



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 29, 2021
	REFERENCE: UNDP-RFP-2021-344 ORPS: 1410

Dear Sir / Madam:

We kindly request you to submit your Proposal for **"Developing of Digital Mechanism For Tracking and Updating Results Management Framework for SDG's"**. 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 **Wednesday 13<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 04<sup>th</sup> 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](mailto:pakistan.procurement.info@undp.org).

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

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

Haraon 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

**Sincerely yours,**

  
28-Sep-2021

**(For) Knut Ostby  
Resident Representative**

*Haraon Gul*

*Karwal Abbas*

**Annex 1****Description of Requirements**

<b>Context of the Requirement</b>	Developing of digital mechanism for tracking and updating results management framework for SDGs
<b>Project Title</b>	Mainstreaming, Acceleration and Policy Support for SDGs
<b>Brief Description of the Required Services</b>	<p>Following the transition of the global community from the Millennium Development Goals to the more comprehensive; universally applicable and inclusive Sustainable Development Goals (SDGs), Pakistan has made rapid progress in adopting and formally launching the SDGs agenda. The SDGs require an integrated approach for implementation by simultaneously working on the three dimensions of development; social, environmental and economic alongside managing their inter-linkages and leaving no one behind.</p> <p>In line with the national initiative on SDGs, Government of Sindh in collaboration with UNDP has established a SDG Support Unit in Planning &amp; Development Department, which is working in close coordination with national and provincial government entities, UN agencies and civil societies to mainstream SDGs in local development plans and strategies, strengthen coordination, reporting and monitoring mechanisms, align financing flows with 2030 Agenda, and support integrated and innovative approaches to accelerate progress on SDGs</p> <p>In doing so, the SDG Support Unit has developed a provincial SDG Framework, wherein baseline has been established to the extent data permitted in collaboration with Sindh Bureau of Statistics and priority SDGs targets have been identified and ranked in the provincial context with the objective to devise a holistic development approach towards achieving the provincially relevant SDGs targets.</p> <p>Towards, operationalizing Sindh SDGs Framework and further tracking progress on targets and indicators; SDGs Support Unit Sindh has developed Results Based Management Framework. The framework segments SDGs targets and indicators by Outcome, Policy &amp; Institutions and Means of Implementation categories, as determined in OECD methodology. In doing so, Results Based Management Framework defines phase wise milestones and progress trend against each SDGs target and indicator. The progress trend indicates data status against each indicator with regards to whether there is improvement, stagnation, major challenges or information gaps. Moreover, the framework provides spaces for projects and programmes as related to specific targets and indicators along with risk assessment</p> <p>The purpose of this assignment is to formulate a real-time digital mechanism whereby data, progress trends and milestones in Results Based Management Framework are regularly tracked and updated by respective line departments based on their programme visions and objectives. SDGs Support Unit is already working continuously with different line departments towards localization of SDGs and development of digital mechanisms for Results based Management framework will further aid line departments in aligning and adapting their planning and implementation with evidence-based data progress on SDGs</p>

**i) Scope of Work**

The digital mechanism for results management framework will be a real time web-based application that will provide platform for tracking and monitoring data for SDGs indicator for decision making. It will also serve as tool to analyze and update SDGs indicator wise milestones as well as monitor risks. The digital portal will also provide space to review projects and programmes that would directly and indirectly support acceleration towards a certain SDG target and indicator. Focal persons from different line departments, Monitoring and Evaluation Cell (MEC) and Sindh Bureau of Statistics will have access to the digital mechanism portal for purpose of feeding, updating and monitoring different data fields as relevant to different SDGs targets and indicators. Additionally, UN agencies, Civil Society Stakeholders, Academia and Private Sector will be able to view the portal for feedback and for further aligning their respective activities with SDGs.

Following are the intended Outcomes of the assignment:

- Centralized digital portal with drill down approach/multi-level hierarchical information access system, with user-friendly interface and easy-to-maintain background mechanics.
- Transparency and improved monitoring of progress on SDGs indicators against phase wise milestones, with built-in options for regular/periodic update of data-points, as & when new data becomes available.
- Systematic integration of programmes and projects, as linked to accelerating progress on different SDGs targets and indicators, including functionality for multiple SDGs targets & indicators linked to a project, and the reciprocal vice versa.
- Identification and continuous assessment/review of risks as related to progress of different SDGs targets and indicators viz-a-viz prioritization reflect through the database.
- Determination of upward/downward status against each SDG target and indicator for course correction and subsequent discussion, including tools to aid informed decision making, such as handy Data Visualization tools, Charts/Graphs exports, etc.
- Production of custom generated reports on specific SDGs targets and indicators for informed decision making, periodic / dynamic reports on data status / progress, etc.

**ii) Rationale & Description of Expected Outputs:**

The assignment necessitates creation of digital portal which is user friendly and is able to assist diverse stakeholders in viewing SDGs target/indicator specific snapshot/information along with custom generated reports. In context of above defined outputs, the digital portal will be designed taking into consideration needs of primary and secondary stakeholders

<b>Expected Output</b>	<b>Primary Stakeholder</b>	<b>Secondary Stakeholder</b>
Centralized digital portal with drill down approach/multi-level	Planning & Development Department, Government of Sindh	UN Agencies, Civil Society Partners,

	hierarchical information access system.	Line Departments, Government of Sindh	Academia and Private Sector
	Transparency and improved monitoring of progress on SDGs indicators against phase wise milestones	Monitoring and Evaluation Cell (MEC), P&D, Government of Sindh Planning & Development Department, Government of Sindh Line Departments, Government of Sindh	UN Agencies, Civil Society Partners, Academia and Private Sector
	Systematic integration of programmes and projects as linked to accelerating progress on different SDGs targets and indicators	Planning & Development Department, Government of Sindh Line Departments, Government of Sindh	UN Agencies, Civil Society Partners, Academia and Private Sector
	Identification and continuous assessment/review of risks as related to progress of different SDGs targets and indicators	Monitoring and Evaluation Cell (MEC), P&D, GoS  Planning & Development Department, GoS  Line Departments, Government of Sindh	UN Agencies, Civil Society Partners, Academia and Private Sector
	Determination of upward/downward status against each SDG target and indicator for course correct and subsequent decision making	Monitoring and Evaluation Cell (MEC), P&D, GoS  Planning & Development Department, GoS  Line Departments, Government of Sindh	UN Agencies, Civil Society Partners, Academia and Private Sector
	Production of custom generated reports on specific SDGs targets and indicators for decision making	Monitoring and Evaluation Cell (MEC), Government of Sindh Sindh Bureau of Statistics, P&D, Government of Sindh  Planning & Development Department, Government of Sindh Line Departments, Government of Sindh	UN Agencies, Civil Society Partners, Academia and Private Sector
	<b>iii) Key Activities under the Assignment:</b>		

**a) System analysis and determine parameters and scope of the work for Digital Mechanism:**

- Preliminary analysis will be done by vendor firm based on the inputs to identify the overall system requirements, system features, functional and non-functional requirements for digital mechanism for Results Based Management System.

**b) Determine System requirement for Digital Mechanism. The major components of will be comprised of the following:**

- Overall description and interface of the Digital Mechanism for Results Based Management Framework
- Scope Statement
- System Features
- External Interface Requirements of Portal Application (Functional Requirements)
- Non-functional requirements (performance, safety, security and quality assurance requirements)
- Issue lists
- Risk lists
- Analysis Models (data flow diagrams, charts figures etc.)
- Scope Change Management
- Role and Responsibilities

**c) Development of system architecture for Digital Portal based on following aspects:**

- Upper-level System Design (Overall System diagrams)
- Detailed System Designs
- Detailed Functional Specifications (Unified Modular Language (UML) diagrams, Use Cases)
- Hardware and software specification
- Interface Design

**d) Development of Dashboard design for tracking and monitoring progress on SDGs targets and indicators**

- Creating Summary and Geographic Dashboards. The numbers & visualizations shall indicate the situation and shall be easy to read and intuitive to understand. This may include:
  - Analytics: Bar/3D bar with multiple lines, pie/3D pie, line, scatter, and time series.
  - Mapping: Heat, bubble, animated bubble, Choropleth, tile, multi-layered.
  - Color coding to be used for monitoring progress of SDGs targets and indicator levels by data trend status

- Filtering and selection capabilities can be easily added to reports with common action elements such as drop-down/combination boxes, check boxes and sliders.
- Drill down functionality to source level data.
- Dynamic Search and to find data instantly.
- Geo-clustering and geo-querying capability to identify focus areas & areas that require improvement instantaneously.
- Optimizing for printing and exporting to a digital document format such as Word, Excel or PDF.

**e) Deployment of Digital Portal at selected location and its integration with the other system (if required). Main contents/features of the dashboard are:**

- Mapping of SDGs Goals, target and indicators related data and information including status trends, milestones, linked projects, risks and means of verification
- Display of data in table and grid format
- User Friendly Statistical data searching from Database
- Data trend analysis using Analytical tools and charts
- Data and Analytical Reports
- Linkages with other related sources of data and Government of Sindh Programmes

**f) Development of options and fields to analyze data for decision making**

- Based on the design hierarchy, the Digital Mechanisms for Results Based Management Framework will link data and status trends with phase wise milestones, related programmes/projects as well as existing risks. Since each stakeholder will require a different type of information, data collected will be organized into meaningful patterns which can serve useful purpose to those who need data to make decisions.
- Digital Mechanism portal will include common statistical methods to enable statistical analysis of the data and to enable the users to produce user-friendly reports, charts, and GIS maps. Moreover, the Portal will enable generation of ad hoc queries using combination variables across specific SDGs targets and indicators.

**g) Managing Hosting of Digital Mechanism and ensure maintenance for period of 6 months after launch:**

- The Digital Mechanism portal shall be hosted on PTA/COMSATS web hosting site or any other as given by UNDP/P&D Department, Sindh
- The selected agency will provide UNDP Full Access to server hosting the application
- Normal standards of security and privacy shall be complied with.

	<ul style="list-style-type: none"> <li>➤ Strict prohibition of sharing the data with any other.</li> <li>➤ Data sharing from the participant applications / Web Portal shall be through Web services only.</li> <li>➤ The Dashboard should be security tested and load tested as per quality procedure.</li> <li>➤ There shall be liability defect on part of the vendor for 6 months after the launch for maintenance and fixing errors and bugs in Digital Mechanism portal</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 and Project Manager, SDGs Support Unit, Sindh
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"/> Karachi
Expected duration of work	03 Months
Target start date	25 <sup>th</sup> October 2021 (Approx)
Latest completion date	15 <sup>th</sup> January 2022 (Approx)
Travels Expected	Not Required
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 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 <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 Duration to Complete</th> <th>Target Due Dates</th> <th>% Of Payment</th> <th>Review and Approvals Required</th> </tr> </thead> <tbody> <tr> <td>Concept Paper on parameters of Digital Mechanisms with functional and non-functional requirements</td> <td>10 working days</td> <td>Oct 2021</td> <td>30%</td> <td>Assistant Resident Representative Development Policy Unit</td> </tr> </tbody> </table>					Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	% Of Payment	Review and Approvals Required	Concept Paper on parameters of Digital Mechanisms with functional and non-functional requirements	10 working days	Oct 2021	30%	Assistant Resident Representative Development Policy Unit
Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	% Of Payment	Review and Approvals Required											
Concept Paper on parameters of Digital Mechanisms with functional and non-functional requirements	10 working days	Oct 2021	30%	Assistant Resident Representative Development Policy Unit											

	Presentation initial outlay of proposed architecture of Digital Mechanism including process-flow diagrams, templates for data-entry forms, dashboards (outputs/targets/activities)	10 working days	Oct to Nov 2021		
	Development Digital Mechanism (As per approved prototype design)	20 working days	Nov to Dec 2021	20 %	
	Pilot test and soft launch of Digital Mechanism Portal	10 working days	Dec 2021	20 %	
	Training of relevant staff for use of the Dashboard Portal	5 working days	Dec 2021	30%	
	Development of Source Code & User Manual detailing step by step guide for an effective usage of the system	5 working days	Dec 2021 to Jan 2022		
	TOTAL-PKR			100%	
Person(s) to review/inspect/ approve outputs/comple ted 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	<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

### **Technical Proposal (70%)**

- ☒ Expertise of the Firm **30% with 210 Marks out of 700**
- ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan **45% with 315 marks out of 700**
- ☒ Management Structure and Qualification of Key Personnel **25% with 175 marks out of 700**

### **Financial Proposal (30%)**

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (**Financial Score= (Lowest Offer/Offer\*300)**)

Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable
1.	Expertise of Firm/ Organization/Institute	30%	210
2.	Proposed Methodology, Approach & the Implementation Plan	45%	315
3.	Management Structure and Qualification of Key Personnel	25%	175
<b>Total 70% weightage</b>			<b>700</b>
<b>Financial Proposal 30% weightage</b>			<b>300</b>
<b>Total</b>			<b>1000</b>

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 one or more than one for each year. ( <b>15 marks for each year</b> ).	30
1.3	<b>Performance Certificates:</b> Three relevant satisfactory performance certificates for Projects completed in last three Years ( <b>Each proof carries 10 marks</b> )	30
1.4	Experience of working with UN agencies, international development organizations and government departments. <b>Please provide Copies of two contracts.</b> ( <b>Each contract Copy carry 20 marks</b> ).	40
1.5	<b>Experience and Links/Networks</b> <ul style="list-style-type: none"> <li>5 years experience in developing multi-user, multi-interface M&amp;E based information management systems and Dashboard Portals having Analytic functionality- please clearly indicate in your proposal.</li> </ul> <b>50 Marks (10 Marks for each year)</b>	100

	<ul style="list-style-type: none"> <li>5 years of experience in areas of programming, coding and software development-</li> </ul> <b>50 Marks (10 Marks for each year)</b>	
	<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 conceptual framework adopted appropriate for the task?	50
2.4	To what extent does the proposal reflect the knowledge of the firm about different elements of Digital mechanism and its application to track progress on development indicators?	100
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>315</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> Manage and provide guidance in outlay, design and operationalization of digital mechanism	
	<b>Qualification</b>	
	<b>Education:</b> Master's in Information technology and computer science <ul style="list-style-type: none"> <li>Master Degree Carry (<b>20 Marks</b>)</li> </ul>	20
	10 years of relevant experience in computer science and development of digital portals and dashboard for medium to large scale organizations. Proven experience in leading and managing projects involving integration of data-ecosystem with information technology and web based applications <ul style="list-style-type: none"> <li>10 or more Years of experience- <b>45 Marks</b></li> <li>7-9 Years of experience – <b>30 Marks</b></li> </ul>	45
	<b>Sub Total</b>	<b>65</b>
3.2	<b>Software Developer/Web Developer</b>	

		Develop coding protocols for software design and web based functionality and embed requirement of the digital mechanism in customized software configuration	
		<b>Qualification</b>	
		Bachelors Degree in Information Technology and Computer Science <ul style="list-style-type: none"> <li>Bachelor Degree Carry (<b>20 Marks</b>)</li> </ul>	20
		5 years of experience in developing and implementing software applications and web platforms <ul style="list-style-type: none"> <li>05 or more Years of experience- <b>20 Marks</b></li> <li>3-5 Years of experience – <b>10 Marks</b></li> </ul>	20
		<b>Sub Total</b>	<b>40</b>
	3.3	<b>System Architecture Designer</b> Define and decide on the right IT strategy and approach for operationalization of digital mechanism and develop hardware specifications, functional interface and security SOPs needed to support web portal	
		<b>Qualification</b>	
		Bachelors Degree in Information Technology and Computer Science <ul style="list-style-type: none"> <li>Bachelor Degree Carry (<b>20 Marks</b>)</li> </ul>	20
		5 years of relevant experience in system architecture design with knowledge of coding <ul style="list-style-type: none"> <li>05 or more Years of experience- <b>20 Marks</b></li> <li>3-5 Years of experience – <b>10 Marks</b></li> </ul>	20
		<b>Sub Total</b>	<b>40</b>
	3.4	<b>Graphic Designer and User Interface Specialist</b> Create style guides, interface features and user friendly options in usage of digital mechanism with well defined hierarchical levels to support generation of customized information and multipronged data	
		<b>Qualification</b>	
		Bachelors Degree in Information Technology and Computer Science <ul style="list-style-type: none"> <li>Bachelor Degree Carry (<b>15 Marks</b>)</li> </ul>	15
		3 years of relevant experience in good front-end, user friendly design of website, portals and dashboards <ul style="list-style-type: none"> <li>03 or more Years of experience- <b>15 Marks</b></li> <li>Less than 3 Years of experience – <b>05 Marks</b></li> </ul>	15
		<b>Sub Total</b>	<b>30</b>
	<b>Total Part 3</b>		<b>175</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)	<a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a>  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.
<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 relevant satisfactory performance certificates for Projects completed in last three Years 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/letter 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>Wednesday 13<sup>th</sup> October 2021 12:30 PM PST (Pakistan Standard Time) 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>• <b>While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system.</b> It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</li> </ul>
<b>Pre-proposal conference</b>	<b>N/A</b>

**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, contract 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**

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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 relevant 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 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\***

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>% for Payment</b>	<b>Amount in PKR</b>
Concept Paper on parameters of Digital Mechanisms with functional and non-functional requirements	10 working days	30%	
Presentation initial outlay of proposed architecture of Digital Mechanism including process-flow diagrams, templates for data-entry forms, dashboards (outputs/targets/activities)	10 working days		
Development Digital Mechanism (As per approved prototype design)	20 working days	20 %	
Pilot test and soft launch of Digital Mechanism Portal	10 working days	20 %	
Training of relevant staff for use of the Dashboard Portal	5 working days	30%	
Development of Source Code & User Manual detailing step by step guide for an effective usage of the system	5 working days		
<b>Grand Total</b>	<b>60 Working Days</b>	<b>100%</b>	

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

<b>Description of Activity</b>	<b>Qty</b>	<b>No of Months</b>	<b>Unit Price</b>	<b>Total Price in Rs.</b>
<b>I. Personnel Services</b>				
Team Leader	01	03		
Software Developer/Web Developer	01	03		
System Architecture Designer	01	03		
Graphic Designer and User Interface Specialist	01	03		
Managing Hosting of Digital Mechanism and ensure maintenance for period of 6 months after launch	01	01		
Training of relevant staff for use of the Dashboard Portal	01	01		
<b>II. Out of Pocket Expenses</b>				
Miscellaneous Cost- If any				
<b>III. Other Related Costs- If any</b>				
<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**

### **Developing of Digital Mechanism for Tracking and Updating Results Management Framework for SDGs**

#### **A. Project Title**

Mainstreaming, Acceleration and Policy Support for SDGs in Sindh

#### **B. Project Description**

Following the transition of the global community from the Millennium Development Goals to the more comprehensive; universally applicable and inclusive Sustainable Development Goals (SDGs), Pakistan has made rapid progress in adopting and formally launching the SDGs agenda. The SDGs require an integrated approach for implementation by simultaneously working on the three dimensions of development; social, environmental and economic alongside managing their inter-linkages and leaving no one behind.

In line with the national initiative on SDGs, Government of Sindh in collaboration with UNDP has established a SDG Support Unit in Planning & Development Department, which is working in close coordination with national and provincial government entities, UN agencies and civil societies to mainstream SDGs in local development plans and strategies, strengthen coordination, reporting and monitoring mechanisms, align financing flows with 2030 Agenda, and support integrated and innovative approaches to accelerate progress on SDGs

In doing so, the SDG Support Unit has developed a provincial SDG Framework, wherein baseline has been established to the extent data permitted in collaboration with Sindh Bureau of Statistics and priority SDGs targets have been identified and ranked in the provincial context with the objective to devise a holistic development approach towards achieving the provincially relevant SDGs targets.

Towards, operationalizing Sindh SDGs Framework and further tracking progress on targets and indicators; SDGs Support Unit Sindh has developed Results Based Management Framework. The framework segments SDGs targets and indicators by Outcome, Policy & Institutions and Means of Implementation categories, as determined in OECD methodology. In doing so, Results Based Management Framework defines phase wise milestones and progress trend against each SDGs target and indicator. The progress trend indicates data status against each indicator with regards to whether there is improvement, stagnation, major challenges or information gaps. Moreover, the framework provides spaces for projects and programmes as related to specific targets and indicators along with risk assessment

The purpose of this assignment is to formulate a real-time digital mechanism whereby data, progress trends and milestones in Results Based Management Framework are regularly tracked and updated by respective line departments based on their programme visions and objectives. SDGs Support Unit is already working continuously with different line departments towards localization of SDGs and development of digital mechanisms for Results based Management

framework will further aid line departments in aligning and adapting their planning and implementation with evidence-based data progress on SDGs

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

The digital mechanism for results management framework will be a real time web-based application that will provide platform for tracking and monitoring data for SDGs indicator for decision making. It will also serve as tool to analyze and update SDGs indicator wise milestones as well as monitor risks. The digital portal will also provide space to review projects and programmes that would directly and indirectly support acceleration towards a certain SDG target and indicator. Focal persons from different line departments, Monitoring and Evaluation Cell (MEC) and Sindh Bureau of Statistics will have access to the digital mechanism portal for purpose of feeding, updating and monitoring different data fields as relevant to different SDGs targets and indicators. Additionally, UN agencies, Civil Society Stakeholders, Academia and Private Sector will be able to view the portal for feedback and for further aligning their respective activities with SDGs.

Following are the intended Outcomes of the assignment:

- Centralized digital portal with drill down approach/multi-level hierarchical information access system, with user-friendly interface and easy-to-maintain background mechanics.
- Transparency and improved monitoring of progress on SDGs indicators against phase wise milestones, with built-in options for regular/periodic update of data-points, as & when new data becomes available.
- Systematic integration of programmes and projects, as linked to accelerating progress on different SDGs targets and indicators, including functionality for multiple SDGs targets & indicators linked to a project, and the reciprocal vice versa.
- Identification and continuous assessment/review of risks as related to progress of different SDGs targets and indicators viz-a-viz prioritization reflect through the database.
- Determination of upward/downward status against each SDG target and indicator for course correction and subsequent discussion, including tools to aid informed decision making, such as handy Data Visualization tools, Charts/Graphs exports, etc.
- Production of custom generated reports on specific SDGs targets and indicators for informed decision making, periodic / dynamic reports on data status / progress, etc.

### **D. Rationale & Description of Expected Outputs:**

The assignment necessitates creation of digital portal which is user friendly and is able to assist diverse stakeholders in viewing SDGs target/indicator specific snapshot/information along with

custom generated reports. In context of above defined outputs, the digital portal will be designed taking into consideration needs of primary and secondary stakeholders

Expected Output	Primary Stakeholder	Secondary Stakeholder
Centralized digital portal with drill down approach/multi-level hierarchical information access system.	Planning & Development Department, Government of Sindh Line Departments, Government of Sindh	UN Agencies, Civil Society Partners, Academia and Private Sector
Transparency and improved monitoring of progress on SDGs indicators against phase wise milestones	Monitoring and Evaluation Cell (MEC), P&D, Government of Sindh Planning & Development Department, Government of Sindh Line Departments, Government of Sindh	UN Agencies, Civil Society Partners, Academia and Private Sector
Systematic integration of programmes and projects as linked to accelerating progress on different SDGs targets and indicators	Planning & Development Department, Government of Sindh Line Departments, Government of Sindh	UN Agencies, Civil Society Partners, Academia and Private Sector
Identification and continuous assessment/review of risks as related to progress of different SDGs targets and indicators	Monitoring and Evaluation Cell (MEC), P&D, GoS  Planning & Development Department, GoS  Line Departments, Government of Sindh	UN Agencies, Civil Society Partners, Academia and Private Sector
Determination of upward/downward status against each SDG target and indicator for course correct and subsequent decision making	Monitoring and Evaluation Cell (MEC), P&D, GoS  Planning & Development Department, GoS  Line Departments, Government of Sindh	UN Agencies, Civil Society Partners, Academia and Private Sector
Production of custom generated reports on specific SDGs targets and indicators for decision making	Monitoring and Evaluation Cell (MEC), Government of Sindh  Sindh Bureau of Statistics, P&D, Government of Sindh	UN Agencies, Civil Society Partners, Academia and Private Sector



	Planning & Development Department, Government of Sindh Line Departments, Government of Sindh	
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**E. Key Activities under the Assignment:**

**i. System analysis and determine parameters and scope of the work for Digital Mechanism:**

- Preliminary analysis will be done by vendor firm based on the inputs to identify the overall system requirements, system features, functional and non-functional requirements for digital mechanism for Results Based Management System.

**ii. Determine System requirement for Digital Mechanism. The major components of will be comprised of the following:**

- Overall description and interface of the Digital Mechanism for Results Based Management Framework
- Scope Statement
- System Features
- External Interface Requirements of Portal Application (Functional Requirements)
- Non-functional requirements (performance, safety, security and quality assurance requirements)
- Issue lists
- Risk lists
- Analysis Models (data flow diagrams, charts figures etc.)
- Scope Change Management
- Role and Responsibilities

**iii. Development of system architecture for Digital Portal based on following aspects:**

- Upper-level System Design (Overall System diagrams)
- Detailed System Designs
- Detailed Functional Specifications (Unified Modular Language (UML) diagrams, Use Cases)
- Hardware and software specification
- Interface Design

**iv. Development of Dashboard design for tracking and monitoring progress on SDGs targets and indicators**

- Creating Summary and Geographic Dashboards. The numbers & visualizations shall indicate the situation and shall be easy to read and intuitive to understand. This may include:

- Analytics: Bar/3D bar with multiple lines, pie/3D pie, line, scatter, and time series.
- Mapping: Heat, bubble, animated bubble, Choropleth, tile, multi-layered.
- Color coding to be used for monitoring progress of SDGs targets and indicator levels by data trend status
- Filtering and selection capabilities can be easily added to reports with common action elements such as drop-down/combination boxes, check boxes and sliders.
- Drill down functionality to source level data.
- Dynamic Search and to find data instantly.
- Geo-clustering and geo-querying capability to identify focus areas & areas that require improvement instantaneously.
- Optimizing for printing and exporting to a digital document format such as Word, Excel or PDF.

**v. Deployment of Digital Portal at selected location and its integration with the other system (if required). Main contents/features of the dashboard are:**

- Mapping of SDGs Goals, target and indicators related data and information including status trends, milestones, linked projects, risks and means of verification
- Display of data in table and grid format
- User Friendly Statistical data searching from Database
- Data trend analysis using Analytical tools and charts
- Data and Analytical Reports
- Linkages with other related sources of data and Government of Sindh Programmes

**vi. Development of options and fields to analyze data for decision making**

- Based on the design hierarchy, the Digital Mechanisms for Results Based Management Framework will link data and status trends with phase wise milestones, related programmes/projects as well as existing risks. Since each stakeholder will require a different type of information, data collected will be organized into meaningful patterns which can serve useful purpose to those who need data to make decisions.
- Digital Mechanism portal will include common statistical methods to enable statistical analysis of the data and to enable the users to produce user-friendly reports, charts, and GIS maps. Moreover, the Portal will enable generation of ad hoc queries using combination variables across specific SDGs targets and indicators.

**vii. Managing Hosting of Digital Mechanism and ensure maintenance for period of 6 months after launch:**

- The Digital Mechanism portal shall be hosted on PTA/COMSATS web hosting site or any other as given by UNDP/P&D Department, Sindh
- The selected agency will provide UNDP Full Access to server hosting the application
- Normal standards of security and privacy shall be complied with.
- Strict prohibition of sharing the data with any other.
- Data sharing from the participant applications / Web Portal shall be through Web services only.
- The Dashboard should be security tested and load tested as per quality procedure.
- There shall be liability defect on part of the vendor for 6 months after the launch for maintenance and fixing errors and bugs in Digital Mechanism portal

#### **F. Expected Outputs and Deliverables**

Deliverables/ Outputs	Estimated Duration to Complete	Percentage for payment	Review and Approvals Required
Concept Paper on parameters of Digital Mechanisms with functional and non-functional requirements	10 working days	30%	Assistant Resident Representative Development Policy Unit
Presentation initial outlay of proposed architecture of Digital Mechanism including process-flow diagrams, templates for data-entry forms, dashboards (outputs/targets/activities)	10 working days		
Development Digital Mechanism (As per approved prototype design)	20 working days	20 %	
Pilot test and soft launch of Digital Mechanism Portal	10 working days	20 %	
Training of relevant staff for use of the Dashboard Portal	5 working days	30%	
Development of Source Code & User Manual detailing step by step guide for an effective usage of the system	5 working days		

#### **E. Institutional Arrangement**

The Firm will be reporting to Assistant Resident Representative, Development Policy Unit, UNDP and Project Manager, SDGs Support Unit, Sindh. The consultant(s) will work in close coordination with Planning & Development Department, and other staff members. SDG Support Unit in Sindh

will provide support in logistics and coordination. SDG unit will also provide logistical support in organizing meetings/workshops. All reports/documents/progress update will be submitted to the Project Manager, SDG Unit and UNDP, as per agreed timeframe against the deliverables.

**F. Duration of the Work:** 12 weeks (60 working days)

**G. Duty Station:** Karachi