



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 28, 2021
	REFERENCE: UNDP-RFP-2021-345 ORPS: 1449

Dear Sir / Madam:

We kindly request you to submit your Proposal for Conducting two **"Challenge Cup: Innovative Solutions to Strengthening Urban Resilience and Development for Informal Urban Settlements, Advocacy, and Promoting Social Cohesion"**. 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 **Tuesday 12th 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, 04th October 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.

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:

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

 23-Sep-2021

**(For) Knut Ostby
Resident Representative**

Haroon Gul

Karwal Abbas

Annex 1**Description of Requirements**

Context of the Requirement	Challenge Cup: Innovative solutions to strengthening urban resilience and development for informal urban settlements, advocacy, and promoting social cohesion																				
Brief Description of the Required Services	<p>Pakistan has one of the highest rates of urbanization in South Asia. It is estimated that by 2025, almost half of its population will be living in urban settlements. It is a water-stressed country experiencing adverse climate change impacts, as well as rapid unplanned urbanization, governance challenges, and involuntary internal and external migration. This rapid urbanization in Pakistan is not aligned with the speed of urban development. Inadequate planning, mismanagement, insufficient provision of municipal services, lack of affordable housing, and sub-standard infrastructure in rapidly growing cities creates crises and impedes the country's socioeconomic growth and environmental sustainability. COVID-19 has further highlighted the need to address the informal expansion of urban areas, as informal settlements have people living in small, over-crowded spaces with little access to clean water, inadequate sanitation, and limited healthcare services.</p> <p>Cities are a complex adaptive system in need of rapid urban development. Recognizing this reality and in efforts to achieve Agenda 2030 targets for Pakistan, UNDP is developing a national programmatic portfolio on urban development and resilience that speaks directly to SDG Goal 11 of Sustainable Cities and Communities – to make cities inclusive, safe, resilient, and sustainable. In this context, UNDP has established an Urban Platform and Community of Practice (COP) on Sustainable Urbanization, in an attempt to bring all stakeholders to one platform to generate debate, analysis, and produce innovative solutions for building inclusive, resilient, and sustainable cities, leaving no one behind.</p> <p>UNDP Pakistan is implementing a pilot initiative in Karachi on Integrated Urban Resilience for Migration and Displaced Populations, developed by the Bangkok Regional Hub. The objective of the intervention is to strengthen urban resilience and development with a focus on migrants, displaced people, and host communities in informal urban settlements contributing to sustainable development in Pakistan. This will also support government's effort in addressing the challenges of urban resilience in Karachi.</p> <p>In this regard, UNDP is seeking services from a(n) firm/organization to conduct Challenge Competitions, identify winners based on a selection criteria and with a committee of evaluators, disburse resources to challenge competition winners and facilitate execution of projects. The challenge competition will be conducted in two phases and facilitation for implementation of projects will hence be in two phases, as per schedule below.</p> <p>Seed Money of Challenge Cups</p> <table><tr><th colspan="5">Seed money for winners of challenge competition for executing projects</th></tr><tr><th></th><th>No. of award</th><th>Per unit Price</th><th>Total</th><th>Deadline</th></tr><tr><td>Challenge Cup - 1</td><td>3</td><td>500,000.00</td><td>1,500,000.00</td><td>30th Nov, 2021</td></tr><tr><td>Challenge Cup -2</td><td>5</td><td>1,000,000.00</td><td>5,000,000.00</td><td>15th Dec, 2021</td></tr></table>	Seed money for winners of challenge competition for executing projects						No. of award	Per unit Price	Total	Deadline	Challenge Cup - 1	3	500,000.00	1,500,000.00	30th Nov, 2021	Challenge Cup -2	5	1,000,000.00	5,000,000.00	15th Dec, 2021
Seed money for winners of challenge competition for executing projects																					
	No. of award	Per unit Price	Total	Deadline																	
Challenge Cup - 1	3	500,000.00	1,500,000.00	30th Nov, 2021																	
Challenge Cup -2	5	1,000,000.00	5,000,000.00	15th Dec, 2021																	

	<p>Scope of Work</p> <p>The selected firm will be responsible for the following:</p> <ol style="list-style-type: none"> 1. Develop a concept note/implementation strategy for organizing challenge competitions; 2. Advertise the challenge cup in print and social media 3. Mobilize stakeholders entrepreneurs and residents of informal settlements to be part of challenge competition. For the first batch of grants consortium partners will be engaged to identify prospective projects and for the second competition a formal challenge cup will be advertised; 4. In collaboration with consortium partners implementing the project, organize meetings/sessions with potential applicants of the challenge competition (Individuals/groups living in informal urban settlements) to develop understanding of the subject followed by organizing challenge competition to solicit proposals; 5. Develop selection criteria in consultation with UNDP and consortium partners taking into account the sustainability, scalability, feasibility and testability of the entries for shortlisting participants; 6. Establish committee of relevant stakeholders to review proposals and select the best 08 proposals for implementation covering different thematic and scope of work for urban resilience. 7. Provide personalized orientation sessions for shortlisted participants to further refine and nurture their proposals and provide administrative and logistics support for shortlisted participants to facilitate implementation of the idea during the project implementation process. Grants to the selected participants will be released phased wise, as per the implementation of ideas. 8. Hold working demonstration and test the designs with industry stakeholders once implementation of ideas is completed by March 2022;
<p>List and Description of Expected Outputs to be Delivered</p>	<p>The detailed Outputs and deliverables are given in TORs as Annex- 5</p> <ol style="list-style-type: none"> a) Prepare a inception report/ concept note for two different Challenge Competition b) Execute the two challenge competition and hold session and personalized orientation for participants c) Support the implementation of the winning contestants from two challenge competitions and hold working demonstration after implementation of ideas
<p>Person to Supervise the Work/Performance of the Service Provider</p>	<p>Assistant Resident Representative, Development Policy Unit, UNDP.</p>

Frequency of Reporting	Monthly
Progress Reporting Requirements	Deliverables based
Location of work	Karachi
Expected duration of work	05 Months
Target start date	25 th October, 2021 (Approx)
Latest completion date	25 th March 2022 (Approx)
Travels Expected	Inter-city- Karachi
Special Security Requirements	Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]

Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately). Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.																					
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																					
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																					
Payment Terms	Deliverables and Payment Schedule <table border="1"> <thead> <tr> <th colspan="3">Schedule of payment</th></tr> <tr> <th>Deliverables</th><th>Percentage of Payment</th><th>Timeline</th></tr> </thead> <tbody> <tr> <td>Prepare a inception report/ concept note for two different Challenge Competition and execution of seed money and implementation of projects</td><td>5%</td><td>Within 1 week of signing the contract</td></tr> <tr> <td>Execute the 1st challenge competition</td><td>25%</td><td>November 2021</td></tr> <tr> <td>Execute the 2nd challenge competition</td><td>65%</td><td>January 2022</td></tr> <tr> <td>Submit a project completion report, with lesson learnts and documentation of success stories.</td><td>5%</td><td>March 2022</td></tr> <tr> <td>Total</td><td>100%</td><td></td></tr> </tbody> </table> <p>Note: The seed money amounting to PKR 6,500,000.00 (PKR 1,500,000.00 for the 3 grants from the first challenge competitions and PKR 5,000,000.00 for the 5 grants from the second challenge competition) are fixed amount that's need to be budgeted in the financial proposal.</p>	Schedule of payment			Deliverables	Percentage of Payment	Timeline	Prepare a inception report/ concept note for two different Challenge Competition and execution of seed money and implementation of projects	5%	Within 1 week of signing the contract	Execute the 1st challenge competition	25%	November 2021	Execute the 2nd challenge competition	65%	January 2022	Submit a project completion report, with lesson learnts and documentation of success stories.	5%	March 2022	Total	100%	
Schedule of payment																						
Deliverables	Percentage of Payment	Timeline																				
Prepare a inception report/ concept note for two different Challenge Competition and execution of seed money and implementation of projects	5%	Within 1 week of signing the contract																				
Execute the 1st challenge competition	25%	November 2021																				
Execute the 2nd challenge competition	65%	January 2022																				
Submit a project completion report, with lesson learnts and documentation of success stories.	5%	March 2022																				
Total	100%																					
Person(s) to review/inspect/ approve outputs/completed services and authorize	Assistant Resident Representative, Development Policy Unit, DPU- UNDP																					

the disbursement of payment																					
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract																				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.																				
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 40% with 280 Marks out of 700 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% with 280 marks out of 700 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% with 140 marks out of 700																				
	<p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (Financial Score= (Lowest Offer/Offer*300))																				
	<table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation</th><th>Score Weight</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Expertise of Firm/ Organization submitting Proposal</td><td>40%</td><td>280</td></tr> <tr> <td>2.</td><td>Methodology, Its Appropriateness to the Condition and Timeliness of 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>20%</td><td>140</td></tr> <tr> <td colspan="2"></td><td>Total</td><td>700</td></tr> </tbody> </table>	Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable	1.	Expertise of Firm/ Organization submitting Proposal	40%	280	2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	40%	280	3.	Management Structure and Qualification of Key Personnel	20%	140			Total	700
Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable																		
1.	Expertise of Firm/ Organization submitting Proposal	40%	280																		
2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	40%	280																		
3.	Management Structure and Qualification of Key Personnel	20%	140																		
		Total	700																		
	<table border="1"> <thead> <tr> <th colspan="2">Form 1: Technical Proposal Evaluation</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td colspan="3">Expertise of Firm / organization</td></tr> <tr> <td>1.1</td><td>Reputation of Institution and Staff (Credibility/Reliability)</td><td>30</td></tr> <tr> <td>1.2</td><td>Financial Stability: Financial stability Last Two years Audited Account (2018-19 and 2019-2020) Quick ratio should be one or more than one for each year. (15 marks for each year).</td><td>30</td></tr> </tbody> </table>	Form 1: Technical Proposal Evaluation		Points Obtainable	Expertise of Firm / organization			1.1	Reputation of Institution and Staff (Credibility/Reliability)	30	1.2	Financial Stability: Financial stability Last Two years Audited Account (2018-19 and 2019-2020) Quick ratio should be one or more than one for each year. (15 marks for each year).	30								
Form 1: Technical Proposal Evaluation		Points Obtainable																			
Expertise of Firm / organization																					
1.1	Reputation of Institution and Staff (Credibility/Reliability)	30																			
1.2	Financial Stability: Financial stability Last Two years Audited Account (2018-19 and 2019-2020) Quick ratio should be one or more than one for each year. (15 marks for each year).	30																			

	1.3	Performance Certificates: Three satisfactory performance certificates for Projects completed in last three Years (Each proof carries 20 marks)	60
	1.4	Relevant Experience: At least two similar Programme(s)/Project(s) implemented. Brief description on similar projects undertaken. (Each Project implemented Carry 50 Marks)	100
	1.5	Experience of working with UN agencies, international development organizations, multinational organization and government departments. Please provide Copies of two relevant contracts. (Each contract Copy carry 30 marks).	60
		Total Part 1	280
		Form 2: Technical Proposal Evaluation	Points Obtainable
		Proposed Work Plan and Approach	
	2.1	To what degree does the offeror understand the task, its objectives and scope of work?	70
	2.2	Have the important aspects of the task been addressed in sufficient detail?	50
	2.3	Is the conceptual framework adopted appropriate for the task?	40
	2.4	To what extent does the proposal reflect the knowledge of the firm about different elements of Challenge Cup and Innovative solutions to strengthening urban resilience and development for informal urban settlements, advocacy, and promoting social cohesion?	70
	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
		Total Part 2	280
		Form 3: Management Structure and Qualification of Key Personnel	Points Obtainable
	1	Team Leader – Overall project management, implementation and supervision	

		Qualification	
		The Team Leader should have at least a master's degree Management, Social Sciences or in a related field <ul style="list-style-type: none"> • Master Degree Carry (20 Marks) 	20
		Experience: Demonstrated experience in organizing high profile events with five years of experience <ul style="list-style-type: none"> • 05 or more Years of experience- 30 Marks • 02-04 Years of experience – 10 Marks 	30
		Sub Total	50
	2	Programme Officer/grant manager – <i>manage grants and facilitate implementation of ideas</i>	
		Qualification: Minimum Bachelors degree in Finance, Commerce or a related field; <ul style="list-style-type: none"> • Bachelor Degree Carry (20 Marks) 	20
		Experience: 3 years of experience in organizing and/or supporting events <ul style="list-style-type: none"> • 03 or more Years of experience- 30 Marks • 01-02 Years of experience – 10 Marks 	30
		Sub Total	50
	3	Communication Officer – <i>for advocacy and outreach of challenge competition</i>	
		Qualification: Minimum Bachelors degree in Social Sciences, Communication or a related field; <ul style="list-style-type: none"> • Bachelor Degree Carry (20 Marks) 	20
		2 years of experience in organizing and/or supporting events, with a focus on advocacy and community engagement. <ul style="list-style-type: none"> • 02 Years of experience – 20 Marks 	20
			40
		Total Part 3	140
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><i>pakistan.procurement.info@undp.org</i></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>
Minimum Eligibility Criteria	<ol style="list-style-type: none"> 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 for Projects completed in last three Years 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/letter 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 <p>Note: Joint venture/consortium are not eligible to apply for this RFP document.</p>

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

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

Sr #	Minimum Eligibility Criteria	CheckList Yes/No
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 for Projects completed in last three Years 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/letter 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	

(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*

Schedule of payment		
Deliverables/Output	% of Payment	Amount (PKR)
Prepare a inception report/ concept note for two different Challenge Competition and execution of seed money and implementation of projects	5%	
Execute the 1st challenge competition	25%	
Execute the 2nd challenge competition	65%	
Submit a project completion report, with lesson learnts and documentation of success stories.	5%	
Total	100%	

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

Description of Activity	Remuneration per Unit	Total Period of Engagement	Unit Price	Total Price in Rs.
Seed money for challenge cup-1	3		500,000.00	1,500,000
Seed money for challenge cup-2	5		1,000,000.00	5,000,000
I. Personnel Services				
1- Team Lead	1	5 months		
2- Programme Officer	1	5 months		
3- Comms Officer	1	5 months		
II. Out of Pocket Expenses				
1. Communication Cost-if any				
2. Travel-If any				
3-Orientation session	2			
4. Miscellaneous Cost-if any				
III. Other Related Costs				
Total Amount				

Note: The seed money amounting to PKR 6,500,000.00 (PKR 1,500,000.00 for the 3 grants from the first challenge competitions and PKR 5,000,000.00 for the 5 grants from the second challenge competition) are fixed amount that's need to be budgeted in the financial proposal.

*[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

Engagement of Organisation/Firm to provide business/enterprise incubation services in Punjab

Project Title

Challenge cups (2): “Innovative solutions to strengthening urban resilience and development for informal urban settlements, advocacy, and promoting social cohesion”

Project Description

Pakistan has one of the highest rates of urbanization in South Asia. It is estimated that by 2025, almost half of its population will be living in urban settlements. It is a water-stressed country experiencing adverse climate change impacts, as well as rapid unplanned urbanization, governance challenges, and involuntary internal and external migration. This rapid urbanization in Pakistan is not aligned with the speed of urban development. Inadequate planning, mismanagement, insufficient provision of municipal services, lack of affordable housing, and sub-standard infrastructure in rapidly growing cities creates crises and impedes the country’s socioeconomic growth and environmental sustainability. COVID-19 has further highlighted the need to address the informal expansion of urban areas, as informal settlements have people living in small, over-crowded spaces with little access to clean water, inadequate sanitation, and limited healthcare services.

Cities are a complex adaptive system in need of rapid urban development. Recognizing this reality and in efforts to achieve Agenda 2030 targets for Pakistan, UNDP is developing a national programmatic portfolio on urban development and resilience that speaks directly to SDG Goal 11 of Sustainable Cities and Communities – to make cities inclusive, safe, resilient, and sustainable. In this context, UNDP has established an Urban Platform and Community of Practice (COP) on Sustainable Urbanization, in an attempt to bring all stakeholders to one platform to generate debate, analysis, and produce innovative solutions for building inclusive, resilient, and sustainable cities, leaving no one behind.

UNDP Pakistan is implementing a pilot initiative in Karachi on Integrated Urban Resilience for Migration and Displaced Populations, developed by the Bangkok Regional Hub. The objective of the intervention is to strengthen urban resilience and development with a focus on migrants, displaced people, and host communities in informal urban settlements contributing to sustainable development in Pakistan. This will also support government’s effort in addressing the challenges of urban resilience in Karachi.

In this regard, UNDP is seeking services from a(n) firm/organization to conduct Challenge Competitions, identify winners based on a selection criteria and with a committee of evaluators, disperse resources to challenge competition winners and facilitate execution of projects. The challenge competition will be conducted in two phases and facilitation for implementation of projects will hence be in two phases, as per schedule below.

Seed Money of Challenge Cups

Seed money for winners of challenge coemption for executing projects				
	No. of award	Per unit Price	Total	Deadline
Challenge Cup - 1	3	500,000.00	1,500,000.00	30 th Nov, 2021
Chalange Cup -2	5	1,000,000.00	5,000,000.00	15 th Dec, 2021

Scope of Work

The selected firm will be responsible for the following:

1. Develop a concept note/implementation strategy for organizing challenge competitions;
2. Advertise the challenge cup in print and social media (what should be included in the proposal)
3. Mobilize stakeholders entrepreneurs and residents of informal settlements to be part of challenge competition. For the first batch of grants consortium partners will be engaged to identify prospective projects and for the second competition a formal challenge cup will be advertised;
4. In collaboration with consortium partners implementing the project, organize meetings/sessions with potential applicants of the challenge competition (Individuals/groups living in informal urban settlements) to develop understanding of the subject followed by organizing challenge competition to solicit proposals;
5. Develop selection criteria in consultation with UNDP and consortium partners taking into account the sustainability, scalability, feasibility and testability of the entries for shortlisting participants;
6. Establish committee of relevant stakeholders to review proposals and select the best 08 proposals for implementation covering different thematic and scope of work for urban resilience.
7. Provide personalized orientation sessions for shortlisted participants to further refine and nurture their proposals and provide administrative and logistics support for shortlisted participants to facilitate implementation of the idea during the project implementation process;
8. Hold working demonstration and test the designs with industry stakeholders once implementation of ideas is completed by March 2022;

Expected Outputs and Deliverables

Deliverables	Timeline	Review and Approvals Required
Prepare a inception report/ concept note for two different Challenge Competition and execution of seed money and implementation of projects	Within 1 week of signing the contract	Assistant Resident Representative, Development Policy Unit, UNDP
Execute the 1st challenge competition	End of Nov 2021	Assistant Resident Representative, Development Policy Unit, UNDP

Execute the 2nd challenge competition	End of Jan 2021	Assistant Resident Representative, Development Policy Unit, UNDP
Submit a project completion report, with lesson learnts and documentation of success stories.	March 2022	Assistant Resident Representative, Development Policy Unit, UNDP
Total	100%	

Institutional Arrangement

The firm will be liaising with and reporting to the Assistant Resident Representative, Development Policy Unit, UNDP.

Duration of the Work

The assignment will be for a period of 5 months.

Duty Station

Karachi, Pakistan