# Section 6: Returnable Bidding Forms / Checklist

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

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

**Technical Proposal Envelope:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Technical Proposal Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Proposal |  |
| * Form H: Form of Proposal Security **Not Applicable** |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Financial Proposal Envelope**

**(Must be submitted in a password protected PDF files)**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form |  |
| * Form G: Financial Proposal Form |  |

## 

# Form A: Technical Proposal Submission Form

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

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

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

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

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

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

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet. We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

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

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

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

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

[*Stamp with official stamp of the Bidder*]

## **Form B: Bidder Information Form**

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | ☒ Power of Attorney to the authorised representative to submit/sign the RFP submission documents and for further correspondence with UNDP on behalf of organization  ☒ Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected.;  ☒ Proposer’s Profile providing organogram,details of employees, CVs of key professionals, list of clients and available facilities/expertise;  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  Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor’s Report for the past two years 2018-19 & 2019-20.  Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation.  Official Letter of Appointment as local representative, if proposer is submitting a proposal on behalf of an entity located outside the country.  Statement of Satisfactory Performance from the **Top Three** Clients in terms of Contract Value the past three years for reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided.  The organization should have at least 3 years of proven experience in successfully implementing projects related to community stabilization.  . 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,  ☒ CVs of all the personnel that will be assigned to this job.  ☒ An affidavit on stamp paper that the Proposer has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients. |

## 

## **Form C: Joint Venture/Consortium/Association Information Form**

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

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

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

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

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

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

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

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 

## **Form D:** QualificationForm

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

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

**Historical Contract Non-Performance**

|  |  |  |  |
| --- | --- | --- | --- |
| Contract non-performance did not occur for the last 3 years | | | |
| Contract(s) not performed for the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

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

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

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

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

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       USD  Year       USD  Year       USD |
| **Latest Credit Rating (if any), indicate the source** |  |

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

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

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

## **Form E: Format of Technical Proposal**

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

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

**SECTION 1: Expertise of Firm / Organization**

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

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

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

* 1. A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  2. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  3. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
  5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  7. Any other comments or information regarding the project approach and methodology that will be adopted.

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

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

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

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

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| Employment Record/ Experience | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

## **Form F: Financial Proposal Submission Form**

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

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

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

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

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

## **Note:  This Financial Proposal Submission Form must be password protected and should not be included as part of the technical proposal.**

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

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

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

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

[*Stamp with official stamp of the Bidder*]

## **Form G: Financial Proposal Form**

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

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped PDF version of financial proposal through e-tendering system. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification. The Financial Proposal should be aligned with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

**Currency of the proposal: PKR/USD**

**Scope of Proposal Price and Schedule of Payments**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr#** | **`**  **Deliverables** | **Action Required** | **Estimated Timelines** | **% Payment** | **Payment**  **PKR/USD** |
| 1 | Formation and Training of 20 (10 groups for men, 10 groups for women-120 men and 120 women) Integration Support Groups (ISGs) on the disengagement and rehabilitation model | 1. Multi-stakeholder consultations with community members, local government officials and civil society actors   1. Assessment, mapping, and identification of the intervention areas 2. Selection of elected councilors, community elders, teachers, and religious scholars for ISG formation 3. Training of ISG members on disengagement and rehabilitation model 4. Engage the ISGs for the identification of the potential beneficiaries 5. Link the ISGs to the local government structure, preferably through official registration (SWD) | 40 days | 10 |  |
| 2 | Baseline results, 200 vulnerable youth identified | 1. Conduct a baseline survey of all identified at-risk youth (minimum 400).  2.Identify the 200 most vulnerable individuals (100 men and 100 women) | 45 days | 10 |  |
| 3 | Final report (with details) documenting the delivery of psycho-social support services to 100 men and 100 women in Quetta | 1. Design and carry out an implementation methodology in consultation with the relevant stakeholders.  2.Conduct individual and group therapy sessions and recreational activities.  3.Engage the youth as mentors and agents of change within their communities | 30 days | 10 |  |
| 4 | Final report on the implementation of livelihood skills trainings for 100 men and 100 women in Quetta | 1.Conduct a Training Needs Assessment (TNA)  2. Conduct a market assessment survey to identify market-driven trades in the selected areas.  3. Identify one/multiple training institutes and sign memorandum(a) of understanding.  4.Agree on a workplan and training schedule with UNDP and with the training institute.  5.Enroll the beneficiaries in vocational and employment skills training.  6.Provide employment support and job employment opportunities to the beneficiaries and small business management trainings so at least 80% of the beneficiaries are employed with local businesses (even via apprenticeship or internship) or earn a sustainable income through self-employment. | 60 days | 10 |  |
| 5 | Governmental notification of a gender desk and gender desk officer by the Local Government or Social Welfare department | 1. Conduct stakeholder consultations with the local government officials.  2. Agree on Terms of Reference (ToRs) and on a workplan for the gender desk.  3.Establish and operationalize the gender desk in coordination with the local government | 20 days | 10 |  |
| 6 | Local government officials training reports | 1. After initial assessment, develop an awareness raising and training programme for local government officials on inclusive and rights - sensitive governance.  2.Train at least 200 local government officials on inclusive and rights - sensitive governance. | 25 days | 10 |  |
| 7 | Final report on the creation of one women advisory group and local girls peer group for behavioral change in the community | 1. Identify local women and girls to act as advocates of change in the local communities. 2. Establish a women advisory group with community women, women from Civil Society Organizations and from youth including minority groups 3. Train the advisory group for advocating the planning, implementation, and monitoring of services for women to the local stakeholders. 4. Link the women advisory group to the gender desk and the ISGs 5. Create the girls peer group | 22 days | 10 |  |
| 8 | Final report on community sensitization sessions for 1000 community members | 1. Provide small grants to the ISGs to establish ‘youth clubs’ and community centers 2. In close consultation with the ISGs, design community sensitization sessions adapted to the public 3. Hold community sensitization sessions for at least 1000 community members from the same area as the beneficiaries | 28 days | 10 |  |
| 9 | Final report on the outreach strategy implementation and outcomes, conference/ workshops report | 1. In consultation with UNDP and with the ISGs, design a social media and outreach strategy on preventing terrorism   1. Implement the social media and outreach strategy and reach directly at least 1000 citizens 2. Organize an academic conference event with relevant experts and experts formerly involved in the LLDR project in Swat, Karachi, and Multan 3. Hold a feedback workshop in the district with all relevant actors and members of the target group | 30 days | 10 |  |
| **Total PKR/ USD** | | | 300 Days | 100% |  |

* This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.
* Kindly specify the currency of your proposal. Local Firm’s quotation should be in PKR. Only International bidders are allowed to quote in USD.

**Table 2: Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost Breakdown by Cost components** | | | | |  |
| **Budget description** | **Unit type** | **Number of units** | **Unit Cost (PKR/USD)** | **Total cost (PKR/USD)** | **Comments** |
| **A - Planning** |  |  |  |  |  |
| **I. Project orientation with key stakeholders** |  |  |  |  |  |
| Venue Charges | Event | 1 |  |  | 1 day event |
| Food supplies | Person | 50 |  |  | Hi-Tea for 50 persons |
| Stationery and printing | Person | 50 |  |  |  |
| Banner | Number | 2 |  |  | Panaflex, Banner, Standees |
| **Sub-Total** |  |  |  |  |  |
| **II. Post project review workshop with UNDP** |  |  |  |  |  |
| Venue Charges | Event | 1 |  |  | 1 day event |
| Food supplies | Person | 50 |  |  | Hi-Tea for 50 persons |
| Stationary and printing | Person | 50 |  |  |  |
| Banner | Number | 1 |  |  |  |
| **Sub-Total** |  |  |  |  |  |
| **Total (A)** |  |  |  | **-** |  |
| **B - Mobilization (Identification)** |  |  |  |  |  |
| **i. Formation and Training of 20 (10 for men, 10 for women) Integration Support Groups (ISGs) on the disengagement and rehabilitation model** |  |  |  |  |  |
| Refreshment - ISGs formation meetings (10 Broad Based Community Meetings, 05 Corner Meetings and 05 Transit Walks) | Person | 300 |  |  | Tea, Cookies |
| Trainer Fee - ISGs Trainings | Person | 20 |  |  | 10 Groups each for Male and Female |
| Refreshment - ISGs Trainings | Person | 240 |  |  | 1 day event; 2 Tea and 1 Lunch |
| Hall Charges - ISGs Trainings | Day | 20 |  |  |  |
| Travelling Allowance to ISGs members | Person | 240 |  |  |  |
| Printing, stationery, photocopies and training material | Training Material | 20 |  |  |  |
| Banners | Number | 10 |  |  |  |
| Registration of ISGs with District Authorities and Social Welfare Department | ISG | 240 |  |  | Registration cost per person |
| **Sub-Total** |  |  |  | **-** |  |
| **ii. Baseline results, 200 vulnerable youth identified** |  |  |  |  |  |
| Refreshment cost for meeting with community elders and key stakeholders to identify the 200 Vulnerable youth | Person | 300 |  |  | Tea, Cookies |
| Printing , photocopies and stationary items | Person | 300 |  |  |  |
| Renumeration of report writer to consolidate and present findings of baseline assessment | Day | 10 |  |  |  |
| **Sub-Total** |  |  |  |  |  |
| **iii. Governmental notification of a gender desk and gender desk officer by the Local Government or Social Welfare department** |  |  |  |  |  |
| Salary of gender desk officer | Months | 15 |  |  |  |
| Operational Cost ( Supplies, Ultities, Communication) | Months | 15 |  |  | Furniture, Utilities, Internet etc |
| Marketing and Publicity | Months | 15 |  |  | Brochures, Pana flex, Banners etc |
| **Sub-Total** |  |  |  | **-** |  |
| **iv. Final report on the creation of one women advisory group and local girls peer group for behavioural change in the community** |  |  |  |  |  |
| Refreshment cost - Establishment of Women advisory group | Person | 25 |  |  | Tea, Cookies |
| Refreshment cost - Establishment of Peer Groups | Person | 150 |  |  | Tea, Cookies |
| Training of Women Advisory group members | Event | 2 |  |  | One day each; 1st Training for advisory and 2nd Training for peer group |
| **Sub-Total** |  |  |  |  |  |
| **Total (B)** |  |  |  | **-** |  |
| **C - Capacity Development** |  |  |  |  |  |
| **i. Final report (with details) documenting the delivery of psycho-social support services to 100 men and 100 women in Quetta** |  |  |  |  |  |
| Recreational Activities including Kits (As per need) | Event | 4 |  |  | Kits for 200 people for 4 events (50 each) |
| Consultation workshop with academia on implementation methodology | Event | 2 |  |  | Venue, Food, Banners, Stationary etc., |
| Scholar Stipend for delivering Key Messages | Session | 20 |  |  | Cost of scholar to conduct 20 sessions |
| Refreshment Cost - Key Messages events | Participants | 200 |  |  | 1 Tea and Lunch (Half day event) |
| Mentor Sessions Cost - Refreshment | Person | 100 |  |  | Tea cookies |
| Printing, stationery and photocopies | Lumpsum | 200 |  |  |  |
| Banners | Numbers | 5 |  |  |  |
| **Sub-Total** |  |  |  | **-** |  |
| **ii. Final report on the implementation of livelihood skills trainings for 100 men and 100 women in Quetta** |  |  |  |  |  |
| Quick Market Assessment Survey | Lumpsum | 1 |  |  | Survey cost to identify vocational training institute and trades for trainees. |
| Vocational Skill training | Person | 200 |  |  | Admission Fee, Toolkit, Stationary, etc |
| Stipend - For Vocational Skill trainees | Person | 200 |  |  |  |
| Basic Education and Soft Skill training | Person | 200 |  |  |  |
| Small Business Management Start-up Trainings | Person | 200 |  |  |  |
| Exposure Visits | Person | 200 |  |  | Travel cost, Lunch |
| Certificates and toolkits distribution ceremony | Person | 250 |  |  | Half day event, Hi-Tea, Certificates printing |
| **Sub-Total** |  |  |  |  |  |
|  |  |  |  |  |  |
| **iii. Local Government Officials training reports** |  |  |  |  |  |
| Trainer Fee | Day | 16 |  |  | 8 Trainings for 2 days each (Group of 25 each) |
| Refreshment charges | Person | 400 |  |  | 2 days event for 200 persons (2 Tea and 1 Lunch) |
| Hall charges | Day | 8 |  |  |  |
| Honoraria for local government officials | Person | 200 |  |  | For Local travel of govt officials |
| Printing, stationery, photocopies | Person | 200 |  |  |  |
| Banners | Number | 2 |  |  | Panaflex, Standees |
| **Sub-Total** |  |  |  |  |  |
|  |  |  |  |  |  |
| **iv. Final Report on Community Sensitization Sessions for 1000 Community Members** |  |  |  |  |  |
| Resource Person | Session | 20 |  |  | 50 persons per session (Half day session) |
| Refreshment charges | Person | 1000 |  |  | 50 x 20 = 1000 persons Tea, Cookies |
| Banners | Number | 2 |  |  | Panaflex, Standees |
| **Sub-Total** |  |  |  |  |  |
| **v. Final report on the outreach strategy implementation and outcomes, conference/workshops reports** |  |  |  |  |  |
| Speakers Honoraria - Conference at University Level | Person | 4 |  |  | Guest speakers (Professors) |
| Refreshment Cost - Conference | Person | 200 |  |  | 1 Tea and Lunch (Full day event) |
| Printing & Stationary for Conference | Person | 200 |  |  |  |
| Hall Charges at University | Event | 1 |  |  |  |
| Traveling of Experts/Academicians from other parts of country | Person | 4 |  |  | Traveling of guest speakers from Karachi |
| Panel Group Discussions | Session | 2 |  |  | Half day, Tea and Lunch - To be conducted at university, 50 persons per session. |
| **Sub-Total** |  |  |  |  |  |
| **Total (C)** |  |  |  |  |  |
| **D. Monitoring & Evaluation** |  |  |  |  |  |
| i) Field visits | **Visits** | 6 |  |  | Firm Senior management visit to attend major conferences/events |
| **Total (D)** |  |  |  |  |  |
| **E. Personnel Services** |  |  |  |  |  |
| 1 Project Manager | Months | 15 |  |  |  |
| 1 Monitoring & Evaluation Officer | Months | 15 |  |  |  |
| 1 Lead psychologist | Months | 15 |  |  |  |
| 2 Social Mobilizers (1 Male and 1 Female) | Months | 15 |  |  |  |
| 1 Admin & Finance Assistant | Months | 15 |  |  |  |
| **Total (E)** |  |  |  |  |  |
|  |  |  |  |  |  |
| **F. General Operating Costs** |  |  |  |  |  |
| 2 vehicles rental and fuel | Months | 15 |  |  | 2 vehicles rental and fuel |
| Communications (phone, internet…) | Months | 15 |  |  |  |
| Printing, stationary and office supplies | Months | 15 |  |  |  |
| 1 Field office rent | Months | 15 |  |  |  |
| **Total (F)** |  |  |  |  |  |
| **Grand-Total (A - F)** |  |  |  | **-** |  |

**Bidders are requested to follow above mentioned template for financial proposal.** Bidders can add more lines under each category to provide further bifurcation of price or add any new heads as appropriate. If you think less resources are required, and project can be done innovatively with less cost then please quote accordingly.

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

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

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

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

[*Stamp with official stamp of the Bidder*]

* **Important Note:** This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.
* Kindly specify the currency of your proposal.
* Please note that Local vendors are paid in PKR and if the quoted price is in USD then UN exchange rate for that month will be used.