



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: March 15, 2022
	REFERENCE: UNDP-RFP-2022-074

Dear Sir / Madam:

We kindly request you to submit your Proposal for Conducting “ **Design and Rollout of Social Inclusion and Protection Program for At-Risk/Vulnerable Groups in Balochistan**”

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, 30th March 2022 12:30 PM Pakistan Standard Time OR 3:30 AM EDT** 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 **25th March 2022 [12:30 PM Pakistan Standard Time]** 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.

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

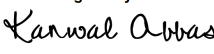
The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.


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

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

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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,

"For"

DocuSigned by:



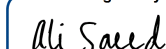
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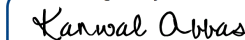
Resident Representative -UNDP Pakistan

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Annex 1**Description of Requirements**

Context of the Requirement	Design and Rollout of Social Inclusion and Protection Program for At-Risk/Vulnerable Groups in Balochistan
Brief Description of the Required Services	<p>The United Nations' (UN) mandate through the Sustainable Development Goals (SDGs) Agenda 2030 is anchored in inclusive human development, that is, leaving no one behind in actively improving people's lives, creating concrete opportunities, and creating an enabling environment for all rights holders to claim the national and international human rights owed to them from duty bearers. The UN defines realization of human rights as well as commitments to gender equality and empowerment of women and girls as being the core normative principle of, and as crosscutting to, its work and as an integral indicator and a principal outcome of human development, particularly as the basis for inclusive development.</p> <p>This commitment to the progressive realisation of all human rights as well as gender equality and empowerment of women and girls, is duly reflected in Pakistan's Constitutional and other national commitments as much as in its international treaty body and other obligations. Pakistan has adopted several key international commitments to gender equality and women's human rights – the Universal Declaration of Human Rights, the Beijing Platform for Action, the Convention on the Elimination of all forms of Discrimination Against Women, and the Sustainable Development Goals.</p> <p>National commitments in place include a National Policy for Development and Empowerment of Women, Protection against Harassment of Women at Workplace Act, Criminal Law (Amendment) (Offences in the name or pretext of Honour) Act, Criminal Law (Amendment) (Offences Relating to Rape) and a National Plan of Action on Human Rights. The local commitments adopted include the Gender Equality Policy Frameworks and the Women's Empowerment Packages and Initiatives.</p> <p>The CEDAW Committee too has acknowledged the progress achieved since the consideration in 2013 of Pakistan's fourth periodic report in undertaking legislative reforms, in particular the adoption of the following: (a) Criminal Law (Amendment (Offences in the Name or on Pretext of Honour) Act and the Criminal Law (Amendment) (Offences relating to Rape) Act, both in 2016; (b) Juvenile Justice System Act, which establishes a programme of diversion for juvenile offenders, in 2018; (c) the Transgender Persons (Protection of Rights) Act, 2018 which recognises the right of persons to choose their gender identity and prohibits discrimination against and harassment of transgender and intersex persons; (d) Elections Act of 2017, which seeks to ensure equal access for women to voting registration; (e) Acid and Burn Crime Act of 2018, which criminalizes the misuse of corrosive substances and provides for treatment, rehabilitation, legal support and protection for victims of acid and burn attacks. The Committee welcomes Pakistan's efforts to improve its institutional and policy framework aimed at accelerating the elimination of discrimination against women and promoting gender equality, such as the adoption or operationalization of the following: (a) National Action Plan for Human Rights, in 2016; (b) National Human Rights Commission, in 2015; (c) United Nations Sustainable Development Cooperation Framework for Pakistan, in 2018. The Committee also welcomes the fact that the</p>

Government of Pakistan ratified the Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict, in 2016.

Yet, Pakistan's development challenges are perhaps most significantly testified within its challenges to achieve transformative gender equality, empowerment of women and girls at all levels and in all spheres of life.

With gender equality and women's empowerment, as well as the core principle of 'leave no one behind,' being at the heart of the 2030 Agenda for Sustainable Development, the Decentralization, Human Rights and Local Governance (DHL) Project developed a programme on access to gender-justice, was to replicate and scale up an internally developed mechanism for delivering community-based services, in Balochistan.

Scope of Work:

This design and objectives of this project have been informed by and strategically build upon, firstly, DHL's existing expertise and experience of working with multiple stakeholders for the advancement of the rights of the most vulnerable and marginalised groups in Pakistan; and secondly they respond to Pakistan's national and international gender equality and human rights commitments including the treaty body and UPR recommendations as well as findings from a comprehensive survey of right holders and duty bearers.

DHL is undertaking an informed and evidence-based scaling up of its interventions across the four provinces to work towards social inclusion of vulnerable populations. On ground, this means setting up of a well-rounded surveillance mechanism to scan the difficulties that communities face especially women, children, persons with disabilities, transgender persons etc. The proposed project aims to engage with human rights institutions, parliamentary structures, judiciary, and law enforcing agencies at the federal level and provincial levels along with the national and provincial human rights institutions to assist in revitalizing and strengthening their capacities to address these issues with wider impacts and sustainably. Thus, the proposed intervention will support preparedness and readiness of Pakistan's key institutions and stakeholders in addressing the issues of vulnerable populations.

In this vein, UNDP seeks to engage a strategic implementing partner in Balochistan, which will include the majority focus of the project (that will also simultaneously be rolled out in Khyber Pakhtunkhwa) to lead the design and rollout of all relevant activities which include design of inception plan, consultative and capacity building sessions with stakeholders, design and rollout of advocacy and communications campaign and development of data collection mechanism for evidence and information gathering.

List and Description of Expected Outputs to be Delivered	Expected Outputs / Deliverables, timeframe for the work				
	The Contractor will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:				
	No.	Deliverables	Action/s Required	Estimated Timelines	% Payment
	1.	Design & Development of Inception Plan (including mapping of risk & vulnerabilities of target groups & communities)	<ul style="list-style-type: none">Conduct a human rights-based mapping of human rights situation in Balochistan with focus on 'leave no one behind,' principle - ensuring issues of social protection and vulnerability, gender, and human rights are benchmarked at each step of the mapping.Plan and conduct consultative sessions with key partners (including government, NHRIs, civil society etc.) and with relevant UN agencies (OHCHR, UNCHR and others) to ascertain the on-ground situation.Design and develop inception plan including mapping to inform programming in collaboration with key partners and finalize after input and submit to DHL-UNDP.Design a database (or relevant mechanism) for data collection on planned interventions for duration of assignmentLead preparations for launch of inception plan and mapping in Quetta with support from DHL-UNDP	30 days	15%
2.	Design and rollout of Multi-Stakeholder Consultative &	<ul style="list-style-type: none">In consultation with DHL-UNDP, design and conduct a quarterly comprehensive multi-stakeholder's consultative process (in line with inception plan) on social	90 days	35%	

		Capacity Process in Balochistan	<p>inclusion of vulnerable populations, addressing gender-based violence and empowering women.</p> <ul style="list-style-type: none"> Organize and lead all preparations for consultative process including liaison with stakeholders and partners (including NHRIs) for meetings and consultations on inclusion of vulnerable populations in Balochistan, with support and input from DHL-UNDP including judiciary, LEAs, media, and other agreed target groups. Design and rollout capacity building program for partners, stakeholders and agreed target groups including psycho-social support sessions for at-risk and vulnerable groups and communities in Balochistan Develop and maintain all records (minutes and notes) of consultative process and capacity building sessions and share with DHL-UNDP 			
	3.	Design and rollout of Advocacy & Communications Campaign	<ul style="list-style-type: none"> Lead design of key messages for media awareness and sensitization for advocacy and communications on social inclusion and non-discrimination against all populations in consultation with DHL-UNDP and other key partners Rollout quarterly comms & advocacy campaign for duration of assignment (utilizing various media channels as identified and agreed in inception plan). Develop and submit advocacy & communications strategy for rollout of quarterly comms & 	30 days	15%	

			advocacy campaign on awareness & sensitization			
	4.	Upscaling of existing Gender Desks in Quetta, Balochistan	<ul style="list-style-type: none"> • Conduct situation analysis of need and requirements for upscaling of gender desks across Balochistan (including a plan for scale-up) • Liaise and advocate/lobby with relevant and key partners and stakeholders (including Social Welfare Department and other relevant government institutions) for upscaling of gender desks • Provide all relevant support to relevant government institutions for upscaling of gender desks in the province to include psychosocial support an • Develop and submit upscaling plan and finalize with input from DHL-UNDP 	35 days	25%	

	5.	Final Project Completion Report	<ul style="list-style-type: none"> • In consultation with DHL-UNDP, develop draft project report including all evidence and information gathered during the assignment, including data relating to at-risk and vulnerable target groups & communities • Submit draft inception report for input from DHL-UNDP (and possibly other partners) • Finalize project report with input from DHL-UNDP and other key partners 	15 days	10%	
	Total			200 days	100	
Person to Supervise the Work/Performance of the Service Provider	Senior Human Rights and Social Protection Expert, DHL Project will supervise the work performance of the firm.					
Frequency of Reporting	The firm will submit progress report on deliverables basis, the timeline of which will be determined in agreement with DHL in a workplan					
Progress Reporting Requirements	Deliverables based					
Location of work	<input checked="" type="checkbox"/> Quetta Balochistan (with travel to other cities within the province if required)					
Expected duration of work	The entire assignment must be completed within 200 days spread across a maximum of ten (10) months after issuance of purchase order/signing of contract. UNDP will not provide office space for this assignment.					
Target start date	April 2022 (tentative)					
Latest completion date	January 2023					
Travels Expected	Quetta, Balochistan (with travel to other cities within the province if 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	<input checked="" type="checkbox"/> Required					

timing of activities/sub-activities																									
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	<p><input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately).</p> <p>Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure. 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 direct taxes will be responsibility of the firm and must not be added in the proposal.</p>																								
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>																								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																								
Payment Terms	<p>Deliverables and Payment Schedule</p> <table border="1"> <thead> <tr> <th>Sr.</th><th>Deliverable</th><th>Payment Plan</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Design & Development of Inception Plan (including mapping of risk & vulnerabilities of target groups & communities)</td><td>15%</td></tr> <tr> <td>2.</td><td>Design and rollout of Multi-Stakeholder Consultative & Capacity Process in Balochistan</td><td>35%</td></tr> <tr> <td>3.</td><td>Design and rollout of Advocacy & Communications Campaign</td><td>15%</td></tr> <tr> <td>4.</td><td>Upscaling of existing Gender Desks in Quetta, Balochistan</td><td>25%</td></tr> <tr> <td>5.</td><td>Final Project Completion Report</td><td>10%</td></tr> <tr> <td></td><td>Total</td><td>100%</td></tr> <tr> <td></td><td colspan="2">Note: In case of delays due to unforeseen circumstances the contract could be extended without cost upon mutual understanding.</td></tr> </tbody> </table>	Sr.	Deliverable	Payment Plan	1.	Design & Development of Inception Plan (including mapping of risk & vulnerabilities of target groups & communities)	15%	2.	Design and rollout of Multi-Stakeholder Consultative & Capacity Process in Balochistan	35%	3.	Design and rollout of Advocacy & Communications Campaign	15%	4.	Upscaling of existing Gender Desks in Quetta, Balochistan	25%	5.	Final Project Completion Report	10%		Total	100%		Note: In case of delays due to unforeseen circumstances the contract could be extended without cost upon mutual understanding.	
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Person(s) to review/inspect/ approve outputs/completed	Senior Human Rights and Social Protection Expert will be responsible for inspection of outputs and Chief Technical Advisor, DHL Project will authorize payments.																								

services and authorize 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 (Firm/organization/company eligibility and qualifications) 30% with 210 Marks out of 700 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% with 210 marks out of 700 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 280% with 280 marks out of 700																								
	<p>Financial Proposal (30%)</p> <p>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*100))</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Technical and Financial Criteria Summary</th> <th></th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Expertise and past experience of the firm submitting proposal</td> <td>30%</td> <td>210</td> </tr> <tr> <td>2.</td> <td>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</td> <td>30%</td> <td>210</td> </tr> <tr> <td>3.</td> <td>Management Structure and Qualification of Key Personnel</td> <td>40%</td> <td>280</td> </tr> <tr> <td></td> <td>Total (Technical)</td> <td></td> <td>700</td> </tr> <tr> <td>4</td> <td>Financial</td> <td></td> <td>300</td> </tr> </tbody> </table>	S.No.	Technical and Financial Criteria Summary		Score	1.	Expertise and past experience of the firm submitting proposal	30%	210	2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	30%	210	3.	Management Structure and Qualification of Key Personnel	40%	280		Total (Technical)		700	4	Financial		300
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		development of advocacy and communications strategies) relevant to social inclusion, addressing gender based violence, women leadership in Balochistan province. (50 marks) <ul style="list-style-type: none">- Research and/or knowledge products relevant to vulnerable populations'issues, human rights, and social inclusion in Balochistan. (30 marks)- Seminars/conferences/consultative workshops with stakeholders and partners relevant human rights, women empowerment and social inclusion in Balochistan province. (30 marks) To be judged by evaluation panel	
1.3	Financial Stability: Financial stability (Last two years Audited Account (2019-2020 and 2020-2021) Quick Ratio should be more than 1 for each year. (30 Marks- 15 marks each year)	30	
1.4	Relevant Experience: Minimum two relevant Contracts with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract 10 marks for each contract.	30	
		210	
Form 2 			

	Management Structure and Key Personnel		
	3.1	Project Manager	120
		Masters' degree in social sciences/relevant discipline (or equivalent)	15
		Suitability for the Project	
		Experience working on similar projects: years of experience in working on human rights and social inclusion/protection issues 3-5 years: 10 marks 6-10 years: 25 marks Above 10 years: 35 marks Below 3 years: 0 marks	35
		Professional Experience in engagement with government and civil society stakeholders	35
		Knowledge of the regional context (Balochistan province)	10
		Language Qualifications particularly English and Urdu. Knowledge of regional languages of Balochistan is an asset	10
		Competency. 1. An individual with a good level of technical expertise and specialist Pakistani/regional experience; 2. Given its central importance, we expect capacity building and communications/advocacy to be a cross-cutting skill of all experts employed on this project; 3. Working knowledge of government process & procedures, especially in areas of Balochistan that are hosting Afghan migrants; 4. Excellent knowledge and understanding of roles & responsibilities of provincial/regional governments in delivering the project; 5. Excellent coordination skills with different governments, civil society, NHRIs, and development agencies etc. 6. High level of management, facilitation, and representational skills	15
			120
	3.2	Project Officer	100

		General Qualification Bachelor's Degree Holder (or equivalent) in Social Sciences (or relevant discipline)	30	
		3 years' experience in developing and implementing similar projects	20	
		Human Rights & social inclusion/protection experience	15	
		Professional Experience in capacity building and trainings	15	
		Knowledge of the subject and regional context (Balochistan)	10	
		Language Qualifications (English, Urdu, regional language)	10	
			100	
	3.3	Research & Communications Associate		60
		General Qualification Bachelor's degree (or equivalent) in social sciences or related discipline	30	
		At least 2 years' relevant experience in sensitization and outreach	30	
		Sub Total	60	
		Total Part 3		280
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)	pakistan.procurement.info@undp.org 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"> 1. Two relevant Contracts with National/Multinational Organizations of Similar Nature (please attach copies of contracts). As mentioned in section 1.4 (Expertise of firm) 2. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. 3. Two satisfactory performance certificates along with duration of each assignment. (Expertise of firm – 1.2) 4. Proof of financial stability such as Audited Financial Statements/Report for the last two years (2019-2020 & 2020-2021). 5. Firm's valid registration : <ol style="list-style-type: none"> a. Income Tax/Sales Tax Department (NTN/STN), OR SECP 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.
<p>Deadline for Submission</p>	<p>30th March 2022 (12:30 PM Pakistan standard Time)</p> <p>eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ol style="list-style-type: none"> a. Insert BU Code and Event ID number b. PAK-10 Event ID 0000011880 <p>Please note:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.

Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> • Technical and financial proposals should be submitted in separate PDF files • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below) <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> • The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers. • Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: ali.saeed@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.
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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***

Sr.	Deliverable	Payment Plan	Payment Amount (PKR)
1.	Design & Development of Inception Plan (including mapping of risk & vulnerabilities of target groups & communities)	15%	
2.	Design and rollout of Multi-Stakeholder Consultative & Capacity Process in Balochistan	35%	
3.	Design and rollout of Advocacy & Communications Campaign	15%	
4.	Upscaling of existing Gender Desks in Quetta, Balochistan	25%	
5.	Final Project Completion Report	10%	
	Grand Total (PKR)	100%	

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

Description of Activity	Description of Service	No. of Personnel/Events	Total Period of Engagement Days)	Unit Price	Total Price in Rs.
1. Personnel Services					
Project Manager	Estimated based on research and reporting required in design and rollout of activities	1 Person	120 Days		
Project Officer		1 Person	120 Days		
Research and Communication Associate		1 Person	100 Days		
2. Out Of Pocket Expenses					
Travel Cost – Core Team	1) 8 trips: Air travel from Isb-Quetta-Isb. 2) Road travel within Balochistan for field visits includes air travel from islamabad to quetta and further road travel within Balochistan especially to remote areas to Pak Afghan border	1 person (travels from Islamabad)(2 persons located in Balochistan need road travel)	08 Trips		
Consultations Expenses	1) 2 Trainings (one day each) with Law Enforcement Agencies (LEAs) of one day each. 40 Participants approx where tea and lunch to be served 2) 4 Meetings (one day each) with Local Women Leaders of one day each. 50 participants approx with luch to be served	08 meetings/ consultations(2+4+2)	01 day each		

	<p>3) 2 Meetings (one day each) with host and refugee communities of one days each. 50 participants with lunch served</p> <p>In total 8 meetings with approximately 380 participants in total. Civil society and govt. consultations, capacity building sessions with LEAs, community meetings</p> <p>These are all one day consultations within Balochistan. 2 one day trainings for LEAs and media personel with atleast 40 persons in each training. Apart from this there are 4 meetings with local women leaders which will include atleast 50 persons in each meeting. Similarly 2 meetings will be held with host and refugee communities with atleast 50 participants in each meeting</p>				
Other Expense	<p>Includes banners, standees, pamphlets for 8 events (one day each) mentioned above and material for 2 Mass awareness campaigns through display of banners, pamphlet distribution etc.</p> <p>These include banners and trandees from the eight event and for 2 communication caimpaigns where banners will be displayed in targed areas and pamphlets will be pronted and disctrbuted for mass awareness in target locations.</p>	10 events (8 meetings stated above +2 communication campaigns)	01 day each		
GRAND TOTAL (PKR)					

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**Terms of Reference**

Context of the Requirement	National Firm for “Design and Rollout of Social Inclusion and Protection Program for At-Risk/Vulnerable Groups in Balochistan”
Duty Station / Place of work	Quetta, Balochistan (with travel to other cities within the province if required)
Project	Decentralization, Human Rights and Local Governance (DHL)
Contract Type	Contract for Institutional Services
Period of assignment/services	The entire assignment must be completed within 200 days spread across a maximum of ten (10) months after issuance of purchase order/signing of contract. will not provide office space for this assignment.
Estimated Start Date of Contract	April 2022
Context and Background	<p>The United Nations’ (UN) mandate through the Sustainable Development Goals (SDGs) Agenda 2030 is anchored in inclusive human development, that is, leaving no one behind in actively improving people’s lives, creating concrete opportunities, and creating an enabling environment for all rights holders to claim the national and international human rights owed to them from duty bearers. The UN defines realization of human rights as well as commitments to gender equality and empowerment of women and girls as being the core normative principle of, and as crosscutting to, its work and as an integral indicator and a principal outcome of human development, particularly as the basis for inclusive development.</p> <p>This commitment to the progressive realisation of all human rights as well as gender equality and empowerment of women and girls, is duly reflected in Pakistan’s Constitutional and other national commitments as much as in its international treaty body and other obligations. Pakistan has adopted several key international commitments to gender equality and women’s human rights – the Universal Declaration of Human Rights, the Beijing Platform for Action, the Convention on the Elimination of all forms of Discrimination Against Women, and the Sustainable Development Goals.</p> <p>National commitments in place include a National Policy for Development and Empowerment of Women, Protection against Harassment of Women at Workplace Act, Criminal Law (Amendment) (Offences in the name or pretext of Honour) Act, Criminal Law (Amendment) (Offences Relating to Rape) and a National Plan of Action on Human Rights. The local commitments adopted include the Gender Equality Policy Frameworks and the Women’s Empowerment Packages and Initiatives.</p>

The CEDAW Committee too has acknowledged the progress achieved since the consideration in 2013 of Pakistan's fourth periodic report in undertaking legislative reforms, in particular the adoption of the following: (a) Criminal Law (Amendment) (Offences in the Name or on Pretext of Honour) Act and the Criminal Law (Amendment) (Offences relating to Rape) Act, both in 2016; (b) Juvenile Justice System Act, which establishes a programme of diversion for juvenile offenders, in 2018; (c) the Transgender Persons (Protection of Rights) Act, 2018 which recognises the right of persons to choose their gender identity and prohibits discrimination against and harassment of transgender and intersex persons; (d) Elections Act of 2017, which seeks to ensure equal access for women to voting registration; (e) Acid and Burn Crime Act of 2018, which criminalizes the misuse of corrosive substances and provides for treatment, rehabilitation, legal support and protection for victims of acid and burn attacks. The Committee welcomes Pakistan's efforts to improve its institutional and policy framework aimed at accelerating the elimination of discrimination against women and promoting gender equality, such as the adoption or operationalization of the following: (a) National Action Plan for Human Rights, in 2016; (b) National Human Rights Commission, in 2015; (c) United Nations Sustainable Development Cooperation Framework for Pakistan, in 2018. The Committee also welcomes the fact that the Government of Pakistan ratified the Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict, in 2016.

Yet, Pakistan's development challenges are perhaps most significantly testified within its challenges to achieve transformative gender equality, empowerment of women and girls at all levels and in all spheres of life.

With gender equality and women's empowerment, as well as the core principle of 'leave no one behind,' being at the heart of the 2030 Agenda for Sustainable Development, the Decentralization, Human Rights and Local Governance (DHL) Project developed a programme on access to gender-justice, was to replicate and scale up an internally developed mechanism for delivering community-based services, in Balochistan.

Scope of work:

This design and objectives of this project have been informed by and strategically build upon, firstly, DHL's existing expertise and experience of working with multiple stakeholders for the advancement of the rights of the most vulnerable and marginalised groups in Pakistan; and secondly they respond to Pakistan's national and international gender equality and human rights commitments including the treaty body and UPR recommendations as well as findings from a comprehensive survey of right holders and duty bearers.

DHL is undertaking an informed and evidence-based scaling up of its interventions across the four provinces to work towards social inclusion of vulnerable populations. On ground, this means setting up of a well-rounded surveillance mechanism to scan the difficulties that communities face especially women, children, persons with disabilities, transgender persons etc. The proposed project aims to engage with human rights institutions, parliamentary structures, judiciary, and law enforcing agencies at the federal level and provincial levels along with the national and provincial human rights institutions to assist

	<p>in revitalizing and strengthening their capacities to address these issues with wider impacts and sustainably. Thus, the proposed intervention will support preparedness and readiness of Pakistan's key institutions and stakeholders in addressing the issues of vulnerable populations.</p> <p>In this vein, UNDP seeks to engage a strategic implementing partner in Balochistan, which will include the majority focus of the project (that will also simultaneously be rolled out in Khyber Pakhtunkhwa) to lead the design and rollout of all relevant activities which include design of inception plan, consultative and capacity building sessions with stakeholders, design and rollout of advocacy and communications campaign and development of data collection mechanism for evidence and information gathering.</p>			
List and Description of Expected Outputs to be Delivered	<p>Expected Outputs / Deliverables, timeframe for the work</p> <p>The Contractor will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:</p>			
	No.	Deliverables	Action/s Required	Estimated Timelines
	6.	Design & Development of Inception Plan (including mapping of risk & vulnerabilities of target groups & communities)	<ul style="list-style-type: none"> Conduct a human rights-based mapping of human rights situation in Balochistan with focus on 'leave no one behind,' principle - ensuring issues of social protection and vulnerability, gender, and human rights are benchmarked at each step of the mapping. Plan and conduct consultative sessions with key partners (including government, NHRIs, civil society etc.) and with relevant UN agencies (OHCHR, UNCHR and others) to ascertain the on-ground situation. Design and develop inception plan including mapping to inform programming in collaboration with key partners and finalize after input and submit to DHL-UNDP. Design a database (or relevant mechanism) for data collection on planned 	30 days

			<p>interventions for duration of assignment</p> <ul style="list-style-type: none"> • Lead preparations for launch of inception plan and mapping in Quetta with support from DHL-UNDP 		
	7.	Design and rollout of Multi-Stakeholder Consultative & Capacity Process in Balochistan	<ul style="list-style-type: none"> • In consultation with DHL-UNDP, design and conduct a quarterly comprehensive multi-stakeholder's consultative process (in line with inception plan) on social inclusion of vulnerable populations, addressing gender-based violence and empowering women. • Organize and lead all preparations for consultative process including liaison with stakeholders and partners (including NHRIs) for meetings and consultations on inclusion of vulnerable populations in Balochistan, with support and input from DHL-UNDP including judiciary, LEAs, media, and other agreed target groups. 	90 days	35%

			<ul style="list-style-type: none"> • Design and rollout capacity building program for partners, stakeholders and agreed target groups including psycho-social support sessions for at-risk and vulnerable groups and communities in Balochistan • Develop and maintain all records (minutes and notes) of consultative process and capacity building sessions and share with DHL-UNDP 		
	8.	Design and rollout of Advocacy & Communications Campaign	<ul style="list-style-type: none"> • Lead design of key messages for media awareness and sensitization for advocacy and communications on social inclusion and non-discrimination against all populations in consultation with DHL-UNDP and other key partners • Rollout quarterly comms & advocacy campaign for duration of assignment (utilizing various media channels as identified and agreed in inception plan). • Develop and submit advocacy & communications strategy for rollout of quarterly comms & advocacy campaign on awareness & sensitization 	30 days	15%
	9.	Upscaling of existing Gender Desks in Quetta, Balochistan	<ul style="list-style-type: none"> • Conduct situation analysis of need and requirements for upscaling of gender desks across Balochistan (including a plan for scale-up) • Liaise and advocate/lobby with relevant and key partners and stakeholders (including Social Welfare Department and other relevant government 	35 days	25%

			institutions) for upscaling of gender desks <ul style="list-style-type: none"> • Provide all relevant support to relevant government institutions for upscaling of gender desks in the province to include psychosocial support an • Develop and submit upscaling plan and finalize with input from DHL-UNDP 		
	10.	Final Project Completion Report	<ul style="list-style-type: none"> • In consultation with DHL-UNDP, develop draft project report including all evidence and information gathered during the assignment, including data relating to at-risk and vulnerable target groups & communities • Submit draft inception report for input from DHL-UNDP (and possibly other partners) • Finalize project report with input from DHL-UNDP and other key partners 	15 days	10%
	Total			200 days	100