

United Nations Development Programme



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REQUEST FOR PROPOSAL

Hiring of a Firm for Conducting Water Conservation, Health & Hygiene (WASH) Surveys

RFP No: UNDP-RFP-2021-380

ORPS: 1521

Project: Merged Areas and Governance Project

Country: Pakistan

Issued on: 21 October 2021

A handwritten signature in blue ink, appearing to be 'Abdul' followed by a flourish.

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SECTION 1. LETTER OF INVITATION

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

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

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

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet by or before **11th Nov 2021 (12:30 PM Pakistan Standard Time OR 2:30 AM EST)**, set out in Bid Data Sheet, through UNDP E-Tendering System <https://etendering.partneragencies.org>

Please acknowledge receipt of this RFP by sending an email to pakistan.procurement.info@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “**Accept Invitation**” function **on or before 1st Nov 2021** in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

Kanwal Abbas

Name: Kanwal Abbas
Title: Procurement Specialist
Date: **October 21, 2021**

Approved by:

For Knut Ostby

Name: For Knut Ostby
Title: Resident Representative
Date: **October 21, 2021**

SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS

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

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

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

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

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

	17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
SUBMISSION AND OPENING OF PROPOSALS	

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22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>g) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>h) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p> <p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal and Financial Proposal Submission Form should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p>
e-Tendering submission	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS,</p>

	<p>shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal and Financial Proposal Submission Form files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal and Financial Proposal Submission Form should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals</p>

	in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> i) Preliminary Examination j) Minimum Eligibility and Qualification (if pre-qualification is not done) k) Evaluation of Technical Proposals l) Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their

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

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

	<p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall

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

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SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 2:00 PM Date: 2nd Nov 2021 Online Via Zoom</p> <p>Companies shall/can participate at the pre-proposal conference through Zoom conference. The meeting Zoom link will be provided to all bidders on or before one day of Pre-Bid Meeting. Interested parties who wish to attend the pre-proposal conference are kindly requested to send the name, and company name to Ms. Seemab Rashid at pakistan.procurement.info@undp.org by and before 5:00 PM PST 1st Nov 2021.</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	<input checked="" type="checkbox"/> Not Required

10	18	Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (US\$) <input checked="" type="checkbox"/> Local Currency i.e. PAK Rupees In case of US\$, the UN Rate of Exchange of respective month shall apply when proposal submission period closes. The Local vendor will be paid in PKR.
11	31	Deadline for submitting requests for clarifications/ questions	Five (05) days before the submission date.
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Seemab Rashid- Sr. Procurement Associate Address: UNDP Country Office, 4th Floor, Serena Business Complex, Pakistan. E-mail address: pakistan.procurement.info@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the following websites https://www.pk.undp.org/content/pakistan/en/home/procurement.html AND https://etendering.partneragencies.org Please keep visiting the above websites till the closing date for additional information and updates.
14	23	Deadline for Submission	11th Nov 2021 (12:30 PM Pakistan Standard Time OR 2:30 AM EST). PLEASE NOTE :- 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in E-tendering module.

15	22	Proposal Submission Address	<p>To be submitted in e-Tendering system:</p> <p>Business Unit: PAK10</p> <p>https://etendering.partneragencies.org</p> <p>Note: Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and Instructional videos available on this link:</p> <p>https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p> <p>If already registered, go to https://etendering.partneragencies.org and sign in using your username and password. Use "Forgotten password" link if you do not remember your password. Do not create a new profile.</p> <p>If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:</p> <ul style="list-style-type: none"> • Username: event.guest • Password: why2change <p>If you are interested to participate in this Tender, it is strongly recommended that you log in and subscribe to the Tender using "Accept Invitation" feature so you can keep updated with Tender amendments including deadline. Note that in case of inconsistencies between information in eTendering system and other premises, information in eTendering system prevails.</p>
16	22	Electronic submission (e-Tendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for Financial Proposal and Financial Proposal Submission Form <u>must</u> not be provided to UNDP until requested by UNDP (see note below) <p>Note:</p> <ul style="list-style-type: none"> ▪ The Proposer is required to prepare and submit the Financial Proposal and Financial Proposal Submission Form in a password protected PDF file separate from the rest of the proposal submission as indicated in the Instructions to Proposers. ▪ Password for the Financial Proposal and Financial Proposal Submission Form must not be provided to UNDP until it is

			formally requested by UNDP focal point indicated below: seemab.rashid@undp.org
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively Where the minimum passing score of technical proposal is 70%.
18		Expected date for commencement of Contract	<i>December 10, 2021</i>
19		Maximum expected duration of contract	Expected duration of work is approx. 6 months or 120 working days with effective from the date as per Work Plan subject to the signing of the contract.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	Technical, Financial Proposal and Financial Proposal Submission Forms should be submitted in separate PDF files and Financial Proposal and Financial Proposal Submission Form must be password protected. Note: While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your Financial Proposal and Financial Proposal Submission Form in the e-tendering system. It should only be mentioned in the Password Protected File/Attachment of Financial Proposal and Financial Proposal Submission Form. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.

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SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

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

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

Minimum Eligibility and Qualification Criteria

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

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

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

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History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years. To be submitted on Company' s Letter Head.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. To be submitted on Company' s Letter Head.	Form D: Qualification Form
Previous Experience	<p>Bidder must provide three Contracts/POs of value USD 59,000 (for international firms) or PKR 10 Million (for a local firm), each of similar nature of work implemented over last Five (05) years with National/Multinational Organizations. Evidence of these contracts are required (Please share contract copies).</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability from it financial statements.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Minimum average annual turnover of PKR 45 Million (For local bidders) or USD 264,328 (For international bidders) for the last 02 years 2018-2019-2020</p> <p>UNDP will calculate the average annual turnover from audited statements provided by the proposers in submission. Current Ratio should be 1 or more than 1</p>	Form D: Qualification Form

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TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise and Capacity of Firm / Organization	25%	175
2.	Proposed Methodology, Approach and Implementation Plan	60%	420
3.	Management Structure and Key Personnel	15%	105
Total			700

Technical Proposal Evaluation Form I		Points Obtainable
Expertise of firm/ organization submitting proposal		
1.1	Details of facilities and resources (offices, employees, linkages), and length of overall experience in quantitative research. 2 years of relevant experience: 30marks More than two years: 35 Marks	35
1.2	A summarized, 3-page corporate profile, including organogram and detailed profiles of permanent senior management staff (at least 3), details of facilities and resources (offices, employees, linkages), and length of overall experience in quantitative research. Relevant corporate profile: 10 Marks Details of senior management along with detailed CVs: 10 marks Resources to execute the assignment: 5 marks	25
1.2	At least 2 years of demonstrated experience in the following areas: 1- Distance / Telephonic Surveys. (15 Marks) 2- Robocall campaign, and technology-based data collection. (15 Marks) 3- Design custom software according to the survey needs. (15 Marks) Share relevant contracts as evidence	45
1.4	Working experience with any 2 ; Academia, Government, Development Organizations, INGO, UN Agencies, and Donors. (15 Marks)	30

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	3 Jobs completion certificate / satisfactory performance/ reference letters must be attached. (15 marks: 5marks each)	
1.5	Organizational Commitment to Sustainability: <ul style="list-style-type: none"> Organization is compliant with ISO 14001 or ISO 14064 or equivalent. (2.5 marks) Organization is a member of the UN Global Compact. (2.5 marks) Organization demonstrates significant commitment to sustainability through some other means- (5 Marks), for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues.	10
	Total score	175

Form 2		
Technical Proposal Evaluation		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the proposer understand the intended task (Conducting a telephonic and software based survey) ; the objectives, the deliverables, and intended activities within which the assignment is ought to be carried out? Have the important aspects of the task been addressed in enough detail?	100
2.2	Is the Implementation methodology for the assignment well defined and does it correspond to the TORs?	60
2.3	Work plan with clear timelines (week-wise) for producing each deliverable, specifying which activities would be run in parallel and why. This workplan must confirm to a timeline beginning with signing of contract and submission of deliverables.	50
2.4	Sample Implementation & Field Deployment Plan (Implementation and field deployment plans along with HR requirements and timelines)	50
2.5	Pretesting methodology, report and finalized questionnaire	60
2.6	Survey Datasets and Reports	50
2.7	Inhouse capacity of data base and software development	50
Total		420

Form 3		
Technical Proposal Evaluation		Points Obtainable
Key Personnel		
3.1	Survey Coordinator/Quality Assurance (2 CV required; One each (1Baseline, Robocall and end-line Wash health and hygiene 2) Wash Water conservation survey))	
	Education-Master's degree in social science (2.5 marks each CV)	5
	Minimum Experience- 3 years' (5 marks each CV)	10
3.2	Survey Software Engineer (4 CVs required; 2 for each Survey 1-Baseline, Robocall and end-line Wash health and hygiene 2) Wash Water conservation survey)	
	Education- Bachelor's degree in relevant field (Program development/system engineer) (2.5 marks each CV)	10
	Minimum Experience - 3 years (2.5 marks each CV)	10
3.3	Resource Person (Trainer) (2 CVs required; One each (1Baseline, Robocall and end-line Wash health and hygiene 2) Wash Water conservation survey)	
	Education-Masters Degree (2.5 marks each CV)	5
	Minimum Experience - 5 years(2.5marks each CV)	5
3.4	Enumerators (20 CVs required; 10each survey 1-Baseline, Robocall and end-line for Wash health and hygiene 2) Wash Water conservation survey)	
	Education- Bachelor Degree (1 mark each CV)	20
	Minimum Experience - experience of 3 to 5 surveys (1 mark each CV)	20
3.5	Data Base Administrator (2 CVs required; One each (1Baseline, Robocall and end-line for Wash health and hygiene 2) Wash Water conservation survey)	
	Education-Qualified/Certified DBA (Data Base administrator) (2.5 marks each CV)	5
	Minimum Experience - 3 years (2.5 marks each CV)	5
3.6	Supervisor (4 CVs required; 2 each survey 1-Baseline, Robocall and end-line for Wash health and hygiene 2) Wash Water conservation survey)	
	Education- Bachelors Degree(2.5 marks each CV)	5
	Minimum Experience - 3 year(2.5 marks each CV)	5
Total		105

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SECTION 5. TERMS OF REFERENCE

Terms of Reference

Context of the Requirement	Hiring of a Firm for Conducting Water Conservation, Health & Hygiene (WASH) Surveys
Place of work	Peshawar - Khyber Pakhtunkhwa (KP)
Project	Merged Area Governance Project (MAGP)
Contract Duration	Expected duration of work is 120 working days
Due Date	120 days from the day the contract is signed
Background	<p>The Merged Areas Governance Project (MAGP) is a technical assistance project to transform the lives of the people of erstwhile FATA through peaceful integration with KP, the extension of civilian governance institutions, and socio-economic development. MAGP aims to create opportunities for transformative development through innovative approaches that effectively respond to the complexity of the context.</p> <p>As part of its efforts to promote data-driven decision making, enacting evidence-based policies and granularizing information for localized solutions, MAGP conducted a baseline WASH survey from October 2020- August 2021, which sought to understand the prevalent WASH practices in the Merged Areas to feed into a communication campaign for improving WASH practices through means that can be easily utilized. Survey findings indicated that only 15% of the total sample size of 4000 respondents across KP and the Merged Areas treats water before consuming it. Research indicates that most of the illnesses in the Merged Areas could be directly or indirectly attributed to consumption of contaminated water. This is especially the case for the most vulnerable population: children and elderly. Other local public engineers and academics confirmed challenges related to the poorly maintained infrastructure in the area. Based on these findings, MAGP would like to expand the initial WASH experiment to assist the provincial government with their health and environmental policies.</p> <p>Further, an additional branch of this study will attempt to determine water conservation efforts in the region, which will inform the GoKP in their water resource management policies and efforts. In the Merged Areas, water availability per person remains low, water wastage is high and agricultural yields are low compared to the rest of the country. This is largely attributed to: (i) substandard water infrastructure (ii) increased demand because of population growth and economic development, (iii) intensive agriculture with inefficient production practices, and (iv) climate change (changes to water cycle). Lack of water supply and inferior water quality put additional</p>

	<p>strain on several governmental proposals and policies. Improving water use efficiency and productivity, and delivery of water services in communities and irrigation, are key areas that need to be explored for improved water management. Against this broader goal, MAGP will be attempting to study water conservation efforts in the Merged Areas to provide evidence for policy and decision making.</p>
Objectives	<p>This survey seeks to achieve the following objectives:</p> <ol style="list-style-type: none"> 1. The surveys will provide insight into Merged Areas citizenry's perceptions and knowledge about health-preserving behaviors and climate change assisting the provincial government with their health and environmental policies. 2. Experimental evidence will further support stated preferences, and 3. Provide evidence on whether non-pecuniary strategies are instrumental in promoting health-enhancing behavior and altering perceptions regarding the environment. 4. The engagement through the research process will also lead to an increase in knowledge and accrue benefits from citizen engagement on a longstanding issue of importance to them. WASH is an issue that is one of the drivers of a sense of inequity within the people of the MA when they compare their provision to that of the rest of KP and Pakistan. The engagement on this issue, and a belief that progress may be made on it will also help to improve sentiment on political integration 5. Increase the government's outreach and inform the citizens on developmental goals set for the Merged Areas.
Scope of Work – Firm Responsibilities	<p>Given multiple dimensions, these objectives will be achieved through administration of 4 questionnaires. Two questionnaires will be administered prior to intervention, and the other two after the intervention. That is, the Health-Hygiene questionnaires and Water Conservation questionnaires will be implemented simultaneously.</p> <p>WASH – Health-Hygiene Survey</p> <p>Total number of respondents in this section is 2000.</p> <ol style="list-style-type: none"> 1. Health-Hygiene Baseline Survey from 2000 respondents – including 800 respondents for the Dictator game. 2. Interactive Robo Call Messages to 1000 Respondents of the Baseline Survey. One hygiene awareness message per week, for a total of 6 weeks. 3. Health-Hygiene End-line Survey from 2000 respondents – including 800 respondents for the dictator game. <p>WASH – Water Conservation Survey</p> <p>Total number of respondents in this section is 2000</p> <ol style="list-style-type: none"> 1. Water Conservation Baseline Survey from 2000 respondents – with embedded Dictator Game. 2. Interactive Robo Call Messages to 1000 Respondents of the Baseline Survey. One water conservation awareness message per week, for a total of 4 weeks.

3. Community Interaction Game post Robo Calls with 500 Respondents of the Baseline Survey.
4. Water Conservation End-line Survey from 2000 respondents – with embedded Dictator Game.

Details of Activities:

Candidates Enrollment: Throughout the districts of the Merged Areas, robocalls will be made to recruit participants in the study. The participants will be asked to participate after administration of informed consent according to standards of research ethics and each participant will be paid PKR 200 upon completing the responses. **(This cost will be paid by UNDP to the firm for onward transfer to respondents and shouldn't be included in the financial proposal of the firm).** The firm will be responsible for enrolling 4000 respondents in accordance with the population weighted district sample size. An additional 20% (800) respondents will be also enrolled keeping in view the dropout scenario.

Survey Software Development: The firm is required to develop a software to administer the survey. The telephonic survey will utilize software-based dialing, call recording, report generation and dataset tabulation as per the UNDP Experts and Principal Investigator requirements. Further, the firm will ensure balance (incentive) transfer during the dictator game.

Pilot Test: Before securing a large data set, a pilot test would be conducted to find the feasibility of the four questionnaires designed for the study. This will help fine tune the questionnaires for the telephonic survey. The pilot would be conducted on 2% of the total sample size from each survey mentioned above. For the pilot activity the firm will generate and submit a tabulated dataset, as a first deliverable.

Baseline Survey: For developing a baseline, the firm will telephonically collect information on the 4 designed questionnaires. Two of these questionnaires will be on health outcomes and the other two on conservation efforts. For each component of the study, the timing of the questionnaires will be pre- and post-intervention.

Dictator game to measure revealed preference: MAGP will institute additional data collection as well, if needed keeping the baseline trends. Data collection officers will be hired to regularly collect health outcomes information, such as diarrhea, fever, and hospitalizations. Second, to capture revealed preferences toward paying for water purification, polyethylene terephthalate (PET) bottles will be offered to be sold, which could be used for treatment of water through solar disinfection, at a subsidized rate. Third, another revealed preference outcome could be drafting letters for participants, which will be addressed to local policymakers. Fourth, we intend to use dictator games to measure revealed preferences towards contributing to common resources to

	<p>capture the effect of pointer (4) above on prosocial behavior. These options will be performed by MAGP District level resources.</p> <p>Dictator games questions will be embedded in the survey tools and will be the responsibility of the Survey Firm. Dictator games are a useful experimental instrument, which are being used at least since Kahneman et al. (1986). These games provide an opportunity to the respondent to distribute funds between themselves and another entity</p> <p>Interactive Robo Calls: For both the surveys WASH Health Hygiene and WASH Water conservation, Interactive Robo Call experiment will be performed.</p> <p>For WASH Health Hygiene 6 messages will be sent to 1000 respondents of the survey, one message per week.</p> <p>For WASH Water Conservation 4 messages will be sent to 1000 respondents of the survey, one message per week.</p> <p>Community Interactive Game: Community interactive game will be performed with only 500 respondents of the WASH Water Conservation Survey.</p> <p>Each participant will be paid PKR 400 upon completing the responses. (This cost will be paid by UNDP to the firm for onward transfer to respondents and shouldn't be included in the financial proposal of the firm).</p> <p>End-line Survey: As the survey is designed on a longitudinal approach to examine change over time, an end-line telephonic survey will be conducted for all 4000 participants of the baseline. The end-line will be conducted two weeks after the intervention (Interactive Robo Call and Community Interactive Game). The firm will share the end-line survey dataset with UNDP as a final deliverable.</p>
<p>Quality Assurance Framework</p>	<p>Data Validation:</p> <ol style="list-style-type: none"> Each call will be recorded with the consent of the respondent. A sample of call record with respective filled questionnaires will be shared with UNDP survey implementation in charge on weekly basis for data validation. The firm will provide facility to the UNDP survey implementation in charge to listen to the live calls. <p>Monitoring Survey Activities:</p> <ol style="list-style-type: none"> Physical Monitoring:

	<p>A nominated UNDP survey implementation in charge will pay regular monitoring visit to office/hall/location where the enumerator seated and making call from.</p> <p>ii. Remote Monitoring: A video link will be provided to UNDP survey implementation in charge for remote monitoring.</p>												
Sample Size Selection	In order to identify patterns and commonalities as well as to find meaningful heterogeneity, and for purposes of recording individuals' behavior in the long run, a representative sample of 4000 individuals will be drawn from the general population without replacement. To ensure that the sample is representative, the distribution of the sample would be across the districts of Merged Areas and will provide demographic disaggregation as well as, the weight of each district population. The firm will strive to ensure adequate female representation in the sample given access constraints to women in the MAs.												
Questionnaire / Tool Design	With these goals in mind, MAGP in-house experts and principal investigator of the survey will design four questionnaires for administration at the individual level. The questions encompass the health behaviors, hygiene and sanitation practices, and attitudes and perceptions towards water management.												
Time Frame	The firm is expected to complete all the surveys within 120 days.												
Project Team Organization	<p>The following matrix describes the human resource requirements for the project, regarding key personnel. The selected firm will be responsible for contract management of all key and non-key (e.g., Survey Supervisor, Enumerators, etc.) personnel retained by the firm for project activities. The Level of Effort and duration of service of these key personnel should be clearly linked to and reflective of their responsibilities (described below) and justified accordingly by the firm, in their Technical and Financial Proposals.</p> <table border="1"> <thead> <tr> <th>Designation</th><th>Responsibilities</th></tr> </thead> <tbody> <tr> <td>Application Designer</td><td> <ul style="list-style-type: none"> The Application designer will design survey application and android application for the surveys </td></tr> <tr> <td>Application Backend Developer</td><td> <ul style="list-style-type: none"> The application backend developer will develop and maintain the application database. </td></tr> <tr> <td>Application Frontend Developer</td><td> <ul style="list-style-type: none"> The application frontend developer will develop and maintain the application dashboards. </td></tr> <tr> <td>Quality Assurance Coordinator</td><td> <ul style="list-style-type: none"> The quality assurance Coordinator shall quality assure the data collection throughout the project. </td></tr> <tr> <td>Deployment Engineer</td><td> <ul style="list-style-type: none"> The development Engineer shall ensure the developed applications work with the available platforms throughout the project life. </td></tr> </tbody> </table>	Designation	Responsibilities	Application Designer	<ul style="list-style-type: none"> The Application designer will design survey application and android application for the surveys 	Application Backend Developer	<ul style="list-style-type: none"> The application backend developer will develop and maintain the application database. 	Application Frontend Developer	<ul style="list-style-type: none"> The application frontend developer will develop and maintain the application dashboards. 	Quality Assurance Coordinator	<ul style="list-style-type: none"> The quality assurance Coordinator shall quality assure the data collection throughout the project. 	Deployment Engineer	<ul style="list-style-type: none"> The development Engineer shall ensure the developed applications work with the available platforms throughout the project life.
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Underlying Mandatory Requirements	<p>The selected organization is expected to conform to the following mandatory requirements:</p> <ol style="list-style-type: none"> Maintain confidentiality of individuals. Respect local socio-cultural norms, traditions, and practices in the conduct of research; and Remain sensitive to the working environment, needs, priorities and timelines of government counterparts at all times. Strictly refrain from presenting plagiarized content in any deliverable submitted for review. Follow office protocols defined for the COVID-19 keeping in view the staff safety. The firm will ensure transparency and accountability throughout the data collection process by recording the calls with consent of the respondent and elaborate in technical proposal how to they will provide real time incentive transfer to the respondents of the dictator game and surveys. The firm will provide remote monitoring facility for the UNDP team. Complete the activity within given timeframe, providing quality deliverables before the cutoff date would be appreciated. Act in strict conformity to the laws of the country. Refrain from employing children. Not be affiliated or linked to any political party. 										

	<p>l. Maintain strict neutrality and refrain from any activities which could be interpreted as biased.</p> <p>m. Conduct only activities related to the assignment.</p> <p>n. Refrain from any interference in other aspects of the government's work.</p> <p>o. Utilize existing local resources where possible to build local capacity.</p>																																		
Management and reporting	<p>Day-to-day reporting to the Lead Economic Advisor</p> <p>Matrix Manager: Program Manager, MAGP</p> <p>The consulting firm/ organization/ company will provide one full-time technical expert as a Team Lead and one Survey Expert as team member.</p> <p>Under the overall guidance from the Program Manager, the team will be reporting to Lead Economic Advisor, MAGP.</p>																																		
List and Description of Expected Outputs to be Delivered	<p>UNDP would process payments after completion and approval of agreed-upon deliverables in close consultation with USAID. Any delays in this regard, within reasonable bounds, would be accommodated by the contracted firm.</p> <p>Following deliverables will be submitted according to agreed timeline:</p> <table border="1"> <thead> <tr> <th></th><th>Activity</th><th>Key outputs/deliverables</th><th>Estimated time</th><th>Payment Percentage</th><th>Review & Approvals Required from</th></tr> </thead> <tbody> <tr> <td colspan="6">WASH Health Hygiene and Water Conservation Surveys</td></tr> <tr> <td>1</td><td>Pilot test of Questionnaires</td><td>System generated dataset of the Pilot test for 80 persons per survey. Total 160</td><td>08 days (after signing the contract)</td><td>20%</td><td>Program Manager/LEA</td></tr> <tr> <td>2</td><td>Baseline Survey</td><td>System generated dataset of the Baseline Survey for 4000 respondents, Including – Dictator Game responses of 2800 Respondents.</td><td>30 days (after signing the contract)</td><td>20%</td><td>Program Manager/LEA</td></tr> <tr> <td>3</td><td>Interactive Robo Call (Experiment)</td><td>System generated details of the interactive robo calls log for 2000 surveys participants.</td><td>82 days (after signing the contract)</td><td>20%</td><td>Program Manager/LEA</td></tr> </tbody> </table>						Activity	Key outputs/deliverables	Estimated time	Payment Percentage	Review & Approvals Required from	WASH Health Hygiene and Water Conservation Surveys						1	Pilot test of Questionnaires	System generated dataset of the Pilot test for 80 persons per survey. Total 160	08 days (after signing the contract)	20%	Program Manager/LEA	2	Baseline Survey	System generated dataset of the Baseline Survey for 4000 respondents, Including – Dictator Game responses of 2800 Respondents.	30 days (after signing the contract)	20%	Program Manager/LEA	3	Interactive Robo Call (Experiment)	System generated details of the interactive robo calls log for 2000 surveys participants.	82 days (after signing the contract)	20%	Program Manager/LEA
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	4	Community Interactive Game (via Phone)	System generated dataset of 500 game participants.	82 days (after signing the contract)	20%	Program Manager/LEA
	5	End-line Survey	System generated dataset of the end-line survey for 4000 respondents, Including – Dictator Game responses of 2800 Respondents.	120 Days (after signing the contract)	20%	Program Manager/LEA
	Total			120 Days	100%	

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SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

(Must be submitted in a password protected PDF files)

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

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FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

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

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

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

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

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

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

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet. We understand and recognize that you are not bound to accept any Proposal you receive.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

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FORM B: BIDDER INFORMATION FORM

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

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- ☒ Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation OR SECP Registration.
- ☒ Official Letter of Appointment as local representative, if proposer is submitting a proposal on behalf of an entity located outside the country.
- ☒ Statement of Satisfactory Performance from the **Top Three** Clients in the past three years for reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided.
- ☒ The organization should have at least 2 years of proven experience in successfully implementing projects related to telephonic survey.
- ☒ All information regarding any past and current litigation during the last three (3) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded,
- ☒ CVs of all the personnel that will be assigned to this job.
- ☒ An affidavit on stamp paper that the Proposer has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.

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FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

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

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

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

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

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

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Name of partner:

Signature: _____

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Date: _____

Date: _____

Form D: Qualification Form

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

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

Historical Contract Non-Performance

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

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

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

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

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

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

Financial Standing

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

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

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

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;

- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

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FORM E: FORMAT OF TECHNICAL PROPOSAL

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

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

SECTION 1: Expertise of Firm / Organization

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

CVs of 20 Enumerators required, 10 for each (1Baseline, Robocall and end-line Wash health and hygiene 2) Wash Water conservation survey)

CVs of 4 Supervisors are required, 2 for each survey

2 Resource persons required, one for each survey

4 software engineers are required, two for each survey

2 Data base administrators are required, one for each survey

2 Survey Coordinators are required one for each survey

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

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

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Signature of Personnel

Date (Day/Month/Year)

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FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

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

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

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

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

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

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

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

[Stamp with official stamp of the Bidder]

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FORM G: FINANCIAL PROPOSAL FORM

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

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

Currency of the proposal: PKR/USD

Scope of Proposal Price and Schedule of Payments

	Activity	Key outputs/deliverables	Estimated time	Payment Percentage	Payment PKR/ USD
WASH Health Hygiene and Water Conservation Surveys					
1	Pilot test of Questionnaires	System generated dataset of the Pilot test for 80 persons per survey. Total 160	08 days (after signing the contract)	20%	
2	Baseline Survey	System generated dataset of the Baseline Survey for 4000 respondents, Including – Dictator Game responses of 2800 Respondents.	30 days (after signing the contract)	20%	
3	Interactive Robo Call (Experiment)	System generated details of the interactive robo calls log for 2000 surveys participants.	82 days (after signing the contract)	20%	
4	Community Interactive Game (via Phone)	System generated dataset of 500 game participants.	82 days (after signing the contract)	20%	
5	End-line Survey	System generated dataset of the end-line survey for 4000 respondents, Including – Dictator Game responses of 2800 Respondents.	120 Days (after signing the contract)	20%	
Total			120 Days	100%	

- This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.
- Kindly specify the currency of your proposal. Local Firm's quotation should be in PKR. Only International bidders are allowed to quote in USD.

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Table 2: Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

WASH - Health Hygiene Baseline Survey (2000 Respondents)						
S#	Expenditure Title	Unit (In Days)	Unit Price	Frequency / Number	Total Price	Comments
1	Survey Software Development and Maintenance					
1.1do	Server Machine (Dictator Game)	10		4	-	One server each with telecom service provider with real time balance transfer to the dictator game respondent (rented items)
1.2	Server Machine (Questionnaire Module)	22		1	-	For entire survey
1.3	Software Engineer	22		2	-	2 engineers required
1.4	Database Administrator	22		1	-	
Sub-Total (1)					-	
2	Enumerators Training					
2.1	Resource Person (Trainer)	2		1	-	
2.2	Enumerators	2		10	-	10 Enumerators required
2.3	Supervisors	2		2	-	2 supervisors required
2.4	Venue	2		1	-	Training to be conducted at Bidders office.
2.5	Pick and Drop	2		1	-	Pick and drop of enumerators and supervisor
Sub-Total (2)					-	
3	Survey for 2000 Respondents (Including 800 Respondents of Dictator Game)					
3.1	Enumerators	20		10	-	Enumerator fee per day
3.2	Supervisors	20		2	-	supervisor fee per day

3.3	Pick and Drop	20		1	-	Pick and drop of enumerators and supervisor
Sub-Total (3)					-	
4	Incentives for Survey and Dictator Game Respondents					
4.1	Incentive to Survey Respondent	2,000	200	1	400,000/-	Mentioned in TORs. PKR 200 to be paid to each respondent.
4.2	Incentive to 800 Respondent of Dictator Game	800	200	1	160,000	Mentioned in TORs. PKR 200 to be paid to each respondent.
Sub-Total (4)						
5	Survey Management Expense					
5.1	Survey Coordinator	20		1	-	
5.2	Office / Hall Rent	20		1	-	
5.3	IT Equipment	20		10	-	IT equipment for 10 enumerators
	Telephone Bills	One Time		1	-	
5.4	Electricity Bills	One Time		1	-	
5.5	Stationary	One Time		1	-	
5.6	Covid-19 Protocols (Masks, Handsanitizers, Disinfectants and Tissues)	One Time		1	-	
Sub-Total (5)					-	
	Total (1-5)					
Tax						
Total Health Hygiene Baseline Survey (1-5) inclusive of tax						

Interactive Robocall (One Message / Week to 1000 Respondents - 6 Weeks)						
S#	Expencc Title	Unit (In Days)	Unit Price	Frequency / Number	Total Price	Comments
1	Interactive Robo Calls					
1.1	Enumerators/ Callers	12		6	-	6 enumerators to be engaged for 12 days

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1.2	Supervisors	12		1	-	
1.3	Interactive Robo Calls	2500 (Mints)		6	-	Estimated-2500 minutes calls made by 6 enumerators each
1.4	Pick and Drop	12		1	-	Pick and drop of enumerators and supervisor
Sub-Total (1)					-	
2	Experiment of Interactive Robo Calls Management Expense					
2.1	Server Machine	12		1	-	Required for entire survey
2.2	Software Engineer	12		2	-	
2.3	Office Rent	12		1	-	
2.4	IT Equipment	12		6	-	
2.5	Electricity Bills	One Time		1	-	
2.6	Covid-19 Protocols (Masks, Handsanitizers, Disinfectants and Tissues)	One Time		1		
Sub-Total (2)					-	
Total (1-2)						
Tax						
Total Interactive Robocall (1-2)						

WASH - Health Hygiene End-Line (2000 Respondents)						
S#	Expenct Title	Unit (In Days)	Unit Price	Frequency / Number	Total Price	Comments
1	Survey Software Maintainance					
1.1	Server Machines (Dictator Game)	10		4	-	
1.2	Server Machine (Questionnaire Module)	22		1	-	
1.3	Software Engineer	22		2	-	

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1.4	Database Administrator	22		1	-	
Sub-Total (1)					-	
2	Enumerators Training on End-Line Questionnaire					
2.1	Resource Person (Trainer)	1		1	-	
2.2	Enumerators	1		10	-	
2.3	Supervisors	1		2	-	
2.4	Venue	1		1	-	
2.5	Pick and Drop	1		1	-	
Sub-Total (2)					-	
3	Survey for 2000 Respondents (Including 800 Respondents of Dictator Game)					
3.1	Enumerators	20		10	-	
3.2	Supervisors	20		2	-	
3.3	Pick and Drop	20		1	-	
Sub-Total (3)					-	
4	Incentives for Survey and Dictator Game Respondents					
4.1	Incentive to Survey Respondent	2,000	200	1	400,000	As mentioned in the TORs
4.2	Incentive to 800 Respondent of Dictator Game	800	200	1	160,000	As mentioned in the TORs
Sub-Total (4)						
5	Survey Management Expense					
5.1	Survey Coordinator	20		1	-	
5.2	Office / Hall Rent	20		1	-	
5.3	IT Equipment	20		10	-	
	Telephone Bills	One Time		1	-	
5.4	Electricity Bills	One Time		1	-	
5.5	Stationary	One Time		1	-	

5.6	Covid-19 Protocols (Masks, Handsanitizers, Disinfectants and Tissues)	One Time		1	-	
Sub-Total (5)					-	
	Total (1-5)					
Tax					-	
Total Health Hygiene End-Line (1-5)					-	
TOTAL Health Hygiene(Base line- Robocalls- End line)					-	

WASH - Environmental Quality Information Campaign Survey (2000 Respondents)						
Baseline Survey (2000 Respondents)						
S#	Expense Title	Unit (In Days)	Unit Price	Frequency / Number	Total Price	Comments
1	Survey Software Development and Maintenance					
1.1	Server Machines (Dictator Game)	22		4	-	One server each with telecom service provider with real time balance transfer to the dictator game respondent
1.2	Server Machine (Questionnaire Module)	22		1	-	For the entire survey
1.3	Software Engineer	22		2	-	2 engineers required
1.4	Database Administrator	22		1	-	1 Database Administrator required
Sub-Total Activity (1)					-	
2	Enumerators Training					
2.1	Resource Person (Trainer)	2		1	-	1 trainer CV required for 2days
2.2	Enumerators	2		10	-	10 CVs are required for Enumerators
2.3	Supervisors	2		2	-	2 CVs for supervisors are required

2.4	Venue	2		1	-	
2.5	Pick and Drop	2		1	-	
Sub-Total Activity (2)					-	
3	Survey for 2000 Respondents (Including Dictator Game)					
3.1	Enumerators	20		10	-	
3.2	Supervisors	20		2	-	
3.3	Pick and Drop	20		1	-	
Sub-Total Activity (3)					-	
4	Incentives for Dictator Game Respondents					
4.1	Incentive of Dictator Game (Units= Respondents)	2,000	200	1	400,000	As mentioned in the TORs
Sub-Total Activity (4)					-	
5	Survey Management Expense					
5.1	Survey Coordinator	20		1	-	
5.2	Office / Hall Rent	20		1	-	
5.3	IT Equipment	20		10	-	
	Telephone Bills	One Time		1	-	
5.4	Electricity Bills	One Time		1	-	
5.5	Stationary	One Time		1	-	
5.6	Covid-19 Protocols (Masks, Hand sanitizers, Disinfectants and Tissues)	One Time		1	-	
Sub-Total Activity (5)					-	
Total (1-5)						
Tax					-	
Total Environmental Quality Information Campaign Base Line Survey (1-5)					-	

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Interactive Robocall (One Message / Week to 1000 Respondents - For 4 Weeks)						
S#	Expense Title	Unit (In Days)	Unit Price	Frequency / Number	Total Price	Comments
6	Interactive Robo Calls (Messaging)					
6.1	Caller / Enumerator	8		6	-	
6.2	Supervisors	8		1	-	
6.3	Interactive Robo Calls (Messaging)	2500 (Mints)		4	-	
6.4	Pick and Drop	8		1	-	
6.5	Office Rent	8		1	-	
6.6	IT Equipment's	8		6	-	
6.7	Electricity Bills	One Time		1	-	
6.8	Covid-19 Protocols (Masks, Hand sanitizers, Disinfectants and Tissues)	One Time		1		
Sub-Total Activity (6)					-	
Tax					-	
Total Robo calls					-	

Community Interaction Game (500 Respondents)-Post Robocall						
S#	Expense Title	Unit (In Days)	Unit Price	Frequency / Number	Total Price	Comments
7	Community Interaction (500 Respondents)					
7.1	Caller	6		6	-	
7.2	Supervisors	6		1	-	
7.3	Pick and Drop	6		1	-	
7.4	Server Machine (Questionnaire)	6		1	-	
7.5	Server Machines (Dictator Game)	6		4	-	

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7.6	Software Engineer	6		2	-	
7.7	Office / Hall Rent	6		1	-	
7.8	IT Equipment's	6		6	-	
7.9	Telephone Bill	12 (Mints)		1,250	-	
7.10	Game Incentive (Units= Respondents)	500	400	1	200,000	Mentioned in the TORs
7.11	Electricity Bills	One Time		1	-	
7.12	Covid-19 Protocols (Masks, Hand sanitizers, Disinfectants and Tissues)	One Time		1		
Sub-Total Activity (7)					-	
Tax					-	
Total Community Interaction Game					-	

End-Line (2000 Respondents)						
S#	Expense Title	Unit (In Days)	Unit Price	Frequency / Number	Total Price	Comments
8	Survey Software Maintenance					
8.1	Server Machines (Dictator Game)	22		4	-	
8.2	Server Machine (Questionnaire Module)	22		1	-	
8.3	Software Engineer	22		2	-	
8.4	Database Administrator	22		1	-	
Sub-Total Activity (8)					-	
9	Enumerators Training on End-Line Questionnaire					
9.1	Resource Person (Trainer)	1		1	-	
9.2	Enumerators	1		10	-	
9.3	Supervisors	1		2	-	
9.4	Venue	1		1	-	

9.5	Pick and Drop	1		1	-	
Sub-Total Activity (9)					-	
10	Survey for 2000 Respondents (Including Dictator Game)					
10.1	Enumerators	20		10	-	
10.2	Supervisors	20		2	-	
10.3	Pick and Drop	20		1	-	
Sub-Total Activity (10)					-	
11	Incentives for Survey and Dictator Game Respondents					
11.1	Incentive of Dictator Game (Units= Respondents)	2,000	200	1	400,000	Mentioned in the TORs
Sub-Total Activity (11)					-	
12	Survey Management Expense					
12.1	Survey Coordinator	20		1	-	
12.2	Office / Hall Rent	20		1	-	
12.3	IT Equipment's	20		10	-	
12.4	Telephone Bills	One Time		1	-	
12.5	Electricity Bills	One Time		1	-	
12.6	Stationary	One Time		1	-	
12.7	Covid-19 Protocols (Masks, Hand sanitizers, Disinfectants and Tissues)	One Time		1	-	
Sub-Total Activity (12)					-	
End Line Activities Total (8-12)					-	
Tax					-	
Total (8-12)					-	

**TOTAL Environmental Quality Information Campaign Survey
(Base line- Robo calls- Community Interaction- end line)**

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GRAND TOTAL of entire project – Inclusive of Tax	-	
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Bidders are requested to follow above mentioned template for financial proposal. Bidders can add more lines under each category to provide further bifurcation of price or add any new heads as appropriate. If you think less resources are required, and project can be done efficiently with less cost then please quote accordingly and mention your strategy in technical proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

- **Important Note:** This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.
- Kindly specify the currency of your proposal.
- Please note that Local vendors are paid in PKR and if the quoted price is in USD then UN exchange rate for that month will be used.

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