**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 :

1. **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 :

1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
2. Business Licenses – Registration Papers, Tax Payment Certification, etc.
3. Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;
4. Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
5. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
6. 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.
7. Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.
8. **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. |

1. **Qualifications of Key Personnel**

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

1. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
2. CVs demonstrating qualifications must be submitted if required by the RFP; and
3. 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]*

**Annex 3**

**FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL**

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

1. **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]*

*[Date]*

**Annex 4**

## General Terms and Conditions for Services

**Separately attached**

**Annex-5**

**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**

1. **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 bought about the existence of numerous glacial lacks (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.

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 though 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**

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| --- | --- | --- |
| **Deliverables/ Outputs** | **Target Due Dates** | **Review and Approvals Required** *(Indicate designation of person who will review output and confirm acceptance)* |
| 1. A comprehensive workplan outlining the steps, and timelines to undertake the activity.
 | November 2022 | PPC, KP-ReviewNPM-Approval |
| 1. A comprehensive inception report outlining methodology/process of undertaking the indigenous best practice.
 | November 2022 | PPC, KP-ReviewNPM-Approval |
| 1. Successful demonstration of the selected best practice
 | December 2022 – January 2023 | PPC, KP-ReviewNPM-Approval |
| 1. Submission of draft report along with a robust database with all the relevant data, charts, and maps in place.
 | February 2023 | PPC, KP-ReviewNPM-Approval |
| 1. A comprehensive article to be published in national/international media outlets showcasing the activity, challenges and lessons learnt.
 | March 2023 | PPC, KP-ReviewNPM-Approval |
| 1. 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-ReviewNPM-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,
* 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)
1. **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% |
| 1. A comprehensive inception report outlining methodology/process of undertaking the indigenous best practice.
 | 10% |
| 1. Successful demonstration of the selected best practice.
 |  40% |
| 1. Submission of draft report along with a robust database with all the relevant data, charts, and maps in place.
 | 15% |
| 1. A comprehensive article to be published in national/international media outlets showcasing the activity, challenges and lessons learnt.
 | 10% |
| 1. 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. |