



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 13, 2022
	REFERENCE: UNDP-RFP-2022-098 JTN: 16740 ORPS: 1853

Dear Sir / Madam:

We kindly request you to submit your Proposal for **“Consultancy for a National firm/company/ organization to execute Documentation and demonstration of indigenous best practices for GLOF risk reduction and climate change adaptation in target valleys and districts of Khyber Pakhtunkhwa”**

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, 27th September 2022, at 03:00 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-notices/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, 20th 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.

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

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

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

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

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



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

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms 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/>

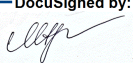
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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

Thank you and we look forward to receiving your Proposal.


Sincerely yours,


(for)

DocuSigned by:

E18DDE0A21E04...

13-Sep-2022

Knut Ostby
Resident Representative

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Annex 1

Description of Requirements

Context of the Requirement	To execute documentation and demonstration of indigenous best practices for GLOF risk reduction and climate change adaptation in target valleys and districts of Khyber Pakhtunkhwa.
Brief Description of the Required Services	<p>Background:</p> <p>In the early five decades of 20th century, the global climatic changes have contributed towards huge impact on high altitude glacial environment. Metaphorically giant glaciers melted and subsequently brought about the existence of numerous glacial lakes (Rakesh, 2019). The overarching impact of global warming is amplified rate of snow and ice melting which result into accumulation of water to form glacial lakes, Glacial lake outburst flood (GLOF) poses a disastrous threat to life and property in the downstream areas. In South Asia especially in Himalayan region, GLOF events have been observed frequently in the recent past as outfall of climatic changes. The glacier melting in Karakoram, Hindu-Kush and Himalayan (HKH) parts of Gilgit-Baltistan and Khyber Pakhtunkhwa (KP) gave birth to over 3044 glacial lakes due to rise in temperature. Around 33 of them are ranked as highly hazardous for GOLF events. Such events have been witnessed in the past and badly affected the areas due to the release of debris and millions cubic meters of water and left the situation highly deprived by impacting livelihoods, property, and infrastructure and loss of lives in remote valleys of Pakistan. According to UNDP, over 7 million of people in GB and KP are at serious risk of such catastrophic events.</p> <p>The Government of Pakistan has recognized the threat from GLOFs in its National Climate Change Policy and in 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 to address the GLOF issue urgently in the scale that is needed, the Government of Pakistan secured GCF resources to upscale ongoing initiatives on early warning systems and small, locally sourced infrastructure to protect communities from GLOF risks under the GLOF-II project.</p> <p>The 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>The alternative solution to GLOF events is the documentation of indigenous best practices through community involvement to create resilient environment in anticipation to global climatic changes. The sustainability in the prone valleys can only be ensured by promoting awareness, plantation, land scaping on agro-environmental standards and promotion of traditional practices such as glacier grafting for their livelihood and sustenance. Since the current project is proposed to ameliorate the GLOF risk reduction through strengthening indigenous capacities, visual</p>

demonstration of stories, and motivation of local population to adopt best indigenous practices, UNDP GLOF-II project intends to hire services of a professional firm/company/organization to carry out this activity in collaboration with GLOF-II project team.

Scope of Work:

The prime objective of the proposed activity is documentation and demonstration of indigenous best practices (atleast 01 demo in KP) for GLOF risk reduction and climate change adaptation in target valleys and districts however, the specific objectives of the activity are as follows:

- To gather/document local information/knowledge on the subject i.e., its definitions, historical evidence, current good practices, the possible advantages and disadvantages, risks and mitigation, changes observed, damages caused/disaster trends, and implementation challenges, if any, etc.
- To collate/document stories and myths regarding the indigenous best practice selected.
- To document best practices implemented due to stories/myths in the area including anthropogenic developments, changes in living styles and impacts of the indigenous best practice on livelihoods.
- To assess the sustainability potential and identify potential sites for the implementation of the indigenous best practice.
- To organize and conduct demonstration including inputs for improvements for the selected indigenous best practice.
- To mobilize community for implementation and sustainability of the indigenous best practice by ensuring participation of diversified community groups i.e., elders, notables, teachers, religious figures, women, transgenders, etc., and people having ample knowledge of their respective area
- Development of comprehensive report containing all necessary information including record/collection of visual evidence., documenting the process of the selected indigenous best practice.
- To outline a monitoring and evaluation mechanism for the activity on periodic basis.
- Develop final report and submit hard and softcopies, after incorporating the input and comments from the GLOF-II Project and other stakeholders.
- Dissemination of final product.

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List and Description of Expected Outputs to be Delivered	Expected Outputs and Deliverables		
	Deliverables/ Outputs	Target Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
	A comprehensive workplan outlining the steps, and timelines to undertake the activity.	November 2022	<ul style="list-style-type: none"> • PPC, KP-Review • NPM-Approval
	A comprehensive inception report outlining methodology/process of undertaking the indigenous best practice.	November 2022	<ul style="list-style-type: none"> • PPC, KP-Review • NPM-Approval
	Successful demonstration of the selected best practice	December 2022 – January 2023	<ul style="list-style-type: none"> • PPC, KP-Review • NPM-Approval
	Submission of draft report along with a robust database with all the relevant data, charts, and maps in place.	February 2023	<ul style="list-style-type: none"> • PPC, KP-Review • NPM-Approval
	A comprehensive article to be published in national/international media outlets showcasing the activity, challenges and lessons learnt.	March 2023	<ul style="list-style-type: none"> • PPC, KP-Review • NPM-Approval
	Final Report incorporating feedback/comments from GLOF-II Project along with images from the field, video documentary clips, and field notes.	April 2023	<ul style="list-style-type: none"> • PPC, KP-Review • NPM-Approval
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 in Peshawar/any other city in KP, to ensure close liaison with the project team and coverage of the project area. The assignment foresees visits to 08 identified project valleys of KP. The firm/organization/company will bear all travel and logistic cost incurred for the said assignment and include it in the proposal.		

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Expected duration of work	Six (06) Months
Target start date	November 2022
Latest completion date	April 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 indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
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"/> [PAK RUPEES] for local bidders <input checked="" type="checkbox"/> [USD] for international bidders
Value Added Tax on Price Proposal	<p><input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately).</p> <p>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.</p>

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	Deliverables and Payment Schedule <table border="1"> <thead> <tr> <th>Deliverables/ Outputs</th> <th>Percentage of Payment</th> <th>Target Due Dates</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>A comprehensive workplan outlining the steps, and timelines to undertake the activity.</td> <td>10%</td> <td>November 2022</td> <td rowspan="6"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider </td> </tr> <tr> <td>A comprehensive inception report outlining methodology/process of undertaking the indigenous best practice.</td> <td>10%</td> <td>November 2022</td> </tr> <tr> <td>Successful demonstration of the selected best practice</td> <td>40%</td> <td>December 2022 – January 2023</td> </tr> <tr> <td>Submission of draft report along with a robust database with all the relevant data, charts, and maps in place.</td> <td>15%</td> <td>February 2023</td> </tr> <tr> <td>A comprehensive article to be published in national/international media outlets showcasing the activity, challenges and lessons learnt.</td> <td>10%</td> <td>March 2023</td> </tr> <tr> <td>Final Report incorporating feedback/comments from GLOF-II Project along with images from the field, video documentary clips, and field notes.</td> <td>15%</td> <td>April 2023</td> </tr> </tbody> </table>			Deliverables/ Outputs	Percentage of Payment	Target Due Dates	Condition for Payment Release	A comprehensive workplan outlining the steps, and timelines to undertake the activity.	10%	November 2022	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider	A comprehensive inception report outlining methodology/process of undertaking the indigenous best practice.	10%	November 2022	Successful demonstration of the selected best practice	40%	December 2022 – January 2023	Submission of draft report along with a robust database with all the relevant data, charts, and maps in place.	15%	February 2023	A comprehensive article to be published in national/international media outlets showcasing the activity, challenges and lessons learnt.	10%	March 2023	Final Report incorporating feedback/comments from GLOF-II Project along with images from the field, video documentary clips, and field notes.	15%	April 2023
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Person(s) to review/inspect/ approve outputs/completed services and authorize the	National Project Manager, GLOF-II, UNDP Pakistan																									

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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><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 45% with 315 Marks out of 700 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% with 210 marks out of 700 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25% with 175 marks out of 700 <p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (Financial Score= (Lowest Offer/Offer*100)) <table border="1" data-bbox="391 1026 1487 1402"> <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">Total</td><td>700</td></tr> </tbody> </table> <table border="1" data-bbox="386 1440 1492 1814"> <thead> <tr> <th colspan="2">Form 1: Technical Proposal Evaluation</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td colspan="3">Expertise of Firm / organization</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	Total			700	Form 1: Technical Proposal Evaluation		Points Obtainable	Expertise of Firm / organization			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 KP (35 marks), Islamabad (25 marks)	35
1.7	Firm/Company/Organization Profile showing its expertise in the relevant area and achievement including major achievements.	25
	Total Part 1	315
Form 2: Technical Proposal Evaluation		
		Points Obtainable
Proposed Work Plan and Approach		
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"> Methodology and approach to be applied (60 marks) Evidence for demonstrating knowledge of similar trainings (30 marks) Steps to consolidate training material to be developed with at least 02 samples (30 marks) 	120
2.4	Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility?	30
	Total Part 2	210
Form 3: KEY PERSONNEL PROFILE – (Names and curriculum vitae of individuals who will be involved in completing the services)		
Team shall comprise of 01 Team Lead and 02 Experts		
	Qualification: Team Lead: (Total marks 15)	35

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		<p>Masters in natural sciences, environmental sciences, sociology, anthropology, statistics, or any relevant discipline (15 Marks)</p> <p><u>Expert 01:</u> (Total marks 10) Bachelors in natural sciences, environmental sciences, sociology, anthropology, statistics or any relevant discipline (10 Marks)</p> <p><u>Expert 02:</u> (Total marks 10) Bachelors in natural sciences, environmental sciences, sociology, anthropology, statistics or any relevant discipline (10 Marks)</p>		
		<p>Experience: <u>Team Lead :</u> For 05 years (20 marks) between 06-09 years (30 marks) Above 10 years (45 marks)</p> <p><u>Team Member 1</u> For 03 years (25 marks) between 04-06 years (30 marks) Above 07 years (35 marks)</p> <p><u>Team Member 2</u> For 03 years (25 marks) between 04-06 years (30 marks) Above 07 years (35 marks)</p>	115	
		<p>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)</p>	25	
		Total Part 3	175	
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><i>pakistan.procurement.info@undp.org</i></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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<p>Minimum Eligibility Criteria</p>	<ol style="list-style-type: none"> 1. The consulting firm/ organization/ company must have at least ten (10) years of overall experience and proven expertise in conducting similar studies of capturing indigenous practices and/or undergoing Knowledge, Aptitude and Practice surveys, Disaster Risk Reduction (DRR)/ Disaster Risk Management (DRM), etc. after registration of the firm. 2. Three relevant Contracts in last Ten (10) years with National/Multinational Organizations (please attach copies of contracts). 3. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. 4. Three satisfactory performance certificates in last Ten (10) years along with duration of each assignment. 5. Sales Tax and Income Tax Certificates, Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer; 6. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation, or Valid Certificates of registration with Security Exchange Commission of Pakistan. (SECP) 7. All information regarding any past and current litigation during the last three (3) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded, s. 8. CVs of all the personnel that will be assigned to this assignment. 9. An affidavit/declaration 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.
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Deadline for Submission	<p>Tuesday, 27th September 2022 (03:00 PM Pakistan standard Time or 6:00 AM EDT)</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.
Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> • Technical and financial proposals should be submitted in separate PDF files • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below) <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> • 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. • Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: tahir.islam@undp.org • While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.




Pre-proposal conference	<p>Will be Conducted</p> <p><u>Time: 2:00 PM. 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:</u></p> <p><u>https://undp.zoom.us/j/85747076977</u></p> <p>Interested parties who wish to attend the pre-proposal conference are kindly requested to send the name, NIC number and company name to Muhammad Tahir ul Islam at pakistan.procurement.info@undp.org by and before 1200 hours PST Friday 9th September 2022, 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, contract references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
- g) Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the

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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*

Schedule of payment			
Deliverables	Percentage of Payment	Timeline	Amount in PKR
A comprehensive workplan outlining the steps, and timelines to undertake the activity.	10%	November 2022	
A comprehensive inception report outlining methodology/process of undertaking the indigenous best practice.	10%	November 2022	
Successful demonstration of the selected best practice	40%	December 2022 – January 2023	
Submission of draft report along with a robust database with all the relevant data, charts, and maps in place.	15%	February 2023	
A comprehensive article to be published in national/international media outlets showcasing the activity, challenges and lessons learnt.	10%	March 2023	
Final Report incorporating feedback/comments from GLOF-II Project along with images from the field, video documentary clips, and field notes.	15%	April 2023	
Total	100%		

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

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

[Designation]

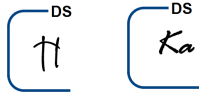
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Annex 4

General Terms and Conditions for Services
Separately attached

The image shows two blue rectangular boxes, each containing a handwritten signature. The first box contains the signature 'T.' and the second box contains the signature 'Ka'. Above each box is a small 'DS' label.

Terms of Reference (TOR)

Consultancy for a National firm/company/ organization to execute Documentation and demonstration of indigenous best practices for GLOF risk reduction and climate change adaptation in target valleys and districts of Khyber Pakhtunkhwa

A. Project Title

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

B. Project Description

Background:

In the early five decades of 20th century, the global climatic changes have contributed towards huge impact on high altitude glacial environment. Metaphorically giant glaciers melted and subsequently brought about the existence of numerous glacial lakes (Rakesh, 2019). The overarching impact of global warming is amplified rate of snow and ice melting which result into accumulation of water to form glacial lakes, Glacial lake outburst flood (GLOF) poses a disastrous threat to life and property in the downstream areas. In South Asia especially in Himalayan region, GLOF events have been observed frequently in the recent past as outfall of climatic changes. The glacier melting in Karakoram, Hindu-Kush and Himalayan (HKH) parts of Gilgit-Baltistan and Khyber Pakhtunkhwa (KP) gave birth to over 3044 glacial lakes due to rise in temperature. Around 33 of them are ranked as highly hazardous for GLOF events. Such events have been witnessed in the past and badly affected the areas due to the release of debris and millions cubic meters of water and left the situation highly deprived by impacting livelihoods, property, and infrastructure and loss of lives in remote valleys of Pakistan. According to UNDP, over 7 million of people in GB and KP are at serious risk of such catastrophic events.

The Government of Pakistan has recognized the threat from GLOFs in its National Climate Change Policy and in 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 to address the GLOF issue urgently in the scale that is needed, the Government of Pakistan secured GCF resources to upscale ongoing initiatives on early warning systems and small, locally sourced infrastructure to protect communities from GLOF risks under the GLOF-II project.

The 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.

The alternative solution to GLOF events is the documentation of indigenous best practices through community involvement to create resilient environment in anticipation to global climatic changes. The sustainability in the prone valleys can only be ensured by promoting awareness, plantation, land scaping on agro-environmental standards and promotion of traditional practices such as glacier grafting for their

livelihood and sustenance. Since the current project is proposed to ameliorate the GLOF risk reduction through strengthening indigenous capacities, visual demonstration of stories, and motivation of local population to adopt best indigenous practices, UNDP GLOF-II project intends to hire services of a professional firm/company/organization to carry out this activity in collaboration with GLOF-II project team.

C. Scope of Work

The prime objective of the proposed activity is documentation and demonstration of indigenous best practices (atleast 01 demo in KP) for GLOF risk reduction and climate change adaptation in target valleys and districts however, the specific objectives of the activity are as follows:

- To gather/document local information/knowledge on the subject i.e., its definitions, historical evidence, current good practices, the possible advantages and disadvantages, risks and mitigation, changes observed, damages caused/disaster trends, and implementation challenges, if any, etc.
- To collate/document stories and myths regarding the indigenous best practice selected.
- To document best practices implemented due to stories/myths in the area including anthropogenic developments, changes in living styles and impacts of the indigenous best practice on livelihoods.
- To assess the sustainability potential and identify potential sites for the implementation of the indigenous best practice.
- To organize and conduct demonstration including inputs for improvements for the selected indigenous best practice.
- To mobilize community for implementation and sustainability of the indigenous best practice by ensuring participation of diversified community groups i.e., elders, notables, teachers, religious figures, women, transgenders, etc., and people having ample knowledge of their respective area
- Development of comprehensive report containing all necessary information including record/collection of visual evidence., documenting the process of the selected indigenous best practice.
- To outline a monitoring and evaluation mechanism for the activity on periodic basis.
- Develop final report and submit hard and softcopies, after incorporating the input and comments from the GLOF-II Project and other stakeholders.
- Dissemination of final product.

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1. A comprehensive workplan outlining the steps, and timelines to undertake the activity.	November 2022	PPC, KP-Review NPM-Approval
2. A comprehensive inception report outlining methodology/process of undertaking the indigenous best practice.	November 2022	PPC, KP-Review NPM-Approval
3. Successful demonstration of the selected best practice	December 2022 – January 2023	PPC, KP-Review NPM-Approval

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4. Submission of draft report along with a robust database with all the relevant data, charts, and maps in place.	February 2023	PPC, KP-Review NPM-Approval
5. A comprehensive article to be published in national/international media outlets showcasing the activity, challenges and lessons learnt.	March 2023	PPC, KP-Review NPM-Approval
6. Final Report incorporating feedback/comments from GLOF-II Project along with images from the field, video documentary clips, and field notes.	April 2023	PPC, KP-Review NPM-Approval

E. Institutional Arrangement

The consulting firm/organization/company will be reporting to Provincial Project Coordinator-KP, and National Project Manager, GLOF-II project. Consulting firm will work in close collaboration with the Provincial Planning and Development Department-KP and project communications team.

F. Duration of the Work

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

G. Duty Station and Travel

The consulting firm/organization/company will be based in Peshawar/any other city in KP, to ensure close liaison with the project team and coverage of the project area. The assignment foresees visits to 08 identified project valleys of 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, KP Bureau of Revenue, etc).
- The consulting firm/ organization/ company must have at least ten (10) years of overall experience and proven expertise in conducting similar studies of capturing indigenous practices and/or undergoing Knowledge, Aptitude and Practice surveys, Disaster Risk Reduction (DRR)/ Disaster Risk Management (DRM), etc.
- The consulting firm/ organization/ company must have a team of qualified and experienced experts for the assignment consisting of one team lead and at least two specialists.
- Required qualification for the team;
 - At least Master's degree for team lead and Bachelors for team members in natural sciences, environmental sciences, sociology, anthropology, statistics or any relevant discipline;
 - Minimum ten (10) years of experience for team lead and seven (07) years for team members in conducting socio-economic, and risk assessments under DRR/DRM and Climate Change related work with specific focus on documentation/demonstration of local practices, KAP surveys, DRM/DRR and/or similar studies;
 - Strong understanding of the climate change mitigation and adaptation context in Pakistan,

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- Experience of working with government institutions and international or non-governmental organizations on climate change related fields and community engagements in remote areas of Northern Pakistan.
- Excellent analytical, presentation and report writing skills;
- Excellent interpersonal and computer skills;
- Knowledge of the project areas (Northern Pakistan; KP and GB) will be an asset;
- Previous work experience in similar context using participatory and consultative process is mandatory;
- Language Qualification (English and local languages of Project areas)

I. Scope of Price Proposal and Schedule of Payments

Deliverable	Payment Plan
1. A comprehensive workplan outlining the steps, and timelines to undertake the activity.	10%
2. A comprehensive inception report outlining methodology/process of undertaking the indigenous best practice.	10%
3. Successful demonstration of the selected best practice.	40%
4. Submission of draft report along with a robust database with all the relevant data, charts, and maps in place.	15%
5. A comprehensive article to be published in national/international media outlets showcasing the activity, challenges and lessons learnt.	10%
6. Final Report incorporating feedback/comments from GLOF-II Project along with images from the field, video documentary clips, and field notes.	15%
Total	100%
Note: In case of delays due to unforeseen circumstances the contract could be extended without cost upon mutual understanding.	

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