



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 10, 2022
	REFERENCE: UNDP-RFP-2022-047

Dear Sir / Madam:

We kindly request you to submit your Proposal for Conducting "**Consultancy for a National firm/company/ organization to execute "Potential Socio-economic Impact of GLOFs Assessment"**" 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, 28<sup>th</sup> February 2022 12:30 PM PST OR 2:30 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>

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 **21<sup>st</sup> February 2022 [12:30 PM Pakistan Standard Time OR 2:30 AM EST]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

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

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

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

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

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Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

**Sincerely yours,**

"For"

DocuSigned by:



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**Knut Otsby**


**Resident Representative -UNDP Pakistan**

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

Context of the Requirement	<b>Consultancy for a National firm/company/ organization to execute “Potential Socio-economic Impact of GLOFs Assessment”</b>															
Brief Description of the Required Services	<b>Scope of Work</b>  Socio-economic Impact of GLOFs Assessment for which consultant will design standardized questionnaires) that will provides access to quantitative and qualitative information. These surveys will provide insight on socio-economic profiles of 08 target valleys along with assessment of what measures can be taken to improve that socio-economic status of these valleys.  Under the guidance of the National Project Manager, and reporting to the Provincial Project Coordinators, and in consultation with P&D KP, the consulting firm/ organization/ company will perform the following tasks, but not limited to: <div><div>i.</div><div>Assessment of Potential Socio-economic Impacts of GLOFs in 08 target valleys;</div></div> <div><div>ii.</div><div>Assessment of climate risks in the region, prioritization of the risks through a qualitative and quantitative / evaluation system.</div></div> <div><div>iii.</div><div>Collection and assessment of Disaster data for 08 target valleys from DDMA,KP DMA, NDMA and other relevant organisations</div></div> <div><div>iv.</div><div>Development of Socio-economic profiles of 08 target valleys/districts;</div></div> <div><div>v.</div><div>Propose valley wise interventions in lieu of developed socio-economic profiles of 08 valleys with regard to DRR, climate change impacts and mitigation;</div></div> <div><div>vi.</div><div>Generate field visit reports including visual evidences and data collection;</div></div>															
List and Description of Expected Outputs to be Delivered	<b>Expected Outputs and Deliverables</b> <div><div>a)</div><div>Methodology and Plan of Action including timelines for undertaking the assignment;</div></div> <div><div>b)</div><div>Deliverable wise Progress Reports including visual evidences and challenges faced;</div></div> <div><div>c)</div><div>Draft report on Assessment of Potential Socio-economic Impact of GLOFs;</div></div> <div><div>d)</div><div>Draft report of Socio-economic profiles of target valleys/districts;</div></div> <div><div>e)</div><div>Final signed and approved reports at the end of the assignment.</div></div> <table><tr><th>Deliverables/ Outputs</th><th>Estimated Duration to Complete</th><th>Target Due Dates</th><th>Review and Approvals Required <i>(Indicate designation of person who will review out and confirm acceptance)</i></th></tr><tr><td>1. Submission by firm/consultant and endorsement (by the project) of Plan of Action for conducting the Potential Socio Economic impact survey in target valleys/districts and submission of Survey model, with sampling design, and a draft questionnaire</td><td>5 days (after signing the contract)</td><td>20<sup>th</sup> March 2022</td><td>NPM and PPC-KP</td></tr><tr><td>2. Submission of reports from target Valleys/districts on findings of the survey and recommendations, based on a table of contents pre-approved by GLOF-II Project;</td><td>45 days (after signing the contract)</td><td>5<sup>th</sup> May 2022</td><td>NPM and PPC-KP</td></tr></table>				Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review out and confirm acceptance)</i>	1. Submission by firm/consultant and endorsement (by the project) of Plan of Action for conducting the Potential Socio Economic impact survey in target valleys/districts and submission of Survey model, with sampling design, and a draft questionnaire	5 days (after signing the contract)	20 <sup>th</sup> March 2022	NPM and PPC-KP	2. Submission of reports from target Valleys/districts on findings of the survey and recommendations, based on a table of contents pre-approved by GLOF-II Project;	45 days (after signing the contract)	5 <sup>th</sup> May 2022	NPM and PPC-KP
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	3. Presentation of findings of the Potential Socio Economic impact survey to the Project and PPSC in Peshawar and submission of final report after incorporating feedback from UNDP/ GLOF-II project with all data on proper format.	65 days (after signing the contract)	20 <sup>th</sup> May 2022	NPM and PPC-KP	
Person to Supervise the Work/Performance of the Service Provider	Under the overall guidance of the relevant Government counterparts, the team will be reporting to Provincial Project Coordinator KP and National Project Manager GLOF-II. The team will work in close collaboration with Planning & Development Department-P&DD and other relevant government stakeholders.				
Frequency of Reporting	Monthly				
Progress Reporting Requirements	Deliverables based				
Location of work	<input checked="" type="checkbox"/> The consultant firm/organization will be based/presence at/in Peshawar to ensure close liaison with the project team and coverage of the project area. The assignment includes visits to 08 identified valleys of Khyber Pakhtunkhwa.				
Expected duration of work	Duration of the assignment is <b>100 days spread over six months (06 months)</b> after signing of contract				
Target start date	15 <sup>th</sup> March 2022 (tentative)				
Latest completion date	September 2022 (tentative)				
Travels Expected	The consultancy involves visits of the team to the 08 target valleys/districts on contractors own expense.				
Special Security Requirements	<b>Note:</b> UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required				

Currency of Proposal	<input checked="" type="checkbox"/> Local Currency <b>[PAK RUPEES]</b>										
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> 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. However, this clause is not applicable to the direct taxes including income tax of the team/consultants hired by the firm for the task. For that, the rule of law is applicable and <b>direct taxes will be responsibility of the firm and must not be added in the proposal.</b>										
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<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	<b>Deliverables and Payment Schedule</b> <table border="1"> <thead> <tr> <th>Deliverable</th><th>Payment Plan</th></tr> </thead> <tbody> <tr> <td>Submission by firm/consultant and endorsement (by the project) of Plan of Action for conducting the socio economic surveys in valleys/ districts and submission of Survey model, with sampling design, and a draft questionnaire</td><td>20%</td></tr> <tr> <td>Submission of reports from valleys/districts on findings of the survey and recommendations on assessment of Potential Socio-economic Impact of GLOFs and socio-economic profiles of target valleys/districts</td><td>50%</td></tr> <tr> <td>Presentation of findings of the socio-economic surveys to the Project and submission of final report after incorporating feedback from UNDP/ GLOF-II project.</td><td>30%</td></tr> <tr> <td><b>Total</b></td><td><b>100%</b></td></tr> </tbody> </table> <p><b>Note:</b> In case of delays due to unforeseen circumstances the contract could be extended without cost upon mutual understanding.</p>	Deliverable	Payment Plan	Submission by firm/consultant and endorsement (by the project) of Plan of Action for conducting the socio economic surveys in valleys/ districts and submission of Survey model, with sampling design, and a draft questionnaire	20%	Submission of reports from valleys/districts on findings of the survey and recommendations on assessment of Potential Socio-economic Impact of GLOFs and socio-economic profiles of target valleys/districts	50%	Presentation of findings of the socio-economic surveys to the Project and submission of final report after incorporating feedback from UNDP/ GLOF-II project.	30%	<b>Total</b>	<b>100%</b>
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Provincial Project Coordinator & National Project Manager-GLOF II										
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><b>Technical Proposal (70%)</b></p> <input checked="" type="checkbox"/> Expertise of the Firm (Firm/organization/company eligibility and qualifications with Compliance to technology Stack) <b>45% with 315 Marks out of 700</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>30% with 210 marks out of 700</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>25% with 175 marks out of 700</b>																																		
	<p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <b>(Financial Score= (Lowest Offer/Offer*100)</b></p>																																		
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1.7	Company/Firm Profile showing its expertise in the relevant area and achievement including major achievements.	25
<b>Total Part 1</b>		<b>315</b>
<b>Form 2: Technical Proposal Evaluation</b>		
<b>Proposed Work Plan and Approach</b>		<b>Points Obtainable</b>
2.1	To what degree does the proposer understand the objectives, target audience and main outcomes of the Capacity Assessment?	20
2.2	Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References?	40
2.3	Is the proposal well defined and corresponds to the Terms of Reference? Suggested methodology should include: <ul style="list-style-type: none"> <li>Tools (questionnaire surveys, meetings, sessions etc.) (40 marks)</li> <li>Timeline and schedule (40 marks)</li> <li>Area to be visited and number of respondents to be consulted/ interviewed (at district level at least two highly vulnerable valleys to GLOFs, per district, should be covered) (40 marks)</li> </ul>	120
2.4	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?	30
<b>Total Part 2</b>		<b>210</b>
<b>Form 3: KEY PERSONNEL PROFILE – (Names and curriculum vitae of individuals who will be involved in completing the services)</b>		
<b>Team shall comprise of a Team Lead and Three Experts</b>		
	<b>Qualification:</b> <u>Team Lead:</u> (Total Marks 16) Masters in natural sciences, environmental sciences, sociology, anthropology, statistics or any relevant discipline (16 Marks) Bachelors in natural sciences, environmental sciences, sociology, anthropology, statistics or any relevant discipline (10 Marks)  <u>Team Member 1</u> (Total Marks 08) Bachelors in natural sciences, environmental sciences, sociology, anthropology, statistics or any relevant discipline (08 Marks)  <u>Team Member 2</u> (Total Marks 08) Bachelors in natural sciences, environmental sciences, sociology, anthropology, statistics or any relevant discipline (08 Marks)  <u>Team Member 3</u> (Total Marks 08) Bachelors in natural sciences, environmental sciences, sociology, anthropology, statistics or any relevant discipline (08 Marks)	40

	<b>Experience:</b> <u>Team Lead:</u> (Total Marks 45) 07 years & above <b>(45 marks)</b>  <u>Team Member 1</u> (Total Marks 25) 05 years & above <b>(25 marks)</b>  <u>Team Member 2</u> (Total Marks 25) 05 years & above <b>(25 marks)</b>  <u>Team Member 3</u> (Total Marks 25) 05 years & above <b>(25 marks)</b>	115
	Each Member has to have Knowledge of the project areas (Northern Pakistan, KP). (05 marks) Knowledge of local (Pushto) Language (05 marks) Submit sample work as evidence. (10 Marks)	20
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider	
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]	
Contact Person for Inquiries (Written inquiries only)	<a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a> :  Any delay in UNDP's response shall 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</p>	<ol style="list-style-type: none"> <li>1. Three relevant Contracts with National/Multinational Organizations of Similar Nature (please attach copies of contracts). As mentioned in section 1.5 (Expertise of firm)</li> <li>2. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise.</li> <li>3. Three satisfactory performance certificates along with duration of each assignment. (Expertise of firm – 1.3)</li> <li>4. Proof of financial stability such as Audited Financial Statements/Report for the last two years (2018-19 &amp; 2019-20).</li> <li>5. Firm's valid registration : <ol style="list-style-type: none"> <li>a. Income Tax/Sales Tax Department (NTN/STN), OR</li> <li>b. SECP</li> </ol> </li> <li>6. An affidavit on stamp paper that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.</li> </ol>
<p>Deadline for Submission</p>	<p><b>28<sup>th</sup> February 2022 (12:30 PM Pakistan standard Time)</b></p> <p>eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ol style="list-style-type: none"> <li>a. Insert BU Code and Event ID number</li> <li>b. <b>PAK-10 Event ID 0000011600</b></li> </ol> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>

<b>Electronic submission (eTendering) requirements</b>	<ul style="list-style-type: none"> <li>• Technical and financial proposals should be submitted in separate PDF files</li> <li>• File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>• All files must be free of viruses and not corrupted.</li> <li>• Password for financial proposal must not be provided to UNDP until requested by UNDP ( see notes below)</li> </ul> <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> <li>• The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers.</li> <li>• Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: <a href="mailto:ali.saeed@undp.org">ali.saeed@undp.org</a></li> <li>• While entering financial proposal in the e-tendering system, <b>always mention your bid price as PKR 1</b>. Please <b>do not mention the value of your financial proposal in the e-tendering system</b>. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</li> </ul>
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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) Certification - with relevant bodies and associations etc.;
- d) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;
- e) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- f) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.;
- g) 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.
- h) 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]*

**Annex 3****FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL**

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

**This form must be password protected.****A. Cost Breakdown per Deliverable\***

<b>Sr. No</b>	<b>Deliverable</b>	<b>Payment Plan</b>	<b>Amount (PKR)</b>
1	Submission by firm/consultant and endorsement (by the project) of Plan of Action for conducting the socio economic surveys in valleys/ districts and submission of Survey model, with sampling design, and a draft questionnaire	20%	
2	Submission of reports from valleys/districts on findings of the survey and recommendations on assessment of Potential Socio-economic Impact of GLOFs and socio-economic profiles of target valleys/districts	50%	
3	Presentation of findings of the socio-economic surveys to the Project and submission of final report after incorporating feedback from UNDP/ GLOF-II project.	30%	
	<b>Grand Total (PKR)</b>	<b>100%</b>	

*\*This shall be the basis of the payment tranches***B. Breakdown of Financial Proposal**

<b>Description of Activity</b>	<b>No. of Personnel</b>	<b>Total Period of Engagement (Days)</b>	<b>Remuneration per Day in Rs.</b>	<b>Total Price in Rs.</b>
<b>I. Personnel Services</b>				
1. Team Leader	1	60		
2. Team member (1)	1	60		
3. Team member (2)	1	60		
4. Team member (3)	1	60		
<b>II. Out of Pocket Expenses (If Any)</b>				
1. Travel costs	N/A	For the project duration		
2. Organization & Management Fee	N/A	For the project duration		
<b>GRAND TOTAL (PKR)</b>				

Note: Bidder should not include any additional line for expense. The breakdown should be given as per above table.

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

**Annex 4**

***General Terms and Conditions for Services***  
**Separately attached**

**Annex-5****Consultancy for a National firm/company/ organization to execute “Potential Socio-economic Impact of GLOFs Assessment”****Terms of Reference (TOR)****A. Project Title**

Scaling-up of Glacial Lake Outburst Flood (GLOF) Risk Reduction in Northern Pakistan (GLOF-II).

**B. Project Description**

The Government of Pakistan has recognized the threat from GLOFs in its National Climate Change Policy and its national determined contribution to monitor changes in glacier volumes and related GLOFs. Currently 58.7 million people in Pakistan are living in poverty, with 46 per cent of the rural population and 18 per cent of urban households below the poverty line. To be able to strengthen capacities of vulnerable communities to address the GLOF issue urgently in the scale that is needed, the Government of Pakistan needs financial support from international donors. Flood hazards are already greater than what national public finance can manage. As a result, it has secured GCF resources to upscale ongoing initiatives on early warning systems and small, locally-sourced infrastructure to protect communities from GLOF risks.

UNDP GLOF-II project intends to hire services of a qualified and experienced firm/organization for executing an activity of “Potential Socio-economic Impact of GLOFs Assessment” & “Development of Socio-economic Profiles of 08 Target Valleys/districts” at Khyber Pakhtunkhwa.

The firm/organization will ensure that all objectives of the said major activity are provided on agreed schedules.

**C. Scope of Work**

Socio-economic Impact of GLOFs Assessment for which consultant will design standardized questionnaires) that will provides access to quantitative and qualitative information. These surveys will provide insight on socio-economic profiles of 08 target valleys along with assessment of what measures can be taken to improve that socio-economic status of these valleys.

Under the guidance of the National Project Manager, and reporting to the Provincial Project Coordinators, and in consultation with P&D KP, the consulting firm/ organization/ company will perform the following tasks, but not limited to:

- vii. Assessment of Potential Socio-economic Impacts of GLOFs in 08 target valleys;
- viii. Assessment of climate risks in the region, prioritization of the risks through a qualitative and quantitative / evaluation system.
- ix. Collection and assessment of Disaster data for 08 target valleys from DDMA,KP DMA, NDMA and other relevant organisations
- x. Development of Socio-economic profiles of 08 target valleys/districts;
- xi. Propose valley wise interventions in lieu of developed socio-economic profiles of 08 valleys with regard to DRR, climate change impacts and mitigation;
- xii. Generate field visit reports including visual evidences and data collection;

**D. Expected Outputs and Deliverables**

- f) Methodology and Plan of Action including timelines for undertaking the assignment;
- g) Deliverable wise Progress Reports including visual evidences and challenges faced;
- h) Draft report on Assessment of Potential Socio-economic Impact of GLOFs;
- i) Draft report of Socio-economic profiles of target valleys/districts;
- j) Final signed and approved reports at the end of the assignment.

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
4. Submission by firm/consultant and endorsement (by the project) of Plan of Action for conducting the Potential Socio Economic impact survey in target valleys/districts and submission of Survey model, with sampling design, and a draft questionnaire	5 days (after signing the contract)	20 <sup>th</sup> March 2022	NPM and PPC-KP
5. Submission of reports from target Valleys/districts on findings of the survey and recommendations, based on a table of contents pre-approved by GLOF-II Project;	45 days (after signing the contract)	5 <sup>th</sup> May 2022	NPM and PPC-KP
6. Presentation of findings of the Potential Socio Economic impact survey to the Project and PPSC in Peshawar and submission of final report after incorporating feedback from UNDP/ GLOF-II project with all data on proper format.	65 days (after signing the contract)	20 <sup>th</sup> May 2022	NPM and PPC-KP

**E. Institutional Arrangement**

With the overall guidance of the GLOF-II Project and UNDP, the consultant/firm/organization will be reporting to NPM and Provincial Project Coordinator, GLOF II. The consultant will work in close collaboration with the P&DD and other project stakeholders.

**F. Duration of the Work**

Duration of the assignment is **100 days spread over 6 months** after signing of contract.

**G. Duty Station**



The consultant firm/organization will be based/presence at/in Peshawar to ensure close liaison with the project team and coverage of the project area. The assignment includes visits to 08 identified valleys of Khyber Pakhtunkhwa.

#### H. Qualifications of the Successful firm

The Consulting firm should match the following criteria:

- The consulting firm/ organization/ company must be duly registered in Pakistan under the relevant Law (FBR, SECP etc.)
- The consulting firm/ organization/ company must have presence in Khyber Pakhtunkhwa.
- The consulting firm/ organization/ company must have a team of qualified and experienced experts for the assignment.
- The consulting firm/organization must have their own resources (assets/financial; operational) in order to carry-out this assignment smoothly.
- The consulting firm/organization must have ample knowledge of the area including norms, environment, culture & traditions and must have strong linkages with the community.
- The consulting firm/organization must have string linkages with the Government functionaries/departments.
- The consulting firm/ organization/ company must have a team of qualified and experienced experts for the assignment consisting of one team lead and at least three specialists.
- Required qualification for the team;
  - Master's degree in natural sciences, environmental sciences, sociology, anthropology, statistics or any relevant discipline;
  - Minimum three (03) years of experience in conducting socio-economic, and risk assessments under DRR/DRM and Climate Change related work with specific focus on conducting surveys and/or similar studies;
  - Strong understanding of the climate change context in Pakistan,
  - Experience of working with government institutions and international or non-governmental organizations on climate change related fields and community engagements in KP & remote areas.
  - Excellent analytical, presentation and report writing skills;
  - Excellent interpersonal and computer skills;
  - Knowledge of the project areas (Northern Regions of KP) will be an asset
  - Language Qualification (English and local languages of Project areas
  - Methodology to undertake the study with some discussion on the issue to demonstrate understanding;

#### I. Scope of Price Proposal and Schedule of Payments

Deliverable	Payment Plan
4. Submission by firm/consultant and endorsement (by the project) of Plan of Action for conducting the socio economic surveys in valleys/ districts and submission of Survey model, with sampling design, and a draft questionnaire	20%
5. Submission of reports from valleys/districts on findings of the survey and recommendations on assessment of Potential Socio-economic Impact of GLOFs and socio-economic profiles of target valleys/districts	50%
6. Presentation of findings of the socio-economic surveys to the Project and submission of final report after incorporating feedback from UNDP/ GLOF-II project.	30%
Total	100%
<b>Note:</b> In case of delays due to unforeseen circumstances the contract could be extended without cost upon mutual understanding.	

**J. Recommended Presentation of Offer**

- a) Duly accomplished **Letter of Confirmation of Interest and Availability**;
- b) **Personal CV (In case of firm all the organizational profile)**, indicating past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Technical proposal: description** of why the individual/firm considers him/herself as the most suitable for the assignment, and a methodology, on how will s/he approach and complete the assignment.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price for the assignment.

**K. Criteria for Selection of the Best Offer**

Combined Scoring method – where the qualifications and methodology will be weighted a max of 70%, and combined with the price offer which will be weighted a max of 30%;