



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 9, 2022
	REFERENCE: <b>UNDP-RFP-2022-271</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of services to conduct **Consultative sessions on Parliamentary Engagement, Sindh SDGs Framework, and Capacity Strengthening for Bureau of Statistics (BoS)**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal. Your proposal should be submitted through e-Tendering online system by or before the deadline of **Wednesday 25th August 2022 3:00 PM Pakistan Standard Time OR 6:00 AM EDT** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering 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 **Wednesday 17<sup>th</sup> Aug 2022**. If that is not the case, UNDP would appreciate your indicating the reason, for our records. Clicking the Acceptance button **will enable you to receive updates/notifications, but it will not restrict you from submitting the bid till the deadline.**

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

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[Signature]

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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.


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

Thank you and we look forward to receiving your Proposal.

**Sincerely yours,**

DocuSigned by:  
  
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**For Knut Ostby  
Resident Representative  
UNDP Pakistan**

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## Annex 1

## Description of Requirements

<b>Context of the Requirement</b>	<b>Hiring of firm to conduct consultative sessions on Parliamentary Engagement, Sindh SDGs Framework, and Capacity Strengthening for Bureau of Statistics (BoS)</b>
<b>Brief Description of the Required Services<sup>1</sup></b>	<p><b>Background</b></p> <p>Following the transition of the global community from the Millennium Development Goals (MDGs) to the more comprehensive, universally applicable, and inclusive Sustainable Development Goals (SDGs), Pakistan has also made rapid progress in adopting and formally launching the 17 SDGs. The SDGs require an integrated approach for implementation by balancing all three dimensions of development, i.e. Social, Environmental and Economic, while also considering the important inter-linkages and trade-offs present in the framework.</p> <p>In line with Pakistan's National Initiative on SDGs, Government of Sindh (GoS) has established a SDGs Support Unit in Planning &amp; Development Board, GoS which is working in close coordination with the SDGs Units established in other provinces and areas, Provincial and Federal Technical Committees as well as line departments, UN agencies, private sector and civil society. The purpose of this engagement is to mainstream SDGs in local development plans and strategies, strengthen coordination, reporting and monitoring mechanisms, align financing flows with 2030 Agenda, and support integrated and innovative approaches to accelerate progress on SDGs on priority areas.</p> <p>The assignment is focused on supporting different above-mentioned outputs of the project. The core activities in the assignment include strengthening parliamentary engagement for SDGs, operationalizing SDGs framework at divisional level and enhancing capacity of Sindh Bureau of Statistics on SDGs reporting. The stakeholders in the assignment include Sindh Parliamentary Task Force for SDGs, Sindh Bureau of Statistics and 6 divisional headquarters in Sindh. As per requirements of the assignment, planning sessions with Sindh Parliamentary Task Force for SDGs and Sindh Bureau of Statistics will be carried out in Karachi at provincial level whereas Divisional workshops on operationalization of SDGs framework will be carried out in 6 divisions namely Sukkur, Hyderabad and Karachi, Larkana, Mirpurkhas and Shaheed Benazirabad</p> <p><b>Scope of Work</b></p> <p><b>Parliamentary Level Engagement on SDGs:</b></p> <p>Parliamentary level engagement is one of the major pillars in mainstreaming the Sustainable Development Goals (SDGs) implementation, particularly at the provincial level. Parliamentarians have an opportunity, and a constitutional responsibility to play a significant role in supporting and monitoring SDG implementation. They are also uniquely positioned to act as an interface between</p>

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

the people and the state institutions, and to promote and adopt people-centred policies and legislation to ensure that no one is left behind.

The Sindh Legislative Assembly has already constituted a Parliamentary Task Force (PTFs) on SDGs, which has actively participated in multiple policy level dialogues and consultation, thus enabling a buy-in of different political parties' representatives to advocate SDGs priorities, and within their political realms, sensitizing the political leadership and fellow parliamentarians on prioritized goals using various methods of engagement. key aspect of scope of work will be to highlight ideas, best-practices and experience sharing with and among Sindh's PTF members on maximizing the use of tools at the disposal of parliaments, in order to ensure inclusivity in the design, implementation of laws and policy and planning actions to achieve the 2030 Agenda.

***Operationalization and Localization of Sindh SDGs Framework:***

SDGs Support Unit-Sindh has developed the Provincial Sindh SDGs Framework, to serve as a roadmap for mainstreaming and localization of SDGs in the province; and to enable institutions and stakeholders to achieve the immediate, medium-term, and long-term prioritized SDGs approved by the GoS. The framework has been disseminated to PTF, line departments, Core Group and UN agencies with approval of P&D Board Sindh. Primary purpose of this exercise is to facilitate the operationalization of Provincial Sindh SDGs Framework at the divisional level, by means of sensitization events on the rationale and usability of SDGs Framework as planning tool.

***Capacity Strengthening of Sindh Bureau of Statistics:***

To integrate SDGs within Government planning and implementation process, addressal of data and baseline gaps against SDGs indicators is a major challenge. SDGs Support Unit, Sindh is working closely with Bureau of Statistics (BoS), Sindh towards taking stock of existing challenges, and is identifying approaches to fill in the missing gaps against SDGs indicators. It is jointly observed that the language of SDGs indicators is new and historical data collection approaches are not aligned with those parameters.

***Rationale & Description of Expected Outputs:***

***Parliamentary Level Engagement and Planning on SDGs:*** Under the assignment, sessions on SDGs will be carried out with members of PTF around aspects of 1) pro-poor, gender sensitive focused legislation, 2) Policy and Planning, 3) budgeting and oversight. The key aspects of the planning exercises would also be to highlight ideas, best-practices and experience sharing with and among Sindh's PTF members on maximizing the use of tools at the disposal of parliaments, in order to ensure inclusivity in the design, implementation of laws and policy and planning actions to achieve the 2030 Agenda.

***Operationalization and Localization of Sindh SDGs Framework:*** Under this assignment, 6 divisional level orientation sessions which will be carried out in six divisional headquarters i.e., Sukkur, Hyderabad and Karachi, Mirpurkhas, Shaheed Benazirabad and Larkana wherein staff from line departments from respective districts will participate. Primary purpose of this exercise is to facilitate the operationalization of Provincial Sindh SDGs Framework at the divisional level.

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**Capacity strengthening of Sindh Bureau of Statistics:** Under the assignment, the consultancy firm will be required to carry out orientation of BoS technical staff on the SDGs targets, indicators, the corresponding meta-data definitions, and methods of computation and reporting. The session will include Sindh BOS staff from district sub-offices working on data collection, analysis and reporting.

Key outputs of the assignment shall include the following:

- Reports of Engagement Sessions with Sindh Parliamentary Task Force
- Divisional Workshops report of Sindh SDGs Framework Sensitization sessions along with attendance sheet and pictures/videos
- Training report on BoS capacity building along with attendance sheet and pictures/videos

S#	Activities	Number of sessions
1	<p><b>Engagement Sessions on SDGs with Sindh Parliamentary Task Force Legislation</b></p> <ul style="list-style-type: none"> <li>- Conduct three (03) engagement sessions on how to implement the SDGs by ensuring legal frameworks, budgeting and policies that support a pro-poor, gender sensitive, human rights-based enabling environment. The sessions will be for one day each</li> <li>- <b>Pro-poor, gender sensitive focused legislation:</b> Session on gender related legislations, gaps, and integration of SDGs 5: Gender Equality in legislative planning</li> <li>- <b>Policy &amp; Planning:</b> Session on the technical, financial, and legal frameworks governing major policies and programs of the governments towards priority sectors</li> <li>- <b>Budgeting &amp; Oversight:</b> Session on budget making and oversight process by reviewing how government funds are being allocated towards SDGs prioritization, including whether sufficient funds are reaching the most vulnerable. The session will also include discussion on oversight and advisory functions for development viz-a-viz SDGs, through the parliamentary committees, etc.</li> <li>- Hire a Parliamentary Engagement Specialist for 45 days for carrying out exercises with Parliamentary Task Force for SDGs in Sindh, preparing training material and conducting three engagement session. The incumbent will be required to submit a consolidated report of all three sessions.</li> <li>- Hire Resource team of 01 Events and Communication coordinator for 30 days, and 01 Admin officer for 30 days in total for three engagement sessions.</li> <li>- Preparation of pre-&amp;-post event documentation, session materials, presentations, invitations, minutes, notes, etc.</li> <li>- Submit session report along with signed attendance sheet and</li> </ul>	3

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		<p>pictures /videos of the event.</p> <ul style="list-style-type: none"> <li>- The consulting firm is expected to provide coordination support before, during and after the sessions to resource persons hired on day wise basis.</li> </ul>		
	2	<p><b>Divisional Level Sensitization Sessions on Sindh SDGs Framework</b></p> <ul style="list-style-type: none"> <li>- Conduct 6 sensitization sessions in Sukkur, Hyderabad and Karachi, Larkana, Mirpurkhas and Shaheed Benazirabad division, preferably in a local hotel for approximately 25-30 participants. The sessions will be for one day each.</li> <li>- Hire 01 training consultant for 60 days spread over period of 5 months for conducting divisional sensitization sessions along with preparation of training material and workshop reports.</li> <li>- Hire Resource team of 01 Admin officer for 60 days and, 01 Events and Communication coordinator for 60 days in total for the 6 divisional level sessions. The firm is expected to ensure resource teams physical presence and support for each divisional level session.</li> <li>- Preparing list of invitees, dispatching invitations, carrying out follow ups, managing logistics and venue arrangement for divisional level sensitization events through resource team.</li> <li>- Coordination with divisional administration for arrangement of venue and dates, etc. and follow-ups to ensure participation through resource team hired on day wise basis</li> <li>- Preparation of pre-&amp;-post event documentation, session materials, presentations, invitations, minutes, notes, etc.</li> <li>- Submit session report along with signed attendance sheet and pictures /videos of the event.</li> <li>- The consulting firm is expected to provide coordination support before, during and after the sensitization events to resource persons hired on day wise basis.</li> </ul>	6	
	4	<p><b>Capacity Strengthening of Sindh Bureau of Statistics on data reporting</b></p> <ul style="list-style-type: none"> <li>- Prepare two days module for technical session with BoS staff, in collaboration with SDGs Support unit Sindh.</li> <li>- Conduct two-day training session with Sindh BOS Provincial and District level Staff in Karachi. Total participants will be approximately 25 to 30 persons including Government officers of grade 18 and below.</li> <li>- Hire Statistical Training expert for 20 days for preparing the training module and material and conducting the training session</li> <li>- Hire resource team of 01 Admin officer for 10 days, and 01 Events and Communication coordinator for 10 days in total for preparing list of invitees, dispatching invitations, carrying out follow ups, managing logistics, communications and facilitating participants in processing TA/DA as per government criteria/policy</li> <li>- Submission of pre-&amp;-post event documentation, training materials, presentations, invitations, minutes, notes, etc.</li> </ul>	1	



	<ul style="list-style-type: none"><li>- Submission of training report along with signed attendance sheet and pictures / videos.</li><li>- The consulting firm is expected to provide coordination support before, during and after the sensitization event to resource persons hired on day wise basis</li><li>- Provide eligible participants (approximately 25-30 persons) TA/DA as per government criteria/policy.</li></ul>			
List and Description of Expected Outputs to be Delivered	<b>Expected key outputs/deliverables/mandatory requirements:</b>			
	The Contractor will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:			
	<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
	Conceptual note on conducting exercise with Sindh Parliamentary Task Force , Divisional Workshops on SDGs Framework and BoS Capacity Building exercise	1 week	7 <sup>th</sup> Oct 2022	Assistant Resident Representative Development Policy Unit
	Conduct 3 engagement sessions with Sindh Parliamentary Task Force and submit session reports	12 weeks	14 <sup>th</sup> Oct 2022 to 19 <sup>th</sup> Jan 2022	Assistant Resident Representative Development Policy Unit
	Organize 6 Divisional Workshops and submit workshop reports along with attendance sheet and pictures/videos .	20 weeks	21 <sup>th</sup> Oct 2022 to 21 <sup>st</sup> Feb 2022	Assistant Resident Representative Development Policy Unit
	Organize 1 training session for BoS capacity building and submit workshop report along with attendance sheet and pictures/videos	4 weeks	15 <sup>th</sup> Nov 2022 to 15 <sup>th</sup> Dec 2022	Assistant Resident Representative, Development Policy Unit
	Submit final report on the assignments fulfilling all requirements/activities agreed and reflected in the ToRs	1 week	15 <sup>th</sup> March 2022	Assistant Resident Representative, Development Policy Unit



Person to Supervise the Work/Performance of the Service Provider	The Firm will be reporting to Assistant Resident Representative, Development Policy Unit, UNDP. The consultant(s) will work in close coordination with Planning & Development Department, Project Manager, SDG Support Unit, Sindh, and staff members. SDG Support Unit in Sindh will oversee coordination support provided by the firm with stakeholders, in organizing meetings/workshops. All reports/documents/progress update will be submitted to the Project Manager, SDG Support Unit Sindh, and UNDP Country office, as per agreed timeframe against the deliverables.
Frequency of Reporting	<b>[As per deliverables mentioned in the Detailed TORs ]</b>
Progress Reporting Requirements	The firm / company shall submit proper Reports of progress and may be asked for presentation on their progress.
Location of work	Karachi, Sindh with travel to 6 divisional headquarters in Sindh namely Sukkur, Hyderabad, and Karachi, Larkana, Mirpurkhas and Shaheed Benazirabad
Expected duration of work	The expected duration of work for this assignment is six (6) months effective from the date of signing of the contract.  UNDP will not provide office space for this assignment.
Target start date	28 <sup>th</sup> Sept 2022
Latest completion date	15 <sup>th</sup> March 2023
Travels Expected	Required: Karachi, Sindh with travel to 6 divisional headquarters in Sindh namely Sukkur, Hyderabad, and Karachi, Larkana, Mirpurkhas and Shaheed Benazirabad
Special Security Requirements	<b>Note:</b> UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> All project related costs will be borne by the Contracting firm.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals	<input checked="" type="checkbox"/> Required

who will be involved in completing the services																	
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [ <b>PAK RUPEES</b> ]																
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> (the invoice submitted should indicate the price and tax portion separately).  Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.																
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 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>Deliverables/ Outputs</th><th>Estimated Duration to Complete</th><th>Target Due Dates</th><th>Percentage for payment</th></tr> </thead> <tbody> <tr> <td>Conceptual note on conducting exercise with Sindh Parliamentary Task Force, , Divisional Workshops on SDGs Framework and BoS Capacity Building exercise</td><td>1 week</td><td>7<sup>th</sup> Oct 2022</td><td>10%</td></tr> <tr> <td>Conduct 3 engagement sessions with Sindh Parliamentary Task Force and submit session reports</td><td>12 weeks</td><td>14<sup>th</sup> Oct 2022 to 19<sup>th</sup> Jan 2022</td><td>15% (5% for each Planning exercise session)</td></tr> <tr> <td>Organize 6 Divisional Workshops and submit workshop reports along with attendance sheet and pictures/videos .</td><td>20 weeks</td><td>21<sup>th</sup> Oct 2022 to 21<sup>st</sup> Feb 2022</td><td>30% (5% for each workshop)</td></tr> </tbody> </table>	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Percentage for payment	Conceptual note on conducting exercise with Sindh Parliamentary Task Force, , Divisional Workshops on SDGs Framework and BoS Capacity Building exercise	1 week	7 <sup>th</sup> Oct 2022	10%	Conduct 3 engagement sessions with Sindh Parliamentary Task Force and submit session reports	12 weeks	14 <sup>th</sup> Oct 2022 to 19 <sup>th</sup> Jan 2022	15% (5% for each Planning exercise session)	Organize 6 Divisional Workshops and submit workshop reports along with attendance sheet and pictures/videos .	20 weeks	21 <sup>th</sup> Oct 2022 to 21 <sup>st</sup> Feb 2022	30% (5% for each workshop)
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<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	Organize 1 training session for BoS capacity building and submit workshop report along with attendance sheet and pictures/videos	4 weeks	15 <sup>th</sup> Nov 2022 to 15 <sup>th</sup> Dec 2022	25%
	Submit final report on the assignments fulfilling all requirements/activities agreed and reflected in the ToRs	1 week	15 <sup>th</sup> March 2022	20%
	<b>TOTAL-PKR</b>			<b>100%</b>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The firm will report to the Project Manager, SDGs Support Unit and Assistant Resident Representative, Development Policy Unit, UNDP. The consultant will work in close coordination with the Planning & Development Department, South Punjab and consistently seek their support to effectively develop the South Punjab Regional Plan for Sustainable Development. Punjab SDGs Unit will provide technical, logistical and coordination support. All reports/documents/progress update will be submitted to the Project Manager, Punjab SDG Unit and UNDP, as per agreed timeframe against the deliverables.			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).  This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u>  <b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm <b>30% with 210 Marks out of 700</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>30% with 210 marks out of 700</b> <input checked="" type="checkbox"/> Qualification of Key Personnel <b>40% with 280 marks out of 700</b>  <b>Financial Proposal (30%)</b> 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> )			
		<b>Summary of Technical Proposal Evaluation</b>		<b>Points Obtainable</b>

	Score Weight	
Expertise of Firm/ Organization submitting Proposal	30%	210
Proposed Approach / Technical proposal	30%	210
Qualification of Key Personnel	40%	280
<b>Total Technical 700</b>		<b>700</b>
Financial Proposal	30%	300
<b>Total Score</b>		<b>1000</b>

Form 1: Technical Proposal Evaluation		Points Obtainable
Expertise of Firm / organization		
1.1	<p>1. Details of facilities and workspace (offices, employees, linkages), and length of overall experience in conducting consultations, planning and capacity strengthening exercise with provincial governments <b>50 marks</b></p> <ul style="list-style-type: none"> <li>• Experience of working with provincial and divisional governments – <b>25 marks</b></li> <li>• Experience in trainings and consultative workshops – <b>25 marks</b></li> </ul> <p>2. Strong knowledge of the local socio-economic and overall development context of Sindh. Please share evidence <b>20 Marks</b></p>	70
1.2	Last Two years Audited Accounts (2019-2020 / 2020-21) Current Ratio should be one or more than one for each year. <b>(10 marks for each year).</b>	20
1.3	<p><b>Relevant Experience:</b></p> <p>At least 6-8 years of experience in conducting consultations, planning and capacity strengthening</p>	60

		<p>exercise as evident from the profile and projects executed. Share Two relevant contract copies for Projects completed in last 8 Years.</p> <p><b>6-8 Years experience: 30 marks</b>  <b>5-6 Years: 20 Marks</b>  <b>4-5 Years: 10 Marks</b></p> <p>Projects implemented in areas of parliamentary engagement and capacity strengthening of government institutions at provincial and district level- <b>30 Marks- 15 marks each</b></p>		
		<p>Experience of working with UN agencies, international development organizations. <b>10 marks</b></p>		
	1.4	Experience of working with provincial and divisional governments and government departments in activities involving participatory dialogues and consultations at senior level– <b>20 marks</b>	30	
	1.5	Three relevant satisfactory performance certificates (10 marks each)	30	
		<b>Total Part 1</b>	<b>210</b>	
		<b>Form 2: Technical Proposal Evaluation</b>	<b>Points Obtainable</b>	

Proposed Work Plan and Approach		
2.1	To what degree does the offeror understand the task, its objectives and scope of work?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	30
2.3	Is the conceptual framework adopted appropriate for the task?	30
2.4	To what extent does the proposal reflect the knowledge of the firm about different elements of the SDGs in Sindh?	50
2.5	Work plan: Is the workplan clearly laid out for all activities involved in the assignment? and is the sequence of	50

		activities and the planning logical, realistic and promise efficient implementation to the project? e.g Proposed work plan, level of innovation	
		<b>Total Part 2</b>	<b>210</b>
		<b>Form 3: Management Structure and Qualification of Key Personnel– (Names and curriculum vitae of individuals who will be involved in completing the services)</b>	
	3.1	<b>Parliamentary Engagement Specialist</b> He/She will lead in development and delivering trainings on Parliamentary engagement under this consultancy. The specialist will be hired on day wise basis (15 days for each engagement session. Total engagement will be for 45 days). The tasks during this period will include preparation of session material through consultation with Parliamentary Task Force Sindh and conduct 3 sessions on specified topics and develop training reports at end of each training.	
		<b>Qualification:</b> Master/bachelor's degree in communication, Education, Development Studies, Public Policy or a discipline related field <ul style="list-style-type: none"> <li>• Master's degree Carry <b>(40 Marks)</b>.</li> <li>• Bachelor's degree Carry <b>(30 Marks)</b></li> </ul>	40
		<b>Experience:</b> 7 years of relevant experience in development research and engagement with Parliamentarian on planning, budgetary, legislation, gender and administrative support exercises <ul style="list-style-type: none"> <li>• 7-8 Years of experience- <b>40 Marks</b></li> <li>• 5-6 Years of experience –<b>30 Marks</b></li> </ul>	40
		<b>Sub Total</b>	<b>80</b>
	3.2	<b>Training Specialist on Development Planning and SDGs localization</b> He/She will lead in development and delivering sessions on Sindh SDGs framework. The consultant will deliver 6 divisional level sessions in Karachi, Mirpurkhas, Sukkur, Larkana, Shaheed Benazirabad and Hyderabad. The specialist will be hired on day wise basis (60 days in total, spread over period of 5 months). The tasks during this period will include preparation of training material, presentations, conducting sessions on specified topics and develop session reports at end of each session.	
		<b>Qualification:</b> Master/bachelor's degree in communication, Education, Development Studies, Public Policy, or a related fields / discipline	40

		<ul style="list-style-type: none"> <li>• Master's degree Carry <b>(40 Marks)</b>.</li> <li>• Bachelor's Degree Carry <b>(30 Marks)</b></li> </ul>	
		<b>Experience:</b> 7 years of relevant experience in development research and planning, localization themes and engagement with provincial and district level administrative departments for conduction of training sessions	40
		<ul style="list-style-type: none"> <li>• 7-8 Years of experience- <b>40 Marks</b></li> <li>• 5-6 Years of experience –<b>30 Marks</b></li> </ul>	
		<b>Sub Total</b>	<b>80</b>
	3.3	<b>- Statistical Training Specialist</b> He/She will lead in development and delivering technical sessions on strengthening capacity of Sindh Bureau of Statistics on workshop on SDGs. The specialist will be hired on day wise basis (20 days for the training exercise). The tasks during this period will include preparation of training material, conduct technical sessions on specified topics during the session and develop training report at end of training.	
		<b>Qualification:</b> Master's degree in Statistics, Public Policy OR other related field	30
		<ul style="list-style-type: none"> <li>• Master's degree Carry <b>(30 Marks)</b>.</li> <li>• Bachelor's degree Carry <b>(15 Marks)</b></li> </ul>	
		<b>Experience:</b> 7-8 years of relevant experience in carrying out training on statistical tools, computation, and data collection methods as well analytical tools	30
		<ul style="list-style-type: none"> <li>• 7-8 Years of experience- <b>30 Marks</b></li> <li>• 5-6 Years of experience –<b>20 Marks</b></li> </ul>	
		<b>Sub Total</b>	<b>60</b>
	3.4	<b>-Events and Communications Coordinators (3 CVs required). 1 incumbent for each component of the consultancy assignment. Each Events and Communication Coordinator carries 5 marks</b>	
		They will provide support in organizing different events and providing communication support on different components of the assignment. The incumbents will be hired on day wise basis which are identified as of below for each component of the consultancy: Parliamentary Engagement Sessions (30 days) Divisional events on Sindh SDGs Framework (60 days) Sindh BOS Training (10 days)	
		<b>Qualification:</b> Minimum Bachelor's Degree in Business Administration	15
		<b>Experience:</b> Minimum 3-5 years of experience in events management and organizing trainings/seminars/workshop event.	15
		<b>Sub Total</b>	<b>30</b>



		<b>-Admin Officer (3 CVs required). 1 incumbent for each component of the consultancy assignment. Each Admin Officer carries 5 marks</b>	
		They will provide support in support in managing logistics and invitations related to different components of the assignment. The incumbents will be hired on day wise basis for below component of the consultancy: <ul style="list-style-type: none"> <li>- Parliamentary Engagement Sessions (30 days)</li> <li>- Divisional events on SDGs Framework (60 days)</li> <li>- Sindh BOS Training (10 days)</li> </ul>	
		<b>Qualification:</b> Minimum Bachelor's Degree in Business Administration	15
		<b>Experience:</b> Minimum 3-5 years of experience in administration and coordination	15
		<b>Sub Total</b>	<b>30</b>
		<b>Total Part 3</b>	<b>280</b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> Description of requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]		
Contact Person for Inquiries (Written inquiries only)	<p><b><i>pakistan.procurement.info@undp.org</i></b></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>		




Minimum Eligibility Criteria	<ol style="list-style-type: none"> <li>1. Technical and financial proposals should be submitted in separate PDF files and the financial proposal must be password protected.</li> <li>2. Firm is legally registered entity. Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration</li> <li>3. Copy of NTN/STRN of business as evidence of registration.</li> <li>4. Profile of the company/firm along with details of employees, CVs of key professionals, and available facilities/expertise. The profile must show specific relevant experience in conducting consultations, planning and capacity strengthening exercise with provincial governments.</li> <li>5. An affidavit on stamp paper that the company/firm has never been blacklisted by any institution/department/agency and that it has not been involved in litigation with any of its clients.</li> </ol>
Deadline for Submission	<p><b>25th Aug 2022 (03:00 PM Pakistan standard Time or 6:00 AM EDT)</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:seemab.rashid@undp.org">seemab.rashid@undp.org</a></li> <li>• While entering financial proposal in the e-tendering system, <b>always mention your bid price as PKR 1.</b> Please <b>do not mention the value of your financial proposal in the e-tendering system.</b> It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</li> </ul>
<b>Pre-proposal conference</b>	<p>Will be Conducted</p> <p>Date: 16th Aug 2022, 3:00 PM, Pakistan Standard Time Venue: Zoom meeting</p> <p>Meeting details will be provided directly to the bidders who express interest to participate by accepting invitation in e-Tendering and request by email.</p> <p>Please email the procurement team below to express interest: Name of the focal: Seemab Rashid Subject of Email: UNDP-RFP-2022-271 Pre-bid Participation E-mail: <a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a></p>

## Annex 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

#### A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
- g) Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.

#### B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

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**C. Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*

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**Annex 3****FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Percentage for payment</b>	<b>Amount in PKR</b>
Conceptual note on conducting exercise with Sindh Parliamentary Task Force, , Divisional Workshops on SDGs Framework and BoS Capacity Building exercise	1 week	7 <sup>th</sup> Oct 2022	10%	
Conduct 3 engagement sessions with Sindh Parliamentary Task Force and submit session reports	12 weeks	14 <sup>th</sup> Oct 2022 to 19 <sup>th</sup> Jan 2022	15% (5% for each Planning exercise session)	
Organize 6 Divisional Workshops and submit workshop reports along with attendance sheet and pictures/videos .	20 weeks	21 <sup>th</sup> Oct 2022 to 21 <sup>st</sup> Feb 2022	30% (5% for each workshop)	
Organize 1 training session for BoS capacity building and submit workshop report along with attendance sheet and pictures/videos	4 weeks	15 <sup>th</sup> Nov 2022 to 15 <sup>th</sup> Dec 2022	25%	
Submit final report on the assignments fulfilling all requirements/activities agreed and reflected in the ToRs	1 week	15 <sup>th</sup> March 2022	20%	
<b>TOTAL-PKR</b>			<b>100%</b>	

*[Name and Signature of the Service Provider's Authorized Person]*  
*[Designation]*  
*[Date]*




**Cost breakdown by Cost component**

<b>Cost Break Down</b>				
<b>Budget description</b>	<b>Unit type/Number of working days engagement</b>	<b>Number of units</b>	<b>Unit Cost PKR</b>	<b>Total PKR</b>
<b>Personel Services</b>				
1. Parliamentary Engagement Specialist	Days	45		-
2. Events and Communication Coordinator for 3 parliamentary Engagement Sessions	Days	30		-
3. Admin Officer for 3 parliamentary engagement sessions	Days	30		-
4. Training Specialist on Development Planning and SDGs localization	Days	60		-
5. Events and Communication Coordinator for 6 divisional level Sensitization Sessions on Sindh SDGs Framework	Days	60		-
6. Admin Officer for 6 divisional level Sensitization Sessions on Sindh SDGs Framework	Days	60		-
7. Statistical Training Specialist	Days	20		-
8. Events and Communication Coordinator for Training Session with Sindh Bureau of Statistics	Days	10		-
9. Admin Officer for Training Session with Sindh Bureau of Statistics	Days	10		-
<b>Total Personel Cost</b>				-
<b>2. Sessions/Workshops</b>				
<b>2.1 1 Parlimentary Engagement Sessions in karachi (35 participants in each session in Karachi)</b>				
<b>Venue charges</b>	sessions	3		
<b>Food and Refreshment</b>	Sessions	3		



Miscellaneous (communications and supplies)	sessions	3		
<b>Total Parlimentary Engagement Session cost</b>				-
<b>2.1.2 Divisional Level Divisional Level Sensitization Sessions on Sindh SDGs Framework (35 participants in each session. Sessions to be held in 6 locations namely Karachi, Hyderabad, Benazirabad, Sukkur, Larkana and Mirpurkhas in Sindh</b>				
Venue charges	sessions	6		
Food and Refreshment	sessions	6		
Miscellaneous (communications and supplies)	sessions	6		
<b>Total Cost of Divisional Level Sessions in SDGs Framework</b>				-
<b>2.1.3 Capacity Building of Sindh Bureau of Statistics on data reporting (35 officers from Sindh Bureau will participate in 2 day training session to be held in Karachi</b>				
Venue charges	session	1		
Food and Refreshment	session	1		
Communications and dissemination	session	1		
Per Diem for BOS officers travelling from districts to karachi	Per Diem per participant	35		
Boarding and lodging cost for BOS officers travelling from districts to karachi	Boarding and Lodging cost per participant	35		
Miscellaneous Cost	session	1		
<b>Total cost of BOS capacity building on data reporting</b>				
<b>3. General Operating Costs</b>				
1. Travel for Divisional Workshops	Lump sum	1		
2. Printing, stationary and supplies	Lump sum	1		

3. Miscellaneous Cost	Lump sum	1		
<b>Total General Operating Cost</b>				-
<b>Grand Total PKR inclusive of TAX</b>				-

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*

**Note:**

- a) ***Please mention the currency of your proposal. Local vendors are paid in PKR hence their proposal should be in PKR.***
- b) **Note: The Price of proposal should be inclusive of all applicable tax, UNDP will not provide any exemption to the bidder.**
- c) **Please mention Tax separately.**

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***Annex 4***

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

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## Terms of Reference

### **Hiring of Firm to conduct consultative sessions on Parliamentary Engagement, Sindh SDGs Framework, and Capacity Strengthening for Bureau of Statistics (BoS)**

#### **A. Project Title**

Mainstreaming, Acceleration and Policy Support (MAPS) for SDGs in Sindh

#### **B. Project Description**

Following the transition of the global community from the Millennium Development Goals (MDGs) to the more comprehensive, universally applicable, and inclusive Sustainable Development Goals (SDGs), Pakistan has also made rapid progress in adopting and formally launching the 17 SDGs. The SDGs require an integrated approach for implementation by balancing all three dimensions of development, i.e. Social, Environmental and Economic, while also considering the important inter-linkages and trade-offs present in the framework.

In line with Pakistan's National Initiative on SDGs, Government of Sindh (GoS) has established a SDGs Support Unit in Planning & Development Board, GoS which is working in close coordination with the SDGs Units established in other provinces and areas, Provincial and Federal Technical Committees as well as line departments, UN agencies, private sector and civil society. The purpose of this engagement is to mainstream SDGs in local development plans and strategies, strengthen coordination, reporting and monitoring mechanisms, align financing flows with 2030 Agenda, and support integrated and innovative approaches to accelerate progress on SDGs on priority areas.

The assignment is focused on supporting different above-mentioned outputs of the project. The core activities in the assignment include strengthening parliamentary engagement for SDGs, operationalizing SDGs framework at divisional level and enhancing capacity of Sindh Bureau of Statistics on SDGs reporting. The stakeholders in the assignment include Sindh Parliamentary Task Force for SDGs, Sindh Bureau of Statistics and 6 divisional headquarters in Sindh. As per requirements of the assignment, planning sessions with Sindh Parliamentary Task Force for SDGs and Sindh Bureau of Statistics will be carried out in Karachi at provincial level whereas Divisional workshops on operationalization of SDGs framework will be carried out in 6 divisions namely Sukkur, Hyderabad and Karachi, Larkana, Mirpurkhas and Shaheed Benazirabad

#### **B. Scope of Work**

##### ***Parliamentary Level Engagement on SDGs:***

Parliamentary level engagement is one of the major pillars in mainstreaming the Sustainable Development Goals (SDGs) implementation, particularly at the provincial level. Parliamentarians have an opportunity, and a constitutional responsibility to play a significant role in supporting and monitoring SDG implementation. They are also uniquely positioned to act as an interface between

the people and the state institutions, and to promote and adopt people-centred policies and legislation to ensure that no one is left behind.

The Sindh Legislative Assembly has already constituted a Parliamentary Task Force (PTFs) on SDGs, which has actively participated in multiple policy level dialogues and consultation, thus enabling a buy-in of different political parties' representatives to advocate SDGs priorities, and within their political realms, sensitizing the political leadership and fellow parliamentarians on prioritized goals using various methods of engagement. Key aspect of scope of work will be to highlight ideas, best-practices and experience sharing with and among Sindh's PTF members on maximizing the use of tools at the disposal of parliaments, in order to ensure inclusivity in the design, implementation of laws and policy and planning actions to achieve the 2030 Agenda.

### ***Operationalization and Localization of Sindh SDGs Framework:***

SDGs Support Unit-Sindh has developed the Provincial Sindh SDGs Framework, to serve as a roadmap for mainstreaming and localization of SDGs in the province; and to enable institutions and stakeholders to achieve the immediate, medium-term, and long-term prioritized SDGs approved by the GoS. The framework has been disseminated to PTF, line departments, Core Group and UN agencies with approval of P&D Board Sindh. Primary purpose of this exercise is to facilitate the operationalization of Provincial Sindh SDGs Framework at the divisional level, by means of sensitization events on the rationale and usability of SDGs Framework as planning tool.

### ***Capacity Strengthening of Sindh Bureau of Statistics:***

To integrate SDGs within Government planning and implementation process, addressal of data and baseline gaps against SDGs indicators is a major challenge. SDGs Support Unit, Sindh is working closely with Bureau of Statistics (BoS), Sindh towards taking stock of existing challenges, and is identifying approaches to fill in the missing gaps against SDGs indicators. It is jointly observed that the language of SDGs indicators is new and historical data collection approaches are not aligned with those parameters.

### ***Rationale & Description of Expected Outputs:***

***Parliamentary Level Engagement and Planning on SDGs:*** Under the assignment, sessions on SDGs will be carried out with members of PTF around aspects of 1) pro-poor, gender sensitive focused legislation, 2) Policy and Planning, 3) budgeting and oversight. The key aspects of the planning exercises would also be to highlight ideas, best-practices and experience sharing with and among Sindh's PTF members on maximizing the use of tools at the disposal of parliaments, in order to ensure inclusivity in the design, implementation of laws and policy and planning actions to achieve the 2030 Agenda.

***Operationalization and Localization of Sindh SDGs Framework:*** Under this assignment, 6 divisional level orientation sessions which will be carried out in six divisional headquarters i.e., Sukkur, Hyderabad and Karachi, Mirpurkhas, Shaheed Benazirabad and Larkana wherein staff from line departments from respective districts will participate. Primary purpose of this exercise is to facilitate the operationalization of Provincial Sindh SDGs Framework at the divisional level.

**Capacity strengthening of Sindh Bureau of Statistics:** Under the assignment, the consultancy firm will be required to carry out orientation of BoS technical staff on the SDGs targets, indicators, the corresponding meta-data definitions, and methods of computation and reporting. The session will include Sindh BOS staff from district sub-offices working on data collection, analysis and reporting.

Key outputs of the assignment shall include the following:

- Reports of Engagement Sessions with Sindh Parliamentary Task Force
- Divisional Workshops report of Sindh SDGs Framework Sensitization sessions along with attendance sheet and pictures/videos
- Training report on BoS capacity building along with attendance sheet and pictures/videos

Key activities under the assignment

S#	Activities	Number of sessions
1	<p><b>Engagement Sessions on SDGs with Sindh Parliamentary Task Force Legislation</b></p> <ul style="list-style-type: none"> <li>- Conduct three (03) engagement sessions on how to implement the SDGs by ensuring legal frameworks, budgeting and policies that support a pro-poor, gender sensitive, human rights-based enabling environment. The sessions will be for one day each</li> <li>- <b>Pro-poor, gender sensitive focused legislation:</b> Session on gender related legislations, gaps, and integration of SDGs 5: Gender Equality in legislative planning</li> <li>- <b>Policy &amp; Planning:</b> Session on the technical, financial, and legal frameworks governing major policies and programs of the governments towards priority sectors</li> <li>- <b>Budgeting &amp; Oversight:</b> Session on budget making and oversight process by reviewing how government funds are being allocated towards SDGs prioritization, including whether sufficient funds are reaching the most vulnerable. The session will also include discussion on oversight and advisory functions for development viz-a-viz SDGs, through the parliamentary committees, etc.</li> <li>- Hire a Parliamentary Engagement Specialist for 45 days for carrying out exercises with Parliamentary Task Force for SDGs in Sindh, preparing training material and conducting three engagement session. The incumbent will be required to submit a consolidated report of all three sessions.</li> <li>- Hire Resource team of 01 Events and Communication coordinator for 30 days, and 01 Admin officer for 30 days in total for three engagement sessions.</li> <li>- Preparation of pre-&amp;-post event documentation, session materials, presentations, invitations, minutes, notes, etc.</li> <li>- Submit session report along with signed attendance sheet and</li> </ul>	3

	<p>pictures /videos of the event.</p> <ul style="list-style-type: none"> <li>- The consulting firm is expected to provide coordination support before, during and after the sessions to resource persons hired on day wise basis.</li> </ul>	
2	<p><b>Divisional Level Sensitization Sessions on Sindh SDGs Framework</b></p> <ul style="list-style-type: none"> <li>- Conduct 6 sensitization sessions in Sukkur, Hyderabad and Karachi, Larkana, Mirpurkhas and Shaheed Benazirabad division, preferably in a local hotel for approximately 25-30 participants. The sessions will be for one day each.</li> <li>- Hire 01 training consultant for 60 days spread over period of 5 months for conducting divisional sensitization sessions along with preparation of training material and workshop reports.</li> <li>- Hire Resource team of 01 Admin officer for 60 days and, 01 Events and Communication coordinator for 60 days in total for the 6 divisional level sessions. The firm is expected to ensure resource teams physical presence and support for each divisional level session.</li> <li>- Preparing list of invitees, dispatching invitations, carrying out follow ups, managing logistics and venue arrangement for divisional level sensitization events through resource team.</li> <li>- Coordination with divisional administration for arrangement of venue and dates, etc. and follow-ups to ensure participation through resource team hired on day wise basis</li> <li>- Preparation of pre-&amp;-post event documentation, session materials, presentations, invitations, minutes, notes, etc.</li> <li>- Submit session report along with signed attendance sheet and pictures /videos of the event.</li> <li>- The consulting firm is expected to provide coordination support before, during and after the sensitization events to resource persons hired on day wise basis.</li> </ul>	6
4	<p><b>Capacity Strengthening of Sindh Bureau of Statistics on data reporting</b></p> <ul style="list-style-type: none"> <li>- Prepare two days module for technical session with BoS staff, in collaboration with SDGs Support unit Sindh.</li> <li>- Conduct two-day training session with Sindh BOS Provincial and District level Staff in Karachi. Total participants will be approximately 25 to 30 persons including Government officers of grade 18 and below.</li> <li>- Hire Statistical Training expert for 20 days for preparing the training module and material and conducting the training session</li> <li>- Hire resource team of 01 Admin officer for 10 days, and 01 Events and Communication coordinator for 10 days in total for preparing list of invitees, dispatching invitations, carrying out follow ups, managing logistics, communications and facilitating participants in processing TA/DA as per government criteria/policy</li> <li>- Submission of pre-&amp;-post event documentation, training materials, presentations, invitations, minutes, notes, etc.</li> </ul>	1



	<ul style="list-style-type: none"> <li>- Submission of training report along with signed attendance sheet and pictures / videos.</li> <li>- The consulting firm is expected to provide coordination support before, during and after the sensitization event to resource persons hired on day wise basis</li> <li>- Provide eligible participants (approximately 25-30 persons) TA/DA as per government criteria/policy.</li> </ul>	
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#### **D. Expected Outputs and Deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
Conceptual note on conducting exercise with Sindh Parliamentary Task Force , Divisional Workshops on SDGs Framework and BoS Capacity Building exercise	1 week	7 <sup>th</sup> Oct 2022	Assistant Resident Representative Development Policy Unit
Conduct 3 engagement sessions with Sindh Parliamentary Task Force and submit session reports	12 weeks	14 <sup>th</sup> Oct 2022 to 19 <sup>th</sup> Jan 2022	Assistant Resident Representative Development Policy Unit
Organize 6 Divisional Workshops and submit workshop reports along with attendance sheet and pictures/videos .	20 weeks	21 <sup>th</sup> Oct 2022 to 21 <sup>st</sup> Feb 2022	Assistant Resident Representative Development Policy Unit
Organize 1 training session for BoS capacity building and submit workshop report along with attendance sheet and pictures/videos	4 weeks	15 <sup>th</sup> Nov 2022 to 15 <sup>th</sup> Dec 2022	Assistant Resident Representative, Development Policy Unit
Submit final report on the assignments fulfilling all requirements/activities agreed and reflected in the ToRs	1 week	15 <sup>th</sup> March 2022	Assistant Resident Representative, Development Policy Unit

#### **E. Institutional Arrangement**

The Firm will be reporting to Assistant Resident Representative, Development Policy Unit, UNDP. The consultant(s) will work in close coordination with Planning & Development Department, Project

Manager, SDG Support Unit, Sindh, and staff members. SDG Support Unit in Sindh will oversee coordination support provided by the firm with stakeholders, in organizing meetings/workshops. All reports/documents/progress update will be submitted to the Project Manager, SDG Support Unit Sindh, and UNDP Country office, as per agreed timeframe against the deliverables. SDGs Support Unit will facilitate the firm towards reaching out to the stakeholders and will provide support in organization of the workshops and engagement sessions

**F. Duration of the Work**

6 (06) months (24 weeks) (Sept 2022– March 2023) from the date of signing of contract. Activities in all the components of the consultancy will run simultaneously and consultancy firm will be required to hire training consultants and resource teams on day wise basis to complete specific trainings. The consulting firm is expected to provide coordination support to team hired to implement different components of the assignment.

**G. Location of Work**

Karachi, Sindh with travel to 6 divisional headquarters in Sindh namely Sukkur, Hyderabad, and Karachi, Larkana, Mirpurkhas and Shaheed Benazirabad

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