



### REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: <b>October 11, 2021</b>
	REFERENCE: <b>UNDP-RFP-2021-362</b> ORPS: <b>1457</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for Conducting **"SDGs Challenge Cup for Trainees of Gwadar Institute of Technology (GIT), Gwadar, Balochistan"**. 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 26<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, 18<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.

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

Thank you and we look forward to receiving your Proposal.

**Sincerely yours,**



11-Oct-2021

**(For) Knut Ostby  
Resident Representative**

*Haroon Gul*

*Karwal Abbas*

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

<b>Context of the Requirement</b>	Engagement of Organisation/Firm to conduct SDGs Challenge Cup for Trainees of Gwadar Institute of Technology (GIT), Gwadar, Balochistan															
<b>Brief Description of the Required Services</b>	<p>Balochistan has 770km long coastal belt along the Arabian Sea, which links Lasbela and Gwadar districts. The coastline is 70 percent of the country's total coastline of about 1,045 km. It has huge potential for development of fisheries, tourism and seaports and renewable energy projects. This province has vast untapped potential with respect to the blue economy, which can be utilized in tandem with appropriate policy measures, relevant capacity building and training; especially of the indigenous population, and previously underrepresented groups such as women and youth. Generally, the livelihoods of the local population of the coastal belt of Gwadar comprise of traditional industries linked to the ocean; a blue economic growth can help add value to existing jobs and create entirely new prospects as well. A deliberate effort must be put forward in developing skilled labour that will fulfil the demands of jobs created or upgraded.</p> <p>Keeping in view the work related to blue economy and to build the capacity of youth in areas on coastal line, UNDP has signed LoA with Gwadar Insititute of Technology (GIT), Gwadar to provide training/courses on three important trades to the 60 youth of Makran Division – a coastal region of Balohistion. These trades include:</p> <ol style="list-style-type: none"><li>1. Building Electrician and Solar PV Technician.</li><li>2. Boat Engine Repair and maintenance</li><li>3. Computer Application and Office Manager</li></ol> <p>The training on above courses will be completed by November 2021 and GIT has already initiated coordination with potential employers.</p> <p>UNDP intends to provide business/enterprise incubation services to the trainees of GIT during their training. In this regard, "SDGs Challenge Cup" will be introduced to put all 60 youth in competition so that they work on and present their business or innovative ideas. These ideas will be mainly connected with the trades that they are being trained on.</p> <p>Based on the above explanation, UNDP is seeking services from a(n) firm/organization to organize and coordinate SDGs Challenge Cup for Trainees of GIT in coordination with GIT Gwadar to encourage and promoting the innovative business ideas. Out of 60 trainees, 6 best ideas (3 males and 3 females) will be selected as finalist for the award. The Firm will keep providing support to the finalists to test and flourish their ideas in the market.</p> <p><b>Seed Money of Challenge Cups</b></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</td><td>06</td><td>200,000.00</td><td>1,200,000.00</td><td>30th Nov, 2021</td></tr></table>	Seed money for winners of challenge competition for executing projects						No. of award	Per unit Price	Total	Deadline	Challenge Cup	06	200,000.00	1,200,000.00	30th Nov, 2021
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Challenge Cup	06	200,000.00	1,200,000.00	30th Nov, 2021												

**Scope of Work**

The selected firm will be responsible for the following:

1. Develop an implementation strategy for organizing boot camp and challenge competition;
2. All 60 trainees of Gwadar Institute of Technology (GIT), Gwadar, Balochistan being trained under the LoA of UNDP for vocational courses under Youth Empowerment Program will have equal chance to participate in the Challenge Cup to present their idea.
3. Engage with relevant sector of the trades to develop partnerships and mobilize resources for implementation of solutions;
4. 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;
5. Establish committee of relevant stakeholders including UNDP to review proposals and select the best 06 proposals for implementation.
6. Provide post competition support to finalists in terms of linkages with relevant stakeholders and business development through mentorship and connectivity sessions
7. Provide personalized trainings/mentorship for shortlisted participants;
8. Hold working demonstration and test the designs with industry stakeholders, where applicable.
9. The firm will manage and administer challenge cup grant of Rs. 1.2 million for six winners (200,000 per winner). Trainees are being trained at GIT for three trades. Two winners from each trade will be awarded Rs. 200,000 each. For more clarity, further details are tabulate below

Trades	No. of Winner per trade	Award amount per winner	Total budget of Seed money
Building Electrician and Solar PV Technician.	2	200,000	400,000
Boat Engine Repair and maintenance.	2	200,000	400,000
Computer Applications and Office Manager.	2	200,000	400,000
<b>Total</b>	<b>6</b>	<b>-</b>	<b>1,200,000</b>

**List and Description of Expected Outputs to be Delivered**

The detailed Outputs and deliverables are given in TORs as Annex- 5

- a) Prepare an inception report/ concept note regarding the challenge cup
- b) Execute the challenge and hold bootcamp and personalized trainings for participants
- c) Support the implementation of the final 06 selected designs/ ideas after the challenge and hold working demonstration, mentoring and connectivity session for business development

**Person to Supervise the**

Assistant Resident Representative, Development Policy Unit, UNDP.

<b>Work/Performance of the Service Provider</b>	
Frequency of Reporting	Monthly
Progress Reporting Requirements	Deliverables based
Location of work	Gwadar, Balochistan
Expected duration of work	03 Months
Target start date	01 <sup>st</sup> November, 2021 (Approx)
Latest completion date	30 <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	<input checked="" type="checkbox"/> Required

completing the services																			
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [ <b>PAK RUPEES</b> ]																		
Value Added Tax on Price Proposal	<p><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).</p> <p>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.</p>																		
Validity Period of Proposals (Counting for the last day of submission of quotes)	<p><input checked="" type="checkbox"/> <b>90 days</b></p> <p>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.</p>																		
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																		
Payment Terms	<p><b>Deliverables and Payment Schedule</b></p> <table border="1"> <thead> <tr> <th colspan="3">Schedule of payment</th> </tr> <tr> <th>Deliverables</th><th>% of Payment</th><th>Timeline</th></tr> </thead> <tbody> <tr> <td>Prepare an inception report including methodology/steps regarding the challenge cup</td><td>20%</td><td>Within one week of signing the contract</td></tr> <tr> <td>Execute the challenge and hold bootcamp and personalized trainings for participants</td><td>40%</td><td>Within six weeks of signing the contract</td></tr> <tr> <td>Support the implementation of the final 6 selected designs/ ideas after the challenge and hold working demonstration, mentoring and connectivity sessions for business development</td><td>40%</td><td>Within three month of signing the contract</td></tr> <tr> <td><b>Total</b></td><td><b>100%</b></td><td></td></tr> </tbody> </table> <p><b>Note: The seed money amounting to PKR 1,200,000.00 (PKR 200,000.00 for the 6 grants from the challenge competition) are fixed amount that's need to be budgeted in the financial proposal.</b></p>	Schedule of payment			Deliverables	% of Payment	Timeline	Prepare an inception report including methodology/steps regarding the challenge cup	20%	Within one week of signing the contract	Execute the challenge and hold bootcamp and personalized trainings for participants	40%	Within six weeks of signing the contract	Support the implementation of the final 6 selected designs/ ideas after the challenge and hold working demonstration, mentoring and connectivity sessions for business development	40%	Within three month of signing the contract	<b>Total</b>	<b>100%</b>	
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<b>Total</b>	<b>100%</b>																		
Person(s) to review/inspect/ approve	Assistant Resident Representative, Development Policy Unit, DPU- UNDP																		

outputs/completed services and authorize 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><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm <b>40% with 280 Marks out of 700</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>40% with 280 marks out of 700</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>20% with 140 marks out of 700</b>																				
	<p><b><u>Financial Proposal (30%)</u></b></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. ( <b>Financial Score= (Lowest Offer/Offer*300)</b> )																				
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	1.2	<b>Financial Stability:</b> Last Two years Audited Account (2018-19 and 2019-2020). (15 marks for each year).	30
	1.3	<b>Performance Certificates:</b> Two satisfactory performance certificates for Projects completed in last three Years (Each proof carries 30 marks)	60
	1.4	<b>Relevant Experience:</b> At least two similar Programme(s)/Project(s)/Intervention(s) implemented. <b>Brief description on similar projects undertaken.</b> (Each Project implemented Carry 50 Marks)	100
	1.5	Experience of working with UN agencies, international development organizations, multinational organization and government departments. <b>Please provide Copies of two relevant contracts.</b> (Each contract Copy carry 30 marks).	60
	<b>Total Part 1</b>		<b>280</b>
	<b>Form 2: Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
	<b>Proposed Work Plan and Approach</b>		
	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 SDGs Challenge Cup?	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
	<b>Total Part 2</b>		<b>280</b>
	<b>Form 3: Management Structure and Qualification of Key Personnel</b>		<b>Points Obtainable</b>
	1	<b>Team Leader – Overall project management, implementation and supervision</b>	



		<b>Qualification</b>	
		The Team Leader should have at least a master's degree Management, Social Sciences, Computer Science/Engineering or in a related field <ul style="list-style-type: none"> <li>• Master Degree Carry <b>(20 Marks)</b></li> </ul>	20
		<b>Experience:</b> Demonstrated experience in organizing high profile events with five years of experience <ul style="list-style-type: none"> <li>• 05 or more Years of experience- <b>50 Marks</b></li> <li>• 02-04 Years of experience – <b>30 Marks</b></li> </ul>	50
		<b>Sub Total</b>	<b>70</b>
	2	<b>Design Thinking Expert</b>	
		<b>Qualification:</b> Minimum Under-graduate degree in Management Science (Innovation Management), Computer Science or in related field <ul style="list-style-type: none"> <li>• Bachelor Degree Carry <b>(20 Marks)</b></li> </ul>	20
		<b>Experience:</b> Minimum 2 years of experience in conducting innovation events, workshops, training around design thinking process, idea challenge competitions 03 or more Years of experience- <b>50 Marks</b>	50
		<b>Sub Total</b>	<b>70</b>
		<b>Total Part 3</b>	<b>140</b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]		
Contact Person for Inquiries (Written inquiries only)	<p><b><i>pakistan.procurement.info@undp.org</i></b></p> <p>Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>		

<p>Minimum Eligibility Criteria</p>	<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 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. Two 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).</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>
<p>Deadline for Submission</p>	<p><b>Tuesday 26<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>• While entering financial proposal in the e-tendering system, <b>always mention your bid price as PKR 1</b>. Please <b>do not mention the value of your financial proposal in the e-tendering system</b>. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</li> </ul>
<b>Pre-proposal conference</b>	<b>N/A</b>

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

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

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

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

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

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

**C. Qualifications of Key Personnel**

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

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

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

*[Designation]*

*[Date]*

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

<b>Sr #</b>	<b>Minimum Eligibility Criteria</b>	<b>CheckList Yes/No</b>
1	Technical and financial proposals should be submitted in separate PDF files and financial proposal must be password protected.	
2	Two 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	Two 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).	
6	Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department.	
7	An affidavit on stamp paper that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.	
8	Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration	

## Annex 3

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

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

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

Schedule of payment		
Deliverables/Output	% of Payment	Amount (PKR)
Prepare an inception report including methodology/steps regarding the challenge cup	20%	
Execute the challenge and hold bootcamp and personalized trainings for participants	40%	
Support the implementation of the final 6 selected designs/ ideas after the challenge and hold working demonstration, mentoring and connectivity sessions for business development	40%	
<b>Total</b>	<b>100%</b>	

*\*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.
<b>Seed money for challenge cup</b>	<b>6</b>		<b>200,000.00</b>	<b>1,200,000</b>
<b>I. Personnel Services</b>				
1- Team Lead	<b>1</b>	3 months		
2- Design Thinking Expert	<b>1</b>	2 months		
<b>II. Out of Pocket Expenses</b>				
1. Communication Cost				
2. Travel-If any				
3-Orientation session	<b>01</b>			
4. Miscellaneous Cost-if any				
<b>III. Other Related Costs</b>				
<b>Total Amount</b>				

**Note: The seed money amounting to PKR 1,200,000.00 (PKR 200,000.00 for the 6 grants from the 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 conduct SDGs Challenge Cup for Trainees of Gwadar Institute of Technology (GIT), Gwadar, Balochistan**

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

SDGs Challenge cup for Trainees of Gwadar Institute of Technology (GIT)

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

Balochistan has 770km long coastal belt along the Arabian Sea, which links Lasbela and Gwadar districts. The coastline is 70 percent of the country's total coastline of about 1,045 km. It has huge potential for development of fisheries, tourism and seaports and renewable energy projects. This province has vast untapped potential with respect to the blue economy, which can be utilized in tandem with appropriate policy measures, relevant capacity building and training; especially of the indigenous population, and previously underrepresented groups such as women and youth. Generally, the livelihoods of the local population of the coastal belt of Gwadar comprise of traditional industries linked to the ocean; a blue economic growth can help add value to existing jobs and create entirely new prospects as well. A deliberate effort must be put forward in developing skilled labour that will fulfil the demands of jobs created or upgraded.

Keeping in view the work related to blue economy and to build the capacity of youth in areas on coastal line, UNDP has signed LoA with Gwadar Insititute of Technology (GIT), Gwadar to provide training/courses on three important trades to the 60 youth of Makran Division – a coastal region of Balohistion. These trades include:

1. Building Electrician and Solar PV Technician.
2. Boat Engine Repair and maintenance
3. Computer Application and Office Manager

The training on above courses will be completed by November 2021 and GIT has already initiated coordination with potential employers.

UNDP intends to provide business/enterprise incubation services to the trainees of GIT during their training. In this regard, "SDGs Challenge Cup" will be introduced to put all 60 youth in competition so that they work on and present their business or innovative ideas. These ideas will be mainly connected with the trades that they are being trained on.

Based on the above explanation, UNDP is seeking services from a(n) firm/organization to organize and coordinate SDGs Challenge Cup for Trainees of GIT in coordination with GIT Gwadar to encourage and promoting the innovative business ideas. Out of 60 trainees, 6 best ideas (3 males and 3 females) will be selected as finalist for the award. The Firm will keep providing support to the finalists to test and flourish their ideas in the market.

### C. Scope of Work

The selected firm will be responsible for the following:

1. Develop an implementation strategy for organizing boot camp and challenge competition;
2. All 60 trainees of Gwadar Institute of Technology (GIT), Gwadar, Balochistan being trained under the LoA of UNDP for vocational courses under Youth Empowerment Program will have equal chance to participate in the Challenge Cup to present their idea.
3. Engage with relevant sector of the trades to develop partnerships and mobilize resources for implementation of solutions;
4. 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;
5. Establish committee of relevant stakeholders including UNDP to review proposals and select the best 06 proposals for implementation.
6. Provide post competition support to finalists in terms of linkages with relevant stakeholders and business development through mentorship and connectivity sessions.
7. Provide personalized trainings/mentorship for shortlisted participants;
8. Hold working demonstration and test the designs with industry stakeholders, where applicable.
9. The firm will manage and administer challenge cup grant of Rs. 1.2 million for six winners (200,000 per winner). Trainees are being trained at GIT for three trades. Two winners from each trade will be awarded Rs. 200,000 each.

Trades	No. of Winner per trade	Award amount per winner	Total budget of Seed money
Building Electrician and Solar PV Technician.	2	200,000	400,000
Boat Engine Repair and maintenance.	2	200,000	400,000
Computer Applications and Office Manager.	2	200,000	400,000
<b>Total</b>	<b>6</b>	<b>-</b>	<b>1,200,000</b>

### D. Expected Outputs and Deliverables

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b>
Prepare an inception report/ concept note regarding the challenge cup	Within one week of signing the contract	Report to DPU CO through UNDP Sub-office Balochistan
Execute the challenge and hold bootcamp and personalized trainings for participants	Within six weeks of signing the contract	Report to DPU CO through UNDP Sub-office Balochistan
Support the implementation of the final 06 selected designs/ ideas after the challenge and hold working demonstration, mentoring and connectivity session for business development	Within three months of signing the contract	Report to DPU CO through UNDP Sub-office Balochistan

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

The firm will be liaising with and reporting to the UNDP Sub-office Balochistan.

#### **F. Duration of the Work**

The assignment will be for a period of three months.

#### **G. Duty Station**

Gwadar, Balochistan

#### **H. Schedule of payment**

<b>Deliverables</b>	<b>% of Payment</b>	<b>Timeline</b>	<b>Condition for Payment Release</b>
Prepare an inception report including methodology/steps regarding the challenge cup	20%	Within one week of signing the contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Execute the challenge and hold bootcamp and personalized trainings for participants	40%	Within six weeks of signing the contract	
Support the implementation of the final 6 selected designs/ ideas after the challenge and hold working demonstration, mentoring and connectivity sessions for business development	40%	Within three months of signing the contract	
<b>Total</b>	<b>100%</b>		