



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 22, 2021
	REFERENCE: UNDP-RFP-2021-416

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of services for **Rights Based Community Stabilization Project Baluchistan**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Monday 6th Dec 2021 12:30 PM PST OR 2:30 AM EST** indicated in <https://etendering.partneragencies.org>.

Please note that this procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages:

<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

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.

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:

- Username: event.guest
- Password: why2change

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Monday 29th Nov 2021**. If that is not the case, UNDP would appreciate your indicating the reason, for our records. Clicking the Acceptance

button **will enable you to receive updates/notifications, but it will not restrict you from submitting the bid till the deadline.**

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

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

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

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

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

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

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

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

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



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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



For Knut Ostby

Resident

Representative

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Annex 1

Description of Requirements

Context of the Requirement	National Firm/Institute/Organization for Rights Based Community Stabilization Project Balochistan
Brief Description of the Required Services ¹	<p>Background</p> <p>In 2010, Pakistan's 18th Constitutional Amendment introduced reforms that significantly changed the governance paradigm by devolving powers to the provinces. The 18th Constitutional Amendment has established a federal state structure in Pakistan under which social welfare and youth affairs were devolved to the provincial level.</p> <p>The rationale behind this project stems from the urgent need to address the youth's matters and to engage with the vulnerable youth and provide them the necessary support to find a meaningful and contributing place in society.</p> <p>The DHL project has thus developed a civilian-led model for the disengagement and rehabilitation of vulnerable youth, implemented in the Swat District, Khyber Pakhtunkhwa (2017 – 2018), Karachi, Sindh (2018 – 2019) and in Multan, Punjab (2019-2020) a focus on marginalized and vulnerable men and women.</p> <p>The UNDP now intends to replicate the model in the Quetta District, Balochistan.</p> <p>Scope of Work</p> <p>The Rights Based Community Stabilization Project will be implemented in the Quetta District, Balochistan. The project aims to build resilience in local communities – and especially among the vulnerable and marginalized segments of the population.</p> <p>Services are requested for a period of 08 months to implement the project in Quetta. The selected firm must successfully complete all deliverables along with consultations and approvals whenever required. The contractor will implement the following measures:</p> <p><u>Training of Integrated support groups (ISGs):</u></p> <p>The contractor will form 20 Integration Support Groups (10 groups for men, 10 groups for women-120 men and 120 women) within the local communities in District Quetta. Being influential members of communities, the ISG members are enabled to act as social guardians. They will be the backbone of the project, overseeing its roll-out and acting as the vital link between the communities and the project team. The ISGs will select 400 potential beneficiaries (200 men, 200 women).</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Baseline and selection of the beneficiaries:

The contractor will conduct a baseline survey for identification of potential beneficiaries in consultation with ISG's, relevant line departments and other stakeholders and through individual sessions. The 200 most vulnerable interviewees will be selected as the beneficiaries for the project's psycho-social support and skills training components.

Psycho-social support for 200 beneficiaries (100 men and 100 women):

Throughout the implementation period, the project will ensure a consistent level of disengagement for the 200 youth beneficiaries, to be monitored through continued psychometric analysis; as the learnings from the model have demonstrated that full disengagement requires this component to be implemented through the project life cycle, with positive change evident in the beneficiaries' behavior. Alongside transformative psycho-social and livelihood support to marginalized individuals, the expanded community activities would aim to ensure that:

- The vulnerable individuals are engaged by UNDP in transformative discourse and actions to imbue and become advocates of human rights, tolerance, peace, and diversity.
- Empowered community-based organizations, especially those representing marginalized groups, to promote and protect social cohesion are linked with local and provincial governments.
- Furthermore, beyond the ISGs, these activities would support development of an enabling socio-cultural environment that can support resilience in communities.

Training of Women Advisory Groups and girls peer groups:

The project builds capacities of local Women's Advisory Group, comprising community-based organizations, ISGs, and women's, youth, and minority groups, and will be linked to the ISGs. The Advisory Group will work with the Local Government, in particular with the Gender Desk established by the project, for collaborative planning, implementation and monitoring of services, with a focus on service provision in areas that lead to community vulnerability.

Advisory Group will be capacitated through targeted trainings to build their own capacities for long term and to improve their sustainability and coordination to better address community needs.

The contractor will also build capacities of girl's peer group with girls of the target community for them to exchange, discuss and eventually broaden the impact of the project on the local youth beyond the beneficiaries of the psycho-social support

Training of local government officials:

The involvement of local government officials taking forward the overall agenda at the community level is another way of ensuring the sustainability of the project in the long run. The government officials are educated and economically empowered to take on leadership and guidance roles in the community, when provided with the necessary skills, they can be a driving force for disengagement, promoting the right to information and rehabilitation of

affected and at-risk youth. The gaps identified in the capacity of the local government officials need to be addressed so that their role in the decentralization and governance process can be ensured positively; hence the project will provide a comprehensive awareness raising and training programme to the local government officials on inclusive and rights - sensitive governance.

Community sensitization sessions:

The ISGs will be provided support to ensure their sustainability, alongside efforts to deepen their links and strategic interactions with the local government in Quetta. This support will assist the communities in the long run to form youth clubs and community centers in the target districts, which will serve as the local hubs where academics, clerics and other community notables will be invited for awareness raising and sensitization sessions on community resilience. These sessions will target 1000 community members (men and women).

Complementary to this individual level disengagement support, the contractor will continue to implement activities for increased community awareness and sensitization. The contractor will establish linkages with the local universities' psychology departments, for seminars for peer learning, outreach, and links to national academia.

Communication activities and academic outreach:

In consultation with UNDP and with the ISGs, the contractor will design a communication and social media strategy on community stabilization and empowerment and implement it, with the goal of reaching at least 1000 citizens directly.

The contractor will also organize an experts' experience sharing and peer learning conference event with relevant experts and experts formerly engaged by UNDP in Swat, Karachi, and Multan. The objective of this conference will be to offer a platform for discussion on community stabilization and youth empowerment, to gather experts and academic insight and strengthen the network of experts working on these issues in the province.

The contractor will also hold a feedback workshop in the district with all relevant actors and members of the target group.

Institutionalization and Sustainability:

Finally, the project aims at embedding the psychosocial support model with the local government institutions to ensure the continuity and expansion of the program beyond the end of the present project. To take the methodology forward as a widespread civilian-led approach to community stabilization, local and provincial governance institutions must build their own capacities to embed and scale up the project. To this end, local government institutions and actors require support to improve their capacity to lead community stabilization activities in a way that is responsive to local needs and in-line with provincial community stabilization policies and practices. This will ensure that the project does not stand in isolation, but instead is understood to fulfill the mandate of local government. Foundational to this capacity is the support to inclusive and accountable local governance, that is able to actively partake in sustainable, people-centered policies, actions and communications for a resilient and tolerant local social environment.

	<p>Based on our experiences in Khyber Pakhtunkhwa, Sindh, and Punjab where the project has successfully created local level ownership for the implementation methodology, UNDP aims to create high level ownership within the province for its scalability and replication in other parts of the country. In this vein, UNDP will initiate policy dialogues with relevant stakeholders at both the federal and provincial levels, particularly with the Planning and Development, Local Government and Home Departments. After incorporating the lessons learnt in Quetta, it is expected that by the end of 2023, the model will be ready for replication at a much wider scale within Pakistan.</p>
<p>List and Description of Expected Outputs to be Delivered</p>	<p>Expected key outputs/deliverables/mandatory requirements:</p>

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		Sr#	Deliverables	Action Required	Estimated Timelines
		1	Training of 20 (10 groups for men, 10 groups for women- 120 men and 120 women) Integration Support Groups (ISGs) on the disengagement and rehabilitation model	<ul style="list-style-type: none"> • Training of ISG members on disengagement and rehabilitation model • Engage the ISGs for the identification of the potential beneficiaries • Link the ISGs to the local government structure, preferably through official registration (SWD) • Submit final report demonstrating progress against the above points 	21 days
		2	Baseline results, 200 vulnerable youth identified	<ul style="list-style-type: none"> • Conduct a baseline survey of all identified at-risk youth (minimum 400) • Identify the 200 most vulnerable individuals (100 men and 100 women) • Share baseline report with UNDP 	14 days
		3	Final report (with details) documenting the delivery of psycho-social support services to 100 men and 100 women in Quetta	<ul style="list-style-type: none"> • Conduct individual and group therapy sessions and recreational activities • Engage the youth as mentors and agents of change within their communities 	28 days
		4	Local Government Officials training reports	<ul style="list-style-type: none"> • After initial assessment, develop an awareness raising and training programme for local government officials on inclusive and rights - sensitive governance. • Train at least 200 local government officials on inclusive and rights - sensitive governance. Submit training report to UNDP 	14 days

		5	Final report on the training of women advisory group and local girls peer group for behavioral change in the community	<ul style="list-style-type: none"> • Train the advisory group for advocating the planning, implementation, and monitoring of services for women to the local stakeholders. • Link the women advisory group to the gender desk and the ISGs • Conduct training activities for the girls' peer group • Submit final report 	10 days
		6	Final report on community sensitization sessions for 1000 community members	<ul style="list-style-type: none"> • Provide capacity development assistance to the ISGs to establish 'youth clubs' and community centers • In close consultation with the ISGs, design community sensitization sessions adapted to the public • Hold community sensitization sessions for at least 1000 community members from the same area as the beneficiaries 	21 days
		7	Final report on the outreach strategy implementation and outcomes, conference/ workshops report	<ul style="list-style-type: none"> • In consultation with UNDP and with the ISGs, design a social media and outreach strategy on community stabilization • Implement the social media and outreach strategy and reach directly at least 1000 citizens • Organize an academic conference event with relevant experts and experts formerly involved in the LLDR project in Swat, Karachi, and Multan • Hold a feedback workshop in the district with all relevant actors and members of the target group 	14 days
		Total			122
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Person to Supervise the Work/Performance of the Service Provider	<i>The programmatic oversight of the intervention will be conducted by the relevant government partners, as well as UNDP management team.</i>
Frequency of Reporting	[As per deliverables mentioned in the Detailed TORs]
Progress Reporting Requirements	The firm / company shall submit proper Reports of progress and may be asked for presentation on their progress.
Location of work	<input checked="" type="checkbox"/> Quetta- Balochistan
Expected duration of work	The entire assignment must be completed within -122 days spread across a maximum of Eight (08)months after issuance of purchase order/signing of contract. 1. Eight (08) months effective from the date of signing of contract. UNDP will not provide office space for this assignment.
Target start date	1 st Jan 2022
Latest completion date	31 st Aug 2022
Travels Expected	Required
Special Security Requirements	Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> All project related costs will be borne by the Contracting firm.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be	<input checked="" type="checkbox"/> Required

involved in completing the services	
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]
Value Added Tax on Price Proposal ²	<p><input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately).</p> <p>Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.</p>
Validity Period of Proposals (Counting for the last day of submission of quotes)	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	

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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

		Sr#	Deliverables	Estimated Timelines	% Payment
		1	Training of 20 (10 groups for men, 10 groups for women-120 men and 120 women) Integration Support Groups (ISGs) on the disengagement and rehabilitation model	21 days	20
		2	Baseline results, 200 vulnerable youth identified	14 days	20
		3	Final report (with details) documenting the delivery of psycho-social support services to 100 men and 100 women in Quetta	28 days	10
		4	Local Government Officials training reports	14 days	10
		5	Final report on the training of women advisory group and local girls peer group for behavioral change in the community	10 days	15
		6	Final report on community sensitization sessions for 1000 community members	21 days	15
		7	Final report on the outreach strategy implementation and outcomes, conference/ workshops report	14 days	10
		Total		122	100
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>The programmatic oversight of the intervention will be conducted by the relevant government partners, as well as UNDP management team.</i>				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).				

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	This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																																							
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p> <input checked="" type="checkbox"/> Expertise of the Firm 30% with 210 Marks out of 700 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% with 350 marks out of 700 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% with 140 marks out of 700 </p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (<i>Financial Score= (Lowest Offer/Offer to be evaluated*300)</i>)</p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th><th>Score Weight</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Expertise and Capacity of Firm / Organization</td><td>30%</td><td>210</td></tr> <tr> <td>2.</td><td>Proposed Methodology, Approach and Implementation Plan</td><td>50%</td><td>350</td></tr> <tr> <td>3.</td><td>Management Structure and Key Personnel</td><td>20%</td><td>140</td></tr> <tr> <td colspan="3">Total Technical 70%</td><td>700</td></tr> <tr> <td colspan="3">Financial Proposal-30% weightage</td><td>300</td></tr> <tr> <td colspan="3">Grand Total</td><td>1,000</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Form 1 Technical Proposal Evaluation</th><th>Points obtainable</th></tr> </thead> <tbody> <tr> <td colspan="3">Expertise of the Firm/Organization</td></tr> <tr> <td>1.1</td><td> (i) A summarized, 3-page corporate profile, organogram with detailed profiles of senior management staff. (ii) Details of facilities and resources (offices, employees, linkages), and length of overall experience in community stabilization. </td><td>50</td></tr> </tbody> </table>			Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	1.	Expertise and Capacity of Firm / Organization	30%	210	2.	Proposed Methodology, Approach and Implementation Plan	50%	350	3.	Management Structure and Key Personnel	20%	140	Total Technical 70%			700	Financial Proposal-30% weightage			300	Grand Total			1,000	Form 1 Technical Proposal Evaluation		Points obtainable	Expertise of the Firm/Organization			1.1	(i) A summarized, 3-page corporate profile, organogram with detailed profiles of senior management staff. (ii) Details of facilities and resources (offices, employees, linkages), and length of overall experience in community stabilization.	50
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		(20 marks for each point)					
	1.2	<p>Previous experience of implementation of</p> <p>(i) Community stabilization projects, social mobilization and / or similar projects. Share evidence of at least 3 contracts of similar nature</p> <p>(ii) Demonstrated experience in the Quetta District, Balochistan.</p> <p>(iii) Excellent knowledge and understanding of roles and responsibilities of provincial and District Governments in delivering the project, particularly in Balochistan.</p> <p>(20 marks for each point)</p>	60				
	1.3	<p>Financial Stability: Last two years Audited Accounts (2018-2019 and 2019-2020) Current Ratio should be 1 or more than 1. (30 Marks- 15 marks each year)</p>	30				
	1.4	<p>General Organizational Capability which is likely to affect implementation: 2 years of demonstrated experience of providing capacity development training including the training module development, training hosting facilitation and event management 15 Marks</p> <p>Demonstrated capacity of providing psychosocial services (individual sessions, group sessions, mentoring, family sessions) in last 2 years 15 Marks.</p>	30				
	1.5	<p>Working experience with Academia, Government, Development Organizations, INGO, UN Agencies, and other International Partners. 2 Jobs completion certificate / satisfactory performance/ reference letters must be attached.</p> <p>Marks to be awarded on a relative comparison between proposals.</p>	40				
			210				
	<table><tr><td>Form 2</td><td></td></tr><tr><td>Technical Proposal Evaluation</td><td>Points Obtainable</td></tr></table>		Form 2		Technical Proposal Evaluation	Points Obtainable	
Form 2							
Technical Proposal Evaluation	Points Obtainable						

Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the proposer understand 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?	80
2.2	Is the Implementation methodology for the assignment well defined and does it correspond to the TORs? e.g Proposed Methodology & implementation plan	60
2.3	Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility to adapt to local context? e.g Proposed work plan, level of innovation	60
2.4	Sample Implementation & Field Deployment Plan (Implementation and field deployment plans along with HR requirements and timelines)	50
2.5	Is the proposal well defined and corresponds to the Terms of Reference?	50
2.6	Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and also reflected the resources / services to carry out monitoring? e.g Monitoring and evaluation strategy	50
Total		350

Form 3		
Technical Proposal Evaluation		Points Obtainable
Key Personnel		
3.1	Project Manager	

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		Education-Master's degree in social science, economics, project management or related field	10
		At least 7 years of experience in community level work conducting capacity development, community mobilization, social inclusion related work	10
		Excellent writing skills – demonstrated through overall language and grammatical standards of the technical proposal.	10
		Competency 1. An individual with a good level of technical expertise and specialist Pakistani/regional experience. 2. Given its central importance, we expect capacity building to be a cross-cutting skill of all experts employed on this project. 3. Working knowledge of government process & procedures, especially in conflict affected areas. 4. Excellent knowledge and understanding of roles & responsibilities of provincial/regional governments in delivering the project. 5. Excellent coordination skills with different governments and development agencies etc. 6. High level of management, facilitation, and representational skills	10
		Total 3.1	40
	3.2	Monitoring & Evaluation Officer	
		Education-Master's degree in Social Science, Business, Management Development, Statistics, or related discipline	10
		At least five years of experience working with community stabilization projects implementation and in the field of qualitative and quantitative research, monitoring and evaluation, production of programmatic deliverables, reports, evaluations, and field assessments.	10
		Experience in research, including management and coordination of information flows and data management including collecting,	5

		storing, processing, and analyzing data to generate information products.	
		Total 3.2	25
	3.3	Lead Psychologist	
		Education- Master's degree in Clinical Psychology	10
		Minimum five years of experience in the field of Mental Health Psychosocial Support techniques.	10
		Demonstrable track record of developing Mental Health Psychological Support Services Manual and administering VERA 2R tool.	5
		Total 3.3	25
	3.4	Social Mobilizer (2 positions one male and one Female)	
		Education- bachelor's degree in social sciences or related discipline	10
		Minimum three years of experience of social mobilization in community stabilization projects	15
		Total 3.4	25
	3.5	Admin & Finance Assistant	
		Education- Bachelor's degree with specialization in finance or accounting or related field	10
		Minimum three years of experience of financial Management including budget making, financial track keeping for incoming and outgoing amount and maintenance of receipts etc.	15
		Total 3.5	25
	Total		140
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		

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Annexes to this RFP	<input checked="" type="checkbox"/> Description of requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]
Contact Person for Inquiries (Written inquiries only)	<p><i>pakistan.procurement.info@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Minimum Eligibility Criteria	<ol style="list-style-type: none"> 1. Technical and financial proposals should be submitted in separate PDF files and financial proposal is password protected. 2. Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department. (Sole proprietors are not eligible to apply). 3. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. At least 3 years of work experience in community Stabilization. (Share contracts as evidence) 4. An affidavit on stamp paper that the company/firm has never been blacklisted by any institution / department / agency and that it has not been involved in litigation with any of its clients. 5. Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration 6. Submit all other documents as requested in the evaluation criteria Form 1,2, and 3.

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Deadline for Submission	<p>6th Dec 2021 (12:30 PM Pakistan standard Time or 2:30 AM EST)</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.
Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> • Technical and financial proposals should be submitted in separate PDF files • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below) <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> • The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers. • Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: seemab.rashid@undp.org • While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.
Pre-proposal conference	N/A

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Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

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

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

[Designation]

[Date]

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Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL

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

Rights Based Community Stabilization Project Balochistan					
Budget description	Unit type	Number of units	Unit Price (PKR)	Total Price (PKR)	Comments
A- Mobilization					
i. Training of 20 (10 for men, 10 for women) Integration Support Groups (ISGs) on the disengagement and rehabilitation model					
Trainer Fee - ISGs Trainings	Person	20		-	10 Groups each for Male and Female
Refreshment - ISGs Trainings	Person	240		-	1 day event; 2 Tea and 1 Lunch
Hall Charges - ISGs Trainings	Day	20		-	
Travelling Allowance to ISGs members	Person	240		-	
Printing, stationery, photocopies and training material	Training Material	20		-	
Banners	Number	10		-	
Registration of ISGs with District Authorities and Social Welfare Department	ISG	240		-	Registration cost per person
Sub-Total				-	
ii. Baseline results, 200 vulnerable youth identified					
Refreshment cost for meeting with community elders and key stakeholders to identify the 200 Vulnerable youth	Person	300			
Printing , photocopies and stationary items	Person	300		-	

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Renumeration of report writer to consolidate and present findings of baseline assessment	Day	10		-	
Sub-Total				-	
iii. Final report on the training of one women advisory group and local girls peer group for behavioural change in the community					
Training of Women Advisory group members	Event	2		-	One day each; 1st Training for advisory and 2nd Training for peer group
Sub-Total				-	
Total (B)				-	
B - Capacity Development					
i. Final report (with details) documenting the delivery of psycho-social support services to 100 men and 100 women in Quetta					
Recreational Activities including Kits (As per need)	Event	4		-	Kits for 200 people for 4 events (50 each)
Consultation workshop with academia on implementation methodology	Event	2		-	Venue, Food, Banners, Stationary etc.,
Scholar Stipend for delivering Key Messages	Session	20		-	Cost of scholar to conduct 20 sessions
Refreshment Cost - Key Messages events	Participants	200		-	1 Tea and Lunch (Half Day event)
Mentor Sessions Cost - Refreshment	Person	100		-	Tea cookies
Printing, stationery, and photocopies	Lumpsum	200		-	
Banners	Numbers	5		-	
Sub-Total				-	

ii. Elected councillors training reports					
Trainer Fee	Day	8		-	8 Trainings for 1 day each (Group of 25 each)
Refreshment charges	Person	200		-	1 day event for 200 persons (2 Tea and 1 Lunch)
Hall charges	Day	8		-	
Honoraria for Youth Councillors	Person	200		-	For Local travel of govt officials
Printing, stationery, photocopies	Person	200		-	
Banners	Number	2		-	Panaflex, Standeeds
Sub-Total				-	
iii. Final Report on Community Sensitization Sessions for 1000 Community Members					
Resource Person	Session	20		-	50 persons per session (Half Day session)
Refreshment charges	Person	1000		-	50 x 20 = 1000 persons Tea, Cookies
Banners	Number	2		-	Panaflex, Standeeds
Sub-Total				-	
iv. Final report on the outreach strategy implementation and outcomes, conference/workshops reports					
Speakers Honoraria - Conference at University Level	Person	4		-	Guest speakers (Professors)
Refreshment Cost - Conference	Person	200		-	1 Tea and Lunch (Full day event)
Printing & Stationary for Conference	Person	200		-	
Hall Charges at University	Event	1		-	

Traveling of Experts/Academicians from other parts of country	Person	4		-	Traveling of guest speakers from Karachi
Panel Group Discussions	Session	2		-	Half day, Tea and Lunch - To be conducted at university, 50 persons per session.
Sub-Total				-	
Total (B)				-	
C. Monitoring & Evaluation					
i) Field visits	Visits	4		-	Firm Senior management visit to attend major conferences/events
Total (C)				-	
D. Personnel Services					
1 Project Manager	Months	8		-	
1 Monitoring & Evaluation Officer	Months	8		-	
1 Lead psychologist	Months	8		-	
2 Social Mobilizers	Months	8		-	
1 Admin & Finance Assistant	Months	8		-	
Total (D)				-	
E. General Operating Costs					
1 vehicles rental and fuel	Months	8		-	1 vehicles rental and fuel
Communications (phone, internet...)	Months	8		-	
Printing, stationery, and office supplies	Months	8		-	
1 Field office rent	Months	8		-	

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Total (E)				-	
Grand-Total (A - E)				-	

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

[Designation]

[Date]

Note:

a) Please mention the currency of your proposal. Local vendors are paid in PKR hence their proposal should be in PKR.

b) Note: The Price of proposal should be inclusive of all applicable tax, UNDP will not provide any exemption to the bidder.

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Annex 4

General Terms and Conditions for Services
Separately attached

ANNEX V**Terms of Reference (ToRs)**

Context of the Requirement	National Firm/Institute/Organization for Rights Based Community Stabilization Project Balochistan
Duty Station / Place of work	Quetta
Project	Decentralization, Human Rights and Local Governance (DHL)
Engagement Modality	Professional Services contract
Period of assignment/services	The entire assignment must be completed within -122 days spread across a maximum of Eight (08) months after issuance of purchase order/signing of contract. 1. Eight (08) months effective from the date of signing of contract. 2. UNDP will not provide office space for this assignment.
Due Date	Oct, 2022
Justification and Background	<p>In 2010, Pakistan's 18th Constitutional Amendment introduced reforms that significantly changed the governance paradigm by devolving powers to the provinces. The 18th Constitutional Amendment has established a federal state structure in Pakistan under which social welfare and youth affairs were devolved to the provincial level.</p> <p>The rationale behind this project stems from the urgent need to address the youth's matters and to engage with the vulnerable youth and provide them the necessary support to find a meaningful and contributing place in society.</p> <p>The DHL project has thus developed a civilian-led model for the disengagement and rehabilitation of vulnerable youth, implemented in the Swat District, Khyber Pakhtunkhwa (2017 – 2018), Karachi, Sindh (2018 – 2019) and in Multan, Punjab (2019-2020) a focus on marginalized and vulnerable men and women.</p> <p>The UNDP now intends to replicate the model in the Quetta District, Balochistan.</p>
List and Description of Expected Outputs to be Delivered	<p>Expected Outputs / Deliverables, timeframe for the work</p> <p>The Rights Based Community Stabilization Project will be implemented in the Quetta District, Balochistan. The project aims to build resilience in local communities – and especially among the vulnerable and marginalized segments of the population.</p>

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Services are requested for a period of 08 months to implement the project in Quetta. The selected firm must successfully complete all deliverables along with consultations and approvals whenever required. The contractor will implement the following measures:

Training of Integrated support groups (ISGs):

The contractor will form 20 Integration Support Groups (10 groups for men, 10 groups for women-120 men and 120 women) within the local communities in District Quetta. Being influential members of communities, the ISG members are enabled to act as social guardians. They will be the backbone of the project, overseeing its roll-out and acting as the vital link between the communities and the project team. The ISGs will select 400 potential beneficiaries (200 men, 200 women).

Baseline and selection of the beneficiaries:

The contractor will conduct a baseline survey for identification of potential beneficiaries in consultation with ISG's, relevant line departments and other stakeholders and through individual sessions. The 200 most vulnerable interviewees will be selected as the beneficiaries for the project's psycho-social support and skills training components.

Psycho-social support for 200 beneficiaries (100 men and 100 women):

Throughout the implementation period, the project will ensure a consistent level of disengagement for the 200 youth beneficiaries, to be monitored through continued psycho-metric analysis; as the learnings from the model have demonstrated that full disengagement requires this component to be implemented through the project life cycle, with positive change evident in the beneficiaries' behavior. Alongside transformative psycho-social and livelihood support to marginalized individuals, the expanded community activities would aim to ensure that:

- The vulnerable individuals are engaged by UNDP in transformative discourse and actions to imbue and become advocates of human rights, tolerance, peace, and diversity.
- Empowered community-based organizations, especially those representing marginalized groups, to promote and protect social cohesion are linked with local and provincial governments.
- Furthermore, beyond the ISGs, these activities would support development of an enabling socio-cultural environment that can support resilience in communities.
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Training of Women Advisory Groups and girls peer groups:

The project builds capacities of local Women's Advisory Group, comprising community-based organizations, ISGs, and women's, youth, and minority groups, and will be linked to the ISGs. The Advisory Group will work with the Local Government, in particular with

the Gender Desk established by the project, for collaborative planning, implementation and monitoring of services, with a focus on service provision in areas that lead to community vulnerability. The Advisory Group will be capacitated through targeted trainings to build their own capacities for long term and to improve their sustainability and coordination to better address community needs.

The contractor will also build capacities of girl's peer group with girls of the target community for them to exchange, discuss and eventually broaden the impact of the project on the local youth beyond the beneficiaries of the psycho-social support.

Training of local government officials:

The involvement of local government officials taking forward the overall agenda at the community level is another way of ensuring the sustainability of the project in the long run. The government officials are educated and economically empowered to take on leadership and guidance roles in the community, when provided with the necessary skills, they can be a driving force for disengagement, promoting the right to information and rehabilitation of affected and at-risk youth. The gaps identified in the capacity of the local government officials need to be addressed so that their role in the decentralization and governance process can be ensured positively; hence the project will provide a comprehensive awareness raising and training programme to the local government officials on inclusive and rights - sensitive governance.

Community sensitization sessions:

The ISGs will be provided support to ensure their sustainability, alongside efforts to deepen their links and strategic interactions with the local government in Quetta. This support will assist the communities in the long run to form youth clubs and community centers in the target districts, which will serve as the local hubs where academics, clerics and other community notables will be invited for awareness raising and sensitization sessions on community resilience. These sessions will target 1000 community members (men and women).

Complementary to this individual level disengagement support, the contractor will continue to implement activities for increased community awareness and sensitization. The contractor will establish linkages with the local universities' psychology departments, for seminars for peer learning, outreach, and links to national academia.

Communication activities and academic outreach:

In consultation with UNDP and with the ISGs, the contractor will design a communication and social media strategy on community stabilization and empowerment and implement it, with the goal of reaching at least 1000 citizens directly.

	<p>The contractor will also organize an experts' experience sharing and peer learning conference event with relevant experts and experts formerly engaged by UNDP in Swat, Karachi, and Multan. The objective of this conference will be to offer a platform for discussion on community stabilization and youth empowerment, to gather experts and academic insight and strengthen the network of experts working on these issues in the province.</p> <p>The contractor will also hold a feedback workshop in the district with all relevant actors and members of the target group.</p> <p><u>Institutionalization and Sustainability:</u></p> <p>Finally, the project aims at embedding the psychosocial support model with the local government institutions to ensure the continuity and expansion of the program beyond the end of the present project. To take the methodology forward as a widespread civilian-led approach to community stabilization, local and provincial governance institutions must build their own capacities to embed and scale up the project. To this end, local government institutions and actors require support to improve their capacity to lead community stabilization activities in a way that is responsive to local needs and in-line with provincial community stabilization policies and practices. This will ensure that the project does not stand in isolation, but instead is understood to fulfill the mandate of local government. Foundational to this capacity is the support to inclusive and accountable local governance, that is able to actively partake in sustainable, people-centered policies, actions and communications for a resilient and tolerant local social environment.</p> <p>Based on our experiences in Khyber Pakhtunkhwa, Sindh, and Punjab where the project has successfully created local level ownership for the implementation methodology, UNDP aims to create high level ownership within the province for its scalability and replication in other parts of the country. In this vein, UNDP will initiate policy dialogues with relevant stakeholders at both the federal and provincial levels, particularly with the Planning and Development, Local Government and Home Departments. After incorporating the lessons learnt in Quetta, it is expected that by the end of 2023, the model will be ready for replication at a much wider scale within Pakistan.</p> <p>The Contractor will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:</p>
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Sr#	Deliverables	Action Required	Estimated Timelines	% Payment
1	Training of 20 (10 groups for men, 10 groups for women- 120 men and 120 women) Integration Support Groups (ISGs) on the disengagement and rehabilitation model	<ul style="list-style-type: none"> • Training of ISG members on disengagement and rehabilitation model • Engage the ISGs for the identification of the potential beneficiaries • Link the ISGs to the local government structure, preferably through official registration (SWD) • Submit final report demonstrating progress against the above points 	21 days	20
2	Baseline results, 200 vulnerable youth identified	<ul style="list-style-type: none"> • Conduct a baseline survey of all identified at-risk youth (minimum 400) • Identify the 200 most vulnerable individuals (100 men and 100 women) • Share baseline report with UNDP 	14 days	20
3	Final report (with details) documenting the delivery of psycho-social support services to 100 men and 100 women in Quetta	<ul style="list-style-type: none"> • Conduct individual and group therapy sessions and recreational activities • Engage the youth as mentors and agents of change within their communities 	28 days	10
4	Local Government Officials training reports	<ul style="list-style-type: none"> • After initial assessment, develop an awareness raising and training programme for local government officials on inclusive and rights - sensitive governance. • Train at least 200 local government officials on inclusive and rights - sensitive governance. Submit training report to UNDP 	14 days	10
5	Final report on the training of women advisory group and local girls peer group for	<ul style="list-style-type: none"> • Train the advisory group for advocating the planning, implementation, and monitoring of services for women to the local stakeholders. 	10 days	15

	behavioral change in the community	<ul style="list-style-type: none"> • Link the women advisory group to the gender desk and the ISGs • Conduct training activities for the girls' peer group • Submit final report 		
6	Final report on community sensitization sessions for 1000 community members	<ul style="list-style-type: none"> • Provide capacity development assistance to the ISGs to establish 'youth clubs' and community centers • In close consultation with the ISGs, design community sensitization sessions adapted to the public • Hold community sensitization sessions for at least 1000 community members from the same area as the beneficiaries 	21 days	15
7	Final report on the outreach strategy implementation and outcomes, conference/ workshops report	<ul style="list-style-type: none"> • In consultation with UNDP and with the ISGs, design a social media and outreach strategy on community stabilization • Implement the social media and outreach strategy and reach directly at least 1000 citizens • Organize an academic conference event with relevant experts and experts formerly involved in the LLDR project in Swat, Karachi, and Multan • Hold a feedback workshop in the district with all relevant actors and members of the target group 	14 days	10
Total			122	100

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