REQUEST FOR PROPOSAL (RFP)

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF FIRM</th>
<th>DATE: May 20, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REFERENCE: Pak-HIV-UNDP-RFP-2022-001</td>
</tr>
</tbody>
</table>

Dear Sir / Madam:

We kindly request you to submit your Proposal for Conducting “Proposal to develop a comprehensive training manual on HIV&AIDS, and engage in the training health facility ART staff”.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of Monday, 06 June 2022 12:30 PM PST OR 2:30 AM EST indicated in https://etendering.partneragencies.org.

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

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation” button no later than 27th May 2022 [12:30 PM Pakistan Standard Time OR 2:30 AM EST]. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

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

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/protestsandsanctions/

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 or 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,

“FMr”

Knut Ostby
Resident Representative - UNDP Pakistan
## Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Proposal to develop a comprehensive training manual on HIV&amp;AIDS, and engage in the training health facility ART staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pakistan has received investments from the Global Fund since 2003 for a cumulative amount of USD697 million. Despite significant progress of the accelerated response to HIV through effective prevention, treatment, care and support interventions for Key Populations (KP), Pakistan remains a country with high prevalence given the epidemiological context. The country continues to have concentrated HIV epidemic among KP, namely: men having sex with men (MSM), people who inject drugs (PWID), transgender populations (TG), male sex workers (MSW) and female sex workers (FSW) with prevalence less than 0.1% in the general population, based on Integrated Biological and Behavioral Surveillance (iBBS) Round V 2016-17. As per Spectrum estimates for the year 2020, Pakistan has an estimated 183,705 people living with HIV (PLHIV), of which 91% live in Punjab and Sindh, the most populous and highest HIV burden provinces in the country. The highest proportions of the estimated population of PLHIV are to be found among PWID (22.9%) and MSM (17.2%). Disease progression trends show an escalating epidemic in KP with a faster rate among sexual networks especially MSM and sex workers. Overall KP prevention and testing program coverage remains among the lowest in the Asia Pacific region. It was estimated that in 2018 no more than 14% of PLHIV in Pakistan knew their status; clearly well below the 90% target for fast-tracking the response. The UNAIDS Global AIDS Update 2019 indicated that KP prevention programs in Pakistan to be “faltering” on account of the fact that prevention program coverage is at less than 10% for more than one Key Population. The extremely low testing coverage for MSM (non-SW) is of particular concern given the estimated population size and their projected proportion of disease burden as the epidemic progresses. Among KP, 3 subgroups show a faster rate of HIV progression with new infections predominantly occurring through male-to-male sex (45%), needle sharing among PWID (26%), and sex work (6%). Program implementation becomes challenging in a context of criminalization, stigma and discrimination, the socio-economic, geographic, human rights, gender and age-related barriers and inequities in access to health services. The COVID-19 pandemic has imposed an additional burden to tackling these issues.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implementing Partner of UNDP</th>
<th>UNDP-Project Management Unit (PMU)</th>
</tr>
</thead>
</table>

| Brief Description of the Required Services | Required activities include the development of comprehensive training materials on various aspects of HIV&AIDS, including (but not limited to): basic biology of HIV&AIDS, STIs; HIV testing; Pre-exposure Prophylaxis; Prevention; human rights and HIV, including stigma and discrimination; counselling; confidentiality and patient rights; etc. This material will also be developed into an online, self-paced learning program, in the local language(Urdu). Training will be undertaken for staff health care workers at ART site. |

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1 A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.
Successful bidder is expected to:

- Develop separate HIV&AIDS training manuals and participants manual/takeaways (Job Aids) for ART centres staff in English and Urdu and pictorials. The training material should correspond to the capacity building needs and training priorities identified by consultation carried out by UNDP.
- Develop comprehensive training plan and methodologies for training sessions of various tiers of staff (ART Physician, Counsellor, Case Manager, Lab Technician, Nurse, Data Entry Operator) at ART centres
- Constitute a multidisciplinary team of trainers to cover all the aspects of training plan.
- Conduct the trainings for ART staff,
- Convert the materials into self-paced online training modules (audio-visuals, presentations, self-assessments).
- Formulate detailed training reports with pre and post-test evaluations.

The breakdown of total trainees for the HIV&AIDS training is given in the table below.

### Five (05) days training:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Target Audience</th>
<th>Total staff to be trained</th>
<th>No. of Batches</th>
<th>Batch size</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ART staff in Punjab and in ICT (to be held in Islamabad, Lahore and other appropriate city/ies)</td>
<td>144</td>
<td>4</td>
<td>36</td>
<td>Jun – Aug 2022</td>
</tr>
<tr>
<td>2</td>
<td>ART staff in Sindh (to be held in Karachi)</td>
<td>87</td>
<td>3</td>
<td>29</td>
<td>Jun – Aug 2022</td>
</tr>
<tr>
<td>3</td>
<td>ART staff in KP (to be held in Peshawar)</td>
<td>26</td>
<td>1</td>
<td>26</td>
<td>Jun – Aug 2022</td>
</tr>
<tr>
<td>4</td>
<td>ART staff in Balochistan (to be held in Quetta)</td>
<td>16</td>
<td>1</td>
<td>16</td>
<td>Jun – Aug 2022</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>273</strong></td>
<td><strong>09</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List and Description of Expected Outputs to be Delivered

**Expected Outputs / Deliverables, timeframe for the work**
The **Successful** bidder should coordinate with the National AIDS Control Program and Provincial AIDS Control Programs ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Action/s Required</th>
<th><strong>Estimated</strong> Timelines (final delivery date)</th>
<th>% Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Workplan</td>
<td>• Develop a detailed work plan with timelines</td>
<td>Within 5 days of the signing of the contract</td>
<td>15</td>
</tr>
</tbody>
</table>
| 2.  | Draft Training Materials/Manual | • Based on approved outline, develop the training manual and accompanying participant materials (handouts, job aids etc. For example, on PrEP). The focus will be on adult learning methodologies.  
• Submit to the various stakeholders for their review and feedback. If required, engage in some pre-testing of some of the materials. | Within 15 days after the desk review | 15        |
| 3.  | Final version training manual | • Address comments and recommendations and prepare a final version of training manual/materials | 07 days after the approval of the draft | 0         |
| 4.  | Preparation for training and Conversion to online platform | • Working with the AIDS Control Programs, develop a training schedule. Note that the different stakeholders may need to focus on different modules, so a training agenda will need to be developed for each training.  
• Develop the modules into an online, self-paced training package.  
• Final online training modules to be submitted | 15 days | 30        |
| 5.  | Training and submission of final report | • Deliver and evaluate trainings (total of 09 trainings). Provide a short report of each training, including pre- and post- test questionnaires. Identify any concerns/recommendations for | 45 days by 31\textsuperscript{st} August 2022 | 40        |
the way forward. Ensure that recommendations from the participants are reviewed and training and materials modified, as required

- Provide interim report on activities undertaken, lessons learned, recommendations for future trainings

<table>
<thead>
<tr>
<th>Total</th>
<th>100</th>
</tr>
</thead>
</table>

<p>| Person to Supervise the Work/Performance of the Service Provider | [HIV Program Specialist (Treatment) UNDP/PMU] |
| Frequency of Reporting | [Bi weekly] |
| Progress Reporting Requirements | Deliverables based |
| Location of work | ☒ Exact Address/es Karachi, Lahore, Peshawar, Quetta, Islamabad, Multan. |
| ☐ At Contractor’s Location |
| Expected duration of work | Three months, |
| Target start date | 15 June 2022 (tentative) |
| Latest completion date | 31st August 2022 (tentative) |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Not Applicable |
| Travels Expected | Yes |
| 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. |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☒ Required |
| ☐ Not Required |
| Names and curriculum vitae of | ☒ Required |</p>
<table>
<thead>
<tr>
<th><strong>individuals who will be involved in completing the services</strong></th>
<th>☐ Not Required</th>
</tr>
</thead>
</table>
| **Currency of Proposal** | ☐ United States Dollars  
☐ Euro  
☑ Local Currency (Pak Rupees) |
| **Value Added Tax on Price Proposal** | ☒ must be inclusive of VAT and other applicable indirect taxes  
(the invoice submitted should indicate the price and tax portion separately.) |
| Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure. |
| **Validity Period of Proposals (Counting for the last day of submission of quotes)** | ☒ 90 days |
| In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| **Partial Quotes** | ☒ Not permitted |
| **Payment Terms** | | | | |

<table>
<thead>
<tr>
<th><strong>Schedule of payment</strong></th>
<th><strong>Percentage of Payment</strong></th>
<th><strong>Timeline</strong></th>
<th><strong>Condition for Payment Release</strong></th>
</tr>
</thead>
</table>
| 1. Work Plan | 15% | Within 5 days of the signing of the contract | Within thirty (30) days from the date of meeting the following conditions:  
a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and |
| 2. Draft Training Materials/Manual and Final version Training Manual | 15% | Within 22 days after the desk review | |
| 3. Preparation for training anc | 30% | 15 days | |

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1. VAT exemption status varies from one country to another. Please check whatever is applicable to the UNDP CO/BU requiring the service.
2. UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.
<table>
<thead>
<tr>
<th>Conversion to online platform</th>
<th></th>
<th>b) Receipt of invoice from the Service Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Training and submission of final report</td>
<td>40%</td>
<td>45 days by 31st August 2022</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment**

HIV Program (Treatment) Specialist

**Type of Contract to be Signed**

- Purchase Order
- Contract for Professional Services

**Criteria for Contract Award**

- Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
- Where the minimum passing score of technical proposal is 70%.
- 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**

**Technical Proposal (70%)**
- Expertise of the Firm **45% with 315 Marks out of 700**
- Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan **30% with 210 marks out of 700**
- Management Structure and Qualification of Key Personnel **25% with 175 marks out of 700**

**Financial Proposal (30%)**
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

**S.No.** | **Technical and Financial Criteria Summary** | **Score** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Expertise and past experience of the firm submitting proposal</td>
<td>45% 315</td>
</tr>
<tr>
<td>2.</td>
<td>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</td>
<td>30% 210</td>
</tr>
<tr>
<td>3.</td>
<td>Management Structure and Qualification of Key Personnel</td>
<td>25% 175</td>
</tr>
<tr>
<td><strong>Total (Technical)</strong></td>
<td></td>
<td><strong>700</strong></td>
</tr>
<tr>
<td></td>
<td>Financial</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td></td>
<td>300</td>
</tr>
</tbody>
</table>

**Form 1: Technical Proposal Evaluation**

<table>
<thead>
<tr>
<th>Expertise of Firm / organization</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1</strong> Duly registered in Pakistan under the relevant authority having STRN (FBR) and SECP registration.</td>
<td>35</td>
</tr>
<tr>
<td><strong>1.2</strong> Financial Stability: Latest two years Statements (2018-2019 and 2019-2020) Quick ratio should be more than 1 (20 marks for each year)</td>
<td>40</td>
</tr>
<tr>
<td><strong>Relevant Experience:</strong> Two satisfactory performance certificates with National/Multinational Organizations along with the amount and duration of each assignment (each certificate carries 30 marks)</td>
<td>60</td>
</tr>
<tr>
<td><strong>1.4</strong> Have at least overall experience of three (03) years of incorporation: Less than 03 Years (00 Marks) 03 years and above (60 marks)</td>
<td>60</td>
</tr>
<tr>
<td><strong>1.5</strong> Maximum Two Purchase Orders/Contracts issued in favor of the firm to prove expertise of similar nature (each purchase order/contract carries 30 marks)</td>
<td>60</td>
</tr>
<tr>
<td><strong>1.6</strong> Company/Firm Profile showing its expertise in the relevant area and achievement including major achievements.</td>
<td></td>
</tr>
<tr>
<td>1. <strong>Prove of Experience in managing government partnerships and relationships with international organizations.</strong> (20 marks)</td>
<td></td>
</tr>
<tr>
<td>2. <strong>Prove of Specialization in HIV, training, capacity building and IT skills and related fields.</strong> (20 marks)</td>
<td>60</td>
</tr>
<tr>
<td>3. <strong>Prove of ability in developing training materials in a digital format or easy to convert format and experience of online learning approaches and tools.</strong> (20 marks)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Part 1** 315

**Form 2: Technical Proposal Evaluation**
## Proposed Work Plan and Approach

<table>
<thead>
<tr>
<th>Points Obtainable</th>
</tr>
</thead>
</table>

### 2.1
To what degree does the proposer understand the **objectives**, target audience and main outcomes of the TOR?  

20

### 2.2
Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of Reference? e.g. Proposed Methodology & Approach (Knowledge of design and rollout of capacity building on HIV and health issues in Pakistan’s context and with special focus on the latest updated National HIV Treatment Guidelines)

40

### 2.3
**Is the proposal well** defined and corresponds to the Terms of Reference?  
- Methodology and approach to be applied (60 marks)  
- Steps to consolidate training material to be developed with at least 02 samples (60 marks)

120

### 2.4
Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility?

30

| Total Part 2 | 210 |

## Form 3: Management Structure and Qualification of Key Personnel

<table>
<thead>
<tr>
<th>Points Obtainable</th>
</tr>
</thead>
</table>

### 3.1
**Project Manager (Lead Expert & Master Trainer)**

75

#### 3.1.1
Masters’ degree in Public Health, Social Sciences or relevant field, Suitability for the Project  

40

#### 3.1.2
At least 5 years of experience in design and rollout of health or HIV capacity building and sensitization programs in Pakistan  

35

### 3.2
**Infectious Diseases Specialist**

50

#### 3.2.1
Masters’ degree in Public Health/Infectious diseases  

25

#### 3.2.2
At least 3 years of experience in Public Health Management  

25

### 3.3
**Master Trainer/Facilitator**

50

#### 3.3.1
Medical Graduate with additional training in HIV/AIDS  

25

#### 3.3.1
At least 3 years of experience in Training/Capacity Building  

25
<table>
<thead>
<tr>
<th>UNDP will award the contract to:</th>
<th>One and only one Service Provider</th>
</tr>
</thead>
</table>
| Contract General Terms and Conditions<sup>4</sup> | Form for Submission of Proposal (Annex 2)  
Form for Submission of Financial Proposal (Annex 3)  
General Terms and Conditions / Special Conditions (Annex 4)  
Detailed TOR (Annex-5) |
| Annexes to this RFP<sup>5</sup> | Form for Submission of Proposal (Annex 2)  
Form for Submission of Financial Proposal (Annex 3)  
General Terms and Conditions / Special Conditions (Annex 4)  
Detailed TOR (Annex-5) |
| Contact Person for Inquiries (Written inquiries only)<sup>6</sup> | 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. |

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.
1. The consulting firm/organization/company must have at least three (03) years of overall experience in trainings preferably in HIV AIDs.

2. Maximum relevant purchase orders/Contracts in last 03 years with National/Multinational Organizations (please attach copies of contracts)

3. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise.

4. Two satisfactory performance certificates along with duration of each assignment

5. Sales Tax and Income Tax Certificates, Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer,

6. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation, or Valid Certificates of registration with Security Exchange Commission of Pakistan. (SECP)

7. All information regarding any past and current litigation during the last three (3) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded, s.

8. CVs of all the personnel that will be assigned to this assignment.

9. An affidavit/declaration or company letter head that the company/firm has never black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.
### Deadline for Submission

**06 June 2022 (12:30PM Pakistan Standard Time)**

eTendering method, click the link [https://etendering.partneragencies.org](https://etendering.partneragencies.org) and insert Event ID information.

**Please note:**

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

- 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)

**Important Notes for financial proposal:**

- 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: [sadia.ali@undp.org](mailto:sadia.ali@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.

### Other Information (pls. specify)
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**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Deliverable</th>
<th>Payment Plan</th>
<th>Amount (PKR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Develop a detailed work plan with timelines</td>
<td>15%</td>
<td></td>
</tr>
</tbody>
</table>
| 2      | • Based on approved outline, develop the training manual and accompanying participant materials (handouts, job aids etc. For example, on PrEP) The focus will be on adult learning methodologies.  
      | • Submit to the various stakeholders for their review and feedback. If required, engage in some re-testing of some of the materials.  
      | • Address comments and recommendations and prepare a final version of training manual/materials | 15%          |              |
| 3      | • Working with the AIDS Control Programs, develop a training schedule. Note that the different stakeholders may need to focus on different modules, so a training agenda will need to be developed for each training.  
      | • Develop the modules into an online, self-paced training package.  
      | • Final online training modules to be submitted                         | 30%          |              |
| 4      | • Deliver and evaluate trainings (total of 09 trainings). Provide a short report of each training, including pre- and post- test questionnaires. Identify any concerns/recommendations for the way forward. Ensure that recommendations from the participants are reviewed and training and materials modified, as required  
<pre><code>  | • Provide interim report on activities undertaken lessons learned, recommendations for future | 40%          |              |
</code></pre>
<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>No. of Personnel</th>
<th>Total Period of Engagement (Days)</th>
<th>Remuneration per Day in Rs.</th>
<th>Total Price in PKR.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Personnel Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Team Leader</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Infectious Diseases Specialist</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Master’s Trainer/Facilitator</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>II. Out of Pocket Expenses (If Any)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Travel costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Organization &amp; Management Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL (PKR)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This shall be the basis of the payment tranches*

B. Breakdown of Financial Proposal, Note: below table to show cost break down of above table A per cost component; Bidder to use below category to show the contribution of each cost category to total mention in table A where applicable.

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 (TOR)
National Firm to develop a comprehensive training manual on HIV&AIDS, and engage in the training of health facility ART staff

A. Project Title

Accelerated response to HIV through effective prevention, treatment, care and support interventions for Key Populations and surveillance in high risk areas

B. Project Description

Pakistan has received investments from the Global Fund since 2003 for a cumulative amount of USD697 million. Despite significant progress of the accelerated response to HIV through effective prevention, treatment, care and support interventions for Key Populations (KP), Pakistan remains a country with high prevalence given the epidemiological context.

The country continues to have concentrated HIV epidemic among KP, namely: men having sex with men (MSM), people who inject drugs (PWID), transgender populations (TG), male sex workers (MSW) and female sex workers (FSW) with prevalence less than 0.1% in the general population, based on Integrated Biological and Behavioral Surveillance (IBBS) Round V 2016-17. As per Spectrum estimates for the year 2020, Pakistan has an estimated 183,705 people living with HIV (PLHIV), of which 91% live in Punjab and Sindh, the most populous and highest HIV burden provinces in the country. The highest proportions of the estimated population of PLHIV are to be found among PWID (22.9%) and MSM (17.2%). Disease progression trends show an escalating epidemic in KP with a faster rate among sexual networks especially MSM and sex workers.

Overall KP prevention and testing program coverage remains among the lowest in the Asia Pacific region. It was estimated that in 2018 no more than 14% of PLHIV in Pakistan knew their status; clearly well below the 90% target for fast-tracking the response. The UNAIDS Global AIDS Update 2019 indicated that KP prevention programs in Pakistan to be “faltering” on account of the fact that prevention program coverage is at less than 10% for more than one Key Population. The extremely low testing coverage for MSM (non-SW) is of particular concern given the estimated population size and their projected proportion of disease burden as the epidemic progresses. Among KP, 3 subgroups show a faster rate of HIV progression with new
infections predominantly occurring through male-to-male sex (45%), needle sharing among PWID (26%), and sex work (6%). Program implementation becomes challenging in a context of criminalization, stigma and discrimination, the socio-economic, geographic, human rights, gender and age-related barriers and inequities in access to health services. The COVID-19 pandemic has imposed an additional burden to tackling these issues.

**Goals, Strategies and Activities**

The goals of the Program are as follows:

- To address low prevention and testing coverage among KP by scaling up community-based interventions
- To address barriers to treatment access and initiation by phased introduction of treatment for all, devolving treatment maintenance services and stigma and discrimination training for health care workers
- To strengthen the national M&E system to improve cascade monitoring

The objectives of the Program include the following:

- To increase coverage of the prevention services for MSM by 39% (of PSE) by 2023 from the 2019 baseline
- To increase coverage of the prevention services for FSW (of PSE) by 44% by 2023 from the 2019 baseline
- To increase coverage of the prevention services for TG (of PSE) by 56% by 2023 from the 2019 baseline
- To increase coverage of the treatment services for PLHIV by 35% (of the estimated PLHIV) by 2023 from the 2019 baseline

The strategies of the Program include, but are not limited to, the following:

- Improving Treatment, Care and Support by training and improving services provided at ART sites, monitoring of treatment through periodic viral load testing and addressing Lost to Follow Up (LTFU)
- Reaching KP (MSM, FSW and TG) with prevention, through static drop-in centres and through Outreach Workers (ORWs) who are peers of the same population
- Differentiated HIV Testing Services through Facility-based testing, Community-based testing and Self-testing
- Reducing human rights-related barriers to HIV/TB services through a focus on stigma and discrimination faced by KP and PLHIV
- RSSH: Health Products Management Systems through storage / distribution services and capacity strengthening of regulatory and quality control systems.
- RSSI: Health Management Information Systems and M&E through routine reporting, program/data quality control and surveys
• Community system strengthening through community-led advocacy, research and community-based monitoring mechanism
• Program Management focusing on coordination and management of national disease control programs with provinces and establishing a technical support unit

Planned activities include the development of comprehensive training materials on various aspects of HIV&AIDS, including (but not limited to): basic biology of HIV&AIDS, STIs; HIV testing; Pre-exposure Prophylaxis; Prevention; human rights and HIV, including stigma and discrimination; counselling; confidentiality and patient rights; etc. This material will also be developed into an online, self-paced learning program, in the local language.

Training will be undertaken for staff at community-based organizations (CBOs), health care workers at ART site, as well as other relevant stakeholders.

Scope of Work

The UNDP intends to engage an institution/firm to:

• Develop separate HIV&AIDS training manuals and participants manual/takeaways (Job Aids) for ART centres staff in English and Urdu and pictorials. The training material should correspond to the capacity building needs and training priorities identified by consultation carried out by UNDP.

• Develop comprehensive training plan and methodologies for training sessions of various tiers of staff (ART Physician, Counsellor, Case Manager, Lab Technician, Nurse, Data Entry Operator) at ART centres

• Constitute a multidisciplinary team of trainers to cover all the aspects of training plan.

• Conduct the trainings for ART staff,

• Convert the materials into self-paced online training modules (audio-visuals, presentations, self assessments).

• Formulate detailed training reports with pre and post test evaluations.

The breakdown of total trainees for the HIV&AIDS training is given in the table below.

Five (05) days training:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Target Audience</th>
<th>Total staff to be trained</th>
<th>No. of Batches</th>
<th>Batch size</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ART staff in Punjab and in ICT (to be held in Islamabad, Lahore and</td>
<td>144</td>
<td>4</td>
<td>36</td>
<td>Jun – Aug 2022</td>
</tr>
<tr>
<td></td>
<td>other appropriate city/ies</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>ART staff in Sindh (to be held in Karachi)</td>
<td>87</td>
<td>3</td>
<td>29</td>
<td>Jun – Aug 2022</td>
</tr>
<tr>
<td>3</td>
<td>ART staff in KP (to be held in Peshawar)</td>
<td>26</td>
<td>1</td>
<td>26</td>
<td>Jun – Aug 2022</td>
</tr>
<tr>
<td>4</td>
<td>ART staff in Balochistan (to be held in Quetta)</td>
<td>16</td>
<td>1</td>
<td>16</td>
<td>Jun – Aug 2022</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>273</strong></td>
<td><strong>09</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Eligibility Criteria of Selection of Enterprises:**

4. The organization must have a minimum of 3 years of experience in HIV and capacity building with health care workers.

5. Experience of working effectively in multidisciplinary/multicultural teams with sensitivity and respect for diversity.

6. Experience in managing government partnerships and relationships with international organizations.

7. Specialization in HIV, training, capacity building and IT skills and related fields.

8. Experience in developing training materials in a digital format or easy to convert format and experience of online learning approaches and tools.

**Monitoring, Database and Reporting:**

Monitoring and Evaluation Framework should be developed in collaboration with UNDP to ensure compliance with UNDP’s monitoring and evaluation (M&E) standards, including activities, SMART (Specific, Measurable, Achievable, Relevant, Time-bound) indicators, tools and means of data collection and verification, frequency of data collection, and other relevant details.

Proposer in consultation with UNDP will provide the following:

- Result based M&E plan (Indicators, data collection methods, sources of data, data collection frequency and responsibilities, etc.).
- Risks and mitigations.
- Reporting mechanism and frequency (progress and results reports) – It **would** be preferable to identify what content would form the specific report.
- Provision of detailed workplan.
- Data quality assurance mechanisms related to interventions.

**Role and Responsibilities:**

*UNDP will:*
- Give regular inputs over the course of different stages of the assignment.
- Participate, as needed, in consultation workshops with relevant stakeholders.
- Supervise and monitor the activities at field level against the progress provided by the partner, directly or through third parties;
- Introduce the organization to the relevant staff of the AIDS Control Programs and ministries of health;
- Evaluate the proponent’s performance based on a set of indicators;
- Review and approve the manual and certify all the deliverables.
- ART trainings will be held in local hotels or guest houses. UNDP will make all the logistic arrangements (transport, accommodation, DSA, multimedia, stationary, lunch, tea etc) through a third party.

**Organisation/Firm/Proposer will:**

- Provide regular reports to UNDP focal persons and respond swiftly to ad-hoc requests;
- Document the project results and impact through activity profiles, case studies, photos, videos and personal statements of beneficiaries;
- Ensure regular collection of all means of verification of project activities (as agreed with UNDP as part of the monitoring plan) and that copies of said means of verifications will be made available for UNDP’s access.
- The training firm will be responsible for providing the resource person, training material and pre & post tests

Note: Various trainings may be arranged parallel on same dates at different locations.

**C. Time Frame and Payment**

The duration of project will be from Dec 2021 to Mar 2022

<table>
<thead>
<tr>
<th>Expected Outputs / Deliverables, timeframe for the work</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Organization will be required to coordinate with the National AIDS Control Program and Provincial AIDS Control Programs ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Action/s Required</th>
<th>Estimated Timelines (final delivery date)</th>
<th>% Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Workplan</td>
<td>• Develop a detailed work plan with timelines</td>
<td>Within 5 days of the</td>
<td>15</td>
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<tr>
<td></td>
<td></td>
<td>signing of the contract</td>
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<tr>
<td></td>
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<td>Within 15 days after the desk review</td>
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<tr>
<td>7.</td>
<td>Draft Training Materials/Manual</td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|   | • Based on approved outline, develop the training manual and accompanying participant materials (handouts, job aids etc. For example, on PrEP). The focus will be on adult learning methodologies.  
• Submit to the various stakeholders for their review and feedback. If required, engage in some pre-testing of some of the materials. |   |
| 8. | Final version training manual | 00 days after the approval of the draft |
|   | • Address comments and recommendations and prepare a final version of training manual/materials |   |
| 9. | Preparation for training and Conversion to online platform | 30 |
|   | • Working with the AIDS Control Programs, develop a training schedule. Note that the different stakeholders may need to focus on different modules, so a training agenda will need to be developed for each training.  
• Develop the modules into an online, self-paced training package.  
• Final online training modules to be submitted |   |
| 10. | Training and submission of final report | 40 |
|   | • Deliver and evaluate trainings (total of 09 trainings). Provide a short report of each training, including pre- and post- test questionnaires. Identify any concerns/recommendations for the way forward. Ensure that recommendations from the participants are reviewed and | 45 days by 31st August 2022 |
training and materials modified, as required
- Provide interim report on activities undertaken, lessons learned, recommendations for future trainings

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. **Institutional Arrangement**

The specific authority who will directly supervise the work of the Service Provider, and to whom the Service Provider will be directly responsible to, reporting to, seeking approval from, and obtaining a certificate of acceptance of output is following:

The Project Coordinator of the Program Management Unit (PMU) or his/her assignee will supervise the Contractor.

E. **Duration of the Work**

The duration of the project will be from June 2022 to 31st August 2022.

F. **Location of Work**

Karachi, Lahore, Peshawar, Quetta, Islamabad, Multan.

G. **Underlying Mandatory Requirements**

The selected organization and its staff are expected to follow the following mandatory requirements:

1. Act in strict conformity to the laws of the country.
2. Not be affiliated or linked to any political party.
3. Utilize existing local resources where possible to build local capacity.
4. Keep all the processes transparent and open to accountability at any level.