



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: January 7, 2022
	REFERENCE: UNDP-RFP-2022-027 ORPS: 1712

Dear Sir / Madam:

We kindly request you to submit your Proposal for "**Establishing a Crowdfunding and CSO Ecosystem in Pakistan**". Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Tuesday 25th January 2022 12:30 PM PST OR 02:30 AM EST** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Friday, 14th January 2022 [12:30 PM Pakistan Standard Time OR 02:30 AM EST]**. 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 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.

DocuSigned by:
Haroon Gul
F4368BCBAC6469...

DocuSigned by:
Elly
E18DDE0A21E049C...

DocuSigned by:
Karwal Abbas
E238E816CA2E4A8...

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

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

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

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

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

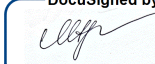
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

E18DDE0A21E0406... Jan-2022

**(For) Knut Ostby
Resident Representative**

DocuSigned by:
Haraan Gul
F4368BCBCAC6469...

DocuSigned by:
Karwal Abbas
E238E816CA2E4A8...

Description of Requirements

Context of the Requirement	Hiring a firm to Establish a Crowdfunding and CSO Ecosystem in Pakistan
Project Title	Tadamon platform & alternative
Project Description	<p>Achieving SDGs alone according to UNCTAD's World Investment Report will require \$3,9 trillion per year between 2015 and 2030 for health, education, and infrastructure - leaving a \$2.5 trillion annual shortfall relative to the current and forecast commitments of \$1,4 trillion. To address the financial gap, new sources of innovative finance models are needed (private and venture capital, P2P lending) as well as impactful partnerships aimed at socially geared investment projects that can leverage private investments alongside official development assistance. Innovative finance models can accelerate SDGs, such as various forms of crowdfunding that are projected to overtake venture capitalists' investments and grow over \$100 billion as per World Bank statistics by 2020.</p> <p>Islamic Finance (IF) is one of the fastest-growing segments of the global financial industry with global assets expected to surpass US\$3 trillion by 2020. The Islamic Finance, ideally, is an alternative way of financing based on ethical and socially responsible standards, which ensures fair distribution of benefits and obligations between all the parties in any financial transaction. The Islamic Financial Services Board has dedicated an entire section to the rise of fintech, its applications and the state of legislation in its 2017 Stability Report to remove entry barriers and provide more financial services and support to millions of Muslims, including CSOs and NGOs.</p> <p>It is in this context that UNDP, ISFD and IsDB (Human Development Division) have formulated "NGOs Empowerment for Poverty Reduction Program" aimed at empowering CSOs and their socio-economic well-being, remote communities through job creation and refugees through education and stronger community livelihoods. UNDP, ISFD and IsDB will do mapping, screening, and categorizing (according to their activities and field of work) of national CSOs in 57 MCs operating in humanitarian or development contexts.</p> <p>By creating an online database, developing assessment measuring, mapping, and categorizing the CSOs in targeted countries – based on these results it will be easier to (i) identify CSOs that could provide substantial funding capacities for mainstreaming purposes in large scale sectoral operations. (ii) and to what extent these CSOs are ready to be supported for their own resource mobilization. Through the bottom up and top-down approach, the project will map CSOs and provide this information by creating an online database/registry that will be used as an input to the aggregating platform TADAMON.</p> <p>Once CSOs are mapped, a crowdfunding academy will be created to i) support the CSOs in promoting their projects through well designed campaigns, ii) resource mobilization through crowdfunding. The project will empower CSOs and build their capacity and grant them access to potential donors.</p> <p>Scope of Work</p> <p>The firm will be responsible for the following:</p> <p><i>Leading the management of the Crowdfunding and CSO Ecosystem in the country</i></p> <ul style="list-style-type: none"> • Setting clear criteria for potential partners to be part of the ecosystem in the CFA • Screening and identifying relevant partners to become part of the ecosystem for the CFA – through the Crowdfunding Ecosystem Checklist prepared by Tadamon team, defining the roles

	<p>of each partner</p> <ul style="list-style-type: none"> • Setting clear criteria for selecting CSOs and NGOs • Screening, identifying, and registering relevant NGOs/CSOs to benefit from the CFA • Ecosystem brainstorming and training on alternative finance mechanisms especially crowdfunding. • Organize at least 1 webinar as a preparation for the Crowdfunding Academy • Drafting inputs for Digital Crowdfunding Academy as a base for all CFAs to be established in other countries • Support the materials on the CFA to go online and to UNDP social networks in the country, enabling visibility of the partners, vetted CSOs and projects • Support signing up process of minimum of 50 CSOs from the country to Tadamon Community platform • Helping to define main stakeholders in the ecosystem - according to the Ecosystem Mapping Checklist • Connecting the Digital Crowdfunding Academy online with the local NGOs • Create a call for applicants to screen and select NGOs to participate in the Crowdfunding Academy • 20 NGOs will be chosen to participate in the process of Digital Crowdfunding Academy <p>Training of Trainers (ToT) for Crowdfunding Academy</p> <ul style="list-style-type: none"> • Screen and Identify relevant local experts to give the training • Contribute to CFA training guideline, manual, program, and courses on Digital Crowdfunding Academy • Draft manual and guidelines to Create a Crowdfunding Training of Trainers (TOT) program for UNDP and partners and local experts working on crowdfunding. • Develop terms of reference for the potential local experts needed for the training of CSOs • Screen and Identify relevant local experts to give the training (either those from crowdfunding platforms or already experienced in crowdfunding) • Identify a list of experts (story tellers, content manager, videographers, editors, graphic designers ...) who can support CSOs in their campaign • Organize a 1-2 days' workshop to meet local experts with Tadamon team (from "NGO Empowerment" project) on setting up the capacity building training for CSOs <p>Training for CSOs - Crowdfunding Academy</p> <ul style="list-style-type: none"> • Organize training workshop for building the capacity of CSOs around campaign development and management, storytelling, video creation and content management with special attention being put on the modules mentioned below in the capacity building.
--	---

<p>List and Description of Expected Outputs to be Delivered</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 80%;">Deliverables</th> <th style="width: 20%;">Deadline</th> </tr> </thead> <tbody> <tr> <td> <p>1. Leading the management of the Crowdfunding and CSO Ecosystem in the country</p> <p>a) Develop an Ecosystem checklist from Pakistan - who are the partners you should look for, local CF platforms, media partners, NGOs, private sector (The check list will be provided by UNDP)</p> <p>b) Identify and ensure 50 registered CSOs working on poverty alleviation signed up to Tadamon community before Crowdfunding Academy Training.</p> </td> <td style="vertical-align: top;"> <p>Month 1</p> <p>Month 2</p> </td> </tr> </tbody> </table>		Deliverables	Deadline	<p>1. Leading the management of the Crowdfunding and CSO Ecosystem in the country</p> <p>a) Develop an Ecosystem checklist from Pakistan - who are the partners you should look for, local CF platforms, media partners, NGOs, private sector (The check list will be provided by UNDP)</p> <p>b) Identify and ensure 50 registered CSOs working on poverty alleviation signed up to Tadamon community before Crowdfunding Academy Training.</p>	<p>Month 1</p> <p>Month 2</p>
	Deliverables	Deadline				
<p>1. Leading the management of the Crowdfunding and CSO Ecosystem in the country</p> <p>a) Develop an Ecosystem checklist from Pakistan - who are the partners you should look for, local CF platforms, media partners, NGOs, private sector (The check list will be provided by UNDP)</p> <p>b) Identify and ensure 50 registered CSOs working on poverty alleviation signed up to Tadamon community before Crowdfunding Academy Training.</p>	<p>Month 1</p> <p>Month 2</p>					

	<p>2. Capacity building and Training of Trainers for Crowdfunding Academy</p> <p>a) Organize at least 1 introductory webinar for CSOs on Crowdfunding Academy program and “NGO Empowerment”</p> <p>b) Organize one day ToT event for at least 5 local crowdfunding experts in the country</p> <p>c) Create content and material to advertise application call for CSOs to apply for Crowdfunding Academy.</p> <p>d) Launch the call for CSOs to apply for the Crowdfunding Academy by means of press release, website (UNDP or partners) and social media</p> <p>e) Develop selection criteria for the CSO in close coordination with UNDP crowdfunding leads.</p> <p>f) Select final 20 registered CSOs to participate in Crowdfunding Academy, while ensuring at least 50 applications are received.</p> <p>g) Support and mentor 20 selected CSOs during preparation and running the campaigns</p>	<p>Month 3</p> <p>Month 4</p> <p>Month 5</p> <p>Month 6</p>
	<p>3. Lead Training for CSOs - Crowdfunding Academy</p> <p>a) Organize training workshop for building the capacity of CSOs around campaign development and management, storytelling, video creation and content management and supporting development of all 20 CSO or at least 12 campaigns by these CSOs.</p>	<p>Month 7</p>
Person to Supervise the Work/Performance of the Service Provider	Assistant Resident Representative, Development Policy Unit, UNDP.	
Frequency of Reporting	As per deliverables mentioned in the Detailed TORs	
Progress Reporting Requirements	Deliverables based.	
Location of work	<input checked="" type="checkbox"/> Islamabad	
Expected duration of work	07 Months (110 days)	
Target start date	1 st Febraury 2022	
Latest completion date	31 st August 2022	
Travels Expected	Not 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)	Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [PAK RUPEES]
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately). Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms	Deliverables and Payment Schedule		
	Deliverables	Deadline	% of Payment
	<p>1. Leading the management of the Crowdfunding and CSO Ecosystem in the country</p> <p>a) Develop an Ecosystem checklist from Pakistan - who are the partners you should look for, local CF platforms, media partners, NGOs, private sector (The check list will be provided by UNDP)</p> <p>b) Identify and ensure 50 registered CSOs working on poverty alleviation signed up to Tadamon community before Crowdfunding Academy Training.</p>	Within 02 Months after signing of contract	20%
	<p>2. Capacity building and Training of Trainers for Crowdfunding Academy</p> <p>a) Organize at least 1 introductory webinar for CSOs on Crowdfunding Academy program and "NGO Empowerment"</p> <p>b) Organize one day ToT event for at least 5 local crowdfunding experts in the country</p> <p>c) Create content and material to advertise application call for CSOs to apply for Crowdfunding Academy.</p> <p>d) Launch the call for CSOs to apply for the Crowdfunding Academy by means of press release, website (UNDP or partners) and social media</p> <p>e) Develop selection criteria for the CSO in close coordination with UNDP crowdfunding leads.</p> <p>f) Select final 20 registered CSOs to participate in Crowdfunding Academy, while ensuring at least 50 applications are received.</p> <p>g) Support and mentor 20 selected CSOs during preparation and running the campaigns</p>	With in 04 Months	40%
	<p>3. Lead Training for CSOs - Crowdfunding Academy</p> <p>a) Organize training workshop for building the capacity of CSOs around campaign development and management, storytelling, video creation and content management and supporting development of all 20 CSO or at least 12 campaigns by these CSOs.</p>	Within one Month	40%
Person(s) to review/inspect / approve outputs/compl eted services and authorize	Assistant Resident Representative, Development Policy Unit, DPU- UNDP		

the disbursement of payment																																									
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Institutional Services																																								
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.																																								
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 40% with 280 Marks out of 700 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% with 280 marks out of 700 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% with 140 marks out of 700 <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (Financial Score = (Lowest Offer/Offer*300))</p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation</th> <th>Score Weight</th> <th>Points Obtainable</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Expertise of Firm/ Organization/Institute</td> <td>40%</td> <td>280</td> </tr> <tr> <td>2.</td> <td>Proposed Methodology, Approach & the Implementation Plan</td> <td>40%</td> <td>280</td> </tr> <tr> <td>3.</td> <td>Management Structure and Qualification of Key Personnel</td> <td>20%</td> <td>140</td> </tr> <tr> <td colspan="3">Total 70% weightage</td> <td>700</td> </tr> <tr> <td colspan="3">Financial Proposal 30% weightage</td> <td>300</td> </tr> <tr> <td colspan="3">Total</td> <td>1000</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" style="text-align: center;">Expertise of Firm / organization</td> </tr> <tr> <td>1.1</td> <td>Reputation of Organization and Staff (Competence / Reliability)</td> <td>20</td> </tr> <tr> <td>1.2</td> <td>Financial Stability: Financial stability Last Two Years Audited Account (2018-19 and 2019-2020) Quick ratio should be more than one for each year. (10 marks for each year).</td> <td>20</td> </tr> </tbody> </table>	Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable	1.	Expertise of Firm/ Organization/Institute	40%	280	2.	Proposed Methodology, Approach & the Implementation Plan	40%	280	3.	Management Structure and Qualification of Key Personnel	20%	140	Total 70% weightage			700	Financial Proposal 30% weightage			300	Total			1000	Form 1: Technical Proposal Evaluation		Points Obtainable	Expertise of Firm / organization			1.1	Reputation of Organization and Staff (Competence / Reliability)	20	1.2	Financial Stability: Financial stability Last Two Years Audited Account (2018-19 and 2019-2020) Quick ratio should be more than one for each year. (10 marks for each year).	20
Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable																																						
1.	Expertise of Firm/ Organization/Institute	40%	280																																						
2.	Proposed Methodology, Approach & the Implementation Plan	40%	280																																						
3.	Management Structure and Qualification of Key Personnel	20%	140																																						
Total 70% weightage			700																																						
Financial Proposal 30% weightage			300																																						
Total			1000																																						
Form 1: Technical Proposal Evaluation		Points Obtainable																																							
Expertise of Firm / organization																																									
1.1	Reputation of Organization and Staff (Competence / Reliability)	20																																							
1.2	Financial Stability: Financial stability Last Two Years Audited Account (2018-19 and 2019-2020) Quick ratio should be more than one for each year. (10 marks for each year).	20																																							

1.3	Relevant Experience: Three satisfactory performance certificates for Projects completed in last five Years (Each proof carries 30 marks)	90
1.4	Minimum 2-relevant experience within the last 7 years in organizing program related to: <ul style="list-style-type: none"> training/workshops with expertise and experience in crowdfunding ecosystem or related disciplines. Demonstrated international experience in close engagement with the SDGs in various contexts. Experience in creating coalitions, bringing all social forces (government, business/industry, civil society, and academia) together. Please provide Copies of two contracts demonstrating experience in traits mentioned above. (Each contract Copy carry 30 marks).	60
1.5	<ul style="list-style-type: none"> Hold a broad range of skills and credentials relevant to this assignment, including integrating and analyzing the crowdfunding landscape (20 marks), Advising stakeholders on establishing campaigns, designing strategy (20 marks), Developing curriculum/syllabus/model of training/workshops (20 marks). Firms are required to provide details of experience of these three tasks.	60
1.6	Experience of engaging and managing network of CSOs in Pakistan. Two examples of such experience are required, each carry 15 mark	30
Total Part 1		280
Form 2: Technical Proposal Evaluation		Points Obtainable
Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan		
2.1	To what degree does the offeror understand the task, its objectives and scope of work? Have the important aspects of the task been addressed in sufficient detail?	75
2.2	Does the firm reflect strong knowledge of how to engage Pakistan's socio-economic multi-stakeholders in productive manner?	40
2.3	Is the work plan clear with sufficient breakdown of activities to achieve the main objective?	40
2.4	Has the approach to undertake the assignment provided sufficient details?	75
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
Total Part 2		280

Form 3: Management Structure and Qualification of Key Personnel– (Names and curriculum vitae of individuals who will be involved in completing the services)		
3.1	Team Leader	
	Qualification	
	Education: Master's degree in Project Management, Development, or other relevant Social Science field.	20
	Demonstrated more than 5 years of combined experiences in leading social works across a range of development contexts (e.g., Civil society engagement, fundraising, humanitarian, poverty reduction, etc). <ul style="list-style-type: none"> Civil Society engagement on different aspects of development context- 20 Marks Fundraising experience – 20 Marks 	40
	Sub Total	60
3.2	Support Team (Key Positions: Crowdfunding Expert Trainer, Communication and Advocacy Officer)	
	The support team, having a strong professional background must be including but not limited to:	
	3.2.1 Crowdfunding Expert Trainer	
	Qualification	
	Bachelor's degree in Innovative Finance, Entrepreneurship, or any related disciplines from a well reputed national or international academic institution.	20
	Minimum 3 years of relevant combined experiences in conducting and facilitating training/workshop in the organization/company. <ul style="list-style-type: none"> 3 Years of experience of conducting workshops/ToT- 10 Marks 3 Years of experience of developing content for training/workshops – 10 Marks 	20
	Sub Total	40
	3.2.2 Communication and Advocacy Officer	
	Qualification	
	Bachelor's degree in Communication, Visual Design, Policy Advocacy, Mass Communication, or related disciplines in social sciences from a well reputed national or international academic institution.	20
	Minimum 4-year experience in visual design, communication, and other creative software, required for developing highly creative, research-based, thought-provoking visual products for policy advocacy <ul style="list-style-type: none"> 3-4 years of experience of designing visual, policy advocacy communication products. 10 Marks <ul style="list-style-type: none"> 1 - 2 years of experience of policy research focusing on poverty and civil society engagement 10 Marks 	20

DocuSigned by:

Haroon Gul

F4368BCBCAC6469...

DocuSigned by:

Kanwal Abbas

E238E816CA2E4A8...

		Sub Total	40
	Total Part 3		140
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]		
Contact Person for Inquiries (Written inquiries only)	<p><i>pakistan.procurement.info@undp.org</i></p> <p>Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>		

DocuSigned by:
Haroon Gul
F4368BCBCAC6469...

DocuSigned by:
Karwal Abbas
E238E816CA2E4A8...

<p>Minimum Eligibility Criteria</p>	<ol style="list-style-type: none"> 1. Technical and financial proposals should be submitted in separate PDF files and financial proposal must be password protected. 2. Two relevant Contracts with National/Multinational Organizations (please attach copies of contracts). 3. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. 4. Three satisfactory performance certificates along with duration of each assignment completed in last five years. 5. Proof of financial stability such as Audited Financial Statements along with the auditor's report for the last two years (2018-19 and 2019-2020) along with Bank statements/certificates indicating financial standing. 6. Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department. 7. An affidavit on stamp paper that the company/firm has never been blacklisted by any institution / department / agency and that it has not been involved in litigation with any of its clients. 8. Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration <p>Note: Joint venture/consortium are not eligible to apply for this RFP document.</p>
<p>Deadline for Submission</p>	<p>Tuesday 25th January 2022 12:30 PM PST OR 02:30 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.

<p>Electronic submission (eTendering) requirements</p>	<ul style="list-style-type: none"> • Technical and financial proposals should be submitted in separate PDF files • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below) <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> • The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers. • Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: haroon.gul@undp.org • While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.
<p>Pre-proposal conference</p>	<p>Will be conducted.</p> <p>Time: 1100 hrs. 11st January 2022 Online Via Zoom</p> <p>Interested parties who wish to attend the pre-proposal conference are kindly requested to send the name, and company name to Mr. Haroon Gul at pakistan.procurement.info@undp.org with reference number in subject line by and before 10:00 hours Pakistan Standard Time (PST) 11th January 2022.</p>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

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

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

[Designation]

[Date]

Minimum Eligibility Criteria
CheckList

Sr #	Minimum Eligibility Criteria	CheckList Yes/No
1	Technical and financial proposals should be submitted in separate PDF files and financial proposal must be password protected.	
2	Two relevant Contracts with National/Multinational Organizations (please attach copies of contracts) .	
3	Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise.	
4	Three satisfactory performance certificates along with duration of each assignment completed in last five years.	
5	Proof of financial stability such as Audited Financial Statements along with the auditor's report for the last two years (2018-19 and 2019-2020) along with Bank statements/certificates indicating financial standing.	
6	Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department.	
7	An affidavit on stamp paper that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.	
8	Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration	

(Financial Proposal Must be Password Protected)

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL

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

A. Cost Breakdown per Deliverable*

Deliverables	Deadline	% of Payment	Amount (PKR)
<p>1. Leading the management of the Crowdfunding and CSO Ecosystem in the country</p> <p>a) Develop an Ecosystem checklist from Pakistan - who are the partners you should look for, local CF platforms, media partners, NGOs, private sector (The check list will be provided by UNDP)</p> <p>b) Identify and ensure 50 registered CSOs working on poverty alleviation signed up to Tadamon community before Crowdfunding Academy Training.</p>	February – March 2022	20%	
<p>2. Capacity building and Training of Trainers for Crowdfunding Academy</p> <p>a) Organize at least 1 introductory webinar (online)for CSOs on Crowdfunding Academy program and “NGO Empowerment”</p> <p>b) Organize one day ToT event for at least 5 local crowdfunding experts in the country</p> <p>c) Create content and material to advertise application call for CSOs to apply for Crowdfunding Academy.</p> <p>d) Launch the call for CSOs to apply for the Crowdfunding Academy by means of press release, website (UNDP or partners) and social media</p> <p>e) Develop selection criteria for the CSO in close coordination with UNDP crowdfunding leads.</p> <p>f) Select final 20 registered CSOs to participate in Crowdfunding Academy, while ensuring at least 50 applications are received.</p> <p>g) Support and mentor 20 selected CSOs during preparation and running the campaigns</p>	March-July 2022	40%	
<p>3. Lead Training for CSOs - Crowdfunding Academy</p> <p>a) Organize training workshop for building the capacity of CSOs around campaign development and management, storytelling, video creation and content management and supporting development of all 20 CSO or at least 12 campaigns by these CSOs.</p>	August 2022	40%	
Grand Total		100%	

DocuSigned by:



F4368BCBAC6469...

DocuSigned by:



E238E816CA2E4A8...

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

Item No.	Item Description	Unit	Quantity	Unit price /cost	Total Cost in PKR
1.1	Key Personnel				
a	Team Lead	days	50		
b	Crowdfunding Expert Trainer	days	30		
c	Communication and Advocacy Officer	days	30		
1.2	Operational Costs				
a	1 Event Arrangement (Hall, food, logistics for around 30 people)	1			
b	Organizing one day event ToT for at least 5 local crowdfunding experts in the country	1			
c	Travel and logistic cost (for 25 outstatoin participants) for 1 event	1	25		
1.3	Other Administrative Costs				
d	Communication, Stationary, Banners, and other Printing Material	Lumpsum			
e	Others/Misc	Lumpsum			
	TOTAL PKR				

Note:

- a) Please do not include cost of extra key personnel or number of months/days other than mentioned above.
- b) Please mention the currency of your proposal. Local vendors are paid in PKR hence their proposal should be in PKR.
- c) Note: The Price of proposal should be inclusive of all applicable tax, UNDP will not provide any exemption to the bidder.

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

[Designation]

[Date]

Annex 4

General Terms and Conditions for Services
Separately attached

Terms of Reference

Hiring a firm to Establish a Crowdfunding and CSO Ecosystem in Pakistan

A. Project Title

Tadamon platform & alternative

B. Project Description

Achieving SDGs alone according to UNCTAD's World Investment Report will require \$3,9 trillion per year between 2015 and 2030 for health, education, and infrastructure - leaving a \$2.5 trillion annual shortfall relative to the current and forecast commitments of \$1,4 trillion. To address the financial gap, new sources of innovative finance models are needed (private and venture capital, P2P lending) as well as impactful partnerships aimed at socially geared investment projects that can leverage private investments alongside official development assistance. Innovative finance models can accelerate SDGs, such as various forms of crowdfunding that are projected to overtake venture capitalists' investments and grow over \$100 billion as per World Bank statistics by 2020.

Islamic Finance (IF) is one of the fastest-growing segments of the global financial industry with global assets expected to surpass US\$3 trillion by 2020. The Islamic Finance, ideally, is an alternative way of financing based on ethical and socially responsible standards, which ensures fair distribution of benefits and obligations between all the parties in any financial transaction. The Islamic Financial Services Board has dedicated an entire section to the rise of fintech, its applications and the state of legislation in its 2017 Stability Report to remove entry barriers and provide more financial services and support to millions of Muslims, including CSOs and NGOs.

It is in this context that UNDP, ISFD and IsDB (Human Development Division) have formulated "NGOs Empowerment for Poverty Reduction Program" aimed at empowering CSOs and their socio-economic well-being, remote communities through job creation and refugees through education and stronger community livelihoods. UNDP, ISFD and IsDB will do mapping, screening, and categorizing (according to their activities and field of work) of national CSOs in 57 MCs operating in humanitarian or development contexts.

By creating an online database, developing assessment measuring, mapping, and categorizing the CSOs in targeted countries – based on these results it will be easier to (i) identify CSOs that could provide substantial funding capacities for mainstreaming purposes in large scale sectoral operations. (ii) and to what extent these CSOs are ready to be supported for their own resource mobilization. Through the bottom up and top-down approach, the project will map CSOs and provide this information by creating an online database/registry that will be used as an input to the aggregating platform TADAMON.

Once CSOs are mapped, a crowdfunding academy will be created to i) support the CSOs in promoting their projects through well designed campaigns, ii) resource mobilization through crowdfunding. The project will empower CSOs and build their capacity and grant them access to potential donors.

C. Scope of Work

The firm will be responsible for the following:

Leading the management of the Crowdfunding and CSO Ecosystem in the country

- Setting clear criteria for potential partners to be part of the ecosystem in the CFA
- Screening and identifying relevant partners to become part of the ecosystem for the CFA – through the Crowdfunding Ecosystem Checklist prepared by Tadamon team, defining the roles of each partner
- Setting clear criteria for selecting CSOs and NGOs
- Screening, identifying, and registering relevant NGOs/CSOs to benefit from the CFA
- Ecosystem brainstorming and training on alternative finance mechanisms especially crowdfunding.
- Organize at least 1 webinar as a preparation for the Crowdfunding Academy
- Drafting inputs for Digital Crowdfunding Academy as a base for all CFAs to be established in other countries
- Support the materials on the CFA to go online and to UNDP social networks in the country, enabling visibility of the partners, vetted CSOs and projects
- Support signing up process of minimum of 50 CSOs from the country to Tadamon Community platform
- Helping to define main stakeholders in the ecosystem - according to the Ecosystem Mapping Checklist
- Connecting the Digital Crowdfunding Academy online with the local NGOs
- Create a call for applicants to screen and select NGOs to participate in the Crowdfunding Academy
- 20 NGOs will be chosen to participate in the process of Digital Crowdfunding Academy

Training of Trainers for Crowdfunding Academy

- Screen and Identify relevant local experts to give the training
- Contribute to CFA training guideline, manual, program, and courses on Digital Crowdfunding Academy
- Draft manual and guidelines to Create a Crowdfunding Training of Trainers (TOT) program for UNDP and partners and local experts working on crowdfunding.
- Develop terms of reference for the potential local experts needed for the training of CSOs
- Screen and Identify relevant local experts to give the training (either those from crowdfunding platforms or already experienced in crowdfunding)
- Identify a list of experts (story tellers, content manager, videographers, editors, graphic designers ...) who can support CSOs in their campaign
- Organize a 1-2 days' workshop to meet local experts with Tadamon team (from "NGO Empowerment" project) on setting up the capacity building training for CSOs

Training for CSOs - Crowdfunding Academy

- Organize training workshop for building the capacity of CSOs around campaign development and management, storytelling, video creation and content management with special attention being put on the modules mentioned below in the capacity building.

D. Expected Outputs and Deliverables

Deliverables	Deadline	Payment
1) Leading the management of the Crowdfunding and CSO Ecosystem in the country a) Develop an Ecosystem checklist from Pakistan - who are the partners you should look for, local CF platforms, media partners,	Month 1	20%

NGOs, private sector (The check list will be provided by UNDP) b) Identify and ensure 50 registered CSOs working on poverty alleviation signed up to Tadamon community before Crowdfunding Academy Training.	Month 2	
2) Capacity building and Training of Trainers for Crowdfunding Academy a) Organize at least 1 introductory webinar (online)for CSOs on Crowdfunding Academy program and “NGO Empowerment” b) Organize one day ToT event for at least 5 local crowdfunding experts in the country c) Create content and material to advertise application call for CSOs to apply for Crowdfunding Academy. d) Launch the call for CSOs to apply for the Crowdfunding Academy by means of press release, website (UNDP or partners) and social media e) Develop selection criteria for the CSO in close coordination with UNDP crowdfunding leads. f) Select final 20 registered CSOs to participate in Crowdfunding Academy, while ensuring at least 50 applications are received. g) Support and mentor 20 selected CSOs during preparation and running the campaigns	Month 3 Month 4 Month 5 Month 6	40%
3) Lead Training for CSOs - Crowdfunding Academy a) Organize training workshop for building the capacity of CSOs around campaign development and management, storytelling, video creation and content management and supporting development of all 20 CSO or at least 12 campaigns by these CSOs.	Month 7	40%

E. Institutional Arrangement

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

F. Duration and payment of the Work

The assignment will be for 7 months. Remuneration will be based on deliverables submitted to achieve the objective of the assignment as per payment schedule. Payment release will be subject to approval of the progress report by the Assistant Resident Representative, Development Policy Unit, UNDP.

G. Duty Station

Islamabad