

*United Nations Development Programme*



*Empowered lives.  
Resilient nations.*

**REQUEST FOR PROPOSAL**

**HIV Second Generation Surveillance in Pakistan-Round 6**


RFP No.: Pak-HIV-UNDP-RFP-2022-004

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

Country: Pakistan

Issued on: 8 September 2022

DS  
Sh

DS  


Contents

Section 1. Letter of Invitation ..... 4

Section 2. Instruction to Bidders ..... 5

    A. GENERAL PROVISIONS ..... 5

        1. Introduction ..... 5

        2. Fraud & Corruption, Gifts and Hospitality ..... 5

        3. Eligibility ..... 6

        4. Conflict of Interests..... 6

    B. PREPARATION OF PROPOSALS..... 7

        5. General Considerations ..... 7

        6. Cost of Preparation of Proposal..... 7

        7. Language ..... 7

        8. Documents Comprising the Proposal ..... 7

        9. Documents Establishing the Eligibility and Qualifications of the Bidder ..... 7

        10. Technical Proposal Format and Content ..... 7

        11. Financial Proposals ..... 8

        12. Proposal Security ..... 8

        13. Currencies ..... 8

        14. Joint Venture, Consortium or Association ..... 9

        15. Only One Proposal ..... 10

        16. Proposal Validity Period..... 10

        17. Extension of Proposal Validity Period..... 10

        18. Clarification of Proposal..... 10

        19. Amendment of Proposals ..... 11

        20. Alternative Proposals..... 11

        21. Pre-Bid Conference..... 11

    C. SUBMISSION AND OPENING OF PROPOSALS..... 11

        22. Submission..... 12

        23. Deadline for Submission of Proposals and Late Proposals ..... 13

        24. Withdrawal, Substitution, and Modification of Proposals ..... 13

        25. Proposal Opening..... 14

    D. EVALUATION OF PROPOSALS..... 14

        26. Confidentiality..... 14

        27. Evaluation of Proposals..... 14

        28. Preliminary Examination..... 14

        29. Evaluation of Eligibility and Qualification ..... 15

        30. Evaluation of Technical and Financial Proposals ..... 15

        31. Due Diligence ..... 16

        32. Clarification of Proposals ..... 16

        33. Responsiveness of Proposal..... 17

        34. Nonconformities, Reparable Errors and Omissions..... 17

    E. AWARD OF CONTRACT ..... 17

        35. Right to Accept, Reject, Any or All Proposals..... 18

        36. Award Criteria ..... 18

        37. Debriefing ..... 18

        38. Right to Vary Requirements at the Time of Award..... 18

        39. Contract Signature ..... 18

        40. Contract Type and General Terms and Conditions..... 18

        41. Performance Security ..... 18


        42. Bank Guarantee for Advanced Payment..... 18

        43. Liquidated Damages ..... 19

        44. Payment Provisions..... 19

45. Vendor Protest.....	19
46. Other Provisions.....	19
Section 3. Bid Data Sheet.....	20
Section 4. Evaluation Criteria.....	24
Section 5. Terms of Reference.....	28
<b>5.1. Background</b> .....	28
<b>5.2 Goal and Objectives</b> .....	30
<b>5.3 Study Design &amp; Target populations</b> .....	32
<b>5.4 Methodology</b> .....	34
<b>5.5 Selection of Study sites</b> .....	36
<b>5.6 Scope of work for Bidder</b> .....	36
<b>5.7 Monitoring and Quality Assurance</b> .....	38
<b>5.8 Governance and Accountability and Compliance with technical guidelines</b> .....	38
<b>5.9 General Responsibilities and Specific Deliverables and Schedules/Expected Outputs of Bidder</b> .....	39
<b>5.10 Other Support (Administrative, Logistic and Technical)</b> .....	41
<b>5.11 Other Assignment details:</b> .....	42
<b>5.12 Eligibility Criteria</b> .....	Error! Bookmark not defined.
<b>5.13 Price and Schedule of Payments</b> .....	43
Section 6: Returnable Bidding Forms / Checklist.....	45
<b>Form A: Technical Proposal Submission Form</b> .....	46
<b>Form B: Bidder Information Form</b> .....	48
<b>Form C: Joint Venture/Consortium/Association Information Form</b> .....	50
<b>Form D: Qualification Form</b> .....	51
<b>Form E: Format of Technical Proposal</b> .....	53
<b>Form F: Financial Proposal Submission Form</b> .....	60
<b>Form G: Financial Proposal Form</b> .....	1
<b>Form H: Form of Proposal Security</b> .....	4

DS  
Sl

DS  


## SECTION I. LETTER OF INVITATION

---

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form **Must be password protected**
- Form H: Form of Proposal Security


Section 7: Performance Security Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [pakistan.procurement.info@undp.org](mailto:pakistan.procurement.info@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

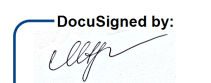
DocuSigned by:  
  
350C4B4D1D1D453...

Name: Osama Hussian

Title: Procurement Specialist

Date: **September 7, 2022**

Approved by:

DocuSigned by:  
  
E18DDE0A21E049C...

Name: Knut Ostby


Title: Resident Representative

Date: **September 7, 2022**


## Section 2. Instruction to Bidders

<b>A. GENERAL PROVISIONS</b>	
1. <i>Introduction</i>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. <i>Fraud &amp; Corruption, Gifts and Hospitality</i>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP  (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;  (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>

DS  
Sl

DS  


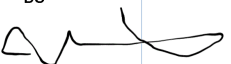
<p>3. <i>Eligibility</i></p>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
<p>4. <i>Conflict of Interests</i></p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed</p>

DS  


DS  


	as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
<b>B. PREPARATION OF PROPOSALS</b>	
5. <i>General Considerations</i>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. <i>Cost of Preparation of Proposal</i>	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. <i>Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. <i>Documents Comprising the Proposal</i>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. <i>Technical Proposal Format and Content</i>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall</p>


	<p>describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN</li> </ul>

DS  


DS  





	<p>operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p><i>14. Joint Venture, Consortium or Association</i></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-</p>

DS  



DS  


	sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.
<i>15.Only One Proposal</i>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>f) they have at least one controlling partner, director or shareholder in common; or</li> <li>g) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>h) they have the same legal representative for purposes of this RFP; or</li> <li>i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<i>16.Proposal Validity Period</i>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<i>17.Extension of Proposal Validity Period</i>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<i>18.Clarification of Proposal</i>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries</p>

DS  


DS  



	<p>are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<i>19.Amendment of Proposals</i>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<i>20.Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<i>21.Pre-Bid Conference</i>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

DS  


### **C. SUBMISSION AND OPENING OF PROPOSALS**

DS  


22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> <li>iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</li> </ul> </li> </ul>
<b>Email Submission</b>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be</li> </ul>

DS  


DS  


**E Tendering submission**

encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.

- c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:

- a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
- b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
- d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.
- c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.
- d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders>

*23. Deadline for Submission of Proposals and Late Proposals*

- 23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP
- 23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.

*24. Withdrawal, Substitution, and Modification of Proposals*


- 24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.
- 24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the

DS

DS


SA

	<p>same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ul>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at</p>

DS  


DS  


	this stage.
<i>29.Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>h) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>j) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<i>30.Evaluation of Technical and Financial Proposals</i>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical points indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical points will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a</p>


DS  


DS  




	<p>combination of the technical and financial points.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Points Obtained by the Offer / Max. Obtainable Points for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Points:</u></p> <p><b>Combined Points</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. <i>Due Diligence</i>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ol>
32. <i>Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be</p>

DS




DS






	<p>sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. <i>Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. <i>Nonconformities, Repairable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>

DS  


DS  



#### **E. AWARD OF CONTRACT**

35. <i>Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. <i>Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. <i>Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. <i>Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. <i>Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP%20POPP%20DOCUMENT%20LIBRARY/Public/PSU%20Solicitation%20Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS,

DS  


DS  


	and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<i>43.Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<i>44.Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<i>45.Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<i>46.Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

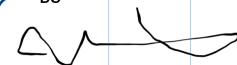
DS  


DS  


## SECTION 3. BID DATA SHEET

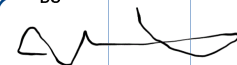
The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p><b>Preproposal meeting will be held on ZOOM Call on 15<sup>th</sup> September 2022 from 12:00 PM PST till 1:00 PM PST.</b></p> <p>Interested parties will send their requests to attend this Pre-Proposal meeting at <a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a> by and before <b>1200 hours PST 14<sup>th</sup> September 2022</b>, in order to add in Zoom Call. Please mention RFP Reference number in subject line of email.</p> <p>Link for Pre-proposal conference:  <a href="https://undp.zoom.us/j/83337930910?pwd=aDhMZmpzeFhNb1ZpYXZwekhTcEFXZz09">https://undp.zoom.us/j/83337930910?pwd=aDhMZmpzeFhNb1ZpYXZwekhTcEFXZz09</a></p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	<u>Required in the amount of USD \$15,000</u>
7	41	Advanced Payment upon signing of contract	<u>Not Allowed</u>

DS  


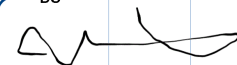
DS  


8	42	Liquidated Damages	Will be imposed as follows: 0.33% of total value of the contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
9	40	Performance Security	10% of the Contract FORM: Performance Security in accordance with the template provided in Section 7 of the RFP Performance Security must be in the name of UNDP Representative (Rupee) Account or UNDP Representative (Dollar) Account and valid for Fourteen (14) Months: Performance Security for less than the above-mentioned period will not be acceptable
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	26 September 2022
12	31	Contact Details for submitting clarifications/questions	pakistan.procurement.info@undp.org <i>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.</i>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to e-Tendering
14	23	Deadline for Submission	September 29, 2022 12:30 pm EST/EDT (New York) time zone
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	To be submitted in e-Tendering system: <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  <b>Note: Detailed instructions on how to register, submit, modify or cancel a bid in the eTendering system are provided in the e-Tendering system Bidder User Guide and Instructional videos available on this link:</b>  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a>

DS  



DS  


16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>Format: PDF files only</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 <u>must</u> not be provided to UNDP until requested by UNDP</li> <li>Max. File Size per transmission: 25MB</li> <li>Mandatory subject of email: RFP for IBBS Round 6</li> <li>Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:  <b>Pak-HIV-UNDP-RFP-2022-004-IBBS</b>  <b>UNDP Registry, Proposal Security</b>  <b>United Nations Development Programme</b>  <b>Serena Business Complex, 2nd Floor, Khayaban e Suharwardy,</b>  <b>Islamabad, Pakistan</b>  <b>Tel: 051-8355600 Fax: 051-2600254-5</b> </li> </ul>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical points required to pass is 70%.</p>
18		Expected date for commencement of Contract	November 1, 2022
19		Maximum expected duration of contract	1 year
20	35	UNDP will award the contract to:	<p>One Proposer Only</p> <p>For the Joint venture, kindly refer to Page # 8, clause 14</p> <p>Completed Declaration of No conflict of Interest signed by the Principles of all firms in a Consultant JV.</p>
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>

DS  


DS  


23	Other Information Related to the RFP	Contract effectiveness is linked with below mentioned conditions: - Upon receipt of valid Performance Security and - Upon contract signing from both parties. Note: While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the Password Protected File/Attachment of Financial Proposal Submission Form (Form – F) and Financial Proposal Form (Form – G). The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.
----	-----------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DS  


DS  


## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 5years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.



<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 1 contract of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of USD 500,000 for the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	


### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing; <ul style="list-style-type: none"> <li>At least 5 years' experience developing and conducting bio-behavioral research studies of HIV and similar specialized knowledge and experience on similar engagements</li> </ul>	70
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls; <ul style="list-style-type: none"> <li>At least 5 years' experience of managing research, projects (45 points)</li> <li>Demonstrating financial stability and project financing capacity/project resources, project management controls with internal company policy documents (25 points)</li> </ul>	90

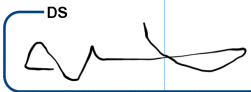
	<ul style="list-style-type: none"> <li>• Proof of Research experience in Asia (20 points)</li> </ul>	
1.4	Quality assurance procedures and risk mitigation measures <ul style="list-style-type: none"> <li>• Proof of Experience leading mix-methods in a study with special focus on Quality assurance procedures and risk mitigation measures for similar studies</li> </ul>	90
1.5	Organizational Commitment to Sustainability (mandatory weight) <ul style="list-style-type: none"> <li>• Organization is compliant with ISO 14001 or ISO 14064 or equivalent (40 points)</li> <li>• Organization is a member of the UN Global Compact (5 points)</li> <li>• Organization demonstrates significant commitment to sustainability through some other means (5 points), for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</li> </ul>	50
<b>Total Section 1</b>		<b>300</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Understanding of the requirement: Have the following key aspects of the task been addressed in the methodology? <ul style="list-style-type: none"> <li>a. Details of operational plan for data collection, including fieldwork plan (10 points)</li> <li>b. Recruitment and training of field teams (10 points)</li> <li>c. Approach for team mobilization and community mobilization (10 points)</li> <li>d. Methodology for data collection (10 points)</li> <li>e. Outline of how the HIV testing process will be managed (10 points)</li> <li>f. Approach for internal and external communication (including to UNAIDS and ACPs) (5 points)</li> <li>g. Approach for logistics support and arrangements (5 points)</li> <li>h. Data management and analysis methodology (10 points)</li> <li>i. Approach for identifying risks and mitigation strategies over the course of the task (10 points)</li> </ul>	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference for IBBS <ul style="list-style-type: none"> <li>a. Approach depicts a clear process as required in the ToRs <b>(40 points)</b></li> <li>b. Methodology defined considers the context, requirements with practicality in implementation <b>(60 points)</b></li> </ul>	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Have the following performance monitoring and evaluation mechanisms	50

DS  


DS  


	<p>and activities been described in detail, and how they will be adopted and used for task completion?</p> <ul style="list-style-type: none"> <li>a. Monitoring plan with specific details on process of monitoring including field visits, sample data verification, interviews, and other applicable tools (20 points)</li> <li>b. Oversight process for qualitative and quantitative data collection (behavioural and biological), and quality assurance in the field. (10 points)</li> <li>o. Process and plan for joint monitoring with the team and key stakeholders from the IBBS Task Force for quality assurance (10 points)</li> <li>p. Process for identifying and flagging any challenges and reporting to UNDP, National &amp; Provincial AIDS control Programmes, and UNAIDS. Process for ensuring challenges are addressed timely. (10 points)</li> </ul>	
2.5	<p>Assessment of the proposed implementation plan:</p> <ul style="list-style-type: none"> <li>a. Implementation plan includes details on all steps/activities required for completion of task deliverables (50 points)</li> <li>b. All activities mentioned in the implementation plan are sequenced logically, realistically, and within the proposed task timeframes (20 points)</li> </ul>	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
<b>Total Section 2</b>		<b>400</b>
<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
3.1	<p>Overall management structure for ensuring oversight of the task is provided:</p> <ul style="list-style-type: none"> <li>a. Description of management personnel responsible for ensuring overall oversight of the task conducted by key personnel, and key tasks to be performed (40 points)</li> </ul>	30

DS  


DS  


	b. Management personnel to have at least 5 years' experience in overseeing and managing similar research studies. (20 points)		30
3.2	Qualifications of key personnel proposed		
3.2 a	<b><u>Technical Advisor – Team Lead</u></b>		
	10-15 years of relevant experience working on other health surveys.	50	
	Postgraduate degree in epidemiology, public health, and /or social sciences.	30	
	Experience in research and/or surveillance in health (in Pakistan and/or the region).	30	
	Language Qualifications (Proficiency of English)	10	
3.2 b	<b><u>Senior Expert – Field Specialist</u></b>		
	7-10 years of relevant experience working on other health surveys.	20	
	Postgraduate degree in Public Health, epidemiology and /or social sciences.	20	
	Extensive experience in supervising survey data collection, leading data management and reporting processes for surveys	20	
	Language Qualifications (Proficiency of English)	10	
3.2 c	<b><u>Data Management Specialist</u></b>		
	7-10 years of experience working on health surveys, specifically in supervising data collection, and leading the data management and reporting process for the entire survey	20	
	Postgraduate degree in Statistics, Public Health, epidemiology and /or social sciences	10	
	Excellent computer skills including familiarity with database programs and statistical programs	10	
	Language Qualifications (Proficiency of English)	10	
<b>Total Section 3</b>			<b>300</b>

## SECTION 5. TERMS OF REFERENCE

### 5.1. Background

The HIV/AIDS epidemic in Pakistan is classified as a low prevalence, high risk epidemic. The estimated prevalence among the general population is less than 0.1% (<0.1-0.2), however preceding surveillance rounds have indicated a substantiated concentration of the HIV epidemic among key populations. Pakistan has also followed the Asian epidemic model whereby the epidemic has seen

a shifting from low to high HIV prevalence concentrated among key populations at higher risk and across risk groups too. Since the first surveillance round conducted in 2004-05, a steady increase in HIV prevalence has been observed particularly among People Who Inject Drugs. TGs and MSM has also crossed the concentrated epidemic threshold. FSWs and Prisoners are also set to cross the concentrated epidemic threshold. Besides Pakistan is facing multiple challenges that fuel the HIV transmission through irrational prescriptions of injections that resulted in HIV epidemics.

The trends seen within the HIV epidemic through the previous five surveillance rounds have indicated a widespread epidemic among People Who Inject Drugs and a surge of epidemics among Male and Transgender Sex Workers and an emergence among Female Sex workers and prisoners. In 2017, the national prevalence of HIV was 38.4% (95% CI; 37.9, 38.9) among People Who Inject Drugs, 7.5% (95% CI; 7.2, 7.8) among transgender sex workers 5.6% (95% CI: 5.4, 5.8) among male sex workers, 5.4% (95% CI: 5.2, 5.6) among MSMs and 2.2% (95% CI: 2.1, 2.3) among female sex workers. According to the report by UNODC (Feb-2020) (The overall HIV prevalence was found to be 2%, with Sindh showing a slightly higher prevalence in comparison to KP (3.2% vs 0.8%) only. The identified positive prisoners had drug use background. The drivers for the HIV epidemic in Pakistan have been the PWIDs, resulting in the onward transmission to other sexual groups in addition to the spread within their own injecting groups. Round 5 results shed light on the importance of the bridging population in the onward transmission of HIV into other risk groups and ultimately the general population through their varied sexual networks and transmission dynamics.

Overall key population prevention and testing programme coverage remains among the lowest in the Asia Pacific region.<sup>2</sup> It was estimated that in 2018 no more than 14% of PLHIV in Pakistan knew their status;<sup>3</sup> clearly well below the 90% target for fast-tracking the response. 2019 programmatic data shows that the testing coverage targets (national level) set in PAS III have been significantly underachieved. HIV testing coverage of PWID and their spouses is comparatively much higher as opposed to other key population. Over the past 11 years, 73,900 PWID have been tested 2.8 times each at an average. Additionally, 7,737 spouses of HIV positive PWID have been tested and know their results.

The UNAIDS Global AIDS Update 2019 determined key population prevention programmes in Pakistan to be “faltering”<sup>4</sup> on account of the fact that prevention programme coverage is at less than 10% for more than one key population.<sup>5</sup> The extremely low testing coverage for MSM (non-SW) is of particular concern given the estimated population size and their projected proportion of disease burden as the epidemic progresses.<sup>6</sup> A fairly high number of prisoners were screened positive for HCV (10.3%), with more HCV positive seen in Sindh (12.3%) in comparison to KP (8.2%).

<sup>2</sup> piii, National HIV Programme Review 2019

<sup>3</sup> p220, UNAIDS Global AIDS Update 2019, <https://www.unaids.org/en/resources/documents/2019/2019-global-AIDS-update>, current data (based on a revised PLHIV PSE from AEM) suggests the figure is around 12%.

<sup>4</sup> p216, UNAIDS Global AIDS Update 2019, <https://www.unaids.org/en/resources/documents/2019/2019-global-AIDS-update>

<sup>5</sup> p38, UNAIDS Global AIDS Update 2019, <https://www.unaids.org/en/resources/documents/2019/2019-global-AIDS-update>, the data analysed for this strategy shows coverage for MSM (non-SW) and FSW to be well below 10%.

<sup>6</sup> p12-16 and p38, PAS III, 2017 Revision

Overall, 1.2% prisoners had HIV and HCV co-infection, which was nearly 2% in Sindh and 0.5% in KP.

The last surveillance round was conducted in 2016-17. With the fast pace with which this epidemic changes, transmissions dynamics and networks evolve, so do the estimates of key populations change. For effective HIV prevention and care programs to operate, updated estimates and prevalence are essential, thereby justifying the need for a new surveillance round.

The heterogeneity and interlinking of high-risk behaviours, combined with low level of HIV education, high number of other sexually transmitted infections, unsafe injecting practices, high number of internal and external migration, large number of key populations, commercial transport industry, Limited HIV prevention services for key populations and other transmission dynamics (iatrogenic) suggests that HIV will very rapidly spread across the country.

To that effect, the UNDP is planning a national scale study including at least 60 cities/towns for PWIDs and 31 cities/towns for MSM, female/male/ transgender sex workers, transgender people, and prisoners and a few rural locations to come up with national size estimates of key populations and to determine the prevalence and behaviours among key populations. The list of cities is annexed as "A".

The study is planned to be carried out jointly by the National & Provincial AIDS Control Programs, UNAIDS, UNODC and other partners through commissioning a bidder (international bidder, local academic institutions/universities paired with national field teams led by the Provincial AIDS Control Programs). The sample size will be based on the latest WHO/UNAIDS IBBS guidelines (<https://apps.who.int/iris/bitstream/handle/10665/258924/9789241513012-eng.pdf>).

The process of study will commence with mapping of sites and mapping results will provide sampling frames which will be used to draw representative samples of each key populations. Upon completion of mapping at each site, information of key population in each city will lead to next phase of integrated biological and behavioural surveillance (IBBS). During this phase detailed behavioural assessment followed by serological sampling for HIV will take place.

## 5.2 Goal and Objectives

The goal and objectives of the Round 6 Integrated Biological and Behavioural Survey are:


### 5.2.1 Goal

*"To conduct a comprehensive national scale assessment of the locations and size of key populations, along with analysis of key socio-demographic characteristics, behaviours, and HIV prevalence among*

*key populations in 60 selected cities for PWIDs and 31 for MSM, FSW, MSW, TGSW, TG, prisoners<sup>7</sup> and a few rural locations, to guide the development of prevention, care programmes and policies in Pakistan”.*

### 5.2.2 Objectives

- To estimate the size and settings of key populations (KPs) through geographic and network mapping in urban, semi urban and rural locations of selected cities, in Pakistan.
- To determine the extent and type of risk behaviours among KPs in semi urban and rural locations of selected cities, in Pakistan.
- To determine HIV prevalence and epidemic trends among KPs in semi urban and rural locations of selected cities, in Pakistan.
- To characterize risk behaviors (sexual and drug / alcohol use) of the most at-risk populations among key populations
- To provide an integrated analysis of all the collected data including detailed analysis of program coverage (by service, by key population, and town), and production of spatial maps which are produced for internal planning purposes and are not disseminated to safeguard against harm. The data will be triangulated with the existing programmatic or any other data available for comprehensive understanding and addressing discrepancy. The data should be triangulated at the data collection point level to ensure transparency.
- To provide information on stigma, discrimination, and physical, sexual and other forms of violence against KPs
- To provide information on the understanding of modes of transmission, preferred service providers and unmet service needs
- To provide prevalence information on Syphilis and other information on STIs as self-reported
- To provide prevalence information on the Hepatitis B & C

DS  


DS  


<sup>7</sup> Unless a key population is specified in the text the term “key populations” (KP) will be used to refer to persons who inject drugs (PWID), female sex workers (FSW), transgender people (TG), men who have sex with men (MSM), male and transgender sex workers (MSW and TSW), prisoners.

## 5.3 Study Design & Target populations

The study design will be cross-sectional risk behaviour survey among key populations i.e. PWIDs, TGs, FSWs, MSM, MSW, TSWs, and Prisoners.

It is also designed to provide information about changes in the utilization of risk reduction services, and changes in knowledge, attitudes, and practices about HIV. This information will help inform prevention and intervention activities for these populations and measure their success in reaching these sub-populations.

An understanding of HIV burden, risk factors, and coverage of prevention and treatment services is critical for combatting the HIV epidemic. This biobehavioural surveys will assess these parameters which are integral components of the national HIV strategy and surveillance system.

### 5.3.1 Case Definitions:

<b>Case</b>	<b>Inclusion Criteria</b>	<b>Exclusion Criteria</b>
<b>People who Inject Drug (PWIDs)</b>	<p>A person (including sex disaggregation) who has injected drugs regularly, for non-therapeutic purposes in the past six months</p> <ul style="list-style-type: none"> <li>• Age 13 years and above (lower age limit for the age of consent for research)</li> <li>• A person who appears to be, in the interviewer's judgment, incapable of understanding the information provided about the survey (e.g., due to intoxication, sickness, or the person is cognitively impaired etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Not willing to participate in the study/unwilling to provide informed consent.</li> <li>• A person who has already participated in the survey in the current round.</li> </ul>
<b>Male Sex Workers (MSWs)</b>	<p>Any male above 13 years, who undertakes sexual activity with a man in return for money or benefits. The strategy should be in place to ensure that consent is secured without coercion and that adolescents are referred to appropriate services.</p>	<ul style="list-style-type: none"> <li>• Not willing to participate in the study by providing informed consent.</li> <li>• A person who has already participated in the survey in the current round.</li> </ul>
<b>Men having sex with Men (MSMs)</b>	<p>"Men who have sex with men" denotes to men who have sex with men as a matter of preference or practice, regardless of their sexual identity or sexual orientation, and irrespective of whether they also</p>	<ul style="list-style-type: none"> <li>• Not willing to participate in the study by providing informed consent.</li> <li>• A person who has already participated in the</li> </ul>



	have sex with women. All MSM, aged 13 years and above will be included in the study	survey in the current round.
<b>TG Sex Workers (TGSWs)</b>	Transgender people have a gender identity or gender expression that differs from the sex that they were assigned at birth. Any transvestite/transsexual above 15 years, who undertakes sexual activity in exchange of money or goods either regularly or occasionally, regardless of the site of operation.	<ul style="list-style-type: none"> <li>• Not willing to participate in the study by providing informed consent.</li> <li>• A person who has already participated</li> </ul>
<b>Transgender (TGs)</b>	Transgender people have a gender identity or gender expression that differs from the sex that they were assigned at birth. Any transvestite/transsexual above 15 years who is willing to participate in the study	<ul style="list-style-type: none"> <li>• Not willing to participate in the study by providing informed consent.</li> <li>• A person who has already participated</li> </ul>
<b>Female Sex Workers (FSWs)</b>	Any female above 13 years, who undertakes sexual activity in return for money or benefits irrespective of site of operation i.e., street, brothel Kothi-Khana or home.	<ul style="list-style-type: none"> <li>• Not willing to participate in the study/unwilling to provide informed consent.</li> <li>• A person who has already participated in the survey in the current round</li> </ul>
<b>Prisoners</b>	<p>All males' inmates present in the selected prison within the study period will form the study population. It will include the prison population in each province.</p> <ul style="list-style-type: none"> <li>• 18 years of age and above</li> <li>• either convicted and/or under trial and/or condemned.</li> <li>• willing to provide an informed consent to participate in the study.</li> </ul>	All eligible participants with hearing or speech impairment or cognitively dysfunctional <sup>8</sup> .

<sup>8</sup> Cognitive dysfunction (also known as brain fog) is the loss of intellectual functions such as thinking, remembering, and reasoning of sufficient severity to interfere with daily functioning.

## 5.4 Methodology

The methodology for second-generation surveillance (SGS) in Pakistan consists of two phases

- 1) Mapping; and
- 2) Integrated Biological and Behavioural Survey (IBBS).

The 'mapping' will be used to gather information on the current literature and existing mapping done in earlier years, use of data, including unique identifier codes, mapping and population size and estimates of the key population.

The 'IBBS' is the detailed behavioural assessment followed by serological sampling for HIV that will take place. Detailed scope of work for mapping and IBBS is given below however the methodology must include:

- j. Details of operational plan for data collection, also describing the plan for fieldwork
- k. Recruiting and training field teams
- l. Team mobilization and Community mobilization
- m. Data collection
- n. Outline of how the HIV testing will be managed
- o. Internal and external communication (including to UNAIDS and ACPs)
- p. Logistic support
- q. Data Management and analysis.
- r. Briefly outline the risk considerations during the course of study and mitigation strategies.

### 5.4.1 Mapping

Mapping is to be conducted in all selected cities to gather information on the characteristics, operational attributes, and size estimates of the key population and to describe the various sub-types. The mapping methodology is based on a geographical approach, supplemented by network mapping of key populations' networks. The mapping approach was broadly divided into the following levels:

1. Pre-mapping exercise
2. Level one (L1)
3. Level two (L2)
4. Triangulation of results

The pre-mapping phase of the study serve as a facilitation phase for the actual mapping activity and laid a foundation for field data collection. Sensitization meetings will be held with key government staff and police in each target city to garner local support and participation. Detailed maps of all targeted cities will be developed using the Geographical Information System (GIS), based on satellite imagery. A city is divided into smaller data collection units referred to as zones.

The first phase will cover the mapping of all selected cities to gather information on the

characteristics, estimates of size and locations of the key population to inform the HIV programming for key Populations. To ensure that the sizes of key populations be quantified, and that locations where they can be found are identified. The mapping methodology is based on a geographical approach, supplemented by network mapping of FSW, MSM and TGs networks. (social and geographical) and ethnographic observation. During mapping and ethnographic observations, attempts can be made to estimate the size of the population accessible at the sites

- The selection of the study site for each key population at high risk of HIV in each target city will be based on the formative work (*The collection of initial information about a population to inform the preparation and conduction of a survey of that population*) done with key informants to ensure privacy and safety of the participants.
- The objectives of the formative work includes understanding the target population and context; identify existing services and gaps; inform survey methods (e.g. sampling strategy, questionnaire and biological specimen collection); and engage stakeholders
- Number of sites and sample size should balance feasibility and technical considerations to obtain reasonable estimates and track a potentially rapidly evolving epidemic.
- The methodology selected and the definition of the survey groups should be consistent enough to enable appropriate analysis of trends over time. Key population service providers could be used to increase access to the populations.

#### 5.4.2 Integrated Biological and Behavioural Surveys (IBBS)

After completion of mapping at each site, information of key population in each city will lead to next phase of integrated biological and behavioural surveillance (IBBS). During this phase detailed behavioural assessment followed by serological sampling for HIV will take place. Mapping results will provide sampling frames which will be used to draw representative samples of each Key populations.

- Sample selection will be based on normative guidance from UNAIDS and WHO which are appropriate for KPs including PWIDS, FSWs, TGs, MSM & prisoners.
- The methodology must also be acceptable to the survey populations with participation from starting from the planning state, in which they are comfortable with the approach of recruitment and feel assured that they will not be exposed to police or other authorities.
- For the behavioral component of the IBBS, survey instruments should be developed to cover key topics of interest for epidemiologic and program monitoring based on GAM and other global HIV indicators.
- Topic areas will include knowledge, attitudes, practices, behaviors, including access to prevention services and utilization of health-related services. Survey instruments should be appropriately pre-tested and translated into local languages to ensure participants are providing responses in a language they feel comfortable and have full comprehension of the questions.
- **Data collected through the bidder will be the sole property of the MNHSRC & UNDP and permission is required for publication or any use of collected data.**

DS  
Sl

DS  
Sl

## 5.5 Selection of Study sites

The sites are selected based on the strategic importance (i.e., being the provincial capital, major economic hubs of the province), population size, anecdotal evidence of high-risk activity, presence of multiple key populations, the geographical accessibility of the area and cities where the 5th round of SGS was conducted.

These sites were identified through a national consultative process by the IBBS National Task Force where it was agreed that IBBS is expected to be conducted in 60 cities for PWIDs and 31 for other key populations across the country. The details of the province wise and key population wise cities are annexed at "A". For this IBBS, one city from Gilgit Baltistan and two from Pakistan Administered Kashmir will also be included.

## 5.6 Scope of work for Bidder

The bidder will be required to carryout and manage overall implementation of the surveillance round from design to finalizing the report. The implementation may be done through a single bidder or through a consortium or a joint venture of multiple partners (this is up to the bidder(s)) with a rich technical background in the field of second-generation HIV surveillance involving academic/research institution for the field work including data collection, analysis and reporting. These institutions (either NGOs or private consultancy firms having experience of conducting SGS) or academic/research institutions within or outside Pakistan will be selected through a competitive process, using UNDP international procurement guidelines. The selected bidder will be required to ensure following:

### 5.6.1 Conduct IBBS Population Size Estimation (PSE) including Mapping, Planning and Costing of study design and methodology

For the proposed round, the 60 cities for PWIDs and 31 cities other key populations are finalized by the IBBS National Task Force.

Under this scope of work, the bidder will be responsible to

- **Population size estimation (PSE)**
- **Defining Methodology:** Conduct desk review of relevant guidance, background literature related to the IBBS globally and in Pakistan, including but not limited to national policies and technical guidelines, previous surveys, reviews, assessments, peer reviewed IBBS studies and mapping to determine the appropriate methodologies for the study.
- **Conduct formative assessment of all KPs** (PWIDs, MSM/MSW, FSW, TG/TGSW & Prisoners) through a cross-sectional pattern with qualitative and quantitative methods used through electronic based data collection from the field in order to inform the design and

DS  


DS  


implementation of the IBBS survey among key populations including the Population size estimation (PSE).

- **Develop study protocol** having the work plan with timelines, data collection tools and other information like sample size, duration of survey, number of survey staff and biomarkers and finalize the study protocols and tools based on feedback from the IBBS Task force
- **Develop detailed budget** including but not limited to administrative cost, staff cost, laboratory consumables and equipment costs, travel cost, trainings, documentation, quality assurance, monitoring and dissemination related expenses and other unforeseen expenditure. The budget should be based on sample size, duration of survey, number of survey staff and biomarkers on which data will be collected. All costs related to the implementation of the IBBS should be costed and included.
- **Obtain approval from an Ethical Review Board** within Pakistan Health Research Council.

### 5.6.2 Ensure effective IBBS Implementation

Under this scope of work, the bidder will:

- **Operational Manual:** Establish standard operating procedures (SOPs) for all necessary activities outlined in the workplan including but not limited to data collection, data entry, laboratory testing process (from specimen handling to instrument performance validation at field and quality assurance of 10% of the HIV negative tests and 100% of HIV positive biological samples at the national reference or public health laboratory).
- **Staff Trainings:** Recruit, train and manage field implementing staff (data collectors, data clerks and supervisors) on the SOPs related to research procedures, quality assurance, entire data entry and collection process. All the training related cost will be bearded by the bidder.
- **Testing:** UNDP will be responsible to procure all test kits, cartridges, and reagents and other required items/ material throughout the exercise. The supplies will be kept at CMU warehouse and will be distributed to Bidder on their demand and needs. It also includes procurement of kits for additional tests of Hepatitis B, C & Syphilis tests which are also part of this IBBS study.

### 5.6.3 Ensure Data management and Use

The data will be managed at two levels (1) Field data management (by Bidder), and (2) Technical Support Team (By UNDP).

 Under this scope of work, the bidder will:

- Develop the data management mechanism to ensure quality data collection both at field and at central level.
- Create data entry templates with the appropriate statistical software especially for the all the key populations and perform data analysis received from various levels (Field, Supervisors, Data entry operators, etc.).

## 5.7 Monitoring and Quality Assurance

A robust monitoring system will be devised to track the progress of the study as well as to ensure that quality surveillance data is collected. A Senior Surveillance Advisor (SSA) will be engaged to ensure the quality implementation of IBBS study and its processes.

The SSA in consultation with the National Monitoring and Evaluation Specialist and the National Program specialists will vigilantly track the operations of Mapping and IBBS. Provincial program officers and Monitoring and evaluation officers of UNDP will also be monitoring the IBBS process in their respective provinces. The Senior Surveillance Advisor hired at the National level will oversee the overall IBBS process and ensure monitoring with the firm. Under the technical lead of SSA, another firm will be hired to lead the overall quality assurance component of the IBBS which will not be part of this Bid and its financial proposal.

UNDP, UNAIDS and the Ministry of National health Services, Regulations and Coordination will be providing the strategic and technical guidance throughout the process. Specific focus for monitoring and quality assurance will be on:

- Chalking out a detailed monitoring plan with specific details on process of monitoring such as field visits, sample data verification, interviews, and other applicable tools.
- Oversight of process of Qualitative and quantitative data collection (behavioural and biological), and quality assurance in the field.
- Plan and conduct joint monitoring with the team and key stakeholders from the IBBS Task Force for quality assurance of the process.
- Ensure any challenges are flagged early and reported to UNDP, National & Provincial AIDS control Programmes, and UNAIDS to assist in addressing them.

## 5.8 Governance and Accountability and Compliance with technical guidelines

A central data coordinating unit (CDCU) having a technical support team led by an advisor will be established. The Unit will be established by Firm and will be based within the Ministry of National Health Services, Regulations and Coordination (MoNHSR&C), the unit will be responsible for technical backstopping and oversight of the entire IBBS exercise including the data management in consultation with UNDP PMU, UNAIDS and other key stakeholders. The overall governance, accountability and compliance with the technical guidelines will be ensured through:

- a) The UNDP/PMU Project Coordinator for Global Fund grant will directly supervise the contractor.

DS  
Sl


DS  
Sl

- b) Monthly progress reports in addition to the key deliverables will be required from the contractor including the presentation of the report results at the consensus and validation workshop as well as the dissemination workshop.
- c) With the support of UNDP, the contractor will coordinate with the National IBBS Task Force (A group of members notified by MoNHSR&C consisting of representatives from the Ministry of National Health Services, Regulations and Coordination, National and Provincial AIDS Control Programs, UN partners particularly UNAIDS, WHO, UNICEF & UNODC, civil society and community representatives) to oversight the IBBS Round 6 and provide technical inputs where required.
- d) With the support of UNDP, conduct at least one consultation process on the methodology outside of the National IBBS Task Force with key populations communities.
- e) In carrying out the services described above, the bidder firm must comply with Ministry of National Health Services, Regulations and Coordination technical guidelines that exist, international guideline (follow Bio-behavioural Survey Guidelines developed by the Global HIV Strategic Information Working Group 2017) and ethics principles for public health research based on UNGASS and GAM indicators. The bidder will ensure that national program policies, strategies and technical guidelines are followed by the bidder.

## 5.9 General Responsibilities and Specific Deliverables and Schedules/Expected Outputs of Bidder

### 5.9.1 Responsibilities of the bidder:

- Provide appropriate process documentation for each field data collection activity and survey group-site, noting the adjustments to study protocol made as necessary for the specific local conditions. This documentation should include adverse events such as interruptions in survey work, breaches of study protocol, complaints registered by study participants or other community members and their resolution through study team action.
- Appropriate supervision of data collection activities and assurance of data quality is the responsibility of the firm. The firm should develop and implement quality control mechanism for serological tests for HIV, HBV, HCV and Syphilis during data collection. Specific measures and dedicated personnel time should be included in the surveillance protocols to ensure the data collected and entered is of the highest quality. The firm should develop a data entry program which allows validity checks and double-data entry facility. There must be spot checks on actual full conduct of interviews for each enumerator to prevent fabrication of interviews. This data entry and reconciliation should be completed in a timely way following the conclusion of the field work.
- The field team supervisors are responsible for scrutinizing all completed questionnaires and study forms during the fieldwork on day-to-day basis. The selected agency will carry out the coding exercise and data entry for all the filled questionnaires. Checks will be built into the data entry software to avoid data entry errors.
- Preliminary data analysis (generation of frequencies and basic data cleaning for each study and survey group) will be done by the selected agency. Initial descriptive analysis of the data should be available within 1 month of the completion of the fieldwork. The consulting firm will prepare an outline and dummy tables for the final report.

DS  


DS  




- Full documentation of the datasets (process documentation, data dictionary, coding guide, weighting procedure, study form/questionnaires for each survey group/site, etc.). The cleaned consolidated (i.e. linked biological and behavioral) dataset should be prepared by the selected agency as part of the final product to be provided to UNDP. The firm will however keep the hard copies of filled questionnaires and other related material until the end of the project. Electronic files should be presented in formats used by common- use software; Parallel datasets for the same target population should have common variable names and coding where possible.
- Ensure to have community buy-in through their engagement in each step
- Each deliverable should be submitted timely to UNDP for review and feedback/comments to enrich the report.
- All the datasets after cleaning and coding will be handed over to UNDP together with all the assets which need to be handed over to UNDP. Proof of handover will be required.

The selected firm will ensure the successful completion of following key specific deliverables:

S. No	Implementation Steps	Proposed Timeframe
1	An inception report to Technical Working Group (Ministry of National Health Regulatory Services and Coordination-MNHRS&C /UNDP. The inception report should cover following sections: <ul style="list-style-type: none"> <li>• Desk review of relevant guidance, background literature related to the IBBS globally and in Pakistan, peer reviewed IBBS studies.</li> <li>• Mapping to determine the appropriate methodology for the study.</li> <li>• Detailed action plan of the IBBS/ Population Size Estimation including plan for formative assessment.</li> <li>• Study protocol including Overall approach, study design, Implementation strategy, geographical mapping, IBBS methodology, timelines, and Annexures (Questionnaire, formats, forms and guidelines) approved by the technical working group.</li> <li>• Operational manual of the study.</li> </ul>	15 Days
2	Final versions of the Study Protocol and Tools for the Ethical Approval from the Ethics review board Pakistan Health Research Council. (Note: research tools must be in both English & Urdu language)	15 Days
4	Selection and training of survey teams (data collectors, supervisors, and data editors)	15 Days
5	Training of Enumerators and final Report highlighting "Hotspots" and the Training Programme	30 Days
6	Conduct Mapping exercise; field implementation level one & data collection for level two, field implementation of level two, data analysis, data triangulation with available data from any other source, and sampling for IBBS	90 Days
7	Conduct IBBS exercise; field implementation of IBBS, Biological testing and data collection through survey forms	90 days
8	Preliminary survey report & Complete dataset in agreed format developed	15 days



9	Draft survey report and cleaned data sets developed and shared with UNDP and MNHSR & C	15 days
10	Consensus and validation workshop organized and conducted	02 days
11	Final IBSS Report along with Power point presentation approved by the taskforce	15 days
12	IBBS Report Dissemination	01 day
<b>Total Number of Days</b>		<b>303 days</b>

## 5.10 Other Support (Administrative, Logistic and Technical)


The bidder will be expected to organize their own logistical arrangements and support for the implementation of the IBBS mapping and survey. This needs to be reflected in the financial proposal regarding the logistic and travel for the firm for their own administrative arrangements. Following is the technical that will be provided by UNDP and other key stakeholders

### 5.10.1 Facilities to be provided by UNDP

- Through this RFP, Undertake the procurement of the contractor and sign contract with the bidder. Supervise, manage and oversee the timely implementation and completion of the contract deliverables.
- Introducing the bidder into the relevant staff of the National and Provincial AIDS Control Programs, provincial departments of health and IBBS task force.
- Facilitating letters regarding the visa processing.
- Organizing consultations with the IBBS National Stakeholder Group.
- Providing support for the ethical clearance of IBBS, in coordination with the Government stakeholders and other UN organizations.
- Procure all test kits, cartridges, and reagents for the IBBS process.
- Process timely delivery of supplies and other items based on requests from Bidder
- Process timely payments based on deliverables.
- Ensure that the study is conducted per objectives and coordinate feedback with the National IBBS Task Force, Global Fund (GF) and Country Coordination Team (CCM) to ensure that concerns/feedback are addressed by the bidder.
- Certify and approval deliverables and process the payment

### 5.10.2 Facilities to be provided by the National & Provincial AIDS Programs

- Facilitation in qualified staff selection for the field survey, and facilitation of the survey training.
- Supervision by the Ministry of National Health Regulatory Services and Coordination-MNHSR&C of the implementation and data collection at the provincial level
- Ensure effective coordination of consultants with all health providers (MoPH, NGOs, Private sector) in the province
- Facilitation in space, selection of the location of the sites among key population and other logistic issues
- Ensure the quality of testing services and storage of the lab equipment especially the test kits.

DS  


DS  


## 5.11 Other Assignment details:

### 5.11.1 Expected duration of the contract/assignment


The total duration of the assignment is one year starting from September 2022 to August 2023.

### 5.11.2 Duty Station

The work takes place throughout Pakistan including GB and AJK.

#### a- Project Team (Management Structure and Key Personnel)

- The team of experts should include a minimum number of 3 technical team members (***Mandatory requirements for key positions are attached as Annex "B"***) A brief statement of each member's role, relevant competence and experience and planned contribution to the project to be provided.
- Indicate which personnel are already present with the organization/consortium or immediately available and which ones will be engaged further to contract award.
- An organogram illustrating the reporting lines
- Please also attach a one-page CV for all names mentioned in team (as annexes)

DS  


DS  


### 5.13 Price and Schedule of Payments

The contract price is a fixed output-based/Milestone based price regardless of extension of the herein specific duration.

a)

Milestone	S. No	Implementation Steps	Documentation required	Payment %
Milestone 1	1	<p>An inception report to TWG MHRS&amp;C /UNDP. The inception report should cover following sections: :</p> <ul style="list-style-type: none"> <li>• Desk review of relevant guidance, background literature related to the IBBS globally and in Pakistan, peer reviewed IBBS studies.</li> <li>• Mapping to determine the appropriate methodology for the study.</li> <li>• Detailed action plan of the IBBS/ PSE including plan for formative assessment.</li> <li>• Study protocol including Overall approach, study design, Implementation strategy, geographical mapping, IBBS methodology, timelines, and Annexures (Questionnaire, formats, forms and guidelines) approved by the technical working group.</li> <li>• Operational manual of the study.</li> </ul>	<p>1. Final versions of the Study Protocol and Tools</p> <p>2. Questionnaire, formats, forms</p> <p>3. Operational manual of the study.</p> <p>(Note: research tools must be in both English &amp; Urdu language)</p>	15%
	2	<p>Final versions of the Study Protocol and Tools for the Ethical Approval from the Ethics review board Pakistan Health Research Council.</p> <p>(Note: research tools must be in both English &amp; Urdu language)</p>		
Milestone 2	3	Selection and training of survey teams (data collectors, supervisors, and data editors)	<p>1. Training Plan</p> <p>2. Training Report highlighting "Hotspots" and the Training Programme</p>	15%
	4	Training of Enumerators and final Report highlighting "Hotspots" and the Training Programme		
Milestone 3	5	Conduct Mapping exercise; field implementation level one & data collection for level two, field implementation of level	<p>1. Report from Level 1 and Level</p> <p>2 Data collection with</p>	20%

		two, data analysis, data triangulation with available data from any other source, and sampling for IBBS	Population Size Estimates	
Milestone 4	6	Conduct IBBS exercise; field implementation of IBBS, Biological testing, and data collection through survey forms	Preliminary survey report & Complete dataset in agreed format	25%
	7	Preliminary survey report & Complete dataset in agreed format		
Milestone 5	8	Draft survey report and cleaned data sets	Final IBSS Report along with Power point presentation agreed by stakeholders	25%
	9	Consensus and validation workshop		
	10	Final IBSS and mapping/PSE Report along with Power point presentation		
	11	IBBS Report Dissemination		

### 5.13.2 Underlying Mandatory Requirements

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

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

## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal Envelope:


<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
▪ Form I: CVs of Key Personnel	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate sealed envelope/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

DS  
Sh

DS  


**FORM A: TECHNICAL PROPOSAL SUBMISSION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

*We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.*

DS  
Sl

*We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference*

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

We understand and recognize that you are not bound to accept any Proposal you receive.

DS  
[Signature]

*I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal*

*and bind it should UNDP accept this Proposal.*

Name: \_\_\_\_\_


Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

DS  
Sl

DS  


**FORM B: BIDDER INFORMATION FORM**

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is</li> </ul>

DS  
Sl


DS  




updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder

- Trade name registration papers, if applicable
- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- Power of Attorney

DS  
sl

DS  


## FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 5 years			
<input type="checkbox"/> Contract(s) not performed for the last 5 years			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 5 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

### Financial Standing

<b>Annual Turnover for the last 5 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 5 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Please ensure that the information below is adapted in accordance with the technical evaluation criteria included in Section 4. The below sections correspond to the sample criteria included in this template RFP in Section 4]

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder’s proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder’s qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization’s commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

## **SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference**


Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

## **SECTION 3: Management Structure and Key Personnel**

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel (*Please refer to 5.12.1(a) for mandatory requirements for key personnel*) that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.


## **Format for CV of Proposed Key Personnel**

DS  
Sl

DS  



NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]

DS  
sl

DS  


EDUCATION/ QUALIFICATIONS	<i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i>
	[INSERT]
PROFESSIONAL CERTIFICATIONS	<i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i>
	<ul style="list-style-type: none"><li>▪ NAME OF INSTITUTION: [INSERT]</li><li>▪ DATE OF CERTIFICATION: [INSERT]</li></ul>


DS  
sl

DS  





EMPLOYMENT RECORD/ EXPERIENCE	<p><i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i></p>
	<p>[INSERT]</p>
	<p><i>[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]</i></p>

DS  
sl

DS  


<div data-bbox="240 831 444 863" data-label="Section-Header"><p>REFERENCES</p></div>	<div data-bbox="578 388 802 420" data-label="Text"><p>REFERENCE 1:</p></div> <div data-bbox="578 682 716 716" data-label="Text"><p>[INSERT]</p></div>
<hr data-bbox="240 1199 544 1201"/>	<div data-bbox="578 1274 802 1306" data-label="Text"><p>REFERENCE 2:</p></div> <div data-bbox="578 1570 716 1604" data-label="Text"><p>[INSERT]</p></div>

DS  
sl


DS  


I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

-----  
Signature of Personnel

-----  
Date (Day/Month/Year)

DS  
Sh

DS  


FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

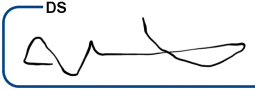
Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]



FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs(Where applicable)

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			


Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

<b>Deliverable/ Activity description</b>	<b>Time (person days)</b>	<b>Professional Fees</b>	<b>Other Costs</b>	<b>Total</b>
<b>Milestone 1:</b> <ul style="list-style-type: none"> <li>Submission of inception report to TWG MHRS&amp;C /UNDP.</li> <li>Submission of final versions of the Study Protocol and Tools for the Ethical Approval from the Ethics review board Pakistan Health Research Council.</li> </ul>				
<b>Milestone 2:</b> <ul style="list-style-type: none"> <li>Selection and training of survey teams (data collectors, supervisors, and data editors)</li> <li>Training of Enumerators and final Report highlighting "Hotspots" and the Training Programme</li> </ul>				
<b>Milestone 3:</b> Conduct Mapping exercise; field implementation level one & data collection for level two, field implementation of level two, data analysis, data triangulation with available data from any other source, and sampling for IBBS				

<b>Milestone 4:</b> <ul style="list-style-type: none"><li>• Conduct IBBS exercise; field implementation of IBBS, Biological testing, and data collection through survey forms</li><li>• Preliminary survey report &amp; Complete dataset in agreed format</li></ul>				
<b>Milestone 5:</b> <ul style="list-style-type: none"><li>• Draft survey report and cleaned data sets</li><li>• Consensus and validation workshop</li><li>• Final IBSS and mapping/PSE Report along with Power point presentation</li><li>• IBBS Report Dissemination</li></ul>				

DS  
Sh

DS  


**FORM H: FORM OF PROPOSAL SECURITY**

**Proposal Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

---

To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_


Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_


DS  
Sl

DS  




*[Stamp with official stamp of the Bank]*

DS  
sl

DS  


SECTION 7: FORM FOR PERFORMANCE SECURITY

(This must be finalized using the official letterhead of the A rated Insurance Company. Except for indicated fields, no changes may be made on this template)

PERFORMANCE BOND

To, UNDP Representative (Rupee) Account:

By this Bond .....[INSERT NAME AND ADDRESS OF THE CONTRACTOR] as Principal (hereinafter called "the Contractor") and .....[INSERT NAME, LEGAL TITLE AND ADDRESS OF SURETY, BONDING COMPANY OR INSURANCE COMPANY] as Surety (hereinafter called "the Surety") are held and firmly bound unto .....[INSERT NAME AND ADDRESS OF EMPLOYER] as Obligee (hereinafter called "the Employer") in the amount of. ....[INSERT AMOUNT OF BOND IN FIGURES AND IN WORDS], for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a contract with the Employer dated for ..... [INSERT TITLE OF CONTRACT AND BRIEF DESCRIPTION OF THE WORKS] in accordance with the documents, plans, specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto) then this obligation shall be null and void; otherwise it shall remain in full force and effect. Whenever the Contractor shall be , and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- (1) complete the Contract in accordance with its terms and conditions; or
- (2) obtain a bid or bids from qualified Bidders for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsible Bidder, arrange for a Contract between such Bidder and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term " Balance of the Contract Price", as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or
- (3) pay the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors and assigns of the Employer.


This bond shall be valid until twenty eight calendar days after issuance of the Certificate of Final Completion. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this.....day of.....2021

SIGNED ON:  
ON BEHALF OF:

SIGNED ON:  
ON BEHALF OF:

NAME &TITLE:

DS  
Sh

DS  


Annex A:

Proposed Districts for IBBS Round 6					
Province					
	Districts	PWID	FSW	MSM	TG
<b>Federal</b>					
<b>Islamabad</b>	1	1	1	1	1
<b>Punjab</b>					
Lahore	1	√	√	√	√
Multan	1	√	√	√	√
Faisalabad	1	√	√	√	√
Sargodha	1	√	√	√	√
Gujranwala	1	√	√	√	√
DG Khan	1	√	√	√	√
Gujrat	1	√	√	√	√
Sialkot	1	√	√	√	√
Sheikhupura	1	√	√	√	√
Rawalpindi	1	√	√	√	√
Bahawalpur	1	√	√	√	√
Kasur	1	√	√	√	√
Jhelum	1	√			√
Bahawalnagar	1	√			
Jhang	1	√			
Khanwal	1	√			
Lodhran	1	√			
Muzaffargarh	1	√			
Okara	1	√			
Sahiwal	1	√			
Rahim Yar Khan	1	√			
Toba Tek Singh	1	√			
Hafizabad	1	√			
Vehari	1	√	√	√	√
<b>Total Punjab</b>	<b>24</b>	<b>24</b>	<b>13</b>	<b>13</b>	<b>14</b>
<b>Sindh</b>					
Karachi	1	√	√	√	√
Hyderabad	1	√	√	√	√
Sukkur	1	√	√	√	√
Larkana	1	√	√	√	√
Nawabshah	1	√	√	√	√
Mirpurkhas	1	√	√	√	√

Sangarh	1	√			
Badin	1	√			
Dadu	1	√		√	
Jacobabad	1	√	√	√	√
Khairpur	1	√		√	
Nosheruferoz	1	√			
Thatta	1	√	√		
Shikarpur	1	√	√	√	√
Ghari Yaseen	1	√	√		√
<b>Total Sindh</b>	<b>15</b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>9</b>
<b>KP</b>					
Peshawar	1	√	√	√	√
Bannu	1	√	√	√	√
Charsadda	1	√			
Dir	1	√			
Kohat	1	√			
Mardan	1	√			
Swat	1	√			
Mansehra	1	√			
Abottabad	1	√			
Haripur	1	√			
D.I.Khan	1	√			
Kurram	1	√			
Bajour	1	√			
<b>Total KP</b>	<b>13</b>	<b>13</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Balochistan</b>					
Quetta	1	√	√	√	√
Turbat	1	√	√	√	√
Qila Saifullah	1	√			
Loralai	1	√			
<b>Total Balochistan</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>GB and AJK</b>					
GB	1	√	√	√	√
AJK	1	√	√	√	√
	1	√	√	√	√
<b>Total GB and AJK</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Grand Total</b>	<b>60</b>	<b>60</b>	<b>31</b>	<b>31</b>	<b>31</b>

The prison population will also be included for 4 provinces:

**Sample size (5000) (10 % of the selected prison population  
in each province**

Sindh (1500)  
Punjab (2200)  
Khyber Pakhtunkhwa (900)  
Balochistan (300)

## **Annex B: Requirements for Key personnel**

---

### **1. Technical Advisor – Team Lead**

**Experience:** At a minimum, should have some experience with the target population, and they should also have:

- 10-15 years of experience working on and leading on other health surveys.
- Knowledge of the topics and issues related to the survey including field-level knowledge of key population groups addressed by the IBBS, HIV and AIDS
- Extensive experience using computers or tablets if data are collected electronically; and
- Extensive experience in specimen testing and counselling if on-site testing is part of the survey design.

#### **Qualifications**

- Postgraduate degree in epidemiology, public health, and /or social sciences.
- Sound understanding of the general principles of disease surveillance.
- Sound understanding of the epidemiology of HIV/AIDS and STIs and their behavioral determinants.
- Experience in research and/or surveillance in health (in Pakistan and/or the region).
- Experience in analyzing the results of epidemiological and/or behavioral studies and in contributing to study reports and publications.
- Good computer skills including familiarity with database programs and statistical programs.
- Excellent interpersonal skills and human relations capacity.
- Excellent command of written and spoken English.

### **2. Field Specialist**

**Experience:** At a minimum, should have some experience with the target population, and they should also have:

- 7-10 years of experience working on other health surveys.
- In-depth knowledge of the topics and issues related to the survey.

- Extensive experience using computers or tablets if data are collected electronically; and
- Experience in specimen testing and counselling if on-site testing is part of the survey design

### **Qualifications**

- Postgraduate degree in Public Health, epidemiology and /or social sciences.
- Sound understanding of the general principles of disease surveillance.
- Sound understanding of the epidemiology of HIV/AIDS and STIs and their behavioral determinants.
- Experience in research and/or surveillance in health (in Pakistan and/or the region).
- Experience in analyzing the results of epidemiological and/or behavioral studies and in contributing to study reports and publications.
- Good computer skills including familiarity with database programs and statistical programs.
- Excellent interpersonal skills and human relations capacity.
- Excellent command of written and spoken English.

### **3. Data Management Specialist**

At a minimum, should have some experience with the target population, and they should also have:

- 7-10 years of experience working on other health surveys, specifically in supervising data collection, and leading the data management and reporting process for the entire survey
- Some knowledge of the topics and issues related to the survey.
- Extensive experience using computers or tablets if data are collected electronically; and
- Experience in specimen testing and counselling if on-site testing is part of the survey design

### **Qualifications and Experience:**

- Postgraduate degree in Statistics, Public Health, epidemiology and /or social sciences.
- Understanding of the general principles of disease surveillance.
- Understanding of the epidemiology of HIV/AIDS and STIs and their behavioral determinants.
- Extensive experience in supervising survey data collection, leading data management and reporting processes for surveys
- Experience in research and/or surveillance in health (in Pakistan and/or the region).

- Experience in analyzing the results of epidemiological and/or behavioral studies and in contributing to study reports and publications.
- Excellent computer skills including familiarity with database programs and statistical programs.
- Excellent interpersonal skills and human relations capacity.
- Excellent command of written and spoken English.

DS  
Sh

DS  
