



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 13, 2022
	REFERENCE: UNDP-RFP-2022-090 JTN: 16739 ORPS: 1929

Dear Sir / Madam:

We kindly request you to submit your Proposal for **“Engagement of Organisation/Firm to execute 05 Trainings on Climate Change Adaptation Action Plans (CCAAP)”** Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Tuesday, 27<sup>th</sup> September 2022, at 3:00 PM PST OR 6:00 AM EDT** indicated in <https://etendering.partneragencies.org>.

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

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation” button no later than **Tuesday, 20<sup>th</sup> September 2022 [12:30 PM Pakistan Standard Time OR 3:30 AM EDT]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

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

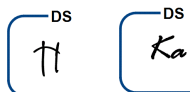
Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

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Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms did not award a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated; you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>


UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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

Thank you and we look forward to receiving your Proposal.

**Sincerely yours,**

**(for)**

DocuSigned by:  
  
E18DDE0A21E049C... 13-Sep-2022  
**Knut Ostby**  
**Resident Representative**

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## Annex 1

## Description of Requirements

Context of the Requirement	Engagement of Organisation/Firm to execute 05 Trainings on Climate Change Adaptation Action Plans (CCAAP)"
Brief Description of the Required Services	<p><b>Background:</b></p> <p>The Government of Pakistan has recognized the threat from Glacial Lake Outburst Floods (GLOFs) in its National Climate Change Policy and its National Determined Contribution to monitor changes in glacier volumes and related GLOFs. Currently Pakistan is experiencing a vacuum in technical and technological capacities to monitor status of glaciers through hydrological estimations. Presently, early warning systems are devoid of capacities to support management of risk burdened by elevating levels of waters in lakes. To be able to strengthen capacities of vulnerable communities in Northern Pakistan to address the GLOF issue urgently at the scale that is needed, the Government of Pakistan with assistance from UNDP has secured Green Climate Fund (GCF) resources to upscale ongoing initiatives on Early Warning Systems (EWS) and small, locally sourced small-scale infrastructure to protect communities from GLOF risks under the GLOF-II project. The scaled interventions proposed under this project are covering 24 valleys in Khyber Pakhtunkhwa and Gilgit-Baltistan. The project is reducing vulnerability of communities' land and water resources by implementing climate- resilient agricultural practices that contribute to food security, considering needs of the local population and promoting gender equality.</p> <p>GLOF-II project intends to hire services of qualified and experienced consulting firm/ organization/ company for carrying out 05 trainings (01 in Islamabad, 02 in KP and 02 in GB) of government officials/participants from Ministry of Climate Change, Pakistan Met Department, Federal Flood commission, Planning and Development Department, Provincial and District Disaster Management Authorities and other line departments, communities from project target valleys and other relevant stakeholders on Climate Change Adaptation Action Plans (CCAAPs) in line with National Climate Change Policy (NCCP). The purpose of the training is to build their capacity to prepare and respond to disasters, specifically planning and implementation of climate change adaptation and coping strategies with particular focus on GLOF risk reduction in collaboration with at risk communities.</p> <p><b>Scope of Work:</b></p> <p>The overall aim of this training will be to develop necessary understanding and skills of concerned officials for the implementation for effective response, recovery and reporting on CCAAPs and NCCP. The trainings will aim to enhance participants skills, knowledge, and confidence vis a vis CCAAPs as well as the NCCP so that at the conclusion of the trainings, participants will be able to:</p> <ol style="list-style-type: none"> <li>Explain basic concepts and design implementation strategies related to CCAAPs.</li> <li>Understand Pakistan's global and national commitments under CCAAPs, NDCs and NCCP, previous and current climate-related strategies, plans, reports, and actions inclusive but not limited to: National Climate Change Policy (2012), implementation framework for NCCP, National Climate Change Act (2017), National DRR policy (2012),</li> </ol>

	<p>and other relevant documentation.</p> <ul style="list-style-type: none"> <li>c) Explain steps involved in devising the CCAAPs/NCCP and needs assessment.</li> <li>d) Describe the link of CCAAP to the existing national legal and regulatory frameworks in accordance with the existing laws, and alignment with overall development policy directions, SDG's, and relevant sectoral policies.</li> <li>e) Establish CCAAPs/NCCP alignment with regional and international developments in climate change negotiations.</li> <li>f) Identify actions to strategize effective implementation of CCAAP in line with NCCP at national and provincial level.</li> <li>g) Outline steps for inclusion of vulnerable groups and integrate gender concerns in implementation of CCAAP in line with NCCP.</li> <li>h) Elaborate a compact road map to be applied by the institutions at National/ Provincial level for the generation of resources required for the implementation of the CCAAP in line with NCCP.</li> <li>i) Suggest different response and recovery measures for a given context.</li> <li>j) Develop comprehensive guidelines for DRM, GLOFs reporting.</li> </ul>
List and Description of Expected Outputs to be Delivered	<p>The consulting firm/ organization/ company is expected to organize 05 comprehensive trainings 03 days each (01 in Islamabad, 02 in KP and 02 in GB) of selected government officials/participants from Ministry of Climate Change, Pakistan Met Department, Federal Flood commission, Planning and Development Departments, Provincial and district Disaster Management Authorities and other line departments, communities from project target valleys and other relevant stakeholders on Climate Change Adaptation Action Plans (CCAAPs) in line with National Climate Change Policy(NCCP).The trainings will comprise of topics focusing on implementation roadmap of CCAAPs/NCCP for project areas (KP and GB) and within the context of proposed GLOF project activities and the role of different stakeholders therein. The trainings will cover the following:</p> <ul style="list-style-type: none"> <li>a) Ensuring effective involvement from national/provincial institutions in international climate change negotiations process, in line with Pakistan's diplomatic priorities on climate Change.</li> <li>b) Processes to strengthen vertical institutional coordination for climate change adaptation actions.</li> <li>c) Roadmap for development planning and effective implementation of recommended Policy intervention.</li> <li>d) Developing capacities and improve coordination for institutional strengthening at national and provincial level.</li> <li>e) Adequate implementation of adaptation interventions in cross-cutting sectors aligned with the CCAAPs/NCCP.</li> <li>f) Adequate strengthening of climate change research for informed decision making.</li> <li>g) Awareness raising and advocacy through adequate knowledge management tools involving enhanced documentation, better management of climate change related information and disaster events/ showcasing best adaptation practices and resilience building approaches, and use of scientific tools.</li> <li>h) Identifying roles and responsibilities and reporting mechanism</li> </ul>



**Teaching Methodologies:**

The following methodologies will be used for conducting the training course:

- Interactive lectures and presentations.
- Group discussions/brainstorming sessions
- Role play
- Breakout sessions
- Knowledge management through training material/videos/infographics, etc.

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Dates</b>	<b>Due</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Inception report including workplan/timeline for the trainings outlining complete description of each segment of training in coordination with the project team.	Q4 2022	November 2022		Review CRO Approval NPM
Comprehensive and visually appealing training material for sensitizing the participants	Q4 2022	December 2022		Review CRO Approval NPM
Conducting 01 training at federal level and produce training report detailing activities, outcomes, and challenges; including pre and post training assessment forms filled by participants.	Q4 2022	December 2022		Review CRO Approval NPM
1. Conducting 02 trainings in KP (01 at provincial level and 01 at district level) and produce training report detailing activities, outcomes, and challenges; including pre and post training assessment forms filled by participants.	Q1 2023	January/February 2023		Review CRO Approval NPM
2. Conducting 02 trainings in GB (01 at provincial level and 01 at district level) and produce training report detailing activities,				

	outcomes, and challenges; including pre and post training assessment forms filled by participants.			
	3. Final Report of the training including feedback, challenges, lessons learnt and way forward	Q1 2023	March 2023	Review CRO Approval NPM
Person to Supervise the Work/Performance of the Service Provider	National Project Manager, GLOF-II, UNDP Pakistan			
Frequency of Reporting	Deliverable wise			
Progress Reporting Requirements	Deliverables based.			
Location of work and Travel	The consulting firm/organization/company will be based at Islamabad with an outreach and access to KP and GB as and when required. The assignment foresees visits to valleys of GB and KP. The firm/organization/company will bear all travel and logistic cost incurred for the said assignment and include it in the proposal.			
Expected duration of work	Eight (06) Months			
Target start date	November 2022			
Latest completion date	March 2023			
Special Security Requirements	Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable			
Implementation Schedule	<input checked="" type="checkbox"/> Required			

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indicating breakdown and timing of activities/sub-activities													
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required												
Currency of Proposal	<input checked="" type="checkbox"/> <b>[PAK RUPEES] for local bidders</b> <input checked="" type="checkbox"/> <b>[USD] for international bidders</b>												
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> (the invoice submitted should indicate the price and tax portion separately).  Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.												
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.												
Partial Quotes	<input checked="" type="checkbox"/> Not permitted												
Payment Terms	<b>Deliverables and Payment Schedule</b>  <table border="1"> <thead> <tr> <th colspan="4">Schedule of payment</th> </tr> <tr> <th>Deliverables</th> <th>Percentage of Payment</th> <th>Timeline</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>1. Inception report including workplan/timeline for the trainings outlining complete description of each segment of training in coordination with the</td> <td>10%</td> <td>November 2022</td> <td>Within thirty (30) days from the date of meeting</td> </tr> </tbody> </table>	Schedule of payment				Deliverables	Percentage of Payment	Timeline	Condition for Payment Release	1. Inception report including workplan/timeline for the trainings outlining complete description of each segment of training in coordination with the	10%	November 2022	Within thirty (30) days from the date of meeting
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	project team.			the following conditions: a) UNDP 's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider
	2. Comprehensive and visually appealing training material for sensitizing the participants/officials.	10%	December 2022	
	3. Conducting 01 training at federal level and produce training report detailing activities, outcomes, and challenges; including pre and post training assessment forms filled by participants.	20%	December 2022	
	4. Conducting 02 trainings in KP (01 at provincial level and 01 at district level) and produce training report detailing activities, outcomes, and challenges; including pre and post training assessment forms filled by participants.	20%	January 2023	
	5. Conducting 02 trainings in GB (01 at provincial level and 01 at district level) and produce training report detailing activities, outcomes, and challenges; including pre and post training assessment forms filled by participants.	30%	February 2023	
	6. Final Report of the training including feedback, challenges, lessons learnt and way forward	10%	March 2023	
	<b>Total</b>	<b>100%</b>		
	Person(s) to review/inspect/ approve outputs/comple ted services and authorize the	National Project Manager, GLOF-II, UNDP Pakistan		

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disbursement of payment																																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Institutional Services																																			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.																																			
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm <b>45% with 315 Marks out of 700</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>30% with 210 marks out of 700</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>25% with 175 marks out of 700</b>																																			
	<p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (<b>Financial Score= (Lowest Offer/Offer*100)</b>)</p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation</th><th>Score Weight</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Expertise and past experience of the firm submitting proposal</td><td>45%</td><td>315</td></tr> <tr> <td>2.</td><td>Methodology, Its Appropriateness to the assignment and Timeliness of the Implementation Plan</td><td>30%</td><td>210</td></tr> <tr> <td>3.</td><td>Management Structure and Qualification of Key Personnel</td><td>25%</td><td>175</td></tr> <tr> <td colspan="3"><b>Total</b></td><td><b>700</b></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Form 1: Technical Proposal Evaluation</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td colspan="3"><b>Expertise of Firm / organization</b></td></tr> <tr> <td>1.1</td><td>Duly registered in Pakistan under the relevant law FBR/SECP/etc.</td><td>35</td></tr> <tr> <td>1.2</td><td>Financial Stability: Last two years Financial Statements (2019-2020 and 2020-2021) Quick ratio should be more than 1 (20 marks for each year)</td><td>40</td></tr> <tr> <td>1.3</td><td>Relevant Experience:</td><td>60</td></tr> </tbody> </table>	Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable	1.	Expertise and past experience of the firm submitting proposal	45%	315	2.	Methodology, Its Appropriateness to the assignment and Timeliness of the Implementation Plan	30%	210	3.	Management Structure and Qualification of Key Personnel	25%	175	<b>Total</b>			<b>700</b>	Form 1: Technical Proposal Evaluation		Points Obtainable	<b>Expertise of Firm / organization</b>			1.1	Duly registered in Pakistan under the relevant law FBR/SECP/etc.	35	1.2	Financial Stability: Last two years Financial Statements (2019-2020 and 2020-2021) Quick ratio should be more than 1 (20 marks for each year)	40	1.3	Relevant Experience:	60
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		Three satisfactory performance certificates with National/Multinational Organizations along with the amount and duration of each assignment (each certificate carries 20 marks)	
1.4		Relevant experience of the firm after years of incorporation: Upto 05 years (40 marks) 06-09 years (50 marks) 10 years and above (60 marks)	60
1.5		Three Purchase Orders/Contracts issued in favor of the firm in last Ten(10) years to prove expertise in conducting similar assessments (each purchase order/contract carries 20 marks)	60
1.6		Has office setup in Islamabad	35
1.7		Firm/Company/Organization Profile showing its expertise in the relevant area and achievement including major achievements.	25
		<b>Total Part 1</b>	<b>315</b>
<b>Form 2: Technical Proposal Evaluation</b>			<b>Points Obtainable</b>
<b>Proposed Work Plan and Approach</b>			
2.1		To what degree does the proposer understand the objectives, target audience and main outcomes of the activity?	20
2.2		Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References?	40
2.3		Is the proposal well defined and corresponds to the Terms of Reference? Suggested methodology should include: <ul style="list-style-type: none"> <li>Methodology and approach to be applied (60 marks)</li> <li>Evidence for demonstrating knowledge of similar trainings (30 marks)</li> <li>Steps to consolidate training material to be developed with at least 02 samples (30 marks)</li> </ul>	120
2.4		Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility?	30
		<b>Total Part 2</b>	<b>210</b>

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	<b>Form 3: KEY PERSONNEL PROFILE – (Names and curriculum vitae of individuals who will be involved in completing the services)</b>	
	<b>Team shall comprise of 01 Moderator, 01 Policy Expert and 01 Climate Change Expert</b>	
	<b>Qualification:</b> <b>Moderator: (Total Marks 10)</b> Masters in natural sciences, environmental sciences, sociology, anthropology, statistics, or any relevant discipline (10 Marks) <b>Policy Expert (Total Marks 10)</b> Master's in economics, political sciences, sociology environmental law, or any relevant discipline (10 Marks) <b>Climate Change Expert (Total Marks 10)</b> Masters in natural sciences, environmental sciences, environmental management, or any relevant discipline (10 Marks)	30
	<b>Experience:</b> <b>Moderator: (Total Marks 40)</b>  For 05 years <b>(20 marks)</b> between 06-09 years <b>(30 marks)</b> Above 10 years <b>(40 marks)</b>  <b>Policy Expert: (Total Marks 40)</b>  For 05 years <b>(20 marks)</b> between 06-09 years <b>(30 marks)</b> Above 10 years <b>(40 marks)</b>  <b>Climate Change Expert (Total Marks 40)</b>  For 05 years <b>(20 marks)</b> between 06-09 years <b>(30 marks)</b> Above 10 years <b>(40 marks)</b>	120
	Each Member has to have Knowledge of the project areas (Northern Pakistan, KP and GB). (15 marks; 05 marks for each member) Submit sample work as evidence. (10 Marks; 3.33 marks for each sample)	25
	<b>Total Part 3</b>	<b>175</b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider	

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Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]
Contact Person for Inquiries (Written inquiries only)	<p><b><i>pakistan.procurement.info@undp.org</i></b></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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Minimum Eligibility Criteria	<ol style="list-style-type: none"> <li>1. The consulting firm/organization/company must have at least ten (10) years of overall experience in trainings for public sector organizations, policy analysis and development, preferably environmental, and more specifically climate change related after registration of the firm.</li> <li>2. Three relevant Contracts in last Ten (10) years with National/Multinational Organizations (please attach copies of contracts).</li> <li>3. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise.</li> <li>4. Three satisfactory performance certificates in last Ten (10) years along with duration of each assignment.</li> <li>5. Sales Tax and Income Tax Certificates, Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer;</li> <li>6. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation, or Valid Certificates of registration with Security Exchange Commission of Pakistan. (SECP)</li> <li>7. All information regarding any past and current litigation during the last three (3) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded, s.</li> <li>8. CVs of all the personnel that will be assigned to this assignment.</li> <li>9. An affidavit/declaration on company letter head that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.</li> </ol>
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<b>Deadline for Submission</b>	<p><b>Tuesday, 27<sup>th</sup> September 2022 (12:30 PM Pakistan standard Time or 3:30 AM EDT)</b></p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>
<b>Electronic submission (eTendering) requirements</b>	<ul style="list-style-type: none"> <li>• Technical and financial proposals should be submitted in separate PDF files</li> <li>• File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>• All files must be free of viruses and not corrupted.</li> <li>• Password for financial proposal must not be provided to UNDP until requested by UNDP ( see notes below)</li> </ul> <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> <li>• <b>The proposer is required to prepare and submit the financial proposal in a <u>PASSWORD PROTECTED PDF</u> file separate from the rest of the proposal submission as indicated in the instructions to proposers.</b></li> <li>• Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: <a href="mailto:tahir.islam@undp.org">tahir.islam@undp.org</a></li> <li>• While entering financial proposal in the e-tendering system, <b>always mention your bid price as PKR 1.</b> Please <b>do not mention the value of your financial proposal in the e-tendering system.</b> It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</li> </ul>




<b>Pre-proposal conference</b>	<p>Will be Conducted</p> <p><b>Time: 1100 hrs. Tuesday, 20 September 2022, Due to current situation of Preventive measures against Corona Virus, Preproposal meeting will be held on ZOOM Call on link given below:</b></p> <p><a href="https://undp.zoom.us/j/89207249265">https://undp.zoom.us/j/89207249265</a></p> <p>Interested parties who wish to attend the pre-proposal conference are kindly requested to send their nominations to Muhammad Tahir ul Islam at <a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a> by and before <b>1200 hours PST Monday 19<sup>th</sup> September 2022</b>, in order to obtain necessary security clearance.</p> <p>Please mention RFP Reference number in subject line of email.</p>
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## Annex 2

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

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

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

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

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

**C. Qualifications of Key Personnel**

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

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

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

*[Designation]*

*[Date]*

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

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

**A. Cost Breakdown per Deliverable\***

<b>Schedule of payment</b>			
<b>Deliverables</b>	<b>Percentage of Payment</b>	<b>Timeline</b>	<b>Amount in PKR</b>
1. Inception report including workplan/timeline for the trainings outlining complete description of each segment of training in coordination with the project team.	10%	November 2022	
2. Comprehensive and visually appealing training material for sensitizing the participants/officials.	10%	December 2022	
3. Conducting 01 training at federal level and produce training report detailing activities, outcomes, and challenges; including pre and post training assessment forms filled by participants.	20%	December 2022	
4. Conducting 02 trainings in KP (01 at provincial level and 01 at district level) and produce training report detailing activities, outcomes, and challenges; including pre and post training assessment forms filled by participants.	20%	January 2023	
5. Conducting 02 trainings in GB (01 at provincial level and 01 at district level) and produce training report detailing activities, outcomes, and challenges; including pre and post training assessment forms filled by participants.	30%	February 2023	
6. Final Report of the training including feedback, challenges, lessons learnt and way forward	10%	March 2023	
<b>Total</b>	<b>100%</b>		

*\*This shall be the basis of the payment tranches*

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

*[Designation]*



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**Annex 4**

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

## Terms of Reference (TOR)

### Consultancy for a National firm/company/ organization to execute 05 Trainings on Climate Change Adaptation Action Plans (CCAAP)

#### A. Project Title

Scaling up of Glacial Lake Outburst Flood (GLOF) Risk Reduction in Northern Pakistan

#### B. *Project Description*

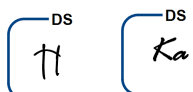
##### Background:

The Government of Pakistan has recognized the threat from Glacial Lake Outburst Floods (GLOFs) in its National Climate Change Policy and its National Determined Contribution to monitor changes in glacier volumes and related GLOFs. Currently Pakistan is experiencing a vacuum in technical and technological capacities to monitor status of glaciers through hydrological estimations. Presently, early warning systems are devoid of capacities to support management of risk burdened by elevating levels of waters in lakes. To be able to strengthen capacities of vulnerable communities in Northern Pakistan to address the GLOF issue urgently at the scale that is needed, the Government of Pakistan with assistance from UNDP has secured Green Climate Fund (GCF) resources to upscale ongoing initiatives on Early Warning Systems (EWS) and small, locally sourced small-scale infrastructure to protect communities from GLOF risks under the GLOF-II project. The scaled interventions proposed under this project are covering 24 valleys in Khyber Pakhtunkhwa and Gilgit-Baltistan. The project is reducing vulnerability of communities' land and water resources by implementing climate- resilient agricultural practices that contribute to food security, considering needs of the local population and promoting gender equality.

GLOF-II project intends to hire services of qualified and experienced consulting firm/ organization/ company for carrying out 05 trainings (01 in Islamabad, 02 in KP and 02 in GB) of government officials/participants from Ministry of Climate Change, Pakistan Met Department, Federal Flood commission, Planning and Development Department, Provincial and District Disaster Management Authorities and other line departments, communities from project target valleys and other relevant stakeholders on Climate Change Adaptation Action Plans (CCAAPs) in line with National Climate Change Policy(NCCP). The purpose of the training is to build their capacity to prepare and respond to disasters, specifically planning and implementation of climate change adaptation and coping strategies with particular focus on GLOF risk reduction in collaboration with at risk communities.

#### C. Scope of Work

The overall aim of this training will be to develop necessary understanding and skills of concerned officials for the implementation for effective response, recovery and reporting on CCAAPs and NCCP. The trainings will aim to enhance participants skills, knowledge, and confidence vis a vis CCAAPs as well as the NCCP so that at the conclusion of the trainings, participants will be able to:



1. Explain basic concepts and design implementation strategies related to CCAAPs.
2. Understand Pakistan's global and national commitments under CCAAPs, NDCs and NCCP, previous and current climate-related strategies, plans, reports, and actions inclusive but not limited to: National Climate Change Policy (2012), implementation framework for NCCP, National Climate Change Act (2017), National DRR policy (2012), and other relevant documentation.
3. Explain steps involved in devising the CCAAPs/NCCP and needs assessment.
4. Describe the link of CCAAP to the existing national legal and regulatory frameworks in accordance with the existing laws, and alignment with overall development policy directions, SDG's, and relevant sectoral policies.
5. Establish CCAAPs/NCCP alignment with regional and international developments in climate change negotiations.
6. Identify actions to strategize effective implementation of CCAAP in line with NCCP at national and provincial level.
7. Outline steps for inclusion of vulnerable groups and integrate gender concerns in implementation of CCAAP in line with NCCP.
8. Elaborate a compact road map to be applied by the institutions at National/ Provincial level for the generation of resources required for the implementation of the CCAAP in line with NCCP.
9. Suggest different response and recovery measures for a given context.
10. Develop comprehensive guidelines for DRM, GLOFs reporting.

#### ***D. Expected Outputs and Deliverables***

The consulting firm/ organization/ company is expected to organize 05 comprehensive trainings 03 days each (01 in Islamabad, 02 in KP and 02 in GB) of selected government officials/participants from Ministry of Climate Change, Pakistan Met Department, Federal Flood commission, Planning and Development Departments, Provincial and district Disaster Management Authorities and other line departments, communities from project target valleys and other relevant stakeholders on Climate Change Adaptation Action Plans (CCAAPs) in line with National Climate Change Policy(NCCP).The trainings will comprise of topics focusing on implementation roadmap of CCAAPs/NCCP for project areas (KP and GB) and within the context of proposed GLOF project activities and the role of different stakeholders therein. The trainings will cover the following:

- i) Ensuring effective involvement from national/provincial institutions in international climate change negotiations process, in line with Pakistan's diplomatic priorities on climate Change.
- j) Processes to strengthen vertical institutional coordination for climate change adaptation actions.
- k) Roadmap for development planning and effective implementation of recommended Policy intervention.
- l) Developing capacities and improve coordination for institutional strengthening at national and provincial level.
- m) Adequate implementation of adaptation interventions in cross-cutting sectors aligned with the CCAAPs/NCCP.
- n) Adequate strengthening of climate change research for informed decision making.

- o) Awareness raising and advocacy through adequate knowledge management tools involving enhanced documentation, better management of climate change related information and disaster events/ showcasing best adaptation practices and resilience building approaches, and use of scientific tools.
- p) Identifying roles and responsibilities and reporting mechanism

### Teaching Methodologies:

The following methodologies will be used for conducting the training course:

1. Interactive lectures and presentations.
2. Group discussions/brainstorming sessions
3. Role play
4. Breakout sessions
5. Knowledge management through training material/videos/infographics, etc.

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1. Inception report including workplan/timeline for the trainings outlining complete description of each segment of training in coordination with the project team.	4 <sup>th</sup> Quarter	November 2022	Review CRO Approval NPM
2. Comprehensive and visually appealing training material for sensitizing the participants	4 <sup>th</sup> Quarter	December 2022	Review CRO Approval NPM
3. Conducting 01 training at federal level and produce training report detailing activities, outcomes, and challenges; including pre and post training assessment forms filled by participants.	4 <sup>th</sup> Quarter	December 2022	Review CRO Approval NPM
4. Conducting 02 trainings in KP	1 <sup>st</sup> Quarter	January 2023	Review CRO

(01 at provincial level and 01 at district level) and produce training report detailing activities, outcomes, and challenges; including pre and post training assessment forms filled by participants.			Approval NPM
5. Conducting 02 trainings in GB (01 at provincial level and 01 at district level) and produce training report detailing activities, outcomes, and challenges; including pre and post training assessment forms filled by participants.		February 2023	
6. Final Report of the training including feedback, challenges, lessons learnt and way forward	1 <sup>st</sup> Quarter	March 2023	Review CRO Approval NPM

#### E. Institutional Arrangement

Under the overall direction of the National Project Manager, the consulting firm/organization/company will be reporting to the Communications and Reporting Officer GLOF-II, and work in close coordination with Provincial Project Coordinators.

#### F. Duration of the Work

Duration of the assignment is spread over **06 months** after signing of contract.

#### G. Duty Station and Travel

The consulting firm/organization/company will be based at Islamabad with an outreach and access to KP and GB as and when required. The assignment foresees visits to valleys of GB and KP. The firm/organization/company will bear all travel and logistic cost incurred for the said assignment and include it in the proposal.

#### H. Qualifications of the Successful Contractor

The Consulting firm should match the following criteria:

- The consulting firm/organization/company must be duly registered in Pakistan under the relevant Law (FBR/SECP/etc).
- The consulting firm/organization/company must have at least ten (10) years of overall experience in trainings for public sector organizations, policy analysis and development, preferably environmental, and more specifically climate change related. Broad knowledge and understanding of the following in the context of climate change:
  - i. Global and national level climate related policy interventions
  - ii. Climate change adaptation sector and other cross cutting themes, such as but not limited to glacier, forestry, environment practices, agriculture, food security and water resource management.

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- The consulting firm must have a team of qualified and experienced experts for the assignment consisting of a team leader and two experts with the following qualification
  - Minimum Master's Degree in Climate Change/Environment, Public Policy, Agricultural sciences, Climate Change Adaptation, Disaster Risk Management
  - Good understanding of Climate Change and Glacial Lakes Outburst Floods and other climate change related impacts and disasters;
  - Experience working with public sector organizations;
  - Sound knowledge or relevant policies, frameworks, rules and regulations;
  - Excellent analytical, strategic, presentation and report writing skills;
  - Excellent interpersonal and computer skills;
  - Knowledge of the project areas (Northern Pakistan) will be an asset;
  - Previous Work experience in similar context using participatory and consultative processes is mandatory.
  - Language Qualification (English and local languages of Project areas)

