



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 23, 2022
	REFERENCE: <b>UNDP-RFP-2022-056</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of services for **Supporting implementation of National Action Plan on Business and Human Rights**". 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 Wednesday **9<sup>th</sup> March 2022 12:30 PM PST OR 2:30 AM EST** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to 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: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>


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 **Thursday 3<sup>rd</sup> March 2022**. If that is not the case, UNDP would appreciate your indicating the reason, for our records. Clicking the Acceptance button **will enable you to receive updates/notifications, but it will not restrict you from submitting the bid till the deadline**.

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

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

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

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

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

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

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

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


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

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

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

Thank you and we look forward to receiving your Proposal.

**Sincerely yours,**

DocuSigned by:  
 21-Feb-2022  
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**For Knut Ostby**  
**Resident Representative**

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## Annex 1

## Description of Requirements


Context of the Requirement	National Firm for <b>“Supporting implementation of National Action Plan on Business and Human Rights”</b>
Brief Description of the Required Services <sup>1</sup>	<p><b>Background</b></p> <p>UNDP Pakistan’s rights-based approach to democracy building focuses on capacity development of state established institutions to better implement their respective mandates. Against this background, UNDP’s inclusive governance and rights-based development programming focuses on technical and capacity-building support for national and sub-national government stakeholders.</p> <p>In this vein, UNDP’s Decentralization, Human Rights and Local Governance Project (DHL) Project works towards improved governance at national and sub-national levels to support the devolution and decentralization objectives by strengthening state institutions’ capacity to deliver basic services to citizens. Furthermore, the project also provides capacity development support to government line departments and relevant institutions responsible for the protection and promotion on a wide range of development related issues across the country.</p> <p>Furthermore, the DHL Project aims to build resilience in local communities, especially in the vulnerable and at-risk segments of population. In order to reach this goal, the project has developed linkages with sub-national governments and civil-society organisations and is therefore well placed to reach the most vulnerable and at-risk populations through targeted interventions; these cover the broad spectrum of access to basic services, psycho-social support, and livelihood opportunities.</p> <p>Under its human rights programme, UNDP Pakistan has supported the MoHR in development and launch of its first National Action Plan on Business and Human Rights. Now both UNDP and MoHR are working towards initiating implementation of this NAP</p> <p><b>Scope of Work</b></p> <p>In order to assist both the federal and provincial governments in the effective implementation of the NAP, the DHL project proposes to provide technical assistance to its government counterparts—including MoHR, other relevant federal ministries, and provincial governments—in the development of a specific, precise, and measurable NAP Implementation Plan. This will be informed by a consultative process. The outcomes of this process will form the basis for the final revisions of the NAP, in time for its launch, with the Implementation Plan being embedded into the NAP in the form of an Annex.</p> <p>Additionally, the project will provide technical support to MoHR and provincial governments through the development of a multi-stakeholder Monitoring and Review Group.</p> <p>Furthermore, in order to promote an evidence-based approach to implementation of the NAP, in line with international best practices, and informed by up-to-date local and global research, UNDP aims to convene and oversee a BHR Academic Working group, to be constituted by leading</p>

<sup>1</sup> 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.

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	<p>academics / researchers, as well as civil society experts. The purpose of this group will be to discuss and disseminate the latest knowledge on BHR, and provide innovative solutions in the Pakistani context, especially with relevance to the implementation of the NAP.</p> <p>This builds on the development and launch of the National Action Plan on Business and Human Rights and will focus on three key areas of work; human rights due diligence, border regions, and National Human Rights Institutions. This will include coordinating with the Ministry for Human Rights, the National Commission for Human Rights (NCHR) and other relevant civil-society organizations to develop cohesive training manuals on BHR, conduct relevant research on key thematic areas and provide technical capacity support to the newly appointed NCHR, particularly with regards to improved implementation and monitoring of responsible business practices across Pakistan.</p>																		
List and Description of Expected Outputs to be Delivered	<p><b>Expected key outputs/deliverables/mandatory requirements:</b></p> <p>The Contractor will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:</p> <table border="1"> <thead> <tr> <th>No.</th><th>Deliverables</th><th>Action/s Required</th><th>Estimated Timelines</th><th>% Payment</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Support development of and deliver trainings on a Human Rights Due Diligence manual</td><td> <ul style="list-style-type: none"> <li>Map catégories of key stakeholders relevant to incorporation of HRDD in Pakistan (e.g., Government departments, regulatory agencies, Chambers of Commerce, industry and worker associations, individual business enterprises, etc.)</li> <li>Utilising international best practices and UNDP institutional knowledge on HRDD, support UNDP's initiative on development of Human Rights Due Diligence manual, with specific sub-sections targeted at above key stakeholders</li> <li>Translate manual into Urdu</li> <li>Conduct one (1) workshop each in four provinces and GB utilising HRDD manual</li> </ul> </td><td>30 days</td><td>35%</td></tr> <tr> <td>2.</td><td>Draft a Policy Paper on BHR and Af-Pak Border</td><td> <ul style="list-style-type: none"> <li>Summarise human rights obligations of Government and business community in line with UNDP and other relevant international guidelines on</li> </ul> </td><td>30 days</td><td>35%</td></tr> </tbody> </table>				No.	Deliverables	Action/s Required	Estimated Timelines	% Payment	1.	Support development of and deliver trainings on a Human Rights Due Diligence manual	<ul style="list-style-type: none"> <li>Map catégories of key stakeholders relevant to incorporation of HRDD in Pakistan (e.g., Government departments, regulatory agencies, Chambers of Commerce, industry and worker associations, individual business enterprises, etc.)</li> <li>Utilising international best practices and UNDP institutional knowledge on HRDD, support UNDP's initiative on development of Human Rights Due Diligence manual, with specific sub-sections targeted at above key stakeholders</li> <li>Translate manual into Urdu</li> <li>Conduct one (1) workshop each in four provinces and GB utilising HRDD manual</li> </ul>	30 days	35%	2.	Draft a Policy Paper on BHR and Af-Pak Border	<ul style="list-style-type: none"> <li>Summarise human rights obligations of Government and business community in line with UNDP and other relevant international guidelines on</li> </ul>	30 days	35%
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			<p>BHR in conflict/post-conflict settings</p> <ul style="list-style-type: none"> <li>Using above, identify key issues relevant to business and human rights at Af-Pak border, including cross-border trade and economic development</li> <li>Provide recommendations for actions by: <ul style="list-style-type: none"> <li>(i) Government;</li> <li>(ii) Business Community;</li> <li>(iii) Development stakeholders</li> </ul> </li> </ul>			
	3.	Develop Legalities of a Case Management System for NCHR to improve monitoring of Responsible Business Practices	<ul style="list-style-type: none"> <li>Conduct case management gap analysis of NCHR at federal and regional level from a responsible business practices (legal) context</li> <li>Develop a road map for an integrated Case Management System linking NCHR at Federal and Provincial levels and identify linkages with the NAP on BHR</li> <li>Coordinate with UNDP technical partner Bytes for All on linking legal and institutional aspects of Case Management System with IT infrastructure</li> <li>Conduct one (1) workshop for NCHR, including Federal and Provincial staff, on updated Case Management System</li> </ul>	30 days	30%	
	<b>Total</b>			90 days	100	
Person to Supervise the Work/Performance of the Service Provider	The programmatic oversight of the intervention will be conducted by the relevant government partners, as well as UNDP management team.					
Frequency of Reporting	<b>[As per deliverables mentioned in the Detailed TORs ]</b>					
Progress Reporting Requirements	The firm / company shall submit proper Reports of progress and may be asked for presentation on their progress.					

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Location of work	<input checked="" type="checkbox"/> Islamabad
Expected duration of work	The entire assignment must be completed within 90 days spread across a maximum of Nine (9) months after issuance of purchase order/signing of contract. UNDP will not provide office space for this assignment.
Target start date	1 <sup>st</sup> May 2022
Latest completion date	31 <sup>st</sup> Jan 2023
Travels Expected	Required
Special Security Requirements	<b>Note:</b> UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<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 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 <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> (the invoice submitted should indicate the price and tax portion separately).  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	<input checked="" type="checkbox"/> 90 days

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

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(Counting for the last day of submission of quotes)	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	<table border="1"> <thead> <tr> <th colspan="4">Payment schedule for Software Development</th></tr> <tr> <th>Sr. #</th><th>Deliverables</th><th>% Payment</th><th>Timeline</th></tr> </thead> <tbody> <tr> <td>1</td><td>Support development of and deliver trainings on a Human Rights Due Diligence manual.</td><td>35 %</td><td>30 Days</td></tr> <tr> <td>2</td><td>Draft a Policy Paper on BHR and Af-Pak Border.</td><td>35 %</td><td>30 Days</td></tr> <tr> <td>3</td><td>Develop Legalities of a Case Management System for NCHR to improve monitoring of Responsible Business Practices.</td><td>30 %</td><td>30 Days</td></tr> </tbody> </table>	Payment schedule for Software Development				Sr. #	Deliverables	% Payment	Timeline	1	Support development of and deliver trainings on a Human Rights Due Diligence manual.	35 %	30 Days	2	Draft a Policy Paper on BHR and Af-Pak Border.	35 %	30 Days	3	Develop Legalities of a Case Management System for NCHR to improve monitoring of Responsible Business Practices.	30 %	30 Days
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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).  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	<u>Technical Proposal (70%)</u>  <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 37% with 260 marks out of 700 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 33% with 231 marks out of 700 <u>Financial Proposal (30%)</u>																				

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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 to be evaluated\*300)*)

Summary	Weight	Points Obtainable
Expertise of firm/organization/institute	30%	210
Proposed methodology, approach and implementation plan	37%	260
Management Structure and Key Personnel	33%	231
Total 70% weightage	100	700
Financial Proposal-30% weightage		300
Total		1,000


<b>Form 1 Technical Proposal Evaluation</b>		<b>Points obtainable</b>
<b>Expertise of the Firm/Organization</b>		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing. Provide three satisfactory performance certificates along with duration of each assignment (each certificate carries 10 marks)	30
1.2	<b>Experience and Links/Networks:</b>  a) Minimum of five (5) years of professional experience in conducting: - Professional activities relevant to human rights, BHR, and intl. law - Publications relevant to human rights, BHR, and intl. law - Seminars/conferences/workshops relevant to human rights, BHR, and intl. law 24 marks for each year – relevance to be judged by evaluation panel based on above list of activities/experience	120
1.3	<b>Financial Stability:</b> Financial stability (last two years Audited Account Statements (2019-2020, 2020-2021). Current Ratio should be more than 1 in both years. <b>(30 Marks- 15 marks each year)</b>	30
1.4	<b>Relevant Experience:</b> Minimum three relevant Contracts (30,000 USD each) with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract 10 marks for each contract.	30
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<b>Form 2</b>		<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
<b>Proposed Methodology, Approach and Implementation Plan</b>				
2.1	Have the important aspects of the task been addressed in sufficient detail, and do they correspond to the Terms of References?  1. e.g. Proposed Methodology & Approach (Knowledge of business and human rights mechanisms and Pakistan's National Action Plan on BHR (70 marks) coupled with experience of Pakistan's legal and institutional mechanisms (60 marks)			130
2.2	Is the proposal well defined and corresponds to the Terms of Reference? (Clear and concise approach)			65
2.3	Work plan: Clarity of presentation and 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.			65
<b>Total Form 2</b>				<b>260</b>
<b>Technical Proposal Evaluation Form 3</b>				<b>Points Obtainable</b>
<b>Management Structure and Key Personnel</b>				
3.1	<b>Project Manager</b>			80
	Masters degree in law	20		
	Suitability for the Project			
	- <b>Past experience working on similar projects:</b> 5 years of experience in implementing BHR or related projects	40		
	- Professional Experience in the wider area of legal specialization	20		
3.2	<b>Legal Associate</b>			80

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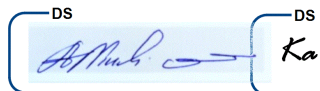
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	General Qualification	30	
	Master's Degree Holder in Law		
	- Suitability for the Project		
	- 3 years' experience in developing and implementing projects related to business and human rights or related field	30	
	- International human rights law experience, with implementation experience with UN Agencies and Government Partners	20	
3.3	<b>Research Associate</b>		70
	General Qualification	30	
	Educational Qualifications - Bachelor's degree in law or related field		
	3 years of experience with UN Agencies and Government Partners	20	
	3 experience in researching on BHR and related human rights work)	20	
	Sub Total	70	
	<b>Total Form 3</b>		<b>230</b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> 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><b><i>pakistan.procurement.info@undp.org</i></b></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>		

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Minimum Eligibility Criteria	<ol style="list-style-type: none"> <li>1. Technical and financial proposals should be submitted in separate PDF files and financial proposal is password protected.</li> <li>2. Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department. (Sole proprietors are not eligible to apply).</li> <li>3. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. At least 5 years of work experience in the area of domestic and international law.</li> <li>4. Past Comprehensive knowledge of Pakistan's institutional and human rights setup.</li> <li>5. 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.</li> <li>6. Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration.</li> </ol>
Deadline for Submission	<p><b>8<sup>th</sup> March 2022 (12:30 PM Pakistan standard Time or 2:30 AM EST)</b></p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>

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<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:seemab.rashid@undp.org">seemab.rashid@undp.org</a></li> <li>• While entering financial proposal in the e-tendering system, <b>always mention your bid price as PKR 1</b>. Please <b>do not mention the value of your financial proposal in the e-tendering system</b>. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</li> </ul>
<b>Pre-proposal conference</b>	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**

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.

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**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)

Description of Activity	UOM	Period of Engagement	No. of Personnel/Events	Per unit (PKR)	Total (PKR)	Remarks
<b>I. Personnel Services</b>						Estimated based on research and reporting required in drafting of the implementation plan for the national action plan - includes costs of consultations.
1. Services						
a. Project Manager	Days	90	1			
2. Services						
a. Legal Associate	Days	90	1			
3. Services						
a. Research Associate	Days	90	1			
<b>Sub-Total</b>						
<b>II. Out of Pocket Expenses</b>		<b>No of Visits/Reports/Events</b>				
1. Travel and Accommodation Costs - Core Team - KP	EA	1	2			By Road travel 2 nights stay for 2 people.
1. Travel and Accommodation Costs - Core Team - Sindh	EA	1	2			By Air travel. 2 nights stay for 2 people.
1. Travel and Accommodation Costs - Core Team - Punjab	EA	1	2			By Road travel 2 nights stay for 2 people.
1. Travel and Accommodation Costs - Core Team - Balochistan	EA	1	2			By Air travel. 2 nights stay for 2 people.
2. Communications and Reporting	Months	9	1			Civil society and govt. consultations. Presentation of draft plan at federal and provincial level.
3. Workshop arrangement costs: Venue- 5 Star Hotel	EA	1	5			1 Federal and 4 Provincial Capital's

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Lunch-Refreshments	EA	5	50			Workshop Costs for 50 Participants
Banners- Standees	EA	5	5			
<b>III. Other Related Costs</b>						
<b>Total</b>						

*[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.**
- c) **Please mention Tax separately.**

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***Annex 4***

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

## ANNEX V

## Terms of Reference (TORs) / Description of Requirements

Context of the Requirement	National Firm for <b>“Supporting implementation of National Action Plan on Business and Human Rights”</b>
Duty Station / Place of work	Islamabad
Project	Decentralization, Human Rights and Local Governance (DHL)
Engagement Modality	RFP-CPS
Period of assignment/services	The entire assignment must be completed within 90 days spread across a maximum of nine (9) months after issuance of purchase order/signing of contract.  UNDP will not provide office space for this assignment.
Due Date	November 2022
Justification and Background	<p>UNDP Pakistan’s rights-based approach to democracy building focuses on capacity development of state established institutions to better implement their respective mandates. Against this background, UNDP’s inclusive governance and rights-based development programming focuses on technical and capacity-building support for national and sub-national government stakeholders.</p> <p>In this vein, UNDP’s Decentralization, Human Rights and Local Governance Project (DHL) Project works towards improved governance at national and sub-national levels to support the devolution and decentralization objectives by strengthening state institutions’ capacity to deliver basic services to citizens. Furthermore, the project also provides capacity development support to government line departments and relevant institutions responsible for the protection and promotion on a wide range of development related issues across the country.</p> <p>Furthermore, the DHL Project aims to build resilience in local communities, especially in the vulnerable and at-risk segments of population. In order to reach this goal, the project has developed linkages with sub-national governments and civil-society organisations and is therefore well placed to reach the most vulnerable and at-risk populations through targeted interventions; these cover the broad spectrum of access to basic services, psycho-social support, and livelihood opportunities.</p> <p>Under its human rights programme, UNDP Pakistan has supported the MoHR in development and launch of its first National Action Plan on Business and Human Rights. Now both UNDP and MoHR are working towards initiating implementation of this NAP</p>

	<p><b>Scope of Work</b></p> <p>In order to assist both the federal and provincial governments in the effective implementation of the NAP, the DHL project proposes to provide technical assistance to its government counterparts—including MoHR, other relevant federal ministries, and provincial governments—in the development of a specific, precise, and measurable NAP Implementation Plan. This will be informed by a consultative process. The outcomes of this process will form the basis for the final revisions of the NAP, in time for its launch with the Implementation Plan being embedded into the NAP in the form of an Annex.</p> <p>Additionally, the project will provide technical support to MoHR and provincial governments through the development of a multi-stakeholder Monitoring and Review Group.</p> <p>Furthermore, in order to promote an evidence-based approach to implementation of the NAP, in line with international best practices, and informed by up-to-date local and global research, UNDP aims to convene and oversee a BHR Academic Working group, to be constituted by leading academics / researchers, as well as civil society experts. The purpose of this group will be to discuss and disseminate the latest knowledge on BHR, and provide innovative solutions in the Pakistani context, especially with relevance to the implementation of the NAP.</p> <p>This builds on the development and launch of the National Action Plan on Business and Human Rights and will focus on three key areas of work; human rights due diligence, border regions, and National Human Rights Institutions. This will include coordinating with the Ministry for Human Rights, the National Commission for Human Rights (NCHR) and other relevant civil-society organizations to develop cohesive training manuals on BHR, conduct relevant research on key thematic areas and provide technical capacity support to the newly appointed NCHR, particularly with regards to improved implementation and monitoring of responsible business practices across Pakistan.</p>										
List and Description of Expected Outputs to be Delivered	<p><b>Expected Outputs / Deliverables, timeframe for the work</b></p> <p>The Contractor will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:</p> <table><tr><th>No.</th><th>Deliverables</th><th>Action/s Required</th><th>Estimated Timelines</th><th>% Payment</th></tr><tr><td>4.</td><td>Support development of and deliver trainings on a Human Rights Due Diligence manual</td><td><ul style="list-style-type: none"><li>Map catégories of key stakeholders relevant to incorporation of HRDD in Pakistan (e.g., Government departments, regulatory agencies, Chambers of Commerce, industry and worker associations, individual business enterprises, etc.)</li><li>Utilising international best practices and UNDP</li></ul></td><td>30 days</td><td>35%</td></tr></table>	No.	Deliverables	Action/s Required	Estimated Timelines	% Payment	4.	Support development of and deliver trainings on a Human Rights Due Diligence manual	<ul style="list-style-type: none"><li>Map catégories of key stakeholders relevant to incorporation of HRDD in Pakistan (e.g., Government departments, regulatory agencies, Chambers of Commerce, industry and worker associations, individual business enterprises, etc.)</li><li>Utilising international best practices and UNDP</li></ul>	30 days	35%
No.	Deliverables	Action/s Required	Estimated Timelines	% Payment							
4.	Support development of and deliver trainings on a Human Rights Due Diligence manual	<ul style="list-style-type: none"><li>Map catégories of key stakeholders relevant to incorporation of HRDD in Pakistan (e.g., Government departments, regulatory agencies, Chambers of Commerce, industry and worker associations, individual business enterprises, etc.)</li><li>Utilising international best practices and UNDP</li></ul>	30 days	35%							

			<p>institutional knowledge on HRDD, support UNDP's initiative on development of Human Rights Due Diligence manual, with specific sub-sections targeted at above key stakeholders</p> <ul style="list-style-type: none"> <li>• Translate manual into Urdu</li> <li>• Conduct one (1) workshop each in four provinces and GB utilising HRDD manual</li> </ul>		
	5.	Draft a Policy Paper on BHR and Af-Pak Border	<ul style="list-style-type: none"> <li>• Summarise human rights obligations of Government and business community in line with UNDP and other relevant international guidelines on BHR in conflict/post-conflict settings</li> <li>• Using above, identify key issues relevant to business and human rights at Af-Pak border, including cross-border trade and economic development</li> <li>• Provide recommendations for actions by: <ul style="list-style-type: none"> <li>(iv) Government;</li> <li>(v) Business Community;</li> <li>(vi) Development stakeholders</li> </ul> </li> </ul>	30 days	35%
	6.	Develop Legalities of a Case Management System for NCHR to improve monitoring of Responsible Business Practices	<ul style="list-style-type: none"> <li>• Conduct case management gap analysis of NCHR at federal and regional level from a responsible business practices (legal) context</li> <li>• Develop a road map for an integrated Case Management System linking NCHR at Federal and Provincial levels and identify linkages with the NAP on BHR</li> <li>• Coordinate with UNDP technical partner Bytes for All on linking legal and institutional aspects of Case Management System with IT infrastructure</li> <li>• Conduct one (1) workshop for NCHR, including Federal and</li> </ul>	30 days	30%

			Provincial staff, on updated Case Management System		
	<b>Total</b>			90 days	100

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*[Signature]*