



**REQUEST FOR PROPOSAL (RFP)**  
**Long Term Agreement for “Executive Search (Headhunting) services for specific positions for UNDP Programme and Operations positions”**

NAME & ADDRESS OF FIRM	DATE: June 20, 2022
	REFERENCE: UNDP-RFP-2022-190

**Dear Sir / Madam:**

We kindly request you to submit your proposal for “**Long Term Agreement for “Executive Search (Headhunting) services for specific positions for UNDP Programme and Operations positions”**”. Please be guided by the form attached here to as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Friday, 15 July 2022 at 3:00 PM PST OR 6:00 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: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

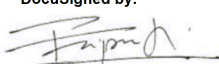
Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

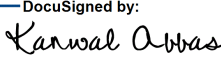
You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation” button no later than **Friday, 8 July 2022 [3:00 PM Pakistan Standard Time OR 6:00 AM EDT]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.


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

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

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected. Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service

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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)

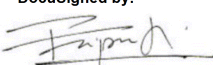
Thank you and we look forward to receiving your Proposal.

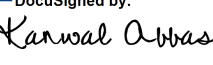
**Sincerely yours,**

**"for"**

DocuSigned by:  
  
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**Knut Ostby**  
**Resident Representative**

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## Annex 1

## Description of Requirements

Context of the Requirement	RFP for Long Term Agreement for “Executive Search (Headhunting) services for specific positions for UNDP Programme and Operations positions”
Brief Description of the Required Services <sup>1</sup>	Please see Annex 4 the ToR (Term of Reference) for the description of the required services.
List and Description of Expected Outputs to be Delivered	As per deliverables of TOR
Person to Supervise the Work/Performance of the Service Provider	HR Analyst, UNDP
Frequency of Reporting	As mentioned in TORs
Progress Reporting Requirements	As per the TOR
Location of work	UNDP Pakistan Offices
Expected duration of work	The Long Term Agreement will be initially for one year with an option to extend for another two years subject to satisfactory performance.
Target start date	1 August 2022
Latest completion date	31 July 2025
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Applicable
Implementation Schedule indicating	<input checked="" type="checkbox"/> Not Applicable

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

breakdown and timing of activities/sub-activities													
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required												
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency <b>[PAK RUPEES]</b>												
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> (the invoice submitted should indicate the price and tax portion separately).  Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use.  In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.												
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.												
Partial Quotes	<input checked="" type="checkbox"/> Not permitted												
Payment Terms	<table border="1"> <thead> <tr> <th>Sr.#</th> <th>Deliverables</th> <th>% Payment</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Conduct the candidates Headhunting services in a transparent and professional manner. Use traditional and non-traditional ways of sourcing to recommend best candidates.</td> <td>-</td> <td>Within the advertisement deadline.</td> </tr> <tr> <td>2</td> <td>Diverse pool of maximum 5 candidates is included in the applicant pool through the firm with focus on targeting particular gender, advanced professional qualifications and differently abled individuals as</td> <td>-</td> <td>On or before the advertisement deadline.</td> </tr> </tbody> </table>	Sr.#	Deliverables	% Payment	Timeline	1	Conduct the candidates Headhunting services in a transparent and professional manner. Use traditional and non-traditional ways of sourcing to recommend best candidates.	-	Within the advertisement deadline.	2	Diverse pool of maximum 5 candidates is included in the applicant pool through the firm with focus on targeting particular gender, advanced professional qualifications and differently abled individuals as	-	On or before the advertisement deadline.
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		communicated by UNDP against specific post.																	
	3	If the recommended candidate shared by the headhunting firm is finally selected by UNDP for the specific position, payment equivalent to 01 month salary of the position will be paid to the candidates headhunting firm against the services.	100%	Upon joining of the candidate															
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	HR Analyst, UNDP																		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long Term Agreement <input checked="" type="checkbox"/> Purchase Order																		
Criteria for Contract Award	<input checked="" type="checkbox"/> minimum 70% in the technical evaluation <input checked="" type="checkbox"/> LTA will be signed with one or more companies with highest technical score  <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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	<table border="1"> <thead> <tr> <th colspan="3">Technical</th></tr> <tr> <th>Summary</th><th>Weight</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>Expertise of firm/organization/institute</td><td>40%</td><td>400</td></tr> <tr> <td>Proposed methodology, approach, implementation plan and resources available for executive search.</td><td>40%</td><td>400</td></tr> <tr> <td>Management Structure and Qualification of Key Personnel-</td><td>20%</td><td>200</td></tr> </tbody> </table>				Technical			Summary	Weight	Points Obtainable	Expertise of firm/organization/institute	40%	400	Proposed methodology, approach, implementation plan and resources available for executive search.	40%	400	Management Structure and Qualification of Key Personnel-	20%	200
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(Names and curriculum vitae of individuals who will be involved in completing the services)		
<b>Total</b>	<b>100%</b>	<b>1000</b>

<b>Form 1      Technical Proposal Evaluation</b>		<b>Points obtainable</b>
<b>Expertise of the Firm/Organization</b>		
1.	<ul style="list-style-type: none"> <li>- At least three years of experience delivering executive search services to organizations with large portfolio and diverse audiences</li> </ul> <i>The bidder must provide two relevant contracts as proof of these engagements (each contract carries 70 marks)</i>	140
2.	<ul style="list-style-type: none"> <li>- Experience of working with organizations in the development sector and NGOs</li> </ul> <i>The bidder must provide two contracts as proof of work (each contract carries 70 marks)</i>	140
3.	<ul style="list-style-type: none"> <li>- Past experience of delivering headhunting services in professional and transparent manner</li> </ul> <i>The bidder must provide two letters of recommendation (each contract carries 40 marks)</i>	80
4.	<p><b><u>Financial Standing</u></b></p> <ul style="list-style-type: none"> <li>- Audit reports of the years 2019-20 and 2020-21 as proofs of sound financial standing and long-term profitability (20 marks each). Current ratio should be 1 or more than 1.</li> </ul>	40
	<b>Total</b>	<b>400</b>

<b>Form # 2</b>	
<b>Technical Proposal Evaluation</b>	<b>Points Obtainable</b>

<b>Proposed Methodology, Approach and Implementation Plan</b>		
2.1	Have the important aspects of the candidate headhunting services been addressed in sufficient detail and do they correspond with the Terms of Reference? The proposal must include details of candidates headhunting methodology, traditional and non-traditional sourcing approach mentioned and gender/professional qualification specific sourcing methods specificized in the proposal.	200
2.2	Is the proposal responsive to the challenges posed in finding underrepresented communities/professional qualification holders in remote/underdeveloped areas in Pakistan?	100
2.3	Implementation plan: Clarity of presentation & sequencing of candidates headhunting steps are logical, timely and technically realistic.	100
		<b>400</b>
<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
<b>Form 3</b>		
<b>Clients' Profile</b>		
3.1	Senior Expert (01)  Qualification: The Team Leader should have a master's degree Human Resources or in a related field	50
3.1.1	Demonstrated experience in executive search of relevant profiles with experience of five (05) years of experience  (15 Marks for each year)	75
3.2	Junior Expert (01)  Bachelor's degree in Human Resources or a related field;	30

	3..2.1	Three (03) years of experience in searching, shortlisting and hiring of human resource of relevant profiles.  (Each year carry 15 marks)	45
		<b>Sub-total</b>	200
UNDP will award the contract to:	<input checked="" type="checkbox"/> one or more		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR ( <i>Annex 4</i> ) <input checked="" type="checkbox"/> CV Template (Annex 5) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 6)		
Contact Person for Inquiries (Written inquiries only)	<i>Pramila Tripathi</i> <i>Associate Procurement Officer</i> <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.		
Joint Venture	<input checked="" type="checkbox"/> NOT ALLOWED.		



<p>Other Information <i>[pls. specify]</i></p>	<p><b>Minimum Qualifying Criteria</b></p> <p><input checked="" type="checkbox"/> Technical proposal should be submitted as separate PDF file</p> <p><input checked="" type="checkbox"/> Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise/ Organizational Organogram</p> <p><input checked="" type="checkbox"/> Valid Certificate of Registration of the Firm/organizations;</p> <p><input checked="" type="checkbox"/> Tax Registration (NTN &amp; STRN)/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;</p> <p><input checked="" type="checkbox"/> Audit Report of last two years 2019-2020 and 2020-2021</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Two [02] Clients in past three (03) years;</p> <p><input checked="" type="checkbox"/> Please provide Two (02) relevant Contracts/Purchase Order/Work Orders of work undertaken with National/Multinational Organizations (Provide proof of service with name of the organization and amount of contract). <i>please fill below table with details "Details of previous contracts";</i></p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last Seven (07) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p> <p><input checked="" type="checkbox"/> CVs of all the personnel that will be assigned to this job.</p> <table border="1" data-bbox="451 976 1425 1161"> <thead> <tr> <th>Name of Funding Organization</th> <th>Period of Contract</th> <th>Type of Services Provided/Product delivered</th> <th>Value of Contract</th> <th>Location (Country/Region)</th> <th>Year of Implementation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of Funding Organization	Period of Contract	Type of Services Provided/Product delivered	Value of Contract	Location (Country/Region)	Year of Implementation																		
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<p><b>Deadline for Submission</b></p>	<p><b>Friday, 15<sup>th</sup> July 2022</b> (3:00 PM Pakistan standard Time or 6:00 AM EDT)</p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>
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<b>Electronic submission (eTendering) requirements</b>	<ul style="list-style-type: none"> <li>• Technical proposal should be submitted in separate PDF file</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> </ul> <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> <li>• The proposer is not required to prepare and submit the financial proposal.</li> <li>• If the recommended candidate shared by the headhunting firm is finally selected by UNDP, payment equivalent to 01 month salary of the position will be paid to the candidates headhunting firm against the services.</li> <li>• <b>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.</b></li> </ul>
<b>Pre-proposal conference</b>	N/A

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**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.*

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**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 Authorized Person]*

*[Designation]*

*[Date]*

**Annex – A**  
**TERMS OF REFERENCE**

I. POSITION INFORMATION	
Position Title	Local Firm/Institute/Organization for “Executive Search (Headhunting) services for specific positions for UNDP Programme and Operations positions”
Duty Station	Pakistan
Project	CO Pakistan
Engagement Modality	Long Term Technical Assistance (LTA)
Period of assignment/services	An LTA will be issued to the selected headhunting firm(s) who will qualify the competition through a fair competitive process. This LTA will be valid for 2 years initially from the day of contract signing which may be extendable on a yearly basis subject to performance of the firm/organization
Justification	<p><b>The CO HR unit needs to contract a firm/organization/institute for the following reasons:</b></p> <p>The UNDP Country Office intends to engage 1 or more local firms/institutes/organizations to do headhunting for critical/important technical and programme positions with focus on targeting particular gender, advanced professional qualifications and differently abled individuals as communicated by UNDP against specific posts.</p>
II. RESPONSIBILITIES	
<p><b>1. Background:</b></p> <p>To attract potential candidates for critical positions by ensuring gender parity, representation of marginalized communities and acquire the best resource available in market; UNDP Pakistan office intends to onboard 1 or more headhunting firms/companies across Pakistan to do the executive search for specific technical and operation positions. Upon request from UNDP HR/Procurement unit, firms shall primarily be responsible to identify maximum 5 highly qualified professionals and ensure they apply for respective position(s) on UNDP official jobs portal.</p> <p><b>Scope of Work</b></p> <p>The selected firm(s) will be responsible to act with utmost transparency and confidentiality during the complete engagement process with UNDP. The scope of work includes.</p>	

- 1- *Searching and headhunting of candidates:* The selected firm(s) shall explore all avenues without disclosing organization name to identify the most suitable candidates, match their credentials with the TORs of advertised positions and communicated criteria.
- 2- *Identifying:* Firm/Organization will analyze profiles identified or received through candidate sourcing or other outreach methods and identify the ones who match the position profile. Firms shall ensure that while identifying candidates, they are as per the requirements set out by UNDP in the instructions and well inclusive to promote further diversity in UNDP workforce particularly in terms of gender and differently abled persons.
- 3- *Application:* Firm/Organization shall then reach out to the identified professionals share job summary and look for potential applicant interest. Upon confirmation of interest from the potential applicant, the individual should apply via prescribed job portal where position is advertised by UNDP Pakistan, for inclusion of individual in the applicant pool. Firms shall submit maximum 5 candidate profiles as per the clearly defined criteria and corporate requirements of UNDP.
- 4- *Proof of sourcing:* To ensure transparency and fairness, the firm will be required to share each candidate's proof of consent/communication for participating in the recruitment process via the headhunting firm. This shall also help clearly establish whether the applicant had consented to apply through the firm and the timeline. In case where multiple head-hunting companies identify same candidate; the company that shares details first with UNDP will be considered, the final decision rests with UNDP Pakistan, with no claim from candidates headhunting firms/organizations.
- 5- *Applicant Status:* Candidate has not already applied for the post on UNDP advertised vacancy notices before they were reached by the candidates headhunting firm. The date will be verified from UNDP HR applicant database for the advertised post. Candidate is not already part of the UNDP Pakistan roster/reserved applicant pool.
- 6- *Application Method:* Candidates will need to apply online against advertised position after firm(s) share their job profiles with UNDP unless instructed by UNDP in writing to directly share the profiles
- 7- *Selection Commitments:* The firm cannot make any selection commitments on part of UNDP Pakistan or the firm to potential candidates. The concerned candidates headhunting company shall comply with all business requirements as set by UNDP from time to time that shall inevitably be shared with the company by UNDP as and when it happens.
- 8- *Payment Terms:* UNDP does not charge any kind of fee or amount from the candidates who apply

for UNDP jobs. Contracted candidates headhunting company shall exercise caution to respect such principles to ensure alignment with UNDP's professional and ethical standards and must not charge any fee from the applicants during the process. Invoice submitted by firm should be on the official letter head with reference date and serial number. UNDP is tax exempted and therefore is not liable for any tax charges for local organizations.

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

Sr.#	Deliverables	% Payment	Timeline
1	Conduct the candidates Headhunting services in a transparent and professional manner. Use traditional and non-traditional ways of sourcing to recommend best candidates.	-	Within the advertisement deadline.
2	Diverse pool of maximum 5 candidates is included in the applicant pool through the firm with focus on targeting particular gender, advanced professional qualifications and differently abled individuals as communicated by UNDP against specific post.	-	On or before the advertisement deadline.
3	If the recommended candidate shared by the headhunting firm is finally selected by UNDP, payment equivalent to 01 month salary of the position will be paid to the candidates headhunting firm against the services.	100%	Upon joining of the candidate

## III. Qualification & Experience

- 1- Firm(s) shall be located and operating in Pakistan.
- 2- Firms must have at least 3-5 years of overall experience in candidates headhunting to leading organizations in Development sector and NGOs.
- 3- Firms will need to submit proposal with a methodology which shall be used to identify top-notch candidates for UNDP as explained above.
- 4- Selection of firms shall be based upon the standing of the company for such services, and more importantly creativity, outreach and approach in methodology for identifying best candidates in the proposal.

IV. Evaluation Criteria		
Technical		
Summary	Weight	Points Obtainable
Expertise of firm/organization/institute	40%	400
Proposed methodology, approach, implementation plan and resources available for executive search.	40%	400
Management Structure and Qualification of Key Personnel– (Names and curriculum vitae of individuals who will be involved in completing the services)	20%	200
<b>Total</b>	<b>100%</b>	<b>1000</b>

Form 1 Technical Proposal Evaluation		Points obtainable
Expertise of the Firm/Organization		
4.	<ul style="list-style-type: none"> <li>- At least three years of experience delivering executive search services to organizations with large portfolio and diverse audiences</li> </ul> <p><i>The bidder must provide two relevant contracts as proof of these engagements (each contract carries 70 marks)</i></p>	140
5.	<ul style="list-style-type: none"> <li>- Experience of working with organizations in the development sector and NGOs</li> </ul> <p><i>The bidder must provide two contracts as proof of work (each contract carries 70 marks)</i></p>	140
6.	<ul style="list-style-type: none"> <li>- Past experience of delivering candidates headhunting services in professional and transparent manner</li> </ul> <p><i>The bidder must provide two letters of recommendation (each contract carries 40 marks)</i></p>	80



4	<b><u>Financial Standing</u></b> - Audit reports of the years 2019-20 and 2020-21 as proofs of sound financial standing and long-term profitability (20 marks each). Current ratio should be 1 or more than 1.	40
	Total	400

Form # 2		
<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
<b>Proposed Methodology, Approach and Implementation Plan</b>		
2.1	Have the important aspects of the candidates headhunting services been addressed in sufficient detail and do they correspond with the Terms of Reference? The proposal must include details of candidates headhunting methodology, traditional and non-traditional sourcing approach mentioned and gender/professional qualification specific sourcing methods specificized in the proposal.	200
2.2	Is the proposal responsive to the challenges posed in finding underrepresented communities/professional qualification holders in remote/underdeveloped areas in Pakistan?	100
2.3	Implementation plan: Clarity of presentation & sequencing of candidates headhunting steps are logical, timely and technically realistic.	100
		400

<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
<b>Form 3</b>		
<b>Personnels' Profile</b>		
3.1	Senior Expert (01)  Qualification: The Team Leader should have a master's degree Human Resources or in a related field	50

3.1.1	Demonstrated experience in executive search of relevant profiles with experience of five (05) years of experience  (15 Marks for each year)	75
3.2	Junior Expert (01)  Bachelor's degree in Human Resources or a related field;	30
3..2.1	Three (03) years of experience in searching, shortlisting and hiring of human resource of relevant profiles.  (Each year carry 15 marks)	45
	<b>Sub-total</b>	200

## PERSONNEL

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

**3.2 Staff Time Allocation:** Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: *This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

**3.3 Qualifications of Key Personnel.** Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

<b>Name:</b>		
<b>Position for this Contract:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Work Experience:</b>		
<b>Language Skills:</b>		
<b>Educational and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References no.1 (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.2</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	

<b>Reference no.3</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>  I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.  _____  Signature of the Nominated Team Leader/Member		Date Signed

**Annex 6**

**Standard Terms and Conditions  
Seperately Attached.**