



## **National Rural Support Programme**

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Date: 16<sup>th</sup> October, 2022

## **Request for Proposal**

### **For**

### **Hiring of a Company/Firm**

**to carry out series of consultation meetings, workshops, feasibility studies, assessments and reviews in order to update the Pakistan's climate investment planning instrument, namely the GCF Country Framework.**

Ref No. RQ904

## NEWSPAPER ADVERTISEMENT

**NRSP**  
National Rural Support Programme

**REQUEST FOR PROPOSALS**

National Rural Support Programme (NRSP) intends to hire a company/firm to carry out series of consultation meetings, workshops, feasibility studies, assessments and reviews in order to update the Pakistan's climate investment planning instrument, namely the GCF Country Framework.

The complete Request for Proposal document is available on NRSP's website at <https://nrsp.org.pk/tenders> which can be downloaded free of cost. Companies/firms having relevant experience and good track record are encouraged to apply. Deadline for the submission of Proposal is **Tuesday November 01, 2022 till 03:00 pm**. NRSP reserves the right to accept or reject any/all proposals or cancel the RFP.

**National Rural Support Programme, #7, Sunrise Avenue, IRM Complex, Park Road, ChakShehzad, Near COMSATS University, Islamabad. Ph: 8746170-3**

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**Note:** Technical Proposals will be opened in presence of the companies' representative who choose to attend the events.

<b>RFP Details</b>		
1.	Date of availability of Request for Proposal (RFP) on NRSP website	<b>16<sup>th</sup> October, 2022</b>
2.	Last date for sending queries/ questions or clarifications to NRSP	<b>25<sup>th</sup> October, 2022</b>
3.	Last date, time and address for receipt of Technical and Financial Proposals (in hard & soft copies)	<b>01<sup>st</sup> November, 2022 by 03:00 p.m.(PST)</b> #7, Sunrise Avenue, IRM Complex, Park Road, Chak Shehzad, Near COMSATS University, Islamabad. Ph: 8746170-3
4	Date, time and address of opening of Technical Proposals	<b>01<sup>st</sup> November, 2022 by 03:30 p.m.(PST)</b> #7, Sunrise Avenue, IRM Complex, Park Road, Chak Shehzad, Near COMSATS University, Islamabad. Ph: 8746170-3
5.	Address for communication and correspondence	As above and <a href="mailto:proposals@nrsp.org.pk">proposals@nrsp.org.pk</a>

## 1. Introduction

Established in 1991, NRSP is the largest Rural Support Programme in the country in terms of outreach, staff and development activities. It is a not for profit organization registered under Section 42 of Companies Ordinance 1984. NRSP's mandate is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan. It has a presence in 72 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional and Field Offices. NRSP is currently working with more than 3.76 poor households organized into a network of 245,000 Community Institutions. With sustained incremental growth, it is emerging as Pakistan's leading engine for poverty reduction and rural development.

## 2. Background

A German-watch report revealed that Pakistan is the 5<sup>th</sup> most vulnerable country to climate change. It has lost 9,989 lives and has suffered economic losses worth USD \$3.8 billion from 1998 to 2018. Country is highly vulnerable to climate change threats –in particular extreme events – and the country has witnessed climate change disasters like floods and droughts striking. In view of the growing population, urbanization and increased industrialization, the situation is likely to get worse as it is projected that the frequency and intensity of extreme weather events will increase and that agricultural productivity will decrease, with severe impacts on food security. In addition, sea level will rise and cyclonic activity will increase due to higher sea surface temperatures. Pakistan is also one of the most water-stressed countries in the world.

The Government of Pakistan is strongly committed to taking adaptation and mitigation measures to reduce Pakistan's vulnerability to climate change. Shifting the economy onto a low-carbon and climate resilient development pathway requires an investment and Pakistan has been actively pursuing both international and national action on combating climate change. The government is starting implementation of its Climate Change Policy at the provincial level and conducted the Climate Public Expenditure and Institutional Review (CPEIR) to understand the need of climate financing in the country.

Attracting international climate financing on a sufficient scale is a challenge, mainly due to the constant changing landscape of climate finance and the limited institutional capacity at different levels to leverage, utilize and monitor emerging climate financing. Pakistan will need to strengthen institutional capacities to manage climate finance, including the capacity to design, implement and monitor the institutional arrangements required at various levels and a clear, inclusive and up to date strategic framework for engagement with the Fund.

## 3. Scope for work/Deliverables

Sr#	Deliverables	Key activities	Estimated time
1	Company/ Firm and NRSP are on one page and agreed to start work on the assignment. Company/ Firm will be sharing day to day Work Plan with NRSP for the complete assignment	<ul style="list-style-type: none"><li>Meetings between Company/ Firm and NRSP/NDA on ToRs of the assignment</li></ul>	1 Day
2	Company/ Firm shared the 1 <sup>st</sup> draft of the table of contents (soft copy) for all 7	<ul style="list-style-type: none"><li>Meetings of Company/ Firm with NRSP, Ministry of Climate Change/ National Designated Authority and</li></ul>	7 Days

Sr#	Deliverables	Key activities	Estimated time
	studies/ assessments/ reviews part of this assessment	Green Climate Fund; for discussion on table of contents for the 7 studies/ assessments/ reviews <ul style="list-style-type: none"> <li>Desk review exercise for the collection of information from secondary sources</li> </ul>	
3	Company/ Firm carried-out/ facilitated the first stakeholder's consultation workshops; with the support of NRSP	<ul style="list-style-type: none"> <li>Preparation of plan and strategy for the consultation workshop facilitation</li> <li>Preparation of presentation slides on each type of study for consultation with stakeholders during the workshops</li> <li>Lead, facilitate and carry out the stakeholders consultation during the workshop</li> <li>Documentation of feedback received from workshop participants on the study topics</li> <li>Preparation of a short workshop report (soft copy to be shared with NRSP)</li> </ul>	7 days
4	<ol style="list-style-type: none"> <li>Finalization of study/ assessment/ review reports on: <ol style="list-style-type: none"> <li>Baseline condition of Pakistan on climate finance</li> <li>Climate scenarios and impact projections</li> <li>Policy setting and institutional arrangements</li> <li>Climate investment priorities and gaps</li> <li>Projects and readiness support pipelines</li> <li>Stakeholders engagement strategies (including for private sector)</li> <li>Carry out a national readiness capacity needs assessment</li> </ol> </li> <li>Finalization of document on GCF Country Framework for Pakistan (Soft copies of the above reports/ documents to be shared with NRSP)</li> </ol>	<ul style="list-style-type: none"> <li>Desk reviews exercises and collection of information from secondary resources</li> <li>Exchange of any formats like contents, GCF guidelines, GCF Country framework format etc</li> <li>One to one meetings with representatives of government, NDA, GCF Entities, Experts, private sector and GCF</li> <li>Incorporation of feedback received from workshop participants into studies/assessment reports</li> <li>Sharing the 1<sup>st</sup> version of study/ assessment reports and Country Framework document with NRSP</li> </ul>	27 days
5	Presentation of study reports and GCF Country Framework document, during the second stakeholder's consultation workshop (Soft copy of presentation to be shared with NRSP, before the event)	<ul style="list-style-type: none"> <li>Preparation of presentations</li> <li>Feedback of NRSP/NDA on the presentations</li> <li>Recording feedback of stakeholders during the workshop and incorporation of feedback into the study reports</li> </ul>	5 days
6	Submission of final version of study reports and final document on GCF Country Framework; to NRSP	<ul style="list-style-type: none"> <li>Reviews and meetings between NRSP and Company/ Firm; before the task to be considered as complete</li> </ul>	15 days

Sr#	Deliverables	Key activities	Estimated time
	(Soft copies of the final reports to be shared with NRSP)		

#### 4. Time Frame

Total time frame of this assignment is 62 days (spread over 3 months). Contract signing date between Company/ Firm and NRSP will be considered as start date of this assignment. Due to time constraints, extension in time for completing the assignment is not recommended and will not be encouraged (though if slight changes are needed, a dialogue can be done on this topic).

#### 5. Required Qualification and Experience

Sr#	Items	Required Qualification/ Experience
1	Company/ Firm	<ul style="list-style-type: none"> <li>Atleast 7 years of working experience on writing and conduction of studies and assessments on climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)</li> <li>At least 5 Years of working experience on developing manuals, policies, frameworks and other related documents; on any topic</li> <li>Atleast 5 years of working experience for facilitating workshops/ consultations climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)</li> <li>Knowledge and experience of working with GCF and Ministry of Climate Change</li> </ul>
2	Professional/ Individual to be engaged by the selected Company/ Firm to write Study/ Assessment reports and finalize GCF Country Framework	<ul style="list-style-type: none"> <li>Master or PhD in topics related to Environment and Climate Change (from a recognized national and/ or international university)</li> <li>Atleast 7 years of working experience on writing and conduction of studies and assessments on climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)</li> <li>At least 5 Years of working experience on developing manuals, policies, frameworks and other related documents; on any topic</li> <li>Must have excellent writing skills in English</li> </ul>
3	Professional/ Individual to be engaged by the selected Company/ Firm to Lead Workshops	<ul style="list-style-type: none"> <li>Master or PhD in topics related to Environment and Climate Change (from a recognized national and/ or international university)</li> <li>Atleast 5 years of working experience for facilitating workshops/ consultations climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)</li> <li>Must have excellent communication skills in English and Urdu</li> </ul>

#### 6. Corporate Competencies

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Treats all people fairly without favoritism.

## **7. Functional Competencies of Company/ Firm and Professionals to be engaged**

- Management and Leadership
- Consistently approaches work with energy and a positive, constructive attitude, demonstrates openness to change and ability to manage complexities
- Ability to lead effectively, mentoring as well as conflict resolution skills, demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Proven networking, team-building, organizational and communication skills

## **8. Submission of Proposals**

- The Proposal pack must comprise one (01) Technical Proposal one (01) Financial Proposal which must be submitted in separate envelopes clearly marked as Technical and Financial Proposal. Each Technical Proposal and Financial Proposal envelope must have one hard copy and one soft copy (on USB drive). Both the Technical and Financial Proposal further packed in one outer envelope and should be marked as:

**Proposal for Hiring of company/firm to carry out series of consultation meetings, workshops, feasibility studies, assessments and reviews in order to update the Pakistan's climate investment planning instrument, namely the GCF Country Framework.**

**Ref No. RQ904**

- Failure to fulfil the above requirements may result in rejection of the Proposal.
- Technical Proposal should not include any financials.
- Financial Proposal should be inclusive of all applicable taxes, services etc as per law of land.
- All prices to be quoted in Pak Rupees and must clearly state all applicable taxes/services which must be included in quoted price.
- The company/firm should take care in submitting the proposals and ensure that enclosed papers will be properly numbered and submitted in a file in proper manner.
- The Proposal will remain valid for a period of 45 days from the closing date. Any offer falling short of the validity period is liable for rejection.

## **9. Budget and Payments**

The Maximum available budget for this assignment is PKR 12,000,000. Any financial proposal above this budget would be rejected.

Proposed payment schedule is via three installments, which includes all taxes as per the law of land:

- 20% of the agreed total amount (1<sup>st</sup> installment) will be paid after completion of deliverable 2
- 60% of the agreed total amount (2<sup>nd</sup> installment) will be paid after submission of 1<sup>st</sup> draft of all study/ assessment reports and country framework document (deliverable 4)
- 20% of the agreed total amount (last installment) will be paid after approval of the final reports and documents by NRSP

Applicable taxes will be deducted from each payment as per law of land. Deduction certificate/CPRs will be provided after 4-6 weeks from date of payment.

## 10. Selection Criteria and Scoring

The company/firm will be selected using fix budget method. The company/firm scoring the highest technical marks having financial proposal within the budget limits would be shortlisted for the award of this assignment. Technical Proposals will be evaluated using below mentioned evaluation criteria.

#	For	Indicators	Scores	Means of Verifications (MoVs)	Remarks
1	Company/ Firm	Atleast 7 years of working experience on writing and conduction of studies and assessments on climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)	<ul style="list-style-type: none"> <li>7 Years of relevant experience: 3</li> <li>Company/ Firm having more than 7 Years of relevant experience will get additional scores: 1</li> <li>If evaluator is fully satisfied with the 3 required samples of reports and agreements: 8</li> </ul> <p>(subtotal score = 12)</p>	1.1. Copy of valid registration certificate of Company/ Firm 1.2. List of studies and assessments carried out by the Company/ Firm in last 7 years 1.3. Soft copy of complete reports of last 3 most recent studies/ assessments carried out in last 7 years (one of them must be on climate change) 1.4. Copy of agreements (with the organizations/ institutions/ donors) for last 3 most recent studies/ assessments (asked in above point) 1.5. Share any other means of verifications for above (certificates, letters etc) which may satisfy the evaluator that above work (samples shared) is done by the Company/ Firm itself (this will improve the evaluation scores)	>>This information is required for the work done by the Company/ Firm (studies/ assessments conducted and reports written by the Company/ Firm applying for this assignment) >>NRSP may verify the information from various sources >>Language, English writing skills and structure of shared sample documents will also be reviewed and scored accordingly >>Relevant experience means experience of writing and conduction of studies and assessments on climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)
2		At least 5 Years of working experience on developing manuals, policies, frameworks and other related documents; on any topic	<ul style="list-style-type: none"> <li>5 Years of relevant experience: 2</li> <li>If evaluator is fully satisfied with the 2 required samples of documents and agreements: 4</li> </ul>	2.1. List of manuals, policies, frameworks etc developed by the Company/ Firm in last 5 years 2.2. Soft copy of 2 most recent manuals or policies or frameworks etc developed in last 5 years	>>This information is required for the work done by the Company/ Firm (documents developed/written by the Company/ Firm applying for this assignment) >>NRSP may verify the information from various sources



#	For	Indicators	Scores	Means of Verifications (MoVs)	Remarks
			(subtotal score = 6)	<p>2.3. Copy of agreements (with the organizations/ institutions/ donors) for last 2 most recent relevant manuals/ policies/ frameworks etc (asked in above point)</p> <p>2.4. Share any other means of verifications for above (certificates, letters etc) which may satisfy the evaluator that above work (samples shared) is done by the Company/ Firm itself (this will improve the evaluation scores)</p>	<p>&gt;&gt;Language, English writing skills and structure of shared sample documents will also be reviewed and scored accordingly</p> <p>&gt;&gt;Relevant experience means experience on developing manuals, policies, frameworks and other related documents; on any topic</p>
3		Atleast 5 years of working experience for facilitating workshops/ consultations climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)	<ul style="list-style-type: none"> <li>• 5 Years of relevant experience: 4</li> <li>• Company/ Firm having more than 5 Years of relevant experience will get additional scores: 2</li> <li>• If evaluator is fully satisfied with the 3 required samples of reports and agreements: 10</li> </ul> <p>(subtotal score = 16)</p>	<p>3.1. List of workshops facilitated by the Company/ Firm in last 5 years</p> <p>3.2. Soft copy of reports of last 3 most recent workshops/ consultations facilitated in last 5 years (one of them must be on climate change related topics)</p> <p>3.3. Copy of agreements (with the organizations/ institutions/ donors) for last 3 most recent workshops (asked in above point)</p> <p>3.4. Web link of a video for any one workshop/ consultation facilitated by the firm/ company</p> <p>3.5. Share any other means of verifications for above (certificates, letters etc) which may satisfy the evaluator that above work (samples shared) is done by the Company/ Firm itself (this will improve the evaluation scores)</p>	<p>&gt;&gt;This information is required for the work done by the Company/ Firm (workshops facilitated by the Company/ Firm applying for this assignment)</p> <p>&gt;&gt;NRSP may verify the information from various sources</p> <p>&gt;&gt;Language, English writing skills and structure of shared sample documents will also be reviewed and scored accordingly</p> <p>&gt;&gt;Relevant experience means experience on facilitating workshops/ consultations climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)</p>
4		Relevant experience of working with Ministry of Climate Change	<ul style="list-style-type: none"> <li>• Score for each assignment is: 1</li> </ul> <p>(subtotal score = 3)</p>	<p>4.1. Share list of all assignments (list can contain more than 3 assignments)</p> <p>4.2. Soft copies of 3 most recent reports for assignments (do not share more than three)</p>	<p>&gt;&gt;Relevant experience means conduction of relevant studies/ assessments and facilitation of workshops as indicated above</p>

#	For	Indicators	Scores	Means of Verifications (MoVs)	Remarks
				4.3. Copy of agreements (direct/in-direct) with MoCC for 3 most recent assignments (do not share more than three)	>>NRSP may verify the information from various sources
5		Relevant experience of working with Green Climate Fund-GCF	<ul style="list-style-type: none"> <li>Score for each assignment is: 1</li> </ul> <p>(subtotal score = 3)</p>	5.1. Share list of all assignments (list can contain more than 3 assignments) 5.2. Soft copies of 3 most recent reports for assignments (do not share more than three) 5.3. Copy of agreements (direct/in-direct) with GCF for 3 most recent assignments (do not share more than three)	>>Relevant experience means conduction of relevant studies/ assessments and facilitation of workshops as indicated above >>NRSP may verify the information from various sources
6		Master or PhD in topics related to Environment and Climate Change (from a recognized national and/ or international university)	<ul style="list-style-type: none"> <li>Master Degree: 6</li> <li>Individual having PhD in relevant subject will get extra scores: 2</li> </ul> <p>(subtotal score = 8)</p>	6.1. Copy of Degree	>>NRSP may approach relevant institution for degree verification >>Relevant degree means on environment and/ or climate change
7	Professional/ Individual to be engaged by the Company/ Firm to write Study/ Assessment reports and finalize GCF Country Framework	Atleast 7 years of working experience on writing and conduction of studies and assessments on climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)	<ul style="list-style-type: none"> <li>7 Years of relevant experience: 4</li> <li>Professional/ Individual having more than 7 Years of relevant experience will get additional scores: 2</li> <li>If evaluator is fully satisfied with the 3 required samples of reports and agreements: 6</li> </ul> <p>(subtotal score = 12)</p>	7.1. List of studies and assessments carried out by the individual in last 7 years 7.2. Soft copy of complete reports of last 3 most recent studies/ assessments carried out in last 7 years (one of them must be on climate change) 7.3. Copy of agreements (with the organizations/ institutions/ donors) for last 3 most recent studies (asked in above point) 7.4. Share any other means of verifications for above (certificates, letters etc) which may satisfy the evaluator that above work (samples shared) is done by the proposed individual him/her self (this will improve the evaluation scores)	>>This information is required for the work done by the Individual (studies/ assessments conducted and reports written by the Individual to be engaged by the Company/ Firm under this assignment) >>NRSP may verify the information from various sources >>Language, English writing skills and structure of shared sample documents will also be reviewed and scored accordingly >>Relevant experience means experience on writing and conduction of studies and assessments on

#	For	Indicators	Scores	Means of Verifications (MoVs)	Remarks
					climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)
8		At least 5 Years of working experience on developing manuals, policies, frameworks and other related documents; on any topic	<ul style="list-style-type: none"> <li>5 Years of relevant experience: 2</li> <li>If evaluator is fully satisfied with the 2 required samples of documents and agreements: 4</li> </ul> <p>(subtotal score = 6)</p>	<p>8.1. List of manuals, policies, frameworks etc developed by the Company/ Firm in last 5 years</p> <p>8.2. Soft copy of 2 most recent manuals or policies or frameworks etc developed in last 5 years</p> <p>8.3. Copy of agreements (with the organizations/ institutions/ donors) for last 2 most recent relevant manuals/ policies/ frameworks etc (asked in above point)</p> <p>8.4. Share any other means of verifications for above (certificates, letters etc) which may satisfy the evaluator that above work (samples shared) is done by the proposed individual him/her self (this will improve the evaluation scores)</p>	<p>&gt;&gt;This information is required for the work done by the Individual</p> <p>&gt;&gt;NRSP may verify the information from various sources</p> <p>&gt;&gt;Language, English writing skills and structure of shared sample documents will also be reviewed and scored accordingly</p> <p>&gt;&gt; Relevant experience means experience on developing manuals, policies, frameworks and other related documents; on any topic</p>
9	Professional/ Individual to be engaged by the Company/ Firm to Lead Workshops	Master or PhD in topics related to Environment and Climate Change (from a recognized national and/ or international university)	<ul style="list-style-type: none"> <li>Master Degree: 6</li> <li>Individual having PhD in relevant subject will get extra scores: 2</li> </ul> <p>(subtotal score = 8)</p>	9.1. Copy of Degree	<p>&gt;&gt;NRSP may approach relevant institution for degree verification</p> <p>&gt;&gt;Relevant degree means on environment and/ or climate change</p>
10		Atleast 5 years of working experience for facilitating workshops/	<ul style="list-style-type: none"> <li>5 Years of relevant experience: 4</li> </ul>	<p>10.1. List of workshops/ consultations facilitated by the Individual in last 5 years</p> <p>10.2. Soft copy of last 3 most recent workshops/</p>	>>This information is required for the work done by the Professional/ Individual being proposed

#	For	Indicators	Scores	Means of Verifications (MoVs)	Remarks
		consultations climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)	<ul style="list-style-type: none"> <li>Professional/ Individual having more than 7 Years of relevant experience will get additional scores: 2</li> <li>If evaluator is fully satisfied with the 3 required samples of reports and agreements: 10</li> </ul> <p>(subtotal score = 16)</p>	<p>consultations facilitated in last 5 years (one of them must be on climate change related topics)</p> <p>10.3. Copy of agreements (with the organizations/ institutions/ donors) for last 3 most recent workshops (asked in above point)</p> <p>10.4. Web link of a video for any one workshop/ consultation facilitated by the proposed individual/ professional</p> <p>10.5. Share any other means of verifications for above (certificates, letters etc) which may satisfy the evaluator that above work (samples shared) is done by the proposed individual him/her self (this will improve the evaluation scores)</p>	<p>&gt;&gt;NRSP may verify the information from various sources</p> <p>&gt;&gt;Relevant experience means experience on facilitating workshops/ consultations climate change mitigation and adaptation (including energy generation and access, forestation, transport, livelihoods, health/food/water security, ecosystem etc)</p>
11		Strategy/ methodology to facilitate the proposed workshops under this assignment	<ul style="list-style-type: none"> <li>If evaluator is fully satisfied with the proposed methodology: 10</li> </ul> <p>(subtotal score = 10)</p>	11.1. Not more than 5-page write-up in MS word file	>>Keep the font type Calibri, font size 11 and line spacing as single.
Total Score			100		

Company/firm scoring 80% or above marks in the technical evaluation would be qualified/shortlisted for further interviews. Financial proposals of companies/firm who could not score 80% marks in the technical evaluation, would be returned “un-opened”. 25 Scores are allocated for Interview of the shortlisted applicant, which will add into technical scores obtained by the applicant. Shortlisted company/ firm to obtain highest combined scores (technical + interview) will be offered the award for this assignment provided that his financial proposal is within budget. Only one Company/ Firm will be awarded the contact by NRSP.

## 11. Specific Terms & Conditions

- Any registered company/ firm, profit/non-profit, national or international; can apply for this assignment
- Registration with FBR and being an active FBR filer is highly recommended for companies/ firms applying for this assignment; as there are tax implications. It is important to note that tax deductions are high for non-FBR registered and non-active FBR filer companies/ Firms.
- All required information under MoVs (Section-10) is mandatory for the Company/ Firm to provide along with the proposal
- No CV or detailed profile is required, just share what is asked as MoVs (Section-10), in sequence accordingly to the serial numbers mentioned in MoVs column. Name these serial numbers as Annexure\_1.1, Annexure 1.2 and so on (in order to properly organize the documents in soft and hard). This will be considered as a proposal from Company/ Firm
- Make sure to provide all the required information, though any missing information might be asked from the Company/ Firm once only (2-days deadline will be given); afterwards Company/ Firm's proposal will be considered as un-eligible (if no information is provided); or otherwise as decided by the proposal's evaluation committee
- Proposal submission should be done in both hard and soft, as per the instructions given in this RFP.
- At the implementation stage, if the selected Company/ Firm change the professionals/ individuals proposed at the proposal stage, NRSP will immediately cancel this contract (even if the agreement is signed between NRSP and the selected Company/ Firm).
- NRSP will not be responsible for any cost incurred by the applicant Companies/ Firms; for applying to this assignment
- NRSP will bear the cost of organizing the 2 stakeholder's consultation workshops mentioned in section-3
- Due to any difficult circumstances, NRSP may terminate the RFP or Agreement signed with the Company/ Firm. In case of agreement cancelation, after mutual discussions/ agreements; remaining payments according to the work done will be paid to the Company/ Firm
- Applying to this proposal means applicant will agree to all requirements/ instructions mentioned in this RFP/TORs
- An effort by an applicant to influence NRSP, directly or indirectly through unfair means may result in the black listing for existing and any future opportunities of NRSP.
- A Contract/agreement will be signed with successful applicant for timely provision of appropriate services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the applicant.
- RFP publication does not constitute any commitment on part of NRSP unless a written agreement is signed by both parties.
- NRSP does not bind itself to accept the lowest or any proposal and reserves the right to reject any or all proposals at any point of time prior to signing of contract without any reasons whatsoever.
- NRSP reserves the right to initiate re-tendering without providing any reason whatsoever. NRSP shall not incur any liability on account of such rejection.
- Standard Code of conduct document of NRSP is enclosed as Annex B. Companies/ Firms responding to this RFP and who may be selected for award; will have to ensure compliance for this code of conduct.
- NRSP reserves the right to cancel/reject any or all proposals without any reason.

## 12. Cost of RFP

The applicant shall bear all the costs associated with the preparation and submission of RFP.

## 13. RFP Document

- The applicant is expected to examine all instructions, forms, Terms and Conditions in the RFP.
- The applicant should not add, omit, or change any item, term or condition in the original paper.

## 14. Deadline for Submission of Proposals

- Proposal must be received by NRSP at the address specified in the RFP not later than the specified date and time as mentioned in the RFP. In the event of the specified date of submission of proposal is being declared a holiday for NRSP, the proposals will be received up to the appointed time on next working day.
- NRSP may, at its discretion, extend this deadline for submission of proposals by amending the RFP.

## 15. Confidentiality Statement

All data and information received from NRSP for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of this assignment. All intellectual property rights arising from the execution of this assignment are assigned to NRSP. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of NRSP. NRSP may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

## 16. Rejection of the Proposal

The Proposal is liable to be **rejected** if:

- It is received **through** Telegram/Fax/E-mail.
- It is received after **expiry** of the due date and time stipulated for proposal submission.
- It is incomplete and has not been submitted accordingly to the guidelines of this RFP.

## 17. Modifications and Withdrawal of Proposals

No Proposal will be modified after the deadline for submission of proposals. Proposals once submitted will be treated, as final and no further correspondence will be entertained on this. However, evaluation Committee may ask for any missing or additional information from the applicant.

## 18. Proposal Opening and Evaluation

The NRSP will open the proposals, in the presence of applicants or their representative(s) if any, authorized by the applicant to attend, at the time, date mentioned in RFP document. The applicant representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of proposal opening being declared a holiday for NRSP, the proposals shall be opened at the appointed time and place on next working days.

## 19. Governing Laws and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of this RFP Document or breach thereof shall be settled amicably. If however

the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

## **20. Appeals**

Applicant believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at [complaints@nrsp.org.pk](mailto:complaints@nrsp.org.pk).

## UNDERTAKING/DECLARATION OF ELIGIBILITY

(to be submitted for company/firm letter head)

In the response to your RFP Ref No. RQ904, I/We, the undersigned, hereby declare that:

- Our proposal is valid for a period of 90 days from the last date for the submission.
- We agree to adhere to all of the terms and conditions as given in the tender documents of the NRSP and other documents as provided in the tender documents.
- We are registered with NTN, GST and provisional sales tax department(s).
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, NRSP reserves the right to reject our proposal or terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the a procedure provided for in national legislation or regulations.
- We have not been convicted of an offence concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means which the NRSP can justify.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.
- I/We as sole proprietorship, authorized dealers, Association of Persons (AOP), partnership firms, private or public limited companies or other do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found, I would stand liable to NRSP as per the rules mentioned in the tender documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- Have no relation, direct or indirect, with proscribed individual/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- Have not been reported for/under litigation for child abuse.

Full official Name: \_\_\_\_\_

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

Name of Company: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date and Location: \_\_\_\_\_



### Code of Conduct and Ethics

(Non-Employee, consultants, vendors and third parties)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a consultant/Vendor professional objective is to assist NRSP to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.

As a consultant/vendor requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/vendors have pledged to abide by the NRSP's Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession.

*All individuals (non-employees) contracted or functionally related to NRSP, including executing entities and third-party vendors:-*

1. Will serve NRSP with integrity, competence, objectivity, independence and professionalism.
2. Will only accept assignments that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the assignment.
3. Before accepting any assignment will establish with NRSP realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the assignment.
4. Will treat all confidential NRSP information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the NRSP's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to NRSP immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact NRSP during the any pre-solicitation or evaluation phase in which participated, unless NRSP contact for any information.
7. Will offer to withdraw from assignment when they believe their objectivity or integrity may be impaired.
8. Will inform NRSP immediately if there is any change in contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for NRSP record.
9. Will represent the profession with integrity and professionalism in their relations with NRSP, colleagues and the general public.
10. Will report to appropriate authorities within or external to NRSP organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an assignment.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any assignment to NRSP, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of NRSP with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;
14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,

16. Shall not harass, discriminate, or retaliate against any other consultant/vendor or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.
18. No NRSP employees shall solicit anything of value from a citizen or business for services that the NRSP is expected to provide.
19. Shall not remove NRSP property from its assigned place for personal use. Defacing or destroying NRSP property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting assignments, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.
22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by NRSP for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in NRSP premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on NRSP premises.
25. Shall strictly follow the NRSP's workplace policies while on any NRSP premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or NRSP interests. In this regard NRSP expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party vendors etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

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## **Anti-Money Laundering and Anti-Terrorism Financing Policy**

### **Policy**

**"It is the policy of the NRSP to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities"** by complying with all applicable requirements under the **Anti-Money Laundering Act 2010** (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and **Anti-Terrorism (Second Amendment) Act, 2014** and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, NRSP is very sensitive to ensuring that our platform is not used for any such purposes.

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