

United Nations Development Programme



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REQUEST FOR PROPOSAL

Rights Based Community Stabilization Project Baluchistan

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ORPS: 1202

Project: Decentralization, Human Rights and Local Governance (DHL) Project –UNDP.
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SECTION 1. LETTER OF INVITATION

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

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form **(Not Applicable)**
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form
 - Form H: Form of Proposal Security (Not Applicable)
 - Section 7: Form of Performance Security (Not Applicable)

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet by or before **23rd August 2021 (12:30 PM Pakistan Standard Time OR 3:30 AM EDT)**, set out in Bid Data Sheet, through UNDP E-Tendering System <https://etendering.partneragencies.org>

Please acknowledge receipt of this RFP by sending an email to pakistan.procurement.info@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the **"Accept Invitation"** function **on or before 12th August 2021** in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

Kanwal Abbas

Name: Kanwal Abbas
Title: Procurement Specialist
Date: **July 30, 2021**

Approved by:

Hari Kafe

Name: For Knut Ostby
Title: Resident Representative
Date: **July 30, 2021**

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SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>

7. Language	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by BDS; g) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1 The Financial Proposal and Financial Proposal Submission Form shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.

	<p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. Currencies</p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p>

	<p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p>

	17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
SUBMISSION AND OPENING OF PROPOSALS	

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22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>g) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>h) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p> <p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal and Financial Proposal Submission Form should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p>
e-Tendering submission	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS,</p>

	<p>shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal and Financial Proposal Submission Form files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal and Financial Proposal Submission Form should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals</p>

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	in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> i) Preliminary Examination j) Minimum Eligibility and Qualification (if pre-qualification is not done) k) Evaluation of Technical Proposals l) Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their

	clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;

	<ul style="list-style-type: none"> c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

	<p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall

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

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SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 2:00 hrs. 11th August 2021</p> <p>Online Via Zoom</p> <p>Interested parties who wish to attend the pre-proposal conference are kindly requested to send the name, and company name to Ms. Seemab Rashid at pakistan.procurement.info@undp.org by and before 12:00 hours PST 11th August 2021.</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	<input checked="" type="checkbox"/> Not Required
10	18	Currency of Proposal	<p><input checked="" type="checkbox"/> United States Dollars (US\$)</p> <p><input checked="" type="checkbox"/> Local Currency i.e. PAK Rupees</p> <p>In case of US\$, the UN Rate of Exchange of respective month shall apply when proposal submission period closes. The Local vendor will be paid in PKR.</p>

11	31	Deadline for submitting requests for clarifications/ questions	Five (05) days before the submission date.
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Seemab Rashid- Sr. Procurement Associate Address: UNDP Country Office, 4th Floor, Serena Business Complex, Pakistan. E-mail address: pakistan.procurement.info@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the following websites http://www.pk.undp.org/content/pakistan/en/home/operations/procurement0/ AND https://etendering.partneragencies.org Please keep visiting the above websites till the closing date for additional information and updates.
14	23	Deadline for Submission	23rd August 2021 (12:30 PM Pakistan Standard Time OR 3:30 AM EDT). PLEASE NOTE :- 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. 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.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in E-tendering module.
15	22	Proposal Submission Address	To be submitted in e-Tendering system: https://etendering.partneragencies.org Note: Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and Instructional videos

			<p>available on this link:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
16	22	Electronic submission (e-Tendering) requirements	<ul style="list-style-type: none"> Format: PDF files only 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 and Financial Proposal Submission Form <u>must</u> not be provided to UNDP until requested by UNDP (see note below) <p>Note:</p> <ul style="list-style-type: none"> The Proposer is required to prepare and submit the Financial Proposal and Financial Proposal Submission Form in a password protected PDF file separate from the rest of the proposal submission as indicated in the Instructions to Proposers. Password for the Financial Proposal and Financial Proposal Submission Form must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: seemab.rashid@undp.org
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>Where the minimum passing score of technical proposal is 70%.</p>
18		Expected date for commencement of Contract	<i>October 1, 2021</i>
19		Maximum expected duration of contract	Expected duration of work is approx. 15 months (300 days of activities approx..) (Until 31 st December 2022) with effective from the date as per Work Plan subject to the signing of the contract.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

23		Other Information Related to the RFP	<p>Technical, Financial Proposal and Financial Proposal Submission Forms should be submitted in separate PDF files and Financial Proposal and Financial Proposal Submission Form must be password protected.</p> <p>Note:</p> <p>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 and Financial Proposal Submission Form in the e-tendering system. It should only be mentioned in the Password Protected File/Attachment of Financial Proposal and Financial Proposal Submission Form. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>
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SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided- as mentioned in Form-B
- Technical and Financial Proposals and Financial Proposal Submission Form submitted separately, and password protected financial proposal.
- Bid Validity
- Proposal Security submitted as per RFP requirements with compliant validity period. (Not Applicable)

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity. Power of Attorney Power of Attorney to the authorised representative if Applicable.	Form B: Bidder Information Form
Legal Status/ Tax payer	Tax Registration/Payment Certificate issued by the Internal Revenue Authority	Form B: Bidder Information Form
Financial proposals is Password Protected	Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		

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History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years. To be submitted on Company' s Letter Head.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. To be submitted on Company' s Letter Head.	Form D: Qualification Form
Previous Experience	Two Contracts of value USD 126,905/- (for international firms) or PKR 20 Million each (for a local firm), of Similar nature of work (Community Stabilization Project) implemented over last three (03) years with National/Multinational Organizations. Evidence of at least 2 contracts is required – Please submit contract copies as evidence.	Form D: Qualification Form
Financial Standing	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Minimum average annual turnover of PKR 24 Million (For local bidders) or USD 152,286/- (For international bidders) for the last 02 years. (2018-2019, 2019-2020) UNDP will calculate the average annual turnover from audited statements provided by the proposers in submission. Current Ratio should be 1 or more than 1.	Form D: Qualification Form

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TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise and Capacity of Firm / Organization	30%	210
2.	Proposed Methodology, Approach and Implementation Plan	50%	350
3.	Management Structure and Key Personnel	20%	140
Total			700

Technical Proposal Evaluation Form I		Points Obtainable
Expertise of firm/ organization submitting proposal		
1.1	<p>(i) A summarized, 3-page corporate profile, organogram with detailed profiles of senior management staff.</p> <p>(ii) Details of facilities and resources (offices, employees, linkages), and length of overall experience in community stabilization.</p> <p>(35 marks for each point)</p>	70
1.2	<p>Previous experience of implementation of</p> <ul style="list-style-type: none"> (i) Community stabilization projects, social mobilization and / or similar projects. Share evidence of at least 3 contracts of similar nature (ii) Experience in designing and imparting basic education and livelihoods training. 3 years of experience- 10 Marks More than 3 years- 15 Marks (iii) Demonstrated experience in the Quetta District, Balochistan. (iv) Excellent knowledge and understanding of roles and responsibilities of provincial and District Governments in delivering the project especially in Balochistan. <p>(15 marks for each point)</p>	60
1.3	<p>General Organizational Capability which is likely to affect implementation:</p> <p>2 years of demonstrated experience of providing capacity development training including the training module development, training hosting facilitation and event management 15 Marks</p> <p>Demonstrated capacity of providing psychosocial services (individual sessions, group sessions, mentoring, family sessions) in last 2 years 15 Marks.</p>	30

1.4	Working experience with any 2; Academia, Government, Development Organizations, INGO, UN Agencies, and Donors. Jobs completion certificate / satisfactory performance/ reference letters must be attached.	40
1.5	<p>Organizational Commitment to Sustainability:</p> <ul style="list-style-type: none"> Organization is compliant with ISO 14001 or ISO 14064 or equivalent. (2.5 marks) Organization is a member of the UN Global Compact. (2.5 marks) <p>Organization demonstrates significant commitment to sustainability through some other means- (5 Marks), for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues.</p>	10
	Total score	210

Form 2		
Technical Proposal Evaluation		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the proposer understand the objectives, the deliverables, and intended activities within which the assignment is ought to be carried out? Have the important aspects of the task been addressed in enough detail?	80
2.2	Is the Implementation methodology for the assignment well defined and does it correspond to the TORs? e.g Proposed Methodology & implementation plan	60
2.3	<p>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 to adapt to local context?</p> <p>e.g Proposed work plan, level of innovation</p>	60
2.4	<p>Sample Implementation & Field Deployment Plan</p> <p>(Implementation and field deployment plans along with HR requirements and timelines)</p>	50
2.5	Is the proposal well defined and corresponds to the Terms of Reference?	50
2.6	<p>Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and also reflected the resources / services to carry out monitoring?</p> <p>e.g Monitoring and evaluation strategy</p>	50

Total	350
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Form 3		
Technical Proposal Evaluation		Points Obtainable
Key Personnel		
3.1	Project Manager	
	Education-Master's degree in social science	5
	At least 7 years of experience in community level work	5
	Training Experience	5
	Professional Experience in the area of specialization (community stabilization)	5
	-Knowledge of the region	5
	-Language Qualifications (English)	5
	Excellent writing skills Past reports-attach photocopies of at least 1 similar work	5
	Competency 1. An individual with a good level of technical expertise and specialist Pakistani/regional experience. 2. Given its central importance, we expect capacity building to be a cross-cutting skill of all experts employed on this project. 3. Working knowledge of government process & procedures, especially in conflict affected areas. 4. Excellent knowledge and understanding of roles & responsibilities of provincial/regional governments in delivering the project. 5. Excellent coordination skills with different governments and development agencies etc. 6. High level of management, facilitation, and representational skills	5
	Total 3.1	40
3.2	Monitoring & Evaluation Officer	

	Education-Master's degree in Social Science, Business, Management Development, Statistics, or related discipline	5
	At least five years of experience working with community stabilization projects implementation and in the field of qualitative and quantitative research, monitoring and evaluation, production of programmatic deliverables, reports, evaluations, and field assessments.	5
	Experience in research, including management and coordination of information flows and data management including collecting, storing, processing, and analyzing data to generate information products.	5
	Ability to analyses data by using standard tabulation and statistical software packages (SPSS, Tableau, Power BI etc.) with advanced skills in MS Office applications (Excel and Access) is desirable.	5
	- Language Qualifications (English)	5
	Total 3.2	25
3.3	Lead Psychologist	
	Education- Master's degree in Clinical Psychology	5
	Minimum five years of experience in the field of Mental Health Psychosocial Support techniques.	5
	Demonstrable track record of developing Mental Health Psychological Support Services Manual and administering VERA 2R tool.	5
	Experience as Master trainer to provide training to psychologists in risk assessment tools and counselling services.	5
	Excellent communication skills to manage Psychosocial support helpline.	5
	Total 3.3	25
3.4	Social Mobilizer (2 positions one male and one Female)	
	Education- bachelor's degree in social sciences or related discipline	5
	Minimum three years of experience of social mobilization in community stabilization projects	5
	Demonstrated experience of integrating gender	5
	Must be aware and sensitive to the culture, norms and values of Quetta.	5
	Computer literate in Microsoft Word, Excel and Power point	5

	Total 3.4	25
3.5	Admin & Finance Assistant	
	Education- Bachelor's degree with specialization in finance or accounting	5
	Minimum three years of experience of financial Management including budget making, financial track keeping for incoming and outgoing amount and maintenance of receipts etc	10
	Knowledge of making logistical arrangements for implementation of various project activities, e.g. meeting/conference venue, travel arrangements, purchase of inputs for implementation of project activities and keeping record of the purchase	5
	Excellent skills in MS Excel with ability to develop and maintain budget in Excel	5
	Total 3.5	25
Total		140

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SECTION 5. TERMS OF REFERENCE

Section 5. Terms of Reference

Context of the Requirement	National Firm/Institute/Organization for Rights Based Community Stabilization Project Balochistan
Duty Station / Place of work	Quetta
Project	Decentralization, Human Rights and Local Governance (DHL)
Engagement Modality	Professional Services contract
Period of assignment/services	<p>The entire assignment must be completed within 300 days spread across a maximum of fifteen (15) months after issuance of purchase order/signing of contract.</p> <ol style="list-style-type: none"> 1. Fifteen (15) months effective from the date of signing of contract. 2. UNDP will not provide office space for this assignment.
Due Date	Dec, 2022
Justification and Background	<p>In 2010, Pakistan's 18th Constitutional Amendment introduced reforms that significantly changed the governance paradigm by devolving powers to the provinces. The 18th Constitutional Amendment has established a federal state structure in Pakistan under which social welfare and youth affairs were devolved to the provincial level.</p> <p>The rationale behind this project stems from the urgent need to address the youth's matters and to engage with the vulnerable youth and provide them the necessary support to find a meaningful and contributing place in society.</p> <p>The DHL project has thus developed a civilian-led model for the disengagement and rehabilitation of vulnerable youth, implemented in the Swat District, Khyber Pakhtunkhwa (2017 – 2018), Karachi, Sindh (2018 – 2019) and in Multan, Punjab (2019-2020) a focus on marginalized and vulnerable men and women.</p> <p>The UNDP now intends to replicate the model in the Quetta District, Balochistan.</p>

List and Description of Expected Outputs to be Delivered	<p>Expected Outputs / Deliverables, timeframe for the work</p> <p>The Rights Based Community Stabilization Project will be implemented in the Quetta District, Balochistan. The project aims to build resilience in local communities – and especially among the vulnerable and marginalized segments of the population.</p> <p>Services are requested for a period of 15 months to implement the project in Quetta. The selected firm must successfully complete all deliverables along with consultations and approvals whenever required. The contractor will implement the following measures:</p> <p><u>Integrated support groups (ISGs):</u></p> <p>The contractor will form 20 Integration Support Groups (10 groups for men, 10 groups for women-120 men and 120 women) within the local communities in District Quetta. Being influential members of communities, the ISG members are enabled to act as social guardians. They will be the backbone of the project, overseeing its roll-out and acting as the vital link between the communities and the project team. The ISGs will select 400 potential beneficiaries (200 men, 200 women).</p> <p><u>Baseline and selection of the beneficiaries:</u></p> <p>The contractor will conduct a baseline survey for identification of potential beneficiaries in consultation with ISG's, relevant line departments and other stakeholders and through individual sessions. The 200 most vulnerable interviewees will be selected as the beneficiaries for the project's psycho-social support and skills training components.</p> <p><u>Psycho-social support for 200 beneficiaries (100 men and 100 women):</u></p> <p>Throughout the implementation period, the project will ensure a consistent level of disengagement for the 200 youth beneficiaries, to be monitored through continued psychometric analysis; as the learnings from the model have demonstrated that full disengagement requires this component to be implemented through the project life cycle, with positive change evident in the beneficiaries' behavior. Alongside transformative psycho-social and livelihood support to marginalized individuals, the expanded community activities would aim to ensure that:</p> <ul style="list-style-type: none"> - The vulnerable individuals are engaged by UNDP in transformative discourse and actions to imbue and become advocates of human rights, tolerance, peace, and diversity. - Empowered community-based organizations, especially those representing marginalized groups, to promote and protect social cohesion are linked with local and provincial governments. - Furthermore, beyond the ISGs, these activities would support development of an enabling socio-cultural environment that can support resilience in communities. - <p><u>Livelihood and skills trainings for 200 beneficiaries (100 men and 100 women):</u></p> <p>The Swat, Karachi and Multan models have successfully introduced targeted skill building for the beneficiaries of the psycho-social support. Similarly, in Quetta, the beneficiaries will be involved in vocational skills trainings/capacity building. With the assistance of ISGs and following a market assessment on in-demand trades, the beneficiaries, with the aim of rehabilitating and</p>
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reintegrating them in their communities, will be provided employment support and job placement opportunities.

The beneficiaries will also be provided small business management trainings to facilitate them in establishing their own small enterprises and/or engage them with established entrepreneurs working in the market. The target is to engage at least 80 percent of the trainees with established entrepreneurs in the local market.

A detailed Training Needs Assessment (TNA) will be also conducted to identify the beneficiaries requiring basic literacy and numeracy skills training – and these identified youth will receive additional basic education and literacy trainings.

Establishment of a gender desk:

The goals of gender equality, inclusiveness, and role of women in peace and security are embedded in UNDP's model for disengagement and rehabilitation. These are in-line with the concepts enshrined in SDG 5 and 16. Thus the Quetta project design will also promote the role of women as catalysts for enhancing community resilience and promote inclusive practices at the local government level. Based on the lessons learnt, the contractor will establish a Gender Desk at the Local Government (LG) or Social Welfare Department (SWD) office at the district level in Quetta.

The gender desk will support the project's impact by integrating dedicated resources within the LG for SWD office at the district level in Quetta to advocate for greater space for women's voices and agency in peacebuilding. The Gender desk will serve as a key connector between the community and the local government/social welfare department. Gender desk will also serve as a safe space for community women and girls to access local government representatives and a point for dissemination of information on women-related safeguard institutions and human rights. The desks will also serve to link local government offices to Local Girls Peer Groups, the Women Advisory Body and the ISGs established under the project. The Gender Desk will arrange regular meetings and discussions to raise awareness and socially mobilize community on rights issues while undertaking multi-tiered advocacy for broadening women's empowered roles in community development and peace building.

Women Advisory Groups and girls peer groups:

The project will establish a local Women's Advisory Group, comprising community-based organizations, ISGs, and women's, youth, and minority groups, and will be linked to the ISGs. The Advisory Group will work with the Local Government, in particular with the Gender Desk established by the project, for collaborative planning, implementation and monitoring of services, with a focus on service provision in areas that lead to community vulnerability. The Advisory Group and the Gender Desk will be capacitated through targeted trainings to build their

own capacities for long term and to improve their sustainability and coordination to better address community needs.

The contractor will also create a girl's peer group with girls of the target community for them to exchange, discuss and eventually broaden the impact of the project on the local youth beyond the beneficiaries of the psycho-social support and skills training.

Training of local government officials:

The involvement of local government officials taking forward the overall agenda at the community level is another way of ensuring the sustainability of the project in the long run. The government officials are educated and economically empowered to take on leadership and guidance roles in the community, when provided with the necessary skills, they can be a driving force for disengagement, promoting the right to information and rehabilitation of affected and at-risk youth. The gaps identified in the capacity of the local government officials need to be addressed so that their role in the decentralization and governance process can be ensured positively; hence the project will provide a comprehensive awareness raising and training programme to the local government officials on inclusive and rights - sensitive governance.

Community sensitization sessions (small grants initiative):

The ISGs will be provided small grants to ensure their sustainability, alongside efforts to deepen their links and strategic interactions with the local government in Quetta. These small grants will also be utilized to form youth clubs and community centers in the target districts, which will serve as the local hubs where academics, clerics and other community notables will be invited for awareness raising and sensitization sessions on community resilience. These sessions will target 1000 community members (men and women).

Complementary to this individual level disengagement support, the contractor will continue to implement activities for increased community awareness and sensitization. The contractor will establish linkages with the local universities' psychology departments, for seminars for peer learning, outreach, and links to national academia.

Communication activities and academic outreach:

In consultation with UNDP and with the ISGs, the contractor will design a communication and social media strategy on community stabilization and empowerment and implement it, with the goal of reaching at least 1000 citizens directly.

The contractor will also organize an experts' experience sharing and peer learning conference event with relevant experts and experts formerly involved in the Local Level Disengagement and Rehabilitation project in Swat, Karachi, and Multan. The objective of this conference will be to offer a platform for discussion on community stabilization and youth empowerment, to gather experts and academic insight and strengthen the network of experts working on these issues in the province.

The contractor will also hold a feedback workshop in the district with all relevant actors and members of the target group.

Institutionalization and Sustainability:

Finally, the project aims at embedding the model with the local government institutions to ensure the continuity and expansion of the program beyond the end of the present project. To take the methodology forward as a widespread civilian-led approach to community stabilization, local and provincial governance institutions must build their own capacities to embed and scale up the project. To this end, local government institutions and actors require support to improve their capacity to lead community stabilization activities in a way that is responsive to local needs and in-line with provincial community stabilization policies and practices. This will ensure that the project does not stand in isolation, but instead is understood to fulfill the mandate of local government. Foundational to this capacity is the support to inclusive and accountable local governance, that is able to actively partake in sustainable, people-centered policies, actions and communications for a resilient and tolerant local social environment.

Based on our experiences in Khyber Pakhtunkhwa, Sindh, and Punjab where the project has successfully created local level ownership for the implementation methodology, UNDP aims to create high level ownership within the province for its scalability and replication in other parts of the country. In this vein, UNDP will initiate policy dialogues with relevant stakeholders at both the federal and provincial levels, particularly with the Planning and Development, Local Government and Home Departments. After incorporating the lessons learnt in Quetta, it is expected that by the end of 2023, the model will be ready for replication at a much wider scale within Pakistan.

The Contractor will ensure the following deliverables are achieved as part of the contract signed with UNDP Pakistan:

Sr#	Deliverables	Action Required	Estimated Timelines	% Payment
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	<ol style="list-style-type: none"> 1. Multi-stakeholder consultations with community members, local government officials and civil society actors 2. Assessment, mapping and identification of the intervention areas 3. Selection of elected councilors, community elders, teachers and religious scholars for ISG formation 4. Training of ISG members on disengagement and rehabilitation model 5. Engage the ISGs for the identification of the potential beneficiaries 6. Link the ISGs to the local government structure, preferably through official registration (SWD) 	40 days	10
2	Baseline results, 200 vulnerable youth identified	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 	60 days	10

		internship) or earn a sustainable income through self-employment.		
5	Governmental notification of a gender desk and gender desk officer by the Local Government or Social Welfare department	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. In consultation with UNDP and with the ISGs, design a social media and outreach strategy on preventing terrorism 2. Implement the social media and outreach strategy and reach directly at least 1000 citizens 	30 days	10

		<div>3. Organize an academic conference event with relevant experts and experts formerly involved in the LLDR project in Swat, Karachi, and Multan</div> <div>4. Hold a feedback workshop in the district with all relevant actors and members of the target group</div>		
Total			300	100

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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	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Form of Proposal Security Not Applicable	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope
(Must be submitted in a password protected PDF files)

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

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FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

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

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

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

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

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

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<input checked="" type="checkbox"/> Power of Attorney to the authorised representative to submit/sign the RFP submission documents and for further correspondence with UNDP on behalf of organization <input checked="" type="checkbox"/> Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected; <input checked="" type="checkbox"/> Proposer's Profile providing organogram, details of employees, CVs of key professionals, list of clients and available facilities/expertise; <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two years 2018-19 & 2019-20.

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- ☒ 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.

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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]
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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: Qualification Form

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

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

Historical Contract Non-Performance

☐ 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

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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
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;

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- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

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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

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel 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	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	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)

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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]

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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

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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	<ol style="list-style-type: none"> 1. Multi-stakeholder consultations with community members, local government officials and civil society actors 2. Assessment, mapping, and identification of the intervention areas 3. Selection of elected councilors, community elders, teachers, and religious scholars for ISG formation 4. Training of ISG members on disengagement and rehabilitation model 5. Engage the ISGs for the identification of the potential beneficiaries 6. Link the ISGs to the local government structure, preferably through official registration (SWD) 	40 days	10	
2	Baseline results, 200 vulnerable youth identified	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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. 	60 days	10	

		<p>5.Enroll the beneficiaries in vocational and employment skills training.</p> <p>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.</p>			
5	Governmental notification of a gender desk and gender desk officer by the Local Government or Social Welfare department	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 	28 days	10	

		3. Hold community sensitization sessions for at least 1000 community members from the same area as the beneficiaries			
9	Final report on the outreach strategy implementation and outcomes, conference/ workshops report	<ol style="list-style-type: none"> 1. In consultation with UNDP and with the ISGs, design a social media and outreach strategy on preventing terrorism 2. Implement the social media and outreach strategy and reach directly at least 1000 citizens 3. Organize an academic conference event with relevant experts and experts formerly involved in the LLDR project in Swat, Karachi, and Multan 4. 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.

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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
Stationery 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, Standeeds
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.

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