
	<b>Form 2: Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan		
2.1	To what degree does the offeror understand the task, its objectives and scope of work?		75
2.2	Have the important aspects of the task been addressed in sufficient detail?		40
2.3	Is the work plan clear with sufficient breakdown?		40
2.4	To what extent does the proposal reflect the knowledge of the firm about to Developing Socioeconomic Baseline Profile?		75
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		50
	<b>Total Part 2</b>		<b>280</b>
	<b>Form 3: Management Structure and Qualification of Key Personnel– (Names and curriculum vitae of individuals who will be involved in completing the services)</b>		
3.1	<b>Team Leader-</b> <i>take charge of leading the assignment, designing the assessment, coordination among the team members and/or with the stakeholders alongside reporting of deliverables alongside conducting the assessment on ground</i>		
	<b>Qualification</b>		
	<b>Education:</b> Minimum a master's degree in Economics, public policy, development studies/international development, Economics and/or other related fields; <ul style="list-style-type: none"> <li>• Master Degree Carry (<b>10 Marks</b>)</li> </ul>		10

		<b>Experience:</b> 10 years of relevant experience in project/programme evaluation/socio-economic assessments (especially of public sector programmes) with strong technical expertise in conducting baseline studies. <ul style="list-style-type: none"> <li>• 10 or more Years of experience- <b>20 Marks</b></li> <li>• 7-9 Years of experience – <b>10 Marks</b></li> <li>• Demonstrated experience in designing and conducting baseline assessments, evaluation and research <b>(15 Marks)</b></li> <li>• Knowledge about public sector development in Punjab/South Punjab, especially related to recent devolution in South Punjab after establishing the South Punjab Secretariat <b>(15 Marks)</b></li> </ul>	50
		<b>Sub Total</b>	<b>60</b>
	3.2	<b>Economic Expert</b> – <i>Under the leadership of the Team Leader, s/he contributes in designing the evaluation, conducting interviews with relevant departments and/or staff members during the inception and/or conduct phase of the evaluation</i>	
		<b>Qualification</b>	
		Minimum a master's degree in economics, finance, development economics, public policy and/or related field in social sciences; <ul style="list-style-type: none"> <li>• Master Degree Carry <b>(10 Marks)</b></li> </ul>	10
		<b>Experience:</b> 07 years of relevant professional experience in conducting regional macroeconomic evaluations and assessments especially related to under-privileged regions/districts <ul style="list-style-type: none"> <li>• 7 or more Years of experience- <b>20 Marks</b></li> <li>• 5-6 Years of Experience- <b>10 Marks</b></li> <li>• Demonstrated experience of working with provincial governments and designing and conducting assessments of public sector programmes <b>(10 Marks)</b>.</li> <li>• Excellent quantitative and qualitative data analysis skills <b>(5 Marks)</b></li> <li>• Understanding of Punjab's development context and recent administrative reforms taken place in South Punjab <b>(5 Marks)</b>.</li> </ul>	40
		<b>Sub Total</b>	<b>50</b>
	3.3	<b>Data Specialist</b> – <i>under the leadership of the Team Leader, s/he will provide substantive advice on the design of data collection instruments and qualitative and quantitative analysis in assessment during the inception and conduct phase of the baseline study. S/he will take lead in conducting the data analysis of available public survey datasets and also analyse other primary data collected for the assessment</i>	
		<b>Qualification</b>	
		Minimum a master's degree in Statistics, Acturuial Sciences, Economics, public policy, and/or related fields;	10

		<ul style="list-style-type: none"> <li>Master Degree Carry (<b>10 Marks</b>)</li> </ul>	
		<b>Experience:</b> 07 years of relevant experience in data management and analysis with understanding of public databases such at the national or international level. <ul style="list-style-type: none"> <li>7 or more Years of experience- <b>20 Marks</b></li> <li>5-6 Years of Experience- <b>10 Marks</b></li> </ul> <ul style="list-style-type: none"> <li>Experienced in designing data collection instruments to collect qualitative as well as quantitative data (<b>10 Marks</b>)</li> <li>Demonstrated experience in analysing quantitative and qualitative data (<b>10 Marks</b>)</li> </ul>	40
		<b>Sub Total</b>	<b>50</b>
	3.4	<b>Socioeconomic / Development Expert</b> – <i>under the leadership of the Team Leader, s/he will provide substantive advice on the socio-economic aspect of the assessment</i>	
		<b>Qualification</b>	
		Minimum a master's degree in public policy, development studies/international development and/or other related fields in social sciences; <ul style="list-style-type: none"> <li>Master Degree Carry (<b>10 Marks</b>)</li> </ul>	10
		<b>Experience</b> 07 years of relevant experience in designing and conducting socio-economic assessments and surveys <ul style="list-style-type: none"> <li>7 or more Years of experience- <b>20 Marks</b></li> <li>5-6 Years of Experience- <b>10 Marks</b></li> </ul> <ul style="list-style-type: none"> <li>Demonstrated experience in conducting socio-economic baselines assessments (<b>10 Marks</b>)</li> <li>Knowledge about public sector of Punjab, especially related to recent administrative reform in South Punjab after establishing the South Punjab Secretariat (<b>05 Marks</b>)</li> <li>Demonstrated experience in designing data collection instruments, collecting and analysing quantitative and qualitative data(<b>05 Marks</b>)</li> </ul>	40
		<b>Sub Total</b>	<b>50</b>
		<b>Total Part 3</b>	<b>210</b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]
Contact Person for Inquiries (Written inquiries only)	<p><b><i>pakistan.procurement.info@undp.org</i></b></p> <p>Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<b>Minimum Eligibility Criteria</b>	<ol style="list-style-type: none"> <li>1. Technical and financial proposals should be submitted in separate PDF files and financial proposal must be password protected.</li> <li>2. Two relevant Contracts with National/Multinational Organizations (please attach copies of contracts).</li> <li>3. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise.</li> <li>4. Three satisfactory performance certificates along with duration of each assignment</li> <li>5. Proof of financial stability such as Audited Financial Statements along with the auditor's report for the last two years (2018-19 and 2019-2020) along with Bank statements/certificates indicating financial standing.</li> <li>6. Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department.</li> <li>7. An affidavit on stamp paper that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.</li> <li>8. Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration</li> </ol> <p><b>Note:</b> Joint venture/consortium are not eligible to apply for this RFP document.</p>

<b>Deadline for Submission</b>	<p><b>Monday 04<sup>th</sup> October 2021 12:30 PM PST OR 03:30 AM EDT</b></p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>
<b>Electronic submission (eTendering) requirements</b>	<ul style="list-style-type: none"> <li>• Technical and financial proposals should be submitted in separate PDF files</li> <li>• File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>• All files must be free of viruses and not corrupted.</li> <li>• Password for financial proposal must not be provided to UNDP until requested by UNDP ( see notes below)</li> </ul> <p><b>Important Notes for financial proposal:</b></p> <ul style="list-style-type: none"> <li>• The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers.</li> <li>• Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: <a href="mailto:haroon.gul@undp.org">haroon.gul@undp.org</a></li> <li>• While entering financial proposal in the e-tendering system, <b>always mention your bid price as PKR 1</b>. Please <b>do not mention the value of your financial proposal in the e-tendering system</b>. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</li> </ul>
<b>Pre-proposal conference</b>	<b>N/A</b>

## Annex 2

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL**

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
- g) Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.

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

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

**C. Qualifications of Key Personnel**

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

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

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

*[Designation]*

*[Date]*



**Minimum Eligibility Criteria**  
**CheckList**

<b>Sr #</b>	<b>Minimum Eligibility Criteria</b>	<b>CheckList Yes/No</b>
1	Technical and financial proposals should be submitted in separate PDF files and financial proposal must be password protected.	
2	Two relevant Contracts with National/Multinational Organizations (please attach copies of contracts).	
3	Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise.	
4	Three satisfactory performance certificates along with duration of each assignment	
5	Proof of financial stability such as Audited Financial Statements along with the auditor's report for the last two years (2018-19 and 2019-2020) along with Bank statements/certificates indicating financial standing.	
6	Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department.	
7	An affidavit on stamp paper that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.	
8	Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration	

## Annex 3

**(Financial Proposal Must be Password Protected)****FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL**

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

**A. Cost Breakdown per Deliverable\***

<b>Deliverables/Outputs</b>	<b>Estimated Timeline</b>	<b>% of payment</b>	<b>Amount in PKR</b>
Literature review studying the legal system and recent policy changes, macroeconomic assessment establishing the regional disparities. Review of previous budget documents, allocations, and expenditure.	4 Weeks	20%	
Initial consultations with key stakeholders (provincial and district) and formulation of a comprehensive plan for socio economic profiling laying out the design/methodology, data collection mechanism and data analysis approach	4 Weeks	20%	
Designing Data Collection Instrument, piloting and then Data Collection: Key Informants, Interviews and FGDs and Data Analysis	10 Weeks	20%	
Submission of a draft report, and presentation during the consultation session with provincial line departments/South Punjab's administration to share the findings of report	04 Weeks	20%	
Final report after incorporating the comments and feedback from the consultation session	02 Weeks	20%	
<b>TOTAL-PKR</b>		<b>100%</b>	

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

<b>Description of Activity</b>	<b>Qty</b>	<b>Number of Days Engagement</b>	<b>Unit Price</b>	<b>Total Price in Rs.</b>
<b>I. Personnel Services</b>				
Team Leader	01	40		
Economic Expert	01	30		
Data Specialist	01	25		
Socio-Economic Development Expert	01	30		
<b>II. Out of Pocket Expenses</b>				
Travel				
Miscellaneous Cost				
Communication				
<b>III. Session</b>				
Consultation session with stakeholders to share the findings of the assessment (02 Consultations)	2	7		
<b>Total-PKR</b>				

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

**Note:**

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

**Annex 4**

***General Terms and Conditions for Services***  
**Separately attached**

## **Terms of Reference**

### **Hiring of a Firm for Developing**

### **Socioeconomic Baseline Profile for South Punjab**

**A. Project Title:** Mainstreaming, Acceleration and Policy Support for SDGs in Punjab

#### **B. Background**

In pursuance to United Nation's General Assembly Resolution on Agenda 2030, National Assembly of Pakistan passed a resolution declaring Sustainable Development Goals (SDGs) as National Goals for Pakistan in February 2016. As part of Pakistan's institutional arrangements under the "National Initiative on SDG", Planning & Development Board, Government of the Punjab established Punjab SDGs Support Unit in June 2016.

In the light of the lessons learned from MDGs era, the government of Punjab under the National initiative on Sustainable Development Goals (SDGs) established Punjab SDGs Project at Planning & Development Department (P&DD) in collaboration with United Nations Development Programme (UNDP). The overall purpose of SDGs Project is to support provincial government and line departments for mainstreaming SDGs at provincial and district level—integrating different dimensions of SDGs into planning and budgeting processes.

#### **C. Rationale and Objective of the Assignment**

Punjab has nearly 32% of the population in the province still experience multidimensional poverty. The study on MPI shows that poverty incidence in Punjab not only features considerable disparities between urban and rural areas, but it also shows that incidence of poverty is highest in Southern Districts of Punjab. These regional disparities can be attributed to inequitable resource allocation and an uneven model of development. Based on the statistics from Pakistan Social and Living Standards Measurement (PSLM) survey for the year 2014-15, the districts in Punjab with the highest proportion of multidimensionally poor population include Muzaffargarh, Rajanpur, D.G. Khan, Rahim Yar Khan and Bahawalpur. The performance of social indicators in the southern region of Punjab is critical with no significant improvement in education, health and standards of living in comparison to districts in North and the districts in central Punjab. For instance, the MPI for Muzaffargarh and Rajanpur 64.8% and 64.4% respectively, compared to Lahore 4.3% and Rawalpindi 7.5%. The performance of districts of South Punjab on other social sector indicators is also not very satisfactory and most of the districts are off-track in terms of their progress on SDGs (refer to the detailed District SDGs Profiles developed by Punjab SDGs Support Unit).

The recent administrative reforms in Punjab, including the establishment of the South Punjab Secretariat provide a strategic opportunity to address these long-standing regional disparities of South Punjab. Government line departments—Health, Education, Law, Police, Planning & Development, Local government, Finance, Board of Revenue, Housing and Urban Development, Communications and Works, Irrigation, and Agriculture—have been decentralized with the mandate to address the social, economic and environmental dimensions of sustainable development and integration of South Punjab's Economy into the mainstream provincial and national economy. With this new administrative set-up, South Punjab now needs a comprehensive socioeconomic baseline profiles that can inform the South Punjab Secretariat in designing their key policies and public-sector investment strategies.

Given this context, Punjab SDGs Unit intends to hire services of a firm having sound technical expertise and experience in conducting assessments/socio-economic surveys in public sector settings.

## **D. Scope of Work**

The main purpose of developing South Punjab's socioeconomic baseline profiles is to garner a comprehensive and in-depth understanding of the political, social and economic landscape of South Punjab before any policy reforms are introduced to address disparities. The Punjab SDGs Support Unit aims to use these socioeconomic baseline profiles to address the longstanding socioeconomic disparities faced by South Punjab through a comprehensive regional development strategy and policy reforms.

The purpose of this assignment is to answer the following key questions on South Punjab's socioeconomic baseline:

### **1. Demographics**

- What are the demographic characteristics of South Punjab and its districts?
- Develop an understanding of the age, employment ratios, key occupations, gender dynamics of the region
- What are the population indicators? Is there a youth bulge and can that be utilized as an opportunity? What is the population forecast for the next five-ten years?
- What are the labor force characteristics?

### **2. Political Landscape**

- What are the key characteristics of South Punjab's political economy and the political set-up?
- What does the provincial, district and local administration look like? Are there any influential civil society, non-profit or private actors that dominate the political landscape?
- A brief stakeholder mapping of political actors
- What are the strengths, weaknesses, opportunities, and threats to the political economy of South Punjab?

### **3. Social and Human Development**

- What are the on-ground realities with respect to South Punjab's social and human development?
- Provide a quantitative and qualitative analysis of the level of education, literacy and skills development in the province among different demographic groups
- Health, nutrition and quality of life
- Establishment of district-wise indexes such as Human Development Index, Standard of Living Index, Education Index, Health and Nutrition Index, Child Development Index, Youth Development Index, Gender Inequality Index, Labor Development Index, Well-being Index by district
- Studying the impact of different socio-economic factors on the above indices in each district
- Housing, social protection and social safety nets
- Status of gender equity and prevalence of violence against women in the region
- Highlight regional disparities across districts and disparities among vulnerable segments of the population

### **4. Economic Landscape & Resource Profiling**

- Overview of the economy of South Punjab
- Share in Punjab and national economy
- Different drivers of economic growth
- GDP growth and structural changes

- Impact of national and provincial policies on the growth of South Punjab
- Contribution of various sectors / sub-sectors towards the economy and labor market segregated by different segments of labor-force
- Value-chains and market linkages within the districts and regions
- Regional connectivity of each district and potential for further improvements
- Initiatives for human resource development and skilled labor force export
- Progress and poverty through social security and poverty alleviation programmes run by government, NGOs, and private actors
- Correlation between national and provincial economic factors with that of South Punjab
- What are the political government's manifestos related to the economy of South Punjab
- Overview of the natural resources, heritage, and tourism in the region
- Investment in climate change and existing policies and mechanisms to ensure sustainability
- Fiscal transfers from the centre and province and caps if any?
- Local resource/revenue generation
- Investment opportunities in the region/districts
- Existing initiatives for research and development, and innovation and experimentation, and potential opportunities for future

#### **Approach for baseline profiles and methodology**

In order to develop the socioeconomic baseline profiles for South Punjab, the firm can take an approach that is consultative and inclusive. The firm will be expected to

- a) conduct comprehensive literature reviews, reviews of government documents/laws/policies, any other relevant reports including national/sub-national survey reports
- b) develop socioeconomic baseline profiles using quantitative and qualitative analysis
- c) conduct structured interviews with government officials, civil society, non-profit and private actors that are influential
- d) hold consultation sessions with key regional stakeholders to fully inform the socioeconomic baseline profiles.

#### **E. Key Outputs/Deliverables and Schedule of Payments**

<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>% of Payment</b>	<b>Review and Approvals Required</b>
Literature review studying the legal system and recent policy changes, macroeconomic assessment establishing the regional disparities. Review of previous budget documents, allocations, and expenditure.	4 Weeks	20%	Project Manager and ARR
Initial consultations with key stakeholders (provincial and district) and formulation of a comprehensive plan for socio economic profiling laying out the design/methodology, data collection mechanism and data analysis approach	4 Weeks	20%	Project Manager and ARR

Designing Data Collection Instrument, piloting and then Data Collection: Key Informants, Interviews and FGDs and Data Analysis	10 Weeks	20%	Project Manager and ARR
Submission of a draft report, and presentation during the consultation session with provincial line departments/South Punjab's administration to share the findings of report	04 Weeks	20%	Project Manager and ARR
Final report after incorporating the comments and feedback from the consultation session	02 Weeks	20%	Project Manager and ARR
<b>Total</b>	<b>132 days</b>	<b>100%</b>	

#### **F. Institutional Arrangements**

The firm will report to the Project Manager, SDGs Support Unit and Assistant Resident Representative, Development Policy Unit, UNDP. The consultant will work in close coordination with Secretary P&D Board, Government of the Punjab and Secretary P&DD (South Punjab). Punjab SDGs Unit will provide technical, logistical and coordination support. All reports/documents/progress update will be submitted to the Project Manager, Punjab SDG Unit and UNDP, as per agreed timeframe against the deliverables.

**G. Duration of the Work:** 132 working days (Spread over six months – October 2021 to March 2022)

**H. Duty Station:** Lahore and Field visits to districts in South Punjab