



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: April 8, 2022
	REFERENCE: UNDP-RFP-2022-097

Dear Sir / Madam:

We kindly request you to submit your Proposal for **"Hiring of Technical and Vocational Institution/Firm/company/organization for Technical and Vocational Skill trainings of Youth of 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 **Thursday, 26<sup>th</sup> April 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 **20<sup>th</sup> April 2022 [12:30 PM Pakistan Standard Time OR 3:30 AM EDT]**. This will enable you to receive amendments or updates to the RFP.

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 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"

**Knut Otsby**  
**Resident Representative -UNDP Pakistan**

## Description of Requirements

Context of the Requirement	<b>Hiring Firm/company/Institute/Organization for Technical and Vocational Skill trainings of Youth of Balochistan</b>
Brief Description of the Required Services	<p>With a large portion (32%) of youth in Pakistan is poverty-stricken and uneducated with no vocational and life skills. A big segment of the society remains vulnerable to violence and extremism. Investment in skills development and employment opportunities for youth is needed to reduce conflict but also help establish a foundation for long-term economic growth and prosperity in Pakistan. Balochistan SDGs Accelerated Delivery Project is being implemented by UNDP with the support of Government of Balochistan to cater for the need of the youth especially providing them with technical and vocational skill so that to compete in the jobs market as well as equip them with new trends in the field of entrepreneurship in the present context of COVID-19 pandemic.</p> <p>The ongoing CPEC projects in the country especially in Balochistan have the potential to attract skilled persons for different skilled and semi-skilled jobs. The Makran coastal belt of Balochistan is the future hub of construction related activities. The new housing projects in Gwadar, the new international airport, Gwadar Port and growing tourism trend around the Makran coastal belt of Balochistan require skilled youth to facilitate these projects.</p> <p><b>Background</b></p> <p>The Balochistan SDGs Accelerated Delivery project is mandated not only to capacitate the delivery system of the government departments to provide better and an efficient services to the population of the province but also stress on capacitating the youth in technical and vocational skill. Apart from workshops based technical trainings in different trades, the project focusses on the soft skills like entrepreneurship and getting access to financial resources under the “Kamyab Jawan” Programme of Pakistan.</p> <p>Various trades were prioritized in light of the Skills Gap Analysis report prepared by the Balochistan Technical and Vocational Education Training (TVET) and a market survey by UNDP to ensure job placement or entrepreneurship after availing the trainings. The project has so far provided workshop based technical and vocational trainings to 500 youth including 70 females in various trades. These trainings were of minimum of 3 months and maximum 6 months. According to the survey conducted by one of the training institutions who had provided trainings to youth with funding support of UNDP is claiming that more than 50 % trainees have either got job or initiated their own businesses by utilizing the skills.</p> <p><b>Assignment Goal</b></p> <p>Under output 3 of the project, market based employment opportunities will be made available to youth (male and female) through technical and vocational trainings. The project aims to provide approximately five-month training.</p> <p>The selected training partner will support the project in achieving project output ‘Market orientated training to men, women and transgenders for sustainable livelihoods.’</p> <p>The main goal of the assignment is to empower youth by upgrading their skill sets to become semi-skilled in the trades identified according to the Skills Gap Analysis. This should support their employability/plans to initiate a business.</p>
List and Description of Expected Outputs to be Delivered	<p><b>Scope of Work</b></p> <p>The implementing partner(s) (private, government, semi-government or not for profit organisation) would be expected to develop and deliver technical &amp; vocational training support that will provide a competitive advantage to the trained beneficiaries leading to job placement for enhanced income generation.</p> <p>To further enhance the technical skills of the youth of Balochistan, UNDP intends to solicit proposals from technical and vocational institutions of Balochistan to train 75 youth (including 25 females) in the following trades clubbed into three broader categories:</p>

- a. Masonry & Building Electrician
- b. Steel Fixer & Plumbing
- c. Computer networking & E- Commerce (For female)

Proposed Trainings		
Trades	Number of Trainees	Duration
Masonry & Building Electrician	25	5 months
Steel Fixer & Plumbing	25	5 months
Computer Networking & E-Commerce	25 (females)	5 months

1. The Minimum duration of all trainings shall be 5 months (5 days a week) with four hours classroom and practical sessions.
2. The bidders will clearly specify the certification offered and its recognition at the national and international level. It is a requirement to use training modules endorsed and recognised by Government of Pakistan or any international training institutes.
3. A course completion certificate (recognized nationally/internationally) will be provided to the trainees at the end of the training course by the training partner.
4. Bidders will provide information on the placement of past trainees, including contact details of key employers which recruited past trainees.
5. The bidder will specify the location where the training(s) shall be provided as well as the lodging arrangements for trainees. UNDP may visit the premises at the time of evaluation of the bids. Lack of basic facilities at the training and boarding location may lead to disqualification of the bidder.
6. The successful bidder will conceptualize and design comprehensive training courses on the above mentioned trades keeping in view the contextual realities of Balochistan and CPEC – including practical and theory exercises.
7. The successful bidder will prepare a selection criteria for selection of trainees under each trade.
8. The successful bidder will carry out broader advertisement of the courses through newspaper and social media to shortlist and select the trainees for the mentioned trades.
9. If a toolkit is required for a specific trade, the successful bidders will provide the specifications of the items to be included in the toolkit. UNDP shall procure the items using a competitive procurement process.
10. Organizing graduation ceremony for the successful trainees – A course completion certificate (recognized nationally / internationally) will be provided to the trainees at the end of the training course by the training partner.

#### Selection of Trainees

The trainees will be selected by the successful bidder based on the pre-developed criteria.

#### Travel, Boarding and Stipend Costs

- a) Commuting costs for the trainees to reach the training facility will be borne by the successful bidder. To ensure fairness, these costs should not be included in the financial proposal.
- b) All trainees enrolled in the training programme will be provided boarding and lodging by the bidder for the entire duration of the course. Boarding will be provided on a twin sharing basis. The bidder will specify the location at which the boarding will be provided. UNDP shall visit the site to ensure quality and value for money.
- c) A monthly stipend of PKR 12,000 per month shall be paid by the bidder to the trainees after verifying and documenting 85% attendance of lecture.

	<p><u>Geographic Coverage</u></p> <p>The successful bidder will be required to arrange the trainings at their facilitie(s).</p> <p><u>Trainees Database</u></p> <p>For training activities, a trainees' database will be managed by the training partner following the guideline provided by UNDP. A set of reporting formats and orientation will be provided to the training partner who will be responsible for timely reporting and submission of trainees' data or any other relevant information to UNDP on monthly &amp; quarterly basis.</p> <p>UNDP reserves the right to ensure quality, monitoring and evaluation of the project activities through scheduled and unscheduled internal and third-party monitoring visits during the implementation of the training and after the completion of the training on ground. The bidder shall support third party monitoring firms for verification and validation of the project beneficiaries.</p>
Person to Supervise the Work/Performance of the Service Provider	The service provider will be reporting to the Project Management Specialist based in UNDP Office Islamabad.
Frequency of Reporting	Monthly
Progress Reporting Requirements	Deliverables based – Deliverables given in TORs.
Location of work	<input checked="" type="checkbox"/> The consultant firm/organization/company/institution will be required to ensure close liaison with the project team and coverage of the project area. The assignment is for for whole Balochistan with focus on coastal built ie Makran division of Balochistan.
Expected duration of work	Total duration of the assignment will be <b>Six Months</b> where 5 months will exclusively be for training
Target start date	May 2022 (tentative)
Latest completion date	November 2022 (tentative)
Travels Expected	This assignment is to be done by a single firm/institution/organization/company based in any part of the country and thus travel to the sucseful bidder is for sure.
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> )	<div><input checked="" type="checkbox"/> 90 days</div> <div>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.</div>																								
Partial Quotes	<div><input checked="" type="checkbox"/> Not permitted</div>																								
Payment Terms	<div><b>Deliverables and Payment Schedule</b></div> <table><tr><th>S.No #</th><th>Deliverables</th><th>Payment (%)</th><th>Timeline</th></tr><tr><td>1</td><td>a) Approval by UNDP of Inception Report b) Approval by UNDP of curricula for the mentioned trades – including theory and practical exercises. c) Advertising the courses by the selected firm</td><td>10%</td><td>May 2022</td></tr><tr><td>2</td><td>Progress reporting at completion of 20% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)</td><td>20%</td><td>June 2022</td></tr><tr><td>3</td><td>Progress reporting at completion of 60% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)</td><td>20%</td><td>August 2022</td></tr><tr><td>4</td><td>Progress reporting at completion of 80% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)</td><td>20%</td><td>September 2022</td></tr><tr><td>7</td><td>a) Graduation ceremony for the successful trainees – including recognizable certification to the trainees, b) Submission of Final narrative and financial reports of 100% target achieved by Project, Project Completion Report, and submission of all other supporting documents related to procurement and photos.</td><td>30%</td><td>October 2022</td></tr></table>	S.No #	Deliverables	Payment (%)	Timeline	1	a) Approval by UNDP of Inception Report b) Approval by UNDP of curricula for the mentioned trades – including theory and practical exercises. c) Advertising the courses by the selected firm	10%	May 2022	2	Progress reporting at completion of 20% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)	20%	June 2022	3	Progress reporting at completion of 60% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)	20%	August 2022	4	Progress reporting at completion of 80% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)	20%	September 2022	7	a) Graduation ceremony for the successful trainees – including recognizable certification to the trainees, b) Submission of Final narrative and financial reports of 100% target achieved by Project, Project Completion Report, and submission of all other supporting documents related to procurement and photos.	30%	October 2022
S.No #	Deliverables	Payment (%)	Timeline																						
1	a) Approval by UNDP of Inception Report b) Approval by UNDP of curricula for the mentioned trades – including theory and practical exercises. c) Advertising the courses by the selected firm	10%	May 2022																						
2	Progress reporting at completion of 20% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)	20%	June 2022																						
3	Progress reporting at completion of 60% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)	20%	August 2022																						
4	Progress reporting at completion of 80% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)	20%	September 2022																						
7	a) Graduation ceremony for the successful trainees – including recognizable certification to the trainees, b) Submission of Final narrative and financial reports of 100% target achieved by Project, Project Completion Report, and submission of all other supporting documents related to procurement and photos.	30%	October 2022																						

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Management Specialist – BSDGs Project , UNDP																																			
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	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (Firm/organization/company eligibility and qualifications with Compliance to technology Stack)   <b>30% with 210 Marks out of 700</b></p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>40% with 280 marks out of 700</b></p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>30% with 210 marks out of 700</b></p> <p><b><u>Financial Proposal (30%)</u></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> <table><tr><th>S.No.</th><th>Technical and Financial Criteria Summary</th><th></th><th>Score</th></tr><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>40%</td><td>280</td></tr><tr><td>3.</td><td>Management Structure and Qualification of Key Personnel</td><td>30%</td><td>210</td></tr><tr><td></td><td><b>Total (Technical)</b></td><td></td><td><b>700</b></td></tr><tr><td>4</td><td>Financial</td><td></td><td><b>300</b></td></tr></table> <div><div><b>Form 1</b></div><div><b>Technical Proposal Evaluation</b></div><div><b>Points obtainable</b></div></div> <table><tr><td colspan="3"><b>Expertise of the Firm/Organization</b></td></tr><tr><td>1.1</td><td>Relevant experience of 5 years in providing vocational training to youth in similar trades. 5 years experience: 40 marks 6+ years of experience: 50 marks</td><td>50</td></tr><tr><td>1.2</td><td>General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls).</td><td>30</td></tr></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	40%	280	3.	Management Structure and Qualification of Key Personnel	30%	210		<b>Total (Technical)</b>		<b>700</b>	4	Financial		<b>300</b>	<b>Expertise of the Firm/Organization</b>			1.1	Relevant experience of 5 years in providing vocational training to youth in similar trades. 5 years experience: 40 marks 6+ years of experience: 50 marks	50	1.2	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls).	30
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	40%	280																																	
3.	Management Structure and Qualification of Key Personnel	30%	210																																	
	<b>Total (Technical)</b>		<b>700</b>																																	
4	Financial		<b>300</b>																																	
<b>Expertise of the Firm/Organization</b>																																				
1.1	Relevant experience of 5 years in providing vocational training to youth in similar trades. 5 years experience: 40 marks 6+ years of experience: 50 marks	50																																		
1.2	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls).	30																																		

1.3	Financial stability (Last two years Audited Accounts (2019-2020 & 2020-21) Quick Ratio should be 1 or more than 01. (15 marks for each Audited statement)	30
1.4	Experience of providing similar services to major, multilateral, bilateral or UN agencies, INGOs or to Government institution. Provide copies of at least two contracts/Pos. Each contract carries maximum 25 marks.	50
1.5	Well established setup including labs/workshops and necessary infrastructure and have certificate awarding authority under the rule of the government established entities eg Technical board, TEVTA etc.	50
	<b>Total</b>	<b>210</b>

Form # 2		
<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
Proposed Methodology, Approach and Implementation Plan		
2.1	Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References?	100
2.2	Is the proposal well defined and corresponds to the Terms of Reference? (Clear and concise approach)	80
2.3	Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility to adapt to local context? e.g: Proposed work plan	50
2.4	Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and also reflected the resources / services to carry out monitoring? e.g. Monitoring strategy	50
		<b>280</b>



<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>	
<b>Form 3</b>			
<b>Key Personnel</b>			
<b>3.1</b>	<b>Team Lead</b>	<b>100</b>	
	<u>Qualification:</u> Master degree holder in Engineering, Business Management or other field of social sciences	40	
	<u>Experience:</u> <ul style="list-style-type: none"> <li>- At least 5 years of experience working on developing and implementing training for youth in similar trades (10 marks)</li> <li>- Training experience (10 marks)</li> <li>- Professional experience in the area of specialization (10 marks)</li> <li>- Knowledge of the region (5 marks)</li> <li>- Fluency in languages: English, Urdu and (5 marks)</li> </ul>	40	
	<u>Writing Skills:</u> Past publications (attach photocopies of at least 1 similar work ie training report, training evaluation report etc)	20	
<b>3.2</b>	<b>Trainers (3 number). 1 each for the mentioned trades. Each trainer carries 20 Marks total</b>	<b>60</b>	
	<u>Qualification:</u> Diploma of Associates Engineers or other relevant qualification	30	
	<u>Experience:</u> <ul style="list-style-type: none"> <li>- At least 5 years experience in training of youth in similar trades (10 marks)</li> <li>- Professional experience in the area of specialization/relevant trades (10 marks)</li> <li>- Knowledge of the region (5 marks)</li> <li>- Fluency in languages: English, Urdu and regional languages of Balochistan (5 marks)</li> </ul>	30	
<b>3.3</b>	<b>Admin and Finance Officer</b>	<b>20</b>	
	<u>Qualification:</u>	10	

		Bachelors degree in Financial Management, Accounting, Financial Monitoring or any other relevant field (10 marks).		
		<u>Experience:</u> <ul style="list-style-type: none"> <li>- At least 3 years experience in Admin and Finance coordination/management for supporting similar trainings (10 marks for 3 year , 7 marks for 2 year, 5 marks for 1 year).</li> </ul>	10	
	<b>3.4</b>	<b>Data Management and Reporting Officer</b>	<b>20</b>	
		<u>Qualification:</u> <p>Bachelors degree in Business Management or any relevant social sciences (10 marks).</p>	10	
		<u>Experience:</u> <ul style="list-style-type: none"> <li>- At least 2 years experience in data collection and report writing in a similar context for conducting trainings (10 marks for 2 years experience, 5 marks for one year experience).</li> </ul>	10	
		<b>Total</b>	<b>200</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"/> 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.			

Minimum Eligibility Criteria	<ol style="list-style-type: none"> <li>1. Two relevant Contracts with National/Multinational Organizations (please attach copies of contracts).</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</li> <li>4. Proof of financial stability such as Audited Financial Statements along with the auditor's report for the last two years (2019-20, 2020-21) along with Bank statements/certificates indicating financial standing.</li> <li>5. Firm's valid registration with Income Tax/Sales Tax Department.</li> <li>6. 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>7. Copy of business registration certificate along with the articles and memorandum of association./SECP/ Or EAD in case of NGO or provide authorization /NoC or registration with parent department in cas the bider is govt entity.</li> </ol>
Deadline for Submission	<p><b>26<sup>th</sup> April 2022</b> (12:30 PM Pakistan standard Time)</p> <p>eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <p><b>a. Insert BU Code and Event ID number</b></p> <p><b>b. PAK-10 Event ID 0000012120</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>

<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>
--	--

## 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]*

**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\***

S.No #	Deliverables	Payment (%)	Amount (PKR)
1	d) Approval by UNDP of Inception Report e) Approval by UNDP of curricula for the mentioned trades – including theory and practical exercises. f) Advertising the courses by the selected firm	10%	
2	Progress reporting at completion of 20% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)	20%	
3	Progress reporting at completion of 60% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)	20%	
4	Progress reporting at completion of 80% of training module. ○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)	20%	
7	c) Graduation ceremony for the successful trainees – including recognizable certification to the trainees, d) Submission of Final narrative and financial reports of 100% target achieved by Project, Project Completion Report, and submission of all other supporting documents related to procurement and photos.	30%	
<b>GRAND TOTAL (PKR)</b>		100%	

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

Description of Activity	No. of Personnel	Total Period of Engagement	Unit Price (PKR)	Total Price in Rs.
<b>I. Personnel Services</b>				
1. Team Leader	1	5 Months		
2. Trainers/instructors	5	5 Months		
3. Admin & Finance Associate	1	5 Months		
4. Lab/Workshop Assistant	1	5 Months		
5. Data Management Assistant	1	5 Months		
<b>Trainings</b>				

Training fee per Trainee for 5 months	75	5 Months		
Trainees Uniform	75	Each		
Boarding and lodge cost per Trainee for 5 months	No.	75		
Monthly Stipend to Students	75	5 Months	400	4,500,000
Travel cost of Trainees - One time (coming to venue and going back)	75	Lump Sum		
Tool kits for the trainees	75	Each Kit		
<b>II. Operations &amp; Administrative Cost</b>				
Supplies and Materials	Lump Sum			
Travel Cost (pick and drop of trainers and trainees)	Lump Sum			
Communications/Design & Reporting	Lump Sum			
Management Fee	Lump Sum			
<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 Annex – A**  
**TERMS OF REFERENCE**

<b>I. ASSIGNMENT INFORMATION</b>	
Position Title	Hiring Technical and Vocational Institution for <b>“Technical and Vocational Skill trainings of Youth of Balochistan”</b>
Duty Station	Balochistan
Project	Balochistan SDGs Accelerated Delivery Project
Engagement Modality	Contract for Professional Services
Period of assignment/services	Six months starting with effect from the date of signing of the Contract.
Justification	<p><b>The project needs to hire the services of an institute for the following reasons:</b></p> <p>With a large portion (32%) of youth in Pakistan is poverty-stricken and uneducated with no vocational and life skills. A big segment of the society remains vulnerable to violence and extremism. Investment in skills development and employment opportunities for youth is needed to reduce conflict but also help establish a foundation for long-term economic growth and prosperity in Pakistan. Balochistan SDGs Accelerated Delivery Project is being implemented by UNDP with the support of Government of Balochistan to cater for the need of the youth especially providing them with technical and vocational skill so that to compete in the jobs market as well as equip them with new trends in the field of entrepreneurship in the present context of COVID-19 pandemic.</p> <p>The ongoing CPEC projects in the country especially in Balochistan have the potential to attract skilled persons for different skilled and semi-skilled jobs. The Makran coastal belt of Balochistan is the future hub of construction related activities. The new housing projects in Gwadar, the new international airport, Gwadar Port and growing tourism trend around the Makran coastal belt of Balochistan require skilled youth to facilitate these projects.</p>
<b>II. RESPONSIBILITIES</b>	
<p><b>1. Background:</b></p> <p>The Balochistan SDGs Accelerated Delivery project is mandated not only to capacitate the delivery system of the government departments to provide better and an efficient services to the population of the province but also stress on capacitating the youth in technical and vocational skill. Apart from workshops based technical trainings in different trades, the project focusses on the soft skills like entrepreneurship and getting access to financial resources under the “Kamyab Jawan” Programme of Pakistan.</p> <p>Various trades were prioritized in light of the Skills Gap Analysis report prepared by the Balochistan Technical and Vocational Education Training (TVET) and a market survey by UNDP to ensure job placement</p>	

or entrepreneurship after availing the trainings. The project has so far provided workshop based technical and vocational trainings to 500 youth including 70 females in various trades. These trainings were of minimum of 3 months and maximum 6 months. According to the survey conducted by one of the training institutions who had provided trainings to youth with funding support of UNDP is claiming that more than 50 % trainees have either got job or initiated their own businesses by utilizing the skills.

## **2. Assignment Goal**

Under output 3 of the project, market based employment opportunities will be made available to youth (male and female) through technical and vocational trainings. The project aims to provide approximately five-month training.

The selected training partner will support the project in achieving project output 'Market orientated training to men, women and transgenders for sustainable livelihoods.'

The main goal of the assignment is to empower youth by upgrading their skill sets to become semi-skilled in the trades identified according to the Skills Gap Analysis. This should support their employability/plans to initiate a business.

## **3. Scope of Work**

To further enhance the technical skills of the youth of Balochistan, UNDP intends to solicit proposals to **train 75 youth (including 25 females)** in the following trades clubbed into three broader categories:

- d. Masonry & Building Electrician
- e. Steel Fixer & Plumbing
- f. Computer networking & E- Commerce (For female)

<b>Proposed Trainings</b>		
<b>Trades</b>	<b>Number of Trainees</b>	<b>Duration</b>
Masonry & Building Electrician	25	5 months
Steel Fixer & Plumbing	25	5 months
Computer Networking & E-Commerce	25 (females)	5 months

1. The Minimum duration of all trainings shall be 5 months (5 days a week) with four hours classroom and practical sessions.
2. The bidders will clearly specify the certification offered and its recognition at the national and international level. It is a requirement to use training modules endorsed and recognised by Government of Pakistan or any international training institutes.
3. A course completion certificate (recognized nationally/internationally) will be provided to the trainees at the end of the training course by the training partner.
4. Bidders will provide information on the placement of past trainees, including contact details of key

employers which recruited past trainees.

5. The bidder will specify the location where the training(s) shall be provided as well as the lodging arrangements for trainees. UNDP may visit the premises at the time of evaluation of the bids. Lack of basic facilities at the training and boarding location may lead to disqualification of the bidder.
6. The successful bidder will conceptualize and design comprehensive training courses on the above mentioned trades keeping in view the contextual realities of Balochistan and CPEC – including practical and theory exercises.
7. The successful bidder will prepare a selection criteria for selection of trainees under each trade.
8. The successful bidder will carry out broader advertisement of the courses through newspaper and social media
9. If a toolkit is required for a specific trade, the successful bidders will provide the specifications of the items to be included in the toolkit. UNDP shall procure the items using a competitive procurement process.
10. Organizing graduation ceremony for the successful trainees – A course completion certificate (recognized nationally / internationally) will be provided to the trainees at the end of the training course by the training partner.

#### Selection of Trainees

The trainees will be selected by UNDP's community engagement partner/GoB.

#### Travel, Boarding and Stipend Costs

Commuting costs for the trainees to reach the training facility will be borne by UNDP and paid on the basis of actuals to the successful bidder. To ensure fairness, these costs should not be included in the financial proposal.

All trainees enrolled in the training programme will be provided boarding and lodging by the bidder for the entire duration of the course. Boarding will be provided on a twin sharing basis. The bidder will specify the location at which the boarding will be provided. UNDP shall visit the site to ensure quality and value for money.

A monthly stipend of PKR 12,000 per month shall be paid by the bidder to the trainees after verifying and documenting 85% attendance of lecture.

#### Geographic Coverage

The successful bidder will be required to arrange the trainings at their facilitie(s).

#### **4. Training Database**

For project activities, a trainees' database will be managed by the training partner following the guideline provided by UNDP. Guidance will be provided to the training partner who will be responsible for timely reporting and submission of trainees' data or any other relevant information to UNDP. The training partner

will make use of training modules endorsed and recognised by Government of Pakistan or any international training institutes.

UNDP reserves the right to ensure quality, monitoring and evaluation of the project activities through scheduled and unscheduled third-party monitoring visits during the implementation of the training and after the completion of the training on ground. The bidder shall support third party monitoring firms for verification and validation of the project beneficiaries.

## **5. Success Criteria**

UNDP expects the training partner to make maximum efforts for the completion of the respective trainings by all trainees. In case, the attendance rate drops below 80% for any lot, the training partner is required to immediately officially notify UNDP explaining the reasons. UNDP will conduct follow up meetings to assess the situation and take remedial actions including an amendment of the contract.

## **6. Duration of the work**

Total duration of the assignment will be six month where 5 months will exclusively be for training

## **7. Expected deliverables, timeframe for the work (and payment schedules):**

<b>S.No #</b>	<b>Deliverables</b>	<b>Payment (%)</b>	<b>Timeline</b>
<b>1</b>	<ul style="list-style-type: none"> <li>g) Approval by UNDP of Inception Report</li> <li>h) Approval by UNDP of curricula for the mentioned trades – including theory and practical exercises.</li> <li>i) Advertising the courses by the selected firm</li> </ul>	10%	May 2022
<b>2</b>	Progress reporting at completion of 20% of training module. <ul style="list-style-type: none"> <li>○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)</li> </ul>	20%	June 2022
<b>3</b>	Progress reporting at completion of 60% of training module. <ul style="list-style-type: none"> <li>○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)</li> </ul>	20%	August 2022

<b>4</b>	<p>Progress reporting at completion of 80% of training module.</p> <ul style="list-style-type: none"> <li>○ (Release of payment will be subject to submission of progress reports, attendance sheets, monitoring reports and any other required documents)</li> </ul>	20%	September 2022
<b>7</b>	<p>e) Graduation ceremony for the successful trainees – including recognizable certification to the trainees,</p> <p>f) Submission of Final narrative and financial reports of 100% target achieved by Project, Project Completion Report, and submission of all other supporting documents related to procurement and photos.</p>	30%	October 2022